

Horticulture, Landscape and Turfgrass Science Internship Handbook



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PURPOSE:

The Horticulture, Landscape, and Turfgrass Science (HLTS) Internship program assures that students that graduate with a degree in HLTS from the University of Arkansas have the practical experience needed to be qualified professionals in industry, business, education, and outreach. In addition to the experiences gained, the internship program should also provide networking opportunities that can lead to future job placement for the student. The intent of the internship experience is to gain practical experience in multiple operational areas and facets of the internship provider. The internship is not intended to be a “summer job” where the intern only performs a limited number of tasks or duties.

We look forward to working with you and wish you the best as you embark on an exciting internship experience.

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 is enrolled and who has the responsibility for oversight, evaluation, and grading of the internship experience.

INTERNSHIP PROVIDER – A person, company, organization providing and internship to the student.

HORTICULTURE, LANDSCAPE AND TURFGRASS SCIENCE INTERNSHIP SUMMARY:

- The HLTS degree program requires three (3) hours of internship credit. The student may choose to participate in an additional internship opportunity for horticulture elective credit for a maximum of 6 hours internship credit, but only one internship experience totaling three hours credit is required to complete degree requirements. Internships normally take place during the summer terms but may occur anytime during the year.
- The HLTS internship program consists of two separate courses for a total of three required credit hours: HORT 462V *The Internship Experience* and HORT 472V *The Internship Assessment*.
- Students have a primary responsibility for identifying and planning for their internships. A list of internship providers is available on the Horticulture Department website at: <https://horticulture.uark.edu/students/internships.php>
- 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 opportunity to select and “pre-train” potential future employees.

STUDENT ELIGIBILITY FOR INTERNSHIPS:

To be eligible to enroll in HORT 462V and HORT 472V for graded credit students must:

- Have completed a minimum of 60 hours of academic coursework prior to beginning the internship unless an exception is approved by the student's internship advisor.
- 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 non-probationary status and in good standing.
- It is encouraged that students do not take internship credit for working in a business owned by the student or 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).
- The minimum number of hours required to complete the internship for credit is 140 hours of actual work time per credit hour or 420 hours total for the required three hours. Internships normally last 10-12 weeks. The internship advisor must approve the number of hours and the duration of the internship before the student begins the internship.

RESPONSIBILITIES:

STUDENT RESPONSIBILITIES:

- It is the responsibility of the student to complete all eligibility requirements prior to beginning the internship.
- It is the responsibility of the student to identify and work with an internship advisor or the student's academic advisor in preparing for and developing an acceptable internship program for the student. Locating and obtaining an internship with an internship provider is the responsibility of the student.
- The student is responsible for negotiating compensation with the internship provider. The student must make all arrangements regarding the beginning and ending dates of the internship with the internship provider. The student should be aware of any holiday or vacation leave schedules or other compensation 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.
- 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. Students should check with the Student Health Center Office to

see if special criteria is required to be eligible for university student health insurance.

- The student is responsible for making all arrangements regarding scholarships, student loans, financial assistance, etc., which may or may not be continued during or after the internship.
- Prior to beginning the internship, the student must provide the internship provider a copy of the provider's responsibilities from this handbook (see page 7), addresses for Departmental Contacts (see page 11) and a copy of the Internship Proposal – Objectives and Expectations (Appendix 3).

HORTICULTURE DEPARTMENT AND INTERNSHIP ADVISOR RESPONSIBILITIES:

- The Horticulture, Landscape and Turfgrass Science Internship program will be overseen by the Undergraduate Program Committee (UGPC). The UGPC and the internship advisor have the responsibility to facilitate the internship program and help students identify potential internships. They will also work with internship providers to identify students who may match their internships. Students must enroll in the specific section of the internship advisor with whom they wish to work.
- The internship advisor may act as an intermediary in negotiations between a student intern and potential internship provider.
- The internship advisor will review all internship proposals, reviews, and reports and determine credit and grades as appropriate.
- The internships advisor will work with the student's academic advisor for enrolling in and establishing the internship.

INTERNSHIP PROVIDER RESPONSIBILITIES:

The internship provider's role is that of both employer and teacher. The internship provider has knowledge and experience that cannot be found in a classroom. When this knowledge and experience is shared with the student-intern, it adds a new dimension to the intern's education. The internship provider's responsibilities include:

- 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 daily operation of the business including fiscal and management planning. If possible, give the student special projects which require them to identify the problem, list possible solutions, plan the project, develop materials list and costs, and then complete the project. It is hoped that the student will be given a broad range of experiences.
- Encourage the student-intern to become a productive employee of the business.
- Review the student-intern's written Internship Proposal – Objectives and Expectations. Discuss the proposal with the student intern during the first week of employment.
- Furnish appropriate guidance during the student's internship to make it meaningful and to help the student achieve the learning objectives of the experience.
- Provide the student with sufficient information regarding expectations of the internship including, but not limited to, information regarding work conditions, nature and scope of work to be performed, tool and/or equipment operation, language skills, insurance or additional compensation available, and a list of all holidays, vacation schedules, etc.
- Special Note: Since most students enrolled in the internship program will be funding part or all of their education, it is important that the intern receive compensation for their internship. The compensation should be negotiated between the student and the internship provider prior to initiating the internship, Although not necessary, it would be helpful if the provider could provide housing for the intern when the intern's home is not in the vicinity.

NOTE TO STUDENTS: A copy of this page should be given to the internship provider prior to the beginning of the internship.

INTERNSHIP PROCEDURES AND REQUIREMENTS:

The three hour credit Horticulture Department Internship program has two components:

HORT 426V *The Internship Experience* (1 hr.): This course is the “in the field” or actual work experience which takes place either over the summer (full time) or during the regular 16 week term (full or part-time).

HORT 472V *The Internship Assessment* (2 hr.): This course is the evaluation and assessment component of the internship experience.

HORT 462V (1 hr.)

To enroll in your internship, you need to identify and consult with one of the departmental internship advisors with expertise in the internship area of interest (see list of advisors on page 11 of this handbook). Your internship advisor will assist you in the internship application process.

Students must complete all internship eligibility requirements prior to engaging in an internship.

Students must complete an Internship Program Application (Appendix 1), Internship Provider Information (Appendix 2), and Internship Proposal (Appendix 3). As part of the proposal, the student must submit a set of learning objectives. The completed application must be submitted to the internship advisor **NO LATER THAT 30 DAYS PRIOR** to the beginning of the internship. A copy of the application should also be given to the student’s academic advisor, if that person is different from the internship advisor.

Internship applications will be reviewed by the student’s internship advisor and applications must be approved prior to beginning the internship.

The internship advisor will forward the approved application to the departmental representatives responsible for coordinating and enrolling the student into the appropriate internship section. The student must be officially enrolled for internship credit during the actual internship duration. **Internship experiences without prior approval or without official enrollment will not be accepted for internship credit.**

Students who cannot complete their internship, for any reason, 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 of Arkansas. Leaving an internship prematurely and/or without notice may result in a failing grade.

Requirements for the internship evaluation and grading are provided in this handbook and the assignment of a final grade for *The Internship Experience* (HORT 462V) will be made by the internship advisor.

HORT 472V Internship Assessment (2 hr.)

In the semester immediately following the completion of HORT 462V, the student will enroll in HORT 472V which is the internship assessment and evaluation course. The student will present an oral presentation on the internship experience. The student will also complete and turn in for a grade all required assignments, the internship provider's student evaluation, and the student evaluation of the internship provider.

In cooperation with the department seminar coordinator, a date and time will be assigned to the student. The internship seminar will be from 12-15 minutes in length and should consist of appropriate visual or other multi-media content.

Within the first 8 weeks of returning to campus, students should complete and turn in to their internship advisor any required forms (see appendix) and other assigned activities to be evaluated and graded.

The student's internship advisor will evaluate the overall content and quality of the internship and assign a grade based on criteria listed below in this handbook and the course syllabus.

No grade will be assigned for this course until the internship seminar is presented. The failure of a student to present their seminar (unless excused for a documented emergency on the assigned day and time) will result in a "0" grade for the oral presentation.

DROPPING, DISMISSAL, OR REMOVAL FROM AN INTERNSHIP:

- A student may have to stop an internship for personal or emergency reasons. If this occurs, it is the responsibility of the student to inform the internship provider and internship advisor of the decision and reason for discontinuing the internship. The student must withdraw enrollment from the internship as soon as possible after the provider and advisor have been informed.
- 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 internship provider inform both the student-intern and the internship advisor of the need and reason as soon as possible.
- If a student is dismissed for circumstances beyond the student's control or responsibility, adjustments in enrollment may be made to accommodate a partially completed internship experience. This will require an administrative drop or adjustment in enrollment hours.
- An intern may be removed or "fired" from an internship for reasons determined by the internship provider. The internship provider should properly inform the intern of the decision and reasons for the decision. The internship provider should inform the internship advisor of this decision. A student who has been removed or fired from an internship may receive a failing grade in the enrolled HORT 462V internship credit.

HORTICULTURE, LANDSCAPE, AND TURF SCIENCES INTERNSHIP

SUMMARY OF REQUIREMENTS AND GRADING:

HORT 462v: *The Internship Experience*

1. DAILY ACTIVITY JOURNAL/LOG – 50 POINTS

Each intern is required to keep a daily activity log (notebook) that will be submitted to their advisor at the end of the internship. 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 photos will be used to provide illustration for the daily reports, the final written report, and the final oral presentations.

2. MID-TERM EVALUATION – 25 POINTS

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 of the final report given below. A written mid-term report is **due no later than the 9th week** of the internship.

HORT 472V: *The Internship Assessment*

1. BLOG or FINAL REPORT – 100 POINTS

Students are required to blog at least once every two weeks during the internship about their work and activities. **The intern should obtain permission from the organization prior to initiating the blog, as some facilities may not allow this activity.** The blog should include descriptions of activities, pictures that highlight the text, and details regarding the overall operations at the facility. In the event that a student is not allowed to write a blog, the intern is required to write a final report of the internship experience, summarizing the experience. 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 internship provider, the duties of the job, special projects assigned, etc. The final report should be a **minimum of 1200 words in length.**

2. EVALUATION FORM – 25 POINTS

Completion of an evaluation form that critiques the internship provider's entire program (see appendix 4) is required. This information will be an important tool for placement of future interns so a thorough evaluation will be crucial.

3. FINAL ORAL PRESENTATION – 100 POINTS

A final oral presentation will be presented by each student-intern after the conclusion of the internship. The presentation should last 12-15 minutes. 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 the presentation (organization, contents, grammar, public presence, etc.) and visual quality. Please see your internship advisor if you are not clear on what should be covered in the oral presentation.

INTERNSHIP PROGRAM CHECKLIST

Identify and make initial contact with the internship provider.

Identify the department internship advisor most closely related to your internship interest.

Meet with your internship advisor to review eligibility requirements and receive instructions on completing the application process.

Complete the internship application, internship provider information, and the intern proposal forms (appendix 1, 2, and 3 of this handbook).

Send completed forms to your internship advisor for approval with a copy to your academic advisor (if different from the internship advisor).

After approval, your internship advisor will forward your application packet to the horticulture department for manual enrollment in the proper internship section for one hour credit of HORT 462V *The Internship Experience*.

Once the internship has started, maintain contact with your internship advisor to arrange a site visit or otherwise make arrangements for the mid-term evaluation no later than six (6) weeks into the semester of enrollment.

Upon return to campus following the internship experience, inform your academic advisor that you will need to enroll in 2 hours of HORT 472V *The Internship Assessment*.

Contact the department seminar coordinator prior to the returning semester to schedule a date and time to present your internship presentation.

After presenting your internship seminar, complete all forms and other requirements and documents and turn in to your internship advisor. See below for deadlines.

IMPORTANT DEADLINES AND INFORMATION:

- **Submission Deadlines** for internship application, internship provider information, and internship proposal:

Semester of Internship	Submission Deadline
Summer	April 15
Fall	July 15
Spring	November 15

- **Work Expectations** – You are representing the U of A Horticulture Department!
 - Attitude – Be passionate about your work, volunteer, ask questions.
 - Punctuality – Early = on time, on time = late, and late = unacceptable.
 - Appearance – Always err on the neat side.
- **Journal and Blog**
 - A daily journal should be kept throughout the internship.
 - Students are required to **summarize internship activities every other week via blogging.**
 - Tumblr, Wordpress, and Blogger are all free sites for blogging. **Send your advisor your blog site address within two weeks of the start of the internship.**
 - Students who complete a satisfactory blog, as determined by their internship advisor, will not be required to produce a final report (see below).
- **Midterm Evaluation**
 - Email or call your internship advisor no later than six weeks into the semester of enrollment for a discussion of progress on the internship.
- **Final Report** – If the student was not able to blog, the final report will be due no later than four weeks from the beginning of the semester following the internship.
- **Final Student Evaluation of Internship Provider** – (Appendix 4) Due no later than four weeks from the beginning of the semester following the internship
- **Oral Presentation**
 - 10-15 minute presentation during horticulture seminar (Wednesdays at 3:05)

HORTICULTURE INTERNSHIP CONTACTS

MAILING ADDRESS: Department of Horticulture
University of Arkansas
316 Plant Sciences Bldg.
Fayetteville, AR 72701

Phone: (479) 575-2603

FAX: (479) 575-8619

DEPARTMENT HEAD: Wayne Mackay (479) 575-7016 mackay@uark.edu

INTERNSHIP ADVISORS:

John Clark (479) 575-2810 jrclark@uark.edu

Elena Garcia (479) 575-2790 megarcia@uark.edu

Douglas Karcher (479) 575-5723 karcher@uark.edu

Garry McDonald (479) 575-8780 gmcdonal@uark.edu

Michael Richardson (479) 575-2860 mricha@uark.edu

Ainong Shi (479) 575-2670 ashi@uark.edu

Margaret Worthington (479) 575-2122 mlworthi@uark.edu

INTERNSHIP PROGRAM APPLICATION (Appendix 1)

Semester of Enrollment

Deadline for application

Summer

April 15

Fall

July 15

Spring

November 15

<u>Information needed</u>	<u>Please supply information in the appropriate cell</u>
Name:	
University of Arkansas ID #:	
Cell phone number	
Permanent of home address:	
Phone number of parent, guardian or next-of-kin:	
Date applications completed:	
Credit hours completed to date:	
Cumulative GPA:	
Number of Internship hours you seek:	
Academic Advisor Signature:	
Internship Advisor Signature:	

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

INTERNSHIP PROVIDER INFORMATION (Appendix 2)

Name of Company Providing
Internship :

Address:

Contact Person:

Phone:

Email address:

Where did you learn about this
internship?

Period of Internship

Start date:

End Date:

No. of weeks:

Number of work hours per week
anticipated:

HORTICULTURAL INTERNSHIP PROPOSAL (Appendix 3)

OBJECTIVES AND EXPECTATIONS

INSTRUCTIONS:

Please provide details in each section for the planned internship experience.

Objectives and expectations of the internship (what you hope to learn or gain from the experience.)	
Operations, tasks and/or techniques you plan to learn or in which you would like to be exposed (be specific).	
Equipment you hope to operate or learn to operate (be specific).	
Details of transportation, housing, etc. It is appropriate to mention compensation and benefits that will be provided.	

This proposal will be shared with your Internship Provider.

FINAL STUDENT EVALUATION OF INTERNSHIP PROVIDER – Appendix 4
Internship - HORT 462V

Intern Name:	
Internship Provider Company Name:	
Address:	
Phone Number:	
Supervisor's Name:	

EVALUATION OF THE INTERNSHIP PROVIDER

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

- 1: Unsatisfactory
- 2: Fair
- 3: Average
- 4: Above-average
- 5: Excellent

Characteristic of Internship Provider	Rating
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	
Total	
Additional comments:	

INTERNSHIP EXPERIENCE EVALUATION

EVALUATION OF THE INTERNSHIP PROVIDER

Evaluate the intern provider for the following characteristics. Use a rating scale of 1-5 with:

- 1: Unsatisfactory or low or no
- 2: Fair
- 3: Average
- 4: Above-average
- 5: Excellent or high or yes

Characteristic of Internship Experience	Rating
Was the experience related to career goals?	
What level of responsibility were you assigned?	
What amount of academic training was used?	
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 learned	
Self confidence gained	
Improvement in understanding of self and career goals	
Improvement in communication skills	
Improvement in teamwork skills	
Networking and contacts gained	
Total	
Additional comments:	

GENERAL QUESTIONS

Did this internship meet your expectations and did you accomplish your internship objectives as you had proposed? Why or why not?	
What were the strong points of this internship?	
What were the weak points of this internship?	
What changes would you recommend for this internship?	
Would you recommend a similar experience for other students who might follow you? Why or why not?	
Do you feel you were justified to receive academic credit for this experience? Why or why not?	
Describe the new skills, both horticultural and professional, you learned during this internship experience.	
Other comments:	
Checking this box gives consent to your Internship Advisor to provide a copy of this evaluation to your Internship Provider.	

PLEASE RETURN THIS EVALUATION TO YOUR INTERNSHIP ADVISOR WITH YOUR FINAL DOCUMENTS

INTERNSHIP PROVIDER'S FINAL EVALUATION OF STUDENT PERFORMANCE
 Department of Horticulture
 University of Arkansas

Student's Name: _____

Date: _____

Period of Employment:

Start Date _____

Ending Date: _____

Position Title _____

Wage or Salary _____

Use the rating scale of 1-5 to evaluate the student intern performance and their characteristics while serving as an intern-employee for your organization. If they showed improvement in performance, please note that fact. Comments are welcome on each of these characteristics.

Rating scale: 1=satisfactory, 2= below average, 3=average. 4=good to very good, 5=excellent

Characteristics	Rating	Check if Improvement shown	Comments
Technical skill			
Horticultural knowledge			
Ability to learn			
Timeliness			
Neatness			
Appearance			
Communication skills			
Initiative and motivation			
Attitude			
Enthusiasm			
Relationships to others			
Ability to work with others / teams			
Dependability / reliability			
Independence			
Judgement			
Overall performance			

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 assessment 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.

Check appropriate Grade

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

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

Yes No

Would you be willing to sponsor another intern in the future?

Yes No

Additional Comments:

**Please return this form to:
Horticulture Office c/o Cindy Kuhns
Email: UofAHort@uark.edu; FAX: 479-575-8619
University of Arkansas, Dept. of Horticulture, 316 Plant Science Bldg.,
Fayetteville AR 72701**