

Checklist for HORT 487 – Internship Requirements

HORT 487 Internship is a course, and your instructor for the course will be a faculty mentor for your area of study. It is your responsibility to contact your faculty mentor to discuss and approve your potential internship cooperator/firm. Your faculty mentor will also review assignments for the course.

Your major/concentration is: _____

Your faculty mentor(s) is/are: _____

Once you have secured an internship that has been approved by your faculty mentor, your adviser will help with the paperwork required to document your internship and the overrides needed in order for you to register for the course.

Well before the end of spring semester:

- Pick up an Internship Packet in Shepardson 111
- Meet with your faculty mentor to discuss potential internships;
Attend the Career Fair; Contact potential employer(s)
- When you have secured an approved internship -
Fill out a draft of the Memorandum of Agreement
- Turn the draft of the MOA in to your adviser
- Sign official typed copy of the MOA & medical/liability insurance
- Register for credits (2) for summer (CRN 50050)
- Register for credit (1) for fall (CRN 61228)
- Attend Mandatory Meeting with faculty – date/time TBD

Last day of finals in the Spring 2017 semester – May 12, 2017
First day of classes in the Fall 2017 semester – August 21, 2017

Guidelines - HORT 487 - Internship
Horticulture/Environmental Horticulture Internships

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.

ADMINISTRATION GUIDELINES

I. Credit Hours and Length of Internships

- A. The recommended standards are: three credits for any one term (summer, fall or spring) full time 40 hours per week for 10 to 14 weeks: four credits for 15 to 17 weeks: six credits for two terms (20 to 26 weeks): twelve credits for a period of 48 weeks (one year) or more. An approximate guideline is one credit for every month of full time internship.
- B. The exact number of credits will be negotiated with the student's faculty mentor and may vary from the above guidelines according to the hours per week worked and the intensity of the work experience.
- C. A minimum of two credits is suggested for any one internship experience. Two internships may be taken at different times and at different businesses.
- D. The student must register for two credits during the term the internship takes place in accordance with College and University policy. The student then registers for one credit during the term immediately following the internship work. At this time the oral and written reports are due. Additional credits, if appropriate, are to be taken during this term as well.

II. Grading

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

III. Timing

- A. The preferred time for a summer internship is between the sophomore and junior level or the junior and senior level. Internships immediately after the freshman year may be approved at the discretion of the advisor.
- B. Terminal internships (after all course work has been completed) will not be approved except in the case of unusual circumstances. Approval of the Resident Instruction Committee will be required.

IV. Waivers

- A. The required three credits of internship may be waived at the discretion of faculty and with the approval of the Resident Instruction Committee if the student can document that prior to enrolling in the departmental program of study he/she had gained at least 24 weeks (approximately six months) of full time work experience directly related to that program of study. This waiver must be approved by the Resident Instruction Committee prior to the semester they graduate.
- B. The student must present signed letters from previous employers or supervisors verifying the type of work and the dates of employment.
- C. The operation of a student's own business is not considered to be equivalent to internship

credit, but documented experience in a family-owned business may be approved at the discretion of the R.I. Committee and the faculty mentor.

V. Cooperators

- A. A cooperator is a person in the industry who has a sincere interest in helping to train students in their field of study.
- B. The cooperator signs an agreement detailing the activities and responsibilities of those involved in a specific internship.
- C. The cooperator should provide a complete evaluation of a student's performance at the end of the intern's experience.
- D. It is expected that an intern receive a wage in a manner similar to a temporary/part time employee.

VI. Student Intern

- A. The student should plan the internship well enough in advance to have at least a verbal agreement from the cooperator and the advisor prior to preregistration for the term of the internship.
- B. The student is responsible for securing his/her own housing and transportation during the internship.
- C. The student completes the requirements as noted in the "Intern's Requirements."
- D. The student should discuss any problems during the internship period with his/her advisor. Once an agreement is signed, the student should not discontinue the internship without prior discussion with the advisor.

VII. Faculty Mentor and Grading Standards

- A. The faculty mentor should discuss the proposed internship with the student to ensure that the type of work is of adequate diversity and fits the focus of the student's academic program of study. Special summary report formats should be discussed.
- B. The faculty mentor shall review the weekly reports and assign a grade of S if most reports were received by the Department in a timely manner during the internship. A grade of U shall be assigned if most of the weekly reports were not received in a timely manner. If the weekly reports are submitted at the beginning of the semester following the internship, the student may petition the faculty mentor for a grade change from U to S. The advisor is not obligated to make this change.
- C. The faculty mentor shall review the final summary report and assign a grade of S if presented according to the requirements. A grade of U shall be assigned if no report is submitted in the required time frame.
- D. 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.

INTERN'S REQUIREMENTS

1. Discuss the internship with the student's faculty mentor. Clear the number of credits desired for the internship and the format preferred by the faculty mentor for the summary presentation.
2. Read and understand the purpose behind the program and the administration process for the program.
3. Correspond with a cooperator and discuss details to be included in the "Memorandum of Agreement." See the internship coordinator in the main office to complete paperwork.
4. **Every week**, submit the **Weekly Job Record** throughout the internship. Keep a daily log for your own use in putting the summary report together.
6. Prepare a summary report consisting of an oral presentation with photographic or digital images and a paper of at least three to five pages in length. The format of the summary presentation must conform to the student's agreement with the faculty mentor.

The 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 memorandum of agreement. The written paper is due at the time of the oral presentation. Examples of previous internship reports are available for the intern's review in the department.

7. Within the first week of the semester following the internship, the intern must contact their faculty mentor to schedule the oral presentation. Both the oral and written presentations shall be completed by the tenth week of the semester following completion of the internship. Failure to do so may result in failing the course.

The oral report should incorporate images, 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. These oral presentations are normally coordinated by and given at the student clubs in the department. At the discretion of the advisors, special internship presentation sessions may be scheduled.

Student Internships

The following information regarding student travel guidelines in the College of Agricultural Sciences (CAS) was retrieved from the [CAS website](#).

The course enrollment list acts as notification of intern status to the Dean's office.

At Colorado State University

1. **To qualify as an intern, students must be registered for internship credit at Colorado State University.**
2. If the intern is receiving any kind of remuneration (including room and board) from a program sponsored by Colorado State University, the student intern is covered by CSU'S workers' compensation so long as the student is not receiving remuneration from someone else.
2. There will be **no** workers' compensation coverage for on campus students involved in nonremunerated (e.g. not paid) internship, cooperative education, and practicum programs.
3. **Consequences of not having medical insurance should be communicated to the intern.** CSU does not carry medical insurance for students and "workers' compensation" is available only to CSU employees.

Off-Campus:

1. **To qualify as an intern, students must be registered for internship credit at Colorado State University.**
2. If the intern is receiving any kind of remuneration (including room and board) from the host employer, this information needs to be disclosed in the written internship agreement with CSU and host employer. Under Colorado statute, if an intern **IS** receiving remuneration from the host, they are **NOT** covered by CSU's workers' compensation, but are covered by the **host's workers' compensation or insurance**. This should be verified in the written internship agreement.
3. The State Division of Risk Management has indicated that University workers' compensation coverage will continue for student-enrolled interns not receiving any remuneration who are assigned to non-Colorado State University agencies.
4. **Consequences of not having medical insurance should be communicated to the intern.**
5. **A liability waiver form should be signed by all participants.**

Summary

Type of Internship	Insurance Coverage
Receiving remuneration from CSU	Covered under CSU's workers' compensation
Receiving no remuneration from CSU	No workers' compensation coverage
Receiving remuneration by host employer	Host workers' compensation
Receiving no remuneration from host	Covered under CSU's workers' compensation

HORT 487 INTERNSHIP – MEMORANDUM OF AGREEMENT

**COLORADO STATE UNIVERSITY
DEPARTMENT OF HORTICULTURE AND LANDSCAPE ARCHITECTURE**

Name _____ CSU ID# _____

Email _____ Major _____

Faculty Mentor _____ Concentration _____

Dates of Internship _____ Total Credits _____

Faculty Mentor Approval (initials and date) _____

Responsibilities – Intern (brief description of program)

Cooperating Firm _____ Address _____

Supervisor Name _____

Supervisor Email _____

Supervisor Phone _____

Cooperator providing:

Number of hours / week _____ Rate of pay / hr _____

Starting schedule _____

Other Benefits _____

Other Requirements _____