

# **OKLAHOMA STATE UNIVERSITY**

## **Horticulture Internship Program**

### **Requirements and Policies For HORT 2010**

## 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 its website. 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 all options under the Horticulture major. 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, including confirmation of hours worked.
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:

Lou Anella  
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: \_\_\_\_\_
2. In terms of subject matter knowledge, how prepared was the student in regards to the following subject categories:
  - a. **plant growth and development**  
*Unsatisfactory – Minimally Acceptable – Average – Above Average – Excellent*
  - b. **plant identification, management, and use**  
*Unsatisfactory – Minimally Acceptable – Average – Above Average – Excellent*
  - c. **pest and disease management?**  
*Unsatisfactory – Minimally Acceptable – Average – Above Average – Excellent*
  - d. in regards to the **overall understanding of horticultural/business operations?**  
*Unsatisfactory – Minimally Acceptable – Average – Above Average – Excellent*
3. What characteristics did you like most about this student?

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  
 358 Agricultural Hall  
 Oklahoma State University  
 Stillwater, OK 74078-6027  
 Phone: (405) 744-5414

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Cooperator’s Signature

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Position

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Agency or Company Name

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Date

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

**(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  
358 AG Hall  
Oklahoma State University  
Stillwater, OK 74078-6027  
Phone: (405) 744-5414

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date mailed or turned in



**(PLEASE TYPE)**

**SUMMARIZE WHAT NEW KNOWLEDGE AND  
EXPERIENCES YOU HAVE GAINED**

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**PLEASE RETURN TO YOUR ADVISOR**

In care of:  
Department of Horticulture  
and Landscape Architecture  
358 Ag. Hall  
Oklahoma State University  
Stillwater, OK 74078-6027  
Phone: (405) 744-5415

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Cooperator's Signature

\_\_\_\_\_  
Date mailed or turned in

**Deadline:** April 20, or \_\_\_\_\_ **Return to your Advisor**  
(Please print in **BLACK INK** or **TYPE**)

**APPLICATION FOR INTERNSHIP PROGRAM**  
**Department of Horticulture and Landscape Architecture**  
**Oklahoma State University, Stillwater, OK 74078-6027**

**Name**

**Date**

**Stillwater Address**

**Home Address**

**Stillwater Phone**

**Home Phone**

**Horticulture Option**

**Academic Advisor**

**Credit Hours Completed Overall GPA**

1. List and describe the jobs you have held. List the most recent job first.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
2. Briefly state why you want to be involved in this program and what you expect to gain from it. Be specific.
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. I will enroll in HORT 2010 for \_\_\_\_\_ credit hours during \_\_\_\_\_ semester/year.

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)

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(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:** \_\_\_\_\_

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(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.