Internship Overview of Assignments

Bi-Weekly reports

- Reports focused on the following:
- Follow the submission guidelines laid out in the faculty supervisor syllabus/guidelines
    - How are you accomplishing your goals?
    - How are you applying information learned in the classroom to the field? (Theory into practice)
    - What are you learning? Not just what are you doing, but what does this mean?
    - Reports should showcase your ability to demonstrate understanding and application of information.
- Format as per your faculty supervisor guidelines.
- Copy should be provided to agency supervisor.
- Complete activity log.
- Complete all guided questions.

Internship Special Project (This is optional and agency specific as of 2018)

- Due before the completion of the internship.
- Examples of previous projects: development of assessment tools, an evaluation of wildlife hunter/shooting program, preparing and introducing a new program, etc.
- Projects are to be approved by faculty supervisor and agency supervisor.

Midterm Evaluation (At the completion of the 6th week)

- Complete Student Midterm Self Evaluation form: Copy should be made to share with agency supervisor.
- Coordinate agency supervisor completion of an Internship Evaluation form.

Site Visit or Call

- Faculty Supervisor will visit internship placements when warranted or will place a call.
- You are responsible for arranging times to meet with your agency supervisor, faculty supervisor and yourself during this visit or call.
- Faculty supervisor may need transportation to and from train station for a site visit.

Final Evaluation from Agency (At the completion of the 12th week)

- Coordinate agency supervisor completion of an Internship Evaluation form within two weeks of internship conclusion

Student Portfolio

- Students are expected to review the feedback provided by faculty in each bi-weekly report. The objective of the portfolio is to provide students opportunities to remedy content, grammar, and formatting concerns provided on reports. The portfolio should include an APA style cover-page and corrected versions of all six reports. Artifacts should be included, and treated as an appendix.

Responsibilities for Each Bi-Weekly Report

Report 1: Organizational Orientation

The objective of this report is for students to demonstrate knowledge of the organizational structure and function (goals and objectives) of the internship agency site, and how they fit within them. This report should include the students' personal goals and objectives to be achieved during the internship.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

Attach your list of goals and the learning objectives for the internship. You should have between 7-10 goals. Goals should reflect cognitive, psychomotor and affective areas. Ensure objectives have clearly defined audience, behavior, condition and degree. Objectives should be specific, measurable, attainable, relevant and timely (SMART). These goals may change due to additional insights, opportunities or unforeseen circumstances. The supervisor indicates that he/she has reviewed and approved.

Activity log. Give a brief description of activities completed this time period. Example: Monday – staff meeting, facility tour. Tuesday – Program research. Wednesday – Program planning, meeting maintenance and so on.

Report 2: Procedure and Professional Practice

The objective of this report is for students to demonstrate knowledge of personnel (i.e., recruitment, hiring, orientation, training, evaluating, discipline, etc.) and professional policy practices (standard operating procedures) of the internship agency site.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

Activity log. Give a brief description of activities completed this time period. Example: Monday – staff meeting, facility tour. Tuesday – Program research. Wednesday – Program planning, meeting maintenance and so on.

Report 3: Programming

The objective of this report is for students to display their ability to plan, organize, and implement programs in Recreation Administration. This report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

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Report 4: Resource Management

The objective of this report is for students to demonstrate knowledge of the internship agency site's resource management (i.e., decision-making practices, budgetary practices, land-utilization, strategic planning, etc.) capabilities.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

Activity log. Give a brief description of activities completed this time period. Example: Monday – staff meeting, facility tour. Tuesday – Program research. Wednesday – Program planning, meeting maintenance and so on.

Report 5: Evaluation Process

The objective of this report is for students to demonstrate the ability to effectively evaluate personal and internship agency site outcomes. Students should demonstrate knowledge of the internship agency evaluation procedures (i.e., programming, personnel, planning, etc.). The report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

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Report 6: Capstone Experience

The objective of this report is for students to demonstrate knowledge and professional experiences related to the internship agency site's programs, facilities, and services. Simply stated, this report should summarize what students learned about themselves, recreation practices, and the agency throughout their internship.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.). The report should be double spaced, Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

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