

OSU Department of Horticulture Internship Guidelines and Grading Rubric

This document is meant to guide students in writing the internship report and for faculty to use when grading. It is meant to provide a uniform format to be applied to diverse internship experiences. Therefore, multiple terms are used throughout to encompass diverse internships.

- **Organization:** may include nonprofit organizations, public services, universities, and other internship hosts that are not a “business.”
- **Cropping system or production system:** the horticultural crop that is produced by the organization/business, which may include processing to a final end product (e.g. winegrapes for wine production; ornamentals for nursery sales, turfgrass for golfing, vegetables for a school garden, etc.).
- **Assignment component:** includes four sections that can serve as your major headings for the report. Some sub-sections or descriptions within sub-sections may not apply to certain internships. If so, insert heading and indicate that it is not applicable.

Assignment Component		Score
Section 1: Business or Organization Information (15%)		
Purpose/mission	What does the business or organization do? This may be a brief statement of the mission (in your own words). For example, “This is an international grass seed company that produces grass seed for distribution worldwide.” Include mission-relevant background information, such as history, development, and future goals, etc. A strategic plan or business plan refers to how the organization operates now and into the future to meet goals.	<div style="display: flex; flex-direction: column; align-items: center;"> <div>(score) ×</div> <div style="border-bottom: 1px solid black; width: 20px; margin: 2px 0;"></div> <div>15</div> <div>(weight)</div> <div style="border-bottom: 1px solid black; width: 20px; margin: 2px 0;"></div> <div>(section score)</div> </div>
Business plan/strategic plan	A strategic plan or business plan refers to how the organization operates now and into the future to meet goals.	
Production market and size/audience/clientele	Describe what the company/organization produces with respect to horticulture and the market or clientele that they are reaching. Include information on the reach or size of the company.	
Management/coordination	Describe how the business or organization is organized and/or coordinated (e.g. headquarters, departments, divisions, crews, etc.).	
Personnel and roles	Describe the personnel from the owner/president/lead through workers and day laborers and what they do. This section may include relevant personnel information such as their experience, training, education, on-the-job training, relationship between employees and management, and the relationship between employees and clients/customers.	
Site/facilities/equipment	Describe the physical makeup of the business/organization. Relevant information may include size, location, features (e.g. for crops/soil, water, surrounding environment), structures, equipment, etc.	

Section 2: Horticultural Aspects of the Internship & Business/Organization (40%)		
Description of the cropping/production system and horticultural practices	Describe the horticultural aspects of producing the crop/product/service for the company. If you worked with a cropping system, explain the entire season or process even if you only worked on part of it.	$\frac{\text{score}}{\text{weight}} \times$ $\frac{40}{\text{weight}}$ (section score)
Your roles, responsibilities, and projects	You should describe what you did during your internship within the context of how this supported the primary activities of the organization or business (e.g. how it fits into a production cycle, market, and clientele needs, etc.)? Describe the roles and responsibilities you were given and any projects you were involved with. Describe the time frame in which you worked at the organization/business, daily tasks and schedule, and describe your roles with regard to the production system/cropping system season or program length. From the activities in which you were involved, explain any practices that were new, surprising, or different than you expected.	
What did you do to learn as much as you could during your internship?	Explain any efforts that were made to learn beyond just the designated tasks of your internship position. This may include discussions with a supervisor, senior coworker, involvement in on-the-job training, efforts outside of work tasks (e.g. looking up information online/via OSU Library, trade journals/magazines/sites).	
Section 3: Evaluation of Operation (25%)		
Successes & Strengths	What are the key successes/strengths of the organization/business? Describe what you believe contributed to them.	$\frac{\text{score}}{\text{weight}} \times$
Challenges	What are the key challenges of the organization/business? How do you think these challenges could be met/handled?	$\frac{25}{\text{weight}}$
Impact	How does the organization/company's strengths/successes/challenges affect them socially, economically, or ecologically with the surrounding community or society at-large?	(section score)
Section 4: Reflection on Internship (10%)		
Reflect and evaluate the internship	Think about your internship experience as a whole and include the following: 1) Explain whether or not the internship met your expectations. 2) Evaluate how well you performed during the internship. 3) If you could, what would you change about your internship experience?	$\frac{\text{score}}{\text{weight}} \times$ $\frac{10}{\text{weight}}$ (section score)
Integration of prior and new knowledge and skills	How has this internship allowed you to integrate prior and current knowledge and skills? Consider the following: 1) How did your prior knowledge, skills, and experience prepare you for the internship? 2) Identify and explain new skills you learned during the internship. 3) How will you use these new skills in the future? 4) Explain how people you met during your internship may be important to your future.	
Workplace readiness	Explain how the internship experience has prepared you for your career. Explain how the internship experience will help you make decisions about your career path. Do you have greater confidence in certain knowledge and skills? Explain. Which workplace readiness skills have you built during the internship (e.g. learning to compose production/client reports, gathering information, accommodating production schedules, teamwork, customer service, communication, supporting clients, second language skills, etc.)?	

5: Quality of Writing/Presentation (10%)		
Spelling and grammar	Report has no spelling or grammatical errors.	$\frac{\text{(score)} \times 10}{\text{(weight)}}$ (section score)
Writing clarity and organization	Student's manuscript is organized into clearly labeled headings and subheadings. The manuscript is easy to follow (not random or choppy). Paragraphs topics are clearly identified with a main idea sentence. Supporting sentences are on topic and organized to build a complete thought. There is clear transition between paragraphs.	
Execution and presentation	The report concisely but thoroughly addresses the topics of Sections 1-4 above, is double-spaced, has 1-inch margins, uses proper font (12 point Arial or TNR), is stapled or bound, is clearly printed and clean, has name, date, and organization/business included. Pages are numbered. Visual aids, tables, and figures that are relevant to sharing information in Sections 1-4 are used as appropriate.	
Total score (sum of all section scores from above):		

Internship report grading scale:

A: 93-100	B-: 80-82	D+: 67-69
A-: 90-92	C+: 77-79	D: 63-66
B+: 87-89	C: 73-76	D-: 60-62
B: 83-86	C-: 70-72	F: 59 or less

Instructor comments on areas of improvement (*also, provide written comments within the report as needed*):