Internship Requirements

Please submit the following information to be considered for an internship:

1.) Cover Letter
2.) Resume
3.) Completed and Signed Application

Internship guidelines for students:

- Must have transportation
- Must make housing arrangements
- Must have minimum 2.5 grade point average
- Preference given to students seeking internships for college credit and willing to work 20 hours per week

Please return the completed application and ALL of the items listed above via email to Emily Holmes at Emily@hatponics.com

Internship Program

<u>HATponics' Responsibilities</u>

- All interns will be assigned to a HATponics staff member for training and supervision.
- HATponics supervisors will be responsible for scheduling workdays and hours according to the school's internship requirements.
- HATponics supervisors will be responsible for completing school reports / evaluations from the college.
- Supervisors will be available to discuss the intern's progress and address questions and concerns.
- HATponics will make information regarding policies, procedures, rules and regulations available to the intern prior to the beginning of the internship.
- HATponics does not provide stipends or any other benefits during the course of the internship.

<u>Intern's Responsibilities</u>

- Interns are required to complete all work hours agreed upon in the initial contract.
- Interns must contact their supervisor within 30 minutes of a scheduled start time if they must be absent or late. Repeated absenteeism or tardiness may lead to termination from the program.
- All interns are expected to conduct themselves in a safe and responsible manner.
- Please use good judgment and common sense in matters of safety, and observe all safety rules and policies.
- Personal use of telephones should be limited to emergencies and extenuating circumstances. All personal calls should be brief. Cell phones must be kept on vibrate or off during work hours.
- Interns are subject to ALL HATponics employee rules and guidelines, including the dress code.
- Interns, in accordance with our employee drug policy, may be subject to random drug testing.

Date _____   Intern advisor _____

Date _____   Intern _____

Internship Application

HATponics is an affirmative action/equal employment opportunity employer. Discrimination because of race, color, religion, sex, handicap, sexual orientation, or national origin is prohibited.

In order to be considered for an internship, you must submit a completed and signed application along with a cover letter and resume. All application items must be submitted as a complete package. Incomplete applications will not be reviewed.

Application Date_____ Applying for: Spring   Summer   Fall

Dates available to perform internship? _____

Name: _____

Address: _____

Phone: (   ) _____ Alternative phone: (   ) _____

Email: _____

Emergency Contact & Relationship:

_____

_____

Are you legally eligible to work in the U.S.? _____

If you are not a U.S. Citizen, are there any restrictions on your eligibility for employment? _____

School Information:

School: _____

School Address:

_____

Department:_____ Course of Study: _____

Advisor: _____

Advisor's Phone: (   ) _____

Internship Requirements

Are you requesting that your college grant you credit hours for your internship?

_____

How many hours are needed to fulfill internship requirements? _____

Does your school furnish all reports/evaluation tools? _____

Other Special Requirements _____

Please list special interests or skills _____

_____

Where do you want to focus your internship experience?

_____ Sustainable Farming   _____Engineering

_____ Entrepreneurship/Business   _____ Other (please list)

_____ Horticulture   _____

How did you find out about the internship for which you are applying?

_____

_____

_____

Why would you like to work as a HATponics intern?

_____

_____

_____

_____

_____

I certify that all of the statements in this application are true and complete to the best of my knowledge. I understand that a false or incomplete answer may be grounds for not considering me or for my dismissal.

Signature: _____   **Date:** _____