

# HORT 487 Internship Learning Agreement Overview, Timeline, & Syllabus

Components of the HORT 487 Internship Learning Agreement need to be completed by:

Intern/Student: \_\_\_\_\_

HLA Internship Coordinator: Sarah Wilhelm

Cooperator: \_\_\_\_\_

## HORT 487 Internship Learning Agreement Overview

The HORT 487 Internship Learning Agreement must be filled out completely and returned to the HLA Internship Coordinator in the Department of Horticulture & Landscape Architecture at Colorado State University **before** you start your internship.

The Intern/Student, and the Cooperator agree to assume the responsibilities outlined in the learning agreement for the duration of the student's internship placement. All signatures are **required prior to the start** of the internship.

The Intern/Student is responsible for initiating contact with a site that they feel enhances their educational experience. The HLA Internship Coordinator and Faculty Mentor are here to assist with any questions or to offer additional resources.

## Timeline

### Fall Semester before internship

- Students meet with Academic Success Coordinators to confirm they are eligible to complete the HORT 487 Internship requirement in the following Spring/Summer terms
- Students access HORT 487 Internship Learning Agreement on the HLA Website
- Students begin researching and applying for potential internships
- Students will register for HORT 487 (**1 credit**) for following Spring term

### Early Spring (prior to spring break)

- Students will visit Canvas page for HORT 487 Internship regularly
- Once students have secured an internship, they will work with the HLA Internship Coordinator and their cooperator and to complete the Learning Agreement paperwork
- Students will return completed paperwork to the HLA Internship Coordinator

### Late Spring (after spring break)

- If needed, students will continue to work with the HLA Internship Coordinator and their Cooperator to complete the learning agreement
- Students will return completed paperwork to the HLA Internship Coordinator
- Students will register for HORT 487 (**2 credits**) for following Fall term
- Students will attend any required group meetings as announced on Canvas

### Summer

- Intern/Student will work at internships and submit required Weekly Job Record assignments to the HLA Internship Coordinator as instructed

### Fall Semester after internship

- Students will meet with their Faculty Mentor (FM) or FM Group to discuss details and due dates the Summary Report assignments including the intern/student evaluation

# HORT 487 Internship Syllabus

HLA Internship Coordinator: Sarah Wilhelm

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## 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.

## Purpose

The HORT 487 Internship course in the Department of Horticulture and Landscape Architecture is designed to give the intern/student 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 intern/student and the cooperator so that the practical experience gained complements the academic course of study of the intern/student. Industry cooperators benefit by getting a motivated temporary employee and an opportunity to preview the intern/student for a possible permanent position. Intern/students benefit by becoming valuable future employees as well as having the opportunity to evaluate their career objectives. The internship experience can also bring more relevance and meaning to the students' course work.

## 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.
5. The Intern/Student and the HLA Internship Coordinator may add any additional specific individual learning objectives as needed.

## **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 HORT 487 Internship 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. Periodic Job Reports  
Submit periodic job reports (e.g. weekly) throughout the internship period. These submissions are done through email and sent to the HLA Internship Coordinator.
2. Final Presentation  
At the conclusion of the internship, students will prepare a final presentation which 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 final presentation. Final presentations are coordinated by faculty with support from the HLA Internship Coordinator.
3. Written Summary  
The written summary should be about 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.
4. Student Evaluation  
At the conclusion of the internship the student will complete an evaluation form provided by the HLA Internship Coordinator.

## **Grading**

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.