**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

|  |  |
| --- | --- |
| **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).**

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| --- | --- |
| **The Internship shall be for:** **(Check all that apply)** | [ ]  Ten-Week Summer Session Yr[ ]  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.**

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| **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 |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |
|  | \_\_\_\_%  |  |

**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/Institutionrequirements: | 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 (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

**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, PERSONAL APPEARANCE | EXCELLENT | GOOD | AVERAGE |
| 1. Reports to work when scheduled
 |[ ] [ ] [ ]
| 1. Arrives to work on time
 |[ ] [ ] [ ]
| 1. Arranges for lateness or time off in advance
 |[ ] [ ] [ ]
| 1. Is appropriately dressed for work
 |[ ] [ ] [ ]
| 1. Is properly groomed
 |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| KNOWLEDGE OF JOB | EXCELLENT | GOOD | AVERAGE |
| 1. Grasps instructions quickly
 |[ ] [ ] [ ]
| 1. Has developed appropriate technical knowledge
 |[ ] [ ] [ ]
| 1. Desires to increase knowledge of job
 |[ ] [ ] [ ]
| 1. Is willing to ask questions
 |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| QUALITY OF WORK | EXCELLENT | GOOD | AVERAGE |
| 1. Produces work that is accurate and neat
 |[ ] [ ] [ ]
| 1. Shows thoroughness in work
 |[ ] [ ] [ ]
| 1. Produces the expected volume of work
 |[ ] [ ] [ ]
| 1. Is efficient in use of time
 |[ ] [ ] [ ]
| 1. Ability to set priorities
 |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| ATTITUDE | EXCELLENT | GOOD | AVERAGE |
| 1. Shows initiative
 |[ ] [ ] [ ]
| 1. Is enthusiastic about work
 |[ ] [ ] [ ]
| 1. Is willing to work with and for others
 |[ ] [ ] [ ]
| 1. Accepts suggestions/criticism
 |[ ] [ ] [ ]
| 1. Asks for additional work when tasks are complete
 |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| JUGEMENT, RELIABILITY, ADAPTABILITY | EXCELLENT | GOOD | AVERAGE |
| 1. Is able to think independently
 |[ ] [ ] [ ]
| 1. Makes good decisions
 |[ ] [ ] [ ]
| 1. Is able to work under pressure
 |[ ] [ ] [ ]
| 1. Meets deadlines
 |[ ] [ ] [ ]
| 1. Is adaptable to changes in the work environment
 |[ ] [ ] [ ]

|  |  |  |  |
| --- | --- | --- | --- |
| HUMAN RELATIONS | EXCELLENT | GOOD | AVERAGE |
| 1. Cooperates with supervisors and co-workers
 |[ ] [ ] [ ]
| 1. Is courteous and friendly
 |[ ] [ ] [ ]
| 1. Controls emotions
 |[ ] [ ] [ ]
| 1. 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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