

FULL-TIME PRACTICAL WORK EXPERIENCE IN ENVIRONMENTAL HORTICULTURE

THINGS TO LOOK FOR IN AN INTERNSHIP

- Location of internship?
- Is housing or assistance in finding housing provided?
- Is transportation provided, or is public transportation available?
- Will there be other interns to network with?
- What are the work hours?
- What is the hourly wage or stipend?
- Will I be required to work week-ends?
- Will I have an immediate supervisor/who will I report to?
- Does the internship provide a rotating work experience?
 - Growing/Production
 - Potting
 - Fertilization
 - Plant spacing
 - Pruning
 - Inventory control
 - Pest management
 - Shipping
 - Sales/Marketing
 - Administration
 - Equipment training
 - Run a potting machine
 - Operate a fork lift/front end loader
- Are there educational opportunities available?
 - Trade meetings (FNGLA or similar chapters)
 - Attending trade shows
 - Visiting other facilities
 - Opportunity to secure required licenses
 - Spray application license
 - Will I be required to complete an intern project?

DUTIES OF STUDENTS, EMPLOYER, AND ENVIRONMENTAL HORTICULTURE DEPARTMENT

Student's duties:

- a. The student will be required to keep a daily activity log and submit a formal written report before a grade will be issued. If the student registers for credit during the semester they are employed under this program (PLS 4941) and are graduating that semester, the report is due one week before grades for graduating seniors must be submitted. Under all other circumstances, the report is due within the first three weeks of the semester following the internship. The report will contain information outlined in appendix A.
- b. The student will perform job tasks assigned by the supervisor, just as if he/she were a regular employee.

Employer's duties:

- a. Student will be treated similar to regular employees with respect to personnel practices, **insurance coverage** and wages.
- b. Student will be assigned a wide variety of activities in the operation. This is the purpose of the PLS 4941 program, to learn by doing. A representative list of work activities for employed students is included as appendix B.
- c. It is not expected that a student will have the opportunity to gain experience in all phases of the employing firm, nor is the employer expected to disrupt his normal schedule of operations to provide that opportunity for the student.
- d. It is expected that the student will be assigned to work in various phases of the operation and perform various tasks consistent with normal operations in the organization
- e. Employer is required to provide a written evaluation of the student. It is suggested the evaluation be done at some time during the final month of the PLS 4941 term. An evaluation form is attached for employer's convenience.
- f. Since this is a practical learning experience, the supervisor (or his delegate) may be considered to be functioning as a teacher and an equitable amount of time should be given to answering questions explaining the reasons for certain operations. In short, educating the student in an informal way as the opportunity arises.

Environmental Horticulture Department's duties:

- a. Coordinate placement of PLS 4941 students.
- b. Exercise supervision through on-site visitation by the PLS 4941 advisor or department designate.
- c. Inform and educate employers of the objectives of the PLS 4941 program.
- d. Evaluate student's performance for the purpose of assigning a grade.
- e. Credit will be assigned on the basis of one credit per month, or major portion thereof, of full time work experience, not to exceed four credits.

Any problems that come up for either the student or the employer related to the progress of a program will be immediately referred to the PLS 4941 Advisor:

Dr. Mack Thetford
Department of Environmental Horticulture
University of Florida
5988 Highway 90
Milton Florida 32583
850-983-7130

REPORT OUTLINE

1. PHYSICAL PLANT

- a. Description and evaluation of physical plant
- b. Sketch of physical plant layout (photographs or brochures optional)
- c. Critique and suggestion for improvement, if any, of physical plant

2. PERSONNEL

- a. Number of full time employees
- b. Number of part time employees
- c. Working hours and conditions
- d. Employee benefits program
- e. Organization chart and/or arrangement of levels of supervision
- f. Evaluation of personnel practices

3. OPERATIONS

- a. Outline the main operations performed by the organization.
- b. Attach a daily log of the job tasks you performed during your PLS 4941 term. This should be a short summary of what tasks you perform each day. One to two sentences or a short paragraph legibly written is adequate.

4a. PRODUCTION

- a. List the crops (and quantities) produced by the organization and relate similarities and/or differences between the technical information learned in University classes and production practices observed.
- b. Relate similarities and/or differences between the technical information learned in University classes and the fertilization practices observed.
- c. Relate similarities and/or differences between the technical information learned in University classes and the practices observed in media preparation and handling.
- d. Compare pest control problems and practices observed to technical information learned in University classes.

4b. LANDSCAPE MAINTENANCE / INSTALLATION

- a. List the types of maintenance / installation jobs performed by firm (commercial, residential, resort).
- b. Relate similarities and/or differences between the technical information learned in University classes and the installation and maintenance practices observed.
- c. Relate similarities and/or differences between the technical information learned in University classes and the practices observed in plant preparation and handling prior to installation.
- d. Compare pest control problems and practices observed to technical information learned in University classes.

4c. PUBLIC GARDENS

- a. Choose from 4a and 4b where appropriate

5. HARVESTING AND MARKETING

- a. Outline and evaluate the harvesting and/or marketing procedures observed.
- b. If the main function of the employing organization is not plant sales, discuss the methods used to maintain or increase business activity.

TASK CHECKLISTS

Flowering or Foliage Pot Plant Production General Greenhouse Operation (check where applicable)

- _____ 1. preparing media
- _____ 2. potting
- _____ 3. spacing plants
- _____ 4. pinching (specify crops)
- _____ 5. sticking cuttings (specify crops)
- _____ 6. preparing fertilizer stock solutions
- _____ 7. maintenance of irrigation system
- _____ 8. preparing and applying pesticide sprays
- _____ 9. preparing and applying pesticide aerosols (bombs)
- _____ 10. preparing and applying growth regulators
- _____ 11. weeding
- _____ 12. maintenance of cooling system/heating system
- _____ 13. staking and tying plants
- _____ 14. sleeving and packaging plants
- _____ 15. loading delivery trucks
- _____ 16. delivery of orders
- _____ 17. disbudding
- _____ 18. spot watering
- _____ 19. moving plants
- _____ 20. disinfecting benches, tools, etc.
- _____ 21. applying black cloth or aid in maintenance of mechanized black cloth systems
- _____ 22. assist in application and/or removal of poly or saran covering
- _____ 23. mow weeds around greenhouse and nursery area
- _____ 24. application of soil fumigants
- _____ 25. application of herbicides
- _____ 26. preparation and application of soil drenches
- _____ 27. cleaning pots and containers
- _____ 28. other (please specify)

APPENDIX B – PLS 4941 Program

Landscape/Botanical Gardens

- _____ 1. pruning: shrubs, trees
- _____ 2. weeding
- _____ 3. spraying
- _____ 4. planting bed design
- _____ 5. planting bed layout
- _____ 6. planting bed installation
- _____ 7. mulching
- _____ 8. soil analysis
- _____ 9. soil preparation
- _____ 10. potting
- _____ 11. pinching (specify crop)
- _____ 12. preparing and applying pesticide sprays
- _____ 13. preparing and applying pesticide aerosols
- _____ 14. preparing and applying growth regulators
- _____ 15. watering
- _____ 16. set up displays
- _____ 17. catalog inventory – plant database
- _____ 18. consumer contact/membership
- _____ 19. tour guide
- _____ 20. work in executive offices
- _____ 21. work in finance office/fund raising
- _____ 22. Work in gift shop/garden shop
- _____ 23. work in admissions
- _____ 24. work in herbarium
- _____ 25. work in library
- _____ 26. involved in educational archives
- _____ 27. involved in research activities
- _____ 28. work with specific plant collections
- _____ 29. work with seed collector/index seminum (seed list)
- _____ 30. work with volunteer services

APPENDIX B – PLS 4941 Program

Research

- _____ 1. collect samples
- _____ 2. clean seeds
- _____ 3. seed scarification
- _____ 4. prepare media
- _____ 5. sterilize instruments
- _____ 6. data research: web, library, journals
- _____ 7. photo documentation
- _____ 8. tissue culture
- _____ 9. tissue transfer
- _____ 10. apical meristem extraction
- _____ 11. sterilization procedures
- _____ 12. use and effect of hormones
- _____ 13. re-establish propagules into greenhouse
- _____ 14. conservation and restoration
- _____ 15. conduct experiments
- _____ 16. data collection
- _____ 17. data organization
- _____ 18. data reporting
- _____ 19. other
- _____ 20.
- _____ 21.
- _____ 22.
- _____ 23.
- _____ 24.
- _____ 25.

EVALUATION

Company (Employer) Name: _____

Length of Internship: _____

Year and Term of Internship: _____

Draw a circle around the number that corresponds with the intern's performance in the following areas:

	Poor	Below Average	Average	Above Average	Excellent
Reliable and reported to work daily and on time	1	2	3	4	5
Accepts responsibility for all tasks assigned	1	2	3	4	5
Seeks additional responsibility or takes on additional tasks	1	2	3	4	5
Cooperates with others and supports department and co-workers	1	2	3	4	5
Looks out for the safety and well being of self and others	1	2	3	4	5
Has a positive attitude and accepts suggestions easily	1	2	3	4	5
Is productive and completes all tasks assigned in a timely manner	1	2	3	4	5
Uses good judgment when executing assigned tasks	1	2	3	4	5
Overall learning process	1	2	3	4	5

Supervisor's Remarks

1. Please remark on progress that occurred in the student's performance

2. The employee has/has not (circle one) been sufficiently safety conscious during this rating period. If not, explain.

3. Would you recommend the student for future employment in the Horticulture industry?

4. Other Remarks:

Student's Name

Student's Signature

Date

Supervisor's Name and Title

Supervisor's Signature

Date

Please return to: Dr. Mack Thetford University of Florida 5988 Highway 90 Milton, Florida 32583
Or fax to 850-983-5774

**APPROVAL SHEET for PLS 4941
PRACTICAL WORK EXPERIENCE IN ENVIRONMENTAL
HORTICULTURE**

1 to 4 Credits S-U Grade Only

Prerequisites: Prior arrangement with advisor and employer; Approval of department chairman and dean

Student Name: _____

UF ID: _____

Expected Graduation Date: _____

Grade Point Average: _____

Department Advisor: _____

PLS 4941 Advisor: _____

Employer: Name of Firm: _____

 Address: _____

 Phone: _____ Fax: _____

 E-Mail: _____

Proposed Supervisor's Name: _____

Supervisor's Position or Title: _____

Students Proposed Wage: _____

Working Hours:

Overtime Hours Available: _____

Term of Employment: _____

Lodging Accommodation Address: _____

Brief Description of Employers Operation:

Number of Credits: _____

Approved By:

1. Supervisor (at intern site) _____

(Signature indicates that employer accepts duties outlined in "Description of Employers Duties" line A)

2. Department or PLS 4941 Advisor _____

3. PLS Department Chairman _____

4. Dean of Agricultural College _____

Distribution of Copies: 1 - Student, 1 - Employer, 1 - PLS 4941 Advisor