



Division of Recreation & Leisure Studies
Department of Health & Rehabilitative Services
The University of Toledo

Senior Internship Manual

This manual is designed to support expectations and curriculum requirements for the Senior Internship Program experience. It is required for the following courses:

RCRT 4850 Internship Preparation
RCRT 4770 Project Design
RCRT 4780 Project Evaluation
RCRT 4930 Senior Internship

For additional information pertaining to the Senior Internship Program experience, please contact:

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The Senior Internship Program

Introduction

The Division of Recreation and Leisure Studies at The University of Toledo offers a comprehensive program of study at the undergraduate level leading to a Bachelor of Science Degree. Included in the comprehensive program is actual work-related experience in the field of Recreation, Park Resources, and Leisure Services.

As required by National Recreation and Park Association (NRPA) accreditation, all recreation majors are required to complete a 12-week, 480 hour internship experience.

The Division of Recreation and Leisure Studies, along with the NRPA, believe that field experience is an integral part of a student's total educational preparation for professional practice.

The distinctive contribution of the Senior Internship Program is the structured and systematic opportunity afforded the student to develop his or her professional behavior and the application to practice and apply theory in accordance with their growing professional knowledge. It is within the field experience phase of educational preparation that the student is afforded the opportunity to take actual charge of planning and providing leadership in a variety of settings and programs under the guidance of a Recreation, Park Resources, and Leisure Services professional.

Senior Internship Eligibility Requirements:

- Completion of all required RCRT courses as outlined in the Recreation & Leisure Studies Degree Plan with no less than a "C" grade in any course,
- An accumulative GPA of no less than 2.5 for all higher education coursework completed,
- Documentation verifying current membership in at least one Recreation, Park Resources, and Leisure Services professional association,
- Documentation of attendance to at least one state, regional, or national conference or workshop,
- Submission of your completed Academic Portfolio,
- Documentation verifying completion of, or registration for, the Certified Park & Recreation Professional (CPRP) examination,
- Successful completion of RCRT 4850 Internship and CPRP Preparation, including submission of all required materials assigned for RCRT 4850 associated with the Senior Internship Program,
- Approval of Internship Site by RLS Division Faculty, and
- Current registration in RCRT 4770 Project Design (2 Credit Hours), RCRT 4780 Project Evaluation, (2 Credit Hours) & RCRT 4930 Senior Internship (8 Credit Hours).

Senior Internship Exit Requirements:

- Verification of the completion of 480 hours of Internship Experience,
- Completion and submission of all required coursework assigned for RCRT 4930 Senior Internship , and
- Completion of RCRT 4930 Senior Internship with no less than a "C" grade.

The Senior Internship: An Overview

What is an Internship?

An internship is different than employment; it provides student's a "real world learning environment"

The Senior Internship Program is a collaborative effort undertaken by approved host agencies and the Division of Recreation and Leisure Studies to help students establish a solid foundation for a professional career. As a field experience center, participating agencies collaborate with the University to achieve educational objectives. Educational objectives are attained through appropriate access to agency administration and service operations under the guidance of an agency supervisor.

The coordination of the Senior Internship Program depends greatly upon the student's realization of his/her responsibilities. By accepting Senior Internship training, the student recognizes he/she will become a functional part of the host agency, and will be expected to meet all employment/volunteer requirements assigned by the host agency.

Internship Objectives:

The main objectives of the Senior Internship Program are to provide students with:

1. An opportunity to network with other Recreation, Park Resources and Leisure Services professionals;
2. An opportunity to apply theories and techniques mastered in the classroom in a professional setting;
3. An opportunity to study in an environment that offers challenge and stimulus for continued learning;
4. An opportunity to identify strengths and weaknesses as a pre-practicing professional;
5. An opportunity to receive evaluative feedback on professional potential; and
6. An opportunity for the student to evaluate professional career opportunities.

Senior Internship Program Experiences:

The Senior Internship Program provides students experiences in the following:

1. **Administration:** The student should have an opportunity to study and observe in action the policies and practices of the agency. This would include study of the legal status of the agency, board procedures, personnel and supervisory practices, general staff relations, and the values of and techniques in dealing with the public and the agency constituency in a courteous and effective manner.
2. **Programming:** The student should have an opportunity to assist in designing, planning, implementing, and evaluating a broad spectrum of agency programs and services.
3. **Facilities Design, Planning & Operation:** The student should have an opportunity to gain theoretical as well as a practical experience in facility design, planning and operation. This includes long and short range planning, facility layout for use, and operational maintenance.
4. **Evaluation:** The student should have an opportunity to gain experience in methods and procedures for assessing community and client needs and the evaluation of programs and services.
5. **Public Relations:** The student should have an opportunity to receive a broad experience in dealing with public relations through attending board and other community meetings, working with committees, visiting individuals in the community, and participating in marketing and advertising.

The Role of the Agency Supervisor

The agency supervisor serves as an agency-based teacher offering tutorial instruction and supervision to the student through utilizing the agency's operations to further the student's professional competence and integrating classroom and practice experience

Insofar as Senior Internship Program students are concerned, the agency supervisor carries direct responsibility for filling the agency's educational function. In discharging this function, the agency supervisor serves as a part-time faculty member and thereby carries the following responsibilities:

1. Responsibility for maintaining a shared supervisory relationship between the University and the agency in regard to the Senior Internship Program.
2. Responsibility for securing official agency approval for placement of the Senior Internship Program student;
3. Responsibility for properly orienting the Senior Internship Program student to the policy, procedures, and operations of the agency and assisting the student in gaining acceptance as a staff member;
4. Responsibility for assisting the Senior Internship Program student in understanding the responsibilities of the Senior Internship Program position including professional attitude in dress, manner, and function; and
5. Defining the role of the Senior Internship Program student through:
 - Requiring high standards in performance of the Senior Internship Program student;
 - Holding Senior Internship Program student accountable for all agency policies and regulations;
 - Holding weekly conferences with the Senior Internship Program student to discuss performance;
6. Evaluating Senior Internship Program student performance through:
 - The presentation of criticisms and suggestions in a constructive and objective way;
 - Documenting hours completed by the Senior Internship Program student;
 - Alerting Senior Internship Program student's University Supervisor to any problems or issues;
 - Completing a Midterm and Final Evaluation of the Senior Internship Program student's performance; and
 - Recommendation of a letter grade based on performance for the Senior Internship Program student.

Criteria for Proposing & Selecting Senior Internship Program Placements

To be an approved Senior Internship Program placement agency, the said agency must meet the following criteria:

1. The agency must have recognized standing as a public, nonprofit, or commercial Recreation-related service agency.
2. The agency must employ at least one person with a Bachelor's Degree in Recreation or a related field.
3. The agency must employ a professional staff, appropriate to Senior Internship Program placement.
4. The agency and the agency's Senior Internship Program supervisor must approve the Senior Internship Program placement by completing and submitting the required Internship Agency Agreement (Appendix A).
5. The agency must receive final approval from the Division of Recreation and Leisure Studies as a Senior Internship Program placement site.

Criteria for Serving as a Senior Internship Program Agency Supervisor

To be eligible to serve as a Senior Internship Program student supervisor an individual must meet the following criteria:

1. A Bachelor's degree or higher from an accredited college or university with a major in Recreation, Park Resources, or Leisure Services with a minimum of two years of administrative-related experience within the current agency **OR** a Bachelor's degree or higher from an accredited college or university in a specialized area of related professional work with at least four years of administrative-related experience within the current agency.
2. Ability to fulfill all responsibilities related to **The Role of the Agency Supervisor** as aforementioned and outlined on page four of this manual.



Senior Internship & CPRP Preparation

RCRT 4850 Internship Preparation

Preparing for an internship and certification is the final step toward completing most academic programs and preparing oneself for professional practice. In partial fulfillment for meeting pre-requisite criteria to engage in the Senior Internship Program, students are required to complete RCRT 4850 Internship Preparation.

Course Description: This course is designed to introduce and explain the project design and project evaluation, internship requirements, and Certified Park and Recreation Professional (CPRP) certification requirements.

Credit Hours: 1.0

Course Format: Lecture, Discussion, Application Exercises

Course Instruction: Spring Semester, Mondays, 8:00 am – 8:50 am, HH 1218

Required Materials: Senior Internship Manual
Official Study Guide for the Certified Park & Recreation Professional Examination
Course Support Materials as Assigned

Course Objectives:

Following completion of RCRT 4850 Internship Preparation students will be able to demonstrate, have knowledge of, or have completed the following:

- An understanding of the Senior Internship Program, its requirements and expectations;
- An understanding of professional ethics;
- An understanding of the content domains of the Certified Park & Recreation Professional Examination;
- An understanding of each student's philosophy as it relates to professional practice in Recreation, Park Resources or Leisure Services;
- An understanding of the Project Design process;
- Completion of a brief presentation outlining the student's philosophy as it relates to professional practice in Recreation, Park Resources or Leisure Services;
- Completion of a final professional portfolio;
- Completion of an updated resume cover letter;
- Completion of an updated resume;
- Completion and submission of the Internship Agency Agreement;
- Documentation of membership in at least one Recreation, Park Resources or Leisure Services professional association;
- Documentation of attendance to at least one Recreation, Park Resources or Leisure Services conference or workshop;
- Documentation of registration for, or completion of, the Certified Park & Recreation Professional Examination;

Course Requirements:

Attendance (5 Points per Scheduled Course Meeting)

It is the belief of the instructor that the ability of a student to properly prepare for the Senior Internship Program is directly related to class attendance, *Attendance will be taken each scheduled course lecture session.*

Participation (3 Points per Scheduled Course Meeting)

While course is in session, enrolled students will be expected to engage in discussion of presented materials and information at the direction of the instructor.

Professional Portfolio (10 Points)

Students will be expected to compile a professional portfolio demonstrating his/her accomplishments during the course of their professional study.

Resume Cover Letter (5 Points)

Students will be expected to develop a cover letter formally expressing interest in a specific internship experience that summarizes his/her skills and abilities relevant to professional practice, the requirements of the proposed internship position, and information provided on their current resume.

Resume (10 Points)

Students will be expected to develop an updated resume reflective of his/her proposed internship position.

Philosophy Paper (15 Points)

Students will be expected to complete and submit a 3-4 page paper reflecting his/her beliefs of what defines recreation and leisure, the profession of Recreation, Park Resources and Leisure Services, and professional practice.

Philosophy Presentation (5 Points)

Students will be expected to complete a 5-7 minute power point presentation sharing his/her beliefs of what defines recreation and leisure, the profession of Recreation, Park Resources and Leisure Services, and professional practice with their classmates based on their philosophy paper submitted for the course.

Internship Purpose, Goals, and Objectives Statement (10 Points)

Based on his/her academic experience in recreation, park resources, and leisure services; and an understanding of professional practice competencies (Specifically COA Accreditation Standards 8.00 and Testing Domains of the CPRP Examination) students will be expected to: 1) Identify 10 strengths and 10 weaknesses in his/her skills in relation to professional practice, and 2) based on the identified strengths and weaknesses develop an internship purpose statement indicating the educational outcomes expected from the internship and a minimum of 6 goals and objectives for attaining stated educational outcomes. **Note: Give careful and considerate thought to what is required in this assignment, as part RCRT 4930 Senior Internship you will be required to submit a final report detailing the extent to which your educational outcomes, goals, and objectives were met.**

Internship Materials (Required)

Students will be expected to submit the following materials for completion of RCRT 4850 Internship Preparation and to be eligible to begin coursework in RCRT 4770 Project Design, RCRT 4780 Project Evaluation, and RCRT 4930 Senior Internship:

- Internship Position Analysis (See Appendix A)
- Internship Agency Agreement (See Appendix B)

Course Grading Scale:

94 Percent and Above (A)	82 Percent to 87 Percent (B)	72 Percent to 77 Percent (C)
90 Percent to 93 Percent (A-)	80 Percent to 81 Percent (B-)	71 Percent or Below (F)
88 Percent to 89 Percent (B+)	78 Percent to 79 Percent (C+)	



Recreation Project Design and Evaluation

RCRT 4770 Project Design
RCRT 4780 Project Evaluation

As partial fulfillment of the Senior Internship Program students will be required to design and complete an Internship Project. It is the responsibility of each student to develop a project under the guidance and direction of his/her Senior Internship Program agency supervisor. The project should produce a final product that will benefit the agency while simultaneously providing the student a unique educational experience.

Note: Proposed Internship Projects must be approved by the student's University Supervisor. Any projects not pre-approved by the student's University Supervisor will not be accepted.

Proposed Internship Projects may include:

Designing and Implementing Program Plans	Coordinating and Implementing Special Events
Developing Public Relations or Marketing Materials	The Assessment of Clientele Needs
The Evaluation of Agency Programs and Services	The Development of Policy and Procedure Manuals;
Special Facility Design or Operations Projects	<i>Other Projects Approved by University Supervisor.</i>

Project Design Requirements:

The Proposed Internship Project Design should include the following: **(Total: 40 Points)**

1. A detailed written narrative describing the proposed project **(5 Points)**
2. A description of the purpose of the proposed project, including how the proposed project will benefit the host agency and educational student outcomes of the Senior Internship Program **(15 Points)**,
3. A description of the goals and objectives of the proposed project and the methodology in which goals and objectives will be measured **(10 Points)**,
4. A description of the demographics of population that will be served by the proposed project **(5 Points)**, and
5. A timeline for completion of the proposed project **(5 Points)**.

Project Evaluation Requirements:

Students will be required to submit a detailed written summary of the completed project including the following: **(30 Points)**:

1. How the completed project *met* or *did not meet* its intended purpose(s).
2. How the completed project *met* or *did not meet* its intended goals and objectives, including documentation supporting that goals and objectives were measured based on previously proposed methodologies for measurement included in the project's design.
3. Final summary of the overall success of the project relative to its intended purpose(s), goals and objectives, including final documentation of project completion.

Note: If the project did not meet its intended purpose(s) goals and objectives provide a description of how the project could have been modified to meet its intended purpose(s), goals, and objectives.

Note: Final documentation of the project completion must include all materials associated with implementation of the project and the final product produced from the project.

Course Grading Scale:

94 Percent and Above (A)	82 Percent to 87 Percent (B)	72 Percent to 77 Percent (C)
90 Percent to 93 Percent (A-)	80 Percent to 81 Percent (B-)	71 Percent or Below (F)
88 Percent to 89 Percent (B+)	78 Percent to 79 Percent (C+)	



Senior Internship Program Experience Requirements

RCRT 4930 Senior Internship

Course Description: An opportunity for the student to become totally involved as an intern in functionally related tasks which will prepare for an appropriate role as a professional in the field.

Credit Hours: 8.0

Course Format: 480 Hours of Professional Preparation Experience within an Approved Host Agency

Course Instruction: Summer I, Summer II

Required Materials: Senior Internship Manual
Official Study Guide for the Certified Park & Recreation Professional Examination
Course Support Materials as Assigned by University Supervisor or Host Agency Supervisor

Course Objectives:

Following completion of RCRT 4930 Senior Internship students will have experienced, be able to demonstrate, have knowledge of, or have completed the following:

- Experience in networking with other Recreation, Park Resources and Leisure Services professionals;
- Experience in applying theories and techniques mastered in the classroom in a professional setting;
- Experience studying in an environment that offers challenge and stimulus for continued learning;
- Demonstration of an understanding of administrative policies, procedures, and practices including but not limited to: establishing and maintaining legal status; board procedures; personnel and supervisory practices; general staff relations; and the values of, and techniques in, dealing with the public and agency constituency in a courteous and effective manner;
- Demonstration of an understanding of program planning, design, and implementation;
- Demonstration of an understanding of developing long and short range plans as each relates to program and facility design, program and facility planning, program and facility operation;
- Demonstration of an understanding of the various methodologies and procedures for assessing community and client needs and the evaluation of facilities, programs and services;
- Demonstration of an understanding of public relations, marketing, and advertising;
- Demonstration of an understanding of individual strengths and weaknesses entering professional practice;
- Completion of an individualized project benefiting both the host agency and the educational outcomes of the student; and
- Completion of 480 hours of internship experience.

Course Requirements:

Attendance (Required for Completion)

Students will be expected to attend all internship hours as scheduled by the host agency. Typical internship scheduling should include 40 hours of internship experience per week. Students must accumulate a minimum of 480 hours of internship experience. Internship hours must be verified every two weeks. Verification of hours requires the student to provide his/her University Supervisor with a bi-weekly description of internship activity and a log of daily hours worked. Bi-weekly descriptions and daily hours must be verified by agency supervisor signature. (See Appendix C)

Bi-Weekly Reports: (10 Points Each, Total 50 Points).

Students will be expected to submit copies of five 4-6 page bi-weekly reports. Mandatory bi-weekly report topics include narratives describing agency: 1) Administration, 2) Programs and Services, 3) Facilities and Facility Operations, 4) Public Relations, Marketing, and Advertising, and 5) one report on another characteristic of the agency as determined by student interest. (See Appendix D)

Final Report (50 Points)

Students will be expected to submit a detailed final report that addresses:

1. The extent to which his/her previously stated personal philosophy of what defines recreation and leisure, the profession, and professional practice fit within the host agency, and if applicable how the internship experience may have changed their philosophy of recreation and leisure, the profession, or professional practice **Note: This section of the final report should be based on the student's Philosophy Paper submitted in RCRT 4850 Internship Preparation.**
2. The extent to which the internship experience impacted his/her previously stated professional strengths and weaknesses, how the internship experience met his/her previously stated internship purpose(s), and how the internship experience met his/her stated goals and objectives. **Note: This section of the final report should be based on the student's Internship Purpose, Goals, and Objectives Statement submitted in RCRT 4850 Internship Preparation. If the internship experience did not meet its intended purpose(s), goals and objectives provide a description of how the internship experience could have been modified to meet its intended purpose(s), goals, and objectives.**
3. A summary detailing the educational and professional practice outcomes received from the internship experience.

Agency & Student Midterm Evaluations (10 Points for on-time Submission, 25% of Final Grade)

Students will be expected to submit at 240 hours of internship experience a Midterm Student Evaluation. (See Appendix E)

Agency & Student Final Evaluations (Required, 10 Points for on-time Submission, 25% of Final Grade)

Students will be expected to submit at 480 hours of internship experience a Midterm Student Evaluation. (See Appendix E)

Curriculum Assessment (10 Points)

Students will be expected to submit at 480 hours of internship a curriculum survey. (See Appendix F)

Student Evaluation of Agency (5 Points)

Students will be expected to submit a midterm and final evaluation of the host agency. (See Appendix G)

University Supervisor Evaluation (5 Points)

Students will be expected to submit a midterm and final evaluation of His/Her University Supervisor. (See Appendix H)

Final Internship Notebook:

Students will be expected to submit a final internship notebook containing all original assignments and paperwork required for RCRT 4850 Internship Preparation, RCRT 4770 Project Design, RCRT 4780 Project Evaluation, and RCRT 4930 Senior Internship. (See Appendix I)

Senior Internship Grading Scale:

94 Percent and Above (A)	88 Percent to 89 Percent (B+)	78 Percent to 79 Percent (C+)
90 Percent to 93 Percent (A-)	82 Percent to 87 Percent (B)	72 Percent to 77 Percent (C)
	80 Percent to 81 Percent (B-)	71 Percent or Below (F)

Internship Position Analysis

(To Be Completed by Internship Student & Signed By Internship Student & Agency Supervisor)

Agency Information
Agency Name:
Agency Address:
Agency Hours of Operation:
Demographics of Clientele Served:
Agency Mission Statement:
Description of Agency Programs and Services:
Description of Facilities Operated:

Internship Position Information
Position Description:
Position Duties & Responsibilities:

Agency Supervisor Information
Name:
Telephone:
Facsimile:
Email:
Position Title:
Years in Current Position:
Educational Degree(s) Held:

Student Internship Information
Student Name:
Address During Internship:
Home Phone: _____ Cellular Phone: _____
Email:
Internship Schedule:
Course Schedule (If Any)

I agree that information provided above is correct to the best of my knowledge.

Student Signature: _____ **Date:** ___/___/___

Agency Supervisor Signature: _____ **Date:** ___/___/___

<i>For Office Use Only</i>	
Approved (X): _____	Signature: _____
Declined (X): _____	Date: ___/___/___

Internship Agency Agreement

(To be Reviewed and Signed by Internship Student & Agency Supervisor)

Dear Internship Supervisor:

In volunteering to oversee a student intern for the University of Toledo's Division of Recreation you will need to agree to serve as internship supervisor and student mentor and thereby carry the following responsibilities:

1. Responsibility for maintaining a shared supervisory relationship between the University and the agency in regard to the Senior Internship Program.
2. Responsibility for securing official agency approval for placement of the Senior Internship Program student;
3. Responsibility for properly orienting the Senior Internship Program student to the policy, procedures, and operations of the agency and assisting the student in gaining acceptance as a staff member;
4. Responsibility for assisting the Senior Internship Program student in understanding the responsibilities of the Senior Internship Program position including professional attitude in dress, manner, and function; and
5. Defining the role of the Senior Internship Program student through:
 - Requiring high standards in performance of the Senior Internship Program student;
 - Holding Senior Internship Program student accountable for all agency policies and regulations;
 - Holding weekly conferences with the Senior Internship Program student to discuss performance;
6. Evaluating Senior Internship Program student performance through:
 - The presentation of criticisms and suggestions in a constructive and objective way;
 - Documenting hours completed by the Senior Internship Program student;
 - Alerting Senior Internship Program student's University Supervisor to any problems or issues;
 - Completing a Midterm and Final Evaluation of the Senior Internship Program student's performance; and
 - Recommendation of a letter grade based on performance for the Senior Internship Program student.

After careful review and consideration of the aforementioned responsibilities I and my agency agree to accept the following student as a University of Toledo's Division of Recreation and Leisure Studies Intern for the time and under the specifications listed below.

Name of Student: _____ **Starting Date:** ___/___/___ **Termination Date:** ___/___/___

Student Signature: _____ **Date:** ___/___/___

Agency Supervisor Signature: _____ **Date:** ___/___/___

For Office Use Only

Approved (X): _____ **Signature:** _____

Declined (X): _____ **Date:** ___/___/___

Student's Guide for Preparing the Senior Experience Reports

(To be Completed by Student. One Bi-Weekly Report is Due Every Two Weeks)

(Students Must Submit a Bi-Weekly Report in Each Topic Area Listed Below)

The following points are to serve as a guide to the student for better report writing. Too many reports are written without form or organization and are of little use to the student as reference material at a later date. As a student, and later in your work as a professional in the recreation field, you will be writing various types of reports. They must be written in acceptable form. The training in report writing that you are receiving now is essential to you. Read the Guide carefully. It is designed to help you.

Supervisory Conferences – Each student should request a supervisory conference with the supervisor before beginning the semester's Senior Internship Experience. The primary purpose of this conference is to clarify the student's position with the agency, and to make the agency supervisor aware of the types of information that the student will need to include in his/her bi-weekly reports. The student should request short supervisory conferences periodically to assist him/her in obtaining information as they progress through bi-weekly reports.

Bi-weekly reports should detail all information applicable to the agency based on the suggested discussion areas below:

1. Administration (Possible Discussion Points Include):

Organization of the Board of Governing Authority.

- Statement of Board Organization:
- Board Policies and Operational Procedures
- Relationships with Other Agencies, Departments, & Organizations
- Planning & Conducting a Board Meeting
- Methods of Handling Problems That Concern the Board and the Recreation Professional

Departmental Organization

- Line-Staff Relationships
- Personnel Operations and Policies
 - Job Analysis-Assignment of Duties
 - Selection of Employees; Qualification; Evaluation; Salaries, Vacations; Car Allowance
 - In-Service Training
 - Use of Volunteers (Selection; Training; Assigning)

Finances

- Reasons for Careful Control of Finances
- Tax Structure & Variations; Local levy; procedures for Obtaining Funds
- Policies & Procedures for Handling Recreation Funds
 - Receipts, Expenditures, & Similar Procedures for Accounting of Funds
 - Detailed Procedures; Brochures; Purchase Orders; Approval of Expenditures; Bids; etc.
- Budget
 - Steps in Planning & Preparing the Budget
 - Budget Forms & Procedures
 - Budget Operations
- Special Finance Issues
 - Fees & Charges,
 - Rentals
 - Special Funds
- Records & Record Keeping

2. Programs & Services (Possible Discussion Points Include):

Program Planning Year-Round

- How Are Activities Chosen?
- How Are Starting Dates or Program Dates Chosen?
- How Much of the Budget Goes for the Program?
- Schedules (Daily, Weekly, Monthly, Master Schedule)
- Time Tables in Program Planning
 - Steps in Program Planning
 - Principles & Procedures, Factors Affecting Program Planning

Program Operation

- Objectives of the Program
- Supervision of the Program
- Coordination of Staff Efforts

Program Evaluation

- Measuring Effectiveness of the Program
- What Does the Program Do for the Participants?

3. Facilities & Facility Operations (Possible Discussion Points Include):

- General Standards for Recreation Facilities
- Evaluation of Facilities
 - Types of Functions of Various Recreation Areas & Facilities
 - Design & Layout
 - Functional Operation: Analysis of General & Detailed Needs for Operation of Various Facilities
- Maintenance
 - How Maintenance is Accomplished
 - Cost of Maintenance
- Selection, Repair & Upkeep of Supplies & Equipment

4. Public Relations (Possible Discussion Points Include):

- Objectives of the Agency Public Relations Program
- Responsibility for Public Relations
 - Administrator; Supervisors; Leaders; Volunteers; Participants
 - Handling Correspondence
- Budget for Public Relations
 - Public Relations Media: Use of Newspapers; Radio; Television; Telling People About the Department; Visual Aids (Slides, Movies, etc.)
- Publications
 - Annual Reports, Playground Newspapers, Bulletins, Mimeo Material, Special Publications
- How to Develop Public Relations
 - Human Relations: How to Deal with People Effectively – (Examples) Do's & Don'ts in Human Relations in the Office and in the Community
 - Handling Complaints

6. Student Topic of Interest to be Chosen by the Student.

Note: Reports are Required to be 4-6 Pages in Length, Double Spaced, 12 Point Font, Times New Roman.

Note: When Applicable Reports should be Supplemented with Support/Documentation Materials.

PROFESSIONAL PERFORMANCE												
Please circle the appropriate evaluative response for each measure below based on the following scale:	Poor		Fair		Good		Average		Above Average		Not Applicable	
	1	2	3	4	5	6	7	8	9	10		
Establishes work goals.	1	2	3	4	5	6	7	8	9	10	N/A	
Successful in achieving goals.	1	2	3	4	5	6	7	8	9	10	N/A	
Displays ability to organize people and resources.	1	2	3	4	5	6	7	8	9	10	N/A	
Completes assignments on or before due date.	1	2	3	4	5	6	7	8	9	10	N/A	
Possesses skills commensurate with academic degree.	1	2	3	4	5	6	7	8	9	10	N/A	
Has displayed an increase in skill levels.	1	2	3	4	5	6	7	8	9	10	N/A	
Critical of own performance and quality of work.	1	2	3	4	5	6	7	8	9	10	N/A	
Displays capacity for motivating others.	1	2	3	4	5	6	7	8	9	10	N/A	
Displays ability to lead and direct.	1	2	3	4	5	6	7	8	9	10	N/A	
Conducts self well before groups.	1	2	3	4	5	6	7	8	9	10	N/A	
Ability to communicate ideas.	1	2	3	4	5	6	7	8	9	10	N/A	
Strives for quality in written expression.	1	2	3	4	5	6	7	8	9	10	N/A	
Gain and hold confidence and respect of participants.	1	2	3	4	5	6	7	8	9	10	N/A	
Gain and hold confidence and respect of associates.	1	2	3	4	5	6	7	8	9	10	N/A	
Is able to organize and plan a program.	1	2	3	4	5	6	7	8	9	10	N/A	
Dependable in conducting a program	1	2	3	4	5	6	7	8	9	10	N/A	
Ability to think independently.	1	2	3	4	5	6	7	8	9	10	N/A	
Makes mature decisions.	1	2	3	4	5	6	7	8	9	10	N/A	
Attends required meetings and appointments.	1	2	3	4	5	6	7	8	9	10	N/A	
Ability to communicate effectively.	1	2	3	4	5	6	7	8	9	10	N/A	
Upholds agency policies, rules, and regulations.	1	2	3	4	5	6	7	8	9	10	N/A	
Accepts assignments willingly.	1	2	3	4	5	6	7	8	9	10	N/A	
PROFESSIONAL ATTITUDE & PERSONALITY EVALUATION												
Demonstrates enthusiasm for profession	1	2	3	4	5	6	7	8	9	10	N/A	
Demonstrates enthusiasm for internship.	1	2	3	4	5	6	7	8	9	10	N/A	
Demonstrates enthusiasm for internship responsibilities.	1	2	3	4	5	6	7	8	9	10	N/A	
Demonstrates initiative.	1	2	3	4	5	6	7	8	9	10	N/A	
Exhibits pleasant demeanor and appearance.	1	2	3	4	5	6	7	8	9	10	N/A	
Displays concern for others.	1	2	3	4	5	6	7	8	9	10	N/A	
Open to suggestions and criticism.	1	2	3	4	5	6	7	8	9	10	N/A	
Works well with colleagues.	1	2	3	4	5	6	7	8	9	10	N/A	
Works well with agency clients.	1	2	3	4	5	6	7	8	9	10	N/A	
Treats individuals with courtesy and respect.	1	2	3	4	5	6	7	8	9	10	N/A	

FINAL EVALUATION RECOMMENDATIONS				
Please circle the appropriate evaluative response for each measure below based on the provided scale:				
In relation to previously supervised internship students or staff I rank the current student's overall professional knowledge, performance, and attitude in the:	25th Percentile	50th Percentile	75th Percentile	100th Percentile
Based on the current student's professional knowledge, performance, and attitude my attitude toward retention of this student for my agency staff is as follows:	No Interest in Retaining	Retain with Reservation	Retain with Additional Experience	Immediately Retain
Based on the current student's professional knowledge, performance, and attitude I would recommend the following grade:	D Below Average	C Average	B Above Average	A Outstanding

IMPORTANT: Please supplement the above ratings with a narrative statement below covering the above and/or any other additional points. Make note of any characteristics, abilities, or problems that will aid the student in future recreation work.

SIGNED: _____ /_/_____
Agency Supervisor Date

SIGNED: _____ /_/_____
University Supervisor Date

SIGNED: _____ /_/_____
Student Date

<i>For Office Use Only</i>	
Mean Score Attained: _____	Signature: _____
Grade Assigned: _____	Date: ____/____/____

Recreation & Leisure Studies Student Curriculum Assessment

This survey is to be completed by all students majoring in Recreation and Leisure Studies.

The purpose of this survey is to measure and assess the learning outcomes of students engaging in Professional Sequence coursework in Recreation and Leisure Studies. The intent and purpose of these outcome indicators is to provide a means of determining professionally related competencies that Recreation and Leisure Studies students are expected to acquire during their educational development and experience.

Please do this on your own without looking at the notes of the courses taken. This is not an exercise on evaluating any instructor; instead the intent is to assess course content. Please be honest and candid.

Name:

Provide two specific statements about what you learned in the required courses in the Recreation & Leisure Studies Program.

RCRT 1300 Introduction to Recreation & Leisure Studies

- 1.
- 2.

RCRT 1310 Recreation Programming

- 1.
- 2.

RCRT 2300 Recreation Leadership and Group Dynamics

- 1.
- 2.

RCRT 3310 Recreation & Adaptation for Special Populations

- 1.
- 2.

RCRT 3710 Adventure Programming in Recreation & Recreational Therapy

- 1.
- 2.

RCRT 3710 Adventure Programming in Recreation & Recreational Therapy

- 1.
- 2.

Recreation & Leisure Studies Student Assessment

Provide two specific statements about what you learned in the required courses in the Recreation & Leisure Studies Program.

RCRT 3940 Recreation Application Experience

- 1.
- 2.

RCRT 4330 Administration in Recreation & Recreational Therapy

- 1.
- 2.

RCRT 4340 Leisure, Recreation & Aging

- 1.
- 2.

RCRT 4430 Interpretive Services

- 1.
- 2.

RCRT 4440 Park & Recreation Planning

- 1.
- 2.

RCRT 4450 Research Applications in Recreation & Recreational Therapy

- 1.
- 2.

RCRT 4520 Urban Park & Open Space Administration

- 1.
- 2.

RCRT 4530 Recreation Policy & Leadership

- 1.
- 2.

Recreation & Leisure Studies Student Assessment

Provide two specific statements about what you learned in the required courses in the Recreation & Leisure Studies Program.

RCRT 4530 Recreation Policy & Leadership

- 1.
- 2.

RCRT 4850 Internship Preparation

- 1.
- 2.

Could more have been taught within any course, without exceeding the time limitation of the course? If so, which course(s) and what information would you like to have had?

Identify any courses that had too much content and materials? If so, which course(s) and identify what content and materials should be eliminated.

Could course content in any courses be re-arranged to make it more understandable? If so, which courses and how?

Did you find too much duplication in courses? If so, which courses did you find the duplication and please identify the areas of duplication.

Any comments you would like to make, any issue you would like to bring to the attention of the Recreation and Recreational Therapy faculty, any changes you feel should be made that have not been mentioned already?

<i>Student Midterm Agency Evaluation</i>												
(To be Completed After 240 Hours of Internship Experience)												
Please circle the appropriate evaluative response for each measure below based on the following scale:	Poor		Fair		Good		Average		Above Average		Not Applicable	
	1	2	3	4	5	6	7	8	9	10		
Quality of Orientation.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of Learning Experience.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of Work Experience.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of the Weekly Meeting with Supervisor.	1	2	3	4	5	6	7	8	9	10	N/A	
Additional Comments:												

<i>Student Final Agency Evaluation</i>												
(To be Completed After 240 Hours of Internship Experience)												
Please circle the appropriate evaluative response for each measure below based on the following scale:	Poor		Fair		Good		Average		Above Average		Not Applicable	
	1	2	3	4	5	6	7	8	9	10		
Quality of Orientation.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of Learning Experience.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of Work Experience.	1	2	3	4	5	6	7	8	9	10	N/A	
Quality of the Weekly Meeting with Supervisor.	1	2	3	4	5	6	7	8	9	10	N/A	
Additional Comments:												

<i>Student Midterm University Evaluation</i>												
(To be Completed After 240 Hours of Internship Experience)												
Please circle the appropriate evaluative response for each measure below based on the following scale:	Poor		Fair		Good		Average		Above Average		Not Applicable	
	1	2	3	4	5	6	7	8	9	10		
Feedback on Bi-Weekly Reports.	1	2	3	4	5	6	7	8	9	10	N/A	
Information on When Materials Were Due.	1	2	3	4	5	6	7	8	9	10	N/A	
Effective Correspondence.	1	2	3	4	5	6	7	8	9	10	N/A	
Responsive to Student Needs.	1	2	3	4	5	6	7	8	9	10	N/A	
Additional Comments:												

<i>Student Final University Evaluation</i>												
(To be Completed After 240 Hours of Internship Experience)												
Please circle the appropriate evaluative response for each measure below based on the following scale:	Poor		Fair		Good		Average		Above Average		Not Applicable	
	1	2	3	4	5	6	7	8	9	10		
Feedback on Bi-Weekly Reports.	1	2	3	4	5	6	7	8	9	10	N/A	
Information on When Materials Were Due.	1	2	3	4	5	6	7	8	9	10	N/A	
Effective Correspondence.	1	2	3	4	5	6	7	8	9	10	N/A	
Responsive to Student Needs.	1	2	3	4	5	6	7	8	9	10	N/A	
Additional Comments:												

Final Internship Notebook Table of Contents

The following materials are to be placed in a three-ring binder and submitted at the conclusion of the internship experience.

Note: All materials submitted in this notebook are to be original copies.

Section 1: Appendix I (This Table of Contents Page)

Section 2: Resume Cover Letter

Section 3: Current Resume

Section 4: Philosophy Paper

Section 5: Internship Purpose, Goals, & Objective Statement

Section 6: Approved Project Design

Section 7: Completed Internship Position Analysis)

Section 8: Completed Internship Agency Agreement)

Section 9: Bi-Weekly Reports 1-3

Section 10: Completed Hours Logs with Supervisor Signature (First 6 Weeks / Hours 1-240)

Section 11: Agency Midterm Evaluation & Student Midterm Evaluation

Section 12: Bi-Weekly Reports 4-5

Section 13: Project Evaluation

Section 14: Final Report

Section 15: Completed Hours Logs with Supervisor Signature (Second 6 Weeks / Hours 240-480)

Section 16: Agency Final Evaluation & Student Final Evaluation

Section 17: Completed Curriculum Assessment

Section 18: Completed Student Midterm & Final Evaluation of Agency

Section 19: Completed Student Midterm & Final Evaluation of Agency

Notes

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Notes