

Guidelines and Procedures for PLSC 3081/3990 Internship (10.8.15 revision)

1. **Eligibility:** PLSC 3081/3990 is open students majoring in turfgrass and soil science, horticulture, sustainable plant & soil systems, landscape architecture, plant biology, or a related area, with consent of instructor.

The educational gain to be achieved by the proposed internship must be beyond that obtained through course work. Furthermore, the experience should entail more than simply working at a job, but should further the skills and career objectives of the student. In general, internship credits will not be allowed for working at jobs currently or previously held by the student. In such instances, students are encouraged to pursue independent study projects on special topics relating to these jobs.

Students doing a summer internship will need to take the zero credit PLSC 3081 during a summer session and then take PLSC 3990 (variable credit) in the fall semester following the internship to receive credit. Students doing internships during the regular fall or spring semester will use the PLSC 3990 internship.

2. A **Learning Contract** will be required which clearly states the basic responsibilities of the student, Faculty Instructor of Record, and Field Supervisor for the internship period (link to PSLA Internship Learning Contract template) This Contract will lay out the duration and terms of the internship, the number of credits (for PLSC 3990), and the requirement of a detailed report documenting and reflecting on the internship experience (for PLSC 3990), and must be completed prior to the beginning of the internship. The Contract must be approved and signed by the Field Supervisor, Faculty Instructor and Academic Advisor, before signature by the Department Head. The same person cannot serve as both Faculty Instructor and Field Supervisor. For students doing the paired PLSC 3081/PSLC 3990 sequence, the Learning Contract must be in place for the beginning of the summer internship experience.
3. **Plan of Work:** The Faculty Instructor, in cooperation with the Field Supervisor and the student, will develop an outline of the learning objectives, expected duties and activities, and requirements for a documentation report or other products for the internship. The Plan of Work will accompany the Learning Contract and must be done prior to the start of the internship. It will be used as a basis for monitoring and evaluating the student's experience and performance in the internship. It is the faculty's responsibility to ensure that the learning objectives are appropriate and the student is adequately prepared to perform the internship activity. For students doing the paired PLSC 3081/PSLC 3990 sequence, the Plan of Work must be in place for the beginning of the summer internship experience.
4. **Evaluation:** PLSC 3081 & PLSC 3990 will be offered only on a Satisfactory/ Unsatisfactory basis. The student will be subjectively evaluated by the Field Supervisor in a report to be sent to the Faculty Instructor at the end of the internship period. This evaluation will be based upon the intern's work performance of assigned tasks during the internship period, as specified in the Plan of Work. The Faculty Instructor will review this evaluation along

with the documentation report submitted by the student and assign a final grade. In the case of the paired PLSC 3081/3990 sequence, the evaluation for the internship performance itself will comprise the grade for 3081, and the evaluation of the documentation report combined with internship performance will comprise the grade for 3990.

5. **Credits Allowed:** Credits for PLSC 3990 will be assigned based on a combination of the number of hours worked and the level of documentation & reporting specified, as specified in the Learning Contract and Plan of Work.
6. **Faculty Documentation:** A file covering the completed internship, or appropriate summary, including the original agreement, shall be retained by the Faculty Instructor.