

# Landscaping and Turf Management Internship Manual

Student name: \_\_\_\_\_

Business name: \_\_\_\_\_

**Turf Management and Landscape Design Intern and  
Internship Site Information**

**Intern**

Name - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Telephone - \_\_\_\_\_

E-mail - \_\_\_\_\_

**Company**

Name - \_\_\_\_\_

Address - \_\_\_\_\_

\_\_\_\_\_

Telephone - \_\_\_\_\_

Fax - \_\_\_\_\_

E-mail - \_\_\_\_\_

Supervisor - \_\_\_\_\_

\_\_\_\_\_

## OBJECTIVES FOR LANDSCAPE AND TURF MANAGEMENT INTERSHIPS

### **General**

1. To experience an introduction to the various phases of operations of landscaping and turf businesses.
2. To relate the technical information which was learned within the classroom setting at Lincoln Land Community College to practical applications of a landscaping and turf business.
3. To apply technical information which was learned from basic employability and skills development courses to "real world" activities in a landscaping and turf business.
4. To prepare the student to make career path decisions within the landscaping and turf industry.

### **Individual**

1. To train the student in basic operational activities which are carried out at individual turf and landscape businesses.
2. To train student to apply plant protectorants to ornamental, turf and horticultural crops.
3. To train the student to observe various weeds, insects, and diseases which are both harmful and beneficial to ornamental, turf and horticultural crops.
4. To train the student in basic employability skills which are necessary for a successful employment experience within the business world.

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C. Interview perspective internship site supervisors.

1. Explain to the site supervisors the responsibilities required by the college for a successful internship by students.
2. Read through the various contracts, forms and evaluation instruments that apply to the internship.
3. Answer any and all questions that may have regarding the internship.

D. Arrange an interview between the Landscaping and Turf student and the supervisor of the desired landscaping or turf business.

E. Complete the necessary forms by:

1. Reading and signing the agreement between Lincoln Land Community College, the landscaping or turf business, and the LLCC student.
2. Establishing a training plan which is comprehensive as it relates to the student's level of expertise and progressive in its level of responsibility and competency. This plan shall be written with specific learning outcomes to be achieved by the student.

**LINCOLN LAND COMMUNITY COLLEGE**  
**LANDSCAPE DESIGN AND TURF MANAGEMENT**  
**INTERNSHIP AGREEMENT**

I, \_\_\_\_\_ agree to work for \_\_\_\_\_  
from \_\_\_\_\_ to \_\_\_\_\_ as an intern of LLCC's Landscape Design and Turf  
Management program.

As an intern, I agree:

1. That the placement, final evaluation for grading and possible termination is the responsibility of the LLCC Landscape Design and Turf Management faculty coordinator.
2. That the faculty coordinator is the recognized authority for making adjustments to my training plan.
3. That permission must be received from the faculty coordinator before changing positions or resigning from my present internship.
4. To inform my faculty coordinator of any problems which are occurring or have occurred during my internship.
5. To be in regular attendance on the job as if I were a full time employee of the landscape design or turf management firm.
6. To notify my training supervisor in advance or as early as possible in the day when I will be absent from work.
7. To be well groomed and dressed appropriately in a manner acceptable to my employer and their business standards.
8. To conduct myself on the job in a manner which reflects positively upon myself, my employer, my program, and my school.
9. To be open to suggestions and constructive criticisms when performing various tasks while on the job.
10. To approach each activity on the training plan with an open mind to new ideas, technology, and skills to be learned.

11. To practice basic employability skills: communication on the job, adapting and coping with change, problem solving with critical thinking, acquiring technological literacy, develop and nurture interpersonal relationships, being a team player or practicing teamwork, and exhibit a good work ethic.
12. To maintain a daily journal of activities and skills developed.
13. To complete and send to the faculty coordinator all written reports in a timely manner so that the internship experiences and training plan activities may be monitored by the faculty coordinator.

As faculty coordinator, I agree:

1. To provide any supplemental educational materials which will enhance the intern's progress through the internship and their training plan.
2. To provide information, within the restrictions of the Privacy of Information Act, to employers, supervisors of the intern, and prospective employers relative to the intern's basic employability skills and job related skills.
3. To write with the intern and intern supervisor a training plan which enhances the intern's education during the training period.
4. To make two scheduled intern evaluation visits during the internship period.
5. To be accessible to both intern and intern supervisor to answer questions, resolve conflicts, and adjust the internship with the cooperation and input of all parties concerned.
6. To serve as the final authority to withdraw the student from the internship if either party fails to comply with their portion of the agreement.

As the training supervisor, I agree:

1. To comply with all local, state, and federal laws and regulations regarding employment and employees.
2. To provide safety training or verify safety training certification before allowing the intern to use equipment or be involved in hazardous situations.
3. To provide the necessary safety equipment to the intern when performing tasks during the normal functioning of a landscape design and turf management firm.

4. To arrange the training of the intern so that it shall be progressive and comprehensive regarding the learning of the necessary tasks to be successful in the landscape design and turf management industry.
5. To provide the necessary supervision of the intern myself or delegate this authority to a responsible employee or party with supervisory experience and skills competency.
6. To cooperate in the periodic evaluation of the intern.
7. To complete the necessary final evaluation of the intern and make suggestions or constructive criticisms through an exit interview with the intern.

The signatures below indicate and acceptance of this agreement by all parties.

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Student Intern

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Faculty Coordinator

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Business Supervisor



**INTERNSHIP TRAINING PLAN FOR**  
**LANDSCAPE DESIGN AND TURF MANAGEMENT**

**Area of Instruction**

**Learning Outcomes To Be Accomplished**

**Turf Management and Landscape Design**  
**Weekly Internship Journal**

Intern name: \_\_\_\_\_ Week of \_\_\_\_\_

Internship Training Site: \_\_\_\_\_

Name of Training Supervisor: \_\_\_\_\_

| <b>Day</b> | <b>Tasks Performed</b> | <b>Skills Developed</b> |
|------------|------------------------|-------------------------|
| Monday     |                        |                         |

|         |  |  |
|---------|--|--|
| Tuesday |  |  |
|---------|--|--|

|           |  |  |
|-----------|--|--|
| Wednesday |  |  |
|-----------|--|--|

|          |  |  |
|----------|--|--|
| Thursday |  |  |
|----------|--|--|

|        |  |  |
|--------|--|--|
| Friday |  |  |
|--------|--|--|

|          |  |  |
|----------|--|--|
| Saturday |  |  |
|----------|--|--|

(Weekly Intern Journal continued)

**Payroll**

Regular Hours \_\_\_\_\_ @\$ \_\_\_\_\_ /hr. = \_\_\_\_\_

Overtime Hours \_\_\_\_\_ @\$ \_\_\_\_\_ /hr. = \_\_\_\_\_

Total wages \_\_\_\_\_

Deductions \_\_\_\_\_

Net Earnings \_\_\_\_\_

Have you experienced any problems at work this week? \_\_\_\_\_ If yes, please explain.

Have you discussed this with your supervisor? \_\_\_\_\_

Yes                      No

Do you feel that you are receiving proper supervision? \_\_\_\_\_

Do you have anything you would like to discuss with the  
faculty coordinator. \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Supervisor Signature

**LLCC Turf Management and Landscape Design Intern Performance Evaluation**

**INTERN NAME:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

Please evaluate the intern in each of the following areas if applicable. If not, please indicate with a NA (not applicable). Upon completion of the evaluation, please review your choices with the student during an exit interview at the completion of the training program. The review should emphasize major strengths as well as areas, which need improvement. In the space provided below each evaluation area, please write a brief justification for each rating that is placed in the "Needs Improvement" and "Exceeds Expectations" categories. Examples of intern behavior are very acceptable justifications.

| <u>Performance<br/>Evaluation Areas</u> | <u>Needs<br/>Improvements</u> | <u>Meets<br/>Expectations</u> | <u>Exceed<br/>Expectations</u> |
|---|-------------------------------|-------------------------------|--------------------------------|
|---|-------------------------------|-------------------------------|--------------------------------|

**1. Communication Skills**

|                            |       |       |       |
|----------------------------|-------|-------|-------|
| Oral                       | _____ | _____ | _____ |
| Written                    | _____ | _____ | _____ |
| Telephone etiquette        | _____ | _____ | _____ |
| Use body language          | _____ | _____ | _____ |
| Understands body language  | _____ | _____ | _____ |
| Follows written directions | _____ | _____ | _____ |

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**2. Adapting and Coping With Change**

|                                   |       |       |       |
|-----------------------------------|-------|-------|-------|
| Identify the need to change plans | _____ | _____ | _____ |
| Formulate a new plan              | _____ | _____ | _____ |
| Implementing a new plan           | _____ | _____ | _____ |
| Evaluate a new plan               | _____ | _____ | _____ |
| Handling stress with tasks        | _____ | _____ | _____ |
| Handling stress of others         | _____ | _____ | _____ |

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**3. Problem Solving & Critical Thinking**

|                                |       |       |       |
|--------------------------------|-------|-------|-------|
| Identify problem elements      | _____ | _____ | _____ |
| Identify problem solutions     | _____ | _____ | _____ |
| Evaluate solutions and impacts | _____ | _____ | _____ |
| Set priorities                 | _____ | _____ | _____ |
| Select and implement solutions | _____ | _____ | _____ |
| Organize work of others        | _____ | _____ | _____ |

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**4. Team Building & Teamwork**

|                          |       |       |       |
|--------------------------|-------|-------|-------|
| Roll of teamwork         | _____ | _____ | _____ |
| How to work in teams     | _____ | _____ | _____ |
| Planning team activities | _____ | _____ | _____ |
| Evaluate team activities | _____ | _____ | _____ |

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**5. Interpersonal Relationships**

|                                |       |       |       |
|--------------------------------|-------|-------|-------|
| Accept constructive criticism  | _____ | _____ | _____ |
| Provide constructive criticism | _____ | _____ | _____ |
| Recognize emotional conflict   | _____ | _____ | _____ |
| Recognize emotional reaction   | _____ | _____ | _____ |
| Resolve interpersonal problems | _____ | _____ | _____ |

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**6. Work Ethic**

|                                   |       |       |       |
|-----------------------------------|-------|-------|-------|
| Identify policies and regulations | _____ | _____ | _____ |
| Understand time management        | _____ | _____ | _____ |
| Recognize initiative              | _____ | _____ | _____ |
| Willingness to learn              | _____ | _____ | _____ |
| Task completion                   | _____ | _____ | _____ |
| Works without direct supervision  | _____ | _____ | _____ |
| Accuracy of task performance      | _____ | _____ | _____ |

**Work Ethic (cont'd)**

Self reliance

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Neatness and orderliness

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Responsibility

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**7. Technological Literacy**

Knowledge of computers

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Word processing skills

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Spreadsheet skills

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Data input and retrieval

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internet and E-mail

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**8. Job Skills**

Plant material knowledge

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## INTERN EVALUATION OF INTERNSHIP AND INTERNSHIP SITE

| Areas of Evaluation | Always | Sometimes | Never |
|---------------------|--------|-----------|-------|
|---------------------|--------|-----------|-------|

### 1. Supervision

|   |     |     |     |
|---|-----|-----|-----|
| Was there enough structure to your day to day activities? | ___ | ___ | ___ |
| Was someone available to answer questions?                | ___ | ___ | ___ |
| Did someone informally evaluate your performance daily?   | ___ | ___ | ___ |
| Did you receive feedback on how to improve?               | ___ | ___ | ___ |
| Were you allowed more responsibility over time?           | ___ | ___ | ___ |
| Did you feel anxiety when with your supervisor?           | ___ | ___ | ___ |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 2. Orientation:

|   |     |     |     |
|---|-----|-----|-----|
| Did your supervisor acquaint you with business procedures?      | ___ | ___ | ___ |
| Were you introduced to all employees?                           | ___ | ___ | ___ |
| Was the orientation period to the business adequate in length?  | ___ | ___ | ___ |
| Did you receive a written copy of business rules & regulations? | ___ | ___ | ___ |
| Was equipment orientation given prior to operation?             | ___ | ___ | ___ |
| Was safety training given prior to involvement of activities?   | ___ | ___ | ___ |

Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### 3. Learning Plan Activities:

|   |     |     |     |
|---|-----|-----|-----|
| Were you allowed to "shadow" another employee before carrying out various activities?         | ___ | ___ | ___ |
| Were you expected to perform various skills at the same level as other entry level employees? | ___ | ___ | ___ |
| Were you allowed to take responsibility over areas of your learning plan?                     | ___ | ___ | ___ |

Were your skills used to carry out business activities and functions? \_\_\_\_\_

Were other employees helpful as you carried out various tasks which were a part of your learning plan? \_\_\_\_\_

Were you allowed to make decisions on the spur of the moment when situations warranted it? \_\_\_\_\_

Were you allowed to utilize your technological skills? \_\_\_\_\_

Were you encouraged to use various forms of communication skills in day to day activities? \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_

#### 4. Strengths of Your Internship

What are the outstanding attributes of your supervisor? \_\_\_\_\_

\_\_\_\_\_

What are business strengths of your internship site? \_\_\_\_\_

\_\_\_\_\_

What is the most significant learning experience you encountered during your training? \_\_\_\_\_

\_\_\_\_\_

#### 5. Changes

What changes would you recommend so that your training would have been more meaningful and educational to you?

\_\_\_\_\_

\_\_\_\_\_



General supervisor remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Intern remarks: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Intern signature: \_\_\_\_\_ Date: \_\_\_\_\_

WAIVER AND RELEASE AGREEMENT

WHEREAS, the Landscaping and Turf Management Program at LLCC has entered into agreements with various businesses and departments by which such businesses have agreed to accept certain students in the Work Experience Internship Program as interns with such businesses for the purpose of furthering the education of such students, and WHEREAS, I have been accepted by \_\_\_\_\_ as  
(business)  
such an intern, and, WHEREAS, the internship training program may include participating in hazardous activities.

NOW THEREFORE, I hereby, in consideration of my acceptance as such an intern by the above named business or department, and the efforts of LLCC in securing such placement, do release and waive any and all claims or demands of whatsoever nature which I now have or may in the future acquire against said  
\_\_\_\_\_ together with LLCC and its officers, agents,  
(name of business accepting intern)  
servants, Board of Trustees, and employees and the \_\_\_\_\_  
(accepting business)  
resulting from my service as such intern.

I further covenant and agree, in consideration of my placement and acceptance as such intern to indemnify and hold harmless said college and accepting business or department, their officers, and employees from any liability which may be incurred by them or either of the, proximately resulting from any acts by me during such internship.

I further represent that I am above the age of 18 years, with full understanding of all risks involved and agree that this waiver and release shall be binding upon my heirs, executors, administrators, and assignors.\*

\*Parental signature if under 21.

|                     |           |                        |       |
|---------------------|-----------|------------------------|-------|
| _____               | signature | _____                  | date  |
| *parental signature | _____     | social security number | _____ |
| _____               | witness   | _____                  | date  |
| witness             | _____     | witness                | _____ |