HORT 3910 Internship Agreement Form
Horticulture Department
University of Georgia

Student intern name: ____________________________________________________

Faculty advisor: ________________________________________________________

**Internship Requirements:**

1. Ten weeks and 20 hours of work per week minimum
2. Weekly log detailing duties and observations.
3. Internship report: Three to five-page, double-spaced, one-inch-margin paper evaluating the following applicable/available facets of the company

   A. **Introduction:**
      - Name and address of company
      - Name of immediate supervisor

   B. **Business management:**
      - Organization - corporation, partnership, sole proprietorship
      - Goals or marketing niche of company
      - Marketing - displays, pricing, advertising, customer relations
      - Accounts receivable - how are accounts collected or paid
      - Purchasing decisions - products, plants, equipment

   C. **Production or Maintenance:**
      - Planting-procedures
      - Height control - pruning, mowing, dwarfing
      - Growing media - components, amendments
      - Equipment-types, daily maintenance practices
      - Irrigation - system, frequency
      - Fertilization - rates, frequency
      - Problem Diagnosis - scouting
      - Pest Control - weeds, diseases, insects
      - Postharvest handling - storage, shipment

   D. **Labor**
      - Description of labor force and hierarchical organization.
      - Training
      - Incentives - pay and benefits
      - Safety issues
      - Personnel problems

**Agreement:** I have read and understood the above requirements.

Student Signature: ________________________________________________________