

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (\_\_\_\_\_) \_\_\_\_\_

Horticulture/Plant & Soil Science Department  
California State Polytechnic University  
3801 West Temple Ave; Pomona, California 91768-4042

Dear Intern Coordinator:

We will employ \_\_\_\_\_, a Cal Poly Pomona student, for approximately the period of \_\_\_\_\_ 20\_\_ to \_\_\_\_\_ 20\_\_. I have read the Information about Internships received from Cal Poly Pomona and believe this job will meet the internship requirements.

In accordance with those requirements, we will rotate the student's assignments to give him/her complete exposure to all our operations as outlined below. I am aware you know this is only a tentative schedule and we reserve the right to assign the interns as our needs dictate. However, we will follow the schedule as closely as possible. We understand you may deny internship credit if the student is assigned to only routine, repetitive tasks which do not provide enough education value to justify four quarter units of university-level academic credit.

ASSIGNMENT OF DUTIES

Week:

First: \_\_\_\_\_

Second: \_\_\_\_\_

Third: \_\_\_\_\_

Fourth: \_\_\_\_\_

Fifth: \_\_\_\_\_

Sixth: \_\_\_\_\_

Seventh: \_\_\_\_\_

Eighth and thereafter: \_\_\_\_\_

I understand the intern will provide bi-monthly evaluation sheets on the due dates and his/her supervisor will mail them to you.

Yours truly,

Name: \_\_\_\_\_

Title: \_\_\_\_\_