

Name: _____

Stepping Stones

Aligned to the following standards:
CS.05, FFA.PL-A1, FFA.PL-A3, FFA.PL-A5, FFA.PL-A8, FFA.PL-C1, FFA.PL-D2, FFA.PL-D3, FFA.PL-E3, FFA.PL-F1, FFA.PL-F2, FFA.PL-F3, FFA.PG-I1, FFA.PG-I2, FFA.PG-I5, FFA.PG-J1, FFA.PG-J2, FFA.PG-J3, FFA.PG-J4, FFA.PG-K3, FFA.CS-M1, FFA.CS-M2, FFA.CS-N4, FFA.CS-O2, FFA.CS-O3, AG5, AGC08.01, AGC09.01, AGC09.02, CCSS.RI.9-10.1, CCSS.RI.9-10.2, CCSS.RI.9-10.4, CCSS.W.9-10.1, CCSS.W.9-10.2, CCSS.W.9-10.4, CCSS.W.9-10.7, CCSS.W.9-10.8, CCSS.W.9-12.9, CCSS.SL.9-10.1, CCSS.RST.9-10.8, CCSS.RST.9-10.9, CCSS.WHST.9-10.1, CCSS.WHST.9-10.2, CCSS.WHST.9-10.4, CCSS.WHST.9-10.6, CRP.02, CRP.04, CRP.07, CRP.08, CRP.10, CRP.11

Directions:

Using the article “Unlocking the Door: Transforming Your Internship Into a Full-Time Career” (<https://www.aqcareers.com/aq-and-food-career-guide/2025/US/13/>), complete the activity below.

Pre-Reading

Answer these questions before reading the article.

- 1. What do you think an internship is?
- 2. Why do you think internships might be important for high school and college students?

Post-Reading

Answer these questions after reading the article.

For each key idea from the article, write in your own words why they are important when preparing for a career.

Key Idea	Why is this important when preparing for a career?
1. Treat It Like a Real Job	
2. Say Yes to New Opportunities	
3. Build Genuine Relationships	
4. Show How You Add Value	
5. Stay in Touch and Follow Up	

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6. Which piece of advice do you think is most important? Why?
7. The author mentions “adding value.” What do you think that means in your own words?
8. On the chart you completed, circle any advice you think would also apply to FFA, sports or a school group project. Explain why.
9. Draw a symbol, doodle or icon that will help you remember each of the five key ideas.

Treat It Like a Real Job	Say Yes to New Opportunities	Build Genuine Relationships	Show How You Add Value	Stay in Touch and Follow Up

10. Which of the five key ideas do you think would be the hardest for you to practice right now? Why?
11. What could you start doing in school, FFA or your SAE to get better at it?

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Dig Deeper

Step into the role of an intern and write a professional thank you note to your supervisor. Choose ONE internship scenario to draft a professional thank you letter or email to a supervisor, highlighting what you learned, how you added value and how you plan to stay connected.

<i>Scenario Option 1 – Agricultural Communications Intern</i>	<i>Scenario Option 2 – Veterinary Clinic Intern</i>
This summer you worked as an agricultural communications intern with your state FFA association. Your responsibilities: • Assisting with social media posts during state convention • Writing short articles for the newsletter • Helping photograph student award winners • Shadowing the communications director to learn about media relations As an intern, you: • Showed up early and stayed late during convention week to help set up and tear down. • Said “yes” to extra projects, including interviewing alumni for a feature story. • Built positive relationships with the staff team and other interns. • Learned how to use Canva and improved your photography skills.	This summer you worked as an intern at P. Sherman Veterinary Clinic, which serves both large and small animals. Your responsibilities: • Assisting with patient intake by weighing animals and recording information • Cleaning kennels, stalls and equipment to maintain a safe environment • Helping prepare supplies for exams and surgeries • Observing veterinarians during procedures and client consultations As an intern, you: • Showed initiative by asking questions and learning how to handle animals safely. • Said “yes” to helping with weekend farm calls, gaining experience with cattle and horses. • Built positive relationships with veterinary technicians and office staff. • Learned how to maintain detailed medical records and communicate with clients.

Now that your internship is over, write a professional thank you email or letter to your supervisor. Use the five key ideas from the article to guide your writing:

- Thank them for the opportunity (Stay in Touch and Follow Up)
- Mention specific tasks you enjoyed or learned from (Say Yes, Treat It Like a Real Job)
- Point out how you contributed value (Show How You Add Value)
- Express appreciation for relationships built (Build Genuine Relationships)
- Share your interest in future opportunities or staying connected (Follow Up)

Use this Sample Template to help you write your letter:

Subject Line (for email): Thank You for the Internship Experience

Greeting: Dear [Supervisor's Name],

Paragraph 1: Thank them for the opportunity and mention what internship you completed.

Paragraph 2: Share one or two responsibilities or projects you enjoyed and how you contributed.

Paragraph 3: Express gratitude for the mentorship/team and share your desire to stay in touch.

Closing: Sincerely, [Your Name]

Name: _____

My Professional Thank You Letter/Email

1. Why is it important to thank a supervisor or mentor after an internship or work experience?
2. How could writing a thank you letter help you stand out from other interns or mentees?
3. How can you apply the idea of “staying in touch and following up” in your life right now?