

**From:** Marcus Duck <duckmarc@msu.edu>  
**Subject:** 2011 Denver Botanic Gardens Hort Water Use Internship  
**Date:** January 7, 2011 12:31:24 PM GMT-05:00  
**To:** Marcus Duck <duckmarc@msu.edu>  
1 Attachment, 2.8 KB



*Hello Career Counselors and Horticulture Faculty,*

*We have a unique summer intern project for a student interested in water use in a public garden setting. Please share the following information with students who might be interested such an opportunity. If you or your students have any questions about our paid internship program, please do not hesitate to contact us. My contact information is listed below, or you may contact our HR Department at [hr@botanicgardens.org](mailto:hr@botanicgardens.org). For your convenience I have attached a copy of our application form.*

### **Denver Botanic Gardens is now accepting applications for 2011 Summer Internship in Horticultural Water Use in a Public Garden**

Summer internships at Denver Botanic Gardens provide students with **hands-on experience** in public gardening. Interns are immersed in the wide variety of daily activities that are required to keep a public garden growing and attractive – planting, watering, weeding, mulching, pruning, etc.

In addition to daily activities, interns in Horticulture will work with a mentor on an individualized garden-based project or will garden in a specialized setting. Following is a brief description of the water use project for the summer of 2011:

**Project Summary and Goals:** Watering a garden is much different from watering a monoculture such as turf. To help ensure that our horticulture staff is using water as efficiently as possible the intern for this project will be take a look at data for recent and current water usage for individual gardens as collected by our new irrigation controller computer and will conduct water audits on several individual gardens made up of mixed ornamentals or vegetables (not turf). Though the intern for this project will be based in the Horticulture Department, they will also work with the irrigation staff and will be exposed to some of the latest technologies in irrigation – Rainbird controller, an on-site weather station, etc. In addition to working on the water audits and compiling water and weather data, the intern will have the opportunity to see how varying amounts of water are put to use by assisting with the daily maintenance of several gardens with different exposures, different themes and widely different plant palettes. This will help them build on their classroom horticultural work and expand their knowledge of plants.

We also offer an internship in Plant Records and additional internships in horticulture. New in 2011, we are offering an internship at our Chatfield location, a short drive from our central Denver site. The intern chosen for this project will be involved in the daily operation of the Chatfield CSA. For information on these internships, please visit our website.

In addition to the work on individual projects and assisting their mentor with general garden maintenance, we round out the summer with a couple of group projects, 5 field trips, some talks and a few other educational activities. But don't think that it's all work and no play. There are definitely opportunities for fun as well.

### The Details:

- Applications must be received at Denver Botanic Gardens' HR Department by **February 15, 2011**. All components of the application - letters (or e-mails) of reference, transcript(s), completed application form and resume - must be received by that date.
- These internships are geared toward students who have successfully completed some basic horticulture and plant ID courses and who are interested in exploring career opportunities in the field of public horticulture. For specific course completion requirements, please see the job postings on our website and on the application form. These internships are not open to graduates who have been out of school for more than six months.
- Applications are available on our website in a writable pdf format. When saving the completed file, please include the intern's name and the word "application" in the file name (ex: Greg Smith application).
- If references are sent via email, please include the intern's name and the word "reference" in the subject line.
- Telephone interviews will be conducted with the top candidates.
- After offers are extended, interns chosen for the horticulture positions will receive a profile of each project or specialized gardening opportunity and will be asked to rank them in order of interest. We will make every attempt to match interns with one of their top two ranked projects.
- We hope to complete the hiring process by mid-March.
- These paid internships run for 12 consecutive weeks and start **Monday, May 23, 2011**.
- Assistance in locating housing is available.
- Additional information and the application form are on our website at <http://www.botanicgardens.org/content/internship-opportunities>.
- If you are interested specifically in this intern project, please note that in your cover letter or the email to which the application documents are attached.

*Thank you,  
Ann Montague*



**Ann Montague**  
*Horticulturist*  
Denver Botanic Gardens  
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Denver, CO 80206  
303-356-0958 Phone  
720-865-3679 Fax  
[www.botanicgardens.org](http://www.botanicgardens.org)



## Horticulture, Plant Records & Chatfield CSA Internship Application

### Applicant Information

<b>Name:</b>		
<b>Current Address (line 1):</b>		
<b>Apartment/Unit #:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Email address:</b>	
<b>Dates during which you can be reached at this address:</b>		
<b>Permanent Address (line 1):</b>		
<b>Apartment/Unit #:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip:</b>
<b>Phone:</b>	<b>Alt Phone:</b>	
<b>School:</b>		
<b>Major:</b>	<b>Concentration:</b>	
<b>Cumulative Grade Point Average:</b> _____ <b>on a scale of</b> _____		
<b>Degree :</b>	<b>Anticipated Graduation Date:</b>	
<b>Other College or University Attended:</b>		
<b>Do you have a valid driver's license</b> _____ <b>Yes</b> _____ <b>No</b>		

Internships are offered in Horticulture and Plant Records/Curation at York Street and at our CSA in Chatfield. Please rank your interest by indicating 1 for first choice, 2 for second choice and 3 for third choice. If applying for just one, please check that internship only. For additional information on these internships please visit the employment section of our website at [www.botanicgardens.org](http://www.botanicgardens.org).

Horticulture	Plant Records/Curation	Chatfield
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## Background & Qualifications

In your application packet please include an official transcript of all college courses you have taken. The transcript(s) must include your cumulative GPA.

**Please Note:** To be considered for an internship in Horticulture, Chatfield CSA or Plant Records/Curation, applicants must have completed a basic botany or introduction to horticulture class and at least one plant ID class. Additionally a minimum of two courses among the following topics are required: soil science, greenhouse management, floriculture, irrigation principles, plant physiology, IPM, organic crop production &/or plant propagation. Applicants for the Plant Records/Curation internship must have a working knowledge of Auto-Cad.

Please list additional applicable skills or experiences below, including relevant volunteer or work experience in horticulture.

List three things you hope to accomplish or learn during your internship at Denver Botanic Gardens?

How will an internship at Denver Botanic Gardens contribute to your ultimate career goal?

If you require additional room to answer the above questions, please do so in a word document and include it in your application packet.

## References

Two letters of reference that adequately reflect your academic and work experience are required. One should be of an academic nature from someone in your major department and the other should relate to work experience.

Please list the names and contact information for the 2 references who will be submitting letters on your behalf.

1. Name:			
Address:			
City:		State:	Zip:
Phone:	E-mail:		

2. Name:			
Address:			
City:		State:	Zip:
Phone:	E-mail:		

## Submission Details

The Horticulture and Plant Records Internships at Denver Botanic Gardens are open to current undergraduates who have completed at least 3 semesters of horticulture or related disciplines and have completed the required classes as previously outlined. Graduate students who are pursuing a career in horticulture or a related field are also eligible to apply. Applications for 2011 Summer Internships must be received at Denver Botanic Gardens by **February 15, 2011**. Only completed applications with all appropriate references and transcript information will be considered. A complete application includes all of the following:

- 1) **Completed application form.**
- 2) **A copy of your resume that details your work history and horticulture related activities.**
- 3) **Official transcripts (not scanned versions) of all college courses that include your cumulative GPA.**
- 4) **Two letters of reference as outlined above.**

The completed application packet as outlined above can be e-mailed to: [hr@botanicgardens.org](mailto:hr@botanicgardens.org). All application e-mails must include your name and the word "internship" in the subject line. Application materials can also be sent via regular mail to:

Denver Botanic Gardens  
Attn: Human Resources – Internship  
909 York St.  
Denver, CO 80206

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organizations from any legal liability in making such statements.

I have read, understand, and by submitting this application, consent to these statements.

Name: \_\_\_\_\_ Date: \_\_\_\_\_