

Horticulture 3000 Internship
SCHOOL OF PLANT, ENVIRONMENTAL & SOIL SCIENCES
LSU, BATON ROUGE, LA 70803

Employer Responsibilities

1. Employers may recruit students; student may apply with employers; or students may choose from a list of job descriptions available in the department and apply with the employer.
2. The employer may hire a student for any season; summer (June-August); fall (August-December); or spring (January-May).
3. The length of working time is variable, depending on the total number of weeks that the student works. Students receive one credit hour per 100 hours of work (2.5 weeks) and receive 3 hours credit under each internship program. Credit will not be given for repeat internships with the same business.
4. Final acceptance of the student is based upon the employer's personal decision and approval of the instructor. An agreement form must be completed by the student and signed by the employer and the instructor before week begins.
5. The employer should insure that a student working on an internship rotates duties. This will provide a well-rounded experience for the student.
6. Employers are asked to complete a mid-term and final evaluation form on the student intern (dates will be specified each semester by instructor). These are to be reviewed with the student and returned to the instructor. Employer evaluations will be used by the instructor to determine a portion of the student's final grade.

Student Responsibilities

1. Student may contact employers directly to apply for internship opportunities. A list of contact names and numbers will be available in the department to assist students.
2. The student may work any season; summer (June-August); fall (August-December); or spring (January-May).
3. The student must register for HORT 3000 during pre-registration or during the regular registration sessions.
4. The student must complete the agreement form and have it signed and approved before beginning work.
5. One written report will be submitted by the student to the instructor describing his/her work experience (date will be specified each semester by the instructor).

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This also will include an investigative question given to you. Citations are expected.

6. The student is to be employed full time during the internship experience. A student must work 100 hours per credit for a total of 3 credits per semester.
7. The student must make a 10 minute presentation before a panel of horticulture faculty about your internship and a short question and answer period will follow.
8. The student's grade will be based upon the written reports and oral presentation, and employer's evaluations.

Departmental Responsibilities

1. Approve and assimilate a list of possible organizations which may provide employment.
2. Approve the internship application of the student.
3. Specify dates for internship evaluations, written reports and seminar presentations.
4. Receive and evaluate written reports. Evaluate the student's oral report. Based on these reports and the employer's recommendation, the student will be assigned a grade by the instructor.

Reports: The format for written reports should be that of a term paper, using complete sentences with correct grammar, spelling, and structure. Reports should demonstrate college-level communication skills.