

Undergraduate Internship Program in Horticulture

Description of Program

Purpose of Internship

The program provides the student with the opportunity to:

- Experience working in a horticultural or closely related industry.
- Develop manual skills - use equipment, techniques, etc.
- Learn management skills.
- Evaluate and develop self-confidence and leadership ability while working with others.
- Develop personal contacts with leaders in the industry.
- Develop job placement opportunities.
- Apply theory to practice.

Department Policies and Procedures

The internship requirement specifies that all students majoring in horticulture must complete 10 weeks of full-time or 400 hours of part-time employment in a horticulture related industry before graduation, for which they may receive 0-6 credit hours (PLS 399). After completion of the work experience and submission of reports and evaluations (as described below), the internship will be graded on a Pass (P) or Fail (F) basis.

Student Responsibilities

The Student is expected to:

1. Obtain internship employment on their own with the advice of faculty. The student is encouraged to consider the Spring or Fall semesters to internship. In many instances, summer is the least desirable time to obtain broad experience in horticulture production.
2. Complete an Experiential Learning Contract.
3. Provide their own board, room and transportation expenses associated with the job as necessary. Some employers may offer assistance in this regard, explore the possibility during the interview. Scholarships are also available for financial assistance.
4. Conduct themselves in a manner befitting the Program, the Department, and the University of Kentucky.
5. Apply themselves well to assigned work and responsibilities and demonstrate a positive attitude.
6. Use the training experience to increase their knowledge of the horticulture industry and practices.
7. Request permission from the employer before taking time off.
8. Student-interns fired for substandard work performance will not receive internship credit. Submit a Work Experience Report to the Internship Coordinator at the completion of the internship.
9. Share your internship experiences with other students in PLS 100 to encourage productive internships.

Employer-Cooperator Responsibilities

The Employer-Cooperator is expected to:

1. Pay a reasonable wage scale for the type of work involved. Employment arrangements are between the student and the employer. Where possible, it is appropriate for the employer to provide assistance with transportation, room and board, or other fringe benefits. The employer should consider employment of students as an investment in the future of the industry.
2. Provide the student an opportunity for a meaningful work and learning experience. Particularly useful internship work experiences are those which provide a diversity of experiences that give students an overview and appreciation of various aspects of the operation or business, for example, where applicable, exposure to all phases of growing and production of crops, familiarity with special techniques and equipment, harvesting, handling and storage or processing, financing, personnel management, etc.
3. Immediately complete and return an evaluation of the student's performance to the Internship Coordinator at the end of the work period (a form will be sent after the student notifies the committee that the internship has been completed). Conduct periodic discussions and reviews with the student during the course of employment concerning the job performance.
4. Make suggestions to the Internship Coordinator or the Department of Horticulture for program improvement and implementation.

Work Experience Report

Background Sketch of Organization

1. **Business Location**
2. **Nature of the Enterprise** - product or service, growth potential, market for the product, market competition, etc.
3. **Organizational Structure** - department maintenance, sales, research, responsibilities, etc.
4. **Site Characteristics** - soil, water, topography, etc.
5. **Structures** - buildings, greenhouses, storage, over-wintering
6. **Personnel** - numbers, education, full-time vs. seasonal
7. **Management** - work schedule, hiring practices, employee turnover, number of employees, software used in management, etc.
8. **Equipment** - what equipment was used by the enterprise? What did you operate?
9. **Printed Material** - if possible, collect printed material from the business such as advertisements, forms, brochures, personnel sheets, etc.

Attainment of Internship Objectives - in your report consider the following:

1. Did you have a rewarding work experience? Explain.
2. Did your education up to this point help you better understand or appreciate the job?
3. Were you prepared to handle most aspects of the employment?
4. What new manual skills did you acquire?
5. What leadership responsibilities were you given, if any? Were you exposed to different facets of the business? How?

IV. Conclusions

1. Did you see a place for college graduates in this type of organization? If so, how?
2. How could you have prepared yourself beforehand to get more out of this work experience?

A copy of the Work Experience Report must be submitted to the Internship Coordinator and a brief oral presentation about your internship needs to be presented in PLS 100 (Introduction to Horticulture) in order to receive credit for your internship.

It is also suggested that you keep a personal journal while on the job. This journal should be considered a reference for your future work experiences. A personal journal should include your impressions of job activities and interpersonal relationships. The journal should detail the routine operations, cultural practices, and other procedures experienced. Include crop production schedules, rotation schedules, management schedules for maintenance and installation jobs, etc. Make notes of specific things: what type of irrigation was used? What were the major pests and how were they controlled, etc.?



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Internship Program LEARNING CONTRACT

1. Please complete this contract with your faculty advisor.
2. Complete contracts must include student signature, faculty sponsor, and department chair approval.
(Associate Dean Approval is no longer required for Departmental Internship Courses)
3. Upon completion with department approval, submit your complete contract to N8 Advising Resource Center for registration into your internship course.

Questions? Contact [Amanda Saha](mailto:Amanda.saha@uky.edu), Director Career Development & Academic Enrichment
Amanda.saha@uky.edu or 859-257-3468

Student Information

Student Name:
E-mail:
Phone:
Address:
City/ST/Zip
Major:
College:
Class Level:
Student Number *(not SSN)*:

Internship Partner Information

Organization/Company Name:
Supervisor's Name:
E-mail:
Phone:
Address
City/ST/Zip:

Course Information

Semester/Year:
Course: PLS 399
Credit Hours: 3

Hours

Starting Date:
Ending Date:
Total Number of Weeks:
Average Hours Per Week:
Total Hours Worked:

Describe the duties of your internship:

List your learning objectives for this experience:

(What do you expect to learn from this experience? Objectives should be measurable and achievable.)

Specify the assignments agreed upon with your faculty sponsor:

The student will submit a Work Experience Journal to the Internship Coordinator and a brief (15 min.) oral presentation about your internship needs to be presented in PLS 100 (Introduction to Horticulture) in order to receive credit for your internship.

Specify dates and times you have agreed to meet with your faculty sponsor for critical reflection:

The student will meet with the internship director prior to beginning the internship. The purpose of the meeting is the student and the director to evaluate the desirability of the internship. The final internship report will be submitted to the Director of the internship program as soon as possible upon completion of the internship.

Faculty Sponsor:
Department:
Campus Address:
Phone:
E-mail:

Department / Program Chair or Coordinator:
Department:
Campus Address:

Faculty Sponsor Signature Date

Department / Program Signature Date
(Internship Coordinator or Chair)

Student Signature

Date