



To Whom It May Concern,

Thank you for your interest in the **Carlton Plants Internship Work Experience Program**. We sponsor a spring work program and a summer work program for students majoring in horticulture or related fields that have a college junior class standing or have an AA degree.

Expanding our horticultural expertise and knowledge has always been an important part of Carlton Plants. In order to achieve this we work directly with schools of higher learning and share our wealth of knowledge by offering an internship program, which involves both domestic and international students.

Depending on your term dates, we offer spring and summer sessions. A minimum of twelve weeks is necessary to accomplish a variety of nursery activities. Please outline in your inquiry what is needed for your internship credit completion and include a form from your university (if provided).

This is a paid internship, so employment eligibility papers are required. This may require but is not limited to a J-1 visa, social security card, and a valid driver's license. Practically speaking, students should provide their own motor vehicle for transportation to and from the job due to the distance the nursery is located from town. There is no on-site housing so students will have to obtain their own housing arrangements.

For the opportunity to work with experienced personnel in this specialized nursery field please send a resume and the application to:

Address: Carlton Plants LLC
Attn: Sonia Fernandez
PO Box 398
Dayton, Oregon 97114

Email: sfernandez@carltonplants.com

For additional information contact Sonia Fernandez by email or phone (503) 868-7971. Deadline to submit applications for spring is November 15 of prior year. For summer, the deadline is December 15 of prior year.



Internship Application

Date	_____
Name	_____
Address	_____
City	_____ State _____ Zip _____
Phone	_____ Email _____

Academic Institution	_____
Major	_____
Minor	_____
Class Standing	_____
Intern Coordinator/Advisor	_____
Phone	_____ Email _____
Desired Start and Finish Dates of Internship	_____
Specific Area of Interest	_____
Special Requirements to Fulfill Internship	_____
Are you legally eligible for employment in the United States?	_____ Yes _____ No

Do you need information on the following?
Housing <input type="checkbox"/> Other (specify) <input type="checkbox"/> _____



How did you hear about our program?

Why are you interested in an internship at Carlton Plants?

Internship Program Outline

Time Frame	Propagation	Bareroot Stock	Other
January	<ul style="list-style-type: none"> <input type="checkbox"/> Collection of hardwood cuttings <input type="checkbox"/> Collection of greenhouse grafting <input type="checkbox"/> Processing softwood cuttings <input type="checkbox"/> Dig & grade seedlings <input type="checkbox"/> Seed Stratification 	<ul style="list-style-type: none"> <input type="checkbox"/> Dig and grade trees and shrubs <input type="checkbox"/> Storage and shipping 	<ul style="list-style-type: none"> <input type="checkbox"/> Carbohydrate sampling <input type="checkbox"/> Collection of grafting wood
February	<ul style="list-style-type: none"> <input type="checkbox"/> Hardwood cuttings <input type="checkbox"/> Potting <input type="checkbox"/> Grafting <input type="checkbox"/> Seed sowing <input type="checkbox"/> Dig & grade seedlings <input type="checkbox"/> Order pulling 	<ul style="list-style-type: none"> <input type="checkbox"/> Tree and shrub pruning <input type="checkbox"/> Dig and grade trees and shrubs <input type="checkbox"/> Storage, shipping and order pulling <input type="checkbox"/> Field grafting 	<ul style="list-style-type: none"> <input type="checkbox"/> Processing rootstocks for planting <input type="checkbox"/> Grade layers
March	<ul style="list-style-type: none"> <input type="checkbox"/> Greenhouse maintenance <input type="checkbox"/> Seedbed maintenance <input type="checkbox"/> Grafting <input type="checkbox"/> Potting <input type="checkbox"/> Order pulling 	<ul style="list-style-type: none"> <input type="checkbox"/> Pruning trees and shrubs <input type="checkbox"/> Order pulling <input type="checkbox"/> Shipping <input type="checkbox"/> Scion orchard maintenance & pruning <input type="checkbox"/> Top 3 year trees 	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up layers after harvest



Time Frame	Propagation	Bareroot Stock	Other
April	<ul style="list-style-type: none"> <input type="checkbox"/> Potting <input type="checkbox"/> Hardwood cutting planting <input type="checkbox"/> Seed sowing <input type="checkbox"/> Prepare plants for cutting <input type="checkbox"/> Greenhouse construction 	<ul style="list-style-type: none"> <input type="checkbox"/> Order pulling and shipping <input type="checkbox"/> Staking <input type="checkbox"/> Heeling off buds <input type="checkbox"/> Field cleanup <input type="checkbox"/> Inventory <input type="checkbox"/> Strip 3 year trees 	<ul style="list-style-type: none"> <input type="checkbox"/> Field planting of tree and shrub liners <input type="checkbox"/> Scion orchard planting <input type="checkbox"/> Read water meters
May	<ul style="list-style-type: none"> <input type="checkbox"/> Send plants to planting crew <input type="checkbox"/> Softwood cuttings <input type="checkbox"/> Maintenance on grafted material <input type="checkbox"/> Seed bed maintenance <input type="checkbox"/> Pest control 	<ul style="list-style-type: none"> <input type="checkbox"/> Staking and tying of trees <input type="checkbox"/> Sprouting <input type="checkbox"/> Weed control <input type="checkbox"/> Inventory control <input type="checkbox"/> Plant liners 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue planting <input type="checkbox"/> Scouting <input type="checkbox"/> Install gypsum blocks <input type="checkbox"/> Chemical inventory
June	<ul style="list-style-type: none"> <input type="checkbox"/> Greenhouse construction <input type="checkbox"/> Softwood cuttings <input type="checkbox"/> Potting <input type="checkbox"/> Greenhouse maintenance <input type="checkbox"/> Irrigation <input type="checkbox"/> Fertilization <input type="checkbox"/> Summer seed stratification 	<ul style="list-style-type: none"> <input type="checkbox"/> Irrigation <input type="checkbox"/> Limbing <input type="checkbox"/> Balance 3 year trees <input type="checkbox"/> Balance shrubs 	<ul style="list-style-type: none"> <input type="checkbox"/> Apply sawdust and pack layer beds
July	<ul style="list-style-type: none"> <input type="checkbox"/> Weed control <input type="checkbox"/> Cuttings <input type="checkbox"/> Field maintenance 	<ul style="list-style-type: none"> <input type="checkbox"/> Color code trees <input type="checkbox"/> Tree & shrub maintenance <input type="checkbox"/> Strip seedling <input type="checkbox"/> Irrigation <input type="checkbox"/> Weed control 	<ul style="list-style-type: none"> <input type="checkbox"/> Landscape maintenance
August	<ul style="list-style-type: none"> <input type="checkbox"/> Softwood cuttings <input type="checkbox"/> Irrigation <input type="checkbox"/> Budding 	<ul style="list-style-type: none"> <input type="checkbox"/> Budwood collection <input type="checkbox"/> Budding & wrapping 	<ul style="list-style-type: none"> <input type="checkbox"/> Far West trade show seminars
September	<ul style="list-style-type: none"> <input type="checkbox"/> Seedbed preparation <input type="checkbox"/> Fall Seeding <input type="checkbox"/> <input type="checkbox"/> De-potting for fall planting 	<ul style="list-style-type: none"> <input type="checkbox"/> Cutting bud bands <input type="checkbox"/> Pulling stakes <input type="checkbox"/> Fall planting 	<ul style="list-style-type: none"> <input type="checkbox"/> Scion orchard maintenance <input type="checkbox"/> Ditch seeding



Time Frame	Propagation	Bareroot Stock	Other
October	<ul style="list-style-type: none"> <input type="checkbox"/> Seedbed planting <input type="checkbox"/> Preparation of greenhouses for winter <input type="checkbox"/> Seed collection & cleaning 	<ul style="list-style-type: none"> <input type="checkbox"/> Some fall planting <input type="checkbox"/> Pulling stakes and removing bamboo extensions <input type="checkbox"/> Hand harvesting and early shrub harvest 	<ul style="list-style-type: none"> <input type="checkbox"/> Carbohydrate sampling
November	<ul style="list-style-type: none"> <input type="checkbox"/> Clean up <input type="checkbox"/> Start seedling harvest and processing 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue harvesting trees and shrubs <input type="checkbox"/> Grading 	<ul style="list-style-type: none"> <input type="checkbox"/> Carbohydrate sampling, <input type="checkbox"/> Scion orchard planting
December	<ul style="list-style-type: none"> <input type="checkbox"/> Collection of greenhouse grafting wood <input type="checkbox"/> Process soft wood cuttings <input type="checkbox"/> Dig and grade seedlings and layers 	<ul style="list-style-type: none"> <input type="checkbox"/> Continue harvesting and processing trees and shrubs <input type="checkbox"/> Racking 	<ul style="list-style-type: none"> <input type="checkbox"/> Carbohydrate sampling <input type="checkbox"/> Collection of field grafting wood

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PAST TO PRESENT

Carlton Nursery Company began growing prune trees for the commercial orchard industry in 1890 in the town of Carlton, Oregon. As the company grew, it moved to different and larger pieces of property to accommodate its need for land. In 1971, the nursery finally settled in Dayton, Oregon on 600 acres at the site of the historic Alderman Farms.



The farm was originally one of Oregon’s largest fruit and vegetable growers in the late 1800’s and until the early 1940’s. After purchasing the property, we retained and renovated many of the Alderman barns and shops, including the granary (see picture above), which is now our main office facility. Since 1971, the nursery has acquired additional ground and now operates on approximately 1,750 acres.

Carlton Plants continues to provide quality bareroot trees (shade, ornamental, and fruit), ornamental shrubs, rootstocks and, most recently, tissue culture, to growers, landscapers, retail garden centers, landscape contractors and others engaged in the nursery industry throughout the U.S., Canada and Europe.

MISSION STATEMENT

To provide the highest level of quality and service in the nursery industry within a company culture that promotes integrity, creative change, personal growth, profitability, and advancement of horticultural knowledge.

PROPAGATION

Over 95% of our products originate on our eight acres of propagation facilities. These products include softwoods, hardwoods, tissue culture, seedlings, layers, and grafts.



OUR PRODUCT LINE

The bulk of our inventory falls under “Shade and Flowering Trees” spreading through the alphabet from “Acer to Zelkova.” We carry a broad selection of sizes including whips for lining out along with branched trees ready for landscaping. We strive to offer our customers the sizes and varieties they prefer. We are continually experimenting with what we refer to as our specialty ornamentals. These plants make attractive patio trees and interesting focal points in the trend towards smaller yards.

Customers can choose from our wide selection of spring, summer, fall and winter blooming shrubs which provide color options throughout the year. Hardy bareroot shrubs offer multi-seasonal interest – fragrant blooms, colorful leaves, and cheerful berries that attract wildlife. Low maintenance, pest resistant varieties make great choices for today’s landscapes. Several



years ago we introduced woody vines into our bareroot program. They have complemented our product line very nicely and the demand for them increases each year.

Carlton Plants has been growing fruit trees since we first began. We offer a diverse line of apricots, apples, cherries, pears, peaches, prunes, plums, and nectarines. All varieties are virus certified. We diligently strive to provide our customers with disease resistant plants. We have chosen hardy, productive, semi-dwarf rootstocks to fit the parallel needs of garden centers and homeowners alike.

Carlton Plants began growing rootstocks to insure both the quality and quantity we needed on a yearly basis. We soon realized the growing need for these understocks by the growers and orchardists. This division has grown by leaps and bounds, continually expanding the selection of trees, fruits, and shrubs.



The nursery completed construction of a new tissue culture lab in August 2014. It is anticipated that products from the lab will be much in demand in the future.

We invite you to experience a culture of learning, teaching and application that will enable you to become the future of the nursery industry.