STOCKBRIDGE SCHOOL OF AGRICULTURE
UMass Amherst

SUSTAINABLE HORTICULTURE
INTERNSHIP HANDBOOK

The Internship program at the Stockbridge School of Agriculture is an integral part of our students' academic careers. The program provides students with industry-related work experience, which will supplement their classroom studies. To the employer, we thank you for being part of this student's academic career by integrating the student into the many facets of your business. Both the student and the employer should review the following instructions.

INSTRUCTIONS:

- Student and employer should meet weekly; establish a clear understanding of the work assignments, expectations, and concerns.
- Student and employer need to sign the **Internship Agreement**; the student will submit the form to the program coordinator before starting the first day of work. The insurance form must be attached.
- Complete & return the **30-Day Evaluation of Student and Employer forms** to the program coordinator by **June 30**.

Complete & return the **Final Evaluation of Student** to the **Dr. Petit by the second Friday of the Fall Semester.**

The student is required to complete a report to receive a grade for his/her Internship. Sustainable Horticulture Report instructions are posted at https://stockbridge.cns.umass.edu/current-students/internship-forms-associate-science-degree-students. The student is responsible for completing the work on his/her own time, not company time.

If you have any questions, please do not hesitate to contact **Dr. Elsa Petit, Fernald Hall Room 111, UMass Amherst, Amherst, MA 01003, epetit@umass.edu.**

INTERNSHIP REQUIREMENTS

- Pre-register for Internship during registration for spring semester courses beginning in November. Students should access the SPIRE system for their enrollment appointment date and time.

- Work full time (40 hours/week) for the duration of the Internship. One credit equals four weeks/160 hours. Students can expect a reduction in credits when the required weeks are not completed as outlined by major.
    - Students in **Sustainable Horticulture** are required to complete three months/12 weeks for three credits.

- Submit all required forms by the designated deadlines or there will be a reduction to your final grade. Submit the **Internship Agreement** before starting the first day of work and the **30-Day Evaluation of Employer and Student** by **June 30.**

- It is the student's responsibility to see that the employer submits the **Final Evaluation of Student** form by **the second Friday of the Fall Semester.**

- Complete and submit the internship report as outlined in the **Sustainable Horticulture Report Instructions** by **the second Friday of the Fall Semester to Dr. Petit.**

- Earn a grade of 'C' (2.00) or better, and complete the required credits specified by major for graduation.

- Meet the work quality standards of the employer and the minimum standards as outlined in the **Final Evaluation of Student** form.

- Students who change positions, for whatever reason, must notify **Dr. Petit** in writing.

- Students should coordinate any vacation plans with their employer.

SUSTAINABLE HORTICULTURE
INTERNSHIP AGREEMENT

Student name_____ Phone (____)_____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address _____
Street City/Town State Zip Code

Employer Name_____Phone (____)_____

Employer Workman's Compensation #
Please attach verification of Workman's Comp. Insurance

Period of employment, from:_____to: _____

Daily work hours_____a.m. to_____p.m.

Days per week that student will work _____

Remuneration that the employer will pay student $_____per hour

What is the overtime agreement for work beyond 40 hours per week? _____

Educational objectives and activities in which the student will participate:

_____

_____

_____

Two weeks notice must be given to all parties before this agreement is terminated.
We, the undersigned, agree to conform to this agreement.

Employer signature_____Date _____

Student signature_____Date _____

Return before starting the first day of work to:

Dr. Elsa Petit
Fernald Hall Room 111
UMass Amherst
Amherst, MA 01003
epetit@umass.edu

SUSTAINABLE HORTICULTURE
30-DAY EVALUATION OF EMPLOYER

Student name_____ Phone (____)_____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address_____
Street City/Town State Zip Code

Employer Name_____Title_____

1. Did you discuss the Internship program and your educational objectives with
   a. your supervisor?_____YES_____NO (explain on reverse side)

   b. other? _____YES_____NO Whom?_____

2. Are you satisfied with the conditions of your employment? _____YES_____NO
   (explain on reverse side)

3. Are relations with your employer and co-workers satisfactory?_____YES_____NO
   (explain on reverse side)

4. The date you began your Internship: _____

5. If provided, are room and board arrangements satisfactory? _____YES_____NO
   (explain on reverse side)

6. On the reverse side, list the type of work you have performed since your Internship began.

Student signature_____Date _____

Return form by June 30 to:

Dr. Elsa Petit
Fernald Hall Room 111
UMass Amherst
Amherst, MA 01003
epetit@umass.edu

SUSTAINABLE HORTICULTURE
30-DAY EVALUATION OF STUDENT

Student name_____Phone (____)_____

Student summer address _____
Street City/Town State Zip Code

Company name_____

Company address _____
Street City/Town State Zip Code

Employer Name_____Title_____

1. Is the student performing to your satisfaction? YES_____ NO _____

2. Does the student follow instructions? YES_____NO _____

3. Is the student arriving to work at the specified hour? YES_____NO _____

REMARKS

_____

_____

_____

_____

_____

Employer/supervisor signature Date

_____ _____

Return form by June 30 to:

Dr. Elsa Petit
Fernald Hall Room 111
UMass Amherst
Amherst, MA 01003
epetit@umass.edu

SUSTAINABLE HORTICULTURE
FINAL EVALUATION OF STUDENT

We thank you for providing this Stockbridge School of Agriculture student with a positive learning experience, which will complement his/her classroom education. Please complete this confidential form that will be used along with his/her report to assess the student's Internship grade.

Student name_____Phone (____)_____

Student summer address _____
Street City/Town State Zip Code

Company name _____

Company address _____
Street City/Town State Zip Code

Employer name_____Phone (_____)_____

Approximate number of absences _____ Number of employer/student conferences _____

First day of work _____ Last day of work _____

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1. Is the student honest? ____ YES ____ NO
2. Does the student keep a good personal appearance? ____ YES ____ NO
3. Is the student arriving to work on time? ____ YES ____ NO
4. Is the student completing assigned projects in a timely fashion? ____ YES ____ NO
5. Does the student follow instructions? ____ YES ____ NO
6. Does the student get along well with other employees? ____ YES ____ NO
7. Does the student show enthusiasm? ____ YES ____ NO
8. Does the student accept constructive criticism? ____ YES ____ NO
9. Do you think the student displays leadership potential? ____ YES ____ NO

10. Quality and thoroughness of student's work:

_____Excellent _____Good _____Average Fair_____ _____Poor

11. How would you rate the student's technical competence?

_____Excellent _____Good _____Average Fair_____ _____Poor

12. Provide examples where you feel we could improve the student's technical rating.

_____

_____

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_____

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_____

_____

_____

_____

_____

<u>THIS EVALUATION IS CONFIDENTIAL</u>

At the conclusion of the student's Internship, return form by the second Friday of the Fall Semester to:

Dr. Elsa Petit
Fernald Hall Room 111
UMass Amherst
Amherst, MA 01003
<u>epetit@umass.edu</u>