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. 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 the organization
4. The internship will be followed by a formal seminar where the internship experience will be reported and discussed

   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: __________________________