

HORT 590: Internship Learning Objectives/Goals and Agreement Form

One of the major outcomes after completion of an internship experience is that students are more focused, engaged, and excited about their education and future career. The internship experience typically reinforces the importance of a solid educational foundation.

To assure this is indeed a valuable experience and all parties agree, please thoughtfully and neatly complete this form. Upon completion, save a copy for your records, then email, as a Word doc attachment, a copy to your academic advisor. In the email to your advisor, request to schedule a short visit; this time together will allow you to review this form and ask any question(s) you may have about your internship. During this visit your advisor will offer thoughts about your specific objectives.

After your academic advisor has signed and dated this form, send a copy to your employer via email attachment or within a mailed letter that includes an explanatory statement. Your internship employer should already know about this form because some of the required information on this form will require you to ask specific questions of them in order to complete this form prior to your advisor meeting.

- **The visit with your academic advisor must be completed by the last Friday in April, if not, 15% will be deducted from your internship final grade.**

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 the student to broaden their cultural landscape by working with people of different ages, cultures, traditions, and perspectives.

Please complete the following

Your name: _____

Contact email: _____ Cell phone: _____

Emergency Contact: _____

Emergency Contact email: _____ Emergency Contract Phone Number: _____

Company Name: _____

Company 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 _____ (month/day/year) and will end on or about _____ (month/day/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. Respond to the intern's questions or concerns in a timely manner.
2. Attend the intern's oral presentation.
3. Grade and provide feedback on the written internship report.
4. Schedule a 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 Learning Objectives:

Your internship is an opportunity to gain structured, supervised horticultural and professional experience. These experiences should have the level of responsibility that will allow you to apply your current knowledge while developing new knowledge and skills. Your internship should also heighten your awareness of diversity by exposing you to different lifestyles, traditions, and perspectives.

To gain the most from your experience, it is important that you take time *prior* to the start of the internship to develop your desired learning outcomes, which will provide the bases for developing or gaining specific experiences through your internship that will lead to accomplished learning objectives.

As you think about your internship objectives, what type of knowledge do you want to gain? Objectives are concrete and easily measured. Learning objectives should answer the question, “What will I be able to do as a result of this internship experience?” Avoid imprecise or vague objectives.

Learning Objectives should include:

- Four or more objectives focused on the technical aspects and skills related to the discipline.
- Two to three objectives focused on business related issues and/or organizational functions.
- Two to three objectives related to communication skills that seek for improvement (includes internal, external and interpersonal communications).

Example of a vague or too broad of a learning objective: “I want to learn how to operate equipment and tools used to maintain a landscape.”

A better objective would be the following: “I want to gain experience on safely operating a string-trimmer.”

On a separate paper, please type (double-space) a list of your objectives and bring these with you to your advisor appointment or send them prior via email. They will offer thoughts and suggestions.

Please sign below indicating the visit with you academic advisor has been completed. A signed copy should be given to your employer as soon as possible.

Academic Advisor Signature:

Date:

Student Signature:

Date: