EMPLOYMENT PROGRAM FINAL REQUIREMENTS

AGRIBUSINESS – DISTRIBUTION
(BS.AGBS)

1. Summarize four (4) articles from four (4) different current magazines, journals, or agriculture extension service reports that pertain to some aspect of your work experience. It is preferred that you select articles involving a problem which you have encountered.

2. Complete the “Student Final Evaluation of the Employment Program” form (attached)

3. Complete a final report using the appropriate following outline as a guide. You will probably have to adapt the outline to the particular operation in which you worked. Please make this report as complete as possible.

*The Evaluative Report and the article summaries are due by April 1 for spring graduates and November 15 for December graduates. Failure to meet these deadlines will affect your grade for the Employment Program. You will lose one letter grade (and one quality point) for each week, or part thereof, your reports are late.*
Student’s Final Appraisal of Employment Program

Name  __________________________________________
Date  __________________________________________
Employer  ______________________________________
Supervisor  ______________________________________
Work Area (Station)  ______________________________

Please reflect on the following:

1. Cooperative Employer
   a) Willingness to cooperate:
   b) Opportunities for student to assume responsibility:
   c) Experience provided (list):
   d) Supervision provided:
   e) Improvements that could be made:

2. Student Self Assessment
   a) My major learning(s) or accomplishments were (list competencies developed or upgraded):
   b) Areas where I experienced problems:
   c) Areas of my college program that prepared me for my work experience:
   d) Optional requirements that might be useful for future students:

3. Other Comments
Outline for Students Employed in Distribution

**DO NOT** report specific information confidential to employer.

1. Name and Location of Firm
   a) Owner, Manager
   b) Area serviced
   c) Desirability of location for receipt of products and their distribution

2. What are the overall objectives (goals) of the organization and how are these being achieved?

3. Description of the Facilities
   a) Floor plan
   b) Flow pattern of products and control or monitoring system (temperature, quality, inventory, date cycle etc.)
   c) Label various areas according to use

4. Equipment
   a) Type of handling or process systems
   b) Control systems (manual, computerized, combination)
   c) Maintenance practices

5. Distribution
   a) Kinds of products distributed
   b) Types of carriers (ship, rail, air, common carrier truck, contract truck, private truck, etc.)
   c) Bills of lading or papers utilized
   d) Time perimeters from IN to OUT

6. Processing
   a) Discuss any packaging, labeling pricing, or other operations performed

7. Inspection and Compliance
   a) Is the facility under State or Federal inspection?
   b) Are compliance and relations with regulatory agencies satisfactory?

8. Sanitation
   a) Describe general cleaning and maintenance practices
   b) Vehicle maintenance and appearance
   c) Special treatment (fumigation, pest control, etc.)

9. Profitability
   a) Discuss the profit and loss aspects of this operation. What is the productive efficiency? What value is added to the product for the costs incurred at this facility? How are expenses allocated (by percent) to input products, labor, storage, interest, advertising, packaging, research, etc.? Are the goals in item 2 above being achieved?

10. Evaluate this operation in terms of your outline and what you performed or observed. Identify commendable practices and suggest corrective practices and suggestions where appropriate. Discuss your significant learning from this employment. Please justify all suggestions by reference to professional journals, industry literature, research reports, or consultant opinions.