

## Floristry Internship (PSS 3413)

Department of Plant and Soil Sciences  
Mississippi State University

Prerequisites: PSS 2343, Floral Design; 2351, Techniques of Flower Shop Management; and consent of instructor.

### Instructors:

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The internship in Retail Floristry Management allows students to gain professional experience in a wide range of floral and allied operations. During the internship, students will be able to apply information learned in the classroom to real-life situations. Following the internship, students will in turn apply their work experience to the remainder of their coursework. They will have a better perspective on the wide range of career opportunities in the floral industry or in other related design-oriented positions. They will also better understand the demands on professionals in the world of business.

### Internship Assignments/Requirements

- I. A minimum total of 480 hours work experience must be completed in a floral industry or related business. This is equivalent to 12 weeks of full-time (40-hour/week) employment. Students electing to intern during the summer are reminded they should begin work *immediately following spring semester final examinations* in order to complete 12 weeks of full-time employment by the end of summer term. Students are not permitted to serve the internship at the Mississippi State University Florist.
- II. An updated resume (10% of final grade) should be submitted with the final report.

- III. An Employee/Employer Internship Agreement (Form) must be submitted to the advisor *before the internship begins*.
- IV. The intern must complete a Weekly Report of Duties Performed by Intern (Form, 30% of final grade). These weekly reports help the intern write a comprehensive Internship Report. The weekly reports must be included and submitted with the Internship Report.
- V. The employer via the Evaluation of Intern by Employer (Form, 30% of final grade) evaluates the intern. Information from the completed form may be shared by the employer with the intern but only if the employer desires to do so.
- VI. A comprehensive Internship Report (30% of final grade) is due as listed below. Its contents should include the following sections:
  - Fall semester intern reports due December 1
  - Spring semester intern reports due April 25
  - Summer semester intern reports due August 1

12 point font, double-spaced, 6-12 pages in length not counting illustrations. Include illustrations in the report.

Background

- Brief history of the company
- Products and services offered

Physical Facilities

- Description and evaluation of business interior and exterior, locale
- Business layout including rooms, fixtures, major equipment placement
- Display windows, signage

Policies and Procedures

- Hours of operation
- Credit policies
- Advertising (include samples)
- Dress code
- Product packaging
- Floral handling/processing procedures
- Delivery procedures
- Product guarantees
- Management hierarchy
- Buying, product sources
- Other information relative to business operations

Jobs Performed by the Intern

- Major responsibilities
- Skill improvement and development
- Description of most enriching learning experience

Intern's Opinions, Evaluation, and Recommendations

- What changes would improve business efficiency, success?
- What job intern liked best, least?
- Other relevant information