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 (AECS 4950 or AECS 4905) during the term you are conducting your internship.
3. Keep a weekly log detailing duties and observations.
4. Internship report: A five-page (max), double-spaced, one-inch-margin paper evaluating the following applicable/available facets of your experiences, including at least four high-quality photos of you conducting activities during the internship.
4. The internship will be followed by a formal seminar (in HORT 4096) where the internship experience will be reported and discussed. The photos from your report, along with other photos of your experience, should be included in your presentation in HORT 4096. With your permission, we would like to use those photos on the CPOA website.

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: __________________________