

HRT 493: Professional Internship in Horticulture

Procedures: Please read and follow these instructions to participate in the internship course. Forms are available on the web at: www.hrt.msu.edu/internship-program. Job postings can be found on MSU Handshake and on our jobs page at <https://www.canr.msu.edu/hrt/students/jobs/>

1. It is your responsibility to secure employment with an established business or organization where you will be employed full-time for the summer and will be engaged in meaningful work related to horticulture. Be sure your employment plan is acceptable to your advisor before accepting a position. Self-employed students and those returning to family businesses may be asked to complete additional/alternate assignments.

2. Complete the Internship Agreement Form with your employer. This is a statement of understanding between you and the employer. It is a valuable tool to develop shared expectations for the internship and can be useful if those expectations are not fulfilled during the internship.

The most important part of this is the learning objectives; these are the skills and responsibilities you will be developing during the internship. *Develop at least four important objectives in detail, including how these will be met.* If the employer has a detailed job description, this can be included in place of a separate set of objectives.

This form must be typed and signed by you and your employer before being submitted to your advisor for approval. You should also provide a copy to your employer.

3. Send the completed form as a .pdf file by email to your advisor no later than Monday of final exam week of spring semester for enrollment. Students enrolling after the first day of summer term will be assessed a \$50 late fee; students attempting to enroll after this date may also be denied by the Department.

Once the form is turned in, you will be enrolled by the Department in HRT 493 section 701. The course will be run through the D2L system. Please be sure you are familiar with the system and have computer capability and software which allows you unimpeded access to the course.

4. You will be assigned a Faculty Mentor, based on your employer and your stated preference, if you have one. Generally, students are matched with Faculty Mentors whose area of expertise is the best fit with the segment of the industry chosen for the internship. Faculty Mentors oversee the semester project and stay in communication with you during the summer. If possible, they will visit you at your workplace.

5. Complete the academic requirements on time as outlined in the syllabus. An ET grade is assigned to all students at the end of summer semester. A pass/no pass grade will be entered at the end of fall semester based on the grading criteria.

Questions? Please contact Susan Gruber at grubers@msu.edu.