

GOLF COURSE INTERNSHIP REPORT GUIDE

Revised 1/2007

The following guide is intended to help you organize your thoughts and make sure you include all pertinent information regarding your internship experience. While this is essentially a template feel free to develop your own format if it suits your needs better.

1. General Information

- Location
- Golf course history: construction date, architect, milestone events, type of operation
- Physical characteristics: setting, soils, irrigation water-source and-quality
- Maintenance facilities: shop layout, basic inventory of equipment
- Irrigation system: basic type and control system

2. Organization of Maintenance Dept.

- Organization outline, chain of command
- Key personnel: prepare a brief synopsis of key people including their names, backgrounds, duties, attitudes, strengths and weaknesses, and effectiveness in your eyes
- Your position in the organization: your typical jobs and daily responsibilities including any supervisory activities
- Daily work plan: what a typical day was like i.e. start and stop times, breaks, lunch, daily meetings, job assignments, equipment check out procedures, clean-up procedures, policies regarding attendance, etc.

3. Maintenance Plan

-Putting Greens

- What grasses were originally planted? What are the dominant grasses now? What is the superintendent's view on annual bluegrass, bentgrass, bermudagrass, and winter overseeding (as appropriate for the climate you are in)? Outline the fertility plan including timing, materials, method of application, NPK balance, and general goals. You should find and read labels so you actually know what is in each product.
- Explain the mowing, topdressing, vertical mowing, rolling, coring etc. procedures used at the course. What are the club demands for speed and surface conditions? How effective are the techniques currently in use? Can you suggest changes that would improve putting green performance
- Outline the disease control plan. Note the general philosophy on disease management. List the target diseases and chemical controls used at the course. Is there an active disease IPM program at the course? Does the current program work effectively? Would you change anything? What is the superintendent's view on fungicide use and fungicide rotations?
- Describe the insect management program for greens. Note the key pests and their controls. Is IPM used in managing insects? What is the superintendent's view on insecticide use?
- What is the irrigation strategy for greens? Who actually makes irrigation decisions for greens?

-Tees Fairways. and Green Surrounds

- As per greens discuss all pertinent aspects of management of these areas. In addition discuss the weed management strategy used. How widespread is herbicide use on the turf areas at this golf course?

-Rough areas

- Discuss mowing, weed management, and other pertinent maintenance practices used at the course. How is rough viewed at this golf course?

-Bunker Maintenance

- What is the style and role of bunkers at this course? How many bunkers are on the course? Describe the daily routine for maintaining bunkers. What kind of sand is in the bunkers, how often is sand replaced or added, are there drainage problems? Who is responsible for raking and how is

raking done? Are bunkers a significant part of daily maintenance at this course? How would you approach bunker maintenance at this course?

-Pond / water feature maintenance

-Explain the strategies used to maintain irrigation ponds and other water features on the course
-Specifically comment on weed management strategies. Is the superintendent concerned with water quality issues related to streams, ponds, or lakes on the course? Is there any effort made to monitor water quality?

4. People Management

-What is the superintendent's management style? Is it effective? What role do the assistants, forepeople, and other key leadership people play in decision making?
-Are maintenance department policies and procedures clearly presented? Is there an effective employee training program? Was it clear what was expected of you?
-How would you rate communications between the superintendent, the assistant, and the crew?
-Discuss your observations of how well the crew operated noting examples of both good and bad management. What role did attitudes play in crew effectiveness? Is the superintendent respected by the people who work on the crew?
What would you do to improve crew effectiveness and. communications in general?

5. Budget

-Present a line item maintenance budget for the club.
-Explain the procedure the superintendent uses in assembling the budget
-Note the fiscal year and the approval process that is used to get the budget approved.
-How are capital expenditures budgeted?
-Is there an equipment replacement plan in effect at the club?
-What is the superintendent's view of budget development and management?

6. Construction Projects

-Describe any construction projects that occurred while you were at the club.
-How well was the project organized and choreographed?
-Did the project go smoothly or were there unanticipated problems?
-Did the project cause lots of stress and how did everyone handle it?
-How did the members deal with the disturbance to their course?
-Would you have done anything differently?

7. Other Notable Areas

Every club has something unusual about it. Some of the things you might discuss here include the Audubon wildlife sanctuary program, unusual features such as large putting courses, or an intensive gardening or wildflower program.

8. What Did You Learn From The Experience?

-Were your expectations met? Explain why or why not?
-Did you progress in your understanding of golf course maintenance and management?
-Did you take the initiative in pursuing opportunities to do new or different jobs and learn new skills?
-Did you get enough time working or talking to the superintendent and other key people at the course?
-Has this experience increased or decreased your desire to become a golf superintendent?
-How did this experience compare with your past experiences at golf courses?
-Would you recommend this club as an internship opportunity for other students?