AT 293: Professional Internship in Ag Tech – Horticulture   **SAMPLE Syllabus**

Instructor: Marcus Duck - duckmarc@msu.edu

Course Objectives:

The professional internship is a combination of career-related work experience and academic requirements designed to maximize the potential for personal and professional growth. Interaction with peers via the discussion forum will provide students with a broader perspective of the opportunities and challenges involved in the very diverse Horticultural careers.

The Internship project and the final oral presentation/report provide further opportunities for honing valuable communication and business skills and add to the development of each student's professional portfolio. The intern must also satisfy the requirements set by the employer for satisfactory performance of the job, as substantiated by the Employer Evaluations.

Regular contact with Marcus throughout the summer months provides one-on-one mentoring during the internship experience.

Employment Requirements: Interns are expected to work the equivalent of 40 hours/week for a 12-week period (480 hours). Students working an unusual schedule due to study abroad, employer requirements or other valid reasons can work with Marcus to develop an alternate employment plan.

Internships with previous employers or within a family-owned company are strongly discouraged and will be approved only if there is a detailed rationale provided and approved by Marcus. Students in these situations may be required to complete alternate/additional academic assignments.

Self-employed students will also work with Marcus to develop a series of required activities and assignments which will benefit the student in the short and long-term development of their business and professional capacities.

Student Responsibilities: Students must satisfy the employment standards of the company or institution providing the internship and the academic requirements detailed in this syllabus.

In all aspects of communication, students are expected to be respectful, professional, and concise.   Poor grammar or spelling, lack of attention to college-level language forms and usage are not acceptable. _Submissions for any of the assignments which do not meet these criteria will be rejected_.

Academic Requirements:

1. Reports to Marcus

Each student will use the D2L Assignments folder to report to Marcus every two weeks, as noted on the course calendar (at the end of the syllabus and on D2L). The purpose of the reports is to keep Marcus informed about how things are proceeding and should include activities and knowledge/skills gained, problems that occurred and other items of interest to the internship experience, including questions for Marcus. Please note these reports are not visible to other students.

2. Discussion Forums

Discussions will be posted through D2L, and are due as noted on the course calendar (at the end of the syllabus and on D2L). Each student must respond and participate in the forum by the due date. Points will be deducted for late submissions (see grading section below). The forum topics and assignments will vary, and are designed to facilitate thoughtful discussion and sharing information. Students are expected to post replies to each other on a minimum of 3 Discussions (see grading section below).

3. Internship Project

Students should work with their employer to develop a project that relates to the internship experience. There are many potential kinds of projects including developing marketing materials, coordinating an event, being a lead designer / manager on a project, compiling educational materials, data collection, analysis and summary, etc. Students should work with the employer to develop a project where the student takes primary responsibility or works independently to help the company or institution further their mission. The project must be documented in a professional manner via written report/paper or summary portfolio which may include written and/or multimedia materials (PowerPoint as an example). If the employer does not offer the opportunity for a job-linked project, the student will instead do a project on a topic of interest related to their area of study.

The internship project proposals must be submitted **_by June 9th_** to Marcus for approval using the D2L Internship Projects Assignments folder. The finished project will be submitted by August 18th via D2L Assignments folder for grading.

4. PowerPoint Document and Oral Presentation

Create a (5 minute, 10-12 slide) PowerPoint presentation summarizing your internship experience. Students will present their work to students in HRT 207: Horticulture Career Development during fall semester 2019. Your presentation should include all of the following, and organized in this order:

- The Name and location of the company, a description of the business and your role/responsibilities during the internship. Provide an evaluation of the company as an employer for future student interns.
- Recall the learning objectives as written in the internship agreement form and provide your evaluation of how well these were/were not met, and through what specific means.
- Discuss any additional significant activities or opportunities (like your project) that had an impact on the overall experience.
- Evaluate the relationship of your internship to the rest of your Certificate program. Assess what courses were most valuable in preparing you for the internship and comment on how the program might be changed if needed.
- Summarize how the internship has impacted your future education and/or employment plans.
- The final slide should include your contact information, and the name and contact information for the most appropriate person for a fellow student to contact if they are seeking employment with the organization.

<u>Each of the presentation slides MUST include text embedded in the "Notes" section within PowerPoint.</u> The purpose of these notes is to describe what you plan to talk about on the slide during your oral presentation to the HRT 207 students. PowerPoint files must be submitted using the D2L Assignments folder on or before August 18th. Students will select a presentation date from a list provided electronically the first week of Fall semester 2019.

5. Employer Evaluation

The Employer Evaluation form will be available through D2L. It is <u>the student's responsibility</u> to provide the evaluation form to his/her immediate supervisor. The purpose of the evaluation is to obtain feedback on the "soft skills" involved with the internship experience. It is ideal for the employer to go over this evaluation with the student, as part of his/her professional development, before it is submitted to Marcus. If the employer has an evaluation procedure in place, documentation of this may substitute for our evaluation form. Students are responsible for these forms; there are points designated for this assignment.

6. Grading

This is a graded course. This course **will** impact your GPA, and **will** prevent you from graduating if you fail the course. All students will have an ET (extended) grade reported at the end of summer semester since part of your graded assignments will not be completed until fall semester.

Late Submissions: Assignments submitted after the due date will be deducted 5 points for each day past the due date.

Reports to Marcus (20 points each x 6 reports)	120 points
Discussion Forum (20 points each x 6 weeks)	120 points
Internship Project	150 points
PowerPoint Final Report	100 points
Oral Presentation	60 points
Employer Evaluation (June)	50 points
Employer Evaluation (August)	50 points
Total	**650 points**

Grading scale:
100–90% = 4.0
89–85% = 3.5
84–80% = 3.0
79–75% = 2.5
74–70% = 2.0
69–65% = 1.5
64–60% = 1.0
59–0% = 0.0

Assignments   **Due Dates via D2L (*SUBJECT TO CHANGE*)**

Report One...**May 19**
Forum One..**May 26**
Employer Evaluation #1.. **June 2**
Report Two .... **June 2**
Internship Project Approval .... **June 9**
Forum Two.. **June 9**
Report Three.. **June 16**
Forum Three .... **June 23**
Report Four.. **June 30**
Break in due dates to accommodate July 4th related events
Forum Four... **July 14**
Report Five .... **July 21**
Forum Five... **July 28**
Report Six .... **August 4**
Forum Six... **August 11**
Employer Evaluation #2....................................... **August 18**

Completed Internship Project .... **August 18**

Oral Presentation PowerPoint File .... **August 18**

Oral Presentation – Sign up at the beginning of Fall semester