Recreation Program

Student Internship Information and Checklist

The professional internship (Phase III) is a 15-credit-hour professional learning experience that is completed during spring or summer quarter after Phase II. The internship requires professional involvement with an organization or company for a minimum of 400 clock hours, full time (40 hours per week) for 10 weeks. If you are completing the internship during spring quarter you will register for Recr 473 for 15 credits. If you are completing the internship during summer quarter you will register for Recr 472s for 12 credits and the additional 3 credits (Recr 471) either the spring quarter before the internship or the fall quarter following the internship. We have enrolled you in the RECR 473/Professional Internship Canvas Site; it contains information you need for searching and successfully completing your internship. It is your responsibility to familiarize yourself with the information and to stay up-to-date with all messages and announcements posted from this site.

Finding a good internship is your responsibility, although your relationship with your advisor will be a critical part of your search. Professionals in the field and former recreation students will also be important resources to assist you. Many students feel intimidated, unclear, or indecisive when they begin the process, but find themselves gaining clarity and enthusiasm as they progress. The internship is an opportunity to learn. You will not be expected to know everything when you start. So, aim high and think big. Go for the internship you really want—the one that best serves your professional dreams.

The goals for an internship experience 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 competent supervision and guidance;
- Encourage interaction with professional practitioners in the student’s area of expertise;
- Provide programming situations in which the student can investigate human interaction;
- Offer opportunities to evaluate the field as a professional career;
- Offer experiences in leading client/participant programs; and
- Provide an opportunity for observing and/or practice in administration and supervision.

Steps in Locating an Internship

1. Carefully read the Canvas Internship materials: Syllabus, Agency Internship Information, and Internship Evaluation Forms.
2. Think carefully about your career values, interests, and goals. What are your strengths and limitations in all areas of recreation leadership and management? What experiences do you need to continue to learn the things you’ll need to know at graduation? What types of internships might provide the best learning environments for you?
3. Meet with your advisor.
   a. Clarify your interests.
   b. Get ideas for possible intern sites.
   c. Get names of former and current recreation students who have completed internships at sites you’re interested in.
   d. Reflect on your practicum visits, Internship Day, fieldwork experiences, and related volunteer and job experiences.
4. Examine internship resources on the Canvas Site: Links to relevant internet sites and postings of the internship sites of previous phasers.
5. Develop a mailing/email/phone list of internship sites that interest you.
6. Develop or update your resume and write an inquiry/cover letter to send to possible intern sites. Get feedback from Career Services Center [http://www.wwu.edu/careers/](http://www.wwu.edu/careers/) or your advisor.
7. Email inquiries to intern sites and make phone or face-to-face contacts with intern sites. Don’t be discouraged if additional follow-up is required. Please note that some places will already have an understanding of our internship program. The Agency Internship Information document available on Canvas is one source for those needing additional information.
8. Examine the responses you get; determine which sites are most interesting to you.
   a. Carefully consider the person who would be your supervisor. Will she or he be a good mentor?
9. Meet with your advisor to discuss your next step(s).
10. Decide which internship is best for you among those offered to you.

**Internship Checklist**

The following checklist is intended to act as a roadmap for navigating the tasks required to finalize your internship placement. This checklist is meant to be used in conjunction with a close-working relationship with a faculty advisor.

- [ ] Develop personal goals for the internship.
- [ ] Outline/summarize fieldwork hours.
- [ ] Develop a draft resume and cover letter. Use Career Center resources and faculty advice for designing and reviewing your drafts.
- [ ] Meet with your faculty advisor to review goals, confirm fieldwork hours, discuss internship possibilities, and go over resume and cover letter.
- [ ] Research potential internship sites and make initial agency contacts.
- [ ] Provide internship information to sites you are considering (Agency Internship Information document available on Canvas).
- [ ] Present final internship site selection to advisor for approval.
- [ ] Send the Internship Agreement Form to the agency (form available on Canvas). Ask them to fill it out, sign it, and return it to you (or they may fax it to 360-650-7447, attention: Katey).
- [ ] Submit Internship Agreement Form to your faculty advisor for final approval. Faculty advisor will then contact your internship site supervisor.
- [ ] Develop specific internship goals that you would like to achieve while on the experience. This can be done working with your advisor and your site supervisor (see next page).

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**IMPORTANT:** Register for internship credits: Spring – Recr 473; Summer – Recr 472 and Recr 471 (spring before or fall after). **You will NOT receive credit for the internship if you do not register for the class.**
Before you go to your internship site, it is important to think about the goals that you have for your experience. Below is the table that will accompany the evaluation that your internship supervisor will complete at the mid-term and final evaluations during your internship. Your supervisor will be directly assessing your attainment of these goals. It is thereof important that they are clear, objective, and attainable during this experience.

You need to talk with your faculty advisor about these goals prior to leaving for your internship.

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<tr>
<th>Student Goals</th>
<th>Goals Not Attained</th>
<th>Partially Attained</th>
<th>Almost Attained</th>
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