

# Internship Goals and Agreement Form: to be completed by the student intern

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- *Upon completion of this form, save a copy for your records, then email, as an attachment, a copy to your academic advisor.*
- *Next, schedule a meeting with your advisor to discuss your completed form and your internship in general.*
- *Once you have accomplished your academic advisor visit and together you have reviewed this form, send a copy to your employer via email attachment or letter that includes an explanatory statement.*

Your internship is your opportunity to gain structured, supervised horticultural and professional experience. These experiences should have the level of responsibility that will allow you opportunities to apply your current knowledge while developing new skills. At the same time, the internship should serve to heighten awareness of diversity by exposing you to different lifestyles, traditions, and perspectives that are found throughout the country and the world.

*The internship experience student-learning objectives:*

1. Provide the student with practical on-the-job experiences in the appropriate organization that will help the student achieve their particular goals.
2. To help confirm and/or expand educational and career goals.
3. To serve as a link between classroom theory and professional practices.
4. Provide job contacts, personal references and other forms of assistance in preparation for full-time employment.
5. To provide an opportunity for student to broaden their cultural landscape by working with people of different ages, cultures, traditions, and perspectives.

**Please respond to the following—you should send your academic advisor a copy by the third-fourth week in April.**

Your name: \_\_\_\_\_

Contact email: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_

Emergency Contact email: \_\_\_\_\_ Emergency Contract Phone Number: \_\_\_\_\_

Company Name: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Name of employer/supervisor: \_\_\_\_\_

Employer/supervisor email: \_\_\_\_\_ Employer phone number: \_\_\_\_\_

### **Conditions of Employment:**

1. The internship period will be at least \_\_\_\_\_ weeks with a minimum average of \_\_\_\_\_ hours per week.
2. The internship will begin on \_\_\_\_\_ (day/month/year) and will end on or about \_\_\_\_\_ (day/month/year).
3. Wages paid to the intern will be set as follows: An hourly wage of \$ \_\_\_\_\_.
4. Benefits supplied by the employer to the intern:  

____ Liability Insurance	____ Workmen's Compensation
____ Overtime wages	____ Social Security
____ Housing	____ Use of vehicle
____ Other, please specify _____	

### **Provisions of the Internship Program:**

#### **The Employer will:**

1. Enable the intern to gain experience in a variety of areas within the company.
2. Evaluate the intern during and at the completion of the experience.
3. Contact the academic advisor if there are any problems with the intern's performance.
4. Allow the opportunity for the intern to grow both professionally and personally.

#### **The Intern agrees to:**

1. Perform assigned activities to the best of their ability.
2. Be punctual, dependable, and loyal to the company at all times.
3. Follow directions, company rules, work safely, and be respectful to employer and co-workers.
4. Ask when you need help or clarification.
5. Communicate clearly, alert employer, or academic advisor of problems or concerns.

#### **The Academic Advisor agrees to:**

1. Assist the intern with his/her internship goals.
2. Respond to the intern's questions or concerns in a timely manner.
3. Attend the intern's oral presentation.
4. Schedule time for a final overview of the internship experience once all requirements are satisfied prior to assigning the final grade. The intern will be able to read the critiques of the oral presentation, along with the employer evaluation at this time.

**Internship Objectives:**

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You should enter the internship with specific learning objectives and goals in mind. Typically, after the completion of an internship, students are more excited and engaged in their coursework. The internship experience should reinforce the importance of a solid educational foundation. Characteristically, an internship helps students to *focus* on their education and career goals.

**In the space below, please provide a list of your internship goals and learning objectives; include several specific goals as well as a wide range of learning opportunities that you anticipate achieving. This list should lead the discussion with your academic advisor.**

**Please sign below indicating the visit with you academic advisor has been completed. Next, supply a copy to your employer for their records.**

Academic Advisor Signature:

Date:

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Student Signature:

Date:

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