

Statement of Understanding
The Ohio State University
Horticulture & Crop Science Student Intern Program

Name: _____ **Email:** _____
 First **Middle** **Last**

The best way to contact me is by: email ; cell phone ; Home phone ; or US mail

Intern Mailing Address (home): _____

(City/State/Zip) _____ Cell Phone _____

Intern Mailing Address (During Internship): _____

(City/State/Zip) _____ Phone _____

(If not known, contact us with this information as soon as possible)

Company Name: _____

Supervisor's Name (Please print) _____ Email: _____

Address: _____

(City/State/Zip) _____ Phone _____

Check if you prefer correspondence by email.

Position Duties: Please outline activities in which the intern will participate. Indicate duties relating to general labor, sales, management, production, supervision, outside activities, etc. What experiences will this intern have that go beyond those of a typical seasonal employee? (Use attachment if necessary.)

Internship Objectives: sheet attached (completed by intern).

Employment: Start Date _____ End Date _____

Daily Hours of Work: _____ A.M. to _____ P.M. Total of _____ days per week.

Pay rate per hour \$ _____ Overtime rate (if applicable) \$ _____

Signature below indicates an understanding of the information above:

Employer _____ Date _____

Intern _____ Date _____

Internship Coordinator _____ Date _____

<p>Return to: Regina Vann Hickok OSU – HCS 234 Kottman Hall 2021 Coffey Road Columbus OH 43210 FAX 614-292-7162 Vann.5@osu.edu</p>

(to be completed by the intern)

Internship Objectives:

- An objective is a specific action that is measurable and may be accomplished in a specified time.
- List 5 objectives you desire to accomplish during your internship.
- Each objective should be a complete sentence that includes desired objective, how you will know it is achieved and the time period in which it should be accomplished. You will be asked to review and measure completion of each objective at the end of the internship.

1)

2)

3)

4)

5)