



Horticultural Science

Student Internship Handbook

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Internships Defined

To establish uniformity in the use and application of the term “internship,” the National Association of College and Employers (NACE) recommends the following definition:

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent.

Differences between an Internship and a Part-Time Job

INTERNSHIP	PART-TIME JOB
Purpose: <ul style="list-style-type: none"> > Primarily a learning experience 	Purpose: <ul style="list-style-type: none"> > Primarily a work experience
Salary: <ul style="list-style-type: none"> > May/may not be offered pay but often are paid > Academic credit will be given to the student 	Salary: <ul style="list-style-type: none"> > Must be paid
Duration/Hours: <ul style="list-style-type: none"> > May be part-time or full-time > Typically lasts between 5-15 weeks > Agreed upon termination date 	Duration/Hours: <ul style="list-style-type: none"> > No specific start or end time/date > By nature is part-time work
Employer Role <ul style="list-style-type: none"> > Mentors the student and is able to show them the ‘business side’ as well as teach them job skills > Exposes the student to all segments of business > Provides the opportunity for a student developed project 	Employer Role <ul style="list-style-type: none"> > Primarily supervisor with little to no mentoring > Hired for a specific segment/area of business
University Role: <ul style="list-style-type: none"> > Faculty help supervise students as well as guide and prepare them for the internship 	University Role: <ul style="list-style-type: none"> > No faculty interaction



Legal Implications

Employers who think about hosting a student intern often consider an intern as possible “free labor”. The College of Agriculture and Life Sciences discourages this and more importantly employers should be aware of and ensure compliance with the Fair Labor Standards Act (FLSA) before classifying an intern as an unpaid “trainee”.

If an intern is considered an “employee” for purposes of FLSA, then the employer must pay its interns at least the minimum wage.

The following information is taken directly from the Department of Labor’s Fact Sheet and gives a definition of the term “employ” as well as the test for an unpaid internship.

In addition, students who complete an internship must have liability insurance.

Fair Labor Standards Act: Fact Sheet #71

Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain

criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. For more information visit www.dol.gov/compliance/laws/comp-flsa.htm.



Expectations of Students

Prior to the student beginning the internship, the employer and student need to discuss the requirements and expectations of the internship experience.

This includes:

- > Growth Plan
- > Dress requirements
- > Hours of work
- > Duties, work assignment
- > Safety procedures and policies
- > Other miscellaneous items required for successful internship experience

Student Growth Plan:

This document is completed on-line and defines the student's responsibilities, learning opportunities, and student directed project. The student directed project should benefit the company and align with the student's skills and interests.

- > The student and employer will complete a growth plan that outlines these expectations on our webpage.
- > We suggest students work 30-40 hours a week with 5-10 hours of this time devoted to work on a student-directed project. Students are required to work a minimum of 135 hours during the internship to receive academic credit. Additional weekly hours over 40 could always be offered as overtime pay.
- > The student project should be developed and implemented by the student but should benefit both the student and employer.
- > The student and employer should work together to develop the work schedule, project, and start/end dates.
- > The students will be compensated for their time in the form of hourly wages or a stipend.
- > An hourly wage range of \$10-\$15 is suggested unless housing or a housing stipend is provided.
- > The student will be expected to evaluate the performance of employer in provided a high quality internship.



Expectations of Employers

Internships are most meaningful to students when a wide variety of learning opportunities are provided in a structured and professional environment. Therefore, students are encouraged to seek employment with a well established, reputable business (including family owned) or organization.

The student should be supervised by an experienced employer and have the opportunity to apply classroom information to their job responsibilities. We hope employers will expose the student to new aspects of their chosen field and to provide a perspective on their future career options.

Outside experiences such as attendance at industry or extension programs, field days and visits to vendors and customers/ clients are excellent ways for employers to enrich the internship experience.

- > The organization employing the student intern will provide a well-rounded, learning experience. This includes not only an understanding of day to day operations but also allowing the student to see the “big picture”.
- > Prior to the student beginning the internship, the employer and student need to discuss the requirements and expectations of the internship experience.

This includes:

- > MOA
- > Growth Plan
- > Dress requirements
- > Hours of work
- > Duties, work assignment
- > Safety procedures and policies
- > Other miscellaneous items required for successful internship experience

- > The student and employer will complete a growth plan that outlines these expectations on our web page.
- > We suggest students work 30-40 hours a week with 5-10 hours of this time devoted to work on a student-directed project. Students are required to work a minimum of 135 hours during the internship to receive academic credit. Additional weekly hours over 40 could always be offered as overtime pay.
- > The student project should be developed and implemented by the student but should benefit both the student and employer.
- > The student and employer should work together to develop the work schedule, project, and start/end dates.
- > The students will be compensated for their time in the form of hourly wages or a stipend.
- > The student should address compensation with the employer.
- > An hourly wage range of \$10-\$15 is suggested unless housing or a housing stipend is provided.
- > The employer needs to provide a supervisor that is well experienced in the profession of the company/organization and will oversee the work of the student on a regular basis.
- > The supervisor will be expected to evaluate the performance of the student. In addition, the supervisor will also serve as an advisor/mentor role for the student. See Employer's Three-Week-Point and Exit Evaluation of Intern by Employer.



Internship Timeline

STUDENTS	EMPLOYERS
<p>January-February</p> <ul style="list-style-type: none"> > Students will search for internships that are interesting to them > Students will begin applying for prospective internships 	<p>January-February</p> <ul style="list-style-type: none"> > Employers should be ready to talk to interested students > Employers should think about summer projects for interns to complete > Employers will evaluate potential intern candidates and request interviews
<p>March</p> <ul style="list-style-type: none"> > Interviews take place at an agreed upon location. > Students should prepare to interview for multiple positions and send thank you notes upon completion of interviews 	<p>March</p> <ul style="list-style-type: none"> > Interviews take place at an agree upon location.
<p>April</p> <ul style="list-style-type: none"> > After the student is hired, employers and students need to work together to complete the memorandum of agreement and the growth plan. This needs to be done before the internship begins and through the AGI Database. 	<p>April</p> <ul style="list-style-type: none"> > After the student is hired, employers and students need to work together to complete the memorandum of agreement and the growth plan. This needs to be done before the internship begins and through the AGI Database.
<p>May-June-July</p> <ul style="list-style-type: none"> > Interns begin work with their respective employers. > Interns complete weekly reports. > Students complete final project OR written analysis as determined by their growth plan. > Students complete employer evaluation. > Students prepare their final presentation to be presented in fall semester. 	<p>May-June-July</p> <ul style="list-style-type: none"> > Interns begin work at organization. > Set up a date for a mid-point check in with faculty. > Complete mid-point evaluation. > Complete intern exit evaluation. > Meet with students throughout the internship to discuss progress and check-in.



Course Registration

Students desiring academic credit for their internship, must register for HS 492. If you complete your internship during the summer, register for HS 492 in the Fall. If you participate in your internships during the regular academic year, register for HS 492 during the semester you are completing your internship.

Internship Search

Finding an Internship is not always an easy task. The Department of Horticultural Sciences has several different options to help you.

Horticulture Internship/Research Experience Database

The Horticulture Internship Database is available only for Horticultural Science and Agroecology students. Below are the steps you should follow to access this database:

- > Go to the NC State Department of Horticultural Science Website: <https://cals.ncsu.edu/horticultural-science>
- > Click on the Students dropdown menu
- > Select Internships
- > Click on Student Internship/Research Experience Database.

Family and Friends

You can also reach out to people you know in your community. Family businesses are eligible for internship sites. However, these businesses must still complete all of the necessary paperwork. In addition, students who complete internships with businesses where they have previously worked must do so with a clear expectation of how the internship work will be different.

E-Pack

E-Pack is the search engine that is used by everyone at NC State University. You can log-in through mypack portal or by completing a general search for NCSU E-Pack. When searching for an internship you will need to make sure that you are looking at Horticulture specific internships.

Internship Coordinator's Three-Week Evaluation of Intern

***Completed through database

Date: _____ Start Date of Internship: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

This rating by the supervisor is very valuable to the intern. It provides an objective evaluation of the intern's ability, characteristics and growth, and identifies areas requiring improvement. Please select the response in each category which best describes the intern. Please discuss the evaluation with the intern.

Please indicate the intern's top two (2) strengths during the course of his/her internship, with examples:

1. _____

2. _____

Please indicate at least one (1) opportunities for improvement for the intern:

1. _____

.....
Please rate the intern in each of the following categories (1 = low, 5 = high):

How well is the intern completing the work tasks (in growth plan) so far in the internship:

1 2 3 4 5

Comment: _____

intern's willingness and motivation to learn, take on new projects, and develop skills:

1 2 3 4 5

Comment: _____

How the student's attitude is toward his/her work?

1 2 3 4 5

Comment: _____

How well the intern is progressing towards his/her final project:

1 2 3 4 5

Comment: _____

Describe the progress of the intern's project as well as what still needs to be accomplished:

Internship Coordinator's Three-Week Evaluation of Intern - Part 2

***Completed through database

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 6 for a more detailed description of the various skill sets.

Communication Skills: 2 3 4 5

Comment: _____

Decision Making/Problem Solving:

1 2 3 4 5

Comment: _____

Self-Management Skills:

1 2 3 4 5

Comment: _____

Teamwork Skills:

1 2 3 4 5

Comment: _____

Professionalism Skills:

1 2 3 4 5

Comment: _____

Leadership Skills:

1 2 3 4 5

Comment: _____

What new technical skills or job knowledge has the intern gained so far? Please describe them here: _____

Additional comments: _____

Faculty Signature: _____ Date: _____

Student Intern Signature: _____ Date _____

Employer's Three-Week Evaluation of Intern

***Completed through database

Date: _____ Hours Completed to Date: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

Internship Coordinator, please indicate yes or no for the following questions:

The intern has adequate workspace: YES NO Comment: _____

Has the intern communicated regularly with you? YES NO Comment: _____

Does the intern send in weekly reports on time? YES NO Comment: _____

Do the weekly reports fit the guidelines? YES NO Comment: _____

Employer, please complete the following evaluation by the end of the third week of work for the intern. Please rate the intern in each of the following categories (1=low, 5=high):

How well the intern is completing the work tasks (in growth plan) so far in the internship:

1 2 3 4 5

Comment: _____

The intern's willingness and motivation to learn, take on new projects, and develop skills:

1 2 3 4 5

Comment: _____

How the student's attitude is toward his/her work?

1 2 3 4 5

Comment: _____

How well the intern is progressing towards his/her final project:

1 2 3 4 5

Comment: _____

Describe the progress of the intern's project as well as what still needs to be accomplished:

Employer's Three-Week Evaluation of Intern, Pt. 2

***Completed through database

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 6 for a more detailed description of the various skill sets.

Communication Skills:

1 2 3 4 5

Comment: _____

Decision Making/Problem Solving:

1 2 3 4 5

Comment: _____

Self-Management Skills:

1 2 3 4 5

Comment: _____

Teamwork Skills:

1 2 3 4 5

Comment: _____

Professionalism Skills:

1 2 3 4 5

Comment: _____

Leadership Skills:

1 2 3 4 5

Comment: _____

What new technical skills or job knowledge has the intern gained so far? Please describe them here: _____

Additional comments: _____

Employer Signature: _____

Exit Evaluation of Intern by Employer

***Completed through database

Date: _____ Start Date of Internship: _____ End Date of Internship: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

This rating by the supervisor is very valuable to the intern. It provides objective evaluation of the intern's ability, characteristics and growth, and identifies areas requiring improvement. Please select the response in each category which best describes the intern. Please discuss the evaluation with the intern.

Please indicate the intern's top three (3) strengths during the course of his/her internship, with examples:

1. _____

2. _____

3. _____

Please indicate at least two (2) opportunities for improvement for the intern:

1. _____

2. _____

.....

Please rate the intern in each of the following categories (1=low, 5=high):

How well the intern completed specific tasks (in growth plan):

1

2

3

4

5

Comment: _____

Intern's willingness and motivation to learn, take on new projects, and develop skills:

1

2

3

4

5

Comment: _____

Career Readiness of Intern:

1

2

3

4

5

Comment: _____

Exit Evaluation of Intern by Employer

***Completed through database

Please indicate how well the intern has demonstrated each of the following skills (1=not at all, 5=very strongly). See page 6 for a more detailed description of the various skill sets.

Communication Skills:

1 2 3 4 5 N/A

Comment: _____

Decision Making/Problem Solving:

1 2 3 4 5 N/A

Comment: _____

Self-Management Skills:

1 2 3 4 5 N/A

Comment: _____

Teamwork Skills:

1 2 3 4 5 N/A

Comment: _____

Professionalism Skills:

1 2 3 4 5 N/A

Comment: _____

Leadership Skills:

1 2 3 4 5 N/A

Comment: _____

Technical Skills:

1 2 3 4 5 N/A

Comment: _____

Exit Evaluation of Intern by Employer

***Completed through database

Overall Performance

How would you rate the intern based on his/her performance overall?

Please circle or highlight one (1) letter grade.

Poor			Average			Good			Outstanding		
0	1	2	3	4	5	6	7	8	9	10	11

Overall suggestions or comments:

Employer Signature: _____ Date: _____

Student Intern Signature: _____ Date: _____

Employer Evaluation By Intern

***Completed through database

Date: _____ Start Date of Internship: _____ End Date of Internship: _____

Intern's Name: _____

Supervisor/Title: _____

Company: _____

Instructions: Please complete this evaluation fully and completely. Return the evaluation to the internship coordinator after completion.
The internship coordinator will share the feedback with the employer.

Please indicate your top three work most beneficial experiences with the employer:

1. _____

 2. _____

 3. _____

-

Please rate the employer in each of the following categories (1=low, 5=high):
How well the employer helped you meet your goals (from the student growth plan):

1 2 3 4 5

Comment: _____

The employer allowed me to take on new projects and develop skills:

1 2 3 4 5

Comment: _____

My responsibilities and duties here were relevant to my major and increased my knowledge:

1 2 3 4 5

Comment: _____

My supervisor was available to me and my co-workers were helpful and supportive:

1 2 3 4 5

Comment: _____

Overall I would recommend this work site to another student:

1 2 3 4 5

Comment: _____