**SAMPLE 1**

**Thank you for completing the Designing a Cooperative Extension Internship form.**

## A copy of your submission has been sent to your supervisor's email.

Please review your submission and connect with your supervisor for help and support. The information in this submission should serve as your guide for a successful internship experience for the student.

### Your Name

Caitlin Ramsay

### Your Email

caitlin.ramsay@maine.edu

### Your Supervisor's Name

Sample

### Your Supervisor's Email

caitlin.ramsay@maine.edu

### Name of Internship

Creating an Internship Experience Recruitment Video

### Where/location of the internship

Highmoor Farm, Monmouth, ME

### Is there ofﬁce space/support for an intern if needed?

Yes

### If yes, where is the space located or who would provide ofﬁce support?

We would share the main ofﬁce and I would provide support.

**Is there computer/technology access available if needed?**

Yes

### Proposed Start date for the internship

05/31/2021

### Proposed End date for the internship

08/27/2021

### Who will supervise the intern

###  Caitlin Ramsay

### Does the supervisor have experience supervising an intern or college student worker?

Yes

### Do you have a student already identiﬁed for this internship?

No

### If no, how will you help advertise this internship?

Create a Job Description to be placed on Career Link

### Will this internship be for academic credit?

Yes

### What will the hourly rate be for this internship?

$12.15

### What chartﬁeld will be used for the internship?

xxxxxx-x-20-xxxxx

### Why do you want to host an intern?

My department has need for a recruitment video to recruit interns to our Extension Internship Experience. I miss working with college students and mentoring them.

### What are the beneﬁts to a student with this internship?

To gain real life media production and PR experience. To gain a better understand of Cooperative Extension and its programs. To have some networking opportunities for future career aspirations.

### What is the overarching goal of the Internship?

To create a 10 to 15 minute video to be shared in order to recruit UMaine students to the UMaine Cooperative Extension Internship Program. The intern will work on ﬁlming, video editing, and interviewing skills in order to complete this project. Interns should gain media experience that can be added to their Resume for future career aspirations.

### What are the three main learning objectives?

1. Intern will gain interview skills.
2. Intern will gain media production skills.
3. Intern will gain PR skills.

### What are the learning tasks for the 3 main learning objectives listed above?

1. Intern will research good interview procedures, interview fellow interns and their mentors about the experience and will in-the-moment adapt interview techniques based on that experience.
2. Intern will produce a video reﬂecting best practices for interviewing videography, including but not limited to: editing, b- roll footage, transitions, sound, camera angles, storyboarding, artistry
3. Intern will research other Cooperative Extension's promotional videos as well as other Internship promotional videos and compile it into a reportable format on what works and what doesn't work for future reference.

### What’s the Research Component?

Intern will research other Cooperative Extension's promotional videos as well as other Internship promotional videos and compile it into a reportable format on what works and what doesn't work for future reference. Intern will research good interview procedures.

### Describe the speciﬁc activities/tasks/responsibilities expected of the intern?

Intern will be expected to arrange and conduct interviews with other interns and their mentors to create a promotional video. Intern will be expected to conduct research on best practices to create a promotional video. Intern will be expected to edit the promotional video. Intern will be expected to present ﬁnished video to Mentor and at least one member of the Marketing and Communications Team as if it were a real-life marketing pitch. Intern will be expected to create a reference material for the Marketing and Communications team to use outlining best practices and advice for creating a recruitment video for the 17- 25 age demographic.

### What networking opportunities will you offer the intern?

In the nature of this project, the intern will be interacting with the other Interns in their program as well as their mentors. In addition, the Intern will get a chance to interact with the student workers who work every summer on Highmoor Farm and the vegetable and fruit experts who work there.

### Outline the site-speciﬁc training plan for the intern?

On day one, we will go over housekeeping things like: where to park, a tour of the farm, introductions to staff, where the intern's "area" will be. We will create our learning contract for the internship as well as go over the expected work schedule. A pre-arranged training with a member of the marketing and communications team to go over branding expectations with the Intern. Lastly, we will go over general expectations of the Intern during the internship.

### Outline your supervision support plan for the intern?

Once a week, we will have an arranged meeting. This meeting will go over progress made on the project. We will go over the outlined plan of work for the next week. We will discuss any problems that might have come up since the last meeting and how I can help with them or resources I can provide to solve them. We will discuss how the Intern is doing and if the Intern is having any interpersonal communication problems with staff and/or stakeholders. If time, we will discuss the Interns general impression of Extension. In addition, I will maintain an "open-door" policy so that my intern can come to me at any time during the week to discuss something that may seem more urgent then the once-a-week meetings. I will encourage this "open-door" policy by making sure to say hi and check in for a few minutes every day the Intern is at Highmoor Farm to see how they are doing. Lastly, once a month I will treat my Intern to a lunch out. We will discuss; career and college goals, how skills being gained from the internship can help with future aspirations, possible Extension staff who might be able to offer more insight or guidance with career and college goals and anything that the Intern might want to discuss.

### What is the total time commitment of the intern for the internship?

9 hours per week

### What is the weekly schedule?

A min. of a couple hours required "in ofﬁce", the rest will be based off of the scheduled interview time that the intern sets up.

### What are the speciﬁc skills or abilities expected of the intern?

Basic understanding of computers, video equipment and editing software.

### Are there things the intern will be expected to learn? If so, how will the intern gain these skills?

Interview techniques- through independent research

Videography- through my guidance, Marketing and Communication's branding training, other state Extension staff whose sole job is videography, possibly some of my former colleagues providing some tips and tricks, independent research Cinematography- through my guidance, other state Extension staff whose sole job is videography, possibly some of my former colleagues providing some tips and tricks, independent research

Creating a sales pitch- independent research and my guidance

### What are the work environment expectations of the intern?

When the Intern is on the farm the Intern will need to be observant of equipment that is being used and its harmful potential. Only trained employees may use the farm equipment. Before the Intern may ﬁlm at any location, the proper authorizations need to be done.

### Do you have a learning contract for this internship?

Yes

### A formal evaluation is expected of each intern. What is your process for evaluation?

At our weekly meetings I will take notes and provide informal feedback. Half-way through the internship we will have a formal evaluation. Intern will get a chance to evaluate me as well at the half-way mark. At the end of the evaluation all of the informal feedback, the half-way evaluation, the intern's own self-evaluation and general feedback from other staff will be compiled into a summary document. The last one-on-one meeting will be to go over the formal evaluation.

### How do you plan to provide mentoring to an intern to help identify their strengths?

My "open door" policy will allow the Intern to come to me to discuss things and I will help the Intern see skills being gained and strengths the Intern has. My once a month treat to lunch out will provide us a better opportunity to discuss strengths and how to foster and or adapt them to future aspirations.

### How will you conduct an exit interview for the Intern?

In addition, to the Intern's self-evaluation, I will have the Intern ﬁll out an Exit-interview form. We will discuss the results at the same time as the ﬁnal evaluation.

### Do you have questions for the exit interview?

No