

## HORT 2800 & HORT 4800 INTERNSHIP PROGRAM AGREEMENT

This 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. In addition, a signed affiliation agreement must be on file between the University and the employer. 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 internship advisor Dr. E. Vincent; 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: \_\_\_\_\_  
Course:        HORT 2800 or        HORT 4800

### 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 PES Department, 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:** add additional page if necessary

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* \_\_\_\_\_

*PES Department Director* \_\_\_\_\_ *Date* \_\_\_\_\_

## **PART I - General Guidelines and Responsibilities**

### **Introduction**

**HORT 2800 and HORT 4800** are internship courses in the Department of Plant and Environmental Sciences at Clemson University. The internship course provides the Horticulture major with 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. An internship course is required for all Horticulture majors.

### **Employer Responsibilities**

- Employers may recruit students who have not previously worked for them; 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).
- Students normally complete 300 hours of work (10 weeks) to fulfill HORT 2800 or HORT 4800 internship program.
- 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 expose the student to the broad business culture and 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 the internship advisor if it is needed.
- In addition to this Internship Program Agreement a signed Affiliation Agreement between the employer and University must be completed prior to the start date of the internship.

### **Student Responsibilities**

- Students should seek internships at a location where the student has not previously worked.
- 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).
- The student must present the completed internship agreement form to the Internship Advisor 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).
- HORT 2800 and HORT 4800 (0 credit courses) are prerequisite courses for HORT 2810 and HORT 4810 (1-credit courses). HORT 2810 and HORT 4810 may be taken for credit once HORT 2800 and/or HORT 4800 have been successfully completed.

- The student's final grade will be based upon employer's evaluation and written reports submitted to the Internship instructor. A syllabus with grading rubric identifies policies, assignments, and grading expectations.

### **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 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, and when geographically feasible.
- In addition to this Internship Program Agreement a signed Affiliation Agreement between the employer and University must be completed prior to the start date of the internship.

### **Additional Information**

Please visit the State Authorization website to determine if internship activity is allowed within the state where you are planning to intern at: <https://www.clemson.edu/institutional-effectiveness/academics/state-authorization.html>

For additional information regarding internships, contact:

#### **Internship Advisor**

Dr. Ellen Vincent  
Horticulture/Department of Plant and Environmental Sciences  
173 Poole Agricultural Center  
Box 340310  
Clemson University  
Clemson, SC 29634-0310  
Office: (864) 656-1342  
Fax: (864) 656-4960  
Cell: (803) 243-8888  
Email: [ellenav@clemson.edu](mailto:ellenav@clemson.edu)

For additional information regarding affiliation agreements, contact:

#### **Sr. Academic Compliance Manager**

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