**COMPANY'S STUDENT INTERNSHIP OFFER**

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

**Dr. Mark Carroll**

**Dept. Plant Science and Landscape Architecture**

**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).**

**The Internship shall be for:** Ten-Week Summer Session Yr

 **(Check all that apply)** 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.**

**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**

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**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**: A B C

(CIRCLE ONE)

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

**Dr Mark Carroll, Internship Coordinator**

**Plant Science and Landscape Architecture**

**4291 Fieldhouse Rd., Room 2132**

**University of Maryland**

**College Park, MD 20742**

 **Email: mcarroll@umd.edu**

 **PHONE: 301-403-1339**

**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, EXCELLENT GOOD AVERAGE**

**PERSONAL APPEARANCE**

1. Reports to work when scheduled
2. Arrives to work on time
3. Arranges for lateness or time off in advance
4. Is appropriately dressed for work
5. Is properly groomed

**KNOWLEDGE OF JOB EXCELLENT GOOD AVERAGE**

1. Grasps instructions quickly
2. Has developed appropriate technical knowledge
3. Desires to increase knowledge of job
4. Is willing to ask questions

**QUALITY OF WORK EXCELLENT GOOD AVERAGE**

1. Produces work that is accurate and neat
2. Shows thoroughness in work
3. Produces the expected volume of work
4. Is efficient in use of time
5. Ability to set priorities

**ATTITUDE EXCELLENT GOOD AVERAGE**

1. Shows initiative
2. Is enthusiastic about work
3. Is willing to work with and for others
4. Accepts suggestions/criticism
5. Asks for additional work when tasks are complete

**JUGEMENT, RELIABILITY, ADAPTABILITY EXCELLENT GOOD AVERAGE**

1. Is able to think independently
2. Makes good decisions
3. Is able to work under pressure
4. Meets deadlines
5. Is adaptable to changes in the work environment

**HUMAN RELATIONS EXCELLENT GOOD AVERAGE**

1. Cooperates with supervisors and co-workers
2. Is courteous and friendly
3. Controls emotions
4. 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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