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 completed form must be submitted to the respective internship coordinator, Dr. Haibo Liu during pre-registration prior to the semester or summer session when the internship will be completed.**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ CUID No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ City/State/Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: Cell Phone: E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Internship: Turfgrass \_\_\_\_\_\_ \_ Or Other (specify) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is this your 1st (HORT 2710) or 2nd (HORT 4710) internship? Credit Hours: \_\_

I have registered 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 Department of Agricultural and Environmental Sciences, the student shall be employed for \_\_\_\_\_\_\_\_ weeks at the rate of $ \_\_ per hour/week/month. The internship begins on (enter date) and ends on (enter date) .

**Job Description and Comments:**

|  |
| --- |
| The Internship Job Description, Rotation of Duties, 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*

*Department Chair Date*

**Part I - General Guidelines and Responsibilities**

**Introduction**

**HORT 2710/4710** are internship courses in Department of Agricultural and Environmental Sciences, Clemson University. The internship course provides the Turfgrass or Horticulture major with college credit for practical on-the-job training supervised by qualified professionals. Internships are one of the most effective ways to have students gain meaningful work experience during their college degree program and to make important connections between the classroom and the workplace. 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 university personnel before the internship begins.
* The employer should ensure 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 advisor. Employer evaluations constitute a major portion of the student's final grade.
* The employer is encouraged to directly contact to the internship advisor if it is needed.

**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 their intent with the internship advisor or proper faculty members.
* 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 Internship Advisor for 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, and 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:

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| --- | --- |
| **Turfgrass Internship Coordinator** |  |
| Dr. Haibo Liu  Professor |  |
| Department of Plant and Environmental Sciences |  |
| 258 Poole Agricultural Center |  |
| Box 340310 |  |
| Clemson University |  |
| Clemson, SC 29634-0310 |  |
| Cell: (864)-506-6260 |  |
| Fax: (864)-656-4960  E-mail: haibol@clemson.edu |  |