

# **RECREATION MANAGEMENT INTERNSHIP MANUAL**

**RM 4900**

**Recreation Management Program**

**Department of Health, Leisure, and Exercise Science  
Appalachian State University  
Boone, North Carolina 28608**

## RECREATION MANAGEMENT INTERNSHIP MANUAL

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## **INTRODUCTION**

The development of Recreation Management professionals in a university curriculum requires a combination of learning experiences that are achieved in a variety of ways: classroom exercises, on-site observations, and supervised leadership experiences. The supervised leadership experience provides students with the opportunity to test classroom theories, concepts, and philosophies in realistic situations. The internship experience is the most credible vehicle for accomplishing these goals.

## **COURSE DESCRIPTION**

RM 4900 INTERNSHIP: A guided, practical, leadership experience at a supervisory level with an appropriate organization. An internship consisting of eight credit hours is required of majors. Interns are graded on a S/U, Satisfactory or Unsatisfactory basis. Prerequisites: minimum of 24 credit hours in RM to include RM 2110, 2310, 2410, and 3315, or approval of the instructor.

## **PURPOSE**

The purpose of the internship is to provide a transition from the university to a professional leisure setting. The student will apply and test theories of leisure management in the field, under the guidance and supervision of a professional practitioner and a university faculty member. The student is also evaluated by the professional supervisor and the faculty member. Students review their knowledge, skills, accomplishments and professional growth as they prepare to enter the leisure profession through their internship experience.

## **OBJECTIVES**

The Appalachian State University Recreation Management Program attempts to place student interns with employers who agree with the following objectives:

1. To assist future professionals in obtaining practical experience in leisure services management,
2. To provide an opportunity for students to gain professional growth under the direction of qualified, practicing, leisure service professionals,
3. To extend to students the opportunity to share their ideas and knowledge in initiating, building, and expanding recreational programs and services,
4. To expose students to as many aspects of the agency as time permits. This exposure is essential to the future ability of students to understand what will be expected of them by leisure practitioners in professional situations,
5. To provide opportunities to field-test theories, concepts, skills, and philosophies developed through the academic experience,
6. To provide opportunities for students to explore career paths in the field of recreation management.
7. To facilitate a smooth transition from undergraduate student to full-time leisure service professional.

## PREREQUISITES FOR THE INTERNSHIP

Successful completion of the following prerequisite courses for RM 4900:

- A minimum of 24 semester hours of RM courses to include:
  - RM 2110 Intro to Recreation and Leisure (grade of “C” or better)
  - RM 2310 Administration of Leisure Services I
  - RM 2410 Recreation Program Planning
  - RM 3315 Career Development in Leisure Services and Recreation
- Or approval of the Recreation Management Faculty.

## GUIDELINES FOR SELECTING THE INTERNSHIP SITE

The RM 3315 Career Development in Leisure Services and Recreation course prepares the student to identify and select an internship. However, the student has primary responsibility for selection of an appropriate internship. Considerable consultation is required with the advisor and other faculty to assure the choice will enhance the academic experience of the student. The site and supervisor should be chosen to meet the student's needs and to assure the student professional growth. **Final internship approval must be made by the faculty advisor before the student can accept an internship position.**

1. The agency must be a recognized public, voluntary, or private leisure service agency.
2. The organization must have a well-balanced leisure/recreation program and be able to provide both variety and depth of experience.
3. The agency must assign a supervisor to direct and evaluate the student. The supervisor should possess an appropriate degree and be willing to spend quality time with the intern.
4. The organization must have sound administrative policies and procedures relating to: budget and finance; publicity and public relations; maintenance and operation; and personnel management.
5. The agency must be willing to provide significant leadership and appropriate management opportunities for the student.
6. The supervisor must be willing to conduct an orientation program and provide the depth of information needed to enhance the student's performance and experience.
7. The agency must accept the student as a professional, contributing member of the organization.

## RESPONSIBILITIES

RESPONSIBILITIES OF THE STUDENT:

To the University:

1. Complete all pre-internship arrangements as described in this manual.
2. Meet due dates for required written assignments.
3. Represent, in a professional manner, the Recreation Management Program; the Department of Health, Leisure, and Exercise Science; and Appalachian State University.

## RESPONSIBILITIES OF THE STUDENT (Continued):

### To the Agency:

1. Accept and complete assignments and responsibilities as outlined in the Agency/Student position description and contract.
2. Consider him/herself a co-worker of the agency staff and not someone due special privileges. Accept the agency's philosophy, methods, leadership, and program, and when appropriate, give suggestions and constructive criticism to the agency supervisor.
3. Plan thoroughly and in advance for all assignments, and be prepared for periodic student-agency supervisor conferences.
4. Seek advice and consult with the agency supervisor and advisor when confronted with problems the student cannot satisfactorily solve alone.
5. Accept the responsibility for: notifying the agency supervisor when absence from work is necessary, dressing appropriately and behaving professionally.
6. Become a productive, contributing member of the organization through delivery of service.

## RESPONSIBILITIES OF THE UNIVERSITY

### To the Student:

1. Approve, in collaboration with the student, an internship placement that will allow the student to gain the kind of experience he/she is seeking and begin to develop the skills and knowledge of a professional in the leisure services industry.
2. Represent the University in all official arrangements with the cooperation agency.
3. Review and evaluate all student written assignments due to the University.
4. Contact the agency supervisor when the student-agency contract is drawn up.
5. Make an on-site visit when geographically possible.
6. Determine the final grade for the internship by combining the University and agency supervisor's evaluations

### To the Agency:

1. Approve the student's placement and contract with the agency.
2. Maintain open communication with the agency concerning its cooperation and supervision of the intern.
3. Make periodic phone calls for conferences on student progression and supervision.

## RESPONSIBILITIES OF THE AGENCY:

### To the University:

1. Provide information to the University about the agency and professional personnel and the experiences that can be afforded a student in an internship placement.
2. Cooperate in the exchange of information related to the internship student and submit periodic evaluations of the student as required by the University.
3. Maintain periodic contact with the University internship supervisor, carry out periodic conferences with the students, and cooperate in managing the internship experience as an academic program
4. Provide written mid-term and final evaluations of the student to the University faculty supervisor and the student.

### To the Student:

1. Recognize that the student has an academic back ground in recreation and can be expected to perform tasks.
2. Recognize that the student is engaged in learning experience and therefore should not be expected to produce at the level of a permanent employee.
3. Provide the student an opportunity for a broad, well-rounded learning experience in agency responsibilities, programs, and services.
4. Confer with the student to determine his/her responsibilities during the experience (described in the position description and contract) and present an overview of the agency's purposes, policies, administration, program, and physical facilities.
5. Present the student to the agency staff as a co-worker and inform the student of regulations to which he/she must conform.
6. Provide the student adequate professional resources commensurate with that of other agency employees.
7. Acquaint the student's with resources and materials necessary for the implementation and completion of their tasks and responsibilities. Enable the student to become acquainted with the community and its resources.
8. Provide the student opportunity for successful experiences that will promote growth and sense of achievement.
9. Encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self evaluation by the student.
10. Directly supervise the student and provide feedback to the student on an on going basis.
11. Complete a mid-term and final evaluation of the student and review each with the student prior to submission to the University.
12. Meet weekly with the student to discuss progress, agency assignments, policies, etc.

## **REMUNERATION**

Internships may be either paid or voluntary. Students are urged to seek a situation that fits their career goals. Learning - not dollars - should be the primary consideration.

## **INTERNSHIP APPROVAL PROCEDURES**

**The student must complete and submit the following items:**

**POSITION DESCRIPTION:** The intern in co-operation with the agency supervisor must submit a position description to the academic advisor before the internship will be approved. The purpose of the position description is to form a basis for the contract and to serve as the basis of the supervisor's evaluation. See Appendix A for a sample format.

**CONTRACT:** The Recreation Management Program requires a contract signed by the student, the agency supervisor, and the academic advisor. The contract should reflect the position description. See Appendix B for a format. The signed contract must be submitted to the academic advisor prior to beginning the internship.

**INTERNSHIP OBJECTIVES:** The student's must submit a copy of their internship objectives, signed by the internship supervisor, with the position description before the internship will be approved.

**REGISTRATION CHECKLIST**

- \_\_\_\_\_ Re-read the Recreation Management Internship Manual
- \_\_\_\_\_ Complete early registration for summer school
- \_\_\_\_\_ Submit Position Description and Contract to advisor
- \_\_\_\_\_ Attend MANDATORY Internship/Practicum Meeting
  - \_\_\_\_\_ Meet with your advisor to fill out the required special course add form.
  - \_\_\_\_\_ It is the student's responsibility to have the Chairman of the Department of Health, Leisure, and Exercise Science sign the special course form. His/her office can be found in the Holmes Convocation Center.
  - \_\_\_\_\_ It is also the student's responsibility to have the Dean of the College of Fine and Applied Arts sign the special course form.
  - \_\_\_\_\_ After completing the special course form the student must take it to the Registrar's office in Thomas Hall.
- \_\_\_\_\_ Pay tuition (**Failure to pay on time will result in schedule cancellation.**)
- \_\_\_\_\_ If necessary, register late (tuition must be paid at time of registration)
- \_\_\_\_\_ Students who intend to graduate at the end of summer must file an application for graduation at the Registrar's Office by the deadline set by the Registrar's Office.

## TUITION

Students should check the current summer session catalog for current fees and charges. Additional fees may be added. Tuition for early registration **must be paid between the dates set by the Registrar's Office**. After this date, schedules will be canceled. It is the student's responsibility to comply with the timeframe established by the Registrar's Office. Note: those receiving financial aid should check with the Financial Aid Office to discuss a tuition waiver, if necessary, to avoid cancellation.

## COURSE CREDIT GUIDELINES

1. For each credit hour, the intern must engage in a minimum of 50 contact hours on the internship site.
2. A minimum of 8 credit hours of internship is required for majors.
3. Up to 15 hours of internship credit can be applied to graduation requirements, with the additional hours counting as electives. No more than 12 hours can be earned for RM 4900.
4. 3 credit hours of RM 3900 Practicum are required for minors.

## FORMAL STUDENT EVALUATIONS

The Recreation Management Program requires the use of a standardized student evaluation form. Students should be evaluated twice during the internship, once about midway through the internship (approximately week 5) and again at the end of the internship. Copies are attached in Appendix D.

1. The students should schedule a meeting with their supervisor prior to the midpoint of the internship for a formal evaluation. Prior to this meeting, **the supervisor should individually rate the student's performance using the standardized evaluation form**. The completed form should provide a basis for discussion of student's internship performance. Copies of the completed form should be included with Report 2.
2. A second formal evaluation takes place during the final week of the internship. The format should be the same as above. Final evaluation forms should be compared to the initial one and submitted with Report 3.

## STUDENT REPORT GUIDELINES AND TIMELINE

**Report 1** (Postmarked/emailed 3 weeks from your start date). It includes:

1. Overview of your orientation
2. Description of facilities, programs and people (supervisor, coworkers, guests/customers)
3. Description of skills or training received (or that you wished you'd received and why)
4. Overview of first meeting with your site supervisor and a schedule of planned meetings with your supervisor
5. List of the 3 most important things you've learned so far

**Report 2** (Postmarked/emailed 5 weeks from your start date). It includes 5 parts:

1. **Analysis of Site and Your Role** \*Note: a-d should not be a collection of materials – put the materials in as appendices. Instead, read the materials from your organization that contain this information and then summarize and analyze it in sections that are appropriately labeled as follows:
  - a. Philosophy, Mission, Goals and Objectives of Your Organization
  - b. History and Development of the Site
  - c. Description of User Populations/Market Segments
  - d. Description of Products and Services Offered
  - e. Appendices, including but not limited to:
    - i. Organizational Chart
    - ii. Key Position Description
    - iii. Policies and Procedures
    - iv. Budget Material
    - v. Promotions/Marketing Material
2. **Internship Objectives**
  - a. Revise your internship objectives, as needed, and indicate the reason for any significant changes.
  - b. Report on how you are progressing on your objectives.
  - c. Include a line for your supervisor's signature (i.e. have them sign it).
3. **Mid-Experience Evaluation.** Describe the mid-term evaluation between you and your supervisor.
  - a. Copy of your Supervisor's Evaluation (signed by both of you)
  - b. Summary of Evaluation.
    - i. What were the strengths and weaknesses he/she identified? Do you agree?
    - ii. What areas were suggested for improvement and what areas received a score below an average ranking? What specific corrective measures will be taken to improve in these areas?
4. **Daily Journal** (for weeks one through five). **REFLECT** on your daily activities (not just what you did, but how things are going, what you like/dislike, your feelings, what you plan to do/accomplish, **how the activities related to your courses** - were you prepared -, what you learned daily - technical and interpersonal skills -, etc...).

**Report 3** (Postmarked/emailed within 10 days after completion of the internship):

1. **Evaluation of the Experience.**
  - a. *Objectives Reality Check.* Evaluate your objectives in terms of:
    - i. Applicability to internship site
    - ii. Appropriateness for the experience
    - iii. Suggestions for modifications
  - b. *Quality Control.* Evaluate the quality of your internship site regarding:
    - i. Supervision
    - ii. Working conditions
    - iii. Living conditions
    - iv. Factors Effecting the Learning Environment
      1. Opportunities for Personal Growth
      2. Opportunities for Professional Growth
      3. Opportunities for Leadership
      4. Effectiveness of Communication

## 5. Timely and Adequate Feedback

**Report 3** (Continued)

- c. *What Was It Really Like.*
    - i. Copy of your original position description
    - ii. Modified position description based on your actual experience.
  - d. *Problem Solving.* Identify two situations that occurred during your internship and discuss how YOU would have handled them differently.
  - e. *Academic Preparation.*
    - i. In what ways did your previous courses prepare you for your internship?
    - ii. What material would you add to be better prepared? Course? Info in a course?
  - f. *Overall Learning.* What were the three most significant things you learned from your internship experience?
2. **Final Evaluation Report:** Describe your final evaluation.
- a. Copy of your Supervisor's Evaluation (signed by both of you)
  - b. Summary of Evaluation.
    - i. Comparison of mid-internship and final-internship evaluations.
    - ii. What were the strengths and weaknesses he/she identified? Do you agree?
    - iii. What areas were suggested for improvement and what areas received a score below an average ranking? What specific corrective measures will you take in future jobs to ensure success?
3. **Daily Journal** (Week Six through the end of the experience)
4. **Post-Internship Evaluation.** Complete Appendix F.
5. **Photo Assignment for Internship.** See Appendix G.
6. **Summary of Internship Experience.** Provide a one-page summary of the experience with information that would be useful for future students considering a similar internship experience with this organization.

### INTERNSHIP NETWORK EXCHANGE PRESENTATION

Each student who is geographically able to attend the Internship Network is required to do so. It will be the responsibility of each intern to set up a promotional display of their internship site. Materials could include but are not limited to: brochures, posters, flyers, sample programs, sales promotional materials, organizational materials, videos, pictures, digital slideshows, etc. Limited A/V equipment will be available for student use if prior arrangements are made. All students enrolled in RM 3315 are required to attend. This should be a formal presentation and delivered in a professional manner. This is the final requirement for internship completion. Students who are unable to attend the Internship Network Exchange should make separate arrangements with their advisor. Please also have available a copy of your position description and contact information for the organization.

## GRADING

The internship is graded S/U - Satisfactory or Unsatisfactory. Summer interns will generally receive a grade of "incomplete" because the deadline for grade submission occurs in early August, usually before REPORT 3 and the INTERNSHIP NETWORK PRESENTATIONS are completed. **If you wish to receive your diploma in August, you will have to make special arrangements with your advisor.**

While it is hoped that all students will do well on their internships, the following actions could be grounds for an **unsatisfactory** grade:

1. Falsification of any internship report, daily log, or student work log sheet.
2. Failure to complete the terms of the internship contract without advisor knowledge or approval, including failing an employee drug test.
3. Repeated failure to submit reports at an acceptable quality level and/or by the due date agreed to with the advisor.
4. Failure to improve ratings below "average" on the mid-term evaluation or numerous scores below average on the final student evaluation form.

## LIABILITY

Appalachian State University assumes no responsibility for the student's personal liability. Interns working for an agency are legally and financially liable for their own actions, errors, or omissions. The following steps are suggested by the faculty to minimize your risk:

1. Ask the organization for information concerning agency liability coverage of interns.
2. If you will not be covered under their umbrella policy then consider taking out a short-term liability insurance plan. The National Recreation and Park Association has a yearly plan available for approximately \$40.00. For an application contact:

NRPA  
3101 Park Center Drive  
Alexandria, VA 23510

## **APPENDIX A: SAMPLE POSITION DESCRIPTION**

### **CAMP SHADY BROOK YMCA/USO OF THE PIKES PEAK REGION POSITION DESCRIPTION**

**POSITION:** Peak III Trips Coordinator **REPORTS TO:** Program Coordinator

**DATE:** Summer 2000 **DEPARTMENT:** Camp Shady Brook

**NON-EXEMPT GRADE:** Seasonal

**GENERAL PURPOSE:** To plan, direct, and supervise camp's Peak III tripping program

**MISSION:** (Always embrace the YMCA mission and core values while serving and working with others at Camp Shady Brook.)

#### **ESSENTIAL DUTIES/ RESPONSIBILITIES:**

1. Teach staff their responsibilities in activity during staff training.
2. Conduct daily check of program area for safety.
3. Write (with help of activity assistants) and check all lesson plans.
4. Keep records on all participants; help them progress from beginner to advanced levels.
5. Plan trips based on camper's skills.
6. Evaluate current season and create program for following season.
7. Supervise and lead actual trips.
8. These are not the only duties to be performed. Some duties may be reassigned and other duties be assigned as required.

#### **OTHER DUTIES/ RESPONSIBILITIES:**

1. Provide active leadership in care of equipment and facilities.
2. Maintain personal belongings and cabin in a clean, orderly fashion and clean cabin at the conclusion of each session.
3. Rotate into program staff position as needed.
4. Participate in all camp special activities (i.e., campfires, vespers, special day).
5. All other duties as deemed necessary by counselor supervisor, assistant camp director, and camp director.

#### **SUPERVISORY DUTIES:**

1. Peak III Campers

#### **JOB QUALIFICATIONS:**

1. Training and experience in tripping activities.
2. Advanced knowledge of outdoor skills, and ability to teach these skills to staff and campers of all ages.
3. Ability to supervise program assistants and make scheduling assignments.
4. Current CPR and first aid certifications.
5. Desire and ability to work with children outdoors.
6. Ability to relate to one's peer group.
7. Ability to accept guidance and supervision.
8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. College student or at least 19 years of age.

**EDUCATION OR FORMAL TRAINING REQUIREMENTS:** First Aid/ CPR certification High School Diploma

**APPENDIX B: INTERNSHIP CONTRACT**

<b>MINIMUM REQUIREMENTS:</b> 1. Undergraduate student 2. Junior standing 3. Cumulative GPA of 2.0	<b>COLLEGE OF FINE AND APPLIED ARTS UNDERGRADUATE INTERNSHIP CONTRACT DEPARTMENT: Health, Leisure &amp; Exercise Science</b>
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Student's name: \_\_\_\_\_ Cumulative GPA: \_\_\_\_\_

Location of internship: \_\_\_\_\_ From: \_\_\_\_\_ to \_\_\_\_\_ (dates)

Hrs. work per week: \_\_\_\_\_ Sem. hrs. credit: \_\_\_\_\_ Compensation: \_\_\_\_\_ Housing?  Yes  No

<i>Faculty Contact</i>	<i>Agency Contact</i>
Name: _____	Name: _____
Address: _____ _____	Address: _____ _____
Phone: _____	Phone: _____
Fax: _____	Fax: _____
email: _____	email: _____

**GUIDELINES:**

1. Internships will be 3 s. h. (minimum) to 12 s. h. (maximum). The faculty supervisor will enter the S/U grade upon completion of all internship requirements
2. Internship credit will not be granted retroactively; students must have internships approved in advance.
3. The maximum credit for an internship during one summer session will be 6 s. h.
4. All 12 s. h. internships must span an entire term; in the case of summer, this includes the entire Summer Semester.
5. All interns must have a faculty supervisor and a separate field/agency supervisor.
6. Each intern will have contact with the faculty supervisor on a bi-weekly basis (minimum) during the internship.
7. The faculty supervisor will visit each field placement to meet with the intern and the site supervisor at least once each semester, unless there are extenuating circumstances.
8. Academic credit will be based on a minimum of 50 field placement hours per semester hour credit
9. Internship written requirements set by the department (papers, journal, essays, etc.) must be completed 30 days (maximum) following the completion of the field work.
10. The provisions of this contract will be used for all College of Fine and Applied Arts undergraduate internships; each department shall determine individual written requirements and expectations.

*Please complete the reverse side of this form.  
All signatures are required prior to the submission of this form to the Dean's Office for approval.*

**RESPONSIBILITIES OF THE UNIVERSITY:**

1. Provide the student with a pre-internship orientation.
2. Participate in developing the learning objectives and the methods of evaluation for the internship.
3. Provide a supervised internship experience through site visits, email, telephone contact and written communication with a faculty supervisor on a bi-weekly basis.
4. Provide the participating agency with appropriate instruments for evaluating the student.
5. Assist the student in developing topics for appropriate research projects, readings, and written papers relating to the agency and the internship experience.

**RESPONSIBILITIES OF THE PARTICIPATING AGENCY:**

1. Assign a supervisor to work directly with the student to achieve the educational goals of the internship by assigning appropriate work duties.
2. Provide the student with an orientation to the work-site duties, hours, and agency expectations.
3. Schedule regular meetings with the student, and provide an appropriate evaluation of the student's performance.
4. Provide a safe, secure workplace at which the student can meet his/her educational objectives.

**RESPONSIBILITIES OF THE STUDENT:**

1. Complete all of the departmental prerequisites of the internship program.
2. If requested, provide the agency with a resume and any other necessary documents.
3. Meet with the faculty supervisor and the agency to develop appropriate learning objectives.
4. Abide by the personnel policies of the agency; maintain regular and prompt attendance; contact the appropriate supervisor when questions arise.
5. Perform all of the duties and responsibilities of the position in a professional manner.
6. Maintain confidentiality with regard to sensitive information gained in the work environment.
7. Participate openly and honestly in the evaluation process.
8. Complete all of the written assignments, and submit them to the faculty supervisor within the time-specified guidelines; all work shall be submitted no later than 30 days following the completion of the internship.
9. Maintain contact on a bi-weekly basis with the faculty supervisor, and assist in arranging site visits.

This agreement is subject to the specified educational objectives, duties, learning outcomes, and evaluation methods on the accompanying page(s). The agreement may be terminated by any party with two weeks notice. The University or the Agency has the right to terminate a student's experience if either party feels the student is not performing satisfactorily.

**SIGNATURES:**

**Student:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Faculty Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Program Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Agency Representative:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Note to the student and the faculty supervisor:***

This contract must be accompanied by an explanation of the following:

1. Educational objectives of the internship (minimum of five goals)
2. How the objectives will be accomplished (duties, papers, reports, journals, etc. described in the Recreation Management Internship Manual)
3. Methods of evaluation and names of evaluators

A completed *Special Course Form* shall be submitted to the Dean's Office with these documents including dates of internship

***Copies of this completed form should be given to the participating agency, the student, and the faculty supervisor.***

## APPENDIX C: STUDENT DATA ENTRY FORM

Student Name: \_\_\_\_\_ Semester/Year of Internship: \_\_\_\_\_

SS#: \_\_\_\_\_ Email: \_\_\_\_\_

Faculty Advisor: \_\_\_\_\_

Internship start date \_\_\_\_\_ End date \_\_\_\_\_

### Student's Parent's Contact Information or Permanent Address:

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

### Agency Contact Information:

Agency Name: \_\_\_\_\_ Website: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Type of Organization: \_\_\_\_\_

Special Program Areas: \_\_\_\_\_

Customer Base: \_\_\_\_\_

Remuneration- Salary: \_\_\_\_\_ Housing: \_\_\_\_\_ Board: \_\_\_\_\_

Semesters During Which the Agency Offers Internships: \_\_\_ Summer \_\_\_ Fall \_\_\_ Spring

### Student's Temporary Address (During Internship):

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Will you have access to email during your internship? \_\_\_ Yes \_\_\_ No \_\_\_ Infrequently

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**MID-INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

Student's Name: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Agency/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional Attitude	Excellent	Above Average	Average	Below Average	Unacceptable
Shows interest in job assignments					
Is cheerful and friendly on the job					
Exhibits sense of humor					
Is courteous and tactful					
Exhibits mature judgment					
Exhibits enthusiasm					
Comments:					

Professionalism	Excellent	Above Average	Average	Below Average	Unacceptable
Serves as a positive role model					
Demonstrates high professional ethics					
Attire is appropriate on the job					
Adheres to departmental policies					
Comments:					

Professional Relationships	Excellent	Above Average	Average	Below Average	Unacceptable
Gets along well with coworkers					
Gets along well with customers					
Gets along well with supervisors					
Displays sincere concern for others					
Comments:					

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**MID-INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

Professional Communication Skills	Excellent	Above Average	Average	Below Average	Unacceptable
Articulate in verbal expression					
Clear and concise writing style					
Comments:					

Professional Flexibility	Excellent	Above Average	Average	Below Average	Unacceptable
Is adaptable to changing work situations					
Accepts suggestions for improvement					
Comments:					

Professional Knowledge	Excellent	Above Average	Average	Below Average	Unacceptable
Understands agency goals and operations					
Possesses skills necessary for task completion					
Ability to apply knowledge in a practical way					
Ability to translate knowledge into action					
Ability to think independently					
Comments:					

Completion of Work Tasks	Excellent	Above Average	Average	Below Average	Unacceptable
Effectively plans work to be accomplished					
Establishes realistic work goals					
Completes work in a timely fashion					
Completes work tasks in a quality fashion					
Conscientious in completing work tasks					
Comments:					
Leadership Skills	Excellent	Above	Average	Below	Unacceptable

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**MID-INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

		Average		Average	
Ability to motivate others					
Ability to organize people and resources					
Ability to select appropriate solutions to work related problems					
Comments:					

Professional Work Ethic & Initiative	Excellent	Above Average	Average	Below Average	Unacceptable
Accepts assignments willingly					
Shows initiative and self direction					
Offers unsolicited suggestions and comments					
Comments:					

Additional comments/suggestions you feel will assist in the professional development of the student:

Please provide any advice you have for the student for improving his/her performance.

Are you satisfied with the student's overall progress to date?                      Yes                      No

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FINAL INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

Student's Name: \_\_\_\_\_ Appraisal Date: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Agency/Organization: \_\_\_\_\_ Phone: \_\_\_\_\_

Professional Attitude	Excellent	Above Average	Average	Below Average	Unacceptable
Shows interest in job assignments					
Is cheerful and friendly on the job					
Exhibits sense of humor					
Is courteous and tactful					
Exhibits mature judgment					
Exhibits enthusiasm					
Comments:					

Professionalism	Excellent	Above Average	Average	Below Average	Unacceptable
Serves as a positive role model					
Demonstrates high professional ethics					
Attire is appropriate on the job					
Adheres to departmental policies					
Comments:					

Professional Relationships	Excellent	Above Average	Average	Below Average	Unacceptable
Gets along well with coworkers					
Gets along well with customers					
Gets along well with supervisors					
Displays sincere concern for others					
Comments:					

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**FINAL INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

Professional Communication Skills	Excellent	Above Average	Average	Below Average	Unacceptable
Articulate in verbal expression					
Clear and concise writing style					
Comments:					

Professional Flexibility	Excellent	Above Average	Average	Below Average	Unacceptable
Is adaptable to changing work situations					
Accepts suggestions for improvement					
Comments:					

Professional Knowledge	Excellent	Above Average	Average	Below Average	Unacceptable
Understands agency goals and operations					
Possesses skills necessary for task completion					
Ability to apply knowledge in a practical way					
Ability to translate knowledge into action					
Ability to think independently					
Comments:					

Completion of Work Tasks	Excellent	Above Average	Average	Below Average	Unacceptable
Effectively plans work to be accomplished					
Establishes realistic work goals					
Completes work in a timely fashion					
Completes work tasks in a quality fashion					
Conscientious in completing work tasks					
Comments:					

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**FINAL INTERNSHIP/PRACTICUM PERFORMANCE APPRAISAL**

Leadership Skills	Excellent	Above Average	Average	Below Average	Unacceptable
Ability to motivate others					
Ability to organize people and resources					
Ability to select appropriate solutions to work related problems					
Comments:					

Professional Work Ethic & Initiative	Excellent	Above Average	Average	Below Average	Unacceptable
Accepts assignments willingly					
Shows initiative and self direction					
Offers unsolicited suggestions and comments					
Comments:					

Additional comments/suggestions you feel will assist in the professional development of the student:

Please provide any advice you have for the student for improving his/her performance.

If your agency had a job vacancy for someone with this student's education, skills and abilities, would you consider hiring him/her on a permanent basis?                      Yes                      No

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## APPENDIX F: POST INTERNSHIP EVALUATION

The following evaluation is intended to provide an opportunity for students who have recently completed their professional internship to re-examine their academic preparation leading up to the internship experience. Recreation Management Faculty are interested in your views regarding your preparation for the internship. Please complete this evaluation as thoroughly as possible to help us gain a better understanding of students' perspectives.

### DEMOGRAPHIC INFORMATION

Name Of The Company/Agency: \_\_\_\_\_

Type Of Organization: \_\_\_\_\_

Semester Of The Internship: \_\_\_\_\_

Internship Position/Title: \_\_\_\_\_

Your Major Duties/Responsibilities: \_\_\_\_\_

Your Concentration Within The Recreation Management Program (Circle One):

Outdoor Experiential Ed.    Commercial Rec/Tourism Mgmt    Rec & Park Mgmt

### REQUIRED COURSES & THE INTERNSHIP

Please indicate how strongly you agree or disagree with the following statements by circling the most appropriate number.

The following skills prepare one to be successful in an internship:	Strongly Disagree						Strongly Agree
Public Speaking/Communication	1	2	3	4	5	6	7
Writing	1	2	3	4	5	6	7
Computer	1	2	3	4	5	6	7
Budgeting	1	2	3	4	5	6	7
Grant Writing	1	2	3	4	5	6	7
Fund Raising	1	2	3	4	5	6	7
Program Planning	1	2	3	4	5	6	7
Supervising	1	2	3	4	5	6	7
Marketing	1	2	3	4	5	6	7
Evaluation	1	2	3	4	5	6	7
Facility Maintenance	1	2	3	4	5	6	7
Researching Skills	1	2	3	4	5	6	7

Indicate how often you used the following skills during your internship	Never	1-2 times	Weekly	Daily
Public Speaking/Communication	1	2	3	4
Writing	1	2	3	4
Computer	1	2	3	4
Budgeting	1	2	3	4
Grant Writing	1	2	3	4
Fund Raising	1	2	3	4
Program Planning	1	2	3	4
Supervising	1	2	3	4
Marketing	1	2	3	4
Evaluation	1	2	3	4
Facility Maintenance	1	2	3	4
Researching Skills	1	2	3	4

It would have been difficult to successfully complete my internship without this course:	Strongly Disagree							Strongly Agree
Intro to Rec/Leisure	1	2	3	4	5	6	7	
Group Dynamics	1	2	3	4	5	6	7	
Administration I	1	2	3	4	5	6	7	
Rec Resource Management	1	2	3	4	5	6	7	
Program Planning	1	2	3	4	5	6	7	
Special Recreation	1	2	3	4	5	6	7	
Career Development	1	2	3	4	5	6	7	
Evaluation	1	2	3	4	5	6	7	
Administration II	1	2	3	4	5	6	7	
Leisure Promotions	1	2	3	4	5	6	7	
Senior Seminar	1	2	3	4	5	6	7	

\* Draw a line through the course if you have not taken it yet.

From the courses listed above, rank the three (3) courses which best prepared you for your internship **and why?** (1= best prepared to 3 = third best)

- 1.
- 2.
- 3.

List the single most important skill, ability, or information which contributed to the successful completion of your internship.

Describe the most personally satisfying aspect of your internship.

Describe the greatest weakness of your internship.

**COURSES IN CONCENTRATIONS**

It would have been difficult to successfully complete my internship without this course:	Strongly Disagree						Strongly Agree	
Principles of Commercial Rec/Tourism	1	2	3	4	5	6	7	
Principles of Commercial Recreation	1	2	3	4	5	6	7	
Travel & Tourism	1	2	3	4	5	6	7	
Seminar in Tourism Development	1	2	3	4	5	6	7	
Camp Management/Conference Mgt.	1	2	3	4	5	6	7	
Planning/Designing Leisure Facilities	1	2	3	4	5	6	7	
Leisure & Aging	1	2	3	4	5	6	7	
Principles of Outdoor Experiential Ed	1	2	3	4	5	6	7	
Interpretive Methods	1	2	3	4	5	6	7	
Outdoor Leadership	1	2	3	4	5	6	7	

\* Draw a line through the course if you have not taken it yet.

ADDITIONAL COMMENTS:

## **APPENDIX G: PHOTO ASSIGNMENT FOR THE INTERNSHIP**

Each intern must submit a CD of images to his/her internship advisor. You have several options available for getting the images to a CD: 1) use a non-digital camera and then scan the images and burn them onto a CD; 2) use a digital camera and then burn the images onto a CD; or 3) use a disposable camera and have the film developed on a CD.

Images required:

- One to two images of you next to a sign that states the name of your internship site.
- Four to five images of you in action at the internship (i.e. leading a group of campers, working at your desk, wearing your uniform, hiking, rock climbing, or teaching an activity).
- Four to eight images of your facilities, parks, natural surroundings, playgrounds, facility equipment and other resources.

Requirements:

- Submit photos on a CD or DVD.
- Save photos as .jpeg files.
- Photo sizes should not exceed 300KB.