

PDPW Enhanced Internship Intern Guidelines & Application

Purpose

To provide a platform and resource for collegiate-level students to partner with an active dairy producer, in order to participate in an educational, hands-on, on-farm professional experience.

Background

Dating back to 2004, PDPW's Enhanced Internship program was initiated by the PDPW membership with the objective to meet the expressed concern that too few young adults viewed production agriculture as a viable career option. In reality, opportunities did exist, and it was of PDPW's effort to provide a meaningful internship experience for those students interested in pursuing a profession in the dairy industry, whether as a future producer, veterinarian or another supporting dairy industry position.

Future

In 2013-14, PDPW's producer-led board of director's set a high priority in support of the dairy industry's next generation, in order to enable the sustainable success of dairy farm families in the standing local and global markets.

Unlike the 20th century, there are now fewer farm-children coming from the dairy farm with the background and knowledge of years before; and conversely, there are a greater number of those coming into the dairy industry without the background and knowledge. It is now more important than ever to offer educational experiences that will engage both students with and without farm backgrounds, in order to keep our students' talents and passions within the dairy industry. Our intentions will offer both dynamic groups a greater breadth of experiences and exposure to modern dairy production systems in preparation to their career success. PDPW is committed to continuing the reach and results of PDPW's Enhanced Internship program.

Requirements & Expectations

PDPW's Enhanced Internship program is limited to those interested in pursuing a profession in the dairy industry as a dairy producer, veterinarian, and/or other allied industry in the dairy field.

Internships should be tailored to meet the individual needs of the farm, but should allow diversity of duties involved in the day-to-day operations. Additionally, employers are encouraged to allow their intern exposure to business planning and personnel management of the host farm.

Outline of Required Processes

Listing a potential internship opportunity (dairy producers):

Step 1: Employer (Internship Supervisor) completes and submits “PDPW Enhanced Internship Supervisor Application” and the “Disclaimer of Liability” forms.

Step 2: Potential employer is required to be a PDPW member or submit membership dues at the time the application and disclaimer forms are submitted. Membership is available online at www.pdpw.org/join_pdpw.php.

Step 3: Completed form is submitted to PDPW headquarters for review and approval. Information will be utilized to establish a listing on PDPW website.

Step 4: Copies of the completed form are forwarded from PDPW headquarters to faculty internship advisors at college schools. Faculty internship advisors utilize this information plus supplemental information to

- a) Determine if this farm is a suitable site for an internship
- b) Determine if any additional information is required for listing the internship opportunity at the local campus

Step 5: Faculty internship advisor forwards required materials to the internship office at the local campus.

Step 6: Campus internship office posts internship offering to student audience.

Student applications for a particular internship (potential intern students):

Step 1: Student completes “PDPW Enhanced Internship Application” and collects 2 references.

Step 2: Student meets with faculty internship advisor to obtain access to PDPW approved farm listing (www.pdpw.org) or internship opportunities and to discuss suitability of potential employment sites.

Step 3: Student sends cover letter, resume, and application forms directly to farm-site of choice.

Step 4: Student completes the “Disclaimer of Liability” form and sends to PDPW.

Step 5: Potential employer is contacted (by the student) to set up an interview.

Step 6: If the internship is offered to the student, the student is responsible for completing the documentation necessary to receive academic credit for this internship. This documentation includes:

- a) Learning objectives over the duration of the internship.
- b) Outline of a special project to be completed during the internship.
- c) Application for internship – if your college requires it.

Step 7: Documentation required and provided by the school must be signed by the student, employers and faculty internship advisor. A copy of all completed forms will need to be sent to PDPW. The internship will then be viewed as “official” and students may receive academic credit for the educational experience.

Internship supervision and activities

1. All feedback from the intern and the employer for the purpose of internship monitoring and evaluation will be the responsibility of the institution that will grant academic credit to the student upon successful completion of the internship. The faculty internship advisor will conduct at least one site visit when feasible and discuss the progress of the internship with both the intern and the employer.
2. The faculty internship advisor should keep the PDPW office apprised of how each internship is going, making special note of concerns that can be corrected in the program.
3. PDPW will serve to develop and facilitate the “enhanced” portion of the internship process.

PDPW Enhanced Internship Program Contact:

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Professional Dairy Producers of Wisconsin

ENHANCED INTERNSHIP APPLICATION

Name: _____

School: _____ Status: _____

Degree/Major(s): _____

Current Address: _____

Permanent Address: _____

Phone Number: _____ Email: _____

List three specific goals you would like to achieve during this internship.

- 1)
- 2)
- 3)

Describe the desired time frame of your internship (example: starting May 22 – August 15). Starting and ending dates should be discussed and decided with your internship provider.

Skill level evaluation: *Indicate experiences to date, in each of the categories below.*

Technical Skills	EXCELLENT	GOOD	FAIR	NO EXPERIENCE
AI				
Business management skills				
Calving assistance				
Computer skills				
Cropping skills				
Feeding–nutrition				
Herd health issues				
Machinery operation				
Milking processes				

Describe any skills, aptitudes and relevant courses that have been completed to help achieve your internship goals.

Please provide two references (i.e. name, phone, email, relationship).

Please list any additional questions or concerns.

Signature _____ Date _____

***Please attach a cover letter and resume, and return all forms to your prospective employer.**

INTERN REFERENCES FORM - TWO REQUIRED

Name of Intern Applicant: _____

Name of Reference: _____

Reference's Address: _____

Phone: _____ Email: _____

Relationship to applicant: _____

**** Applicant's Reference should fill out the remainder of form ****

How long have you known the applicant? _____

Skill level evaluation: Please rate the applicant on the following items:

PERSONAL SKILLS	EXCELLENT	GOOD	FAIR	NOT OBSERVED
Conflict Management				
Enthusiasm				
Flexibility				
Initiative				
Reliability				
Sense of humor				
Team work				

Describe the applicant's greatest strengths and weaknesses regarding overall technical dairy production skills.

Describe the applicant's greatest strengths and weaknesses regarding dairy production skills.

Describe the applicant's greatest strengths and weaknesses regarding the ability to work together with other people.

Please add any additional information you feel would assist in the intern-supervisor matching process.

Signature _____ **Date** _____

****Mail the completed form to the student's potential intern farm supervisor (employer) at the following name and address (to be provided by student):**

Name of Farm Supervisor: _____

Farm Supervisor's Address: _____

Professional Dairy Producers of Wisconsin

ENHANCED INTERNSHIP DISCLAIMER OF LIABILITY

The parties understand that the Professional Dairy Producers of Wisconsin (PDPW) is acting as a facilitator of the Enhanced Internship Program, by linking students with agricultural producers under specified guidelines. In order to take part in the Enhanced Internship Program, the undersigned understands and agrees as follows:

Initials

___ 1) PDPW shall not be responsible for the negotiation and determination of compensation, housing and/or transportation. The Internship Supervisor Farm and the Intern, as they mutually negotiate, are solely responsible for all matters relating to the payment and reporting of federal, state and local payroll taxes, workers' compensation insurance, unemployment compensation, salaries and other benefits, for services provided to the Internship Supervisor Farm by the Intern.

___ 2) The internship Supervisor Farm and the Intern, as appropriate, shall be solely responsible for any personal and/or physical injuries or damages incurred by either the Internship Supervisor Farm and/or the Intern.

___ 3) The Intern shall be solely responsible for registration and compliance with applicable school requirements in order to obtain necessary accreditation for his or her participation under the Program. PDPW makes no representation or warranty of the Program's ability to qualify for any such accreditation.

___ 4) The Internship Supervisor Farm and the Intern affirmatively state that all information contained in its, his or her respective application and supporting documentation is true and accurate.

___ 5) The Internship Supervisor Farm and the Intern acknowledge that it, he or she has had the opportunity to review the other's application and supporting documentation, was able to make the final decision regarding selection and hereby assumes all responsibility for such selection whatsoever.

___ 6) The Intern shall be solely responsible for his or her actions and completion of this Program, including the duties and responsibilities required by the Internship Supervisor Farm.

___ 7) The Internship Supervisor Farm shall be solely responsible for compliance with any and all Federal, State and local employment, discrimination, harassment and other employment related laws, as applicable, including those provided in Paragraph 1, above.

___ 8) Although PDPW attempts to utilize information provided to it by applicants solely for this Program, it shall not be held responsible for the outside dissemination of such information.

___ 9) Although PDPW shall attempt to keep all information and documentation provided private, including that which is posted in its website, accurate and current, it shall not be held responsible for any failures, whatsoever, to do the same.

___ 10) In no event shall PDPW be liable to the Internship Supervisor Farm, Faculty Internship Advisor or the Intern for any and all damages, losses and/or costs, including direct, indirect, special, incidental, consequential or punitive damages, of any kind or nature, whatsoever, relating to PDPW's involvement in the Program.

___ 11) The internship Supervisor Farm and/or the Intern shall indemnify, defend and hold PDPW harmless from and all actual or threatened causes of action, claims, damages, losses, costs, penalties, liabilities, and/or deficiencies, including reasonable attorney fees, of any kind or nature, including, but not limited to, lost profits, direct, indirect, incidental, consequential, special or punitive damages arising out of or relating to PDPW's involvement in this Program.

___ 12) No oral or written information or advice given by PDPW or its authorized representatives shall, in any way whatsoever, increase the scope of this Disclaimer.

THE UNDERSIGNED HAS READ AND FULLY UNDERSTANDS THIS DISCLAIMER AND AGREES TO BE BOUND HEREUNDER.

Dated: _____

(Signature)

Name Printed

Title: ___ Host Farm

 x Intern

Intern Applicants, please complete below as this form is mailed separately from your application to PDPW. Thank you!

School: _____

Phone Number: _____ Email: _____

