



Recreation Management and Leadership Student Weekly Internship Report (weeks 1-9)

Your Name:

Week of internship (check one):

1 2 3 4 5 6 7 8 9

Each week, you are required to send your RML faculty advisor a report reflecting on your internship experience to that point. In Section I are prompts to complete for each 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.

In Section II, each week we ask you to think about and describe different elements of your internship organization. Please review these elements at the beginning of your internship 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. Please also see the specific prompts/questions on pages 5-7 for your **Week 10 Final Report and Evaluation**.

Please download this blank PDF for each week, complete it, and name it in this format (using week 1 as an example):

Your Name_Week1_Report.pdf

Section 1 – Prompts to be completed for EACH weekly report

1. **Activities:** Describe your experiences during this past week especially as they relate to each of the identified internship goals.

2. **Problems:** Identify any problem(s), both major and minor, you have had during this reporting period with some analysis on how you solved them or how you plan to solve them.

3. Insights Gained: What have you learned from your experiences during this reporting period? What specific experience made you stretch and grow as a professional?
4. Leadership Opportunities: Discuss specific instances when you were in leadership positions. What went well? What didn't go so well? What could you have done differently? Why do you believe this?

Section 2 – Weekly Topics

Listed below are the specific areas to address each week. Your weekly response to these topics should be between 250-500 words (approximately ½ to 1 page single-spaced maximum). To figure out your word count, it's probably easiest to type your response in Word, then copy and paste it into this PDF document. (Note: When your advisor reads this form, they will be able to read the full text box even though it doesn't all show up at once in this document.)

Week 1 Report: Describe the agency.

This report should familiarize both you and your faculty internship advisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and its legal status (private, public, non-profit). Provide a general description of the agency's programs and services, clientele, and facilities.

Week 2 Report: 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.

Week 3 Report: Describe the organization's personnel policies.

Discuss the agency's personnel policies: hiring practices, orientation program, in-service training, salary and benefits information, etc.

Week 4 Report: 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 the agency's various income sources, major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

Week 5 Report: No specific weekly topic this week.

Week 6 Report: 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?

Week 7 Report: 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?

Week 8 Report: 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?

Week 9 Report: Write about whatever aspect of the organization has captured your interest.

Final Report: This is a separate document titled Final Student Internship Report 2021