

NC STATE

Horticultural Science

Employer 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



Developing an Internship Program

While sponsoring an intern is a rewarding experience, it is also a big responsibility. Ashley Collins of AgCareers.com estimates that employers will spend 10 hours a week working with their interns, supervising them, and guiding them through their projects. Therefore, it may be helpful to ask yourself these questions before allowing your organization to become an internship site. These questions were appended from the University of North Carolina at Wilmington Career Center Employer Handbook.

How serious is my organization about hosting an internship program?

- › Will my organizational culture be supportive of an internship program?
- › What are our goals?

What can interns do for us?

- › Does my organization have meaningful work for interns to complete?
- › What are the special technical skills we need in interns? Can we provide safety training for them?
- › Do we want to use the internship program to identify, test, and recruit interns as potential new employees?
- › Would an intern's naiveté and inexperience actually be an asset for our organization, providing a fresh perspective on our products or services?
- › Or would a naïve intern actually be dangerous to self and to others in certain positions?

Does my organization have the time to support an intern?

- › What is the best time of year for my organization to host interns?
- › What should the duration of individual internships be?
- › Are there special projects that interns can take on that will benefit my organization and the intern?

What physical resources do we have to support an intern? For example:

- › A safe, adequate workspace
- › Access to computers/Internet
- › Parking
- › Telephone and fax
- › Other communication resources
- › Adequate reference resources

What financial resources do we have?

- › Will my organization be able to afford to pay a salary/wage to interns? If so, how much? At least \$10-\$15 per hour is recommended.
- › What remuneration, instead of salary, can we provide? (Parking, paid conferences or workshops, gift certificates, stipend, etc.)



Developing an Internship Program (Continued)

Draft an internship description that clearly explains the intern's duties. A good description will structure the experience for the intern and for your organization to measure goals and accomplishments during the internship experience. A basic way to do this is to design a preliminary list of work activities that will fit the needs of your department or organization. Later, when the interns are selected and join your team, you will have a chance to review the work activities and modify them according to the interns' knowledge and personal work and learning goals.

Consider including the following:

- › The purpose of the internship and how it contributes to the organization's overall mission
- › The essential activities and job functions that will be required of the intern
- › The name of the department or division where the intern will work
- › The expectations regarding outcomes of tasks and/or projects

List of items to include when writing an internship description

- › The physical and mental requirements of the internship—this may include any technical or job specific skills the intern would need in order to perform the internship successfully
- › The length and required number of hours per week for the internship
- › The supervisor responsible for mentoring and evaluating the intern's progress
- › Any training that will be provided
- › The application and selection processes and who will be the contact for questions related to the description

If you're interested in posting an internship to our database, please use this template to prepare the description of your internship.



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 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. See Memorandum of Agreement and Growth Plan.
- 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 150 hours during the internship. 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.



Memorandum of Agreement

This memorandum of agreement is between the student, the employer, and the Department of Horticultural Science at N.C. State University. It was obtained from the General Counsel at North Carolina State University.

The purpose of this agreement is to articulate in writing the expectations and responsibilities of all parties involved.

The Memorandum of Agreement helps to ensure that the internship provides the student with experiential learning activities in their specific major of study at a reputable and agreeable site while exposing the student to responsibilities in the workplace.

The Memorandum of Agreement is different than the Growth Plan in that the Memorandum of Agreement is the same for all students involved in this program and the growth plan is specifically tailored based on each student's academic interest as well as criteria outlined in the memorandum of agreement.

For the memorandum of agreement, visit this link https://www.ncsu.edu/general_counsel

Memorandum of Agreement

(legal document)

Memorandum of Agreement between North Carolina State University on behalf of its

and

THIS MEMORANDUM OF AGREEMENT ("AGREEMENT") entered into by and between North Carolina State University, on behalf of its _____ ("NC STATE") and _____ ("EMPLOYER").

WHEREAS, NC STATE AND EMPLOYER (the "Parties") agree that it will be mutually beneficial for the NC STATE to refer students to EMPLOYER for field instruction in _____. The Parties agree to cooperatively provide field instruction of students of the NC STATE. NOW THEREFORE, the parties agree as follows:

I. Duration of Agreement:

This agreement becomes effective on the date of last signature below and remains in force for a period of one year. Amendments must be in writing and signed by both Parties. Either Party may terminate this agreement with 30 days advance written notice to the other Party, provided that students who have begun a placement will be allowed to finish the placement unless both Parties agree otherwise.

II. NC STATE Role:

1. Consider the needs and recommendations of EMPLOYER in all matters concerning its field instruction program;
2. Work with students to prepare a learning agreement that will give structure to the field experience by listing goals for student educational outcomes and field learning experiences;
3. Review and accept where appropriate the EMPLOYER'S recommendations for EMPLOYER'S staff members to serve as Field Instructors of students who have been placed with EMPLOYER;
4. Administer the field instruction program, including decisions which affect the progress of the student, such as grades, credits and field instruction hours in _____;
5. Promote field experiences and make employers applications available to students.
6. Provide EMPLOYER pertinent written information concerning student(s) selected for placement with EMPLOYER and final decisions regarding placement;
7. Provide consultation to EMPLOYER, field instructor(s) and other appropriate staff of EMPLOYER regarding the general development of its field instruction program;
8. Designate a faculty member to be Faculty Field Liaison to EMPLOYER in matters pertaining to field instruction. This Faculty Field Liaison will:
 - > Serve as principal liaison between NC STATE and EMPLOYER including appropriate communication with NC STATE'S Director of Field Education;
 - > Make periodic visits to EMPLOYER to assess the practicum setting, review student progress and consult with the Field Instructors on learning patterns or problems;
 - > Be available to the Field Instructors for immediate consultation when requested; and
 - > Share with the Field Instructors knowledge of the educational program of NC STATE and pertinent information about the student's progress in other areas of the curriculum.

Memorandum of Agreement

(legal document)

9. Provide professional student liability coverage (\$1,000,000/\$3,000,000).

III. EMPLOYER'S Role:

1. Accept students for placement at EMPLOYER, the exact number to be decided annually by EMPLOYER and NC STATE;
2. Provide a work/learning environment for students that is without discrimination based on race, color, national origin, age, sex, religion, disability, veteran status, sexual orientation or marital status;
3. Provide educationally sound field placements for students;
4. Provide NC STATE with a written description of the placement (the function and purpose of the program), including the learning opportunities anticipated, in order to help students and NC STATE match students to placements;
5. Provide students with opportunities to participate in the overall EMPLOYER program and activities as appropriate to educational needs, educational preparation and practice competency;
6. Provide opportunities to reinforce learning from all areas of NC STATE curriculum, when feasible;
7. Provide well-qualified Field Instructors (subject to approval by NC STATE);
8. Assure that each Field Instructor has adequate time within his/her work schedule to:
 - > Meet the educational needs of the student, including: orientation to the company and its services, development of learning opportunities which include depth and variety, and preparation for at least weekly conferences with each student;
 - > Meet with the Faculty Field Coordinator at periodic intervals to discuss learning opportunities and student performance;
 - > Prepare reports and evaluations as required by NC STATE, including a comprehensive evaluation of each student's performance at the end of that student's placement with EMPLOYER;
9. Provide opportunities for planned student contact with EMPLOYER'S staff members, in addition to the Field Instructor(s), through whom appropriate learning opportunities can be provided;
10. Provide students with:
 - > Sufficient work space, including a desk for each student in an area sufficiently private for carrying on her/his independent work and activity;
 - > Convenient access to a telephone;
 - > Office supplies, as needed, in the performance of responsibilities;
 - > Clerical service for those records and reports which the student is expected to produce for EMPLOYER; and
 - > Access to client and EMPLOYER'S records appropriate to the student's learning experience;
11. Provide adequate parking for students during duty periods, and, when resources allow, provide either transportation or reimbursement of approved travel if students must travel on behalf of clients;
12. Supervise and assume responsibility for the students' work with EMPLOYER;

Memorandum of Agreement

(legal document)

13. Provide a safe work/learning environment for students, including first aid and emergency medical care and referral to an appropriate health care provider if needed.

IV. TERMS AND CONDITIONS:

1. The undersigned signatories each represents that he or she is duly authorized to execute this Agreement on behalf of his or her respective Party.
2. This Agreement is a contract made under the laws of the State of North Carolina and for all purposes shall be governed by and construed in accordance with the laws of the State of North Carolina.
3. This Agreement contains the entire agreement of the Parties and may not be terminated or modified in any way except by written instrument signed by all of the Parties.
4. This Agreement may be executed in one or more counterparts, each of which when so executed, shall be deemed to be an original. Such counterparts shall together constitute and be one and the same instrument.
5. EMPLOYER shall indemnify and save harmless NC STATE, its officers, its agents, and its employees from all loss, cost, and expense arising out of any liability or claim of liability for injury or damages to persons or property sustained or claimed to have been sustained by any one whomsoever, by reason of the performance of this Agreement or by any act or omission of EMPLOYER or any of its officers, agents, employees, guests, patrons, or invitees.
6. The State or NC STATE auditor shall have access to persons and records as a result of all contracts or grants entered into by State agencies or political subdivisions in accordance with North Carolina General Statute §147-64.7 and Session Law 2010-194, Section 21.
7. If NC State provides the EMPLOYER with "Personally identifiable information" from a student's education record as defined by the Family Educational Rights and Privacy Act ("FERPA") and its implementing regulation 34 CFR §99.3, EMPLOYER hereby certifies that collection of this information from NC State is necessary for the performance of EMPLOYER'S duties and responsibilities on behalf of NC State under this Contract. EMPLOYER further certifies that it shall maintain the confidential status of education records in their custody, and that it shall not re-disclose personally identifiable information as directed by FERPA. Failure to abide by legally applicable security measures and disclosure restrictions may result in the interruption, suspension and/or termination of the relationship with EMPLOYER for a period of at least five (5) years from date to violation. If EMPLOYER experiences a security breach relating to this information or if EMPLOYER re-discloses the information, EMPLOYER shall immediately notify NC State. EMPLOYER shall indemnify NC State for any breach of confidentiality or failure of its responsibilities to protect the personally identifiable information. Specifically, these costs may include, but are not limited to, the cost of notification of affected persons as a result of its unauthorized release of NC State data provided to EMPLOYER pursuant to the Contract.

IN WITNESS WHEREOF, the parties have executed this agreement in duplicate originals, one of which is retained by each of the parties.

NORTH CAROLINA STATE UNIVERSITY _____

By: _____

Betsy E. Brown

Vice Provost for Faculty Affairs

By: _____

Name: _____

Date: _____

Title: _____

Date: _____



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.

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. _____

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):

5

Comment: _____

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

5

Comment: _____

Career Readiness of Intern:

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:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

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: _____



Common FAQs for Employers

How much should I pay the intern?

If any of the six criteria of the FLSA fact sheet are not upheld, then the intern must be paid at least the minimum wage or a higher hourly rate if qualified.

According to Ashley Collins of AqCareers.com, a recent survey of 1,000 college students cited the average salary for interns was \$13.60/hour.

Moreover, it is important to remember that the quality of interns who apply and are selected for the position will increase greatly if paid at a competitive wage.

How long should the intern work?

An intern's hours vary on the nature of the work, but generally the minimum is 50 hours for one academic hour of credit (and a maximum of 150 hours for 3 credits).

Many interns work full-time (40 hours/week) for 10 weeks but they can only get a maximum of three credit hours no matter how much they work over the 150 hour maximum.

What is most important is that you and the intern agree on a specific start and end date with the minimum number of hours in mind.

Does the company have to provide unemployment compensation?

Generally, interns are not eligible to receive unemployment compensation because they are hired for a position with a specific end date.

What about workers' compensation?

Workers' compensation is provided to replace wages and medical care programs for an employee whose injuries or illnesses are work related. For more information, visit the US Department of labor's Office of Workers' Compensation at:

www.dol.gov/dol/owcp/

Because this is also required for academic credit, students will be required to purchase liability insurance. The cost is \$15 for the duration of the internship and coverage limits are \$1 million per occurrence, \$3 million aggregate. Medical expense coverage is \$15k that covers the student if he/she is accidentally injured during the actual performance of internship duties.

For more information see irm.ehps.ncsu.edu/other-insurance/intern-liability-insurance

What kinds of work should the intern do?

While we expect the intern will do some manual labor, the overall goal of the internship program is to provide a comprehensive and "big picture" idea of day to day operations of a business. Therefore, it's important that the intern experience many aspects of the business.

One way to think about projects is to think about your company's big picture. Is there something you would like your company to implement but have not had time to start yourself? A new crop to try to grow and sell, for instance. Some employers may want a researched summary of different products or processes for their business. Some employers may have an intern work on a social media or some type of marketing plan. In short, there are numerous things an intern can do to both enrich their learning experience and help your business.

Interested in Posting an Internship?

If you are interested in posting an internship for your company and participating in the program:

- > Go to the Horticultural Science Internship website at <https://cals.ncsu.edu/horticultural-science/students/internships/>
- > Go to the For Employers section
- > Click on Register a New Company and you will need to fill out the information below

Company: _____

Brief Description of Company: _____

Website: _____

Employer Contact Name: _____

E-Mail Address : _____

1. After registering your company, it will be submitted for approval. You will then receive an email with your username and password that can be used to log back into the database.

2. After submitting your company for approval, you will need to click on Add a New Student Intern Position to enter in the specific internships that your company has to offer. The information needed for this section is below.

3. Complete MOA

Please indicate if you would to host an intern during the Fall, Spring, or Summer

Employer Contact Name: _____

Employer's Address: _____

Phone Number: _____ Email: _____

Internship Position Title: _____

Time Preference: ☐ PART TIME (_____ HOURS PER WEEK)

☐ FULL TIME ☐ NO PREFERENCE

Anticipated Salary or Stipend: _____

Job/Project Description: _____

Responsibilities: _____

Major/Experience/Skills Desired: _____

Application Deadline: _____ Internship Start Date: _____ Internship End Date: _____