**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. Interaction with peers via the discussion forum will provide students with a broader perspective of the opportunities and challenges involved in the very diverse Horticultural enterprises.

The Internship project and the final oral presentation/report provide further opportunities for honing valuable communication and 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 Marcus throughout the summer months 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 Marcus 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 Marcus. Students in these situations may be required to complete alternate/additional academic assignments.

Self-employed students will also work with Marcus 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.*

**Academic Requirements:**

1. **Discussion Forum**
New questions or assignments will be posted to the D2L discussion forum as noted on the course calendar. Each student must respond and participate in the forum within the two week period for the assignment. The forum topics and assignments will vary, and are designed to facilitate thoughtful discussion and sharing information. Students are welcome to post replies to each other and suggest topics for future forum assignments. General questions on internship procedures may also be posted to the forum by students.

2. **Reports to Marcus**
Each student will use the D2L drop box to report to Marcus every two weeks, as noted on the course calendar. The reports may be brief but should keep Marcus informed about how things are proceeding and should include activities and knowledge/skills gained, problems that occurred and other items of interest to the internship experience, including questions for Marcus. Please note these reports are not visible to other students.

3. Internship Project
Students should work with their employer to develop a project 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 (PowerPoint as an example). 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 Marcus via D2L for approval by June 10th. The finished project will be submitted by August 21st via D2L for grading.

4. PowerPoint Document and Oral Presentation
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 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 (like your project) that had an impact on the overall experience.
- Evaluate the relationship of your internship to the rest of your Certificate 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 within PowerPoint. PowerPoint files must be submitted to the D2L drop box on or before August 21st. You will be able to select a presentation date and time from a list of dates posted the first week of Fall semester.

5. Final Employer Evaluation
This evaluation will be requested from the student’s immediate supervisor by Marcus. 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

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Dates via D2L (SUBJECT TO CHANGE)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Forum</td>
<td>25 points each x 6 weeks 150</td>
</tr>
<tr>
<td>Reports to Marcus</td>
<td>15 points each x 6 reports 90</td>
</tr>
<tr>
<td>Internship Project</td>
<td>150</td>
</tr>
<tr>
<td>PowerPoint Final Report</td>
<td>80</td>
</tr>
<tr>
<td>Oral Presentation</td>
<td>30</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
</table>

Students must earn 80% (400) of the total points to earn a passing grade (P). The internship project, PowerPoint final report, and 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. This course will not impact your GPA.

**Assignment**

- Report One
- Forum One
- Report Two
- **Internship Project Approval**
- Forum Two
- Report Three
- Forum Three
- Report Four
- Forum Four
- Report Five
- Forum Five
- Report Six
- Forum Six
- **Completed Internship Project and PowerPoint File**
- Oral Presentation

**Due Dates via D2L (SUBJECT TO CHANGE)**

- May 22
- May 29
- June 5
- June 10
- June 12
- June 19
- June 26
- July 10
- July 17
- July 24
- July 31
- August 7
- August 14
- August 21

Oral Presentation

Sign up at the beginning of Fall semester