



**MICHIGAN STATE UNIVERSITY**  
**DEPARTMENT OF HORTICULTURE**  
***Professional Internship Agreement***

Student's Name:

Student PID:

Student's email:

Student's cell number:

Employer (Name of business or organization):

Business mailing address:

Direct Supervisor's Name:

Title:

Telephone number:

e-mail:

Start date of Internship:

End date:

Daily hours of work:

Weekly work schedule:

Other compensation provided by the employer:

Pay (per hour): \$

Vehicle	yes	no
Housing	yes	no
Other	yes	no

If yes, please specify:

University Policy on Discrimination, Relationship Violence and Sexual Misconduct:

Michigan State University is committed to creating and maintaining an inclusive community in which students, faculty, and staff can work together in an atmosphere free from all forms of discrimination and harassment. The Office of Institutional Equity (OIE) reviews concerns related to discrimination and harassment based on age, color, gender, gender identity, disability status, height, marital status, national origin, political persuasion, race, religion, sexual orientation, veteran status, and weight under the University's Anti-Discrimination Policy (ADP) and Policy on Relationship Violence and Sexual Misconduct (RVSM). OIE staff are available to provide information on the policies, connect MSU community members to resources, investigate complaints, and provide training. Reports can be filed at <https://oie.msu.edu/>.

Furthermore, Michigan State University is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair, humane, and responsible - an environment that supports career and educational advancement on the basis of job and academic performance. Relationship violence, stalking, and sexual misconduct are not tolerated at Michigan State University. The University will respond to complaints, reports, or information about these incidents to stop the prohibited conduct, eliminate any hostile environment, take steps to prevent the recurrence, and address any effects on campus or in any University programs and activities regardless of location. The University also prohibits relationship violence, stalking, and sexual misconduct by third parties towards members of the University community, including when the third party has been brought into contact with the member of the University community through a University program or activity.

### Activities in which students will participate

List the major work activities, duties and responsibilities. Detail the specific learning objectives and how they will be met during the course of employment. At least three learning objectives should be listed. Attach additional sheet(s) if needed.

The undersigned agree to conform with this agreement.

Two week notice must be given to all three parties before this agreement is terminated.

Signed

Student Intern:

Date:

Cooperating Employer:

Date:

Faculty Advisor

Date: