

**Certificate Program in Organic Agriculture: Farm Internship Agreement Form**

Student intern name: \_\_\_\_\_

Faculty advisor: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Farm: \_\_\_\_\_

**Internship Requirements:**

1. 1-3 credit hours (70 hours = 1 credit, 140 hours = 2 credits, 200 hours = 3 credits) – The internship should be spread over a period of at least 10 weeks (spanning a crop cycle)
2. You must be enrolled in the internship course (AESC 4950 or AESC 4905) during the term you are conducting your internship.
2. Keep a weekly log detailing duties and observations.
3. Internship report: A five-page (max), double-spaced, one-inch-margin paper evaluating the following applicable/available facets of your experiences.
4. The internship will be followed by a formal seminar (in HORT 4096) where the internship experience will be reported and discussed; take plenty of photos during your internship!

**A. Introduction:**

Name and address of company / farm

Name of immediate supervisor

**B. Business management** (Organic Farm Coordination):

Organization - corporation, partnership, sole proprietorship Goals or marketing niche of company

Record Keeping for Organic Certification

Marketing - displays, pricing, advertising, customer relations Accounts receivable - how are accounts collected or paid Purchasing decisions - products, plants, animals, equipment

**C. Organic Procedures, Production, and Maintenance:**

Planting-procedures

Height control - pruning, mowing, dwarfing

Growing media - components, amendments

Soils - Description

Equipment-types, daily maintenance practices

Irrigation - system, frequency

Fertilization - rates, frequency, types, sources

Crop rotation information

Problem Diagnosis - scouting

Pest Control - weeds, diseases, insects

Postharvest handling - storage, shipment, food safety issues

**D. Labor**

Description of labor force and hierarchical organization.

Training

Incentives - pay and benefits

Safety issues

Personnel problems

**Agreement:** I have read and understood the above requirements.

Student Signature: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_