

Professional Internship Program

Michigan State University

Information for Employers

Thank you for your interest in providing an internship opportunity for MSU students in the Department of Plant, Soil & Microbial Sciences.

The objective of the professional internship is to provide students with an opportunity for continued professional growth and development through a practical work experience in their chosen area of specialization.

Internships are most meaningful to students when a wide variety of learning opportunities are provided in a structured and professional environment. Students are encouraged to seek employment with well-established, reputable businesses and farms, public institutions or industry organizations. The student should be supervised by an experienced mentor 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 are excellent ways for employers to enrich the internship experience. The internship is intended to be 12 weeks of full-time (at least 40 hours per week), career-related employment (480 hours). Students are enrolled for 3-6 academic credits.

- The student is required to:
1. Complete an internship agreement form with their internship employer. This is a summary of contact information, wages, dates of employment, etc. The most important part of the agreement is an outline of the student's learning objectives and some detailed information about how these objectives will be met. Students are instructed to develop these with the employer so they are realistic and applicable to the job. The student must have the completed agreement form signed by the employer and then approved by their Faculty Advisor before they can enroll.
 2. Satisfy the requirements set out by the employer and successfully carry out their job responsibilities.
 3. Report to their Faculty Advisor.
 4. Participate in an on-line discussion forum with other interns. This may also include short written assignments.
 5. Prepare and present a Power Point presentation which summarizes the experience. These presentations are given to students in CSS 192, our seminar for first-year students.

Questions? Please feel free to contact Erin Bosch-Hannah at (810) 310-0507 (boscher2@msu.edu).

INSTITUTE OF AGRICULTURAL TECHNOLOGY
Michigan State University
PLACEMENT TRAINING AGREEMENT

(not a binding contract but a statement of agreement and understanding)

Student's Name _____ Student's Phone Number _____

Student's E-mail Address _____

Placement Mailing Address: _____

Employer Name _____

Employer's Phone Number _____

Employer's E-mail Address _____

Employer's Address (if different from above) _____

Dates of Employment _____ to _____

Activities in which student will participate: _____

Approximate daily hours of work _____ to _____

Days per week (on average) _____

Remuneration Employer is to pay this student (per hr or per wk or per month) _____

Overtime (will/will not) be paid at rate of _____

Additional benefits? (e.g. housing, lessons, livestock board, etc.) _____

The undersigned agree to conform with this agreement and two weeks notice must be given to all three parties before this agreement is terminated.

Signed: Approved by Employer _____ Date _____

Approved by Student _____ Date _____

Approved by Coordinator _____ Date _____

PLACEMENT TRAINING INFORMATION

1. General Considerations:

- a. Placement training is a cooperative program between Michigan State University and approved employers who furnish facilities and instruction where students may acquire the skills and knowledge needed in their chosen vocation.
- b. The employer, the student, or the coordinator may terminate this agreement for sufficient reasons.

2. Student Responsibilities:

- a. Conform to the normal work hours of the establishment, including overtime when requested.
- b. Report to work on time. This is essential.
- c. Always speak well of the employer, keep the business confidential, and work for the best interests of the operation.
- d. Keep neatly and appropriately dressed and well groomed.
- e. Be courteous to all at all times.
- f. Request permission from both the employer and the coordinator before taking time off.
- g. Complete weekly assignments.

3. Employer Responsibilities:

- a. Employ the student for the period of time agreed upon.
- b. Pay the starting wages as per this agreement. Increases in pay may be given at the employer's discretion.
- c. Give the student the opportunities to work on different jobs in order to acquire and practice various skills.
- d. When time permits, to counsel the student, answer questions, and discuss methods and operations.
- e. To notify the coordinator immediately on any cause of dissatisfaction or of misconduct on the part of the student.

4. Coordinator Responsibilities:

- a. The coordinator will visit each training facility, to the best of their ability, to counsel with the student and employer.
- b. Will be available to answer questions for both the student and employer.