

Mississippi State University
Plant and Soil Sciences Department
PSS 3413 Floristry Internship

Internship Agreement

Internship Coordinators:

Fall and Spring Semesters

Dr. James M. DelPrince, AIFD

(662) 325-1965 office

(662) 325-1964 fax

jdelprince@pss.msstate.edu

9522

Mississippi State, MS 39762

Summer Semesters

Mrs. Lynette McDougald

(662) 325-1963 office

(662) 325-1964 fax

lmcdougald@pss.msstate.edu

9522

Mississippi State, MS 39762

Student Information

Intern's Name _____

Permanent Address _____

City, State, Zip _____

Home Telephone _____

Student's Internship Address _____

City, State, Zip _____

Employer Information

Employer _____

Employer's Address _____

Employer's Phone _____

Position Information

Dates of Employment From _____ to _____

Position _____

Position Responsibilities and Duties _____

Daily hours of work: _____AM to _____PM Days per week_____

Wages/Salary Employer is to Pay Intern _____ per hour per week per month

Other Compensation _____

Other Information _____

The undersigned agree to conform with this agreement and provide minimum of two weeks notice to all three parties before this agreement is terminated. The information contained in the Internship Course Syllabus is part of this agreement.

Approved by Employer _____

Date _____

Approved by Student Intern _____

Date _____

Approved by Intern Instructor _____

Date _____

*Return this form to the internship instructor. After all signatures have been collected, the instructor will provide all parties with a photocopy.

**Student/Employer Responsibilities
Internship Assignments/Requirements**

- I. A minimum total of 480 hours work experience must be completed in a floral industry or related business. This is equivalent to 12 weeks of full-time (40-hour/week) employment. Students electing to intern during the summer are

reminded they should begin work *immediately following spring semester final examinations* in order to complete 12 weeks of full-time employment by the end of summer term. Students are not permitted to serve the internship at the Mississippi State University Florist.

- II. An updated resume (10% of final grade) should be submitted by student with the final report.
- III. An Employee/Employer Internship Agreement (Form) must be submitted to the advisor *before the internship begins*. Student responsible for signatures.
- IV. The intern must complete a Weekly Report of Duties Performed by Intern (Form, 30% of final grade). These weekly reports help the intern write a comprehensive Internship Report. The weekly reports must be included and submitted with the Internship Report.
- V. The employer via the Evaluation of Intern by Employer (Form, 30% of final grade) evaluates the intern. Information from the completed form may be shared by the employer with the intern but only if the employer desires to do so. Due at time of report deadline.
- VI. The student's comprehensive Internship Report (30% of final grade) is due as listed below.
 - Fall semester intern reports deadline December 1
 - Spring semester intern reports deadline May 1
 - Summer semester intern reports deadline August 1