



# Professional Internship Program

## (HRT 493 - 3 Credits)

Horticulture students are required to complete one internship experience before graduation. The objective of the professional internship is to provide students with an opportunity for professional growth and development through a practical work experience in their chosen area of specialization. An internship differs from most summer job experiences in that a greater variety of learning opportunities are provided, and in a more structured and professional environment. Students are encouraged to select an employer for whom they have not worked previously.

The internship is intended to be 12 weeks of full-time (at least 40 hours per week), career-related employment (480 hours). An internship generally is scheduled for the summer preceding the junior or senior year. Completion of HRT 207, Career Development, is recommended before the internship for guidance on resume preparation, interviewing, and employer selection. Faculty advisors assist in planning internships and assuring a professional work experience. Non-traditional work schedules or employment opportunities will be considered on an individual basis by the student's faculty advisor.

**The required forms can be found at <http://www.hrt.msu.edu/internship-program>.  
They must be submitted to your faculty advisor.**

Requirements for obtaining a passing grade include:

1. Meet with your faculty advisor to discuss your internship by January 30th in the spring semester prior to your summer employment. Bring a copy of your resume and draft employment cover letter to this meeting.
2. It is your responsibility to secure employment for the internship. A searchable database of position announcements can be found on our website at: <http://www.hrt.msu.edu/internship-and-job-postings/>. Information about the internship program requirements for potential employers is available on the internship program page at <http://www.hrt.msu.edu/internship-program/>. Discuss potential internships with your faculty advisor.
3. Complete the Internship Agreement Form with your employer. This is a non-binding contract or agreement of understanding between you and the employer. It is a valuable tool to develop shared expectations for the internship and can be useful if those expectations are not being fulfilled during the internship. One of the most important parts of this is the learning outcomes. Think of 2-5 new skills or specific knowledge you hope to gain during the internship and specify these on the form.
4. Bring the agreement form to your faculty advisor for approval and an override to enroll in HRT 493. *The request for this override must be sent directly from your faculty advisor to the Undergraduate Office.* You must be registered for HRT 493 during the semester of your employment.
5. Submit bi-weekly reports in the form of an email to your faculty advisor. The reports keep your advisor informed about how things are proceeding and should include (a) what you learned, (b) activities in which you participated, (c) potential problems or concerns, and (d) any other items of interest to the internship experience.  
*If any problems occur they should be reported to your advisor as soon as possible.*
6. Receive a satisfactory Final Evaluation from your internship employer. Ask your employer to complete this form before you finish the internship.
7. Submit the Final Report at the end of your internship but no later than the first Friday in September. This should be a 3-5 page report of your experience during the 12 weeks. List useful things you learned, and also courses you see a need for taking. List the strengths and weaknesses of the experience and company, and how that impacted your experience. State if you would recommend the employer and experience to fellow students.
8. Present a 5-7 minute summary of your Internship work experience to the Fall Semester HRT 207 class (Professional Career Development in Horticulture). This is to be done as a Power Point presentation. You will be contacted by e-mail to schedule a time slot for your presentation.

Students will be given an ET (extended) grade until the requirements for the internship are completed. These credits are graded on a pass/no pass basis as determined by the Faculty Advisor and Internship Coordinator.