

Horticulture, Landscape and Turf Science Internship

SUMMARY OF REQUIREMENTS AND GRADING

Students receiving internship credit for work in the various fields of horticulture are required to fulfill the following requirements for academic credit. Each component carries a point value just as an exam or lab report. At the end of the internship, you will receive a letter grade based on performance, with 90-100% = A, 80-89 = B, 70-79 = C, 60-69 = D, and <60 = F

1) DAILY ACTIVITY JOURNAL/LOG - 100 pts

Each intern is required to keep a daily activity log (notebook) that will be submitted to their advisor at the end of the internship - The student is expected to keep the same kind of detailed records as would be expected of a business manager, golf course superintendent, nursery manager, etc.. Everything from daily activities, time spent on various activities, and general observations should be in this logbook. In addition, the intern should include specific information regarding disease, weeds, or insects observed, types of pesticides used, calibrations, fertilization practices, mowing heights, irrigation schedules, etc. Questioning the supervisor at the end of the day regarding specific information will provide a good opportunity to interact with the boss. This daily logbook will also make subsequent progress reports a snap.

Interns are strongly encouraged to use a camera to photo-document the enterprise and their activities. The photographs will be used to provide illustration for the daily reports, the final written report, and the final oral presentation. Photographs are important.

2) MID-TERM EVALUATION - 50 pts

Approximately half-way through the internship experience, the intern will have a mid-term evaluation by the internship advisor. The mid-term evaluation may be conducted either on-site or via phone. If an oral mid-term evaluation is not possible, the internship advisor may request a written report. If a mid-term report is used, it should follow the outline for the final report given below. A written mid-term report is due no later than the 9th week of the internship.

To prepare for the mid-term evaluation, each intern is asked to meet with their internship provider and direct supervisor and request a meeting and informal evaluation of progress to that date. The intern should review their daily log of activities and share any concerns, needs or further expectations with the internship provider.

The mid-term evaluation by the internship advisor will be a discussion of expectations of the internship, how expectations of the internship are being achieved, a review of daily activities, and directions for the second half of the internship. The internship advisor may also speak with the internship provider or direct supervisor at this point.

3) FINAL REPORT, EVALUATION AND VERBAL EXAMINATION - 150 points

Final Written Report (100 pts) At the completion of the internship, the student is required to write a final report of the internship experience, summarizing the progress reports and reacting to the internship proposal that was submitted earlier. The report should be a critical analysis of the experience, and the operation in which the intern worked. This report will include candid assessments about the intern provider, the duties of the job, special projects assigned, etc..

Evaluation Form (25 pts) The intern must complete an evaluation form that critiques the entire program. This information will be an important tool for placement of future interns so a thorough evaluation will be crucial.

Verbal Examination (25 pts) After completion of this evaluation form and submitting the final written report, the intern will be required to schedule a meeting with the internship advisor to answer specific questions regarding the internship and discuss the report(s), evaluation form and overall experience. This report must be made in person.

The information provided in the daily journal, midterm evaluation, and evaluation forms will be used by your advisor to question your knowledge in those areas that you have been experienced.

*Final reports, including all evaluation forms, must be submitted within **one month** of the conclusion of the internship to receive full credit, **regardless** of when you have registered for the internship and the final grade will be registered.*

4) FINAL ORAL PRESENTATION - 100 pts

A final oral presentation will be presented by each intern student after the conclusion of the internship and submission of the final report. The presentation should last 15-20 minutes. It is appropriate to use audio-visual equipment and/or displays or demonstrations. The content of the oral presentation should present information on the internship provider, the tasks, jobs and responsibilities done in the internship, and provide summary comments about the industry, the company, and the experience. The oral presentation evaluation will be based upon quality of both presentation (organization, contents, grammar, public presence, etc.) and visual quality.

The oral presentations of all interns during a given semester (summer, fall, spring) will be made when students return to campus and will be scheduled by the internship advisor and internship coordinator, and will be advertised to other students, staff and faculty.

ADDITIONAL COMMENTS

Your internship advisor will make every attempt to visit your internship at some time during the program. This will be scheduled near the middle of the period, so adjustments can be made as need arises. However, it is your responsibility to keep you internship advisor informed of your progress and activities.

Although there may appear to be a large amount of work for the 3 credit hours, **a thorough, daily activity log is the key** to completing a successful internship and receive a grade of A.