The Andrew F. Giesen, III Poultry Science Undergraduate Internship Program was inaugurated in 2014 to honor his memory. The program was funded by the generosity of the Giesen Family: Linda, his spouse and children, Carrie, and Joseph; his colleagues at Novus International, Inc.; and Novus International, Inc. We very much appreciate their kindness. The Foundation of the Poultry Science Association is charged with directing the funds to accomplish the goals of the program in collaboration with University Undergraduate Mentors and Institutional Partners.

1. General description and guidelines for the program

(a) The program will be administered by the Poultry Science Association Foundation (PSF) under the auspices of the Poultry Science Association, Inc. (PSA). The recipient(s) will be selected by the appropriate committee described herewith and in a manner in keeping with the program objectives of the Giesen Family.

(b) The participation of each individual selected for the program is subject to the approval of the Board of Trustees of the PSA Foundation.

(c) The announcement concerning selection for the program and the rules governing the selection of the candidates shall be published in *Poultry Science*.

(d) Unless otherwise indicated in the rules and regulations pertaining to selection for the program, no individual may be selected for the program more than once.

(e) Procedures for application to the program will be made in a time frame consistent with the goals of the program and individuals selected for the program shall be recognized at the Annual Meeting of the Association.

(f) Applications and documentation materials of candidates not selected for the program will not automatically be carried forward for a second selection period. However, eligible applicants have the option to revise and/or resubmit the application for consideration in a subsequent period.

(g) If a current student of a selection committee member is applying for the program, the chair will ask that committee member to recuse him, or, herself from the selection process until after the winner(s) has (have) been named and, in this case, the Board Liaison will serve as a voting member.

(h) The selection committee comprised of 5 members and its chair is appointed by the Foundation Chair, in consultation with the Incoming PSA President and Vice President, and, Executive Director. A member of the Giesen Family and a representative of Giesen's career-long employer, Novus International, Inc., will remain as permanent voting members of the committee unless and until either party chooses to return their position back to PSF. The non-permanent committee members will serve for three years. Two members will be replaced after the first 3-year term and one member in the succeeding year. This succession plan will revert to two
members being replaced in each of two succeeding years and one member in the third year in the event that permanent committee members return their positions to the PSF.

(j) Non-voting liaison members shall be appointed by the Board of Directors. The liaison member will serve as a voting member if a regular member is excused from voting for any reason.

(k) The Foundation Chair in consultation with the Incoming PSA President and Vice President, and, Executive Director will appoint replacements to fill any permanent vacancies on committees.

(l) All award applications will be submitted electronically only, although in special circumstances, a paper application may be submitted. The nomination site is maintained on the PSA website: (http://www.poultryscience.org/index.asp)

2. The Andrew F. Giesen, III Poultry Science Undergraduate Internship Program

a. **Objective:** Dr. Giesen’s career included broad and varied contributions to Poultry Science through research, teaching, support of the poultry and allied industries and support of the Poultry Science Association. It is the objective of this internship program and the desire of the Giesen Family, to promote the education and development of undergraduate students interested in considering a career in Poultry Science. To achieve this objective, the funds provided by this Internship Program will be used to support summer internships to as many deserving applicants as there are available funds. These funded internships are intended for undergraduate students with a demonstrated interest in any field involving Poultry Science and can be in any area of an enterprise engaged in or supporting the Poultry Industry.

b. **Target Population:** The ideal candidate will be entering their junior or senior year of a Bachelor of Science degree with a declared major in any area of life-sciences and an interest in exploring a poultry science related field. No prior poultry related work experience is required to apply for this award. **Note:** Applicants from outside the United States who apply are expected to have appropriate visas in place. Neither the Foundation nor the Institutional Partners will be responsible for visas.

c. **Funding:** Funding for these internships may vary over time, however, at the outset will include the following:

i. **Compensation:** The sponsoring company/organization (institutional partner) will communicate the hourly compensation to the program participant. It is expected that the program participant’s work load will not exceed 40 hr./wk. for a period of approximately 8-12 weeks. The exact timing and duration of the internship will be determined by the sponsoring company/organization in discussion with the selectee.
ii. **Institutional Partner Contribution:** It is expected that the institutional partners that choose to partner with the PSF regarding the Giesen Internship Program will support at least 50% of the cost of sponsoring the internship with direct or in-kind contributions and that the PSF will contribute up to a maximum of $2,500.00.

iii. **Housing and cost of living arrangements:** In some cases, the Institutional Partner may be able to assist with these arrangements, but, unless otherwise stated or arranged by the institutional partner, the student will be expected to pay for their own transportation and living expenses.

iv. **Disbursement of funds:** Funds will be disbursed AFG III capital fund will be arranged by a representative of the PSF Board of Trustees and be made payable to the sponsoring company/organization.

v. **Annual Meeting Awards Celebration:** It is recommended that the selectees attend the Awards Celebration at the Annual Poultry Science Meeting. Funding will be available for travel expenses to those that participate.

d. **Applications:**

i. **April 1, 2019 Applications May be Submitted.** On April 1, application forms may begin to be submitted to the PSA Website (http://www.poultryscience.org/index.asp).

ii. **Nomination of Applicants by Institutional Partners:** Institutional partners will support application of students that have been pre-selected for internships within their company/institution for the immediate award period. If hiring of a student for an internship is dependent upon award of the application, the institutional partner is responsible for informing the student, and such will be indicated in the application.

iii. **Letter of Application:** A letter from the institutional partner along with supporting materials should be submitted electronically via the PSA awards website by April 30, 2019. **Note:** Under special circumstances, a paper application may be submitted.

iv. **Supporting Materials:** Supporting materials for the application should include:

1. Applicants should explicitly express their interest in the program and desire to participate in the program.

2. Institutional Partners will nominate an intern that they have independently selected for their internship programs. Nominees
should show promise as future leaders of academia and industry leadership roles.

3. The nominee is required to include a 1-3 page letter of introduction to the selection committee to describe their background, education and career goals. Any relevant experience can also be included but is not required for consideration. Furthermore, the applicant must elaborate their particular interests with respect to the internship work experience.

4. A letter in support of the applicant, advisors, instructors, or past employers (department head/chair or dean/employer/industry representative, as appropriate) with unique perspectives of the applicant’s qualifications.

5. Applicants must be student members of Poultry Science Association.

v. **Selection of Interns:** The names of selected individuals will be communicated **six weeks after nominations close.**

e. **Timing and Implementation of Internships:**

i. **Duration:** The expected duration of the internship is 8-12 weeks and is anticipated to be scheduled between June and August in the calendar year after it is awarded. Timing is ultimately up to availability of the Intern and the Institutional Partner.

ii. **Disbursement of funds:**

1. Following selection and notification of the Intern and verification of the Institutional Partner’s willingness to sponsor the Intern for an agreed upon duration, the funds will be disbursed to the sponsoring Institutional Partner in a single payment. The Executive Director for Business of the PSA will be the responsible party.

2. The Institutional Partner will be responsible for payment of appropriately documented hourly wages worked by the Intern through its normal payroll system. The Intern will be paid a minimum of $10/hr. for hours worked during the internship with the Institutional Partner subject to required IRS policies regarding reporting of income and withholding taxes.
3. The Intern is required to follow all policies and procedures of employees of the Institutional Partner including but not limited to confidentiality, safety and integrity. Failure of the Intern to comply with any such policies and procedures will result in termination of the internship at the discretion of the sponsoring Institutional Partner.

4. The Institutional Partner will provide the Intern with all required safety and onboarding training in order that they can safely and effectively perform the specified work duties within the Company/Organization.

5. At the end of the internship, Giesen Program Interns will provide the PSF Board of Trustees a final report detailing the internship experience, highlighting key learnings that have obtained and offering suggestions for improving the experience.

6. Institutional Partners will provide the PSF Board of Trustees an assessment of the interns’ performance as well as any suggestions for improving the internship experience.