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**Recreation Management & Leadership
WEEKLY TR INTERN REPORT**

Each week, you are required to send in a report to your WWU faculty supervisor that asks you to reflect on your internship experience to that point. These reports include a cover page, time log, and narrative section with weekly prompts (weekly prompts are for only 9 of the 14 weeks). All reports must be submitted to Canvas. Below is a description of of each component.

1. **Cover Page** - All reports must begin with a cover page (see page **2**):

* Intern’s name, phone, and email
* Agency supervisor’s name
* Dates of the reporting period (e.g., July 6-10, 2020)
* Reporting week
* Number of hours completed for this reporting period and total cumulative hours

2. **Time Log** - All reports must include a detailed time log (see page **3**):

* Include dates, log of hours, tasks performed during those hourly periods, and which of the internship goals was addressed by those tasks.

3. **Narrative** (see page **5**):

* Students must provide answers to the prompts/questions provided on the weekly report. Please be thoughtful and thorough in your responses to these prompts. This process is a critical element of your development as a professional.

4. **Weekly Prompt** (see page **6**):

* Each week, for a total of 9 weeks (you may choose the 9 weeks), we ask you to think about and describe different elements of the organization with which you are interning. Please review these elements so you can be actively aware of them during your internship. You may need to schedule specific meetings with your supervisor or other employees to help you learn about these different organizational characteristics. Be respectfully proactive and ask questions if you don’t know the answers.

Internship Weekly Report/Log

Weekly Report # Click or tap here to enter text.

Intern’s Name: Click or tap here to enter text.

Phone number: Click or tap here to enter text.

Email address: Click or tap here to enter text.

Internship Agency Site:

Click or tap here to enter text.

Agency Supervisor’s Name:

Click or tap here to enter text.

Reporting Weeks - click box(es):

1[ ]  2[ ]  3[ ]  4[ ]  5[ ]  6[ ]  7[ ]  8[ ]  9[ ]  10[ ]  11[ ]  12[ ]  13[ ]  14[ ]

Reporting Dates: Click or tap here to enter text.

Hours completed for this reporting period (40 hours): Click or tap here to enter text.

Total cumulative hours: Click or tap here to enter text. (out of 560)

#### Weekly DAILY Log

**Indicate the week of this report (click box):** 1[ ]  2[ ]  3[ ]  4[ ]  5[ ]  6[ ]  7[ ]  8[ ]  9[ ]  10[ ]  11[ ]  12[ ]  13[ ]  14[ ]

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# Weekly Narrative Report

**Activities:** Give a summary of thebest parts of your internshipduring this report period. Describe the experiences you have encountered during this period which are indicated in your log. Also explain the goals/objectives you have accomplished this report period.

Click or tap here to enter text.

**Challenges/Problems Encountered:** During this report period, what have been the most challenging parts of the internship (having to attempt things you have never done before)? What problems are you experiencing (things you see as concerns and/or things you don’t want to repeat)? What have you learned from these challenges or problems?

Click or tap here to enter text.

**Theory to Practice:** How has your academic degree been helpful?What have you learned in your internship during this report period that relates to courses you have taken in the Recreation Management and Leadership major? What insights have you gained?

Click or tap here to enter text.

**Leadership/TR Interventions:** Discuss your progress in the following areas *as they apply*: leadership/interventions, care planning (assessment, goals/objectives, documentation, evaluation)

Click or tap here to enter text.

**Professional Issues:** Describe any issues/challenges regarding professional issues (ethics, professional relations, boundaries, role of TR, etc.).

Click or tap here to enter text.

Is there anything else you would like to communicate to your faculty supervisor during this report period?

Click or tap here to enter text.

**Below are the weekly prompts:**

**Weekly Report Prompt #1**: Describe the agency. This report should familiarize both you and your faculty advisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and its legal status (private, public, nonprofit). Provide a general description of the agency’s programs, services, clientele, and facilities.

**Weekly Report Prompt #2:** Describe the organization of the agency. Include a copy of the agency’s organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional, and non-professional staff), and the role and duties each of these positions have within the agency.

**Weekly Report Prompt #3** Describe and discuss the organization’s personnel policies: hiring practices, orientation program, in-service training, salary and benefits information, etc.

**Weekly Report Prompt #4:** Describe the financial structure of the agency. (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss their various income sources, major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

**Weekly Report Prompt #5:** No specific weekly topic.

**Weekly Report Prompt #6:** Describe the marketing, public relations, and partnerships of the agency. Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated? What types of partnerships does the agency have and promote?

**Weekly Report Prompt #7:** Describe the program evaluation approaches utilized by the agency. This can include both formative and summative types of evaluation. If you are unsure, speak to your internship supervisor about the types of evaluation the agency is conducting. What do you think of the strategies? Why do you believe this?

**Weekly Report Prompt #8:** Describe how you feel about the overall employee culture of the agency. Is it a positive place to work? Why or why not? Do people stay in their positions a long time? What about burnout?

**Weekly Report Prompt #9:** Write about whatever aspect of the organization you would like to write about that has captured your interest.