



Associate Diploma in Turfgrass Management

Information for Internship Employers

Thank you for considering taking on the responsibility of supervising an Intern from the Association Diploma in Turfgrass Management program at the University of Guelph. The internship is a critical educational component of our program. It is my hope that you will freely share your professional expertise with the Intern and provide them with the practical, on the job learning experience that is impossible for us to replicate in the classroom.

As part of the internship program, you will be asked to enter into a "Formal Learning Contract" with your Intern that will include specific learning objectives for the student. We encourage you to provide the Intern with a broad range of opportunities and experiences within your organization. The Formal Learning Contract is also an opportunity for you to outline your expectations of the Intern.

You should have high expectations of your Intern as you will be giving them greater attention than your average summer student. We do our best to impress upon our students that the internship is more than just a "regular job" and they should approach it with a high level of enthusiasm and their best level of effort. Plan to review the Intern's learning objectives and job performance monthly throughout the season to insure they are meeting your expectations and that progress is being made towards completion of their learning objectives.

Interns are required to keep a daily journal, collect detailed information about your operation for their internship reports as well as gather material for classroom presentation of practical case studies. I would encourage you to discuss these requirements with the student and provide encouragement and support in these efforts wherever you can.

Each student is assigned a faculty advisor and where feasible, we try to visit each Intern during the internship period. Hopefully we will have an opportunity to meet with you to discuss their progress. Towards the end of the season, I will be providing you with an Internship Evaluation that will be used to help the student further strengthen their knowledge and skills. It also provides you with an opportunity to provide additional feedback to help us identify areas where we need to strengthen the program curriculum. Interns would also benefit from a face-to-face review prior to their departure so that you can provide them with direct feedback on their performance, strengths and weaknesses.

Thank you again for your interest in taking this critical role within our program. If you have any questions or comments, please contact me.

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