

College of Agricultural Sciences

Department of Crop & Soil Sciences

Turfgrass Science Major

Guidelines

for

TURF 495

INTERNSHIP

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This guide is intended as a guideline for both the student and the adviser. Students should adhere to specific deadlines and stipulations set by their individual advisers.

Internship Benefits

- Student Can:**
1. Gain an understanding of the relationship between classroom theory and practical application
 2. Test career objectives realistically
 3. Develop professional work habits
 4. Improve interpersonal relations
 5. Become acquainted with people employed in professional occupations
 6. Prepare for a smooth transition into full-time employment
 7. Earn funds to partially support college education
 8. Retain student status while learning on the job

- Employer Can:**
1. Establish a pool of potential employees who have demonstrated their abilities
 2. Educate highly motivated students
 3. Benefit from an introduction of fresh, new ideas
 4. Develop an efficient training program
 5. Send goodwill ambassadors back to campus

- The University Can:**
1. Receive student feedback, which can effect curriculum change
 2. Reinforce positive relationships with the turfgrass industry
 3. Increase rapport with - and encourage support for - University programs
 4. Demonstrate Penn State's support for the professional development of each student

I. TURF 495--INTERNSHIP

TURF 495--Internship is a cooperative educational program between the Turfgrass Science major in the College of Agricultural Sciences at Penn State University and approved employers who furnish facilities and instruction that help students acquire the skills and knowledge needed in their chosen vocation.

Description TURF 495--INTERNSHIP (3 credits, 1 per semester for 3 semesters). Independent study and supervised field experience related to the student's professional interest.

- Objectives**
1. Permit students to explore their personal interests in depth.
 2. Assist students to establish career goals related to their specific interests and professional aspirations.
 3. Increase student motivation for their chosen field by integrating classroom instruction with planned and supervised practical experience.
 4. Prepare students for employment in a turfgrass occupation through professional field experience.
 5. Enable students to identify courses needed to prepare for their career goals.
 6. Provide students an opportunity for an off-campus learning experience relevant to their academic program.

Eligibility The course is limited to students with at least a fifth semester standing and **DEGREE STATUS, plus a minimum 2.0 GPA.**

- Operational Principles**
1. Each student intern shall have well defined work activities that are regarded as worthwhile by the cooperating agency with whom the student intern is affiliated, the intern, and the faculty adviser.

2. Each student intern shall develop specific learning objectives that can be readily identified and reviewed periodically throughout the work period.
3. Each student intern shall be supported by an academic adviser and a cooperating agency representative. The roles of these support persons are to assist with task identification, learning objectives, carrying out of the task, counseling the student, and carrying through with ideas and projects initiated.
4. Each student intern is responsible for contacting the cooperating agency and establish an agreement to do the work and pursue the learning objectives.
5. Regular meetings should be scheduled to permit student-to-agency supervisor and student-to-adviser feedback and accountability.
6. Each student intern assesses the worth of the internship experience, and produces a final report for the course adviser.

Enrollment Procedures

Every candidate for the Bachelor of Science degree in Turfgrass Science is expected to complete three (3) credits of Turfgrass Internship (TURF 495) to fulfill the requirements for graduation. The prospective intern should register for one (1) credit of TURF 495 during the semester just prior to the actual internship - the pre-internship phase. For summer internships, the intern registers for a second credit of TURF 495 for the summer term in which the internship is performed. If the internship is performed over the course of an entire semester, the intern registers for a single credit of TURF 495 covering that semester. In some cases, a longer internship may be desired. In those cases, the student should consult with his/her academic adviser regarding course registration. The final one credit of the TURF 495 will be taken the semester after the internship was performed. This will consist of a wrap-up of the entire internship experience.

I-The Pre-Internship Phase

This is a one-credit TURF 495 course taken during the spring semester prior to the actual internship. During the pre-internship phase, the prospective intern prepares the Internship Plan. The intern creates a portfolio to be handed in to the adviser that contains the following:

- **Title page** containing the title of the internship, the adviser’s name (submitted to), the intern’s name (by), and the date (See example on page 4).
- **Cover letter** (sent to the prospective cooperating agency, i.e., golf course, sports complex, USGA, etc. See example on page 5.)
- **Preparation for the internship:**
 - Education: Select all relevant courses from your transcript that you feel have prepared you for this position. List the courses’ names, numbers, and catalog descriptions.
 - Experience: Create an updated resume. (List all previous work experience including dates, job title, and a description of your responsibilities. Also include extracurricular activities in both college and high school. See example resume on page 6.)
- **Self Assessment** containing your self assessment form and personal improvement goals (See pages 6-8 for forms.). The completed self assessment form should be provided to the internship supervisor. The supervisor should be asked to devote some time with the intern to at least two of the areas listed by the intern as weaknesses.
- **Learning objectives** - What do you want to learn from this internship (list minimum of eight or more)

EXAMPLES:

- Learn how to make soil fertility recommendations to clientele with 100% accuracy. Evaluation will be made by Agway supervisor using Agway fertility recommendations as the standard.
- Learn proper irrigation practices including installation, maintenance, and design of various makes and models of golf course irrigation equipments. Evaluation will be made by the agency supervisor.
- Learn how to identify turfgrass diseases. Evaluation will be made by the agency supervisor.

- Learn how to handle and operate all equipment which is important to golf course superintendents. Evaluation will be made by the agency supervisor.
- Determine proper spray application rates with various types of spraying equipment. The calibration must be accurate to insure correct applications. Evaluation will be performed by the Coordinator of Farm and Greenhouse Operations using the equipment instruction manuals as the standard.
- **Academic project** - provide a detailed description of the academic project you would like to accomplish while serving as an intern at the cooperating agency. Projects could include irrigation system expansion or enhancement; specific pest (weed, disease-inciting organism, insect, nematode, or large-animal pest) problem identification, analysis, and resolution; thatch management program development and implementation; personnel management (responsibility for a project from beginning to end/supervising a small crew in the implementation of the project). The project selected must be approved by the academic adviser and the cooperating agency supervisor. The cooperating agency supervisor should be provided with the **supervisor evaluation form** (see page 10) before or at the beginning of the internship.
- **Follow-up letter** to the cooperating agency expressing gratitude for accepting the intern's application (See example on page 12).
- **Means of keeping in contact** with the academic adviser (ie, email, telephone, letter, visit)
- **Name, title, address, and phone number** of agency supervisor and name, location, history and organizational structure of the cooperating agency.
- **Signatory Page** containing contact information and the signatures of the student, cooperating agency representative, and academic adviser (See form on page 13).

The Internship Plan checklist is to be completed as part of the first one-credit internship class taken, typically the semester prior to leaving for the internship (See form on page 14).

A grade for this course will be based on the quality of the components of the internship plan submitted in mid-April or at a time designated by the adviser.

Title

Internship at XYZ Golf Club

Address

City, State

Submitted to

Dr. Andrew McNitt

By

John W. Smith

Date:

March 15, 2010

John W. Smith

Address

City, State

Cell: 123-456-7890

February 4, 2010

Mr. Superintendent
Director of Grounds
XYZ Golf Club
Address
City, State

Dear Mr. Superintendent:

Please accept this letter and resume as my application for an internship at XYZ Golf Club this summer. As a turfgrass science student at Penn State, I am interested in achieving my career goals through a practical learning experience at a prestigious golf course. Since I believe that XYZ Golf Club is among the best managed golf courses in the United States, I am confident that I could learn much from you and your management team through a summer internship.

As you can see from my resume, I have worked in golf turf maintenance for the past six summers. Each has been a productive learning experience and I have appreciated the opportunities I've had to learn from some truly outstanding superintendents. But my dream has always been to work at XYZ Golf Club. I am sincerely hopeful that you will consider my application and permit me the opportunity to learn under your leadership.

Thank you for your consideration. Incidentally, My academic adviser, Dr. John Doe, has stated that he would be willing to serve as a reference and would welcome a call from you regarding my qualifications.

Sincerely,

John W. Smith

John W. Smith

Address
City, State ZIP Code

Cell Phone: 123-456-7890
Email: abc123@psu.edu

CAREER OBJECTIVES:

To acquire the knowledge, skills, and experience necessary to become a superintendent at a leading golf course within the United States.

EDUCATION:

- Anticipate completing the Bachelor of Science Degree in Turfgrass Science, The Pennsylvania State University, University Park, Pennsylvania (Cum. GPA: 3.34, Major GPA: 4.00) in May, 2011.

RELEVANT EXPERIENCE:

- Golf Course Maintenance Technician, Montclair Country Club, Montclair, New Jersey; responsibilities included repairing irrigation sprinklers and pipes, establishing new driving range, spraying pesticides and fertilizers, and monitoring for wilt and syringing; summers of 2008 and 2009.
- Golf Course Maintenance Technician, Metropolis Country Club, White Plains, New York; responsibilities included mowing fairways and roughs, topdressing, fertilizing, and monitoring for wilt and syringing; summers of 2006 and 2007.
- Golf Course Maintenance Technician, Willow Hollow Golf Course, Redding, Pennsylvania, responsibilities included mowing greens and tees, trimming and raking sand bunkers; summers of 2004 and 2005.

ACADEMIC SCHOLARSHIPS/AWARDS

- The Coaly Society, 2009.
- GCSAA Scholarship for \$2000, 2009.
- Montclair Country Club scholarship for \$1500, 2009.

PROFESSIONAL AFFILIATIONS:

- GCSAA student member since 2007.
- Northern New Jersey GCSA member since 2008.

REFERENCES:

- Mr. John Brown, Superintendent, ABC Country Club, Anytown, New Jersey
- Mr. James Smith, Superintendent, City Country Club. Anytown, New York
- Dr. Andrew McNitt, Associate Professor of Soil Science, The Pennsylvania State University, University Park, Pennsylvania.

Self Assessment

Agronomy	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Turfgrass identification, growth and development, environmental adaptation, cultural requirements, and uses	1	2	3	4	5
Primary cultural operations: mowing, fertilization, and irrigation	1	2	3	4	5
Supplementary cultural operations: cultivation, topdressing, and PGR use	1	2	3	4	5
Pest management: controlling weeds, diseases, insects, and other pests	1	2	3	4	5
Atmospheric environment: light, temperature, moisture, and wind	1	2	3	4	5
Edaphic environment: soil physical, chemical, and biological properties	1	2	3	4	5
Site preparation and turfgrass propagation, renovation, and over-seeding	1	2	3	4	5
Cultural systems for golf, sports, lawn, and utility turfs	1	2	3	4	5

Horticulture	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Ornamental plant identification, growth and development, environmental adaptation, cultural requirements, and uses	1	2	3	4	5
Cultural operations: pruning, fertilization, and irrigation	1	2	3	4	5
Pest management: controlling diseases, insects, and other pests	1	2	3	4	5
Site preparation and plant propagation.	1	2	3	4	5

Aquatics	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Aquatic plant identification, growth and development, and management	1	2	3	4	5
Cultural control: mechanical removal, aeration, barley straw, colorants	1	2	3	4	5
Chemical control with herbicides and other biocides	1	2	3	4	5
Biological control with fish species	1	2	3	4	5

Self Assessment (continued)

Business Management	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Personnel management	1	2	3	4	5
Financial management and accounting	1	2	3	4	5
Business law	1	2	3	4	5
Physical plant management	1	2	3	4	5
Strategic planning	1	2	3	4	5
Work safety and OSHA compliance.	1	2	3	4	5
Community relations	1	2	3	4	5
Organizational communications	1	2	3	4	5

Environmental Management	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Energy and waste management	1	2	3	4	5
Environmental compliance	1	2	3	4	5
Government relations	1	2	3	4	5
Hazard management	1	2	3	4	5
Pesticide laws and regulations	1	2	3	4	5
Water resource management	1	2	3	4	5
Wetlands management	1	2	3	4	5
Wildlife and habitat management	1	2	3	4	5

Repair and Maintenance	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Electrical and plumbing systems	1	2	3	4	5
Motorized vehicles	1	2	3	4	5
Mowers	1	2	3	4	5
Application equipment	1	2	3	4	5
Cultivation equipment	1	2	3	4	5
Irrigation and drainage systems	1	2	3	4	5
Buildings and other structures	1	2	3	4	5

Golf Management	Your current knowledge on a 1 to 5 scale (1 is poor and 5 is outstanding).				
Golf course operations	1	2	3	4	5
Golf course design	1	2	3	4	5
The game of golf	1	2	3	4	5
Golf course setup	1	2	3	4	5
Tournament preparation	1	2	3	4	5

* Both the completed self assessment form and personal improvement goals, along with the rest of the portfolio, should be shared with the internship supervisor. The internship supervisor should identify two areas indicated as weaknesses by the student and focus on these areas during the internship.

Personal Improvement Goals

1. Agronomic goals:
2. Horticultural goals:
3. Aquatic goals:
4. Business management goals:
5. Environmental management goals:
6. Repair and maintenance goals:
7. Golf management goals:

* Both the completed self assessment form and personal improvement goals, along with the rest of the portfolio, should be shared with the internship supervisor. The internship supervisor should identify two areas indicated as weaknesses by the student and focus on these areas during the internship.

INTERNSHIP SUPERVISOR EVALUATION

Student _____ **Date** _____

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement with your agency. Your responses will help the adviser in assigning a letter grade and identifying areas requiring attention in the student's continuing professional development. Thank you for your cooperation.

A. Personal Characteristics				
Criteria	Excellent	Good	Fair	Unacceptable
1- Cooperates with management				
2- Cooperates with other workers				
3- Willingness to work				
4- Dependable				
5- Honest				
6- Ethical behavior				
7- Shows initiative				
8- Accepts supervision				
9- Personality				
10- Motivation				
11- Accepts constructive evaluation				
12- Punctuality and attendance				
13- Professional attitude				
B. Skills				
Criteria	Excellent	Good	Fair	Unacceptable
1- Shows leadership ability				
2- Communication - speaking				
3- Communication - writing				
4- Shows mechanical ability				
5- Learns new operations easily				
6- Adaptable to variety of jobs				
7- Overall skills for industry				
C. Potential for career in this profession				
Criteria	Excellent	Good	Fair	Unacceptable

Please circle the letter grade that you believe the student should receive for his/her performance during this internship.

A A- B+ B B- C+ C D F

Supervisor Signature _____

INTERNSHIP SUPERVISOR EVALUATION (continued)

1. Was the student adequately prepared to work in your program? Yes _____ No _____ Somewhat _____

List the areas of adequate preparation and the areas where additional preparation would have improved the student's capability of work in your agency _____

2. What kind of training or orientation did you provide before the student began working? _____

3. List the ways the student showed evidence of possessing skills for working with persons of different age groups. _____

4. How did the student demonstrate his/her acceptance of responsibility for program planning and implementation? _____

5. In your opinion, what are the students' areas of greatest strength and areas that need improvement? _____

6. Would you re-employ this student or employ another student with a similar background?
Yes _____ No _____ Maybe _____

7. What recommendations do you have for us to include in this student's academic program to more adequately prepare students for future professional roles? _____

8. Are you interested in having a similar person for an internship at your agency? Yes _____ No _____

If no, could you please indicate some reasons why your agency can no longer participate in our Internship Program. This information may assist us in future programming. _____

9. Other comments _____

John W. Smith
Address
City, State ZIP Code
Cell: 123-456-7890

March 2, 2010

Mr. Superintendent
Director of Grounds
XYZ Golf Club
Address
City, State

Dear Mr. Superintendent:

Thank you so much for the opportunity to meet with you and your management team and for accepting my application for an internship at XYZ Golf Club this summer. I am looking forward to this experience and the opportunity to learn from such an outstanding group of professionals, as well as from my fellow interns. I assure you that I will do my best and will proudly represent Penn State in this capacity. As per our arrangement, I will report for work at 6:00 a.m. on Monday, May 15th.

Again, thank you for this opportunity.

Sincerely,

John W. Smith

TURF 495 – INTERNSHIP INTERNSHIP PLAN CHECKLIST

HAVE YOU:

_____ Sent an email to your adviser with your place of employment and specific project?

Jeffrey Borger	jab267@psu.edu
David R. Huff	drh15@psu.edu
Peter J. Landschoot	pjl1@psu.edu
Andrew S. McNitt	mcnitt@psu.edu
Maxim Schlossberg	mjs38@psu.edu
A. J. Turgeon	aturgeon@psu.edu

_____ Completed page 13 of the packet and attached it? (This includes signing the bottom portion and obtaining a signature from your place of employment and your academic adviser)?

_____ Have you attached the following to your internship plan (see pg 2)?

_____ Education/Experience

_____ Learning objectives

_____ Detailed outline of tasks for project

_____ Registered for the proper credits for this course?

_____ Have at least at 2.0 GPA?

_____ Are you degree status?

* * * *

Everything needs to be turned in to your adviser by the deadline set by your adviser. You are required to complete the plan before beginning/leaving for your internship!

ONLY STUDENTS THAT HAVE BEEN GRANTED PERMISSION AND TURNED IN THEIR PROJECT PLAN ARE ALLOWED TO PURSUE THE INTERNSHIP COURSE. ALL OTHERS WILL AUTOMATICALLY BE DROPPED—NO EXCUSES!

**II-The
Internship
Phase**

This is a one-credit TURF 495 course for which the student registers covering the summer term or semester(s) during which the actual internship occurs. During the actual internship, interns must be mindful of the fact that they are representatives of the turfgrass program at Penn State, and that their conduct and professional demeanor are reflections of not only themselves but of the institution and academic program in which they are enrolled. They should always be punctual in reporting to work and ready and willing to perform all of their assigned duties to the best of their ability. Interns should maintain a daily log of their activities. For students enrolled in a one semester summer internship, updated daily logs should be emailed on June 15 and July 15 to their internship adviser. The complete log should be turned in along with their report during the post-internship phase. Students pursuing an extended internship or an internship during a semester other than summer should discuss a log schedule with their adviser.

The grade for this course will be determined by the academic adviser and will be based primarily on the local supervisor's evaluation. The assignment of the grade will be made as soon as the evaluation is received; however, if necessary, it will be deferred until after the fall semester has begun.

III-The Post-Internship Phase

This is a one-credit TURF 495 course taken during the fall semester following the actual internship. During the post-internship phase, the intern completes and submits the final report covering what was accomplished during the internship. This is due one month into the fall semester (typically late September--the actual date will be determined by the student's adviser). Based on the timely submission of a satisfactory report, the deferred grade issued during the internship will be changed to an appropriate letter grade. With the submission of the report, the intern should schedule a meeting with the academic adviser to review the report and determine if modifications are warranted. The report will be graded and a letter grade based on the quality of the final report (50%) and the evaluation of the cooperating agency supervisor (50%) will be issued at the end of this semester.

2. STUDENT AID FOR SUMMER INTERNSHIP

1. You will need to have on file a need analysis. That means you will have to complete an application for student aid, one for the current year and one for the upcoming year. *Any student planning to use financial aid during summer sessions should meet with a financial aid counselor for detailed information.*

Pennsylvania residents complete an Application for Pennsylvania State Grant & Federal Student Aid.

Non-Pennsylvania residents complete a Financial Aid Form (FAF).

2. Three sources of aid are available:

Stafford Loan - File loan application in March.

Pell Grant - If graduating at end of Summer or Fall Semesters.

PHEAA Grant - If taking 12 credits.

3. RESPONSIBILITIES OF THE PRINCIPAL PARTICIPANTS

Student

Assisted by the academic adviser, the student seeks out placement opportunities for the internship program. The student creates a resume, writes a cover letter, arranges for the job interviews, and procures an appropriate employment site. An updated list of available internships is located on the Angel site listed under Advising, Turfgrass Science Undergraduate Curriculum. On approval of the employment site by the course adviser, the student develops an Internship Plan, a signed copy of which must be submitted to the academic adviser during the pre-internship phase.

While participating in the internship program, the student is expected to:

1. Work a minimum of 40 hours per week for the duration of the internship experience.
2. Complete the tasks and activities outlined in the Internship Plan.
3. Conform with the normal work hours of the cooperating firm or volunteer agency, including overtime when requested.
4. Support the employer, keep the employer's business confidential, and work for the employer's best interests.
5. Request prior permission from the employer for any leave periods.
6. Submit final report at the mutually agreed upon time.

Academic Adviser

The academic adviser serves as the coordinator for TURF 495--Internship. The adviser assists the student in developing the Internship Plan and reviews the plan to determine whether the planned internship:

1. Is an academically relevant component of the learning process that is appropriate for University credit.
2. Involves initiative, creative opportunities, meaningful responsibilities, and assignment in contrast to routine or continuously repetitive activities.
3. Provides the student a learning experience and the exposure needed to understand the opportunities, functions, and responsibilities of various Turfgrass Science disciplines.
4. Includes appropriate supervision and direction by qualified and interested persons.

The adviser, the student, and an agency representative collaborate in the processing of the internship agreement. At the end of each semester, the adviser calculates the final grade for TURF 495.

The adviser maintains regular contact with the agency supervisor in determining the nature of the work and evaluating the student's progress. This report is submitted during the following semester. The report must focus on the work experience and its relation to the student's academic objective.

Advisers may recommend internship placement opportunities for students. However, arrangements for such internships are to be initiated by the students. The job must be approved by the adviser following submission of documentation to justify the cooperation of an agency in providing the internship supervision. The adviser is expected to determine whether an internship is consistent with the student's career objectives and contributes to their academic program.

Cooperating Agency Supervisor

The cooperating agency supervisor interviews the student prior to his/her enrollment in the course. The agency is asked to provide a work description and/or schedule of the intern's anticipated activities, experiences, and responsibilities during the active internship period. The final approval for registration is made by the academic adviser.

When cooperating agency supervisors select a student for an internship program, they are expected to provide a variety of educational experiences for the intern, and a program sufficiently flexible to permit the intern involvement on specific projects. Regular reviews of the intern's performance are expected. The agency supervisor and the intern collaborate in the preparation of a final report to be submitted to the academic adviser. Further, the agency supervisor completes an evaluation form appraising the student's performance. The form is forwarded to the academic adviser.

The cooperating agency may provide wages, reimbursement for travel, or other remuneration arrangements while the student is doing the internship. These arrangements are to be agreed upon by the cooperating agency and the student.

4. GUIDELINES FOR THE STUDENT'S FINAL REPORT

An internship experience is much more than a job. It is a valuable portion of your educational program in preparation for a professional career. For us to evaluate your progress and outcome of your internship program, a final report is needed from you describing what you have achieved during the internship. The preparation of this report will also help you evaluate your professional development leading to your career goals.

Final Report

Upon completion of the internship program at the employment site, a detailed written final report is required. The final report should include:

1. A record of the significant day-to-day activities (daily log).
2. A description of the organizational structure and function of the cooperating agency sponsoring your internship. Describe the responsibility of your colleagues and show where your assignment fit within the organizational structure.
3. A discussion of how your preplanned project objectives were implemented and the outcomes of each.
4. A detailed description of the project associated with your area of responsibility evaluated in their relation to your interests and educational background.
5. A description of the problems you have encountered and how you resolved them.
6. An appraisal of this internship program relative to your interests and career goals.
7. Your suggestions and recommendations to another student to pursue an internship with your cooperating agency.

In addition to these specific points to be addressed in the final report, you may describe any other observation or experiences not asked for in the above. Your supervisor should be given the opportunity to review your report before it is submitted to the course adviser. This will help to avoid any controversial or restricted information from your employer's point-of-view.