

EARN \$4,000 PLUS COLLEGE CREDIT

THREE SUMMER INTERN POSITIONS

TENNESSEE FARM BUREAU FEDERATION

- I. **Public Affairs Department (Must be an Agriculture Major)**
Tracking Agricultural Issues
Legislative Research
Developing Talking Points on Agricultural Issues
- II. **Communications Department (Must be a Communications Major)**
Assist Director & Associate Director with general work
Burning video & photo catalog to DVD's
Assisting other departments when needed
- III. **Special Programs Department (Must be an Agriculture Major)**
Assist with Agriculture in the Classroom Workshops & Programs
Write four lesson activity plans involving agriculture
Assist with the Young Farmer's Conference & Program
Assist with the Farm Bureau Women's Conference & Program
- IV. **Applications include:**
1. The student's resume
2. Three letters of recommendation (one letter from university advisor)
3. College transcript
4. A letter telling why you want to work for Tennessee Farm Bureau
- V. **Duties of Intern:**
You will be required to assist both the Director and Associate Directors in all endeavors of the department. Successful candidates will be required to have good oral and written communication skills in the area of agriculture and rural like issues so they may communicate the story of agriculture to the general public.
- VI. **Terms of Internship and Pay:**
This is a twelve-week position for the summer of 2012 established by the Tennessee Farm Bureau Federation. The intern will be paid \$4,000.00 for the 12 weeks of work, plus travel expenses incurred when traveling for the department. The candidate selected will be working from the office of Tennessee Farm Bureau in Columbia, Tennessee, Monday through Friday. Some work will be required on weekends during special events and conferences. The Farm Bureau Women's and Young Farmer's Conferences, and the AITC Workshops are all held on weekends and will involve working very long days.
- VII. **Applications due February 15, 2012**
Charles Curtis, Director of Special Programs
Tennessee Farm Bureau Federation
P.O. Box 313
Columbia, TN 38401
931/388-7872, ext. 2216
Email – ccurtis@tfbf.com
- Interviews will be
scheduled in Columbia
in March.**



TENNESSEE FARM BUREAU FEDERATION

January 10, 2012

**TO: Dr. Warren Gill, Middle Tennessee State University
Dr. Pat Bagley, Tennessee Technological University
Dr. Caula Ann Beyl, University of Tennessee at Knoxville
Dr. Jerry Gresham, University of Tennessee at Martin**

Dear Friends:

The Tennessee Farm Bureau Federation has a Summer Intern Program for students who are a **Junior or Senior**. The Farm Bureau Summer Intern Program is available to the four universities who are participating in the Farm Bureau Collegiate Discussion Meet contest program. This includes the following universities: The University of Tennessee at Knoxville, Tennessee Technological University, Middle Tennessee State University, and The University of Tennessee at Martin. Three students will be selected for the Summer Internship Program from all of the applications we receive.

The interns will be working in one of the following departments: Public Affairs Department, Communications Department, and the Special Programs Department. The Public Affairs Intern's work will include legislative research, tracking agricultural issues and assisting in developing talking points on agricultural issues. The Communications Intern must be a Communications Major and they will be **burning** video & photo catalog to DVD's. They will be assisting all Farm Bureau staff at various conferences and events as needed. The Special Program's Intern will assist with the Agriculture in the Classroom program including writing four lesson activity plans involving agriculture. They will also assist with the Young Farmer's program and the Farm Bureau Women's program.

This is a twelve week Summer Intern position established by the TFBF. The intern will be paid \$4,000.00 for the 12 weeks work plus travel expenses incurred when traveling for Farm Bureau. Some of the work will include working conferences held on weekends including working very long days. **This is not an 8:00 a.m. to 5:00 p.m. position**, but a position working with staff until the job is completed.

*****To apply for this position, the following is needed: (1) the student's resume, (2) three letters of recommendation including one from his/her university advisor, (3) college transcript, and (4) a letter from the applicant telling why he/she wants to work for Tennessee Farm Bureau this summer.**

If you have a student who is interested, please let me know as soon as possible. If you or any student has any questions, please give me a call. **I need all applications in my office by February 15.** We will be ready to start the intern to work as soon as they are finished with final exams. I will be calling all applicants for an interview appointment at my office in March.

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We would like to work with the University from whom we select the intern and set this program up for a three or four hour credit course as we have done in the past. Please let me know if this presents a problem to the university or student.

I have enclosed ten posters to help each university promote the intern program.

Thank you for your help in promoting the Farm Bureau Intern Program.

Sincerely,



Charles Curtis
Director of Special Programs

CC:sc

Enclosure: (10 Posters to Dean's Office)

cc: Lacy Upchurch	Dr. Michael Best, TTU
Joe Pearson	Dr. Bruce Greene, TTU
Dr. Tony Johnston, MTSU	Dr. Billye Foster, TTU
Dr. Cliff Ricketts, MTSU	Dr. David Frazier, TTU
Dr. Joey Mehlhorn, UTM	Marvin Flatt, UTM
Dr. Tim Cross, UTK	Dr. James Larson, UTK
Dr. John Riley, UTK	Ms. Emily Gray, UTK
Dr. Carrie Stephens, UTK	Dr. Neal Schrick, UTK