HRT 493: Professional Internship in Horticulture

Course Coordinator: Susan Gruber
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Participating Faculty Advisors:
Bridget Behe, John Biernbaum, Dan Brainard, Tom Fernandez, Kristin Getter, Greg Lang, Norm Lownds, Ron Perry, Brad Rowe, Bob Schutzki, Ryan Warner.

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 very diverse Horticultural enterprises.

The Internship project and the final report/oral presentation provide further opportunities for honing valuable 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 the Faculty Advisors 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 their Faculty Advisor 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 the Department. Students in these situations may be required by their Faculty Advisor to complete alternate/additional academic assignments.

Self-employed students will also work with their Faculty Advisor 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.
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.

Report to Faculty Advisor
Each student will use the D2L drop box to report to their Faculty Advisor at least every two weeks, as noted on the course calendar. The reports may be brief but should keep the Advisor informed about how things are proceeding and should include activities and knowledge/skills acquired, problems that occurred and other items of interest to the internship experience, including questions for the Faculty Advisor. Please note that all faculty advisors have access to these reports but they are not visible to other students.

Internship Project
Students should work with their employer to develop a project or research paper 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. 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 the designated drop box for approval by June 10th. Submission format for the finished project will depend on the project content but most will be submitted via D2L for grading by the Faculty Advisor.

Final Presentation Report
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 following information:

- 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 (ie your project) which had an impact on the overall experience.
- Evaluate the relationship of your internship to the rest of your degree program. Asses 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 in Power Point. Review the intro lecture recording for details. Power Point 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 the term.
Final Employer Evaluation will be requested from the intern’s immediate supervisor by Susan Gruber. 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

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<thead>
<tr>
<th>Component</th>
<th>Points</th>
<th>Weeks/Reports</th>
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<tbody>
<tr>
<td>Discussion Forum/Assignments</td>
<td>25</td>
<td>each x 6 weeks</td>
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<tr>
<td>Bi-Weekly Report to Faculty Advisor</td>
<td>15</td>
<td>each x 6 reports</td>
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<tr>
<td>Internship Project</td>
<td>150</td>
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<tr>
<td>Power Point Final Report</td>
<td>80</td>
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<tr>
<td>Oral Presentation</td>
<td>30</td>
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<td><strong>Total</strong></td>
<td><strong>500</strong></td>
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Students must earn 80% (400) of the total points to earn a passing grade. The internship project, final report (Power Point) and the 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. C/NC will be recorded on your fall semester grade report. This course will not impact your GPA.

Assignment Due Dates

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<thead>
<tr>
<th>Component</th>
<th>Date</th>
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<tbody>
<tr>
<td>Report One</td>
<td>May 22</td>
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<tr>
<td>Forum One</td>
<td>May 29</td>
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<tr>
<td>Report Two</td>
<td>June 5</td>
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<tr>
<td>Internship Project Proposal</td>
<td>June 10</td>
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<td>Forum Two</td>
<td>June 12</td>
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<td>Report Three</td>
<td>June 19</td>
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<td>Forum Three</td>
<td>June 26</td>
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<td>Report Four</td>
<td>July 10</td>
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<td>Forum Four</td>
<td>July 17</td>
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<td>Report Five</td>
<td>July 24</td>
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<td>Forum Five</td>
<td>July 31</td>
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<td>Report Six</td>
<td>August 7</td>
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<td>Forum Six</td>
<td>August 14</td>
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<tr>
<td>Completed Internship Project and Power Point Presentation File</td>
<td>August 26</td>
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