

STOCKBRIDGE SCHOOL OF AGRICULTURE UMass Amherst

LANDSCAPE CONTRACTING INTERNSHIP REPORT GUIDELINES

1) Report

This report is to be typed on 8 1/2" x 11" paper and include a title page, table of contents, page numbers, and be bound in an attractive folder. Also include photos of all facets of the company's operation, including office, maintenance garage, equipment, etc. The report should be at least eight (8) pages in length, double spaced, 12 font, standard margins. Images are in addition to the eight (8) pages.

Content

- a) **History** - how the organization has changed and developed over the years.
- b) **Organization** - draw a diagram of the chain of command (organizational flow chart).
- c) **Facilities** - include all facilities from equipment shops to greenhouses and storage areas.
- d) **Equipment** - used in daily operations. Trucks, tractors, chain saws, etc. Make a complete equipment list.
- e) **Work operations** - describe fully what you were required to do. Describe the working environment and manner in which the jobs were completed.
- f) **Budget** - where does the money come from? How is billing done, what form of record keeping is used?
- g) **Safety** - how did employers handle employee safety, i.e. - training films, word of mouth, non-existent.
- h) **Your opinion** of the company. What improvements or changes would you make. Give specific examples of these improvements. (EXAMPLE: improve safety, employee training, facility betterment, working conditions, etc.) The opinion portions of your report should be detailed and contain only honest, positive, constructive criticism.

2) Diary - day to day

You are required to keep a brief diary to help make you more aware of the type of tasks you are involved in over the season, and to help hone your estimating skills, a critical business skill that will serve you well if you can become accurate. Your diary should be a written paragraph of **several, clear sentences** and not a list. The diary should include the following:

- a) What you did daily
- b) Number of people in crew
- c) Equipment used
- d) Materials used
- e) Your estimate of man hours to do the job and the actual man hours

Please use the Internship Diary Form for your daily entry. This digital form will be provided to you before you leave. Copy the form for each daily entry and combine them into one word document.

3) Herbarium Collection

a) Herbarium requirements:

- 75 specimens of woody trees, shrubs, or vines, no perennials
- mounted and labeled
- include a title page and table of contents
- include page numbers on all pages
- organize specimens. alphabetically by genus and species
- avoid excessive representation by any singular genus
- no more than two cultivators of any one

b) Methods for collecting, pressing, and mounting specimens of plants for the herbarium:

- 1) Always carry a pocket notebook for recording of date, place of collection, soil conditions, color of flowers, fragrance, etc.
- 2) A special collecting pan (vasculum) may be used, although a shoe box or opaque plastic bag will work fine. Use wet moss or wet newspapers inside to keep the plants from wilting. Avoid keeping the specimens in hot, sunny, locations.
- 3) Treat the plants that you are collecting from with respect, do not savagely destroy! Use your best pruning skills but remember to get enough of the plant to be representative, i.e., a terminal shoot. Get permission to take cuttings from plants that are not yours!
- 4) Cut a representative of one year's growth if possible. Interesting specimens can be made if taken when in flower and then return later for a fruiting branch. Be sure to get **at least three full leaves**: if they are long, bend them into a V or M shape.
- 5) If plants are wilted, it is best to let them remain overnight in the box with plenty of moisture. They will be firmer and press better the next morning.
- 6) Pressing: prepare a quantity of specimen sheets of the size of the mounting paper. These consist of a newspaper sheet once folded. Put data on the margin of the specimen sheet and arrange plant inside. Make sure that leaves are not crumpled, that they do not overlap in masses and that both upper and lower leaf surfaces will be visible on the specimen. Do not permit parts of the plant to project out of press.
- 7) These specimen sheets are to be placed in piles with dryers between them. The best dryers are made of blotting paper, but floor paper or even newspaper may be used. Hot dryers may be used. Ventilators of two faced cardboard may be used. Small masses dry better. Do not remove plants from specimen sheets when changing dryers; they should be left in them until ready for mounting.
- 8) Place whole pile in the press. Two flat boards are effective with the addition of 50-60 pounds weight.
- 9) CHANGE THE DRYERS IN ABOUT 12 HOURS. Insert new set of perfectly dry, and preferably hot. Spread the wet dryers in the sunlight or artificial heat. Several other changes of dryers 12 to 24 hours apart are usually necessary before the specimen is completely dry.
Remember that wet dryers cause the specimens to yellow and mildew, and only by quick drying can the green color and the flower color be retained.
- 10) Do not remove plants until thoroughly dry, or else they will wrinkle.

- 11) Mounting: arrange specimen or specimens neatly on a sheet and attach by narrow strips of adhesive tape. Plants should be contained within your presentation book and not be hanging our falling out.
- 12) Alternative method of drying. If you have access to a microwave, you may try drying the specimens by placing between a specimen sheet and pressing between two flat microwavable objects, i.e., plates. Cook over low heat or defrost mode for several minutes, until dry, but not excessively crisp. Try out your timing on test specimens first for best results.
- 13) Add label with data. In the lower right of each sheet, indicate at least the botanical and common name of the plant, and the date and place of collection. Remarks on color, odor, etc. may be added.

4) Project Photo Documentation/PowerPoint Presentation

You are required to photo document five (5) jobs that you have worked on over the course of the summer. The photos should include images from three categories: 1) before construction; 2) during construction; 3) completed project. The images from each of these categories should show the overall site and specific details. **Organize the images into a PowerPoint Presentation with 10-15 images per project.**

Examples of what to take pictures of:

- a) before construction
 1. try to show me the character of the property, specifically the areas where work is to take place
- b) during construction
 1. equipment used
 2. plant materials being set in place and planted
 3. hardscapes being prepped for and installed
 - i. brick walks and patios
 - ii. stone paving
 - iii. masonry walls
 4. site grading
 5. irrigation and lighting
 6. wood construction
- c) completed project
 1. show the completed project
 - i. installed planting
 - ii. completed hardscapes
 - iii. finish grades
 - iv. completed irrigation and lighting
 - v. completed wood construction

5) Submission and Evaluation

- a) The due date for all the sections will be announced in class. Late projects will be marked down substantially, up to one letter grade per day.
- b) This report (i.e., diary, drawings, and job photos) is to be done on your time, not during work hours.
- c) Your grade will be determined by the following factors: neatness, quality of work, ability to follow directions and completeness. Start early and do a good job. Each of the four requirements (i.e., report, diary, drawings, and herbarium) will equal one-quarter of your grade.