

REPORT OUTLINE

1. PHYSICAL PLANT

- a. Description and evaluation of physical plant
- b. Sketch of physical plant layout (photographs or brochures optional)
- c. Critique and suggestion for improvement, if any, of physical plant

2. PERSONNEL

- a. Number of full time employees
- b. Number of part time employees
- c. Working hours and conditions
- d. Employee benefits program
- e. Organization chart and/or arrangement of levels of supervision
- f. Evaluation of personnel practices

3. OPERATIONS

- a. Outline the main operations performed by the organization.
- b. Attach a daily log of the job tasks you performed during your ORH 4941 term. This should be a short summary of what tasks you perform each day. One to two sentences or a short paragraph legibly written is adequate.

4a. PRODUCTION

- a. List the crops (and quantities) produced by the organization and relate similarities and/or differences between the technical information learned in University classes and production practices observed.
- b. Relate similarities and/or differences between the technical information learned in University classes and the fertilization practices observed.
- c. Relate similarities and/or differences between the technical information learned in University classes and the practices observed in media preparation and handling.
- d. Compare pest control problems and practices observed to technical information learned in University classes.

4b. LANDSCAPE MAINTENANCE / INSTALLATION

- a. List the types of maintenance / installation jobs performed by firm (commercial, residential, resort).
- b. Relate similarities and/or differences between the technical information learned in University classes and the installation and maintenance practices observed.
- b. Relate similarities and/or differences between the technical information learned in University classes and the practices observed in plant preparation and handling prior to installation.
- c. Compare pest control problems and practices observed to technical information learned in University classes.

4c. PUBLIC GARDENS

- a. Choose from 4a and 4b where appropriate

5. HARVESTING AND MARKETING

- a. Outline and evaluate the harvesting and/or marketing procedures observed.
- b. If the main function of the employing organization is not plant sales, discuss the methods used to maintain or increase business activity.