

**General Horticulture
HORT 2050**

Fall 2013

Instructor: Don LaBonte, Director
School of Plant, Environmental and Soil Sciences
Louisiana State University
104 Sturgis Hall
225-578-1403 office 225-200-4625 cell
dlabonte@agcenter.lsu.edu

Course Description: **HORT 3000 Horticulture Internship (3)** *Prereq.: Hort 2050 and written consent of the instructor. May be taken for a max. of 6 sem. Hrs. credit.*
Work experience in horticultural industries culminating in acceptable written reports and a seminar presentation.

Course Objectives:

- 1.) Work experience in horticulture.
- 2.) Develop oral and written communication skills.
- 3.) Develop work relationship skills.

Text: No text

Grading:

Lecture	No tests
Presentation	25 points
Written report on internship	25 points
Written report on research topic	25 points
Employer evaluation	25 points

Total	100 points
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Grading Scale	A = 90 - 100%
	B = 80 - 89%
	C = 70 - 79%
	D = 60 - 69%
	F = < 60%

Course Policies

Course repeat: The course will be offered Fall, Spring, and Summer semesters. Students will earn 3 credit hours for each semester they are enrolled in the course. Any student may enroll a maximum of 2 semesters IF a presentation is given during the first semester credit is given.

Presentation: You may be excused from an oral presentation for a legitimate reason (i.e. illness, family crisis, school function). You will need to verify your excuse with a note from your doctor or faculty advisor. I would also appreciate a phone call or email from you before the presentation. The missed presentation must be rescheduled promptly. An un-excused absence from a presentation period without prior notification will result in a zero for that presentation grade.

Code of Student Conduct: It is the responsibility of all students to familiarize themselves with the Code of Student Conduct and other University rules and regulations governing student conduct and activities.

Academic Dishonesty: Academic dishonesty can result in probation, suspension, or expulsion from the course. For more information, refer to your handbook of responsibility in student university relationship or refer to the Code of Conduct that can be found in the Office of the Dean of Students website within the LSU home page.

Disabilities Statement: If you have special needs addressed by the Americans with Disabilities Act, please notify your instructor immediately for proper accommodations.

HORT 3000 Employer Responsibilities

1. Employers may recruit students; student may apply with employers or students may choose from a list of job descriptions available in the department and apply with the employer.
2. The employer may hire a student for any season; summer (June-August); fall (August-December); or spring (January-May).
3. The length of working time is variable, depending on the total number of weeks that the student works. Students receive one credit hour per 75-100 hours of work (2.5 weeks) and receive 3 hours credit under each internship program. Credit will not be given for repeat internships with the same business.

4. Final acceptance of the student is based upon the employer's personal decision and approval of the instructor. An agreement form must be completed by the student and signed by the employer and the instructor before work begins.
5. The employer should insure that a student working on an internship rotates duties. This will provide a well-rounded experience for the student.
6. Employers are asked to complete a mid-term and final evaluation form on the student intern (dates will be specified each semester by instructor). These are to be reviewed with the student and returned to the instructor. Employer evaluations will be used by the instructor to determine a portion of the student's final grade. The employer may not be timely in submission of the evaluation. The student is not penalized if the evaluation is submitted.

Student Responsibilities

1. Student may contact employers directly to apply for internship opportunities. A list of contact names and numbers will be available in the department to assist students.
2. The student may work any season; summer (June-August); fall (August-December); or spring (January-May).
3. The student must register for HORT 3000 during pre-registration or during the regular registration sessions. See the instructor for special arrangements for students doing internships during the summer session.
4. The student must complete the agreement form and have it signed and approved before beginning work.
5. One written report will be submitted by the student to the instructor describing his/her work experience (date will be specified each semester by the instructor).
6. A second report on topic of your choosing. This must have multiple literature citations.
6. The student is to be employed full time during the internship experience. A student must work 75-100 hours per credit for a total of 3 credits per semester.
7. The student must make a 10 minute presentation before a panel of horticulture faculty about your internship and a short question and answer period will follow.
8. The student's grade will be based upon the written reports and oral presentation, and employer's evaluations.

Departmental Responsibilities

1. Approve the internship application of the student.
2. Specify dates for internship evaluations, written reports and presentations.
3. Evaluate written and oral reports, and employer reviews for grade assignment.

Reports: The format for written reports should be that of a term paper, using complete sentences with correct grammar, spelling, and structure. Reports should demonstrate college-level communication skills. Include your name and date.

Written report on internship (25 points): Each student must write a 3-4 page report on the work experience. The outline below contains topics you may want to include in your report. What the report should contain is WHO you worked for, WHAT they do as a business, and WHAT you did. Please comment on what you liked and disliked about your employer. Particularly take note of effective and ineffective management practices. Critique your own skills and job performance too! Below are some helpful questions in developing your report. They do not all need to be answered.

A. Description of the business or employment station

1. History of the firm
2. Organization of the firm: structure, size or volume, employee number
3. Lines of authority: Who assigns job responsibilities?
4. Products sold or business service performed

B. Description of work assignments

1. What are your duties?
2. How well have you been able to perform assigned tasks?
3. What problems have you encountered in handling tasks or jobs assigned?
4. What decisions have you been asked to make or have helped to make?
5. Have you felt you have been allowed enough responsibility?

C. Supervision of duties:

1. Are the standards of work high, too high, average, low? Explain.
2. How are you rated on your job performance?

D. Requirements of the job

1. What are the physical and mental requirements needed for the job?
2. What experience is required for the job?
3. What training would have been most beneficial for this job? Explain.

E. Attitude Changes

What are some of the problems or concerns you have about this business?

F. Self-evaluation

1. Outline your own faults and virtues as they apply to yourself and your job as your intern experience ends.
2. What ways or means have you used to improve the execution of your duties?
3. Do you consider your attitude toward the firm to be satisfactory or unsatisfactory? Explain.
4. Comment upon your attention to cleanliness, promptness, pleasantness, work habits, and attention to your job responsibilities.
5. How do you rate yourself with regard to attitude toward customers or clients of the business for which you are working?

G. Would you recommend this job to other interns?

Written report on research topic (25 points)

This is a 3-4 page report of your choosing which requires cited information from the library or web to understand the topic.

Most reports should consist of the following:

Opening paragraph – introduction to topic

- A. Tell of a problem which exists, e.g., brown patch on grass on what it looks like and economic consequences.
- B. What is the hypothesis, e.g., we know a lot about the disease and how to control it

Second paragraph - description

- A. Tell us about the organism which causes it. Include life cycle
- B. Tell us about the disease symptoms in detail
- C. When and how does this disease strike, i.e., what are the environmental conditions which cause an outbreak?
- D. Third paragraph – how do we counteract the disease and control it
- E. What are ways we naturally can prevent the disease?

Third paragraph

- A. Concluding remarks through a summary and reinforce that you answered your hypothesis.

Caution - Citations – this is a weak area for students – read carefully!!

Proper form....The disease which causes brown patch on grass is *Rhizoctonia solani* (Williamson, 2013).

This is how it will look in the bibliography.....

Williamson, Joey. 2013. Brown Patch & Large Patch Diseases of Lawns.
http://www.clemson.edu/extension/hgic/pests/plant_pests/lawns/hgic2150.html

YOUR paper must have the citations imbedded in the paper. It is not proper to just list the citations at the end in a bibliography. You have to give credit for each statement.

Student's Name: _____

HORTICULTURAL INTERNSHIP PROGRAM AGREEMENT

In cooperation with the School of Plant, Environmental, and Soil Sciences, LSU, Baton Rouge, LA 70803. **Fax 225-578-1068 or dlabonte@agctr.lsu.edu**

Name of Business: _____

Name of Employer: _____

Address: _____ Phone #: _____

Agrees to employ (Name of Student) _____

According to the terms of the Horticultural Internship Program of Louisiana State University. The student shall be employed for at least ten weeks at the rate of \$_____ per (hour/week/month). Anticipated dates of employment are _____ to _____. Credit hours _____. Job description and Comments: (emphasizing rotation of duties and a well-rounded learning experience for the student):

I have read the Responsibilities Form and agree to the terms outlined therein.

Student Signature

Date

Employer Signature

Date

Instructor

Date

MIDTERM INTERNSHIP EVALUATION FORM
Department of Horticulture, LSU, Baton Rouge, LA 70803
Fax 225-578-1403 or dlabonte@agctr.lsu.edu

This form is to evaluate the progress of students working under the internship program. Please take a few minutes to assess your intern and return this form to the School Of Plant, Environmental, And Soil Sciences, LSU, Baton Rouge, LA 70803. We also ask that you meet with your intern to exchange ideas on how each of you can contribute to making the second half of the term a successful and profitable venture for each of you. You will be receiving a similar, but more detailed evaluation form at the end of the term which will be used to help determine the student's final grade. The purpose of this form is to insure that student and employer are communicating and that intern performance continues to improve. Some areas that you may want to give us and your intern some feedback on are:

Name of intern: _____

COMMENTS

Dependability _____

Motivation _____

Ability to learn new tasks _____

Ability to work well with others Attitude _____

Responsibility _____

Initiative _____

Knowledge in subject _____

Contribution to program _____

Additional
Comments:

Name _____

Title _____

Organization _____

Date _____

FINAL EVALUATION OF STUDENT INTERN BY EMPLOYER
SCHOOL OF PLANT, ENVIRONMENTAL, AND SOIL SCIENCES, LSU, BATON ROUGE, LA
70803

Fax 225-578-1403 or dlabonte@agctr.lsu.edu

Name of Intern _____

Name of Employer _____

Name of Business _____

Address _____

Date _____

Signature _____

Instructions to Employer: Please check the appropriate box under each category for this trainee. Additional comments are invited whenever appropriate. The form should be completed by the individual who has closest supervision of work assignments. Please return as quickly as possible to School of Plant Environmental and Soil Sciences, LSU, Baton Rouge, LA 70803. This form will be based by the student's advisor to help determine the student's final grade.

I. Work Performance

____ Superior work performance ____ Average work output

____ Exceeds average work production ____ Low work output

Comments: _____

II. Ability to get along with people

____ Exceptionally well accepted ____ Has some difficulty
by customers/clients, supervisors working with others
and peers.

____ Is poised, courteous, and ____ Frequently rude and
tactful in working with people unfriendly

Comments: _____

III. Initiative

____ Seeks out work to be done ____ Seldom works beyond
assigned duties

____ Occasionally seeks out ____ Attempts to avoid work
more work

Comments: _____

IV. Appearance

____ An asset to business

____ Needs improvement

____ Usually neat

____ Detrimental to business

V. Punctuality

____ Always on time

____ Occasionally late

____ Usually on time

____ Frequently late

Comments: _____

VI. Attendance

____ Never misses work

____ Occasionally absent

____ Seldom absent

____ Frequently absent

Comments: _____

VII. Dependability

____ Follows directions well

____ Sometimes careless to
following instructions

____ Usually follows directions

____ Unreliable in following
directions

Comments: _____

VIII. Interest in Work

____ Enthusiastic about work

____ Interested in certain
phases

____ interested most of the time

____ Lacks interest in work

Comments: _____

IX. Judgment

____ Makes sound decisions
on the job

____ Lacks good judgment
occasionally

____ Usually shows sound
judgment

____ Lacks good judgment
frequently

Comments: _____

X. Cooperation

____ Works usually well with
others

____ Occasionally
uncooperative

____ Cooperates well

____ Frequently
uncooperative

Comments: _____

XI. Technical knowledge and skill level possessed by student

____ Competent in most jobs
assigned

____ Capable of performing
a minimum number of
tasks

____ Possesses average competence

____ Lacks competence in
almost all areas

Comments: _____

XII. Student Rating

____ Excellent

____ Below Average

____ Above average

____ Very Poor

____ Average

The student and the employer or supervisor have met and discussed the evaluation of this report.

Date

Student

Employer

A copy of this report will be included in the student placement file unless the student advises to the contrary.