



## **Social Media and Program Development Agriculture & Natural Resources (Horticulture) County/Extension Agent Internship**

Interns will work at the East Baton Rouge Parish Extension office and throughout the community assisting the parish ANR (horticulture) agent in the development of a social media presence and assist in the creation of PowerPoint presentations (outlines) that will be used to assist community members in obtaining state landscape horticulturist licensing. The Intern will assist with a variety of activities, including: developing workshop material; compiling data; reviewing documents; writing and scheduling social media posts; preparing for projects and programs; attending home, farm & nursery visits, and Master Gardener Association functions; participating in community service projects; and other duties related to the overall function of extension. This experience is intended to give motivated students an overview of the role the ANR (horticulture) county/extension agent plays in the community.

### **Qualifications**

1. Minimum qualifications: Rising juniors and seniors from LSU and partner institutions majoring in Education, Social Sciences or Agriculture with at least a 2.5 GPA are most competitive. Second-year students with a minimum 2.5 GPA are also eligible and encouraged to apply. Desire to work with a parish county/extension agent.
2. Preferred qualifications: Desire to serve others and interest in people; ability to lead, teach and motivate effectively; experience with volunteers; experience working with youth and volunteers; good organization and planning skills demonstrating effective project coordination; strong oral and written communication skills.
3. Physical qualifications: Have reliable transportation; ability to work some weekends; ability to work at night.

**Contact/Advisor:** Russell Harris, East Baton Rouge Parish Extension/County Agent (Horticulture)

**Maximum Interns Needed:** 2



## **Week 1:**

**Location:** East Baton Rouge Parish

### **Primary Tasks:**

- Review virtual workshops on positive youth development, Louisiana 4-H programs, volunteerism, service-learning, and other topics recommended for new agents.
- Review and sign a code of conduct and professionalism.
- Accompany agent on site-visits related to horticulture.
- Apply the seminar information to their future assignment.
- Submit a one-page resume.
- Meet with their mentor for a customized plan.

## **Weeks 2-9:**

**Location:** East Baton Rouge Parish

### **Primary Tasks:**

- Identify internship goals with their mentor. This should include defining a project of interest to be completed during the internship period.
- Get acquainted with the faculty/staff members and their function in the parish office.
- Plan weekly schedule based on needs expressed by horticulture agent related to social media and PowerPoint development goals.
- Become familiar with relevant aspects of the Louisiana Master Gardener Program, and the various Master Gardener projects.
- Meet with representatives of the Master Gardener and members of at least two key committees (School & Community Gardens, Educational Presentations, Ad Hoc Committee for Technology Support, etc).
- Attend at least four different types of meetings and analyze the leadership practices utilized within the meetings.
- Participate in college and community meetings related to the agricultural and natural resource program.
- Present an educational program to a group that are interested in a selected horticulture topic.
- Create one or more PowerPoint programs covering each chapter of "The Louisiana Manual for the Environmental Horticulture Industry".
- Assess needs for assistance from callers or visitors and identify the best avenues for responding to requests.
- Prepare for and meet weekly with the mentor on accomplishments, what has been learned, where they need help, and future plans.

**Week 10:**

**Location:** East Baton Rouge Parish

**Primary Tasks:**

- Attend an Exit Internship Seminar.
- Participate in a reflective discussion on their internship experience.
- Present their educational program to the internship group.
- Modify their resume based on their internship experience.
- Complete an exit interview with the professor and mentor.

**Success Measures:**

- Interns will meet every 2 weeks with Christina Hebert for a brief evaluation of the internship experience. During the evaluation, interns will discuss what they have accomplished, identify where they need assistance, share future plans, and reflect upon the overall experience.
- Completion of any programming assignments and social media posts.
- Evaluations will be completed by faculty and staff in the parish office.
- Each mentor will evaluate the intern's performance based on pre-determined criteria.