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: ______________________________________________________