



## **Recreation Management and Leadership Internship Information and Planning Form for Agency**

The internship is the primary opportunity for students to experience practical application of leisure theories and concepts in the world of professional practice. An internship is an integral part of a student's total educational preparation for a professional career. Through the internship, the student should be provided with a supervised experience in a setting that offers recreation experiences as a direct or indirect service.

The primary purpose of the internship is to provide opportunities for professional and personal educational growth for students through on-the-job experiences in recreation leadership and administration in settings such as non-profit service providers, public parks and recreation departments, travel and tourism organizations, social service agencies, and outdoor companies.

**The internship must be a minimum of 10 weeks AND a minimum of 400 hours.**

Although the internship may be either a paid or unpaid experience, it differs from a job. It is expected that the student will have the opportunity to experience the full range of professional responsibility within the participating agency. This includes programming, administration and management, leadership, operation of areas and facilities, and other general work-related functions.

### **The key objectives of the internship are to:**

- Provide opportunities to engage in on-the-job application of classroom theories and techniques
- Offer activities that assist in the development of professional skills in the planning, organization, and leadership of a leisure service
- Provide challenging and stimulating tasks that entail significant contribution to the quality of life for persons served by the agency
- Offer opportunities to identify strengths and weaknesses of the student's professional behavior
- Allow the student to experience many aspects of the professional world while under professional supervision, guidance, and mentorship
- Encourage interaction with professional practitioners in the student's area of interest
- Provide programming situations in which the student can investigate human behavior
- Offer opportunities to evaluate the field as a professional career
- Offer experiences in leading client/participant programs
- Provide an opportunity for observing and/or practice in administration and supervision.

## **Agency Responsibilities:**

- Assign the student to a supervisor with appropriate training and experience who will work with the faculty advisor to supervise the intern for the duration of the internship experience
- Provide the assigned supervisor with appropriate time for the express purpose of supervising the student (including individual weekly meetings)
- Approve specific goals and objectives for the intern prior to the start of the internship
- Provide a training program to meet the learning objectives of the student, agency, and Recreation Management and Leadership
- Provide a variety of experiences ranging from programming, leadership, administration and management, areas and facilities, general responsibilities, and specialized functions
- Supply the student with agency materials appropriate to the internship, including guidelines and a prearranged schedule of assignments
- Agree to complete an evaluation of student involvement and performance at mid-term and at the completion of the internship using the Supervisor Internship Evaluation form
  - Please provide feedback that will assist the student in assessing their professional readiness. Reflect carefully on the student's overall performance and make a candid judgment of the qualities of the intern.

## **Benefits for the Agency:**

- Offers the practitioner the chance to provide expertise related to theory and practice obtained in the classroom setting
- Provides an expanded ability to serve clientele through the contributions of the intern
- Allows employers an opportunity to survey and evaluate prospective employees
- Provides an opportunity to improve in-service training for permanent employees
- Establishes opportunities for cooperative relationships which extend beyond the internship
- Provides a means for comparing in-class preparation of the intern with what is practiced by the agency
- Offers an opportunity to be a partner in the professional preparation of future recreation professionals

**On the following two pages is an Internship Planning Form to assist the supervisor and student in their pre-internship discussion and weekly meetings.**

<b>INTERNSHIP PLANNING FORM</b>	<b>Student Name:</b>	
<b>Task</b>	<b>Date Completed</b>	<b>Comments/Details</b>
<b>SECTION 1: PRE-INTERNSHIP</b>		
Establish internship dates; must be a minimum of 10 consecutive weeks and a minimum of 400 hours.		
Review individual student internship goals. Identify opportunities for activities, leadership, and involvement.		
Complete <i>Internship Agreement Form</i> , including goals and a preliminary schedule of activities and involvements.		
Discuss first-week expectations with student: hours, dress code, parking, workspace, etc.		
<b>SECTION 2: DURING INTERNSHIP</b>		
<b>Initial Meeting – Day 1 or before</b> <ul style="list-style-type: none"> <li>• Establish weekly meeting time (this should be separate from staff meetings and/or informal contact)</li> <li>• Review week 1 schedule</li> <li>• Tour of facilities</li> <li>• Introduce student to staff</li> <li>• Identify meetings (internal or external), conferences, etc. that student can be scheduled to attend</li> </ul>		

Task	Date Completed	Comments/Details
<p><b>Week 1 – Orientation Week/Possible Activities</b></p> <ul style="list-style-type: none"> <li>• Shadow supervisor and/or related staff</li> <li>• Attend HR orientation</li> <li>• Review mission and goals</li> <li>• Overview of programs</li> <li>• Review policies and procedures</li> <li>• Information interviews with staff and/or partnering organizations</li> <li>• Assist lead staff with ongoing programs</li> <li>• Revise or add to internship plan</li> </ul>		
<p><b>Weekly Meetings Suggested Topics:</b></p> <p>Strategic/Comprehensive Planning: planning cycle, goal setting, board and staff roles, criteria for decision making, surveys, etc.</p> <p>Marketing and Promotion: resources, working with media, policies, language</p> <p>Staffing: hiring procedures, training, scheduling, evaluations</p> <p><b>Mid-Term Evaluation Discussion (week 5)</b></p> <p>Risk Management: policies, insurance, staff training, liability-release forms</p> <p>Preventing Burnout</p> <p>Supervision Strategies</p> <p>Community Partnerships</p> <p><b>Final Evaluation Discussion (week 10)</b></p>		