



**TEXAS A&M UNIVERSITY**  
*Department of Horticultural Sciences*

**HORTICULTURE INTERNSHIP PROGRAM**  
**~ HORT 484 Course Packet ~**

*Revised February 15, 2006*

**OBJECTIVES**

1. Offer an accredited course (HORT 484) for work experience which is standardized for all students. Section number will vary depending on the semester the internship is taken. Up to six (6) hours can be applied to the degree plan. An overall GPR of 2.00 is required to enroll for HORT 484. Students should be of Sophomore, Junior, or Senior rank; with special permission Freshman may participate. The course is repeatable to a total of six (6) hours. A maximum of four (4) hours credit is permitted per semester. Students must enroll in HORT 484 during the semester in which the internship is conducted and must obtain prior approval to enroll by the internship coordinator. Internship credit may not be awarded retroactively. An internship agreement form that has been approved by the Internship Coordinator must be on file in the coordinator's office prior to a student's registration for the course.
2. Standardize application procedures, task evaluations, and student/employer follow-up procedures. The department will know what students are working, where they are placed, when they are working, how they can be contacted, and in what tasks they are participating.
3. Hold spring and fall semester internship orientation meetings to inform students and advisors of internship opportunities, requirements, and procedures. Attendance at one of these orientation meetings is required prior to approval of internship agreement forms or approval of registration for the course will be permitted.

## STUDENT, SUPERVISOR, AND COORDINATOR PROCEDURES

1. Students interested in interning will attend an internship orientation meeting at the announced times during the spring or fall semesters within a two year period prior to interning. Students will complete the **Student Information Form** (p. 5 of this packet) and return it to the Coordinator. The **Student Information Form** can also be submitted online at [http://aggie-horticulture.tamu.edu/internship/Forms/Pre-internship\\_information\\_form.htm](http://aggie-horticulture.tamu.edu/internship/Forms/Pre-internship_information_form.htm). The Form will then be filed in the Coordinator's office.
2. Each participating site needs a designated *Supervisor* for the student while at the site. This person will be responsible for instructing the student and corresponding with the Departmental Coordinator. The intended purpose for the internship program is to provide the student with an educational field experience, not merely a labor force for the participating business or organization. This will be emphasized in the correspondence and/or conversations with the Coordinator's office (refer to 4a.).
3. *Students will be responsible for locating suitable internship sites*, either by mail, phone or personal contact. The student should use the name of the Supervisor of internships at the site for all correspondence. The Coordinator will keep the student current with possible internship site opportunities received in the Department of Horticulture by maintaining the website “Aggies for Hire” (<http://aggies-for-hire.tamu.edu/>) and posting announcement on bulletin boards in the Horticulture and Forest Sciences Building. *Students are responsible for arranging and financing all travel, housing and other expenses associated with the internship.* Reimbursement for expenses and/or compensation for work performed during the internship is to be negotiated by and between the student and cooperating company or organization. Representatives of the Texas A&M University Department of Horticultural Sciences attempt to determine only the suitability of the proposed activities for meeting the educational requirements of the proposed internship. *The Texas A&M University and its representatives assume no liability for the actions of the student or cooperating company or organization.*
4. When the student has located a site that has agreed to serve as an internship site, they will:
  - a. Have the Supervisor contact the Coordinator **if** this will be their first internship experience with the Department of Horticultural Sciences at Texas A&M University.
  - b. Provide the Coordinator with the telephone number and mailing address of the Supervisor.
  - c. Fill out the **Internship Agreement Form** (p. 6 of this packet) with the on-site Supervisor. Both the student and supervisor need to sign this agreement and return it to the Coordinator's office for final approval and signing. The Internship Agreement Form has the value of a contract between the Intern, the Department of Horticultural Sciences and the Employer. **Failure to follow such agreement (such as terminating the internship before the date indicated) will result in the assignment of an “Incomplete” for the internship.** If the Coordinator has questions regarding the experience, he/she will correspond with Supervisor at the internship site, clarify, and submit a revised Internship Agreement form for Supervisor and student signatures. After which the Coordinator will sign the agreement and mail or fax a completed Internship Agreement form to the Supervisor

and student. ***Horticulture Internship Agreement Forms must be completed and approved by finals week of the semester preceding the proposed internship.*** No exceptions will be granted.

- d. The student will register for the appropriate number of credit hours (HORT 484, 1 to 4 hours) during the semester in which the student is actually on-site at the internship. ***Students must register for HORT 484 via the TAMU Dept. Horticultural Sciences Undergraduate Coordinator's office in order to verify that the internship is in absentia. Registration must be completed prior to finals week of the semester preceding the proposed internship.*** No exceptions will be granted. Part-time internships are not eligible for credit. Local internships are discouraged as the intent is to encourage the students to experience immersion in horticulture industries away from the campus environment. The length of the internship (based on 40 hrs/week) will affect the number of credit hours that will be granted, according to the following table:

Length of internship	Max credit hours allowed
1-4 weeks	1 credit hour*
5-8 weeks	2 credits hours*
9-12 weeks	3 credits hours*
13+ weeks	4 credits hours

\* For exceptional educational opportunities, such as internships done in foreign country, 1 additional credit hour can be added.

5. Once the student has acquired housing for the internship experience they will complete the **On-Site Student Information Form** (p. 7 of this packet or online) and forward it to the Coordinator's office.
6. Potential problems may arise while you are conducting your internship. For example, students may encounter assignments differing from what was described, interpersonal conflict (with other employees or supervisor), or excessive lateness or sickness on the student's part. Many situations can be quickly remedied by communicating and solving problems as they occur. The student's first attempt should be to solve the problem on their own by communicating with their supervisor (if he/she is not part of the problem). If all best efforts fail, the student should inform the Internship Coordinator immediately.
7. Termination or withdrawal from an internship must be approved by the Internship Coordinator. Failure to contact the Coordinator prior to leaving an internship will result in an "I" grade, which in turn could lead to failure of the class. It is recognized that termination of employment may be due to a variety of justifiable reasons. Therefore, each case will be handled individually by the Coordinator, subject to normal grade procedures of review and grade appeal.
8. During the last week of the internship experience, the on-site Supervisor will complete the **Student Evaluation form** (p. 8 of this packet). This should be discussed with student before they leave the internship site. This form will be 1 of the 2 cover sheets accompanying the internship summary paper. Original signatures of the student and on-site supervisor are required on this document.

9. The Coordinator will assign a grade of incomplete (I) during the semester in which the student is actually on the internship (as it would not be feasible for the student to have completed the required paper and seminar until after completion of the on-site portion of the internship). Failure
10. Upon completion of the on-site portion of the internship, the student will write a letter of appreciation to the Supervisor and include a copy of this as 1 of 2 cover sheets for the internship summary paper.
11. The student will prepare a seminar with Powerpoint presentation, slides, video, or other appropriate media for a large group, and present it to the interns, other interested departmental members (for example a Horticulture Club meeting), or to an appropriate outside organization with prior approval of the Internship Coordinator. The seminar will typically be scheduled between the fifth and tenth week of classes during the semester following the internship. In the case of spring semester internships, the seminar will be scheduled in the subsequent fall rather than summer semester.
12. The student will write an internship summary paper outlined at the end of this packet and submit this to the Coordinator at the time of the student's seminar.
13. The student will complete the above requirements during the spring or fall semester (whichever is sooner) following the completion of the on-site portion of the internship or an Incomplete grade (I) will be assigned for the internship. Incomplete grades count as an "F" for grade point determinations. In the case of spring semester internships, these requirements will be completed in the subsequent fall rather than summer semester.
14. Following completion of the above requirements, the Coordinator will assign a satisfactory (S) or unsatisfactory/Incomplete (UF/I) grade to the student based on the internship summary paper, the seminar, and the Supervisor's evaluation. A change of grade from the 'I' assigned during the semester in which the internship is performed to the appropriate course grade will be made after receipt of all required course materials.



**TEXAS A&M UNIVERSITY**  
*Department of Horticultural Sciences*

**Student Pre-Internship Information Form**

NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCAL ADDRESS: \_\_\_\_\_

\_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

LOCAL TELEPHONE NUMBER: \_\_\_\_\_

PROJECTED INTERNSHIP SEMESTER: \_\_\_\_\_

TYPE OF INTERNSHIP DESIRED: \_\_\_\_\_

\_\_\_\_\_

HORTICULTURE OR INTERNSHIP RELATED CLASSES COMPLETED BEFORE THE  
INTERNSHIP

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

WORK EXPERIENCE PRIOR TO THE INTERNSHIP

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



TEXAS A&M UNIVERSITY
Department of Horticultural Sciences

Internship Agreement

Student's Name: \_\_\_\_\_

covering the period from: \_\_\_\_\_ to: \_\_\_\_\_

with:

Business/Organization \_\_\_\_\_
Address: \_\_\_\_\_
Telephone and Fax Number \_\_\_\_\_
Email address \_\_\_\_\_

Check major tasks to be included in the internship experience; add any tasks not listed:

- Customer relations, Orchard production/management, Equipment repair/maintenance, Field plant production, Business operations, Irrigation installation, Landscape construction, Turfgrass management, Field food production, Pest diagnosis and control, Ornamental plant management, Landscape design, Greenhouse plant production, Food processing, Sales/Marketing, Cut flower production, Floral design, and blank lines for additional tasks.

The undersigned agree to the conditions stated above.

Student Signature

Supervisor Signature

Internship Coordinator (Dr. Lombardini)

Supervisor's Name (print or type)

Complete this form and return to:
Dr. Leonardo Lombardini, Texas A&M University, TAMU 2133, College Station, TX 77843-2133



**TEXAS A&M UNIVERSITY**  
*Department of Horticultural Sciences*

**Internship On-Site Student Information Form**

for

Student's name: \_\_\_\_\_

From (beginning date): \_\_\_\_\_ to (ending date): \_\_\_\_\_

Telephone: (work) \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Supervisor's phone (if different from above): \_\_\_\_\_

Emergency Contact (name, relationship to student, and phone number)(**required**):  
\_\_\_\_\_

Address at which the student is residing during the internship (optional):

\_\_\_\_\_  
\_\_\_\_\_

Telephone number of student during the internship (optional):

\_\_\_\_\_

**Complete this form as soon as you know this information and return to:**

Dr. Leonardo Lombardini, Texas A&M University, TAMU 2133, College Station, TX 77843-2133



**TEXAS A&M UNIVERSITY**  
*Department of Horticultural Sciences*

**Student Internship Evaluation Form**

**Major Tasks Evaluation**

(Should include those tasks identified on the Internship Agreement Form as well as any additional tasks that were included)

Tasks	E	A	U

E = excellent    A = average    U = unsatisfactory

**Student's Areas of Strength:**

**Areas in Which the Student Could Benefit From Improvement:**

**Additional comments:**

If you were assigning the grade for this student's work experience, would you assess the student's overall performance during the internship as (check the appropriate blank)?

\_\_\_ satisfactory                      or                      \_\_\_ unsatisfactory

We, the undersigned, have discussed this evaluation covering the internship experience.

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Student

## **INTERNSHIP SUMMARY PAPER**

A written report is required as a summary of the internship semester. This report will be turned in to the coordinator at or prior to the student's seminar. While the internship summary papers have no specified length, most students need from four to ten typed pages to adequately summarize their internship. The internship summary papers must be typed or printed from a word processor or computer.

The report should include two (2) cover pages:

- 1) the student Evaluation
- 2) a copy of the letter of appreciation.

NOTE: The contents of the student evaluation, letter of appreciation, and internship summary paper will remain in the student's file. Access to these documents will be available to the student, Internship Coordinator, HORT484 instructor (if different from the Internship Coordinator), Undergraduate Coordinator, and Head of the Department of Horticultural Sciences, or other appropriate representatives of the Texas A&M University as needed for official purposes only.

An outline and a sample title page are provided in the following pages for the student to use as a guide while writing and assembling the paper.

## OUTLINE FOR THE INTERNSHIP SUMMARY PAPER

### A. **Description of Work**

Include detailed information concerning:

1. Transportation to and from the internship site
2. Housing while at the site, the internship site itself
3. Supervisor's name and position
4. Working conditions
5. Transportation while at the site
6. Hours worked and daily routine and schedule
7. Special clothing needs
8. Help the participating company gave you with any of these details.

### B. **Tasks Assignments**

1. Primary responsibilities
2. Extra tasks that were beyond the scope of day-to-day routines
3. Special skills needed
4. How classes you have taken related to the tasks required; if more, less, or different classroom preparation was needed.
5. Include skills and techniques that were acquired and whether they were related or unrelated to career choice/area of specialization

### C. **Relations**

1. The quality of supervision received:
  - Did you get explanations and help when you wanted it?
  - Was there a climate established for you to feel comfortable to ask questions?
  - Were the 'hows' and 'whys' explained sufficiently for assigned tasks?
2. Evidence of cooperation between managers and workers.
3. Tact and diplomacy required?
4. Any other human skills that were needed and valued?

### D. **Results and Accomplishments**

1. Include results of your tasks and skills
2. What you learned that will contribute to your marketability and professionalism

### E. **Conclusion and Recommendations**

1. Was the experience a good one for you?
2. What would have made it better?
3. Your personal evaluation of the experience and constructive suggestions for improvements

INTERNSHIP SUMMARY PAPER

Department of Horticultural Sciences  
Texas A&M University  
College Station, TX 77843-2133

Submitted by:

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Date

Internship site:

Company or Organization Name  
Street Address  
City, State and Zip Code

Reviewed and approved by:

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Department Coordinator

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Date

## **HORT 484 Horticulture Internship Checklist<sup>1</sup>**

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<sup>1</sup> Original form written by Michael A. Arnold on 6/20/99, revised 2/6/01

1. \_\_\_\_\_ Read and understand the HORT 484 internship course packet. (Available from the Internship Coordinator's Office or via the web at <http://aggie-horticulture.tamu.edu> under classes).
2. \_\_\_\_\_ Attend the mandatory Internship Orientation Meeting.
3. \_\_\_\_\_ Submit a completed student information form.
4. \_\_\_\_\_ Determine the implications of potential internships on financial aid, scholarships, insurance eligibility, & other financial considerations
5. \_\_\_\_\_ Locate potential cooperating firm/organization.  
Start with the internship files in HFSB 204, check past issues of the Horticulture Job Newsletter on Aggie-Horticulture, check HORT 484 website (<http://aggie-horticulture.tamu.edu/internship/index.html>) for internship openings and data bases, consult advisor, ask fellow students.
6. \_\_\_\_\_ Submit a draft internship agreement form with the student's and supervisor's signatures for approval by the Coordinator.  
Discuss working conditions, housing, and financial agreements with the potential participating firm / organization prior to submission of draft internship agreement form. Determine if any certification, bonding, or insurances are required.  
An approved form is required to be on file by final exam week of the semester preceding the internship.
7. \_\_\_\_\_ Register for HORT 484 *in absentia* in HFSB 205. Registration must be completed by final exam week of the semester preceding the internship.
8. \_\_\_\_\_ Pay your tuition and fees by the university specified deadlines.
9. \_\_\_\_\_ Return the On-Site Student Information form to the coordinator.
10. \_\_\_\_\_ Perform the internship to the best of your abilities.
11. \_\_\_\_\_ Confer with the on-site supervisor about his / her completion of your student evaluation form during the last week or two of the internship.
12. \_\_\_\_\_ Notify the undergraduate coordinator's office of your current address during the first week of classes of the semester following your internship.
13. \_\_\_\_\_ Attend the organizational meeting to determine the time and place of your seminar and deadline for turning in your course assignments.
14. \_\_\_\_\_ Give your seminar, turn in your internship summary paper, student evaluation form, and copy of thank you letter you sent to the participating firm.

Questions regarding this packet should be addressed to the Internship Coordinator, Texas A&M University, Dept. of Horticultural Sciences, TAMU 2133, College Station, TX 77843-2133. The current Internship Coordinator is Dr. Leonardo Lombardini. Dr. Lombardini can be contacted at (979) 458-8079 or at [l-lombardini@tamu.edu](mailto:l-lombardini@tamu.edu) via email.

This internship packet was revised by Dr. Michael A. Arnold, the former internship coordinator, on 2/6/01 to reflect changes occurring in the horticulture curriculum since the last revision, original format and content of the packet was approved by the Texas A&M University Department of Horticultural Sciences Faculty on 2/3/94, current format was approved on 6/22/99.

All policies and guidelines indicated in this document are superceded by any applicable federal, state, or local laws or ordinances, or official university policies or guidelines originating from the TAMU Horticultural Sciences Department, TAMU College of Agriculture and Life Sciences, Texas A&M University, or the Texas A&M University System offices that may contravene policies or guidelines indicated herein. Superceding of individual policies or procedures herein do not render others unenforceable.