

**NURSERY AND GARDEN CENTER INTERNSHIP  
OKLAHOMA STATE UNIVERSITY**

**SUGGESTED TASK CHECKLIST**

The following checklist contains suggested tasks that would benefit students during their golf course internship. The student will check off tasks as they are completed. The student and cooperater will sign the checklist form at the completion of the internship. The intern will submit this form with his/her final written report.

**Check**

**Wholesale Production Nursery**

**Propagation**

- \_\_\_\_\_      ▪ Seed propagation
- \_\_\_\_\_      ▪ Plug planting
- \_\_\_\_\_      ▪ Softwood and hardwood cuttings
- \_\_\_\_\_      ▪ Grafting and budding of fruit trees and ornamental plants
- \_\_\_\_\_      ▪ Mist system operation and maintenance

**Planting of Nursery Stock**

- \_\_\_\_\_      ▪ Field production
  - \_\_\_\_\_          ▫ Land preparation
    - \_\_\_\_\_              — GIS mapping of land
    - \_\_\_\_\_              — Erosion control
  - \_\_\_\_\_          ▫ Soil preparation
  - \_\_\_\_\_          ▫ Herbicide application
  - \_\_\_\_\_          ▫ Manual vs. machine planting

**Plant maintenance**

- \_\_\_\_\_      ▪ Irrigation systems
  - \_\_\_\_\_          ▫ Reservoir monitoring of water use
  - \_\_\_\_\_          ▫ Drip vs. sprinkler vs. hand watering
- \_\_\_\_\_      ▪ Fertilization systems
- \_\_\_\_\_      ▪ Pest control (insects diseases, weeds, others)
  - \_\_\_\_\_          ▫ Sprayer calibration
  - \_\_\_\_\_          ▫ Scouting
  - \_\_\_\_\_          ▫ IPM
  - \_\_\_\_\_          ▫ Pesticide storage and mixing
- \_\_\_\_\_      ▪ Staking
- \_\_\_\_\_      ▪ Pruning
- \_\_\_\_\_      ▪ Rooting pruning of field-grown trees

**Inventory control**

**Equipment maintenance and operation**

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**Harvesting nursery stock (field production)**

- Digging bare root
- Balling and burlapping
- Digging and potting in the field
- Machine digging with a tree spade

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**Overwintering techniques**

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**Plant Storage**

- Temperature control
- Humidity control
- Control of decay-causing fungi
- Proper loading and unloading of plants

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**Grading of plants**

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**Plant labeling**

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**Packaging**

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**Preparing customer orders**

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**Shipping**

- Proper loading of trucks

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**Retail Garden Center**

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**Product line**

- Nursery stock, bedding plants, and other plants
- Hardgoods: sprayers, garden tools, etc.
- Chemicals
- Seasonal supplies (Christmas, etc.)
- Rental equipment

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**Practice of placing purchase orders**

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**Wholesale supplier awareness**

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**Merchandising practices**

- Pricing
- Preparing daily sales reports

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**Display techniques**

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**Layout of sales yard**

- Knowledge of plant materials and their location within the garden center

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**Maintenance of plants and other goods**

- Proper irrigation
- Nutrition management
- Pest management
- Overwintering

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**Inventory control**

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**Advertising**

**Financial management and taking loans**

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**Public relations and customer service skills**

- Sales techniques
- Positive, friendly attitude
- Promotion of products
- Making suggestions and recommendations to customers
- Ability to address customer concerns
  - Identify plant problems
  - Identify plant samples provided by the customer

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**Relations with other employees**

**Certification**

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Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Cooperator's Signature

\_\_\_\_\_  
Date