

2005  
COOPERATIVE SUMMER INTERN PROGRAM

**Arthur Capper Cooperative Center  
Department of Agricultural Economics  
Kansas State University**

**GENERAL DESCRIPTION**

The primary objective of the Cooperative Summer Intern Program is to provide a student interested in the field of cooperative marketing, farm supply and service some experience and knowledge on the management and operations of a cooperative. The student must be a Junior or Senior by next Fall Semester. Students in other departments, such as Agronomy and Animal Science, are welcome to participate and may choose to enroll in an intern course within their department.

To accomplish the objective the student is expected to participate in a variety of activities at a cooperative. The duties require significant involvement in management and sales activities as well as physical activity. All responsibilities require the ability to work effectively with co-workers and to meet and work well with the public.

The student is introduced to most aspects of cooperative operations. This provides the cooperative and intern with information valuable in future employment decisions as well as other benefits.

The standard internship runs for 12 weeks. The cooperative appoints a cooperative employee to serve as the intern coordinator. The coordinator is the key contact with the intern and the intern instructor of the university.

The intern program participates in conjunction with the Agribusiness Internship program of the Department of Agricultural Economics and the Experiential Learning Program of the Career and Employment Services office of Kansas State University. Students and employers will be provided a copy of the policies and procedures that apply for each program.

**Job Description and Calendar of Activities**

In order to assure the intern has a valuable learning experience and the cooperative has a productive employee a schedule of activities should be developed by the cooperative. The intern is expected to attend various management meetings and to spend time with key managers as part of the schedule. To provide information on the quality of the learning and work the student is expected to keep a daily log of activities. This log of activities should be reviewed by the intern coordinator weekly to verify the objectives, schedule of activities, and work are satisfactory.

The student is expected to attend regular meetings of managers. If possible, the student also should be invited to attend at least one Board of Directors meeting to hear a management report.

The schedule and exact duties of the intern may be changed during the summer in order to better achieve the objectives of the student and/or the cooperative. Scheduling of intern activities at the cooperative will be arranged by the intern coordinator. An example of a general plan of activities for the intern at a cooperative is included on pages three and four.

Each cooperative participating in the program should prepare a general calendar that fits its situation and needs. For the student to receive academic credit the proposed calendar of activities must be approved by the university and the actual work experience must follow the calendar in a manner sufficient to meet the overall objectives of the internship.

### **Student Project**

The intern is encouraged to complete a project related to the operation of the cooperative as an additional learning experience. The project will be supervised by the coordinator. *Emphasis should be given to studying a specific problem situation and making recommendations to management.* Additional guidelines are provided in the Department of Agricultural Economics “Agribusiness Internship Policies and Procedures” publication available on the ACCC website. An example of a written internship report prepared by Jennifer Griesel Robert is available for review on the ACCC website. A **written and oral report** should be made to management preferably prior to the completion of the summer intern program but no later than **November 11, 2005**.

During the 12-week program, the student should select the project and complete the first draft of the internship report. The intern coordinator should assist the student in selecting a meaningful and attainable project topic and should provide sufficient time in the schedule for the student to obtain essential information during working hours. *The student is encouraged to prepare the report using primarily evening and weekend time. Official work hours devoted to report preparation will be at the discretion of the cooperative.* The university intern instructor or ACCC staff will provide additional advice, information and other assistance upon request.

### **Agribusiness Internship Course**

The intern may register for AGE 445, Agribusiness Internship, for the Fall Semester and receive one to three hours of credit by paying the tuition corresponding to the hours of credit desired (one to three). For interns from other departments, the intern may register for a comparable course in their department. ***If the intern chooses not to register for the intern course for credit the intern must still attend at least one session of the course.*** At that session the intern will make or arrange to make in another course, an oral report on the intern experience and the project. The student will turn in a written report on the experience and project to the ACCC by **November 11, 2005**.

**EXAMPLE OF  
SUMMER INTERN CALENDAR OF ACTIVITIES**

**Fertilizer and Chemical Operations**

Approximately three weeks - The student will be introduced to the fertilizer operations. The student will spend the first two days of this term with the Fertilizer Department Head. Most of these activities will take place at the Fertilizer Plant and the duties will be supervised by the Plant Manager.

Duties at the Fertilizer Plant will include: tender driving for fertilizer and pesticides; assistance in chemical application, anhydrous tank filling and delivery; tending and mapping for aerial chemical application; soil sampling and reporting of soil test analysis; blending and applying dry fertilizer; and maintenance and repair duties. Other necessary duties as described and directed by the Fertilizer Plant Manager may also be required. A significant amount of time will be spent with the manager or fieldman calling on farmers and discussing overall operations, procedures and objectives.

**Grain Operations**

Approximately four weeks - The intern will be introduced to the grain accounting, merchandising and harvesting activities of the co-op. The student will spend the first day of this term with the Grain Merchandiser. After this introduction, the student's main duties will be carried out at one or more elevators. The student will assist in harvest activities and functions as directed by the Elevator Manager.

General duties will include: office accounting procedures, unloading of trucks during harvest and loading of railroad cars for shipment. At times, the student may be asked to assist with the feed operations at the location. The student will spend time each week with the Elevator Manager and/or Grain Merchandiser to discuss overall operations.

**Elevator, Fertilizer And Petroleum Operations**

Approximately two weeks - The intern will spend time working at various operations (grain, fertilizer, petroleum, etc.). The first day of this term will be spent with the Petroleum Department Head. After this introduction, the student will be placed in an appropriate operation.

General duties will include: working at various elevator, fertilizer and petroleum operations on an as-needed basis. Involvement in elevator operations will include activities in fertilizer and chemical sales and application, feed sales and mixing and petroleum sales and delivery. General maintenance activities may also be involved in the intern's responsibilities as well as other activities directed by the appropriate branch manager. Petroleum branch operations will include: petroleum delivery, sales and service activities and general maintenance responsibilities as directed by the appropriate petroleum branch manager. Regular meetings with the branch

managers will focus on branch management in relation to the total company goals, objectives, and procedures.

### **Feed Sales, Service and Manufacturing**

Approximately two weeks - The intern will spend the first two days of this term with the feed department manager. The intern will travel with the feed salesman to observe feed sales activities and learn how this activity differs from other company enterprises. An introduction to feed ingredient procurement, manufacturing and sales will be given.

One week will be spent at the main feed mill working with feed manufacturing operations. The intern will discuss the objectives of the feed mill with the plant manager.

### **General Company Orientation**

Approximately one week - The intern will spend time in the Head Office discussing general company operations. The intern will meet with the General Manager and key department managers (especially those not involved before including the controller, director of member relations, credit manager, etc.) to discuss various phases of the business.