

## Wylde Center Internship Agreement: Nursery

Revised: 1/12/2024

Intern Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Date Range of Term: \_\_\_\_\_

*Dear Wylde Center Intern,*

*Welcome, and thank you for your interest in learning and working with us! As a Wylde Center Intern, you must carefully read and sign this agreement and complete all introductory paperwork before beginning work. You must meet the requirements of this agreement throughout your term in order to be eligible for a certificate of completion.*

### General

You will be provided with a folder containing all necessary materials. Please do not lose it! You must complete and submit all necessary paperwork as indicated under the "Introduction" section of your curriculum before beginning work.

### Scheduling

Individual schedules will be determined with the Nursery Manager (your supervisor) based on your availability. We will have one Nursery Team workday each week, determined by our combined availability to cover group training throughout the season. Your time will be self-reported through Hands On Atlanta.

2024 Spring Nursery Intern Schedule	
Spring Block	1/16/24 - 6/30/24

Schedule this fall:

- Saturdays from 8am-1pm at the Oakhurst Garden (other options available)
- The following dates are exceptions due to our pop-up plant sales. We ask that you attend at least one as part of your internship!
  - 2/25: Seed and Scion Exchange
  - 4/13: Spring Plant Sale Festival
  - 5/11: Oakhurst Farmers Market (tentative)

## **Requirements for Completion**

### ***Hours***

A total of 110 hours completed over 25 weeks are required to complete our Internship. This means that you should strive to complete 5 hours per week. Some flexibility may be possible, but this must be determined on an individual basis with your supervisor upon submission of this contract. If at any time during your term you foresee an issue in meeting this requirement, you must immediately discuss this with your supervisor. Your hours must be recorded on the Intern Time Tracking Log provided. Note that time is cumulative, so you may roll over extra hours from week to week.

Lunch: If you are working 5 hours or more in a single day, you may take a 30-minute break which can count toward your hours.

Canceled shifts: If a shift for which you had previously signed up is canceled on the Wylde Center end due to weather or other unforeseen circumstances, you may log those hours as worked.

Time off: Please provide time off requests in writing to your supervisor at least two weeks in advance. You will be allotted 15 hours of flex time per block (3 weeks off) to cover unexpected absences, vacations, etc. Beyond that, how missed hours are addressed will be determined on a case by case basis. Any vacation time off from March-May must be approved at the beginning of the season!

### ***Curriculum***

Unless cleared with your supervisor, you must complete each skill indicated by the curriculum provided. This will ensure that your experience with us is well-rounded and meaningful. Some skills require a minimum number of hours spent focusing on that skill, but most do not. These may be completed on an ad hoc basis within your broader hours requirement.

Skills are divided by season (fall vs spring) and by semester (1st vs 2nd). Some skills are season dependent while others are time dependent.

### ***Individual Projects***

We have some individual projects available for more specific internships. If you are doing one of these projects, you will check-in directly with your supervisor and not be required to complete the standard curriculum in this case.

## Workplace Expectations

As a Wylde Center Intern, you will be considered part of the team and will be subject to the same expectations of professionalism. This includes general reliability, punctuality, appropriate dress and conduct, work-readiness, and a good attitude. In line with our employee handbook policies, interns may not use tobacco, alcohol, or illegal substances while on the Wylde Center properties. We also ask that you are not under the influence of alcohol or illegal substances while fulfilling your hours.

## Compensation & Benefits

Wylde Center Interns enjoy the following benefits:

- Discounted/staff pricing on plant materials and merch
- Unlimited access to Wylde Center educational programming such as Lunch & Learns, Webinars, and Workshops
- A Wylde Center T-shirt

## Agreement

I, \_\_\_\_\_, have read this contract, the internship description, and reviewed associated materials. I understand the expectations of my role as a Wylde Center Intern and will strive to the best of my ability to meet them throughout my term. If I am unable to do so, I understand that I am subject to termination and/or loss of my certificate of completion.

\_\_\_\_\_  
*Signature, Intern*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature, Supervisor*

\_\_\_\_\_  
*Date*