

Instructor: Marcus Duck - duckmarc@msu.edu

Course Objectives:

The professional internship is a combination of career-related work experience and academic requirements designed to maximize the potential for personal and professional growth. Interaction with peers via the discussion forum will provide students with a broader perspective of the opportunities and challenges involved in the very diverse Horticultural enterprises.

The Internship project and the final oral presentation/report provide further opportunities for honing valuable communication and business skills and add to the development of each student's professional portfolio. The intern must also satisfy the requirements set by the employer for satisfactory performance of the job, as substantiated by their Final Evaluation.

Regular contact with Marcus throughout the summer months provides one-on-one mentoring during the internship experience.

Employment Requirements: Interns are expected to work the equivalent of 40 hours/week for a 12-week period (480 hours). Students working an unusual schedule due to study abroad, employer requirements or other valid reasons can work with Marcus to develop an alternate employment plan.

Internships with previous employers or within a family-owned company are strongly discouraged and will be approved only if there is a detailed rationale provided and approved by Marcus. Students in these situations may be required to complete alternate/additional academic assignments.

Self-employed students will also work with Marcus to develop a series of required activities and assignments which will benefit the student in the short and long-term development of their business and professional capacities.

Student Responsibilities: Students must satisfy the employment standards of the company or institution providing the internship and the academic requirements detailed in this syllabus.

In all aspects of communication, students are expected to be respectful, professional, and concise. Poor grammar or spelling, lack of attention to college-level language forms and usage are not acceptable.

Submissions for any of the assignments which do not meet these criteria will be rejected.

Academic Requirements:

1. Discussion Forum

New questions or assignments will be posted to the D2L discussion forum as noted on the course calendar. Each student must respond and participate in the forum within the two-week period for the assignment. The forum topics and assignments will vary, and are designed to facilitate thoughtful discussion and sharing information. Students are welcome to post replies to each other and suggest topics for future forum assignments. General questions on internship procedures may also be posted to the forum by students.

2. Reports to Marcus

Each student will use the D2L drop box to report to Marcus every two weeks, as noted on the course calendar. The reports may be brief but should keep Marcus informed about how things are proceeding and should include activities and knowledge/skills gained, problems that occurred and other items of interest to the internship experience, including questions for Marcus. Please note these reports are not visible to other students.

3. Internship Project

Students should work with their employer to develop a project that relates to the internship experience. There are many potential kinds of projects including developing marketing materials, coordinating an event, being a lead designer on a project, compiling educational materials, data collection, analysis and summary, etc. Students should work with the employer to develop a project where the student takes primary responsibility or works independently to help the company or institution further their mission. The project must be documented in a professional manner via written report/paper or summary portfolio which may include written and/or multimedia materials (PowerPoint as an example). If the employer does not offer the opportunity for a job-linked project, the student will instead do a project on a topic of interest related to their area of study.

The plan for the project must be submitted to Marcus via D2L for approval by early June. The finished project will be submitted by the third week of August via D2L for grading.

4. PowerPoint Document and Oral Presentation

Create a (5 minute, 10-15 slide) PowerPoint presentation summarizing your internship experience. Students will present their work to students in HRT 207: Horticulture Career Development during fall semester. Your presentation should include:

- The Name and location of the company, a description of the business and your role/responsibilities during the internship. Provide an evaluation of the company as an employer for future student interns.
- Recall the learning objectives as written in the agreement and provide your evaluation of how well these were/were not met, and through what specific means.
- Discuss any additional significant activities or opportunities (like your project) that had an impact on the overall experience.
- Evaluate the relationship of your internship to the rest of your Certificate program. Assess what courses were most valuable in preparing you for the internship and comment on how the program might be changed if needed.
- Summarize how the internship has impacted your future education and/or employment plans.
- The final slide should include your contact information, and the name and contact information for the most appropriate person for a fellow student to contact if they are seeking employment with the organization.

The presentation slides MUST be accompanied by text embedded in the "Notes" pages within PowerPoint. PowerPoint files must be submitted to the D2L drop box on or before the third week of August. Students will select a presentation date from a list provided electronically the first week of Fall semester.

5. Employer Evaluation

The Employer Evaluation form will be available through D2L. It is the student's responsibility to provide the evaluation form to his/her immediate supervisor. The purpose of the evaluation is to obtain feedback on the "soft skills" involved with the internship experience. It is ideal for the employer to go over this evaluation with the student, as part of his/her professional development, before it is submitted to Marcus. If the employer has an evaluation procedure in place, documentation of this may substitute for our evaluation form. Students are responsible for these forms; there are points designated for this assignment.

6. Grading

This is a graded course. All students will have an ET (extended) grade reported at the end of summer semester since part of your graded assignments will not be completed until fall semester. This course will impact your GPA, and will prevent you from graduating if you fail the course.

Discussion Forum (25 points each x 6 weeks)	150
Reports to Marcus (15 points each x 6 reports)	90
Internship Project	150
Employer Evaluation	50
PowerPoint Final Report	100
Oral Presentation	60
Total	600

Grading scale:	100–90% = 4.0	84–80% = 3.0	74–70% = 2.0	64–60% = 1.0
	89–85% = 3.5	79–75% = 2.5	69–65% = 1.5	59–0% = 0.0

Assignment

Due Dates via D2L (SUBJECT TO CHANGE)

Report One	May 20
Forum One	May 27
Report Two	June 3
Internship Project Approval	June 10
Forum Two	June 10
Report Three	June 17
Forum Three	June 24
<i>Break in due dates to accommodate July 4th related events</i>	
Report Four	July 8
Forum Four	July 15
Report Five	July 22
Forum Five	July 29
Report Six	August 5
Forum Six	August 12
Employer Evaluation	August 19
Completed Internship Project and PowerPoint File	August 19
Oral Presentation	Sign up at the beginning of Fall semester