

**SCHOOL OF PLANT, ENVIRONMENTAL, AND SOIL SCIENCES
LSU, BATON ROUGE, LA 70803**

Horticulture 3000

REPORT IDEAS. 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. You are also expected to have a 1.5 page response to an investigative question. Citations are expected.

A. Description of the business or employment station

1. History of the firm
2. Organization of the firm
 - a. Structure
 - b. Size or volume
 - c. Number of Employees
3. Lines of authority
 - a. Who assigns job responsibilities?
 - b. What is the relationship of your duties to your immediate supervisor?
4. Trade area serviced
5. Products sold or business service performed
6. Physical plant description
7. Future growth and expansion plans

B. Description of work assignments

1. What are your duties?
 - a. What type of jobs and/or responsibilities do you perform?
 - b. How well have you been able to perform assigned tasks?
 - c. What problems have you encountered in handling tasks or jobs assigned?
 - d. What type of responsibilities have been assigned to you?
 - e. What decisions have you been asked to make or have helped to make?
 - f. Have you felt you have been allowed enough responsibility?
2. What have you learned about the total business operation so far?
 - a. How is your employer allowing you to learn about the business?
 - b. Outline the total business or job responsibilities held by others at this station.
3. Cooperation opportunity
 - a. With whom do you cooperate?
 - b. Which of your duties require cooperation?

C. Supervision of duties

1. Standard of work required
 - a. Are the standards of work high, too high, average, low? Explain.
 - b. How are you rated on your job performance?
 - c. Who recognizes merit?

SCHOOL OF PLANT, ENVIRONMENTAL, AND SOIL SCIENCES
LSU, BATON ROUGE, LA 70803

d. What characteristics about work are considered meritorious (initiative, originality, accuracy, neatness, long hours, cleanliness, pleasantness to customers, etc.)? Explain.

D. Requirements of the job

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

E. Attitude Changes

1. What are some of the innate problems or concerns of this business which you did not see at the time of the first report?
 - a. Detail work problems.
 - b. Detail labor problems.
2. How have your responsibilities changed from the time of your first report?
 - a. With regard to work assignments.
 - b. With regard to work responsibilities.
 - c. With regard to customer/client relations.
 - d. With regard to work load.
 - e. With regard to efficiency changes in yourself.

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 effects might failure on your part have upon the efficiency of the business? Why?
3. What ways or means have you used to improve the execution of your duties?
4. Do you consider your attitude toward the firm to be satisfactory or unsatisfactory? Explain.
5. Comment upon your attention to cleanliness, promptness, pleasantness, work habits, and attention to your job responsibilities.
6. How do you rate yourself with regard to attitude toward customers or clients of the business for which you are working?
7. At this point, have you contributed favorably to this training station? State detailed reasons for your answer.

G. Work station evaluation

1. Did this work station provide an interesting educational experience for you?
2. Were your duties rotated frequently to provide a variety of learning experiences?
3. Is your supervisor fair in assigning and evaluating your work?
4. Would you recommend this station to other interns?

**SCHOOL OF PLANT, ENVIRONMENTAL, AND SOIL SCIENCES
LSU, BATON ROUGE, LA 70803**

Internship Grading System

The following numerical grading system will be used to determine a letter grade for 3 credits of work experience in HORT 3000:

| | | | | | |
|----|---|-----|---|---|---------------|
| 90 | - | 100 | = | A | Excellent |
| 80 | - | 89 | = | B | Above Average |
| 70 | - | 79 | = | C | Average |
| 60 | - | 68 | = | D | Below Average |
| 0 | - | 59 | = | F | Very Poor |

| | Percentage X Grade | Points Awarded |
|--------------------------|-----------------------|----------------|
| Employer Evaluation..... | 50% X _____ | = _____ |
| Student Report..... | 25% X _____ | = _____ |
| Presentation..... | 25% X _____ | = _____ |