

Name: _____

Weekly Progress Report
PSS 3413 Floristry Internship

Mississippi State University
University Florist
Box 9522
Mississippi State, MS 39762

Work Schedule

Date	Day	Time	Hours Worked
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____
_____	_____	_____ to _____	_____

TOTAL NUMBER HOURS WORKED FOR THE WEEK _____

Number hours missed due to illness, absence, etc. _____

Check all activities in which you were involved this week.

1. Sales

- using add-on sales technique
- using suggestive selling technique
- meeting a sales quota goal
- organizing and straightening sales floor merchandise
- straightening and maintaining clean, attractive store windows
- creating store window displays
- sweeping and dusting sales area
- using computer systems including cash register and/or electronic credit card machine
- using signage
- other -- please explain _____

2. Inventory Control

- taking inventory
- checking-in merchandise
- pricing merchandise
- remembering to sell from large quantities of existing inventory of hard goods
- selling from existing stock of perishable inventory
- recognizing fast-moving merchandise
- recognizing slow-moving merchandise
- other -- please explain _____

3. Studying the Area

- visiting competitors' operations
- visiting branch operations
- observing/participating in a meeting between buyer and sales representative
- visiting the local or regional cut flower wholesalers and/or flower markets
- visiting nearby gift markets
- visiting local botanical gardens
- visiting cultural outlets such as museums, theater, opera, cultural festivals
- meeting other professionals. Whom? _____
- other -- please explain _____

4. Design/Creative

- designing fresh floral arrangements
- designing dried and/or silk arrangements
- designing sympathy arrangements
- designing wedding flowers
- designing flowers-to-wear
- creating dish gardens/European dish gardens
- decorating potted plants
- creating product vignettes
- other – describe: _____

5. Managerial

- handling customer complaints
- opening the store
- closing the store
- devising ways of marketing otherwise slow-moving merchandise
- developing ideas for in-store specials
- other -- please explain _____