

FILOLI INTERNSHIP/APPRENTICESHIP PROGRAM:  
*FREQUENTLY ASKED QUESTIONS and  
HOW TO MAKE A SUCCESS OF THE PROGRAM*

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Learn professional gardening skills Horticulture Internship Program at Filoli. Located in the San Francisco Bay Area, Filoli is a property of the National Trust for Historic Preservation. Formerly a grand 654-acre country place, Filoli is operated today as a public garden, historical estate, cultural center and nature center.

The program is designed for students studying horticulture, public garden management, landscape maintenance and landscape architecture. Both current students and recent graduates (two years, maximum) are eligible for the program. Rotate throughout the 16-acre formal garden working two weeks in each area, including the greenhouse area, under the direct supervision of a lead horticulturist. Interns are taught techniques of planting, watering, hedging, fertilizing, mowing, pruning, etc. They are also taught to operate power equipment, use hand tools, and are required to learn garden and greenhouse plants, weeds and native plants. They are tested on these subjects at the end of the program. Interns (10 weeks) and apprentices (6 months) are paid hourly and may earn college credits. Work hours are from 7:00 a.m. to 3:30 p.m., Monday through Friday.

U.S. citizens should apply within one month of the program start date. For the summer program, which is our most competitive, applicants should have all of their materials submitted by May 1<sup>st</sup>; early applications will receive earlier consideration. Later applications are permitted, but the program may fill before the deadline.

International applicants should submit their application six months prior to the program start date. Simultaneously, they must apply through an international exchange program like Cultural Homestay International ([www.chinet.org](http://www.chinet.org)).

Eligible Applicants

- Applicants must be a current student or a recent graduate (two years, maximum) of a horticulture, botany, plant science, environmental science, landscape preservation, or landscape architecture program.
- A cumulative GPA of 2.80 or better.
- Recent graduates furthering their theoretical or practical education through prior internships or apprenticeships.

### What Are You Looking For In Applicants? (i.e., ideal candidates)

- Enrolled in or graduate of one of the programs listed above.
- Intending to work in public garden horticulture.
- A requirement for applicants to the apprentice program include demonstrating a deeper commitment to work in line with Filoli's program, including having prior public garden maintenance internship(s) or hands-on horticultural work experience.
- Previous internships at another public garden.
- Communicate well how interning at Filoli will help them in their career development.
- Understand that while much of what you do as an intern is based on one-on-one instruction, and either working along side staff, or working independently, you are also part of the workforce and your efforts on the team are critical to maintaining the garden and keeping it beautiful.
- Those pursuing careers in landscape architecture, historic preservation, biology or other non-horticulture careers, while eligible for the program, are in consideration second to those interested in public garden horticulture.

### Internship vs. Apprenticeship

- The first ten weeks of both programs are exactly the same: two week rotation in each of the five garden sections, reviewed at the end of your time in each area, time spent in workshops learning plants, equipment, tools, and also about our irrigation system, composting and fertilizing programs, tours of house and garden, etc.
- After ten weeks, the apprentice will then begin a second rotation, 2-3 weeks in each garden section.
- Apprentice will work on an independent project two days per week.
- Examples of past projects include: inventorying tropical plant collection, collections database work, researching treatments for challenging insect pests, researching and formalizing an integrated pest management (IPM) for greenhouses, creating a survey of trees in the garden and adjacent natural areas; updating a visitors map of a new California native garden, labeling the collection, and writing fact sheets on using natives to attract bees, butterflies and birds to one's garden.

### Intern Housing

- Filoli has no on-site intern housing. For interns that require housing, Filoli volunteers or members house interns in exchange for 8 hours of gardening, or other chores, weekly.
- Living with a stranger and providing work in exchange is often difficult for interns. Most interns have not been doing fulltime, physical work, so the 40-hour workweek is often challenging enough, let alone, 8 extra hours of work at the host's home. In accepting Filoli-provided housing, you are agreeing to meet this challenge and work hard both during the day and afterhours.
- One of the intern's responsibilities is that the host has a positive experience with the intern so the hosting will be offered again. The intern needs to express

appreciation and willingness to work up to 8 hours a week and follow the hosts' guidelines. Intern hosting by our members is vital to the continuation of the program and you are responsible that future interns have the same opportunity that you have.

- Maintaining a good relationship with the host is paramount. If at any time the host is dissatisfied with the intern's behavior or has other valid concerns, Filoli might make an effort to find another living situation, but may choose to terminate the intern unless one's own housing can be found.

### Intern Vehicles

Interns and apprentices must have a driver's license in order to participate in the program, as Filoli is not accessible via public transportation. International students, unless providing their own transportation, must obtain a California driver's license.

- It is always preferable for interns to provide their own transportation. Should this not be possible, Filoli has two vehicles available for intern use.

- Intern must have at least one year of regular driving experience to be eligible to use Filoli's vehicle. If an intern does not have this required experience, the Filoli vehicle will not be available to them.

- Vehicles are insured through the National Trust for Historic Preservation, and may only be used for commuting to and from work, as well running shopping errands.

The vehicle may not be used for evening or weekend trips. The Bay Area has various modes of public transportation to get around.

- We try to minimize the use of the Filoli vehicles, so whenever possible, we will set up a carpool rather than using multiple vehicles.

### Successful Completion of the Program

- Passed, with 70% or better, examinations on plant identification, power equipment, and hand tools.

- Completed all five area reviews and generally had positive exit reviews and/or shown improvement during the ten weeks.

- Turned in an intern journal with a record of each day's work, experiences, thoughts and insights.

- Good attendance with fewer than two sick or personal days.