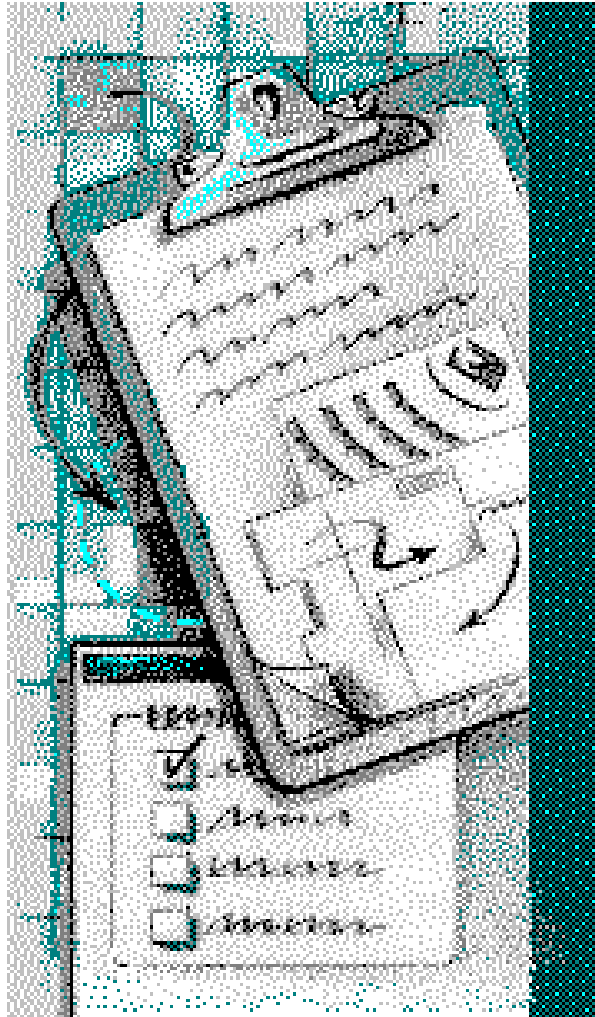


# Internships for Horticulture Handbook



## HORT 462V Internship in Horticulture, Landscape, and Turf Sciences

Revised and Updated, 2007



**Undergraduate Programs**  
Department of Horticulture  
Room 316 Plant Sciences Bldg  
University of Arkansas  
PH: 479.575.2603  
FAX: 479.575.8619

**Dear HORT Student:**

It is time to plan your internship. An internship experience will broaden your training, give you professional experience, enhance your education, prepare you for a career, and make you more professionally marketable upon graduation. Attached is the Horticulture Department *Internship Handbook* for you to read.

For the Horticulture Internship, there is a single course in which you enroll regardless of your interest.

- ▶ HORT 462V Internship for Horticulture, Landscape, and Turf Sciences

In order to enroll in the internship, you will need to apply to the Horticulture Department Undergraduate Program committee with your plans (see the Handbook) and then enroll in the appropriate section of an Internship Advisor.

It is time to make arrangements for your internship and get the process moving. Please read the and make an appointment to meet with either your academic advisor or an internship advisor if you have not already. The Handbook and a meeting are meant to help you plan for and organize your internship.

We look toward to working with you.

Sincerely,  
Undergraduate Program Committee

Curt R. Rom  
Professor, Horticulture  
Internship Program Coordinator

## Table of Contents

---

Contents .....	1
Introduction .....	2
1. Summary .....	3
2. Philosophies and Objectives of Horticulture Internships .....	4
3. Definitions .....	5
4. Student Eligibility for Internships .....	6
5. Internship Responsibilities .....	7
A. Student Responsibilities .....	7
B. Responsibilities of the Horticulture Department and Internship Advisor .....	9
C. Internship Provider Responsibilities .....	11
6. Internship Procedures and Requirements .....	13
7. Dropping, Dismissal or Removal from an Internship .....	16
<u>Appendices</u>	
A.1 Internship Procedures and Requirements	
A.2 Internship Provider Information	
B. Horticultural Internship Proposal	
C. Internship Summary of Requirements and Grading	
D. Guidelines for Reports by Interns	
E. Final Student Evaluations	
F. Internship Provider's Final Evaluation of Student Performance and Activities	
G. Important Addresses and Contact Points	
H. Sources of Internship Opportunity and Availability Information	
I. Student Internship Responsibility Checklist	

## Introduction

---

Welcome to the Horticulture Internship Handbook. It is the hope of the Horticulture Department Undergraduate Program Committee that this handbook will help students, faculty advisors, and internship providers/cooperators, prepare for, conduct, and complete a meaningful, educational and rewarding internship experience.

The Horticulture Internships were created based upon two general recommendations or suggestions. Alums of the program and horticulture employers suggested that students need more practical and “real-world” experience to be contributing horticulturists in the industries or businesses. Further, they wanted a greater tie to our educational programs by supporting the programs and participating in the educational process. Lastly, many employers wanted an opportunity to pre-train or screen potential employees before a permanent hiring decision was made. The horticulture students similarly suggested more hands-on and real-world experience to help them prepare for their careers, to bring meaning to their classroom lessons and book studies, and to help them experience careers in order to confirm their career paths. The ideas of both employers and students overlapped and the internship program was created.

Internships in Landscape Horticulture have been offered for about 15 years. In the late 1990's, the Horticulture Department Faculty decided during a curriculum revision that internships were good for all students and made an internship experience a required component of the degree program. Additionally, internships in Horticulture Management, Turf Management, and Horticulture Merchandising were added to provide a diversity and range of internship experiences for students and which would be stated on the student's academic record.

This handbook was the work of the Horticulture Department Undergraduate Program Committee (UGPC). Model handbooks and programs were studied from Oklahoma State University, Texas A&M University, Penn State University and other institutions. The OSU and TAMU materials were used in developing this handbook. Additional information was gathered from the University of Arkansas Career Services office. If you, as a user, have suggestions for improving the handbook or information to include in the handbook, please inform Curt R. Rom, UGPC chair.

Revised: January, 2007

## Horticulture Internships Summary

---

- ▶ The internship program is an important component of the educational programs of the Horticulture Department of the University of Arkansas with the goal of enhancing the educational experience of students, and providing horticultural employers opportunities to meet and work with potential employees. Horticulturists learn by listening, studying, seeing and doing. The internship program should involve all of these educational activities, especially active, experiential learning by doing.
- ▶ Internships, a minimum of 3 credit hours, (12-15 weeks or one full semester of full time work) are required for all majors within the Horticulture academic programs. Internships may occur anytime during the year.
- ▶ Students have primary responsibility for identifying and planning for their internships.
- ▶ The Horticulture Department will facilitate students preparing and planning for their internship experience.
- ▶ The Horticulture Department will facilitate internship providers in identifying and matching appropriate students for internships and act as a clearing house for internship offerings.
- ▶ Internship providers have the responsibility of providing a meaningful experience to enhance the education of the intern.
- ▶ Internships will give Internship Providers opportunities to select and “pertain” potential future employees.

## Internships in Horticulture

### Philosophies and Objectives of Horticulture Internships:

---

The Horticulture faculty believe that students learn best by involving themselves in the learning process; they learn by listening, studying, observing, seeing and doing. Classroom education provides opportunity for listening, observing and seeing. But, we believe that internships - being an active and involved horticulturist - is the opportunity to learn by doing. Thus, all horticulture students, regardless of commodity or discipline interest, regardless of major, concentration or minor, are required to have an internship for their Bachelor of Science Horticulture degree.

Internships are *more than just a summer job* or a semester away from campus. Internships are excellent opportunities to “test the waters” of being a professional. A good internship experience will help you decide in which kind of career you are truly interested; you may eliminate some of your ideas and/or create new ideas of the perfect job for you.

An internship experience will also give you some “business experience”; that is a knowledge which is difficult to teach in the classroom. This is a taste of the “real world”. Lastly, the internship experience gives the student a chance to employ the information and skills they have learned in the classroom and laboratory. This will help them refine that knowledge and hone those skills making the student more marketable after graduation.

It is the objective of the internship that a student will receive training and experiences that will compliment his/her course work and enhance both his/her future course work and marketability as a graduate.

## Definitions:

---

**Intern** - The student enrolled and participating in an internship program; also referred to as either “the student” or “student-intern”.

**Internship Advisor** - A faculty member in whose specific class section the intern enrolled and who has responsibility for oversight, evaluation, and grading of the internship experience.

**Internship Coordinator** - A faculty member and chair of the Horticulture Undergraduate Program Committee who provides coordination and oversight of the Internship program in concert with the Internship Advisors and other faculty.

**Internship Provider** - A person(s), company, or organization providing an internship to the student.

**Internship Experience and Requirement** - An internship experience is a student working in a horticultural enterprise. It is expected that a student will complete one of the horticulture internships, with a minimum of 3 credits, for completion of the Bachelor of Science in Agriculture (BSA) degree with a major in Horticulture, Landscape and Turf Sciences.

## **Student Eligibility for Internships:**

---

Students in the Horticulture, Landscape and Turf Science major and all areas of concentration within the majors are required to have a minimum of 3 hours of internship. Internships may be extended or repeated for a maximum of 9 hours (or one calendar year).

Typically, 12 -15 weeks (an academic semester) full-time employment is equivalent to 3 hours of internship credit; a minimum of 12 weeks full-time employment must be used. Full-time employment, which may vary among employers, is typical more than 36 hours per week. Student make enroll for a few as 1 credit/semester (12-15 weeks of part time, 12-15 hours employment per week) or as many as 3 credits/semester (full time employment). Variation in the length and work hours of internships occur and are specific to a specific employment circumstance.

Students may repeat enrollment in the Horticulture internship for up to 6 hours and have those count towards your Horticulture degree.

To be eligible for participation in a horticultural internship for graded credit enrolling in HORT 462v, students must:

1. Have completed a minimum of 60 hours before beginning the internship.
2. Have a minimum GPA of 2.00 and be of “good academic standing”. Students on academic or disciplinary probation are not allowed to enroll for internship credit. The internship may be taken when the student resumes enrollment in a nonprobationary status and in good standing.
3. Have at least 1 semester or a minimum 10 hours of the HORT degree program to complete for graduation after the conclusion and completion of the internship experience.
4. Eligible internships must involve horticultural production, management, consulting, sales (wholesale or retail), purchasing or inventory control, landscape management, park, recreation field or golf course management, etc., or related horticulture-related businesses and/or industries as approved by the Horticulture Undergraduate Program Committee.
5. No credit will be awarded for a student working in a business of their immediate family or continuing employment at a business where the student is currently or has been employed (unless special arrangements are made with the supervisor in coordination with the Internship Advisor for a change in duties and responsibilities for a significant learning experience).
6. The internship must be approved in advance, prior to beginning the internship, by the Horticulture Department Undergraduate Program Committee.

## RESPONSIBILITIES

---

### A. Student Responsibilities

1. It is the responsibility of the student to complete all eligibility requirements prior to beginning the internship.
2. It is the responsibility of the student to identify and work with an internship advisor, the internship program coordinator and the student's academic advisor in preparing for and developing an acceptable internship program for the student. It may also be useful to work through the University of Arkansas Career Development Center office (fifth floor ARKU) in conjunction with the CAFLS Cooperative Education Coordinator.
3. Locating and obtaining an internship with a cooperator is the responsibility of the student; it is **not** the responsibility of the student's academic advisor, the internship coordinator or the department to find the intern-student a job. However, the Department and the Career Development Center both maintain current listings of internships/cooperative education experience offerings and will help to pair/match students to positions.
4. The student is responsible for negotiating compensation with the internship cooperator. The stipend to be received by the intern is a matter to be mutually agreed upon by the Student Intern and the Internship Cooperator. The student must make all arrangements regarding the beginning and ending dates of the internship with the internship cooperator which fulfill the internship requirements. The student should be aware of any holiday or vacation leave schedules or programs, other compensation or perquisites offered by the internship, and previous knowledge or skills (equipment operation, tool operation, special licenses such as pesticide applicators, etc.) which may be necessary for the completion of the internship.
5. The student is responsible for making all arrangements regarding transportation, housing and board, insurance (accident, injury and health), liability insurance, etc. Students are responsible for being insured during their internship through personal or university student medical and accidental insurance, or insurance by the Internship Provider. Special enrollment criteria may have to be met to be eligible for University Student Health Insurance. Students should check with the Student Health Center Insurance office and the Office of Cooperative Education.
6. The student is responsible for making all arrangements regarding scholarships, students loans, financial assistance, etc., which may or may not be continued during or after the internship.
7. The student must provide the Internship Provider (employer) a copy of the internship provider responsibilities from this handbook (see following) and the

important addresses for Department Contacts (appendix G).

The Intern must give a copy of the ***Internship Proposal - Objectives and Expectations*** (appendix B) to the Internship Provider (employer) prior to the internship or during the first week of the internship.

8. It is the student-intern's responsibility to communicate to the Internship Provider a need for a mid-internship and final performance evaluation as a critical part of the experience.

It is the student-intern's responsibility to give the Provider the ***Internship Provider's Final Evaluation of Student Performance and Activities*** (Appendix F) for their completion.

The student-Intern should schedule other meetings with their supervisor as often as necessary to provide clear communications relative to the overall experience.

## RESPONSIBILITIES

---

### **B. Responsibilities of the Horticulture Department and Internship Advisor**

1. The Horticulture Internship program will be overseen by the Undergraduate Program Committee (UGPC). The Department Internship Coordinator is the chair of the UGPC (or their designee) and will work in concert with the committee, the internship advisors, and the students to facilitate a meaningful internship.

The UGPC, the Internship Coordinator, and the Internship Advisor have the responsibility to facilitate the internship program; helping students identify potential internships and helping Internship Providers identify student who may match their internship. The Department will act as a clearinghouse of information regarding students eligible for internship and potential internship offerings.

2. Internship Advisors Internship advisors, faculty responsible for coordinating a specific internship, evaluation and assigning a grade, are assigned by the Undergraduate Program Committee with approval by the Department Head. The current Internship advisors are:

**Internship Course**

HORT 462v Horticulture Internships

**Internship Faculty Advisors**

Evans, Lindstrom  
Karcher, Richardson  
Rom

Students must enroll in a specific section for the Internship Advisor with whom they will work in conjunction with the Internship Coordinator.

3. The Internship Advisor and/or Department Internship Coordinator may act as an intermediary in negotiations between a student intern and potential Internship Providers.
4. The Internship Advisor and Internship Coordinator may intervene if necessary to resolve disputes between the student intern and the Intern Provider.
5. The Internship Advisor with the Department Undergraduate Program Committee will review all internship proposals, reviews and reports and determine credit and grades as appropriate.
6. The Internship Advisor may defer their authority and responsibility to another faculty who may be more aware of either the student-intern or of the internship opportunity. The internship advisor will coordinate with that faculty all details of the internship.

7. The Internship Advisor will work with the student's academic advisor for enrolling in the internship and establishing the internship.
8. The Internship Advisor, with input from the internship provider, other responsible faculty (if applicable), the academic advisor, will assign a grade for the internship course.

## INTERNSHIP PROVIDER RESPONSIBILITIES

---

C. The **Internship Provider's** role is both that of employer and teacher. The Provider has knowledge, experience, and equipment that cannot be found in a classroom, and which when shared with the student-intern can add a new dimension to the Intern's education. The Provider's responsibilities include:

1. Providing the student-intern with a learning experience through work and instruction. The purpose of an internship is to acquaint the student-intern with the operations of the business including daily operations, and fiscal and management planning. If possible, give the student one or more special projects requiring him/her to identify the problem, list the possible solutions, select and defend the best solution, plan the project, develop materials list and costs, and actually complete the project. It is hoped that the student will be given a broad range of experiences.
2. Encouraging the student-intern to become a productive, thinking employee of the business during the internship experience.
3. Reviewing with the student-intern's ***Internship Proposal - Objectives and Expectations*** which has been written and submitted by the student-intern. It is expected that the Provider will discuss this with the Intern during the first week of employment.
4. The Internship Provider should furnish appropriate guidance during the student's experience to make it meaningful, and to help the student achieve the learning objectives of the experience.
5. Providing the student with sufficient information regarding the internship and expectations including information regarding the work conditions, the nature and scope of work to be performed, any tools which may be operated and expectations for tool and/or equipment operation, language skills (especially foreign languages) that may be necessary, insurance, additional compensation or perquisites interns may receive, and a list of holidays, vacation schedules, etc.
6. Evaluation: The internship providers are asked to give each intern a performance evaluation at a mid-point through the experience and a final evaluation. Both evaluations should be shared with the intern and the internship advisor. It is appropriate that the internship provider use the standard evaluation instruments used by their company for this evaluation.

The internship provider may also be asked to give a confidential performance evaluation to the internship advisor.

**Special Note.** Since most of the students enrolled in the internship program will be funding part or all of their education, it is important that the intern receive

compensation for the period of the internship. The compensation will be negotiated prior to assignment of the intern. This negotiation should be made between the student-intern and the internship provider. Although not necessary, it would be especially helpful if the provider could provide housing for an intern(s) whose home is not in the vicinity or assist in locating appropriate accommodations.

Any Provider interested in additional information on how to participate in the Horticulture Internship Program may contact:

Department of Horticulture  
Plant Sciences Building Room 316  
University of Arkansas  
Fayetteville, AR 72701  
(479) 575-2603  
<http://www.uark.edu/ArkHort>

**Note to Students:** *These pages (11-12) should be given to the Provider prior to the beginning of the internship.*

## INTERNSHIP PROCEDURES AND REQUIREMENTS

---

1. Students must complete all internship eligibility requirements prior to engaging in an internship.
2. Students must complete an **Internship Program Application** (Appendix A) and **Internship Proposal** (Appendix B). As a part of the proposal, the student must submit a set of learning objectives; what they expect to learn during the internship experience. The completed application must be submitted to the Internship Advisor **no later** than 30 days prior to beginning the internship. A copy of the application must also be given to the student's academic program advisor.
3. Internship applications will be reviewed by the Internship Advisor in conjunction with the UGPC (or other faculty) and the academic advisor. Applications must be approved prior to beginning the internship. Accepted applications and the set of proposed learning objectives will be given to the Internship Advisor.

Academic credit for the internship will only be awarded after completion of the Internship Program Application and approval by the Internship Advisor. Credit for the internship will only be awarded for program activities which are considered to enhance the educational experience of the student as determined by the Internship Coordinator and the Undergraduate Program Committee in consultation with the student's academic program advisor.

Credit (grades) will not be submitted until all the requirements for the internship and any other additional requirements given by the Internship Advisor are completed.

4. Approved internships will be directed and supervised by the Internship Advisor or his/her designee. Students must enroll in a specific section of internship for the specific Internship Advisor.
5. Student's may enroll for the internship during the semester of the internship. *In order to receive credit for the experience during the semester of enrollment, student must fulfill all requirements prior to the last day of the semester of enrollment. If not, students may receive a grade of "F" unless prior arrangement has been made with the Internship Advisor.*

It may be necessary to submit a grade of "I" (incomplete) because of the time necessary for the student to prepare and submit the final evaluations and reports, and give their public oral report. Grades of "I" will not be changed and will be allowed to roll-over to an "F" (failing) if all materials are not submitted before the 12<sup>th</sup> week of the following semester.

Students who cannot complete the internship during the semester of

enrollment should clearly inform the Intern Provider and Internship Advisor that they will not complete the internship, and should drop their enrollment for the class through the University. Leaving an internship prematurely and/or without notice may result in a failing grade.

Students may enroll for an internship the semester following the internship experience. However, students may only do this if the internship has been approved by the Internship Advisor and reviewed by the UGPC, and the arrangement/agreement to enroll the semester following the experience is made prior to beginning the internship. *Students may not enroll retroactively for an internship which was completed previously without prior arrangement.*

For credit, the internship enrollment **must be** during the internship or the semester immediately following, and all requirements for a grade must be met within the semester of enrollment (or following the process of an incomplete grade above).

6. Requirements for Evaluation and Grading Requirements for the internship evaluation and grading are provided in Appendix C. In brief, the Intern is required to keep a journal of daily activities and experiences during the internship, submit a written final summary report and complete the internship provider evaluation, have an oral evaluation/examination with the Internship Advisor, and present an oral presentation of the internship experience.
7. The final report is required from the Student Intern and must be submitted to the Internship Advisor within the semester of enrollment for the internship. The final report covering the entire educational and work experience of the internship will be prepared by the student following the prescribed outline (Appendix C) and presented to the Internship Coordinator. It is strongly encouraged that the final report and final evaluation be concluded during the last week of the internship and that the time necessary for the reports be discussed with the Internship Provider. Final reports must be submitted within one month of the conclusion of the internship employment/experience. Failure to do so may result in lowered or unsatisfactory grades.

After review and any necessary revision, a final draft will be resubmitted to the Internship Advisor. The final report may be given to the Intern Provider.

An oral report or seminar of the Student Intern's experiences is also required to be presented to interested students and faculty in the Horticulture Seminar, or the Horticultural Career Development course or others as appropriate. The dates of scheduled presentations will be announced at least one week in advance of the presentations.

8. A final internship evaluation will be required by the student intern and must be submitted to the Internship Advisor.

9. The Internship Provider will be given the opportunity for evaluations of the Student Intern's activities, attitudes and abilities; a mid-program evaluation and a final evaluation. Evaluations should be sent directly to the Internship Advisor.
10. The Internship Advisor or his/her designee will contact the Internship Provider during the internship program. This will often be an on-site visit, but may also be by phone, fax, letter or e-mail. The discussion will focus on progress and development of the Student Intern during the program.
11. Assignment of a final grade for the Internship will be made by the Internship Advisor or their designee with consultation from the student's academic program advisor. The basis of the grade will include the intern student's journal, reports and presentations, the intern student's evaluations, and the Intern Cooperator's evaluations.

## **DROPPING, DISMISSAL OR REMOVAL FROM AN INTERNSHIP**

---

1. A student may have to stop an internship due to personal conflict, illness, etc. If this occurs, it is the responsibility of the student to inform the Internship Provider and Internship advisor of the decision and reason for necessity for discontinuing the internship. The student must withdraw enrollment from the internship as soon as possible after the Provider and Advisor have been informed.
2. A student may be dismissed from an internship due to financial reasons, changes in employment needs, or other reasons of exigence. It is requested that the Provider inform both the student-intern, and either the Internship Advisor or Internship Coordinator of the need and reason as soon as possible.

If a student is dismissed, adjustments in enrollment may be made to accommodate a partially completed internship experience. This will require an administrative drop or adjustment in enrollment hours.

3. An intern may be removed or “fired” from an internship by the employer for reasons determined by the Internship Provider. The Provider should properly inform the intern of the decision and reasons for the decision. The Provider should contact the Internship Advisor and/or the Internship Coordinator of this decision. A student who has been removed or fired from an internship will receive a failing grade in the enrolled internship.

**INTERNSHIP PROGRAM APPLICATION HORTICULTURE**  
**Department of Horticulture**  
**Room 316 Plant Science Building**  
**University of Arkansas**

---

**Submission Deadlines**

<u>Semester of Internship</u>	<u>Submission Deadline</u>
<input type="checkbox"/> Summer _____	April 15
<input type="checkbox"/> Fall _____	July 15
<input type="checkbox"/> Spring _____	November 15

---

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

Fayetteville Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_Permanent or Home Address (if different from above): \_\_\_\_\_ Phone: \_\_\_\_\_  
 \_\_\_\_\_

Date Application Submitted: \_\_\_\_\_ Date Application Reviewed: \_\_\_\_\_

HORT Major: \_\_\_\_\_ Concentration: \_\_\_\_\_

Credit Hours Completed: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Academic Advisor: \_\_\_\_\_

Horticulture Internship for which you are applying (please check appropriate):

- HORT 462V Horticulture, Landscape, Turf Internship

Advised by: \_\_\_\_\_

Number of Hours for which you seek credit: \_\_\_\_\_ (maximum of 3 per semester)

- ➡ Please attach an unofficial transcript of your previous course work.
  - ➡ Please attach a current copy of your resume and a copy of the cover letter which you have sent to the Internship Provider.
-

APPLICATION FOR INTERNSHIPS IN HORTICULTURE

Internship Provider Information

Department of Horticulture  
Room 316 Plant Science Building  
University of Arkansas

---

Name of Company Providing Internship: \_\_\_\_\_

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

Phone: \_\_\_\_\_ FAX: \_\_\_\_\_

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

Supervisor for Internship: \_\_\_\_\_

Where did you learn of this internship?

---

Period of Internship: Start date \_\_\_\_\_ End Date \_\_\_\_\_

No. of Weeks \_\_\_\_\_ Hours work/week expected: \_\_\_\_\_

Hours per week anticipated during the internship experience: \_\_\_\_\_

Describe (list) activities in which you plan to be involved in the internship:  
(attach additional pages if necessary)

## HORTICULTURAL INTERNSHIP PROPOSAL

### *Objectives and Expectations*

#### HORT 462V Horticulture, Landscape and Turf Science Internship

---

**Instructions:**

Please write and attach a proposal for the planned internship experience. The proposal should be typed.

The proposal should include:

- 1) **Description of the operation** or business with which you plan to intern,
- 2) **Dates** of beginning and ending the internship,
- 3) **Objectives and expectations** of the internship (what the student plans to learn or gain from the experience - ),
- 4) **Hours** of work required/planned (weekly),
- 5) **Operations, tasks, and/or techniques** the student plans to learn or in which they would like to be exposed (*be very specific*),
- 6) **Equipment** the student plans to operate or learn to operate (*be very specific*) regarding operation of tools, equipment, management, etc, and
- 7) **Details of transportation, housing, etc.** It is appropriate to mention compensation and benefits that will be provided.
- 8) **Means of assessment**; how do you want to be assessed on your internship experience?

This Proposal will be shared with the Internship Provider.

**Note:** *The most important and critical part of the proposal is the statement of objectives for the internship.*

## 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 9<sup>th</sup> 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 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 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.

## GUIDELINES FOR REPORTS BY INTERNS

---

### Instructions:

1. Reports must be submitted by deadlines established above or with the Internship Advisor. Final Reports must be submitted to the Internship Advisor within one month of completion of the internship experience and during the session in which the student enrolled for the Internship. *Failure to submit the reports by the deadlines will result in a grade reduction.*
2. Papers must be typed, with 12-point font, and have 1-inch margins; all pages must be numbered. The paper should have a cover page with the student's name and the establishment/enterprise where the internship was conducted.
3. The focus of the reports should be a summary of learning experiences of the internship. Students should review their internship objectives (what they planned/hoped to learn or experience) and state if and how the objectives were accomplished.

The report should include a description and assessment of the operation or enterprise where the internship was conducted. The size, scale, and purpose of the business should be explained and the business plan or goals of the operation reported. It is important to the report to thoroughly describe the business and all aspects of the operation.

The report should include an assessment of the internship itself -- was it successful, good, bad, etc. The successes and problems encountered during the internship should be discussed. The basis for the paper is the daily journal which is kept.

4. It is appropriate to include pictures in the final report to illustrate operations, activities and productivity of the internship. Other information which you may have created (such as web materials, cd-roms, flyers, etc.) should be included as appendices to your report.
5. Your daily journal should and all report forms should be submitted with your final report.
6. The report should be submitted in a binder which contains all materials.

**FINAL STUDENT EVALUATION**  
**Internship - Hort 462v**

**Intern Name** \_\_\_\_\_  
**Internship Provider Company Name** \_\_\_\_\_  
**Address:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_

A) Evaluate the intern provider (supervisor) for the following characteristics. Use a rating scale of 1-5, with:

1 = Unsatisfactory

2 = Fair

3 = Average

4 = Very Good

5 = Excellent

<u><b>Characteristic</b></u>	<u><b>Rating</b></u>
Ability to teach	_____
Interest in teaching	_____
Ability to supervise and counsel	_____
Willingness to provide guidance	_____
Relationship with other employees	_____
Enthusiasm	_____
Courtesy	_____
Fairness in dealing with employees	_____
Willingness to discuss management factors and decisions	_____
Overall professionalism	_____
<b>Total Score</b>	_____

**Other Comments:**

**B) Internship Experience Evaluation**

Evaluate the Internship Experience for the following characteristics. Use a rating scale of 1-5, with:

- 1 = Unsatisfactory or low or no
- 2 = Fair
- 3 = Average
- 4 = Very Good
- 5 = Excellent or high or yes

<u>Characteristic</u>	<u>Rating</u>
Work Experience - Overall	_____
Was the experience related to career goals?	_____
What level of responsibility were you assigned?	_____
What amount of academic training was used?	_____
Learning Experience - Overall	_____
Were you prepared for this job?	_____
Rate the quantity of horticultural information and/or skills you learned.	_____
Rate the amount of career or professional knowledge or skills you learned	_____
Personal and Professional Development - Overall	_____
Self Confidence Gained	_____
Improvement in understanding of self and career goals	_____
Improvement in communication skills	_____
Improvement in teamwork skills	_____
Networking and contacts gained	_____
Overall Evaluation of the Experience	_____
<hr/>	
Total	_____
<hr/>	

**Comments or clarification of ratings:**

### 3. General Questions

1) Did this internship meet your expectations and did you accomplish your internship objectives as you had proposed? Discuss why or why not

---

---

---

---

---

---

2) What were the strong points of this internship ?

---

---

---

---

---

---

3) What were the weak points of this internship?

---

---

---

---

---

---

---

---

4) What changes would you recommend for this internship ?

---

---

---

---

---

---

---

5) Would you recommend a similar experience for other students who might follow you ? Why or why not ?

---

---

---

---

---

---

6) Do you feel you were justified to receive academic credit for this experience ? Why ?

---

---

---

---

---

---

7) Describe the new skills, both horticultural and professional you learned in this experience.

---

---

---

---

---

---

8) Other comments

Checking this box gives consent to your advisor to provide a copy of this evaluation to the internship provider

**Please return this evaluation to your instructor with your final written report**

## INTERNSHIP PROVIDER'S FINAL EVALUATION OF STUDENT PERFORMANCE AND ACTIVITIES

Department of Horticulture  
University of Arkansas

**Student's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Period of Employment:** Start Date \_\_\_\_\_ Termination Date \_\_\_\_\_

**Job/Position Title:** \_\_\_\_\_ **Wage or Salary:** \_\_\_\_\_

**A. Company Evaluation** It is requested that you utilize the standard employee evaluation form for your company in a final evaluation of the student and share it with the student. The final evaluation should also be submitted to the internship advisor for critique and evaluation purposes - part of the learning experience.

In addition, we ask that you complete the form below, however, if you have used another instrument for evaluation this may be unnecessary. If you do not have a standard employee performance evaluation, please complete the form below, review it with the student, and submit it to the internship coordinator.

**B. Student Intern Performance Evaluation** Use the rating scale of 1-5 to evaluate the student intern performance and their characteristics while serving as an intern-employee for your company. If they showed improvement in performance, please note that fact. Comments may be made below each rating.

Rating Scale: 1= Unsatisfactory, 2= Below Average, 3=Average, 4=Good to Very Good, 5=Excellent

<u>Characteristics</u>	<u>Rating</u>	<u>Check if Improvement Shown</u>	<u>Comment</u>
Technical Skill	_____	<input type="checkbox"/>	
Horticultural Knowledge	_____	<input type="checkbox"/>	
Ability to Learn	_____	<input type="checkbox"/>	
Timeliness	_____	<input type="checkbox"/>	
Neatness	_____	<input type="checkbox"/>	
Appearance	_____	<input type="checkbox"/>	
Communication Skills	_____	<input type="checkbox"/>	
Initiative and Motivation	_____	<input type="checkbox"/>	
Attitude	_____	<input type="checkbox"/>	
Enthusiasm	_____	<input type="checkbox"/>	
Relationships with others	_____	<input type="checkbox"/>	
Ability to Work with Others/Teams	_____	<input type="checkbox"/>	
Dependability/Reliability	_____	<input type="checkbox"/>	
Independence	_____	<input type="checkbox"/>	
Judgement	_____	<input type="checkbox"/>	
Overall Performance	_____	<input type="checkbox"/>	

**C. Written Commentary.** Please complete the following questions of the performance of the student intern.

1. Was the student a good employee? Did they earn their wages? (Please explain)

2. What were the best attributes /characteristics the student brought to the position?

3. What are attributes/characteristics the student could improve upon?

4. Was the student prepared for the internship responsibilities, both academically and personally?

5. Please suggest additional training or courses the student should complete prior to employment?

6. Any additional comment about the student, the internship advisor and/or coordinator, or your evaluation of the internship experience.

7. If you had to grade this student-intern for academic credit they received while in your employment, what grade would they receive? Please explain.

*Circle appropriate Grade*

**A** (Excellent)    **B** (Good)    **C** (Average)    **D** (Below Average)    **F** (Failing)

**Comment:**

**Would you like to see a copy of the student-intern's final report if available?**

Yes     No

***Will you sponsor an intern in the future?***     Yes     No

**Comment:**

*Please mail or Fax to the appropriate person with an address on the following page.*

## HORTICULTURE INTERNSHIP CONTACTS

---

### Mailing Address:

Department of Horticulture  
Plant Sciences Building, Room 316  
University of Arkansas  
Fayetteville, AR 72701

FAX: 479 - 575 - 8619

<u>Position Name</u>	<u>Phone Number</u>	<u>e-mail Address</u>
<b>Internship Coordinator</b>		
Curt R. Rom	479-575-7434	<a href="mailto:crom@uark.edu">crom@uark.edu</a>
<b>Internship Advisors</b>		
By Areas of Interest		
<u>Greenhouse and Floriculture: Green Industries, Retail Horticulture</u>		
Mike Evans	479-575-2603	<a href="mailto:mrevans@uark.edu">mrevans@uark.edu</a>
John Lindstrom	479-575-2645	<a href="mailto:tranell@uark.edu">tranell@uark.edu</a>
Curt R. Rom	479-575-7434	<a href="mailto:crom@uark.edu">crom@uark.edu</a>
<u>Turf Management</u>		
Mike Richardson		<a href="mailto:mricha@uark.edu">mricha@uark.edu</a>
Doug Karcher		<a href="mailto:karcher@uark.edu">karcher@uark.edu</a>
<u>Landscape Management</u>		
John Lindstrom	479-575-2645	<a href="mailto:tranell@uark.edu">tranell@uark.edu</a>
Mike Richardson		<a href="mailto:mricha@uark.edu">mricha@uark.edu</a>
Doug Karcher		<a href="mailto:karcher@uark.edu">karcher@uark.edu</a>
Curt R. Rom	479-575-7434	<a href="mailto:crom@uark.edu">crom@uark.edu</a>
<b><u>Department Head</u></b>		
Dr. David Hensley	479-575-2603	<a href="mailto:dhensley@uark.edu">dhensley@uark.edu</a>

## Sources of Internship Opportunity and Availability Information

---

1. Horticulture Department Internship Web-Site  
<http://hort.uark.edu/academics/internship-opportunities.html>
2. Horticulture Department Job Placement Bulletin Board: outside of the Horticulture Department main office.  
Room 316 Plant Science Building.  
-Also, the staff in the Horticulture Department Office maintain vertical files of internships. See Ms Cindy Kuhns or Ms Shirl St. Clair.
3. University of Arkansas Career Development Center Office; a division of Student Affairs  
  
ARKU Hall, fifth floor. Phone: 575-6265 FAX: 575-6248  
  
Website – [http:// www.uark.edu/depts/coopinfo](http://www.uark.edu/depts/coopinfo)  
  
or <http://www.uark.edu:80/campus-resources/careinfo/>
4. On-line Horticulture Internships - The Ohio State University  
<http://www.hcs.ohio-state.edu/hcs/Ed/Interns.html>
5. PLANET: Professional Landscapers Network Internships  
<http://www.landcarenetwork.org/cms/planetcampus/internships.html>

## Check-List of Student Requirements

---

### 1. Meeting Requirements Prior to Internship

- Will Complete 60 hours course work prior to starting internship
- Student in Good Academic Standing

### 2. Application for Internship

- Completed and Submitted Internship Program Application (Appendix A.1)
- Attached Transcript
- Attached resume and cover letter to Internship Provider
- Attached Internship Provider Information (Appendix A.2)
- Attached Internship Proposal (Appendix B)

### 3. Prior to Beginning the Internship

- Internship approved by Undergraduate Program Committee
- Enrolled for Internship with appropriate Internship Advisor and SAFARI number. Informed Internship and Academic Advisors of semester of enrollment.
- Provided Internship Provider with Cover Letter and Resume
- Provided Internship Provider with your Internship Proposal (Appendix B)
- Provided Internship Provider with description of Internship Provider Responsibilities (pages 11 and 12 of this handbook).
- Met with Internship Provider to review qualifications and to discuss your expectations for the internship.

### 4. During the Internship

- Keeping a daily journal/log of activities
- Photographing key elements of operation and internship experience.
- Requested mid-term and final personnel evaluation from Internship Provider
- Provided Internship Provider with Final Evaluation of Student's Performance and Activities (Appendix F).

### 5. Concluding the Internship

- Provided Internship Provider with Final Evaluation of Student's Performance and Activities (Appendix F).
- Completed Final Student Evaluation (Appendix E).
- Submitted Daily Journal/Log, Final Report, and Final Student Evaluation (Appendix E) to Internship Advisor.
- Scheduled oral examination/evaluation with Internship Advisor  
Date: \_\_\_\_\_
- Scheduled oral presentation of internship experience with Internship Advisor and/or Internship Coordinator. Date: \_\_\_\_\_