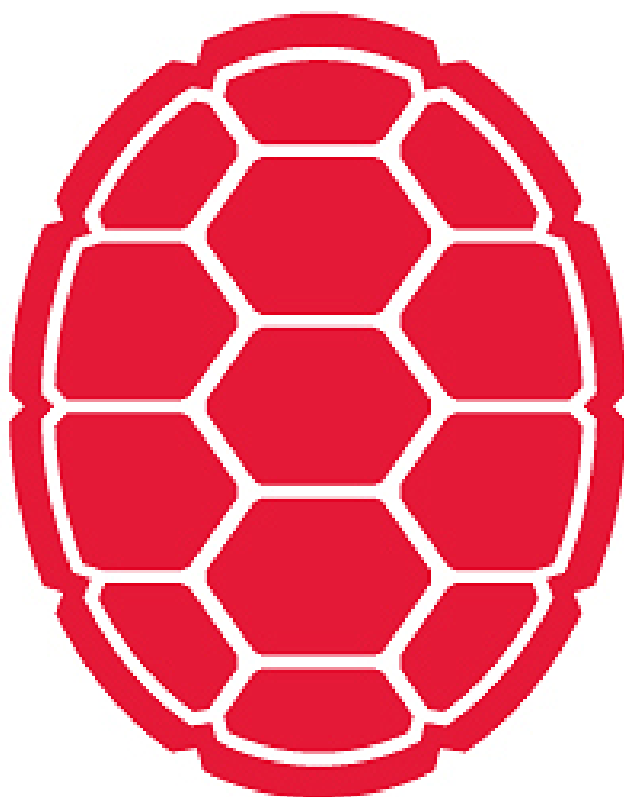


IAA Internship 2024 Handbook

INAG 288 and INAG 289



INSTITUTE OF
APPLIED AGRICULTURE

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Welcome to Your Internship Experience!

Your internship should be one of the most meaningful parts of your college education. It's more than a requirement you need to complete in order to graduate: it's an opportunity for you to learn about the day-to-day realities of your field, meet people who might be valuable contacts, and establish some work experience to help you land a job when you complete your education. Your internship supervisor can become a great reference for you, and for some students, internships lead directly to job offers.

At the same time, the internship is a college course (INAG 288), not just a summer job. So you will need to meet registration deadlines and requirements, and you'll need to maintain your worklog and complete the written assignments for the course.

Your internship advisor is a wonderful resource for you. They can help you find a position, and they'll visit your internship site during the summer. Please make sure your advisor has accurate contact information for you before you leave campus for the summer.

During the summer, take notes and pictures to document your experience. Those resources will help you write your internship article and reflection in INAG 289 in the Fall. The IAA features each of our interns on our website/social media, so your article and photo(s) will be shared with the world.

Throughout your internship, please remember that you are representing both the University of Maryland and the IAA. Be the best employee you can be—be prompt, communicate with your supervisor, and learn as much as you can. We look forward to visiting you at your internship site and hearing all about your experience!

Overview

Students earn a total of four credits for their internship and complete it in two phases:

- **INAG 288: Internship** (1 credit) is a Summer Session II course. The course consists of the Internship Agreement; 320 hours work experience; the worklog and weekly written assignments (on ELMS); and your internship advisor's site visit and evaluation.
- **INAG 289: Internship Experience & Professional Development** (3 credits) is a fall course completed after the summer work experience is complete. This course includes professional development assignments and written work based on your internship experience.

Note: Golf Course Management students ONLY are also required to complete an Golf Course Management Internship Report. They should register for one credit of INAG 299B with Geoff Rinehart in the fall along with INAG 289.

Finding an Internship

It is the student's responsibility to find and secure an internship before the deadline to submit your Internship Agreement. It's best to secure your internship as early as possible—do not wait until Spring Break to start thinking about your summer plans! There are many resources to help you find a position:

- Read your emails! Many internship opportunities are circulated using the IAA's student email list.
- Attend the IAA's internship workshop if at all possible. If it is not possible due to a conflict with a class, meet with your advisor to get an overview and all of the materials.
- Consult with your advisor; they may have suggestions about places you can look.

Your internship does not have to be a position that is labeled "internship." If you find a summer position that meets all of the internship requirements, that's an internship even if the job description doesn't call it by that name.

Salary and other benefits are negotiated between you and the employer. Paid and unpaid internships are acceptable.

On the IAA's website, under Current Students > [Internship Information](#), you can find a copy of this handbook; a sample Internship Self-Assessment; a sample Internship Agreement; and an internship checklist.

Who's Who?

It can be confusing to sort out the difference between your internship advisor and internship supervisor, so here is a rundown for you.

Your **internship advisor** is the IAA faculty member who will grade your internship agreement and weekly assignments, visit your internship site, and be available if you have questions or

problems. *Your internship advisor may or may not also be your academic advisor.* If you're not sure, ask your academic advisor.

Your **internship supervisor** is the person who supervises you at your job site—your boss. Your internship supervisor might not be the person at the top of the organizational chart; they might be the person who works with you every day (a manager or field crew leader, etc.). It is best to designate a person who will work with you and get to know you as the supervisor, since they will be asked to evaluate your work.

INAG 288: Internship

Course Description

INAG 288: Internship (1 Credit) consists of on-site internship training in the student's major area of study. Students must complete a minimum of 320 documented work hours at an approved work site; the last hour of work must fall during Summer Session II (for Summer 2024, that session runs July 8-August 16). Generally, students complete INAG 288 during the summer between their first and second years.

INAG 288 is typically followed in the fall by INAG 289.

Registration

In order to receive internship credit, you must register for INAG 288 and carry out the assignments for the course. It is essential to meet the registration deadlines and to register correctly. Failure to register on time, using an incorrect section number, or late payment for tuition can forfeit registration and delay your graduation. In other words, pay close attention to the following instructions and make sure you complete each item! Registration for summer courses generally opens in February.

Registration stays open until July; however, register as soon as possible so that you don't forget or have a technical snag that leads you to miss the deadline. If you fail to register for INAG 288, you will be unable to earn credit for the internship even if you meet all of the requirements. Information about deadlines for summer session can be found at <http://oes.umd.edu>.

- Go to Testudo (www.testudo.umd.edu) and choose Registration.
- Choose Summer Session II. Note that there are several summer sessions—you need Summer Session II. Your internship starts on the date you arrange with your supervisor; the starting date of Summer Session II is irrelevant to the start date of your internship.
- Register for your internship advisor's section of INAG 288. The section numbers are:

Section	Internship Advisor
I201	Geoff Rinehart
I202	Meredith Epstein
I203	Ken Ingram
I204	Dane Grossnickle
I205	Heather McHale
I206	Tom Mazzone

Please note that each of the section numbers above begins with the capital letter "I" and not the number one.

Pay your tuition bill by the financial deadline. Your deadline is determined by when you register, so check your bill for the specific date. The 2023 tuition rate is \$508 for in-state students (\$412 tuition, \$96 fees) and \$1709 for out-of-state students (\$1613 tuition, \$96 fees).

Course Requirements

- Complete the Internship Search Self-Assessment—due before Spring Break to your academic advisor
- Complete the Internship Agreement—due to your internship advisor on the last day of spring classes (May 9)
- Complete 320 work hours at internship
- Arrange and conduct an advisor visit at your work site
- Complete the required assignment on ELMS each week (a total of 8)
- Keep your Daily Work Log in the Google form provided by your internship advisor

Please exchange contact information with your internship advisor before leaving campus for summer break. Your internship advisor will visit you during the summer.

During your internship, please maintain your Daily Work Log either every day or every week using the official work log Google sheet created for you; take photos to use in your Internship Article for INAG 289 in the fall; and give your best effort to being a great intern. Follow company policies about things like dress code, promptness, absences, safety, etc.

Grading

In order to earn a passing grade for INAG 288, students must complete a minimum of 320 work hours. This is an absolute requirement! In other words, you cannot get partial credit for doing PART of the 320 hours; if you do not complete 320 hours of work, you will not pass INAG 288. Please speak with your internship advisor as early as possible if you are concerned that you might have trouble meeting this requirement, so that your advisor can help you find ways to reach the required number of hours.

Your weekly assignments are due as posted; however, they will be accepted until the end of summer session II. If they are submitted within one week of the due date, they will be penalized 10%. Weekly assignments that are more than 1 week late will be penalized 25% (i.e. a perfect 10/10 would yield a 7.5/10 in the gradebook).

The final grade for INAG 288 is based on a total of 200 points. Grades are determined according to the following scale:

100-97: A+	87-89.9: B+	77-79.9: C+	67-69.9: D+	<60: F
93-96.9: A	83-86.9: B	73-76.9: C	63-66.9: D	
90-92.9: A-	80-82.9: B-	70-72.9: C-	60-62.9: D-	

Category	Points	Value
Internship Search Self-Assessment	10	5%
Internship Agreement (submitted by last day of spring classes)	20	10%
8 weekly assignments on Canvas	80 (10 points each)	40%
Site visit and performance evaluation by internship advisor and employer	50	25%
Entries in Daily Work Log	40	20%

Frequently Asked Questions about INAG 288

Do I have to pay tuition for my internship?

Yes. Your internship is a course for which you will receive a grade. For your internship to be recorded as part of your official University of Maryland transcript, you must register for INAG 288 and pay tuition and fees. Many campus fees are waived because you are not taking a course on campus. Tuition/fees are \$508 for in-state students, \$1709 for out-of-state.

Can I accept an unpaid Internship?

Yes. While most students opt for a paid-internship, you are welcome to complete an unpaid internship as long as you will still be completing 320 hours of work. If you do secure an unpaid internship, the Bright Futures Initiative awards students with need-based scholarships ranging from \$100-\$1,000 to help offset expenses incurred during unpaid internships with non-profit organizations and government agencies. For details and application go to go.umd.edu/brightfutures. Applications are typically accepted beginning April 1, so you must have your internship lined up by then.

What if the job is not what I expected?

Reference your signed internship agreement first. Then, communicate with your internship advisor and supervisor as soon as possible. It may be possible to change your job description or find another employer.

What happens if I get fired?

Hopefully this will not happen, but if it does, you should contact your internship advisor immediately. You will receive an "F" in INAG 288 for this internship and will need to complete another internship before you can take INAG 289 and earn your Certificate in Applied Agriculture from the University of Maryland. (In other words, if you discover that the job is not working out well, contact your advisor as early as possible so that you might have time to make a different arrangement.)

What happens if I am unable to complete 320 work hours?

Verify the number of anticipated work hours with your employer before starting your internship. Sometimes situations change and you are unable to complete the minimum required 320 hours. If you are concerned that you might have trouble meeting this requirement, please speak with your internship advisor as early as possible. Your advisor may be able to help you find ways to reach the required number of hours.

INAG 288 Assignment Details

Weekly Written Assignments

Throughout the course of the summer, you will complete eight weekly written assignments. The purpose of these assignments is to aid you in discovering the mission, vision, management structure, operations, and practices of the business or organization for which you are working. Some of the assignments will likely require you to ask questions of your supervisor or other individuals in the business or organization - so plan accordingly to submit respectful requests in a timely manner.

Assignment topics will be fairly flexible in order to accommodate the exciting diversity of internship experiences that you and your peers will have over the summer. Assignment topics will address some of the following areas:

- Business/organizational mission and goals
- Organizational structure
- Leadership styles
- Communication styles and methods
- Marketing
- Profitability and/or funding sources
- Resource inventory
- Plant or animal care
- Customer or client service
- Sustainability and corporate social responsibility

These assignments are available on ELMS, and you can view them as soon as you access the internship ELMS site. Each assignment is worth 10 points, for a total of 80 points and 40% of your final grade in INAG288.

Daily Work Log

Before your internship begins, your internship advisor will provide you with a hyperlink to a Google sheet that is your personal Daily Work Log. Your internship supervisor will be monitoring your work log throughout the summer.

It is your responsibility to open that sheet on a regular basis to record the following information for each day that you work at your internship:

- A. Date
- B. Number of hours worked

- C. Significant activities
- D. Observations – examples of content include:
 - a. New responsibilities you have been given; how you performed your new responsibilities
 - b. Ideas you would implement to improve the efficiency or effectiveness of the operation
 - c. Problems that arose and how you/other employees dealt with them
 - d. Experiences or observations related to leadership
- E. Your overall perception of the operation

You may fill in the sheet one day at a time (e.g. input Monday's data on Monday night, Tuesday's data on Tuesday night, etc.), or one week at a time (input data for Monday-Friday on Friday night). You are expected to complete all entries for the days worked in a given week by 11:59 p.m. on the Friday of that week. The sheet will automatically calculate the sum of your hours worked to date.

Your work log constitutes 20% of the grade for INAG 288, so don't forget to keep up with it!

Intern Site Visit and Performance Appraisal

You are responsible for arranging for your internship advisor to visit with you and your supervisor at your work site. This visit should take place midway in your internship. During that visit, your internship advisor will check in with your supervisor to see how things are going. Your supervisor may be asked to comment on the following work aspects:

- Attitude toward learning, taking on tasks of all kinds, and in general
- Confidence and proficiency demonstrated in communicating with others: listening, speaking and writing
- Completing assignments in a consistent, timely, satisfactory manner
- Initiative shown by sharing ideas, resolving problems and taking action
- Working relationship with other employees; teamwork
- Respect demonstrated toward the diversity and contribution of others
- Punctuality and work ethic

Don't wait until midsummer to arrange this visit; talk to your advisor as soon as you know what your schedule will be like! Advisors' schedules are very busy during internship season, so you should plan your visit as soon as you are able to do so. If you wait until the last minute to schedule your internship site visit, your advisor may be unable to attend and you may lose those points (25% of the course grade).

INAG 289: Internship Experience and Professional Development

Course Description

INAG 289: Internship Experience & Professional Development (3 Credits) builds on your work experience in INAG 288, and it is generally completed in the fall semester immediately following your internship. You may only take INAG 289 if you have completed your internship.

Prerequisite: INAG 288.

Corequisite **FOR GOLF STUDENTS ONLY:** please register for 1 credit of INAG 299B with Geoffrey Rinehart as well as INAG 289. This credit reflects the additional work of composing an Internship Report (required for Golf Course Management students). A sample report outline is available at the end of this handbook.

Course Requirements

The key elements of INAG 289: Internship Experience & Professional Development are composing an internship article and internship reflection in addition to assignments related to professional development that include but are not limited to resume building, interviewing, and networking.

Summer 2024 Internship Checklist

- Read the IAA Internship Handbook!
- Complete the Internship Self-Assessment and email it to your academic advisor by March 15. This is worth 10 points and is 5% of the grade for INAG 288. You will discuss it at your spring advising meeting.
- Register for INAG 289 for Fall 2024.
- Secure a summer internship experience that will provide a minimum of 320 work hours. It is your responsibility to find an internship; consult with your advisor if you need help. It can be paid or unpaid.
- Complete the Internship Agreement and submit it to your internship advisor by the last day of spring classes (May 9). Your agreement must be signed by you, your employer, and your internship advisor.
- Register for INAG 288, Summer Session II. Registration opened on Feb 20; register early so that you don't forget to do it. *You must be enrolled for INAG 288 in order to complete your internship.*
- Pay your tuition bill for INAG 288. The due date depends on when you register. Tuition/fees are \$508 for in-state students, \$1,709 for out-of-state.
- Start your internship! Your start date may vary, but make sure you can fit in 320 work hours before the last day of the semester (August 16). Your last hour of work must take place between July 8-August 16.
- Set up a date/time for your advisor to visit your work site. This visit must take place by August 8. It is your responsibility to schedule your site visit as soon as you are able to do so; your advisor needs time to make travel arrangements. Don't wait!
- Complete your weekly assignments. Due dates are on ELMS, but they are each Sunday night by 11:59pm.
- Complete your Daily Work Log – open the Google sheet that your advisor created for you every day or every week to record the required information for each day that you work at your internship.
- Take photos and video clips at your internship. You must have at least one photo that you are in! You can enter the photo contest for a chance to win \$100. You'll need these photos for INAG 289 in the fall.

Appendix A: Internship Search Self-Assessment

Internship Search Self-Assessment

Your internship is a key component of your hands-on education. It provides you with solid, resume-building professional experiences; helps you develop new skills; gives you insights into potential careers; and builds your professional networks.

To help you narrow your internship search and determine the best fit for you, please complete this internship search self-assessment. As you complete this guide, be honest with yourself, but remain open to possibilities. You will share this completed sheet with your academic advisor and use it to help discuss the internship goals that you and your internship supervisor will eventually agree upon.

Due: before Spring Break (March 15, 2023)

Submission: email it to your academic advisor

Points: 10 (applied toward your grade in INAG 288)

Internship Goals	
<p>Technical (Hard) Skills</p> <p>Be specific as to what skills you hope to learn or hone. For example: operate or use certain equipment or software; apply fertilizers or pesticides; promote via social media; budget using a spreadsheet; identify diseases or insect problems; manage irrigation; design something using drone technology, etc.</p> <p>What hard skills do you want to attain or develop?</p>	
<p>Interpersonal (Soft) Skills</p> <p>Improving your communication skills and professionalism is just as important as developing technical skills. You can accomplish this by showing up on time every day, managing a project, training someone, handling face-to-face sales, working with customers, giving a presentation, writing an article or blog post, completing a report or maintaining appropriate records.</p>	

<p>What soft skills do you hope to develop?</p>	
<p>Background Knowledge</p> <p>We recommend that interns gain substantial knowledge about their particular industry and how businesses or nonprofits operate. Consider the variables that go into an operation: different employee functions, roles of teams/crews, how the business generates income, and drivers of success.</p> <p>What background knowledge do you hope to gain?</p>	
<p>Professional Connections</p> <p>Internships are the ideal time to begin creating your professional networks, building relationships, and finding industry mentors. Your networks can include other students, entrepreneurs, technical specialists, etc.</p> <p>What professional connections do you hope to make?</p>	
<p>Internship Considerations</p>	
<p>Industry</p> <p>Golf course, landscape company, research lab, veterinarian office, equine facility, organic farm, farmers market, nursery, seed company, non-profit organization, local/state/federal government, etc.</p>	
<p>Geographic Location</p> <p>Where will you be living this summer? Do you have transportation? Are you willing to live in another location? Will you need to have housing provided? What other practical considerations are important to you?</p>	
<p>Work Setting</p> <p>Do you want to work outside most of the time or indoors? Do you prefer an office type setting? Are</p>	

<p>you willing to travel to various locations or drive to different sites?</p>	
<p>Work Style</p> <p>Do you prefer to work as part of a team or independently? Do you prefer to have a set list of chores to follow each day, or determine what needs to be done on your own? Do you like to show up early to organize your thoughts and work, or do you prefer to just walk in and go?</p>	

Appendix B: Sample Email to Employer

Dear _____:

Thank you for offering me an internship with _____(name of business)_____. The Institute of Applied Agriculture (IAA) at the University of Maryland, College Park, MD has been teaming with employers for over 50 years to provide meaningful internships for students. Please feel free to review the IAA's academic programs at www.iaa.umd.edu.

The objectives of IAA's internship program are for the students to:

- Experience hands on work in real world situations with trained professionals
- Apply classroom training in the workplace
- Develop leadership skills and experience
- Operate equipment involved with the business
- Learn as much as possible about all phases of the operation

Ideal internships incorporate job rotations that expose students to various facets of the business operation.

The IAA internship program includes two courses. *INAG 288: Internship* requires a minimum of 320 hours of supervised work experience. Students are required to keep a Daily Work Log and are encouraged to take pictures and ask questions when appropriate. *INAG 289: Internship Experience and Professional Development* requires an internship article and reflection summarizing their internship experience. Employers are expected to provide experiential learning opportunities, opportunities to shadow company leaders, as well as regular feedback to students. An internship agreement outlines the responsibilities of both students and employers and is attached for your consideration.

At some point during my internship, I will schedule a time for my university internship advisor to visit with you and me to talk about my experience and performance. In addition, at the end of my internship, you will be asked to complete an online performance appraisal of my work.

Again, thank you for this internship opportunity. If I can provide any additional information, please feel free to contact me.

Sincerely,

Student name

Major

Phone

Appendix C: Internship Agreement

Internship Agreement

Complete this document in consultation with your internship advisor and supervisor. When everyone has agreed on the content, all three parties should sign and date the agreement. Please give your completed Internship Agreement to your internship advisor by the last day of spring classes.

Part 1: Student Information

Student Name _____

UID _____

Track _____

Address _____

Phone _____

Email _____

Part 2: Employer Information

Internship Organization _____

Work site address _____

Supervisor name and title: _____

Supervisor phone: _____

Supervisor email: _____

Part 3: Job Information

Describe your role and responsibilities during your internship. List duties, projects, and any anticipated leadership opportunities, such as leading a team or a project.

Dates and Hours

You are encouraged to set regular work hours. In order to receive academic credit, you must complete at least 320 work hours. Please list your start and end dates, as well as your proposed work schedule/number of hours per week. If you will miss any time—for example, if you have arranged with your internship supervisor that you will take a week of vacation in the middle—please note it here.

Accommodation

Do you have any disabilities that require accommodation? If so, what kind of accommodation do you need in order to perform the duties of the job?

Supervision

Describe the supervision to be provided. What kind of instruction, feedback, or assistance will you receive?

Part 4: Learning Objectives

What do you intend to learn through this experience? List 3-5 skills or competencies you plan to develop or enhance.

Explain the leadership shadowing opportunities that your employer can provide. Can you observe other people's work?

Part 5: Evaluation and Communication

Describe when and how your work will be evaluated by your supervisor. Will you receive regular feedback, or will your supervisor only let you know if there is a problem?

If you have questions during your internship, who is the most logical person to ask? (This is probably your supervisor, but not always.)

What is the best way to contact them?

Part 6: Agreement

This is a working agreement and does not constitute a contractual obligation. This agreement may be terminated or amended by the student, advisor, or supervisor upon written notice.

Student Signature and Date:

Advisor Signature and Date:

Supervisor Signature and Date:

Appendix D: Golf Course Management Internship Report Outline

Total Points: 270

Reports handed in late will be affected in the following way:

1. Reports submitted two weeks late: loss of 20 pts
2. Reports submitted four weeks late: loss of 40 pts

This form will not provide enough space for satisfactory answers to many of the questions and problems listed. It is, therefore, suggested that it be used only as an outline to provide a basis for obtaining the kind of information which should be included in this report. Other information about your summer's work which is not included in answers to the required questions but which you feel are important should be included at the end of the report. The use of photographs, maps, drawings, and tables to aid in the presentation of your data is strongly recommended. Include as many details as necessary to make the report clear and concise. The work YOU put into this report will aid YOU in the future.

- I. INTRODUCTION (10 pts)
 - a. Name of club
 - b. Address
 - c. Name of Golf Course Superintendent
 - d. Name of Assistant Golf Course Superintendent
 - e. Name of Course Professional
 - f. Name of Golf Course Architect for original design
 - i. Date course constructed
 - ii. Architect and dates for subsequent redesigns or additions
 - g. History of course
 - i. Why was the course constructed?
 - ii. Have there been any major tournaments hosted by the club?
- II. BUSINESS DESCRIPTION (20 points)

Hint: Perhaps the best way to learn about some of the information covered in this outline is to schedule a meeting with your supervisor to discuss these points. Please note that any business information in this report will not be shared with anyone else. It is important that you learn as much as possible about the BUSINESS and managing, so please assure your supervisor that the information in this report will not be made public in any way. In addition, please refrain from discussing any business details of your work site with anyone except your instructor. If, for any reason, your supervisor will not divulge the information included in this outline, note it in your report, and give your best estimates.

The report itself **MUST** be **TYPED** and submitted electronically as requested. You are strongly encouraged to incorporate illustrations, maps, diagrams, tables, and photographs to support your report. Embed photos into your report as needed to explain or emphasize particular points

and to illustrate special projects in which you were involved. Additional supporting materials, samples of work, letters, etc. that demonstrate aspects of your internship or your performance should be included in the appendix, along with your Daily Work Log Spreadsheet.

- a. Type of ownership
 - i. Proprietorship
 - ii. Partnership
 - iii. Closed corporation (privately/family owned)
 - iv. Open corporation (publicly owned shares)
 - v. Cooperative
 - vi. Municipal
 - vii. Other
 - b. Operating Budget for Maintenance Operations and Capital Budget
 - i. What is the current operating budget for your facility? What are the three largest line items for the maintenance operating budget? Has the operating budget increased or decreased from the previous year and what was the percent change of the operating budget from the last year?
 - ii. What is the current capital improvement or capital budget and what will this budget cover with regards to equipment replacement or facility improvement?
 - iii. What is the estimated revenue of the facility?
- III. BUSINESS ORGANIZATION (10 pts)
- a. Draw an organizational chart and produce a list of job titles for employees in the business and number of employees for each job.
 - b. For each of the titles, indicate the responsibilities for the employees in those jobs or do they have job descriptions for each of the job titles?
 - c. What licenses/permits are needed for your superintendent in order to do their job effectively?
- IV. LEADERSHIP AND COMMUNICATION (15 points)
- a. Describe communication that your superintendent uses for your staff and also for the membership or ownership groups of the course.
 - b. Describe the leadership style of the organization or department (pros and cons).
 - c. How is leadership and good communication encouraged, developed, and recognized within the organization? Provide any recommendations you may have for improvement.
 - d. Provide examples of effective leadership observed on the job.
- V. FINANCIAL SUPPORT AND RECORDS (5 pts)
- a. What is the period of time used as the fiscal year?
 - b. What financial statements are prepared for the superintendent such as an income statement or a balance sheet? How are these statements used?
- VI. LABOR MANAGEMENT (10 pts)
- a. How are employees recruited and is there an orientation or training program for new hires?
 - b. Are there performance appraisals and

- i. How often?
 - ii. How is it done (one-on-one with supervisor, etc.)?
 - iii. How does the company deal with unsatisfactory performance?
 - c. Describe any strengths and weaknesses of current labor management program.
 - d. Discuss weekend work schedules and rain day work policies.
- VII. GENERAL DESCRIPTION OF GOLF COURSE (40 pts)
 - a. Physical features of the course
 - i. Soil series ([Web Soil Survey](#)) for the fairways and roughs
 - ii. Type of soil for greens and tees if they have been modified with sand; describe the type of sand and the percentages of sand found in greens and tees
 - iii. Type of turfgrasses present (species and cultivars) on the different playing surfaces
 - iv. Course topography
 - v. Any drainage problems
 - b. Greens
 - i. Describe air and water (surface and subsurface) drainage
 - ii. Indicate if green is flat, rolling, elevated, and/or depressed
 - iii. Exposure (shade vs full sun)
 - iv. Determine area of each green
 - c. Fairways
 - i. Determine the area of each fairway
 - d. Tees
 - i. Are there multiple tees? If so, how many per hole, and how do they affect play?
 - ii. Are there any unusual teeing areas? If so, explain
 - iii. Determine the area of tees
 - e. Roughs
 - i. Are intermediate roughs used?
 - ii. How do roughs affect play?
 - iii. What is the area of roughs?
 - f. Bunkers
 - i. How many bunkers are on each hole?
 - ii. How many square feet of bunkers do you have?
 - g. Ornaments
 - i. Describe how ornaments and trees affect play and the aesthetic value of the course
 - ii. If course is heavily wooded, indicate the principal tree species
 - h. Course Rating
 - i. Par for each hole
 - ii. Yardage of each hole
 - iii. Total yardage of golf course
 - iv. Slope rating
- VIII. SUMMARY TABLE FOR GOLF COURSE (5 pts)

Include the following in a summary table:

- a. Total land on course
 - b. Total fairway area
 - c. Total green area
 - d. Total rough area
 - e. Total tee area
 - f. Total area for club house, parking, and grounds
 - g. Total wooded area
 - h. Total area of bunkers
- IX. SUMMARY TABLE FOR OTHER RECREATIONAL FACILITIES (5 pts)
- a. Indicate whether other facilities are available and their approximate number and area.
 - b. Indicate who is responsible for maintenance of these areas.
- X. MAINTENANCE OPERATIONS
- a. Describe the present fertilizations and liming program for tees, fairways, and greens. If there is none, list the reasons why. Are soil tests performed, and if so, how frequently? Be specific on *treatment dates* and *rates* (lbs N/M).
 - b. Describe the present topdressing program for greens. If there is none, list the reasons why.
 - c. Describe the present irrigation program (hand watering to controller programming) and soil moisture monitoring used for greens, tees, and fairways. If there is none, list the reasons why.
 - d. Describe the seriousness of weed problems on the course (greens, tees, fairways, roughs, and sand traps) and what was done to control them. Be specific for treatment dates and rates. If there is no program of control, list the reasons why.
 - e. Describe the seriousness of insect damage on the course (greens, tees, fairways, roughs, and sand traps) and what was done to control them. Be specific for treatment dates and rates. If there is no problem of control, list the reasons why.
 - f. Describe the seriousness of turfgrass diseases on the course and what was done to control them. Be specific for treatment dates and rates. If there is no problem of control, list the reasons why.
 - g. What is the height of cut of greens, tees, fairways, and roughs throughout the season? Does this change from month to month? If so, how? What is the mowing frequency for each area?
 - h. Describe the movement of tee markers on an average tee. How long are worn spots given a chance to recover? Are tees renovated or repaired during the season?
 - i. Map out one green on the course and record the way the cup is rotated throughout the season. How often is the cup changed? How long can any one of the cup scars be recognized?
 - j. List any other maintenance practices performed to ensure quality trees, fairways, and greens. For example: overseeding, triplex mowing of fairways, use of fans, etc.

XI. EQUIPMENT (20 pts)

- a. Provide a table that gives the following information about each piece of equipment used on the course, as shown. Be sure to indicate the total cost of the equipment.

Equipment Name	Manufacturer	Replacement Cost	Purchase Cost	Purchase Date	Anticipated Life Expectancy

Total Cost: \$ _____

- b. What equipment is leased, rented, or borrowed?
 c. Is there a preventive maintenance program for all equipment? If so, briefly explain.
 d. Select the best and worst piece of equipment and explain why.

XII. IRRIGATION SYSTEM (10 pts)

- a. What type of irrigation system is present (include manufacturer)?
 b. Briefly describe the number of heads that are on an individual green, tee, and fairway. Describe their spacing (triangular or square) and how many total heads are present for the entire system
 c. Describe the maximum flow rate (gpm) for your irrigation system and how many heads are running at the same time
 d. What is the sprinkler pressure requirement and what is the pressure at the pump house when the system is running?
 e. What size pipe is present at the pump house? Track water from your pump house to your 18th hole and describe the pipe size and sprinkler placement for this hole. Use Google Earth to get a map of your 18th fairway.

XIII. MAP OF COURSE (10 pts)

- a. Obtain a map of the course from the superintendent or from Google Earth and submit a map of the course.
 b. Identify the most interesting hole (tee to green). Explain why you believe it is the most interesting hole and show an enlarged photo of the hole using Google Earth.
 c. What is the elevation and elevation change from the highest point on the golf course to the lowest point and what is the pump house elevation?

XIV. GENERAL MANAGEMENT PROBLEMS (20 pts)

- a. List all the features of the course which would help in making it reasonable to maintain
 b. List all features of the course which would help in making it difficult to maintain
 c. Method of buying supplies and equipment
 d. Describe the current system of record keeping. Include any forms that assist in this process. Is a computer used for budgetary and record keeping purposes?
 e. Number of golf carts and rules governing their use. Describe any maintenance problems that have been caused by their use. What has been done to correct

these problems? Who received the income from the golf carts (pro, club, or split between)? Who maintains carts and who tows in those that break down on the course?

- f. Conduct a time management study for your course. For greens, tees, and fairways, describe:
 - i. Different types of activity performed
 - ii. Type of equipment
 - iii. Area (square footage or acreage)
 - iv. Frequency of maintenance activity

At the end of this outline, see the sample time management study.

- g. Photos of turf related problems can enhance your presentation.
- XV. ANALYSIS AND SUMMARY (10 pts)
- a. Summarize and analyze your internship: your work, environment, and learning experience
 - b. Explain the most valuable part of your work experience
 - c. Discuss the reality of the experience and how it differed from or met your expectations
 - d. Relate your IAA course work to your internship. Did the internship highlight any academic preparation, skills, abilities, or specific certifications you should acquire?
 - e. Explain how the internship increased your knowledge of the industry and how it either reinforced or changed your career goals.
- XVI. DAILY JOURNAL AND BLOGS (30 pts)
- a. Maintain a daily log of activities performed on the golf course. Note weather conditions, pest occurrences, and other timely events. Report this on the blog on a weekly basis.

Time Management Study for Greens (SAMPLE)

Conducted June 1 through October 1

Job Description	Frequency	Method						
Mow Greens	Daily to 6 x /Week	Timed with watch						
Aerify Greens	2 times	Time Sheets						
Needle Tine Greens	6 times	Timed with watch						
Fertilize Greens	12 times	Timed with watch						
Spray Greens	16 times	Timed Sheets						
Topdress	6 times	Timed with watch						
Hand Water	20 times	Time Sheets						

Task	Hours/Operation	May	Jun	July	Aug	Sept	Oct	Total
Mow Greens	10	300	300	300	300	300	260	1760
Aerify Greens	60	60				60		120
Needle Tine Greens	16	16	32	32	16			