

NYBG

HORTICULTURAL THERAPY INTERNSHIP GUIDELINES AND REQUIREMENTS

All students must complete a minimum of a 100-hour internship to fulfill the NYBG Horticultural Therapy Certificate requirements. At least six horticultural therapy courses (prefix THR) must be completed before seeking an internship.

The majority of internship hours should be in direct client contact with no more than 20% of the total time spent on documentation, horticulture services (exclusive of therapy), meetings, etc. The main purpose of the internship is to have a practical experience in delivering horticultural therapy services while being exposed to the many responsibilities of the horticultural therapist in that setting. The supervisor should be a registered horticultural therapist or a qualified professional with training in horticultural therapy.

The New York Botanical Garden provides a list of approved sites that have entered into affiliation agreements with NYBG for horticultural therapy internships. It is the intern's responsibility to arrange an interview and follow through on placement.

An Internship Agreement should be signed by both the supervisor and the intern. It is the responsibility of the Internship Supervisor to return it to the Director of Adult Education at The New York Botanical Garden for each intern before the internship can begin. To receive the Internship Agreement form, students must e-mail the program coordinator at **THRCoordinator@nybg.org**.

Potential new sites can be brought to the attention of the Program Coordinator for consideration. An Internship Affiliation Agreement signed by the site's program administrator and the NYBG Director of Adult Education must be in effect before any interns can begin.

Some facilities, such as hospitals and schools, require medical clearance and background checks. It is the responsibility of the students to obtain information about these protocols and cover any of the associated costs. At some sites, there may be a required orientation session before beginning your internship. Additional hours (beyond the requisite 100) may be required at some sites.

Interns are expected to adhere to the rules, regulations and procedures of the facilities at which they serve and are expected to conduct themselves in a professional manner at all times. Failure to uphold standards of professional behavior may result in termination of the internship by the accepting facility.

Interns are required to submit an Internship Project to document their experience. Options for the project are described on the next page.

At the completion of your internship, ensure that your Internship Supervisor has filled out a **Horticultural Therapy Intern Performance Report**. This report is to be signed by the Internship Supervisor and the intern and should be submitted to the Program Coordinator for review.

Note: If you are pursuing Professional Registration by the AHTA, a 480-hour internship supervised by a Registered Horticultural Therapist is required. Visit **ahta.org** for details. 100 of the 480 hours can be used to satisfy the NYBG requirement for internship. Please discuss this with the Horticultural Therapy Program Coordinator.

NYBG

HORTICULTURAL THERAPY INTERNSHIP PROJECT

Students are required to complete one of the following assignments and submit it to the Program Coordinator within two weeks of completing their internship experience.

Internship Project Options

A. Journal: Keep a daily journal of your activities. The objective is to identify the ways in which horticulture successfully functions as a therapeutic medium in your situation. You may describe sessions and relate anecdotes about individual or group participants. The entries should illustrate the effects of horticultural therapy and your reactions to these experiences. Please adhere to proper confidentiality rights of the clients.

B. Case Study: Present a clear profile of one client with whom you worked extensively. Outline specific goals and objectives and describe the therapeutic activities used. Describe the specific value of horticultural therapy in the treatment plan for this individual. Be clear about the role you had in the treatment plan and your reflection of this experience. Please adhere to proper confidentiality rights of the client.

C. Activities Notebook: Select at least five activities that you have used in your work as a horticultural therapy intern. List the materials, preparation, and activities analysis for each activity. Most importantly, include observation notes for each participant in addressing their individual treatment goals. Describe how you adapted the activities for participation by all the clients. Tell what you gained from these experiences in terms of the planning, preparation, and the actual activity and any changes that you would incorporate the next time you implement these activities.

D. Portfolio: This is a more comprehensive project that could be used as a career portfolio in seeking employment in the field of horticultural therapy. The portfolio would include a combination of the above projects in a sequential and comprehensive format that documents your experience in a creative way. It could include photographs, sample projects, artifacts, and other items that support your development as a horticultural therapist. The portfolio may be in a digital format.

E. Site-Specific Requirement: If there is a site-specific requirement for an internship project, this may be considered for submission as the NYBG Internship Project. Please discuss with the Program Coordinator for approval.

F. Alternative Project: An alternate project designed by you for your specific experience can be presented to the Program Coordinator for approval.

Contact Information:

Phyllis D'Amico HTM
Horticultural Therapy Program Coordinator
The New York Botanical Garden
THRCoordinator@nybg.org