



Professional Internship Program Information for Employers

Thank you for your interest in providing an internship opportunity for MSU Horticulture students.

The objective of the professional internship is to provide Horticulture majors with an opportunity for continued professional growth and development through a practical work experience in their chosen area of specialization.

Internships are most meaningful to students when a wide variety of learning opportunities are provided in a structured and professional environment. Students are encouraged to seek employment with well-established, reputable businesses, public institutions or green industry organizations. The student should be supervised by an experienced mentor and have the opportunity to apply classroom information to their job responsibilities. We hope employers will expose the student to new aspects of their chosen field and to provide a perspective on their future career options. Outside experiences such as attendance at industry or extension programs, field days and visits to vendors and customers are excellent ways for employers to enrich the internship experience. The internship is intended to be 12 weeks of full-time (at least 40 hours per week), career-related employment (480 hours). Students are enrolled for 3 academic credits.

The student is required to:

1. Complete an internship agreement form with their internship employer. This is a summary of contact information, wages, dates of employment, etc. The most important part of the agreement is an outline of the student's learning objectives and some detailed information about how these objectives will be met. Students are instructed to develop these with the employer so they are realistic and applicable to the job. The student must have the completed agreement form signed by the employer and then approved by their Faculty Advisor and the Department before they can enroll.
2. Satisfy the requirements set out by the employer and successfully carry out their job responsibilities.
3. Report by to their Faculty Advisor every two weeks with a summary of their recent activities.
4. Participate in an on-line discussion forum with other interns. This may also include short written assignments.
5. Propose and complete an internship project. The assignment is outlined below:
Students should work with their employer to develop a project or research paper that relates to the internship experience. There are many potential kinds of projects including developing marketing materials, coordinating an event, being a lead designer 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. If the employer does not offer the opportunity for a job-linked project, the student may instead do a project on a topic of interest related to their area of study.
6. Prepare and present a Power Point presentation which summarizes the experience. These presentations are given to students in HRT 207 Horticulture Career Development, our seminar for first-year majors.



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Employers are asked to:

1. Fulfill the terms of employment and provide for the accomplishment of the learning objectives.
2. Meet with the student's Faculty Advisor. The Advisor will contact you to arrange a convenient time to visit your facility and discuss the progress of the internship with you and the student.
3. Complete an evaluation of the student at the end of the period of employment. We will provide a form or accept a copy of your employee evaluation.

The Department of Horticulture maintains a searchable database of internship and job postings on our website at: <http://www.hrt.msu.edu/internship-and-job-postings/>. We will be glad to include opportunities with your company or organization. Please contact Marcus Duck at duckmarc@msu.edu and include your posting information as a link to your website and/or a .pdf file. Please include the date you wish the posting to expire.

Questions? Please feel free to contact Susan Gruber at (517) 355-0326 (grubers@msu.edu) or Marcus Duck at (517) 355-0351 (duckmarc@msu.edu).