



## INTRODUCTION MEETING

Washington, D.C. | summer & fall 2020

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| Session                             | Facilitator    | Purpose  |
|-------------------------------------|----------------|--|
| Welcome & staff introductions       | Erin Fisk      | Welcome to ANRP training! Cover the agenda and meet the ANRP staff.  |
| Program history & Learning outcomes | Erin Fisk      | We will review the legacy of the ANRP Internship Program, as well as how we hope our interns grow from this experience.  |
| Program logistics                   | Erin Fisk      | There are many logistical elements involved with this program with which you will need to become familiar, including academic enrollment, financial aid, billing, health insurance, biographies, thank you letters, and housing.   |
| Pre-departure timeline              | Erin Fisk      | Review the timeline for upcoming training sessions and program deadlines.  |
| Risk management forms               | Stephanie Webb | Discuss the risk management form packet.   |
| Student rules & responsibilities    | Erin Fisk      | As an intern, you are a representative of Texas A&M University. This presentation will cover the rules & responsibilities of students and how they apply to you before and during your internship semester.  |
| Selection process & interviews      | Stephanie Webb | Briefly provide updates regarding the status of intern selections. Describe the basic etiquette of telephone interviews and what hosting offices are looking for in potential candidates. Discuss similarities and differences of phone interviews vs. in-person interviews. |
| Program expectations                | Stephanie Webb | Discuss what is expected of interns and of program staff.  |
| Cohort engagement                   | Erin Fisk      | Start getting to know each other before going to D.C.!   |
| Expectations & next steps           | Erin Fisk      | Wrap-up housekeeping items and discuss the remaining of the training meetings.   |

## PROGRAM HISTORY & LOGISTICS

### Program Contact Information

Contained below is contact information for program staff. Please add these numbers to your phones. Additionally, be aware that staff cell phone numbers are for interns only in the event of emergencies and should not be distributed without prior approval from the individual staff member. Parents, guardians, site supervisors, etc. should use the office contact information only.

|                    | <b>Stephanie Webb</b><br><i>Director</i> | <b>Erin Fisk</b><br><i>Coordinator</i> |
|--------------------|--|--|
| Office Main Line   | 979-845-3712                             | 979-845-3712                           |
| Office Direct Line | 979-458-1346                             | 979-845-8094                           |
| Fax                | 979-845-6083                             | 979-845-6083                           |
| Cell               | 512-332-1824                             | 512-680-4936                           |
| Email              | smcmillen@tamu.edu                       | erinsfisk@tamu.edu                     |

### Program Office Information

- Physical & mailing address
  - Agriculture & Life Sciences Building
  - 600 John Kimbrough Blvd., Suite 515
  - 2402 TAMU
  - College Station, TX 77843
- Websites
  - PPIP: <http://ppip.tamu.edu>
  - ANRP: <http://anrp.tamu.edu>
- Social Media
  - Twitter: @tamuANRP
  - Facebook: /tamuANRP
  - Instagram: @tamupolicyinterns
- Hashtags
  - #AggiesInDC
  - #AggieInternLife
  - #AggiesImpactPolicy

### About the Program

The Agricultural and Natural Resources Policy (ANRP) Internship Program is one of the premier leadership opportunities in the College of Agriculture & Life Sciences at Texas A&M University. Through this program, students complete exciting, policy-focused internships in Washington, D.C., Austin, Texas, and Rome, Italy for a semester while earning academic credit.

Texas A&M University recognizes internships as an integral part of its curriculum, enabling students to participate in structured, supervised learning experiences off-campus. Internships are essential experiences that employers look for from college graduates. The ANRP Internship Program is one such opportunity specifically designed for students in the College of Agriculture and Life Sciences, offering benefits that are unparalleled by other university programs across the nation. By incorporating practical work experience in a professional environment, students are able to build on knowledge from previous coursework and prepare for life after graduation.

ANRP Internship Program participants emerge from their internship semester with knowledge and skills that will distinguish them from their peers. Former interns highlight increased research abilities, a better understanding of complex organizations/systems, and the development of interpersonal communication skills. Most importantly, students learn to understand the policy process through hands-on experience. Program participants see firsthand how a single idea can develop into legislation that impacts their area of interest, whether it is production agriculture, wildlife biology, environmental conservation, nutrition, agricultural economics, or another area.

## History

The ANRP Internship Program was established in the spring of 1990 by Dr. Ron Knutson, an agricultural economics professor and then director of the Agriculture and Food Policy Center at Texas A&M University. Dr. Knutson was contacted by Congressman Greg Laughlin, who requested an intern with agricultural and natural resource knowledge who could help his office with these issues. From that single request, the ANRP Internship Program was established.

In its early years the program quickly gained popularity on Capitol Hill because of the quality and aptitude of students selected. This resulted in more offices requesting ANRP interns and more students having the opportunity to benefit from this once-in-a-lifetime opportunity. The well-known reputation that resulted from the Washington, D.C. interns allowed the program to eventually expand to Austin, Texas and most recently, Rome, Italy. Students now serve in legislative offices and state agencies every other year during the Texas legislative session, as well as abroad with the Food and Agriculture Organization (FAO) of the United Nations every semester.

The ANRP Internship Program is proud of its approximately 800 alumni from the College of Agriculture and Life Sciences. Since its inception, the program has enabled students to enhance their knowledge and leadership skills outside the classroom. It has proven invaluable in terms of practical work experience and personal growth, as well as its ability to provide career opportunities for hundreds of intern alumni.

## Vision

To develop leaders of character dedicated to serving the greater good through policy.

## Mission

The ANRP Internship Program is an academic service designated to help students obtain a policy-related internship in Washington, D.C., Austin, Texas, or Rome, Italy for course credit. During their internship, students will learn new skills, gain valuable inside knowledge about their professional future, and meet the people who will someday be their co-workers and professional supervisors.

## Program Goals/Objectives

The Agricultural & Natural Resources Policy Internship Program aims:

1. To provide opportunities for students to understand the policy-making process and how it can be applied, and relates to policy in their respective field of study.
2. To enable students to develop personal and professional skills, explore career interests, and expand their professional networks.
3. To provide opportunities for students to evaluate and apply knowledge gained from academic coursework in a professional work environment.
4. To connect hosting offices with student interns who are interested in learning about the policy-process through practical work experience.

## Learning Outcomes

All of the program's learning outcomes connect directly to [Texas A&M University Undergraduate Learning Outcomes](#). Specifically, as a result of participating in this professional policy internship, interns will be able to:

1. ***Apply academic knowledge in a professional setting***  
The primary goal of an internship is to provide the student with the opportunity to apply knowledge gained in the classroom to solve real problems in personal and professional settings.
2. ***Develop professionally relevant competencies and relationships in a professional setting***  
The student works together with the site supervisor to specify how the student plans to sharpen and develop new knowledge, skills, and abilities necessary to serve effectively in a professional policy related setting. Students will use appropriate strategies and tools to represent, analyze, and integrate information while in the internship to develop reasonable positions. Additionally, relationships with the site supervisor and other professionals add to the student's professional network.
3. ***Gain understanding of and exposure to the public policy process***  
The student is able to learn through formal training and on-the-job experiences the public policy process. The student is able to experience various aspects of the policy process through interactions with the site supervisor and other employees, as well as through interactions and meetings with customers, clients, and/or constituents.
4. ***Observe a diverse professional organizational culture and an understanding of professional etiquette***  
The student begins to understand the dynamics of an organization's culture through observing and reflecting on how decisions are made, how work is structured, how power is shared, how colleagues interact, how an organization's mission/vision are implemented, and to what degree accountability and feedback are present in the organization. This is accomplished in diverse (economic, political, cultural, religious, etc.) contexts. The student also practices proper business etiquette while fulfilling their internship responsibilities.
5. ***Clarify career goals and personal aspirations***  
The internship experience allows the student to put their knowledge and talents to practical use in preparation for a life of leadership and service to the greater good. The student is able to reflect on the internship experience and make connections between what the student understands about his or her giftedness, and the needs of the profession the student is exploring through the internship experience.

## Academic Credit, Full Time Status, & Continuing Students

All ANRP interns are required to be enrolled in AGLS 492 and complete assignments via eCampus. This is a variable-credit (0-2 hours) co-op course. Program staff will contact the COALS dean's office to have graduating seniors marked as "continuing" so that they may participate in ANRP and enroll in the AGLS 492 course. The program staff will then have all ANRP interns approved for course enrollment by the Career Center. Interns will then be provided with registration procedures, including the proper section number. Please meet with your academic advisor to discuss how many hours (0-2) in which you should enroll for the AGLS 492 course.

Note that AGLS 492 is a graded course and it will affect your GPR accordingly. This goes for recent graduates as well. The course work includes four module assignments, as well as completion of a blog post, learning agreement, final evaluation, and a social media submission.

Enrollment in AGLS 492 will have you flagged automatically as a full-time student with the Registrar's Office. *Please note that this is NOT the same as being considered full time for financial aid purposes.*

## Additional Academic Credit

In addition to the ANRP coursework, some students gain additional hours that count toward graduation by enrolling in special topics courses and independent studies classes during their internship semester. These courses can be arranged by contacting your academic advisor or professors. However, keep in mind that you will be working 40 hours a week. We recommend that you do not enroll in more than six (6) hours total.

## Financial Aid

Financial aid eligibility varies between students. It is the responsibility of each intern to meet with a financial aid advisor to discuss how this program will affect the student's financial aid and scholarship eligibility. *Please note that being flagged full time with the Registrar's Office does not mean that you are considered full time for scholarship and financial aid purposes.* Additionally, in order for federal financial aid to cover the ANRP course, AGLS 492 must be officially listed on your degree plan.

## Billing

Interns will be billed by Student Business Services (SBS) for the number of hours in which they are enrolled. Use the following steps to determine what your tuition and fees will be for your internship semester.

1. Go to: <http://sbs.tamu.edu/>
2. Click on "Tuition Estimator".
3. Choose what applies to you: "Undergraduate" or "Graduate", "Resident" or "Non-resident" (If you are in between undergrad and grad school at A&M, you choose "Undergraduate").
4. Complete the questions asked. You will need your Tuition Rate Code from the My Finance Tab in Howdy.
5. Look under the column marked Semester Hour "1".
6. Remember, you are registered "in absentia," which means that you will not pay for things like Rec Fee, Health Fee, etc. Subtract these items to arrive at a much more accurate figure of what you will pay.

AGLS 492 incurs a \$75 co-op fee, even if you take the course for zero (0) hours.

## Health Insurance

All ANRP interns are required to possess valid health insurance for the duration of their internship. Students will be responsible for providing a current copy of their health insurance card prior to leaving for the internship.

Students may use their current health insurance plan or may purchase insurance through Texas A&M University's Student Health Services. Please visit the <http://shs.tamu.edu/insurance> for details and eligibility.

## Student Biography

Students in the program are required to write a biography of 150-300 words. It should be written in third person and include where the student is from, what they are studying and other applicable work and life experience such as involvement in extra-curricular activities. Students should also include interests and passions that have led them in making decisions for their education and careers. Students can review example intern biographies on the website by checking the current intern's page.

## DONOR THANK YOU LETTERS

### How to Write a Thank You Letter

1. **Please, do not include “aggie-isms.”** They already know how proud you are to be a “member of the Fightin’ Texas Aggie Class of 20XX!”
2. **PROOFREAD, PROOFREAD, PROOFREAD!** Spell check is your friend, make sure you use it. Once you have finished your letter, print it out and read over it out loud. Make sure you aren’t missing words like “to, that, etc.” It is easy to make a mistake, but sometimes it is difficult for us to catch them (You can even ask a friend or family member to look over your letter). Remember, this is a representation of you, the program, and the university. Make us proud!
3. **Make it personable.** Just because it’s a professional letter does not mean that you have to sound stiff. You don’t have to use overly formal language and words. They understand that you are students, and they want to hear about you, your accomplishments, and your future goals.
4. **While this is atypical, please do not include your current address or contact information in the letter.**
5. **Sign your letter.** Put only your name at the bottom with your signature above it.

### Sample Thank You Letter

Remember this is a sample letter that is meant to guide you in your writing. You do not have to follow the exact format, but you want to include the key elements that are represented in this letter. Use 12-point, Arial font for your letters. Do not copy this letter or any sentences word for word. (That is plagiarism!)

Donor First and Last Name  
Title  
Organization  
Street Address  
City, State Zip

Dear Mr(s). Donor Last Name:

1st paragraph: **“Thank you” is a must!** You must use the **FULL TITLE for the program** (i.e. Texas A&M University’s Agricultural and Natural Resources Policy Internship Program)! Mention the **semester and year you will be interning**. Tell them when you are **graduating and your major**. Note: majors are not capitalized. **Point out where your hometown is located.**

2nd paragraph: **Write about the organizations you are involved in and/or your current job and describe what you have learned from those experiences.** Be sure to tell what your organization do, as most people aren’t familiar with the current campus activities available to students.

3rd paragraph: Tell them **what office you’ll be interning with**. Explain **what you hope to gain from this internship, what your future goals are and how this experience will help you achieve those goals.**

4th paragraph: **Thank them again** for this extraordinary opportunity.

Sincerely,

**(Sign here)**

Jane Doe

## Intern Housing

Housing and basic utilities are provided to all ANRP & PPIP interns in Washington, D.C. The program has intern apartments located at The Buchanan in Crystal City (Arlington, Virginia). **Interns will be responsible for providing a \$350 deposit prior to moving to D.C., made payable via check to “Texas A&M AgriLife Research”.** Up to \$175 of the deposit will be refundable at the conclusion of the internship semester, minus any charges for damages and/or excessive cleaning.

## PROGRAM POLICIES & TEXAS A&M UNIVERSITY STUDENT RULES

### Program Policies

All program interns sign the *Intern Code of Conduct* and the *Terms of Participation Agreement*. Interns for the D.C. program will also sign a *Housing Contract*.

Students who participate in Policy Internship Programs become part of the larger community in which they are living and have a responsibility to represent the program and the university in a positive manner. These responsibilities include acting in a professional manner inside and outside of the office and exhibiting personal behavior that shows cooperation, consideration and respect for others. Violations of any policies may result in disciplinary or program action – warnings may or may not be given. Please note that all determination of violations will be made at the discretion of the program and may or may not involve larger University processes through the Student Conduct Office or Aggie Honor System Office.

Violation of a regulation may lead to termination of the participant's scholarship and/or loss of academic credit. Program participation may also be revoked if a student's conduct becomes, in Texas A&M University's opinion, harmful to him/herself or to others, or if the student does not meet the expectations of the hosting organization.

### University-Sponsored Programs

The Policy Internship Program is an official Texas A&M University program. All university student rules apply for the full duration of the internship semester. Ultimately interns represent not only themselves, but the program and Texas A&M University as their conduct has a direct impact (positive or negative) on opportunities for future interns. This includes, but is not limited to, time spent in intern housing, at the hosting office, events outside of “business hours”, and personal time.

Policy Internship Program staff will work with the Student Conduct Office and/or Aggie Honor System Office if it is believed that an intern is in violation of the Texas A&M University Student Rules. Possible university consequences may include conduct probation, suspension, and/or expulsion; loss of student leadership positions; loss of scholarships; and/or parental notification if the student is under the age of 21 (alcohol-related offenses). Interns should familiarize themselves with the university's academic, student life, and student grievance procedures, located at <http://student-rules.tamu.edu>.

## PHONE INTERVIEWS

Normally, internship supervisors will email to set-up a phone interview after receiving your application packet from the program. Scheduled interviews can last anywhere from 15 minutes to one hour. **When scheduling a time, remember to consider time change (i.e. subtract one hour from Eastern Standard Time (EST) to Central Standard Time (CST)).**

Keep in mind that any contact you have with the internship supervisor is part of the decision-making process and all interactions will affect how you are perceived.

### How to Prepare

- Voicemail or answering machine –make sure your outgoing message is professional and gives identifying information, so the supervisor knows he/she has reached the correct person.
- Choose a place to conduct the phone interview without distractions (if you have roommates you may want to give them notice).
- When using a cell phone, make sure you can get a good signal in the chosen location.
- Check that cell phone batteries are charged.
- Turn off call waiting.
- Keep your resumé and the internship description in clear view (possibly tape it to your desk or a wall).
- Make a short list of accomplishments/things you think the employer should know about you that makes the connection between your skills and the position.
- Have pen and paper ready to take notes on questions and answers immediately after the phone interview.
- Practice through a mock interview, tape recorder, mirror, or with a friend.

### Anticipate the Interview

- Research the organization
- Review potential interview questions and come up with possible answers using examples.
- Prepare questions to ask the interviewer-ALWAYS ask questions.

### During the Interview

- Get dressed and cleaned up for the phone interview – feeling like a professional will help you convey confidence.
- Posture will affect how you sound - sit up or stand while conducting the interview.
- Smiling can affect how you come across; speak clearly and enunciate.
- No food/drink/gum/sneezing or coughing.
- If you are having difficulty hearing the employer, let him/her know.
- Show that you are enthusiastic about the organization and the position.
- Build rapport with the interviewer, be yourself, but always remain professional.
- Follow employers' cues and don't ramble to fill silences.

### Successful Phone Interview – Summary

- Be on-time for the call. Plan time to set-up your materials before starting the interview.
- Demonstrate connection between your skills and the position.
- Answer questions thoroughly, demonstrating you have done your research and are prepared.
- Communication skills show that you are articulate and conduct yourself professionally.
- Develop rapport with supervisors and demonstrate sincere interest in the position.



#### Additional Expectations

- Prompt responses to staff regarding your application packets
- Professionalism in attire, actions, and communication
- Communication should be open, honest, and timely
- Respect of staff, offices, and peers
- Accountability for attendance, participation, and responsibilities