**COMPANY'S LETTER OF OFFER FOR**

**STUDENT INTERNSHIP**

**INSTRUCTIONS:** Complete this document, and email it directly to:

**Dr. Mark Carroll**

*Department of Plant Science and Landscape Architecture*

4291 Fieldhouse Road

Plant Sciences Bldg. Room 2132

University of Maryland

College Park, MD 20742

Office: 301-405-1339

Email: [mcarroll@umd.edu](mailto:mcarroll@umd.edu)

|  |  |
| --- | --- |
| **COMPANY/INSTITUTION NAME:** |  |
| **Internship Supervisor:** |  |
| **Mailing Address:** |  |
| **City, State & Zip Code:** |  |
| **Phone:** |  |
| **FAX:** |  |

**We, hereby, make an offer to (student's name) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for an internship in accordance with the guidelines outlined by the Department of Plant Science and Landscape Architecture, University of Maryland (see page 3).**

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| --- | --- |
| **The Internship shall be for:**  **(Check all that apply)** | Ten-Week Summer Session Yr  Fall Session Yr  Spring Session Yr |

**The starting wage for this Internship shall be $ \_\_\_\_\_\_\_ per hour with overtime paid at a rate of $ \_\_\_\_\_\_\_ per hour for hours over the normal workweek of \_\_\_\_\_\_\_ hours.**

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| **Other Conditions and considerations:** Additional comments should be added to address any compensation for housing, uniforms, travel, tuition reimbursement, bonuses, etc. and for pay scale if multiple and consecutive (back-to-back) internships are involved. |
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**INTERNSHIP SUPERVISOR: (Please Print)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DATE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SUGGESTED AREAS FOR INTERNSHIP EXPERIENCE**

|  |  |  |
| --- | --- | --- |
| Area Allocation | % | Days/Weeks |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |
|  | \_\_\_\_% |  |

**UNIVERSITY OF MARYLAND**

**PLANT SCIENCE AND LANDSCAPE ARCHITECTURE**

**INTERNSHIPS**

|  |  |
| --- | --- |
| Goal: | To provide students with a learning opportunity under the supervision of professionals within their field of study. |
| Objectives: | To broaden the student's learning experience through direct involvement in a professional field.  To provide an opportunity for students to apply their academic knowledge and skills within a professional environment. |
| Student  requirements: | Approval - Students shall submit a brief description of the intended internship for the coordinator's approval, thirty days prior to its initiation.  Time commitment - A minimum of 300 hours is required for three academic credits. These hours must be obtained within a 10-15 week period.  Responsibilities - Fulfill all duties associated with the internship. Submit a detailed journal and assessment of the internship to the Coordinator within 30 days of the end of the internship. The required format for the journal is described in a separate document. |
| Company/Institution  requirements: | Mentorship - Provide professional supervision throughout the internship period. Incorporate diversified learning experiences.  Compensation - At least minimum hourly wage, for the legal jurisdiction, and applicable overtime rates.  Evaluations - Final assessment of intern's performance, as per attachment (page 4 and 5). |

**UNIVERSITY OF MARYLAND**

**PLANT SCIENCE AND LANDSCAPE ARCHITECTURE**

**EVALUATION REPORT**

|  |  |
| --- | --- |
| **STUDENT'S NAME:** |  |
| **COMPANY NAME:** |  |
| **SUPERVISOR'S NAME:**  **(Person conducting evaluation and assigning grade)** |  |

**EVALUATION PERIOD:**  FALL 20\_\_\_  SPRING 20 \_\_\_  SUMMER 20\_\_\_

**SEE CRITERIA BELOW & ASSESS STUDENT'S PERFORMANCE & ENTER THE SUMMARY GRADE AS (CHECK ONE)**:  A  B  C

**THE EVALUATOR'S WRITTEN EVALUATION REMARKS AND COMMENTS SHOULD BE ATTACHED TO THIS FORM AND SUBMITTED BY MAIL OR EMAIL TO:**

**INTERNSHIP REPORT**

Dr. Mark Carroll, Internship Coordinator

Plant Science and Landscape Architecture

4291 Fieldhouse Rd., Room 2132

University of Maryland

College Park, MD  20742

PHONE: 301-403-1339

Email: [mcarroll@umd.edu](mailto:mcarroll@umd.edu)

**CRITERIA FOR EVALUATION**

**The student's internship activities shall be evaluated in counsel with the student and using the following criteria:**

|  |  |
| --- | --- |
| Grade A | Overall, the student exhibits truly superior work qualities, attitude and response to opportunities and challenges provided by the company. (80% - 100% effectiveness) |
| Grade B | Overall, the student exhibits good and above average work qualities, attitude and response to opportunities and challenges provided by the company. (70% - 80% effectiveness) |
| Grade C | Overall, the student exhibits satisfactory and average work qualities, attitude and response to opportunities and challenges provided by the company. (60% - 70% effectiveness) |

**INTERNSHIP EVALUATION REPORT**

|  |  |  |  |
| --- | --- | --- | --- |
| ATTENDANCE, PUNCTUALITY, PERSONAL APPEARANCE | EXCELLENT | GOOD | AVERAGE |
| 1. Reports to work when scheduled |  |  |  |
| 1. Arrives to work on time |  |  |  |
| 1. Arranges for lateness or time off in advance |  |  |  |
| 1. Is appropriately dressed for work |  |  |  |
| 1. Is properly groomed |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| KNOWLEDGE OF JOB | EXCELLENT | GOOD | AVERAGE |
| 1. Grasps instructions quickly |  |  |  |
| 1. Has developed appropriate technical knowledge |  |  |  |
| 1. Desires to increase knowledge of job |  |  |  |
| 1. Is willing to ask questions |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| QUALITY OF WORK | EXCELLENT | GOOD | AVERAGE |
| 1. Produces work that is accurate and neat |  |  |  |
| 1. Shows thoroughness in work |  |  |  |
| 1. Produces the expected volume of work |  |  |  |
| 1. Is efficient in use of time |  |  |  |
| 1. Ability to set priorities |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| ATTITUDE | EXCELLENT | GOOD | AVERAGE |
| 1. Shows initiative |  |  |  |
| 1. Is enthusiastic about work |  |  |  |
| 1. Is willing to work with and for others |  |  |  |
| 1. Accepts suggestions/criticism |  |  |  |
| 1. Asks for additional work when tasks are complete |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| JUGEMENT, RELIABILITY, ADAPTABILITY | EXCELLENT | GOOD | AVERAGE |
| 1. Is able to think independently |  |  |  |
| 1. Makes good decisions |  |  |  |
| 1. Is able to work under pressure |  |  |  |
| 1. Meets deadlines |  |  |  |
| 1. Is adaptable to changes in the work environment |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| HUMAN RELATIONS | EXCELLENT | GOOD | AVERAGE |
| 1. Cooperates with supervisors and co-workers |  |  |  |
| 1. Is courteous and friendly |  |  |  |
| 1. Controls emotions |  |  |  |
| 1. Speaks well and shows good choice of words |  |  |  |

**Overall student performance is:**  **A = EXCELLENT**  **B = GOOD**  **C = AVERAGE**

**COMMENTS (add pages as necessary):**

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