

HORT 487 Internship Syllabus

Faculty Mentor: _____

Office: _____

Email: _____

Phone: _____

Purpose

The internship program in the Department of Horticulture and Landscape Architecture is designed to give students an opportunity to gain practical experience from businesses or agencies in the various areas of the Horticulture industry. The goal is to find a good match between the student and the cooperator so that the practical experience gained complements the academic course of study of the student. Industry cooperators benefit by getting a motivated temporary employee and an opportunity to preview the intern for a possible permanent position. Students benefit by becoming valuable future employees as well as having the opportunity to evaluate their career objectives. The intern experience can also bring more relevance and meaning to the students' course work.

Guidelines

The Department of Horticulture and Landscape Architecture requires that all internships for academic credit follow the Colorado State University Guidelines for a qualified internship. Full details of guidelines can be found on the HLA department website. The expectation is that students will have a one-semester work experience and complete a Learning Agreement including all required signatures and approvals **before** they begin their internship work.

Timing for an internship

The preferred time for an internship is between the sophomore and junior level or the junior and senior level. Terminal internships (i.e. after all course work has been completed) **will not be approved** except in the case of unusual circumstances.

Assignments

1. Weekly Job Records

Each week throughout the internship period, submit the Weekly Job Record. These submissions are done through email and sent to the internship coordinator.

2. Summary Report

At the conclusion of the internship, prepare a summary report consisting of a written report and an oral presentation. The due date and format of the summary presentation must conform to the student's learning agreement with the faculty mentor.

- The Written Report should be at least three to five pages in length and focus on the cooperating business, the intern's work experiences and general comments on whether the internship fulfilled the needs according to the learning agreement.
- The Oral Presentation should incorporate images, video, and other visuals which introduce the cooperator's business and show the intern's activities during the program. Comments on the internship program in general and how it could be improved are welcome additions to the oral presentation. Oral presentations are coordinated by faculty with support from the internship coordinator.

3. Student Evaluation

At the conclusion of the internship the student will complete an evaluation form provided by the internship coordinator.

Grading

A Pass/Fail grade is assigned. S=Satisfactory, U=Unsatisfactory

Grading Rubric

The faculty mentor shall review the assignments assign a grade of “S” if most assignments were received by the Department in a timely manner and presented according to the requirements during the internship. A grade of “U” shall be assigned if most of the assignments were not received in a timely manner or presented according to the requirements during the internship. If the intern registers for all internship credits during the term the work takes place, then an “I” (incomplete) is given until the summary report is presented. At that time the incomplete will be changed to an “S” so long as most assignments were received in a timely manner and presented according to the requirements.



Glossary of Roles

Cooperator - A cooperator is a person in the industry who has a sincere interest in helping to train students in their field of study.

Intern/Student - An intern/student is a person currently enrolled in HORT 487 and working with a cooperator to gain valuable experience.

Faculty Mentor – A faculty mentor is the Colorado State University faculty sponsor who will award the final grade for HORT 487.

Internship Coordinator – The internship coordinator is the primary liaison between the intern/student, the cooperator, and the faculty mentor.