

Russell Landscape's Student Internship Program V 3/25

Intern Qualifications and Requirements:

All interns must be currently enrolled in a 2- or 4-year landscape-related degree program. All interns must have a minimum GPA of 2.75 or higher. All interns must meet all US worker eligibility requirements and must have a personal vehicle or reliable transportation to and from the worksite each day.

Internship Application Process:

All intern candidates must meet the above criteria and complete the Russell Landscape Internship Application and interview the Vice President of People and the Director of Workforce Development.

Internship Locations:

All internships will operate out of one of Russell Landscape's 4 metro Atlanta locations under Home Office supervision by the Director of Workforce Development.

Housing:

For students that will require housing options, Russell Landscape will supplement 50% of the costs for an Extended Stay America nearest to the location of the branch the where the internship will operate out of. Students may be required to have a roommate.

Internship Tracks:

All internship tracks are designed around a 10-week program requiring 40 to 50 hours a week of participation. The tracks currently available are:

1. Commercial Landscape Maintenance and Management
2. Landscape Design and Construction

Mentors:

All students will be assigned a mentor by the Director of Workforce Development, This Mentor will be responsible for the following:

1. Completing onboarding and orientation with the student with Workforce Development and Human Resources.
2. Receiving and dismissing the student daily
3. Serve as the point of contact for the student
4. Oversee and enforce the student's internship track schedule
5. Explain the responsibilities and expectations of the student
6. Conduct 15-minute weekly check-ins
7. Oversee any disciplinary or corrective actions required
8. Work with Workforce Development to ensure all internship requirements are met.

Compensation:

All students will be compensated at an hourly rate of \$15 per hour and be eligible for overtime in accordance with state and federal laws.

Commercial Landscape Maintenance and Management 10- Week Program Outline

Week 1:

Purple People Bootcamp: Students will join a commercial landscape maintenance crew for the first work week to learn the basics of landscape maintenance operations. Students will be expected to perform as part of the crew and will participate in all activities, trainings, and meetings.

Week 2:

Account Manager Shadowing (3 days): Students will shadow an Account Manager and participate in all aspects of the role including scheduling, crew management, site-audits, enhancement proposal writing, customer meetings, kick-off meetings and branch meetings. Students will be assigned tasks and expected to complete them.

Branch Manager Shadowing (2days): Students will shadow a Branch Manager and/or Assistant Branch Manager for exposure to all things related to managing a branch including financials, customer service, Account Manager ride alongs, dashboard meetings, etc. Students will be asked for input and to complete tasks assigned by the Branch Manager and expected to complete them.

Week 3:

Hort Services Production (3 days): Students will be teamed up with an experienced technician for in-the-field, productive, training. Students will be expected to perform the tasks assigned by the technician under close supervision and guidance. These tasks can include spraying, spreading, A and O, tree and shrub, fertilization, etc.

Hort Services Management (2 days): Students will work alongside a service manager and participate in all tasks required in the Service Manager role including scheduling, EPA log cataloging and reporting, purchasing, property walks, customer meetings and meetings with branches.

Week 4:

Irrigation service (4 days): Students will be assigned to an experienced irrigation technician to learn the basics of irrigation service and repairs commonly seen in the commercial landscape setting. Students will be expected to perform all tasks assigned to them by the irrigation technician.

Irrigation Management (1 day): Students will shadow the irrigation department head or irrigation manager for exposure to the irrigation manager's role. Students will learn about scheduling, estimating repairs, the importance of water conservation and the importance of irrigation systems in the commercial landscape setting.

Week 5:

Commercial Landscape Maintenance Estimating (4 days): Students will be paired with estimators to learn and perform landscape take-offs and template entry. Students will learn the importance of clean, data-derived estimates.

Contract Administration (1 day): Students will shadow the contract administrator in the creation of contract proposals built off of the take-offs performed in the field. Students will also learn new contract initiations and annual contract increase processes.

Week 6:

Seasonal Color Crews (3 days): Students will be assigned to a seasonal color crew and work alongside of the crew to complete all relevant tasks appropriate for that time of year. Students will be expected to complete all tasks assigned to them by the crew leader.

Seasonal Color Management (1 day): Students will shadow the seasonal color manager and learn about the role of the manager's position including scheduling, purchasing, handling challenges, and preparing for seasonal color bed changeouts.

Seasonal Color Design (1 day): Students will be teamed up with our seasonal color designer for an overview of the position, basic design principals, plant material selection, etc.

Week 7:

Business Development (2 days): Students will be paired up with a salesperson to learn about the sales process and cycle, the importance of effective relationships, the proposal process and the importance of ethics in the sales setting. Students will attend customer meetings, industry events if available, and be assigned tasks by the salesperson and be expected to complete them.

Customer Service and People (1 day): Students will shadow the VP of People Experience and learn how relationships and communication effect every part of the commercial landscape company. Students will participate in calls and meetings and be encouraged to ask as many questions as they can about the industry, career paths, common pitfalls, and challenges.

IT – (1day): Students will pair up with the IT department and learn about the importance of technology in the landscaping industry from an operational support perspective. Phones, computer systems, drones and all things tech will be explored.

Week 8:

Enhancements Crew (3 days): Students will be assigned to an enhancements crew leader and work alongside the crew. Students will learn first-hand about the jobs at hand, safety, communication, time management and delivering a quality product.

Enhancements Manager Shadowing (1 day): Students will shadow an enhancements manager for a day for exposure to demands of the position including scheduling, purchasing, site visits and crew instruction, customer calls or meeting and proposing enhancement work.

Design Department (1 day): Students will be paired with a landscape designer to learn about the responsibilities and expectations of the position, plant pallets design elements and techniques and customer budget minded designing.

Week 9:

Fleet Manager session (1 day): Students will spend a day with the fleet manager to learn about managing the assets of the company including purchasing, tracking inventory, managing mechanics, etc.

Construction production overview (1 day): Students will join a landscape construction crew for day and experience the differences between smaller scale enhancement projects and larger scale construction projects.

Construction/Install Production (1 day): Students will join a construction crew for day of on-the-job experience on a job-site.

Construction management overview (1 day) Students will gain exposure to the construction management side of the business by sending a day with the VP of construction. Students will learn about landscape construction cycle from soup to nuts.

Week 10:

Student's Choice (4 days): Students will spend 4 days working in the department they would like to learn more about.

Farewell meeting (final day): Students will meet with CEO or COO and have lunch with the leadership team before being dismissed.

Landscape Design and Construction 10- Week Program Outline

Week 1:

Purple people bootcamp (5 days): Students will join a landscape construction crew to work alongside of the crews in the field. Students will be expected to perform as part of the crew and will participate in all activities, trainings, and meetings.

Week 2:

Estimating (5 days): Students will join the estimating team to learn about the estimating process including take-offs, bid prep and bid submission. By the end of the week students should be able to perform basic landscape and hardscape take-offs.

Week 3:

Construction management (5 days): Students will be paired up with a Superintendent or Project Manager for exposure to all aspects of the position. Students will participate in site-walks, departmental meetings, customer meetings and financial meetings. Students will be assigned tasks and will be held accountable for their completion.

Week 4:

Business development (3 days): Students will work alongside of the construction department's salesperson for exposure to the sales cycles and process. Students will join in all department meetings, customer meetings and calls, site visits and industry events if possible. Students will learn about the various professional organizations and their role in the business development space.

Purchasing and procurement (2 days): Students will pair up the purchasing agent for an overview of the purchasing and procurement process. Students will learn about how purchasing value and quality effects the overall quality and financial performance of a job. Students will have exposure to our vendors for both hardscape material and plant material. Students will be assigned tasks and held accountable for their completion.

Week 5:

Hardscapes (5 days): Students will join the hardscapes team for a week and work alongside the team in the field. Students will learn and be expected to perform the basics of hardscape installation including walls, pavers, concrete, etc.

Week 6:

Irrigation (5 days): Students will join the landscape construction irrigation department for a week to learn the basics of large-scale projects. Students will be expected to perform alongside of the crews and gain a level of proficiency by the end of the week.

Week 7:

Design week 1 – Landscape Design (5 days): Students will first meet with the registered landscape architect for an overview of the department's role in the company and the expectations he has for designers working in the department. Students will then be paired with a designer to focus on the principals and best practices of landscape design. Students will be assigned tasks and held accountable for the completion of the tasks. Students will gain exposure to all aspects of the design process including meetings with customers, site visits, customer budget discussions, etc.

Week 8:

Design week 2 – Hardscape Design (5 days): Students will be paired with a hardscapes designer to focus on the principals and best practices of hardscape design. Students will be assigned tasks and held accountable for the completion of the tasks. Students will gain exposure to all aspects of the design process including meetings with customers, site visits, customer budget discussions, etc.

Week 9:

Dir. of Construction Management Shadowing (4 days): Students will work alongside the VP of Construction for three days to gain an understanding of what managing a construction department looks and feels like. Students will gain exposure to all aspects of the position including all departmental meetings, corporate meetings, customer meetings, site visits, etc. Students will be assigned tasks and expected to complete them. Students will have seen most all aspects of the construction at this point and will be expected to provide when and where appropriate. Students will assist and be expected to produce meaningful work.

Week 10:

Student's choice (4 days): Students will re-join the department or area that they want to gain more experience with. They will join that team and be expected to produce as team member.

Farewell (Final Day): Students will meet with CEO and VP of Construction for a final debriefing and join the department for lunch before dismissal.