

## Arboriculture & Community Forestry

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**Note:** All Forestry 198Y Co-op forms are on the Stockbridge website:  
<http://www.umass.edu/stockbridge/current/coopwork.html>

**Course:** FORESTRY 198Y Arboriculture & Community Forestry Co-op Internship  
4 credits

### Course Description:

Co-op internship is required of all Arboriculture & Community Forest Management students. Five (5) months, April 1 > September 1, this internship must be with an arboriculture, park or community forestry enterprise.

### Grading & Course Requirements:

1. Daily Diary -100 points
2. Company / Park / Agency report – 100 points
3. Tree Identification Collection – 100 points

**All of the report will be due by September 18, 2008 at 10am.**

There will be a 25% reduction in grade for each school day that a report is late.

### Academic Honesty:

Academic dishonesty is a violation of the spirit and regulations of the University, and will not be tolerated. Any student in this class found to be in violation of University honesty regulations will automatically receive, at a minimum **a failing grade (F) for this course**. Examples of academic dishonesty include plagiarism, cheating, fabrication and the reuse of tree collections or computer-generated reports.

### 2008 Internship Calendar

Feb. 26	Introduction and review of assignment	Handout
April 3	Co-op start-up date	
<b>April 7</b>	<b>Fall Pre-registration</b> information will be sent to your student E-mail. If you do not received your Pre-reg information call the Stockbridge office at (413) 545 - 2222, if you do not register at this time the Stockbridge School cannot guarantee that you will be able to get into all of your required classes for the fall semester or have a place to live.	
April 30	Cooperative Work training Agreement	(-5 points if not sent in, by May 15 )
April 30	30 Day evaluation report	(-5 points if not sent in, by May 15 )
September 1	Employer's final evaluation	(-10 points if not sent in, by Sept 15 )
September 2	Stockbridge / UMASS start date	
<b>September 18</b>	<b>Report due date – 10am</b>	

## **September 18 Report due date – 10am**

This internship can be described as a cooperative work experience and is required of all first year students. You are responsible for finding your own job and your advisor must approve this job. While your advisor will assist you in locating a suitable position, it is your responsibility. Positions should be secured that will enable the student to gain as much practical experience as possible in arboriculture, park or community forestry. Although the wage rate will vary depending on your experience, you should earn a reasonable salary.

### **Academic Honesty:**

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### **Internship requirements:**

All students are required to complete the five-month training period without unnecessary absences. In addition to the time requirement, the following 3 part graded report is required to successfully complete your co-op internship.

#### **I. The Daily Diary ( 100 points )**

A daily diary will be kept by each student and consist of at least the following information:

- A. What were the tasks and jobs required of you each day?
- B. How many people were on the work crew with you?
- C. What kind of equipment was used each day?
- D. What type of materials were used to accomplish the job?
- E. Give your estimate of the person hours to do the job & the actual hours it took to complete the work.
- F. List the new skills that you were exposed to & a self-evaluation of your level of competency, **at least once a week**.
- G. List start date, vacation days & last day of work
- H. No plastic sleeves

## II. The Company / Park / Agency Report ( 100 points )

You are to research and write a comprehensive report about the company / park / agency (CPA) that you worked for during your Forestry 198 Internship, all phases of the CPA should be included in the report. This report shall be submitted as if you are a professional consultant.

All three parts will be incorporated into an 8.5 x 11 report, bound in an attractive folder, you will be graded on content, completeness and presentation, at a minimum have:

- A. An attractive cover page with CPA name, your name, course number & due date
- B. Table of contents & page numbers
- C. Introduction -- what are you doing
- D. History and CPA location description  
How has the CPA changed and developed over the years, detail all aspects of the firms work and operations, what does the CPA do?
- E. Flow chart of CPA officers and employees
- F. Facilities, include all CPA buildings, office space, use photos and describe each fully
- G. Equipment, make a list (photos) of all equipment, including trucks, chippers etc. and small tools
- H. Occupational Safety – You should pay attention to safety on the job, do not ever engage in an activity that you consider unsafe! What is the CPA safety program and how is it in actual practice? Can safety be improved , how?
- I. Fig. \_ (stand alone) quality maps, graphs, drawings and photos
- J. Opinion, this portion of your report should discuss your opinion of the CPA, what is good about the organization and what can be improved. Example; improvement of safety training, work environment etc. Your opinion should be detailed and contain only an honest constructive review.
- K. Lastly, your report shall be comprehensive and review all phases of your internship
- L. Summary and recommendations,
- M. Literature cited & acknowledgments
- N. Resume of student, with photo
- O. No plastic sleeves for typed areas of report
- P. TURN IN TWO (2) COPIES OF REPORT**

The second copy will be E-mailed to me as a Word Doc.

### III. Tree and Shrub Herbarium ( 100 points )

During your internship you will collect and mount 100 tree and shrub specimens. The purpose of this assignment is to reinforce your training in ENVDES 335 and to prepare you for your arboricultural certification exam. The herbarium will be incorporated into an 8.5 x 11 report, bound in an attractive folder, you will be graded on content, completeness and presentation, at a minimum have:

- A. Title page & table of contents
- B. 100 properly mounted trees and shrubs, maximum of 20 shrubs
- C. Each plant will have a label with the following information
  1. Common name
  2. Latin name
  3. Where collected
  4. Date collected
  5. Page number, that corresponds to table of contents
  6. Place label on bottom right hand corner of page
  7. When you are collecting plants, collect as many plant parts in as many stages of development as you can – buds, leaves, flowers etc., If a plant has a unique characteristic that distinguishes it from other species be sure to include the feature with your collected specimen. Remember you will want to use this when studying for your certification exam

Here are a few ways to save your tree collection:

Start by selecting the best specimens. Pick a sunny day and collect only dry leaves. Avoid leaves with any damage because these imperfections will be accentuated when the leaves are dry. Try to find at least two or three leaves from each species so that you will have a good representation. Within a half hour of collecting, place each leaf between two layers of paper towel or blotting paper (you can find this at an art-supply store). If you wait much longer, the leaves begin to dry out and lose color. The trick to keeping the colors sharp is to remove the moisture as quickly as possible. Gently put the leaf (with its paper) between the pages of a large book. A big phone book works well, but I prefer a large “coffee table” book, the pages are thicker and therefore more likely to withstand moisture. And when it comes to adding weight for pressing, a big hard-back book is less likely to shift and damage the leaf. Keep at least ten pages between leaves, and don’t put in too many use a second book if you have a lot of leaves. Stack at least five more books (at least five pounds of pressure) on top, and let them sit for ten days or more. Keep the books in a dry room (no humidifiers). For the best results, change the blotting paper after the first few days of pressing.

If you have just a few leaves and want quicker results, try ironing them dry. Set your iron on medium (no steam) and place the leaves between single layers of absorbent paper or paper towels. Press for at least ten minutes, turn the leaves over, change the paper, and press the second side for about five minutes. To prevent scorching, keep the iron moving constantly.  
(Yankee- 9/99)

**Have a great summer and work safe.**

**Forestry 198 Co-op Grading Sheet**

**Name** \_\_\_\_\_

**Company** \_\_\_\_\_

**1. Daily Diary – 100 points**

Start Date \_\_\_\_\_

Daily job outline

Crew makeup

Equipment used

Materials used

25 points \_\_\_\_\_

Estimated hours / actual hours

25 points \_\_\_\_\_

New skills acquired

15 points \_\_\_\_\_

Completeness

Neatness

Overall quality

35 points \_\_\_\_\_

End Date \_\_\_\_\_

**Total** \_\_\_\_\_

**2. Company Report – 100 points**

Company overview

History

Organization

Facilities

Equipment

20 points \_\_\_\_\_

Type of work

20 points \_\_\_\_\_

Safety

10 points \_\_\_\_\_

Your opinion

20 points \_\_\_\_\_

Presentation

Completeness

Overall quality

30 points \_\_\_\_\_

**Total** \_\_\_\_\_

**3. Tree collection – 100 points=**

100 Specimens

Properly labeled

Condition of specimens

50 points \_\_\_\_\_

Presentation

Completeness

Overall quality

50 points \_\_\_\_\_

**Total** \_\_\_\_\_

30 Day report on time ? (-5)

Final employer report on time ? (-10)

**Total points** \_\_\_\_\_

**Semester grade** \_\_\_\_\_