

**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)

<b>COMPANY/INSTITUTION NAME:</b>	
<b>Internship Supervisor:</b>	
<b>Mailing Address:</b>	
<b>City, State &amp; Zip Code:</b>	
<b>Phone:</b>	
<b>FAX:</b>	

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).

<b>The Internship shall be for: (Check all that apply)</b>	<input type="checkbox"/> <u>Ten-Week Summer Session Yr</u>
	<input type="checkbox"/> <u>Fall Session Yr</u>
	<input type="checkbox"/> <u>Spring Session Yr</u>

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.

<b><u>Other Conditions and considerations:</u></b> Additional comments should be added to address any compensation for housing, uniforms, travel, tuition reimbursement, bonuses, etc. <u>and</u> for pay scale if multiple and consecutive (back-to-back) internships are involved.

**INTERNSHIP SUPERVISOR: (Please Print)** \_\_\_\_\_

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

## SUGGESTED AREAS FOR INTERNSHIP EXPERIENCE

<u>Area Allocation</u>	<u>%</u>	<u>Days/Weeks</u>
	____%	
	____%	
	____%	
	____%	
	____%	
	____%	
	____%	

**UNIVERSITY OF MARYLAND  
PLANT SCIENCE AND LANDSCAPE ARCHITECTURE  
INTERNSHIPS**

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**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**

<b>STUDENT'S NAME:</b>	
<b>COMPANY NAME:</b>	
<b>SUPERVISOR'S NAME: (Person conducting evaluation and assigning grade)</b>	

**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

<b>ATTENDANCE, PUNCTUALITY, PERSONAL APPEARANCE</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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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

<b>KNOWLEDGE OF JOB</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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1. Grasps instructions quickly
2. Has developed appropriate technical knowledge
3. Desires to increase knowledge of job
4. Is willing to ask questions

<b>QUALITY OF WORK</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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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

<b>ATTITUDE</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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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

<b>JUGEMENT, RELIABILITY, ADAPTABILITY</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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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

<b>HUMAN RELATIONS</b>	<b>EXCELLENT</b>	<b>GOOD</b>	<b>AVERAGE</b>
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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):**