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Syllabus

_**Instructor & Internship Coordinator:**_  Michael Holmes, Associate Professor  
348 AG Hall, Stillwater, OK 74074  
michael.holmes@okstate.edu  
405.744.7333

**Eligibility:** Students must have successfully completed at least 24 credit hours with a minimum GPA of 2.0 and have at least one semester remaining toward degree completion. Typically students do their internship the summer after their 3rd or 4th year.

**Enrolling:** Students must enroll in LA3010.

**Credit:** 2 credits are required for the degree in Landscape Architecture. 1 credit is earned for each 160 hours worked. Up to 6 internship credits may count toward a BLA degree.

**Grading:** Grading is Pass/Fail and is based on fulfilling **ALL** course requirements listed below.

**Course Requirements:** Each of the following requirements must be met to pass LA3010.

1. Complete the internship application and have it approved by the student’s academic advisor **BEFORE** the internship begins.
2. Work the required hours (360 hours is required for 2 credits).
3. Complete monthly reports (2 pages each) these are due on the 1st of each month and turn them in on time to the faculty internship coordinator.
4. Make an 8 minute presentation to the Department on designated internship seminar dates or by arrangement with the faculty internship coordinator.
5. Complete the form: Student’s Evaluation of Internship.
6. Have the cooperator complete the form: Cooperator’s Evaluation of Student.
RESPONSIBILITIES

Students should supply a copy of this page to their cooperators before the internship begins.

**STUDENT RESPONSIBILITIES:**

Students must find their own internship. Advisors should be a source of potential contacts but the responsibility for securing an internship lies solely with the student.

Students must consider their internship a professional responsibility and must fulfill the obligations agreed upon with the cooperator with all professionalism and integrity.

Salary, housing, health insurance, travel, scheduled time off, length of internship, job responsibilities, etc. must be negotiated by the student.

If it is not possible to fulfill all obligations the student must communicate that as soon as possible to the cooperator and to the faculty internship coordinator.

**COOPERATOR RESPONSIBILITIES:**

Provide the student with a broad learning experience.

Encourage the student to serve as a productive, thinking employee during the internship.

Review with the student the goals and purposes set for the work experience and furnish appropriate counseling and guidance during the student’s work experience.

Sign monthly reports or email the advisor confirming the hours worked by the student.

Complete the form: Cooperator’s Evaluation of Student.
APPLICATION

Student

Name ________________________________________________________________

Address _____________________________________________________________

City __________________________ State _________ Zip _______________

Home Phone __________________________ Cell Phone ______________________

Email _____________________________________________________________

Academic Advisor __________________________ ____________________________

Cooperator

Company _____________________________________________________________

Supervisor __________________________ Title _____________________________

Address _____________________________________________________________

City __________________________ State _________ Zip _______________

Phone __________________________ ______________________________________

Email _____________________________________________________________

Beginning date of internship: _____________

Ending date of internship: _____________

Indicate any special arrangements for days or time off:

Note that your commitment to your cooperator is not linked to academic credit. If you committed to working until a specific date you are expected to do so even if you meet the hours required for academic credit before that date.

Number of academic credits expected from completing this internship: _____________

(Typically 2-3 credits, 1 credit for each 160 hours worked).
MONTHLY REPORT

Student

Company

Supervisor

Dates Covered by This Report

Today’s Date

Summarize what knowledge and experience you have gained and give a brief description of your activities during this period of your internship.

The report must be computer generated and should be 2 pages. Mail the completed, signed report to your internship coordinator or email the report. And ask your cooperator to send an email to the faculty internship coordinator confirming hours worked.

Monthly reports are on the 1st of each month (June 1st, July 1st, and Aug 1st) and at the conclusion of the internship.
**COOPERATOR’S EVALUATION OF STUDENT**

To be completed by the intern supervisor. Fax, email, or standard mail to Faculty Internship Coordinator by 2nd Friday, in August. (for summer internship) Forms not received by that date may result in the student receiving a grade of “Incomplete” for the summer semester. Thank you for your help!

Supervisor’s name and position: _____________________________________________________
Intern Name:  ______________________________________________________________________
Organization:  ______________________________________________________________________

Total Hours Worked By the Student __________________________________________

Signature (verifying hours worked) __________________________________________

Introduction: Please indicate your evaluation of the student’s performance during the internship periods. Rate each behavioral statement by circling one number that best represents the intern’s level of performance in regard to identified behavior. Please include comments in the space provided, as needed.

<table>
<thead>
<tr>
<th>Ability to Learn</th>
<th>Unsatisfactory</th>
<th>Exceptional</th>
</tr>
</thead>
<tbody>
<tr>
<td>Observes and/or pays attention to others</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Asks pertinent and purposeful questions</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Seeks out and utilizes appropriate resources</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Accepts responsibility for mistakes and learns from experiences</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
<tr>
<td>Is open to new experiences; take appropriate risks</td>
<td>1 2 3 4 5</td>
<td></td>
</tr>
</tbody>
</table>

1 Unsatisfactory Never demonstrates this ability/does not meet expectations
2 Uncomplimentary Seldom demonstrates this ability/rarely meets expectations
3 Fair Sometimes demonstrates this ability/meets expectations
4 Commendable Usually demonstrates this ability/sometimes exceeds expectations
5 Exceptional Always demonstrates this ability/consistently exceed expectations
### Creative Thinking & Problem Solving Skills

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeks to comprehend and understand the &quot;big picture&quot;</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Breaks down complex tasks/problems into manageable pieces</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Brainstorms/develops options and ideas</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Respects input and ideas from other sources and people</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates an analytical capacity</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

### Professional & Career Development Skills

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeks to understand personal strengths and weaknesses</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Exhibits self-motivated approach to work</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates ability to set appropriate priorities/goals</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Exhibits professional behavior and attitude</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Manages personal expectation consistent with work role</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Show interest in determining career direction</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

### Interpersonal & Teamwork Skills

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Relates to co-workers effectively</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Relates to customers/clients effectively</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Manages and resolves conflict in an effective manner</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Supports and contributes to a team atmosphere</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Controls emotions in a manner appropriate for work</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates assertive but appropriate behavior</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

### Organizational Effectiveness Skills

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Seeks to understand and support organization’s mission/goals</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Fits in with the standards and expectations of the organization</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Works within appropriate authority and decision-making channels</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Demonstrates a sense of responsibility and confidentiality</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Interacts effectively and appropriately with supervisor</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>

### Basic Work Habits

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports to work as scheduled</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Is prompt in showing up to work and meeting</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Exhibits a positive and constructive attitude</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Exhibits a strong work ethic and high level of initiative</td>
<td>1 2 3 4 5</td>
</tr>
<tr>
<td>Dress and appearance are appropriate for this organization</td>
<td>1 2 3 4 5</td>
</tr>
</tbody>
</table>
**Character Attributes**

<table>
<thead>
<tr>
<th>Character Attribute</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brings a sense of values and integrity to the job</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Seeks to serve other even at the risk of personal inconvenience</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Refrains from gossip/respects the privacy of others</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Behaves in an ethical manner</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Respects diversity (age/religion/cultural/ethnic) of co-workers</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Overall Performance** (please circle one number to indicate the intern’s overall performance).

<table>
<thead>
<tr>
<th></th>
<th>Unsatisfactory</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>0</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>5</td>
<td>6</td>
<td>7</td>
<td>8</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>10</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For questions 1-4 please rate the student on their abilities at the end of the internship by checking the appropriate box.

1. **Rate the student’s ability to communicate ideas verbally and graphically.**

   - **Deficient**: Poor graphic ability and ability to communicate ideas. Graphics were unappealing and did not convey a professional competence in hand graphics or software skill.
   - **Fair**: Fair graphic ability and ability to communicate ideas. Graphics were acceptable but did not convey a professional mastery of hand graphics or software skill.
   - **Good**: Good graphic ability and ability to communicate ideas. Graphics were clean, appealing, and showed a professional level of competency in hand graphics or software skill.
   - **Excellent**: Excellent graphic ability and ability to communicate ideas. Graphics were impressive and showed a mastery of hand graphics or software skill.
   - **Not applicable**: Unable to judge the student’s abilities.

2. **Rate the student’s ability to analyze landscape related problems and propose relevant design solutions.**

   - **Deficient**: Design solutions were impractical. Design solutions would not be acceptable to a professional.
   - **Fair**: Design solutions were appropriate but not impressive, mundane. Design solutions would be acceptable to a professional but not the preferred solutions.
   - **Good**: Design solutions were more than appropriate. Design solutions could be implemented by a professional.
   - **Excellent**: Design solutions were impressive and novel. Design solutions would be impressive to a professional.
   - **Not applicable**: Unable to judge the student’s abilities.
3. Rate the student’s understanding of landscape maintenance and construction techniques.

- Deficient: Student did not display an understanding of maintenance and construction techniques.
- Fair: Student displayed a fair understanding of maintenance and construction techniques but not to a level expected of a professional.
- Good: Student displayed a more than adequate understanding of maintenance and construction techniques.
- Excellent: Student had an impressive understanding of maintenance and construction techniques including techniques that would be considered novel or impressive to a professional.
- Not applicable: Unable to judge the student’s abilities.

4. Rate the student’s knowledge of plant materials, their use, and care.

- Deficient: Student did not display an adequate knowledge of plant materials, their use, and care.
- Fair: Student displayed an adequate knowledge of plant materials, their use, and care.
- Good: Student displayed a good working knowledge of plant materials, their use, and care. Student was familiar with species and cultivars.
- Excellent: Student displayed an excellent knowledge of plants materials. Student was familiar with interesting and novel species and cultivars.
- Not applicable: Unable to judge the student’s abilities.

5. How well was the student prepared for this internship?

6. Strengths: What are the student’s strengths?

7. Weaknesses: Where does the student need to improve?

8. Wage at start of internship __________. Wage at end of internship __________.

9. Would you be willing to participate in the internship program again?

- Yes
- No

Why, or Why Not?
CONSENT
Please check whether you "do" or "do not" provide consent for release of your evaluation directly to the student.

☐ do          ☐ do not provide consent for release of the evaluation to the student.

Cooperator’s Signature ____________________________

Title ____________________________

Company ____________________________

Student ____________________________

Date ____________________________

PLEASE MAIL OR EMAIL COMPLETED FORM TO:
Prof. Michael Holmes
Department of Horticulture and Landscape Architecture
358 Ag Hall
Stillwater, OK 74078
michael.holmes@okstate.edu

Thank you for your cooperation!
The internship program is an important element of the student's education & we could not do it without you.
Please note that students cannot get credit for their internship until we receive your evaluation.
STUDENT'S EVALUATION OF INTERNSHIP

Student __________________________
Cooperator _______________________

Evaluation of Cooperator and Internship Program

1. Do you feel that the cooperator did a good job of showing you different aspects of the business or were you stuck doing the same tasks? Explain.

2. How could have your internship experience been improved?

3. Do you have any suggestions for the internship program in general?

4. How could you have been better prepared for the internship?

5. Would you recommend this company for future internships?
   □ YES   □ NO   Why or why not?

6. Wage at start of internship _________. Wage at end of internship _________.
Self-evaluation

Evaluate your abilities at the end of the internship on a five-point scale or mark not applicable.

7. I was able to communicate my ideas effectively, like a professional.

   1  2  3  4  5  NA
   Strongly Disagree Neutral Agree Strongly Not
   disagree          Agree  Agree  Applicable

8. I was successful at analyzing landscape related problems and was able to propose relevant design solutions that would be acceptable to a professional.

   1  2  3  4  5  NA
   Strongly Disagree Neutral Agree Strongly Not
   disagree          Agree  Agree  Applicable

9. I displayed an understanding of landscape maintenance and construction techniques that would be expected of a professional.

   1  2  3  4  5  NA
   Strongly Disagree Neutral Agree Strongly Not
   disagree          Agree  Agree  Applicable

10. I was knowledgeable about plant materials, their use, care, and maintenance.

    1  2  3  4  5  NA
    Strongly Disagree Neutral Agree Strongly Not
    disagree          Agree  Agree  Applicable

AT THE COMPLETION OF YOUR INTERNSHIP,
RETURN THIS EVALUATION FORM TO THE INTERNSHIP COORDINATOR.
GUIDELINES FOR PRESENTATION

The final presentation is an 8 minute oral report given to the Department at date during to be determined the fall semester.

Most students give a Power Point presentation so taking photographs during the internship is imperative. The presentation should showcase the company you worked for, what you did, learned, created, and accomplished.