

DTM Co-op Work Term Report

Due Date: End of the 5th day of class fall semester

Background Information:

As part of the DTM COOP requirement, students are to submit a work term report which includes the following 2 elements: a ***Co-op Journal*** and a ***Co-op Reflection Report***. Both of these assignments are to be worked on throughout the summer work semester and **submitted by the fifth day of class in fall semester**. Please carefully read through the information listed in this document for more details on how to construct and submit these essential course requirements.

Important Note: Failure to submit any one of the two aforementioned documents will result in an incomplete mark for COOP*1020, resulting in an ineligibility to graduate.

Co-op Journal Guidelines

The journal is designed to help students record weekly summaries of experiences, observations and other materials related to the summer co-op and industry sector/profession. This exercise will help train students to see the bigger picture by observing and recording not just their own activities, but the activities of others working around them. Key areas of focus should be surrounding new job tasks, new skills learned, new equipment, staff communications/culture, leadership, management decisions, operational planning, problem solving, integrated pest management etc... Students should use a notebook to record daily observations and coordinate time at the end of the week to organize and transfer those notes into weekly summaries in a digital document. Students are free to organize their journal however they please - a popular method is by weekly summaries with subtitles and headings followed by bullet points and short discussions on topics of interest. Weekly summaries should be ~1 page in length, making the journal ~15 pages in total by the end of the summer. Students are encouraged to include photos of tasks & projects, collected materials (scanned or digitized pest control labels, seed labels, etc...). The journal allows much freedom for the student to record various details of interest, however, the minimum requirements for inclusion are listed below:

Each weekly summary will include:

1) Weather data & observations:

- Summarize weekly weather trends including references to the following details:
 - Daily high/low temperatures
 - Relative humidity
 - Wind speeds (km/hr)
 - Precipitation (mm) and inclement weather (storms) – if any
 - Drought periods and days of extreme heat – if any

2) Personal work activities and major events:

- Your various tasks accomplished each day
 - Please do not list every task for the week – only highlight new or interesting tasks
- Any specific events (tournaments etc...) or special projects & activities worth mentioning

3) Specialized maintenance/agronomic practices

- Note any changes in mowing frequency or heights of cut
- Note any aeration, verticutting, venting, rolling, overseeding etc...events
- Note IPM activities (scouting, pest ID, diagnostics sampling, pest applications etc...)
 - Include notes on pest products when applied
- Note any major hand watering events and wetting agent applications
- Bunker sand depth checks, sand replacements, washouts etc....
- Sports field line painting and removal
- Visits from agronomists, consultants etc...

4) General observations and interactions

- Fluctuating staff numbers (dismissals, attrition, mid-season hires etc...)
- Interactions with membership/stakeholders/users
- Interactions with supervisors and authority figures
- Interactions with other staff
- Note any personal challenges you experienced or faced
- Important interactions with other departments
- Visits to other properties, locations or industry events
- Feel free to add photos, diagrams or drawings in this section

Co-op Journal Grade Rubric

Grading Area	Criteria	Grade
Observational effort & Consistency of information	Student appeared to collect detailed information on a regular basis. There is a thoughtful journal entry (one page) for each week of the coop.	/30
Weather records	Student kept detailed weather records for each day/week of the internship. At minimum the students tracked all the required weather details listed in the journal outline.	/15
Personal activities & events	Student kept a good record of their own activities and activities of others throughout each week. Student noted special events such as tournaments, invitationals, professional/amateur competition, etc...	/15
Observations and "Seeing the Bigger Picture"	Student made a clear effort to see the bigger picture and observe/record details beyond their own daily activities. Student was able to provide context and insight into how various activities fit into short and long-term operational goals.	/15
Organization	Student kept a clean, well-organized journal which was easy to read, and understand. Information was categorized, formatted, and presented in a professional manner.	/10
EXTRA CREDIT	Student went beyond the call of duty to record additional observations and insights through photos, diagrams, and other supporting materials	/5
TOTAL		/85

DTM Co-op Reflection Report – Outline and Format

The purpose of the *DTM Co-op Reflection Report* is to challenge the student to see and learn more about the operation, while also asking them to critically analyze and reflect on their own growth and cumulative work experience(s). Students are expected to answer questions and discuss their personal opinions related to the various topics below. Grades will be based on the student's ability to make keen observations, form critical thoughts, and present meaningful and thought-provoking reflections on their co-op experiences and subsequent career in the field of turfgrass management.

1) Title Page (1 page)

Simple design which includes the title of the report, your name, the instructor's name, and the due date. Images are not necessary, but if included, should be relevant and of high quality.

2) Employer Introduction/Background Information (~1-2 Page)

Approximately 500 words discussing, introducing and describing your employer/property. Include the following points:

- Name & location of business/property
- Brief history (if available)
 - *Establishment date, original ownership, designer/architect, hosted events*
- Business model (public, private, franchise, corporate?)
- Brand and culture
 - *Include mission statement, values and other identifying mottos and statements*
- Approximate budget
 - *Size of capital budget*
 - *Size of operating budget*
 - *Include specific line items and amounts if possible*
- A short paragraph discussing why you chose to do your co-op with this employer

3) Summary of Staff, Leadership & Communication (2-3 pages)

Discuss the nature of the staff/maintenance team with which you work. Consider the following:

- Staff breakdown
 - *Total numbers (names not necessary)*
 - *Fulltime, full-time seasonal, seasonal, etc...*
- Size and structure of management team
 - *Include a hierarchical flow chart from labourer up to GM, CEO and/or Owner*
 - *Municipal government operations may have a more complex hierarchy*
- Note major staffing challenges
 - *Hiring and recruitment challenges*
 - *Note any staff conflicts and resolutions*
 - *Note any disciplinary action and results*
- Communication
 - *Note strategies for staff communications*
 - *Note strategies for client, user or member communications*
 - *Discuss specific challenges or setbacks related to staff and member communications*

- Staff culture
 - *Describe the staff culture. Is it good or bad?*
 - *Discuss why you think the staff culture is the way it is.*
 - *Would you change anything related to the way staff are treated, managed, communicated with?*
- Staff recognition, development and reward programs
 - *Note any staff recognition, development or performance reward programs*

4) Summary of Agronomic Practices (3-4 pages)

Describe, in detail, the various specialized cultural practices that took place while on your internship and the reasoning/justification behind each. This section can be formatted as a list of sub-headings with one or two paragraphs summarizing equipment used, setup/calibration, frequency, purpose or value of activity, and results. Notes on recovery time should be considered for items like dethatching, verticutting, aeration, and topdressing. A sample list of specialized practices has been provided for your consideration.

Example Cultural/Management/Agronomic Practices

- Integrated Pest Management strategies
 - *Products and strategies used*
 - *Rates and application equipment*
 - *Efficacy timelines and success/failures*
 - *Resistance occurrence & management*
- Cultural Activities
 - *Agronomic consultant reports and soil tests*
 - *Changes in mowing height and frequency with reasoning*
 - *Data tracking and analysis for informed decision-making*
 - *Aeration (core, needle tine, sand-injection etc...)*
 - *Topdressing (materials, rates, frequency etc...)*
 - *Verticutting & dethatching (equipment, depth, recovery time etc...)*
 - *Rolling (equipment, frequency, areas rolled etc...)*
 - *Line painting etc... (techniques, styles, various sports needs etc...)*
 - *Over seeding (seed used, rates, equipment etc...)*
- Summary of fertilizer and chemical application philosophy/programs
 - *What was applied? When? How? Why?*
 - *Provide application sheet samples if possible*
 - *Was the service of a consulting agronomist used?*
 - *Every application does not need to be tracked – try to highlight 3-4 different applications*
- Any unique or cutting-edge maintenance strategies/equipment/tools/technology

Critical analysis and reflection of agronomics

- Do you agree with all the management strategies that were being incorporated?
- Which aspects of the agronomic program would you consider changing and why?
- Are there any other areas for improvement in the agronomic program?
- If this is a new place of work for you, provide a discussion on the major differences between the management strategies of your old property against this new property. Which program do you like better?

5) List of Resources/Infrastructure/Planning (1-3 pages)

In this section, students should list and discuss equipment inventory and major pieces of infrastructure at their property.

- **Soils**
 - *Summarize soils and growing mediums on the property*
- **Irrigation**
 - *Brand, age, control system (manual, hydraulic, 2-wire, IC, decoder etc...)*
 - *Water source and permit information (taking period and storage volume)*
 - *Pumps and output capacities*
- **Bunkers**
 - *Total number*
 - *Date of most recent renovation*
 - *Construction method (liner, drainage, etc...)*
 - *Sand type*
- **Drainage system**
 - *List any major drainage systems (include maps where possible)*
 - *Note any issues related to drainage systems (where possible)*
 - *Is there need for more drainage to be installed? Where and why?*
- **Short & long-range planning**
 - *Recent and future capital improvements*
 - *Architects and committee planning strategies*
 - *Visions and philosophies*
- **Any other major pieces of infrastructure**
 - *Nurseries and/or other managed properties*
 - *Driving range/practice facility*
 - *Housing communities (residents and members)*
 - *Staff housing infrastructure*
 - *Additional recreational facilities (pools, tennis courts etc...)*

6) Learning Goals & Objectives (~2 pages)

Review your learning goals for the summer (as submitted prior to co-op). Did you accomplish all your goals? List each of your learning goals as a heading in this section and include a short paragraph discussing your experience(s) associated with each goal. List any other learning outcomes you may have had beyond those listed in your contract agreement and write a short paragraph for them as well.

Co-op Reflection Report Marking Rubric

Grading Area	Criteria	Grade
Employer Background	Student included a detailed and accurate summary of their employer's background, business, brand identity and company/property history. Student discussed their interest and reason for selecting this employer for their co-op	/10
Summary of staff and Leadership	Student identified the listed aspects of the staff and leadership. A discussion was included on the listed topics of staff challenges, communication, culture and recognition programs	/15
Summary of agronomic practices	Student included a detailed summary of the major agronomic practices that took place over the course of the co-op. Specific attention was given to the recommended discussion points listed in the outline	/25
List of major resources and Infrastructure	The student listed all major pieces of infrastructure and discussed, in detail, aspects of each. Some thoughts and discussion on short and long-range planning were included	/10
Overall quality of observation, reflection and critical thought	Student provided a thoughtful, detailed and well-worded summary of their observations during the co-op. Student demonstrated critical thought throughout the reflection report discussions.	/25
Overall professionalism, design and layout of report.	Student had a well-organized report which included professional wording and language throughout (spelling and grammar). Any included photos were of high-quality and included descriptive captions of the image content.	/15
Extra Credit	Student went above and beyond in their reflection report	/5
TOTAL		100

Grade Structure

The grades of the *Co-op Journal* and *Co-op Reflection Report* will be aggregated to create your final grade for the *Co-op Work Term Report*. Please see the final grade structure listed below:

Outstanding = 90-100%
Very Good = 80-89%
Good = 70-79%
Satisfactory = 60-69%
Unsatisfactory = 0-59%

Important Note:

A grade value of **Unsatisfactory (0-60%)** will result in the student having to resubmit their co-op work term report. A second grading of unsatisfactory (0-60%) will result in the student not receiving credit for their co-op, jeopardizing their ability to graduate on the regular program schedule. In the event of an unsuccessful co-op completion, the student must perform a second co-op placement and complete a second co-op work term report with a final grade of satisfactory or higher (61-100%) to qualify for graduation and completion of the Diploma in Turfgrass Management program.