

HORT 271/471

HORTICULTURAL/TURFGRASS INTERNSHIP PROGRAM AGREEMENT

This single page document provides important contact information and the agreement with the student, internship employer, and Clemson University. This document must be completed, signed and returned before the internship begins. A special thank you is extended to the internship employer for their help in improving our educational program. **This form must be submitted to Deanna Burns, 171 P&AS Bldg., during pre-registration prior to the semester or summer session when the internship will be completed.**

Student's Name: _____ ID No. _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell Phone: _____ E-mail: _____

Type of Internship: Horticulture _____ Turfgrass _____

Is this your 1st (HORT 271) or 2nd (HORT 471) internship? _____ Credit Hours: _____

Register me for: Fall Semester _____ 2nd Summer (Aug. Graduation/GPA) _____

Internship Employer Information

Supervisor: _____ Company: _____

Address: _____ City/State/Zip: _____

Phone: _____ Cell Phone: _____

Fax: _____ E-mail: _____

According to the terms of the required Internship of the Environmental Horticulture Division, the student shall be employed for _____ weeks at the rate of \$____ per hour/week/month. The internship starts _____ to _____.

Job Description and Comments:

The Internship Job Description and Expectations (please fill in by the employer):

I have read the Internship Responsibilities and agree to the terms outlined therein.

Student Signature

Date

Employer (or Immediate Supervisor) Signature

Date

Internship Advisor

Date

Director, School of Agricultural, Forest, and Environmental Sciences (SAFES)

Date

HORT 271/471

Horticulture Internship Program

PART I - General Guidelines and Responsibilities

Introduction

HORT 271/471 are internship courses in the School of Agricultural, Forest, and Environmental Sciences (Environmental Horticulture Division), Clemson University. The internship course provides the Turfgrass or Horticulture major with college credit for practical on-the-job training supervised by qualified professionals. With the new trends and demands of our future professionals, traditional classroom teaching is not good enough to secure quality employment in the competitive job market. Similar to other fields and disciplines, Horticulture and Turfgrass students' work experience and internship have become more and more important for their employment and future careers. Internships are one of the most effective ways to have students gain meaningful work experience during their college degree program. As a part of quality education, successful internships will empower students with greater career opportunities. A 3-credit internship course is required for all Horticulture or Turfgrass majors.

Employer Responsibilities

- Employers may recruit students; students may apply with employers, or students may choose from the list of job descriptions prepared by different sources and apply directly with the employer.
- The employer may hire a student for any season: summer (May-August); fall (August-December); or spring (January-May).
- The length of working time is variable, depending on the total number of hours that the student wishes to carry. Students receive one hour of credit for 133 hours of work (3.3 weeks) and may receive up to 6 hours of credit under the internship program. Credit will not be given for repeat internships with the same business, and students may not work for their own family.
- Final acceptance of the student is based upon the employer's decision and approval by the university. The Internship Agreement form must be completed and signed by the employer, the student, and the university personnel before the internship begins.
- The employer should insure that a student working on an internship program rotates duties. This will provide a well-rounded learning experience for the student.
- Employers are asked to complete a mid-term and final evaluation form on the student intern. These are to be reviewed with the student and returned to the internship coordinator. Employer evaluations constitute a major portion of the student's final grade.
- The employer is encouraged to directly contact to the internship program coordinator if it is needed and the employer will be encouraged to host the future potential internship students, and university personnel during and after the internship.

The Student Responsibilities

- The student may contact the potential employers directly to apply for internship opportunities. Different sources are available with organizations, faculty members, and former interns.
- The student must complete the Internship Agreement Form before an internship starts. The student is encouraged to discuss with the internship coordinator or proper faculty members for advice.
- The student may work any season: summer (May-August); fall (August-December); or spring (January-May) for 3 credit hours with a maximum of 6 credit hours
- The student must present the completed internship agreement form to the Departmental Secretary to register for HORT 271 or 471 during pre-registration or before the internship begins.
- The student must follow the requirements by the employer as an employee in addition to his/her internship experience (see guidelines).
- A presentation seminar is required after the completion of the internship (will be scheduled by the internship coordinator). The student will be also required to provide reports (see guidelines).
- Variable credit (from one to six hours) is available for the student. A student must work a minimum of 3.3 weeks per hour of credit received. A 3-credit hour internship requires a minimum of 10 weeks of full time employment.
- The student's final grade will be based upon employer's evaluation, the written reports, internship seminar presentation, and attendance at other intern's seminars.

University Responsibilities

- Approve the internship application of the student.
- Evaluate the student's internship performance from communication with the employer and the student. Based on the employer's evaluation, student reports and seminars, student participation, the student will receive a course grade.
- Provide internship information and contacts as needed and conduct on-site visits as appropriate depending on schedules and needs.

Additional Information

For additional information, contact:

Turfgrass Advisor

Dr. Haibo Liu
School of Agricultural, Forest, and Environmental
Sciences (Environmental Horticulture Division)
260 Poole Agricultural Center
Box 340310
Clemson University
Clemson, SC 29634-0310
Office: (864) 656-6367
Fax: (864)-656-4960

Horticulture Advisor

Dr. Ellen Vincent
School of Agricultural, Forest, and Environmental
Sciences (Environmental Horticulture Division)
173 Poole Agricultural Center
Box 340310
Clemson University
Clemson, SC 29634-0310
Office: (864) 656-1342
Fax: (864)-656-4960