



DELAWARE VALLEY COLLEGE

CAPSTONE GUIDELINES

EMPLOYMENT PROGRAM FINAL REQUIREMENTS

AGRIBUSINESS

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 Processing Plants

1. Name and Location of Plant
 - a) Owner, Manager
 - b) Location
 - c) Desirability of location in regard to product distribution and receiving of materials
2. An overall picture of what the objectives (goals) of the plant consist of and how these goals are being achieved
3. Description of the Plant
 - a) Floor plan of the plant
 - b) Production line plan and flow of products
 - c) Label different areas and what these areas are used for in production
4. Equipment
 - a) Type of process equipment in the plant
 - b) Control system (manual or computerized)
 - c) Maintenance
5. Production
 - a) What kinds of products are processed in the plant?
 - b) Daily production output of different products
 - c) Variation in daily or seasonal production
 - d) How do the various products fit into the overall production of the plant?
6. Distribution and Marketing
 - a) How are products distributed?
 - b) Equipment used for production distribution
 - c) Where are the products marketed?
7. Materials Used
 - a) Different materials used in the manufacturing of the products
 - b) Where are these materials obtained?
8. Product Testing
 - a) What quality control practices are used on the plant production?
 - b) What types of testing programs (of products) are utilized by the plant?
9. Inspection
 - a) Is the plant under State and/or Federal inspection and law?
 - b) Does the plant comply with the established laws satisfactory?
 - c) Are any hazardous materials on the premises (signed and security)?
10. Sanitation
 - a) Equipment cleaning and sanitation
 - b) Material and product storage

Students Employed in Processing Plants (page 2)

11. To the extent possible discuss the profit and loss aspects of this operation, percentages of expenses allocated to raw materials, labor, advertising, research etc., and methods of controlling employed by the business to achieve the goals defined in item 2.
12. Evaluate the plant in terms of your completed outline and what you suggest corrective measures where they appear necessary. Please justify all corrective measures (reference to professional journal articles, university extension reports, and industry literature).