

Landscape Management Internship Handbook

Department of Horticulture and Landscape Architecture



Requirements and Policies
For HORT 2010-352

Updated May 2018

LANDSCAPE MANAGEMENT INTERNSHIP

HORT 2010-352

Department of Horticulture and Landscape Architecture
Oklahoma State University
358 Ag Hall
Stillwater, OK 74078

405-744-5415
www.hortla.okstate.edu



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SYLLABUS

INSTRUCTOR	Dr. Lou Anella is the instructor of record but students will work with their academic advisors to fulfill all internship requirements.
CONTACT	Dr. Lou Anella 355 Ag Hall 405-744-6593 lou.anella@okstate.edu
ELIGIBILITY	Students must have successfully completed at least 24 credit hours with a minimum GPA of 2.0 and have at least one semester remaining toward degree completion. Typically students do their internship the summer after their junior year.
ENROLLING	Students typically enroll in HORT 2010-352 for the fall semester after their summer internship.
CREDIT	2 credits are required for the BS degree in Landscape Management. 1 credit is earned for each summer internship. Students usually work for three full months over the summer to earn 1 credit.
GRADING	Grading is Pass/Fail and is based on fulfilling ALL course requirements listed below.
COURSE REQUIREMENTS	Each of the following requirements must be met to pass HORT 2010-352. <ol style="list-style-type: none">1. Complete the internship application and have it approved by the student's academic advisor BEFORE the internship begins.2. Work the required hours (480 hours or 3 months required for 1 credit).3. Complete 3 monthly reports (or 1 report for each 160 hours worked), have them signed by cooperator, and turn them in on time to academic advisor.4. Make a 15 minute presentation to the Department on designated internship seminar dates or by arrangement with academic

advisor.

5. Complete a final written report covering the total internship experience.
6. Complete the form: Student's Evaluation of Internship.
7. Have the cooperator complete the form: Cooperator's Evaluation of Student.

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RESPONSIBILITIES

Students should supply a copy of this page to their cooperators before the internship begins.

STUDENT RESPONSIBILITIES

Students must find their own internship. Advisors should be a source of potential contacts but the responsibility for securing an internship lies solely with the student.

Students must consider their internship a professional responsibility and must fulfill the obligations agreed upon with the cooperator with all professionalism and integrity.

Salary, housing, health insurance, travel, scheduled time off, length of internship, job responsibilities, etc. must be negotiated by the student.

If it is not possible to fulfill all obligations the student must communicate that as soon as possible to the cooperator and to their academic advisor.

COOPERATOR RESPONSIBILITIES

Provide the student with a broad learning experience. Try to expose the student to manual labor, equipment operation, design, customer interaction, employee management, business management, etc.

Encourage the student to serve as a productive, thinking employee during the internship.

Review with the student the goals and purposes set for the work experience and furnish appropriate counseling and guidance during the student's work experience.

Sign monthly reports or email the advisor confirming the hours worked by the student.

Complete the form: Cooperator's Final Evaluation of Student.

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APPLICATION

Student

Name _____ Date _____

Address Street _____

City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____

Academic Advisor _____

Cooperator

Company _____

Supervisor _____ Title _____

Address Street _____

City _____ State _____ Zip _____

Phone _____

Email _____

Beginning date of internship: _____

Ending date of internship: _____

Indicate any special arrangements for days or time off:

Note that your commitment to your cooperator is not linked to academic credit. If you

committed to working until a specific date you are expected to do so even if you meet the hours required for academic credit before that date.

Number of academic credits expected from completing this internship: _____
(Typically 1 credit for three months of work).

Monthly internship reports are due two weeks after the student has completed each 160 hours of work.

Advisor's Signature _____ Date _____

STUDENT CERTIFICATE

I agree to abide by all of the conditions and requirements in this application and as outlined by the syllabus, and to contact my advisor should any problem arise. I have been briefed on my responsibilities by my advisor.

Student's Signature Date

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MONTHLY REPORT

Student _____

Company _____

Supervisor _____

Dates Covered by
This Report _____

Total Hours Worked
This Period _____

Supervisor's
Signature _____
(verifying hours worked)

Today's Date _____

Summarize what knowledge and experience you have gained and give a brief description of your activities during this period of your internship.

The report must be computer generated and should be 1 to 2 pages.
Mail the completed, signed report to your advisor at the address above or email the report to your advisor and ask your cooperator to send an email to your advisor confirming hours worked.
Monthly reports are due two weeks after completing each 160 hours of work.

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COOPERATOR'S EVALUATION OF STUDENT

Student _____

For questions 1-4 please rate the student on their abilities at the end of the internship by checking the appropriate box.

1. Rate the student's ability to communicate ideas verbally and graphically.

<input type="checkbox"/> Deficient	Poor graphic ability and ability to communicate ideas. Graphics were unappealing and did not convey a professional competence in hand graphics or software skill.
<input type="checkbox"/> Fair	Fair graphic ability and ability to communicate ideas. Graphics were acceptable but did not convey a professional mastery of hand graphics or software skill.
<input type="checkbox"/> Good	Good graphic ability and ability to communicate ideas. Graphics were clean, appealing, and showed a professional level of competency in hand graphics or software skill.
<input type="checkbox"/> Excellent	Excellent graphic ability and ability to communicate ideas. Graphics were impressive and showed a mastery of hand graphics or software skill.
<input type="checkbox"/> Not applicable	Unable to judge the student's abilities.

2. Rate the student's ability to analyze landscape related problems and propose relevant design solutions.

<input type="checkbox"/> Deficient	Design solutions were impractical. Design solutions would not be acceptable to a professional.
<input type="checkbox"/> Fair	Design solutions were appropriate but not impressive, mundane. Design solutions would be acceptable to a professional but not the preferred solutions.
<input type="checkbox"/> Good	Design solutions were more than appropriate. Design solutions could be implemented by a professional.
<input type="checkbox"/> Excellent	Design solutions were impressive and novel. Design solutions would be impressive to a professional.
<input type="checkbox"/> Not applicable	Unable to judge the student's abilities.

3. Rate the student's understanding of landscape maintenance and construction techniques.

<input type="checkbox"/> Deficient	Student did not display an understanding of maintenance and construction techniques.
<input type="checkbox"/> Fair	Student displayed a fair understanding of maintenance and construction techniques but not to a level expected of a professional.
<input type="checkbox"/> Good	Student displayed a more than adequate understanding of maintenance and construction techniques.
<input type="checkbox"/> Excellent	Student had an impressive understanding of maintenance and construction techniques including techniques that would be considered novel or impressive to a professional.
<input type="checkbox"/> Not applicable	Unable to judge the student's abilities.

4. Rate the student's knowledge of plant materials, their use, and care.

<input type="checkbox"/> Deficient	Student did not display an adequate knowledge of plant materials, their use, and care.
<input type="checkbox"/> Fair	Student displayed an adequate knowledge of plant materials, their use, and care.
<input type="checkbox"/> Good	Student displayed a good working knowledge of plant materials, their use, and care. Student was familiar with species and cultivars.
<input type="checkbox"/> Excellent	Student displayed an excellent knowledge of plants materials. Student was familiar with interesting and novel species and cultivars.
<input type="checkbox"/> Not applicable	Unable to judge the student's abilities.

5. How well was the student prepared for this internship?

6. Can you suggest areas of study that would benefit this student?

7. Wage at start of internship _____. Wage at end of internship _____.

8. Would you be willing to participate in the internship program again?

Yes No Why, or Why Not?

CONSENT

Please check whether you "do" or "do not" provide consent for release of your evaluation directly to the student.

I **do** **do not** provide consent for release of the evaluation to the student.

Cooperator's Signature _____

Title _____

Company _____

Student _____

Date _____

PLEASE MAIL COMPLETED FORM TO:

Dr. Lou Anella
Oklahoma State University
Department of Horticulture and Landscape Architecture
358 Ag Hall
Stillwater, OK 74078

Thank you for your cooperation!

The internship program is an important element of the student's education and we could not do it without you.

Please note that students cannot get credit for their internship until we receive your evaluation.

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STUDENT'S EVALUATION OF INTERNSHIP

Student _____

Cooperator _____

Evaluation of Cooperator and Internship Program

1. Do you feel that the cooperator did a good job of showing you different aspects of the business or were you stuck doing the same tasks? Explain.
2. How could have your internship experience been improved?
3. Do you have any suggestions for the internship program in general?
4. How could you have been better prepared for the internship?
5. Would you recommend this company for future internships?
 YES NO Why or why not?
6. Wage at start of internship _____. Wage at end of internship _____.

Self-evaluation

Evaluate your abilities at the end of the internship on a five-point scale or mark not applicable.

7. I was able to communicate my ideas effectively, like a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

8. I was successful at analyzing landscape related problems and was able to propose relevant design solutions that would be acceptable to a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

9. I displayed an understanding of landscape maintenance and construction techniques that would be expected of a professional.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

10. I was knowledgeable about plant materials, their use, care, and maintenance.

1	2	3	4	5	NA
Strongly disagree	Disagree	Neutral	Agree	Strongly Agree	Not Applicable

**AT THE COMPLETION OF YOUR INTERNSHIP,
RETURN THIS EVALUATION FORM TO YOUR ADVISOR.**

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GUIDELINES FOR FINAL REPORT

1. The report must be computer generated.
2. Proper grammar, punctuation, and spelling will be considered when evaluating the final report.
3. The report must specifically address each of the following areas:
 - A. A summary of your primary duties and activities, based on your monthly reports.
 - B. The most important experiences which you had and the major areas of new knowledge you have gained.
 - C. A summary on how the internship has helped prepare you for your profession. Include details of areas where you felt well prepared and areas where you discovered that additional courses and/or training would have been helpful.
 - D. A brief evaluation of the total Internship Program. What were the strong points and weak points? What changes would you recommend regarding the Internship Program?
4. The report should be sufficiently complete and detailed to allow proper evaluation. As a general guide, a minimum of 5 double-spaced pages is expected.
5. The final report is due when you give the final presentation to the Department.

GUIDELINES FOR FINAL PRESENTATION

The final presentation is a 15 minute oral report given to the Department usually the first Wednesday evening in October. Check with Lou Anella or your advisor for the exact date.

Most students give a Power Point presentation so **taking photographs during the internship** is imperative. The presentation should showcase the company you worked for, what you did, learned, created, and accomplished.