

HRT 493: Professional Internship in Horticulture SAMPLE Syllabus

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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.

The Internship project and the final report/oral presentation provide further opportunities for honing valuable 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 the Faculty Advisors 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 their Faculty Advisor 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 the Department. Students in these situations may be required by their Faculty Advisor to complete alternate/additional academic assignments.

Self-employed students will also work with their Faculty Advisor 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.*

Please submit all written assignments as Word or PDF documents, with standard margins, double spaced and using a standard font. With the exception of the first discussion forum assignment, written assignments will be two pages minimum in length, plus pictures if desired. (Pictures can't substitute for written content).

HRT 493: Professional Internship in Horticulture: Academic Requirements

Written Assignments

Assignments will be posted to D2L as noted on the course calendar. In general, there will be two weeks between assignment posting and due dates. Please be sure your name is in the file name.

Report to Faculty Advisor

Each student will use the D2L drop box to report to their Faculty Advisor at least every two weeks, as noted on the course calendar. The reports may be brief (ie do not have to be two pages as for the “written assignments” but should keep the Advisor informed about how things are proceeding, and should include activities and knowledge/skills acquired, problems that occurred and other items of interest to the internship experience, including questions for the Faculty Advisor. Please note that all faculty advisors have access to these reports but they are not visible to other students.

Internship Project

Students should work with their employer to develop a project or research paper 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. If the employer does not offer the opportunity for a job-linked project, the student may instead do a project on a topic of interest related to their area of study.

The plan for the project must be submitted to the designated drop box for approval by June 11th. Submission format for the finished project will depend on the project content but unless impossible, should be uploaded via D2L for grading by the Faculty Advisor.

Final Presentation Report

Create a (5 minute, 10-15 slide) Power Point presentation summarizing your internship experience. You will deliver this to students in HRT 207: Horticulture Career Development during fall semester. Your presentation should include the following information:

- 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 (ie your project) which had an impact on the overall experience.
- Evaluate the relationship of your internship to the rest of your degree 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 in Power Point. Power Point files must be submitted to the D2L drop box by Sept 17th.

You will be able to select a presentation date and time from a list of dates posted the first week of the term. You may revise your Power Point Presentation before you present – however, revised versions must be uploaded at least 72 hours prior to class.

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Final Employer Evaluation will be requested from the intern's immediate supervisor by Susan Gruber. We encourage employers to share this evaluation with students as part of their professional development.

If the employer has an evaluation procedure in place, documentation of this may substitute for our evaluation form. Students are not responsible for these forms; no points are assigned.

Grading

Assignments	25 points each x 6 weeks	150
Bi-Weekly Report to Faculty Advisor	15 points each x 6 reports	90
Internship Project		150
Power Point Final Report		80
Oral Presentation		30
Total		500

Students must earn 80% (400) of the total points to earn a passing grade. The internship project, final report (Power Point) and the oral presentation must be submitted for requirements to be considered complete.

This course is graded on a Credit/No Credit basis. All students will have an ET (extended) grade reported at the end of summer semester. C/NC will be recorded on your fall semester grade report. This course will not impact your GPA.