

HORT 487 INTERNSHIP LEARNING AGREEMENT

SPONSORING ACADEMIC DEPARTMENT

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|---|---|
| Academic Department: <u>Horticulture & Landscape Architecture</u> | Chair: <u>Dr. Jessica G. Davis</u> |
| Internship Coordinator: <u>Sarah Wilhelm</u> | Email: <u>sarah.j.wilhelm@colostate.edu</u> |
| Campus Address: <u>C.D. 1173, Fort Collins, CO 80523</u> | Phone: <u>970-491-7679</u> |
| Faculty Mentor: _____ | Email: _____ |

INTERN/STUDENT INFORMATION

| | | |
|---|------------------------------|--------------------|
| First Name _____ | Last Name _____ | Student ID # _____ |
| Phone _____ | Cell# _____ | Email _____ |
| Address _____ | | |
| City _____ | State _____ | Zip Code _____ |
| Major(s) _____ | HORT 487 Credit hours: _____ | Semester: _____ |
| Emergency Contact _____ | Ph _____ | Relationship _____ |
| Emergency Contact _____ | Ph _____ | Relationship _____ |
| List any allergies or special medical conditions you would like to Host Site to be aware of _____ | | |
| _____ | | |

COOPERATOR INFORMATION

| |
|--|
| Organization: _____ |
| Address: _____ |
| City: _____ State: _____ Zip: _____ |
| Site Supervisor: _____ Position within Organization: _____ |
| Phone: _____ Email: _____ |
| Business Owner: _____ |
| Phone: _____ Email: _____ |

INTERNSHIP INFORMATION

HORT 487 Internship **Academic credits** _____ **Academic semester** ___Fall ___ Spring ___Summer

Internship Start date (mm/dd/year) ___/___/___ End date (mm/dd/year) ___/___/___

On site hours per week _____ Position Title _____

Unpaid? Yes/ No Pay rate/hour \$ _____ Stipend \$ _____

 If stipend, who is providing the stipend? _____

 When will stipend payment(s) be made? _____

 What the stipend is to cover? _____

Will student receive room/board or other accommodations during the course of this internship? Yes ___ No ___

If yes, please outline what will be provided: _____

If the student is to receive reimbursement for any expenses, please list expenses, type of reimbursement and process for payment _____



COOPERATOR UNDERSTANDING AND ACCEPTANCE OF THEIR RESPONSIBILITIES

- Work with the intern/student to complete a job description that includes;
 - Learning Objectives & Goals
 - Professional areas the intern will gain exposure to
 - Expected skills to learn
 - Duties and responsibilities of intern
 - Resources, equipment, and facilities provided by the host employer that support the learning objectives/goals
 - Special qualifications required for the position
 - Special training or considerations required of the position
 - Dates of internship
 - If a confidentiality agreement is required, stated it in the job description upon posting

- Encourage professionalism by assisting student/intern in developing communication, interpersonal, decision-making, and other skills

- Provide opportunities for increasing responsibility; keeping student directed toward accomplishing his/her learning objectives

- Disclose all agreements a student will be asked to sign in the internship description

- Provide an orientation, any precautionary safety instructions, training and ongoing supervision for assigned duties

- Provide a safe work environment

- Provide student and CSU staff with information regarding any **Safety Considerations**
 - Identify the risks of activities the intern maybe involved in and identify the required safety training for any tools, computers, specialized equipment, vehicles, physical activities, hazardous chemicals, biologicals or radioactive materials, etc. that are part of their activities
 - Provide adequate safety training and provide all Personal Protection Equipment to the student and have them properly fitted prior to the start of internship
 - Document training and include a signature that the training was received and understood and provide CSU with copies of safety and training instructions

- Maintain an open channel of communication with regular meetings

- Keep internship duties within the scope outlined

- Complete a final written evaluation of the student's performance
 - Provide CSU a Certificate of Insurance
 - Comply with federal and state laws prohibiting discrimination on the basis of race, color, sexual orientation, national origin, sex, and/or disability

INTERN/STUDENT UNDERSTANDING OF RESPONSIBILITIES

- Work with your adviser on your academic plan to identify the optimal timing for your qualified internship HORT 487 Internship requirement
- Work with your cooperator and faculty mentor to complete the Learning Agreement including the position description and learning objectives well in advance of the start date of the internship
- Submit a completed Learning Agreement with all required signatures to the internship coordinator in the Department of Horticulture and Landscape Architecture for final approval prior to the start date of the internship
- Register for and complete HORT 487 for the credit hours outlined in the Learning Agreement.
 - Understand that you will register for the number of credit hours listed in this agreement and that you will be charged the appropriate tuition for these credits
 - This is a variable credit course and YOU are responsible for selecting the appropriate number of credits in the registration system based on the Learning Agreement
- Secure all vaccinations, insurances, training and equipment required and outlined in internship description
- Observe all safety rules
- Implement tasks that fulfill the job description and learning objectives outlined in the Learning Agreement
- Approach the internship in a professional manner that is guided by courtesy, a desire to learn, and a willingness to receive feedback for improvement
- Act in a responsible and appropriate manner in accordance with the rules and regulations of the organization
- Conduct yourself in an ethical and professional manner, acting as a positive representative of Colorado State University and the Department of Horticulture and Landscape Architecture
- Notify the Internship Coordinator in a timely manner of any changes to this Learning Agreement or if any problems develop during the internship
- Complete all assignments outlined in
 - The approved Learning Agreement
 - The HORT 487 Syllabus
 - Complete the evaluation of your internship experience

I have reviewed and understand the internship description, job announcement, roles and responsibilities of the pertinent parties. I am in agreement and acceptance of my Roles and Responsibilities

Intern/Student _____

Printed Name

Signature

Date

INTERNSHIP JOB DESCRIPTION

The Cooperator, Student, and Faculty Mentor should complete this section together.

Describe the nature of the position and intern's duties. List specific projects or tasks as well as the required skills. Attach a job description if available.

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Identify qualifications needed for the position

Identify any required skills and physical requirements

Internship learning objectives

What are the learning objectives of the internship? How will this experience enhance the student's knowledge of coursework concepts? How does this internship contribute to the student's ability to enter a career with experience? List 3-8 specific educational, professional, and personal goals that are observable, measurable, and able to be evaluated by the faculty mentor and cooperator. Begin bullet list with words such as "assist with," "learn how to," "expand knowledge of," "understand the process of." Include any special training programs, workshops.



Tips for Writing a Qualified Internship Description

The job description serves as the framework for the student's work experience.

Job Description

- Determine the actual tasks and responsibilities prior to determining any special qualifications required for the position.
- Describe the position and responsibilities in a way that will entice the student to want to learn more about your organization
- Include duties that peak student interests and demonstrate that you intend to assign meaningful and significant projects.
- Include "Reports to" and "Consults with" information so the intern understands with whom they will be interfacing.
- A well-written job description is more than a list of tasks. It reflects a sense of priorities and opportunities for learning.
- Ideally, word the job description in such a way that intern's performance can be measured.
- Hours
- Wages
- Start date
- Identify the location of the activities, e.g. outdoors, laboratories, off-site locations

What will the intern learn?

Consider these questions:

- What can students learn that will advance their understanding of prior University course work?
- What industry-specific skills will the student gain to enter better prepared for a career in this field?
- Are there any special training programs that will occur during this intensive experience?
- What professional skills will the student acquire during this internship experience?

Qualifications

This section defines the specific minimum skills, attributes or credentials required to start in the position.

Is there any physical requirements of the position?

Identify all training requirements.

- safety training based on risk assessment
- HIPAA, FERPA
- sexual harassment, non-discrimination and standards of conduct
- alcohol, drug and marijuana use and smoking in the workplace
- confidentiality and computer use guidelines
- emergency response requirements
- confidentiality