



# Extension Workgroup Meeting

Tuesday, October 11, 2016 | 9:00 a.m. | 255 Agriculture & Life Sciences Building

Present: Kevin Andrews, Scott Cummings, Darrell Dromgoole, Tracy Rutherford

- I. Update on Extension Minor
  - a. 21 Students currently enrolled
    - i. Majority are from within ALEC
    - ii. Others from ANSC, SCSC, and GESC
    - iii. Five have interned (3 paid, 2 unpaid)
      1. Some internships were on campus, most in county offices
- II. Courses for Extension Minor
  - a. Agreement that current courses are satisfactory
    - i. No need for addition
    - ii. Will wait for students to request additional courses or substitutions
- III. Extension Internship 2015
  - a. Offers three hours of course credit
  - b. 25 Students from eight different universities in 2015
    - i. Matrix of internship meetings attached
    - ii. Interns respond to weekly blog post
    - iii. Interns in Extension Minor must intern within cooperative extension
    - iv. Non-county (campus, district, program) internships on a case-by-case basis
- IV. Extension Internship 2016
  - a. Must limit interns to a 40-hour workweek
    - i. Some interns may have fudged timesheets – need to crack down
    - ii. Possible stipend or scholarship in place of hourly pay
      1. Scholarship would be equal to 10 weeks times 40 hours times \$10/hour
      2. Checking with HR to see what the logistics are
      3. Will look at ANRP as an example program
    - iii. Need to further investigate how interns are covered for liability based on whether they are on the payroll or not; also need to check on FLSA requirements
    - iv. Need to develop a better way of monitoring hours to ensure 40-hour maximum
  - b. Other internship possibilities
    - i. Polish internship with Dr. Mazurkiewicz
      1. Not necessarily a developing nation
    - ii. Dr. Rutherford to investigate other options, especially for those who want to become specialists instead of county agents
    - iii. Adjoining states get announcements about our internship openings
    - iv. Have sent students to adjoining states in the past
      1. Dr. Dromgoole to investigate attending NAEPSDP to build connections
  - c. Almost no issues with over 200 interns who have completed the program thus far
  - d. Promoting internship program

- i. May investigate holding an informational session
  - ii. Promote via Career Fair booth
    - 1. Currently staffed by Drs. Dromgoole & Fritz with younger agents
    - 2. May consider having previous interns work the booth
  - iii. Making recruiting part of internship requirements
    - 1. Interns can work career fair, speak to classes (339, 441, Dr. Skaggs' class)
    - 2. Students may be scared to talk to faculty, but may talk to other interns
  - iv. Using a recruiting video
    - 1. Previous version was good, but featured agents no longer employed
    - 2. Could be a possible internship project or directed studies
      - a. Intern working in Organizational Development
  - v. Twofold purpose of internship
    - 1. Identify good students for potential employees
    - 2. Let students learn whether or not they want to work in extension
  - vi. Recruiting other departments
    - 1. Need to hire employees with subject matter expertise
    - 2. Potential new student organization to help in this area
    - 3. Assistance from Collegiate 4-H
    - 4. Assistance from Peer Advisors
      - a. Speaking to classes
      - b. Tabling in Kleberg or Heep
  - e. Moving from interns to employees
    - i. Dr. Ripley receives a list of interns, along with their evaluations
    - ii. Adolfo is tracking students in the minor
    - iii. Need to keep an eye on those who complete internship, but still have time left in school to make sure they don't fall off our radar
    - iv. Applicants cannot be location-inflexible – they may have to start out somewhere other than their dream county
- V. Workload Compliance
- a. 9 Hours is the standard faculty workload
  - b. There are many ways to accomplish a normal workload
    - i. Study abroad, committee work, internships, directed studies
    - ii. Have to determine an appropriate balance
  - c. Does not directly affect extension faculty, as we do not have to teach 9 hours
    - i. Extension faculty do show up on report
    - ii. Affects the rotation of classes offered and the Extension Minor
  - d. Ideas being sought – will be a discussion amongst academic faculty