

SPORTS TURF INTERNSHIP REPORT GUIDE

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
- Facility history: construction date, 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

Natural Grass Fields

- What grasses were originally planted? What are the dominant grasses now? What is the sports turf manager'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 facility. What are the demands regarding surface conditions? How effective are the techniques currently in use? Can you suggest changes that would improve the playing surface performance?
- Outline the disease control plan. Note the general philosophy on disease management. List the target diseases and chemical controls used at the facility. Is there an active disease IPM program at the facility? Does the current program work effectively? Would you change anything? What is the sports turf manager's view on fungicide use and fungicide rotations?
- Describe the insect management program. Note the key pests and their controls. Is IPM used in managing insects? What is the sports turf manager's view on insecticide use?
- What is the irrigation strategy for the turf? Who actually makes irrigation decisions?

Synthetic Fields

- Explain the maintenance practices associated with synthetic turf. How often are they performed?
- What are the challenges associated with maintaining synthetic surfaces? Does the sports turf manager prefer these surfaces over natural grass? Why or why not? What is the comparison in maintenance costs between the two surfaces?

Pond / Water Feature Maintenance

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

4. People Management

- What is the sports turf manager'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 sports turf manager, the assistants, 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 sports turf manager 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 facility.
- Explain the procedure the sport turf manager 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 facility?
- What is the sports turf manager's view of budget development and management?

6. Construction Projects

- Describe any construction projects that occurred while you were at the facility.
- 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 public deal with the disturbance to the facility?
- Would you have done anything differently?

7. What Did You Learn From The Experience?

- Were your expectations met? Explain why or why not?
- Did you progress in your understanding of sports turf 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 sports turf manager and other key people at the facility?
- Has this experience increased or decreased your desire to become a sports turf manager?
- How did this experience compare with your past experiences at sports turf facilities?
- Would you recommend this facility as an internship opportunity for other students?