

HORT 487 INTERNSHIP LEARNING AGREEMENT

SPONSORING ACADEMIC DEPARTMENT

Academic Department: Horticulture & Landscape Architecture HLA Chair: Dr. Jessica G. Davis
HLA Internship Coordinator: Sarah Wilhelm Email: sarah.j.wilhelm@colostate.edu
Campus Address: CD 1173, Fort Collins, CO 80523 Phone: 970-491-7679

INTERN/STUDENT INFORMATION

First Name _____ Last Name _____ Student ID # _____
Phone _____ Cell# _____ Email _____
Address _____
City _____ State _____ Zip Code _____
Major(s) _____ Concentration(s) _____
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 _____					

Glossary of Roles

Academic Success Coordinator – An academic success coordinator is the assigned academic adviser who will help the student determine when they are eligible to take the HORT 487 Internship course requirement

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.

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

FACULTY MENTOR RESPONSIBILITIES:

- Review the Cooperator's evaluation and take into consideration when evaluating the Intern/Student
- Enter a final grade (S or U) based on Intern/Students' completion of assignments (periodic job reports, final presentation, written summary, and evaluation form)
- Do not complete any agreements with host site other than the learning agreement without the review of CSU Office of General Counsel
- Do not agree to any insurance requirements without approval from Office of Risk Management & Insurance

- Ensure that there is a communication response plan, in the event of an Intern/Student emergency.
 - The HLA communication tree is: Cooperator (site supervisor) notifies the HLA Internship Coordinator, who in turn notifies the Faculty Mentor, Department Chair, and Office of Risk Management & Insurance

HLA INTERNSHIP COORDINATOR RESPONSIBILITIES:

- Act as the primary liaison between the intern/student, the cooperator, and the faculty mentor
- Review the Learning Agreement for completeness and accuracy of information
- Ensure that all Agreements and documents are in place prior to the start of the internship
- Assist the intern/student in formulating any specific, individual learning objectives they wish to document in the Learning Agreement
- Review the position description and ensure that it meets learning objectives
- Determine and discuss how the proposed internship is relevant to the intern/student's educational objectives and merits academic credit

- Serve as liaison for any issues that arise during an internship – e.g. workplace conflicts or problems with supervisors or co-workers, injuries, not getting the agreed onsite hours, ensuring the opportunity to fulfill the requirements of the internship – number of work hours, learning goals, etc.
- Conduct site visits with intern/student and site supervisor
- Maintain copy of host site's certificate of insurance
- Maintain a copy of safety training given
- Maintain a copy of all agreements between the parties of this internship
- Follow up on any safety or training issues prior to start date

- Administer internship evaluation process for all parties
- Collect Cooperator's final evaluation and send to the Faculty Mentor

- Ensure that there is a communication response plan, in the event of an intern/student emergency.
 - The HLA communication tree is: Cooperator (site supervisor) notifies the HLA Internship Coordinator, who in turn notifies the Faculty Mentor, Department Chair, and Office of Risk Management & Insurance

INTERN/STUDENT UNDERSTANDING AND ACCEPTANCE 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 the HLA Internship Coordinator to complete the Learning Agreement including the position description and any specific learning objectives well in advance of the start date of the internship
- Submit a completed Learning Agreement with all required signatures to the HLA 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 HLA 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

COOPERATOR UNDERSTANDING AND ACCEPTANCE OF RESPONSIBILITIES

- Work with the intern/student to complete a job description that includes;
 - 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

COOPERATOR UNDERSTANDING OF RESPONSIBILITIES CONTINUED

- If the intern/student is paid, understand the responsibility for
 - Providing workers' compensation and liability insurance in accordance with State laws where the internship is conducted. 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
 - Comply with Federal Labor Standards Act (FLSA)
 - Comply with Affordable Care Act and IRS reporting requirements.

- Any insurance requirements of Colorado State University need to be approved and agreed to by the Office of Risk Management & Insurance prior to placements. CSU doesn't automatically provide professional liability insurance. A number of CSU academic programs, and organizations offer professional liability policies for a fee. The employment site and/or intern is responsible for outlining needs and obtaining this insurance if required.
 - Add intern/student under your business vehicle insurance, if employee is expected to operate business vehicles

- Notify the HLA Internship Coordinator in a timely manner if any problems arise during the internship placement

- Complete a final written evaluation of the intern/student's performance

- Stay within the hours outlined in the internship learning agreement

This agreement does not release the host site from any liability action that may be taken against them for negligence of safety or workplace practices.

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

Site Supervisor _____
Printed Name Signature Date

Business Owner _____
Printed Name Signature Date

INTERNSHIP JOB DESCRIPTION

The Cooperator and Intern/Student 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.

Identify qualifications needed for the position

Identify any required skills and physical requirements

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. Are 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

Additional Internship considerations

The Cooperator should provide the following information:

1. Location of the activities, e.g. outdoors, laboratories, off-site locations

2. Potential hazardous and exposures, if any, and their consequences.
This includes exposure to materials and activities, for example, animal, biological, chemical, physical or radiological hazards.

3. Identify any safety equipment and training requirements.
 - a. Confer with Environmental Health Services on laboratory safety training requirements, e.g., blood borne pathogens, hazardous chemicals.

4. Outline all training requirements including safety training needed who is responsible for each action item

5. Vaccinations, if any that are required in order to participated in the outlined internship

6. Describe whether the internship site requires background checks, what insurance requirements, if any, and whether confidentiality agreements are required. (If the internship site requires insurance requirements please contact the Office of Risk Management & Insurance prior to agreement.)

HORT 487 INTERNSHIP LEARNING OBJECTIVES

Upon completion of the course HORT 487 Internship, student will be able to:

1. Describe the details of the practical experience they gained from businesses or agencies in the various areas of horticultural industry in which they participated.
2. Identify the components of an appropriate pairing between the student and the cooperator that allows for the practical experience gained to complement the academic course of study of the student.
3. Critically evaluate their career objectives and identify the components of the internship that align with those objectives.
4. Describe how participating in any career relevant internship can contribute to becoming a valuable future employee in the horticulture industry.

Please add any additional specific individual learning objectives you may have:

(Not required)