

OKLAHOMA STATE UNIVERSITY

Horticulture Internship Program

Requirements and Policies For HORT 2010

Updated November 14, 2007

INTRODUCTION

This Handbook is considered to be the syllabus for HORT 2010. It differs from a conventional syllabus because HORT 2010 is an independent study class. As such, considerable responsibility is placed upon the Student Intern for timely and proper completion of assignments.

INTERNSHIP PROGRAM POLICIES

The policies outlined herein are designed to enhance the quality of the Internship Program and provide a basic framework from which the Student, the Academic Advisor, and the Cooperator can work effectively.

1. To participate, the Student must have successfully completed at least 24 credit hours with a minimum overall grade point average of 2.00, and have at least one semester remaining toward completion of a degree.
2. The Student is responsible for obtaining a Cooperator. One objective of HORT 2010 is to give the Student practice in seeking out employment opportunities in Horticulture. The Department maintains a list of internship opportunities on the bulletin board near 360 AGH. Advisors often provide assistance, including referrals and letters of reference. However, it is NOT the responsibility of the Student's Advisor to find the Student a Cooperator or an Internship position.
3. The Student must complete an application for the Internship Program and have it approved by his/her Academic Advisor before beginning the Internship. One copy of the completed, approved application should be given to the Department Undergraduate Advising Coordinator. Following approval of the application, academic credit for the Internship is obtained through enrollment in HORT 2010. Due to grade reporting deadlines and the requirement for an oral report, most Students enroll in HORT 2010 for the semester immediately following completion of the Internship work experience.
4. Students will receive one credit hour for each 160 hours of approved work experience. A maximum of six credit hours may be earned. The grade will be assigned on a Pass-Fail basis. Credit in HORT 2010 will not substitute for required courses.
5. Another objective of HORT 2010 is to enhance the educational experience of the Student by broadening his/her horizons beyond familiar surroundings. No credit will be granted to a Student working for one of his/her family's businesses.
6. The Student is responsible for arranging transportation, housing and board, health and accident insurance, worker's compensation, and liability insurance.
7. The stipend to be received by the Student Intern is a matter to be decided by mutual agreement of the Student and Cooperator.

REQUIREMENTS FOR HORT 2010

A Student must earn a minimum of three (3) credits in HORT 2010 as part of the requirements for the B.S. degree in Horticulture, Turf Management, or Public Horticulture. Any exceptions to this policy must be approved in advance by the Student's Advisor and the Department Head.

1. A minimum of one report is required from the Student Intern for each 160 hours worked. These are called "Monthly Reports", but the work period covered may include parts of two months. However, if more than four weeks are required to accumulate 160 hours (for example, if the student is working part-time over several months), then the minimum standard will be one report per month for the duration of the internship. These reports will be dated and bear the signature of approval of both the Intern and Cooperator. The Student Intern commits to submit the monthly reports by the dates agreed to with his/her Advisor as listed on the Application for Internship Program form. The last monthly report should be submitted as soon as practical after the completion of the internship work experience.
2. It is recommended that the Student summarize his/her experiences every week rather than attempting to complete a monthly report from memory. A personal journal may be helpful.
3. The Student's Advisor will contact the Student and the Cooperator during the Internship program. This contact normally will be by letter or telephone, but may also include an on-site visit.
4. The Student will present a 15-minute oral report (seminar) of his/her experiences to interested students and faculty during the Department's seminar series. This seminar must be presented no later than the semester immediately following completion of the Internship work experience.
5. A final written report covering the total Internship experience will be prepared by the Student (in the form outlined). The Student also must complete a Student's Final Evaluation Form. The final report and Evaluation Form must be turned in no later than the date of the Student's oral report, with earlier submission strongly encouraged.
6. The Cooperator will complete and submit a Cooperator's Final Evaluation Form and mail it directly to the Student's Advisor.
7. The Student's Advisor assigns the final grade for HORT 2010, considering the monthly reports, the final oral and written reports, and the Cooperator's Final Evaluation. A Student who completes all the requirements for HORT 2010 in a timely manner, including submission of an acceptable final written report, will be awarded a grade of "Pass". A Student who misses any two due dates for completing requirements for HORT 2010, or who does not produce an acceptable final written report after one opportunity for revision, will be awarded a grade of "Fail."

COOPERATOR RESPONSIBILITIES

The Cooperator's role is both that of employer and teacher. The Cooperator has knowledge, experience, and equipment that cannot be found in a classroom, and which when shared with the Student can add a new dimension to the Intern's education. The Cooperator's responsibilities include:

1. Providing the Student with a broad range of learning experiences through a work and counseling association.
2. Encouraging the Student to serve as a productive, thinking employee during the Internship Program experience.
3. Reviewing with the Student the goals and purposes set for the work experience and furnishing appropriate counseling and guidance during the Student's work experience.
4. Approving and signing each monthly report which will be sent to the Student's Advisor.
5. Completing a Cooperator's Final Evaluation Form and mailing it directly to the Student's Advisor.

Any Student or Cooperator interested in additional information on how to participate in the Horticulture Internship Program may contact:

Brian A. Kahn
Dept. of Hort. and L. A.
360 Ag. Hall
Oklahoma State University
Stillwater, OK 74078-6027
Phone: (405) 744-5414

Note: The student is asked to furnish a copy of this page to the Cooperator at the beginning of the internship.

COOPERATOR'S FINAL EVALUATION OF STUDENT

HORT 2010 Internship in Horticulture
Department of Horticulture and Landscape Architecture
Oklahoma State University, Stillwater, OK 74078-6027

Student's Name _____ Date _____

A. RATING OF STUDENT CHARACTERISTICS

Please use the spreadsheet (rubric) we have supplied.

B. GENERAL QUESTIONS

Please provide 4-5 lines each to answer the following questions. You may attach a continuation page if desired.

1. Beginning wage or salary: _____ Final wage or salary: _____
Did the student earn the wages received?

2. In terms of subject matter knowledge, how well was the student prepared for this job?

Unsatisfactory – Minimally Acceptable – Average – Above Average – Excellent

In what subjects/course areas did the student seem well prepared?

Can you suggest course areas that would benefit this student?

3. What characteristics did you like most about this student?

A. COOPERATOR'S RATING OF STUDENT CHARACTERISTICS						
		2 - Exhibits some characteristics of "1" and some characteristics of "3"; Minimally Acceptable		4 - Exhibits some characteristics of "3" and some characteristics of "5"; Above Average		
	1 - Unsatisfactory		3 - Basic Competency		5 - Excellent	SCORE
Personal Characteristics						
Interest in learning	No interest or "knows it all"		Has some desire for new knowledge		Intellectually curious and eager to learn	
Judgment	Makes poor decisions		Has common sense		Tactful and consistently makes good decisions	
Enthusiasm	Disinterested		Even-tempered		Positive and enthusiastic	
Courtesy	Rude		Usually shows basic courtesy and respect		Always courteous and respectful	
Personal appearance	Sloppy and unprofessional		Acceptable		Neat and professional	
Employee Traits						
Speed of completing responsibilities	Too slow; holds up the project		Average; maintains the pace		Sets an up-tempo but appropriate pace	
Ability to perform without supervision	Requires constant supervision		Trustworthy but may need task-specific supervision		Highly skilled; can supervise others	
Willingness to receive guidance	Defensive		Accepts guidance		Asks questions; seeks guidance	
Relationships with other employees	Aloof; not a team player		Usually gets along with co-workers		Respected and well-liked	
Dependability and reliability	Not trustworthy		Reliable for most tasks		Unquestioned reliability	
Thoroughness in completing tasks	Careless or incomplete work		Performs to the standard most times		Consistently thorough; may exceed expectations	

Please give one score per row using the 1 to 5 scale. Add an asterisk (*) if noticeable improvement since the beginning of the program.

4. In what ways can this student improve?

5. Suggestions for improving the Internship Program (selection of student, specification of tasks to be performed, etc.).

6. Would you be willing to participate in the Internship Program next year?
 - Yes No Why, or Why Not?

C. CONSENT FORM

Please check whether you “do” or “do not” provide your consent for release of the Cooperator’s Final Evaluation of Student form directly to the student. Also please sign this form. If you choose to provide consent for release of the form to the student, the student will be able to access the form directly. If you do not provide consent, only the major strengths and weaknesses of the student will be relayed to them verbally, and they will not be able to access your evaluation form directly.

I **do** **do not** provide my consent for release of the Cooperator’s Final Evaluation of Student Form to the student.

PLEASE MAIL ALL PAGES DIRECTLY TO THE STUDENT’S ADVISOR

In care of:
 Department of Horticulture
 and Landscape Architecture
 360 Agricultural Hall
 Oklahoma State University
 Stillwater, OK 74078-6027
 Phone: (405) 744-5414

Cooperator’s Signature

Position

Agency or Company Name

Date

(PLEASE TYPE)

STUDENT'S FINAL EVALUATION OF COOPERATOR

**Internship Program
Department of Horticulture and Landscape Architecture
Oklahoma State University, Stillwater, OK 74078-6027**

Students Name

Date

Name of Cooperator

Address

Name of Business Firm or Agency

A. EVALUATION OF COOPERATOR'S PERSONAL CHARACTERISTICS

Rating Scale:

1 = Excellent

2 = Very Good

3 = Average

4 = Minimally Acceptable

5 = Unsatisfactory

CHARACTERISTICS

RATING

Ability to teach

Interest in teaching

Willingness to provide guidance

Relationships with other employees

Enthusiasm

Courtesy

Fairness in dealing with employees

Willingness to discuss management

factors and decisions

Overall performance

B. GENERAL QUESTIONS (Attach a continuation page if desired)

1. When considering the entire business or operation where you worked, what were the:

Strong points:

Weak points:

2. What changes would you recommend for this business or operation? Consider areas such as efficiency, profitability, and employee relations.

3. Would you recommend a similar experience for other students who might follow you?

YES NO Why or why not?

4. Do you feel that you were justified in receiving university credit for this experience?

YES NO

Why or why not?

5. Other comments:

C. CONSENT FORM

Please check whether you "do" or "do not" provide your consent for release of the Student's Final Evaluation of Cooperator Form directly to the cooperator. Also, please sign this form. If you choose to provide consent for release of the form to the cooperator, cooperators will be able to access the form directly. If you do not provide consent, only the major strengths and weaknesses of the cooperator will be relayed to them, and they will not be able to access your evaluation form directly.

I do do not provide my consent for release of the Student's Final Evaluation of Cooperator Form to the cooperator..

PLEASE RETURN TO YOUR ADVISOR

In care of:
Department of Horticulture
and Landscape Architecture
360 AG Hall
Oklahoma State University
Stillwater, OK 74078-6027
Phone: (405) 744-5414

Student's Signature

Date mailed or turned in

4. **Cooperator's Name:** _____ **Title:** _____

Agency or Firm: _____

Address: _____

Office Phone Number: _____

Cooperator's E-Mail Address: _____

Date of involvement in the internship: _____

From: _____

To: _____

Indicate arrangements for days and hours to be involved and expected time off:

Immediate Supervisor: _____

Title: _____

Phone: _____

5. I agree to submit a total of _____ monthly reports. Reports will be due: (list dates)

(Questions 6, 7 and 8 will be filled in by Student's Advisor.)

6. **Number of hours approved by Advisor:** _____

7. **Approved dates of Internship, From:** _____

To: _____

8. **Advisors Approval:** _____

Date: _____

(Question 9 must be signed after approval and before leaving OSU for Internship position.)

9. **STUDENT CERTIFICATE**

I agree to abide by all of the conditions and requirements in this application and as outlined by the Internship Requirements and Policies, and to contact my Advisor by phone should any problem arise. I have been briefed on my responsibilities by my Advisor.

Student's Signature

Date

Note: The original of the completed, approved application should remain with the student's Advisor. A second copy should remain with the student. A third copy should be given to the Undergraduate Advising Coordinator.

GUIDELINES FOR FINAL REPORT

1. The report must be typed.
2. Proper grammar, punctuation, and spelling will be considered when evaluating the final report.
3. The report must specifically address each of the following areas:
 - A. A summary of your primary duties and activities, based on your monthly reports.
 - B. The most important experiences which you had and the major areas of new knowledge you have gained.
 - C. A summary on how the internship has helped prepare you for your profession. Include details of areas where you felt well prepared and areas where you discovered that additional courses and/or training would have been helpful.
 - D. A brief evaluation of the total Internship Program. What were the strong points and weak points? What changes would you recommend regarding the Internship Program?
4. The report should be sufficiently complete and detailed to allow proper evaluation. As a general guide, a minimum of 5 double-spaced pages is expected.