

**Stockbridge School of Agriculture  
Equine Industries  
Summer Internship Report**

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**Due Dates:**

**2 month internship July & August**

<b>Paperwork</b>	<b>Due date</b>
Work training agreement	June 15
30 day evaluation of employer	Aug 15
30 day evaluation of student	Aug 15
Final evaluation	Sept 11

**3 month internship June, July, August**

<b>Paperwork</b>	<b>Due date</b>
Work training agreement	June 15
30 day evaluation of employer	July 15
30 day evaluation of student	July 15
Final evaluation	Sept 11

**Purpose:** This report is intended to help you analyze an equine business by breaking down the details that contribute to running a successful business. Close observation of the business you work for will provide you the information you will need to decide which segments of the business you admire and what things you would do differently. Consider your internship a fact-finding mission and the final report an analysis complete with suggestions for improvement.

**Preparation:** You will need to make detailed observations throughout the summer. Keep a journal that details your daily routine as well as that of the business itself. Describe the business and what services they provide. Outline the management structure: who makes the decisions, who follows through, and the results. Record what type of facility, number of horses, any special qualities that help define the business you work for. Brainstorm new ideas, ask your employers questions, seek information!

**Final Report:** The report is due Friday September 11<sup>th</sup>. A full letter grade will be deducted for each day the report is late. The report must be typed and kept in a small folder or binder, do not use sheet protectors. It should be thoroughly proofread and in paragraph form. Any paperwork mailed late will have 5 pts taken off.

**Grading:**

Cooperative Work Training Agreement: 10 pts

30 Day Employer Evaluation: 10 pts

30 Day Student Evaluation: 10 pts

Final Evaluation: 10 pts

Final Project: 60 pts

**Report Outline: The following outline is a suggestion, include additional topics if the business you worked for deviates from these ideas; or if there is an area that needs more mention, add details. Include any photographs, literature, brochures, etc that will aid in the description of the business.**

**1. Describe your job and responsibilities. 5 points**

Do not get too bogged down in describing what you do everyday. A general overview of duties and requirements.

**2. Description of business. 10 points**

Employees: job descriptions, management structure and training process

Clients: describe a typical client and the services they receive

Advertising: what medium, where, when

Business management:

Expenses: supplies, equipment, professional services (i.e. vet and farrier), employees.

Income: How they price their services, billing, and tracking

**3. Describe the horse aspect of the business 15 points**

How horses are utilized: lessons, breeding, boarding, showing, etc

Overall management:

Stabling: barn structure, stall design

Turnout: fencing, shelter

Pasture management

Manure removal

Pest removal: flies and rodents

Feeding program: types and schedule

Health maintenance: deworming, vaccinations

Farrier: schedule, type of shoeing

Equipment: trucks, trailers, tractors, tack, jumps

**4. Analyze the way the business was run. 15 points**

What did you admire, what would you change. Consider: management style, organization, efficiency, employee relations, finances, client satisfaction.

**5. Analyze the horse's role in the business. 15 points**

What did you admire, what would you change. Consider: stable management, usage, health, feeds and feeding.

If you wanted to change something how could the business support or afford the change?

