

**LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES
AND
EXERCISE SCIENCE**

**SPORT AND RECREATION MANAGEMENT DEGREE
INTERNSHIP GUIDELINES**



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SCHOOL OF RECREATION STUDIES/EXERCISE SCIENCE

SPORT AND RECREATION MANAGEMENT

INTERNSHIP PROGRAM

I. PURPOSE OF THE INTERNSHIP

The goal of the internship is to provide a work-study program under optimum conditions to further the professional growth of the *intern*. Through consultation with their academic advisor and the *agency supervisor*, *interns* are placed in an approved internship site that conforms to the *intern's* academic option and/or career goals.

Maximum benefits of internship's instruction depend greatly upon the *intern's* realization of his/her responsibilities. Agencies considerate enough to open their doors to admit *interns* have a regular job to accomplish. They must maintain their reputation for professional services, and cannot tolerate inefficiency, irresponsibility or other actions by staff or volunteer personnel that can destroy the confidence of the public. By accepting an internship, the *intern* becomes a functional part of the standards of both the agency and the university. What the *intern* gains in personal and professional experience as a trainee depends upon how much the *intern* contributes to help the *agency* attain its goals and how the *intern* meets their goals.

Interns are expected to have a functional responsibility over an area of operation and be in charge of drawing together the human, physical and fiscal resources necessary to deliver leisure services. The assignment in an *agency* should duplicate as nearly as possible the actual responsibilities of a permanent professional employee. *Interns* in the Sport and Recreation Management Program at Lake Superior State University are expected to acquire the competencies of the entry-level professional recreation specialist in the agency. In all cases interns will have extra assignments as outlined in the course requirements.

GENERAL GUIDELINES OF THE INTERNSHIP

1. RC 492 - Sport and Recreation Internship will be taken during the fall, spring or summer semesters of the senior year. In all cases the internship must be 15 weeks at 40 hours per week (minimum of 600 hours). Students earn 6 semester hours of credit for the internship. The Internship will follow all academic course work.
2. RC 481 - Senior Seminar must be taken in the fall semester of the junior or senior year, preceding participation in the internship.
3. Internship may be taken only at selected internship sites with which Lake Superior State University has a contract of agreement.

The University Supervisor will supervise the internship.

Advising of student's appropriate sites will be the responsibility of their *University Supervisor/Advisor*.

II. AGENCY INTERNSHIP RESPONSIBILITIES AND REQUIREMENTS

Agencies should treat the *intern* the same as other employees or volunteers secured for a similar position. The intern should receive a thorough orientation, training, supervision, and ongoing evaluations during the program. The *agency* assumes additional responsibilities to meet specific agency-university requirements for internship training. In general these are:

1. Indicate acceptance of the student as an *intern* by the submitting the *University-Agency* contract.
2. Designing, with the university and ongoing educational program, and adapting the program specifically to meet the *intern's* goals and objectives.
3. Completing and submitting to the university a mid-semester and final evaluation on the forms provided by the university, and share the results of these evaluations with the *intern*.
4. Consult with the *university supervisor* as necessary, but not less than twice regarding the intern's progress.

The *agency* responsibilities are usually delegated to an *Agency Supervisor of Internship Training*.

AGENCY SUPERVISOR OF INTERSHIP TRAINING

The *Agency Supervisor* serves as an agency based teacher offering tutorial instruction and supervision to the intern utilizing the agency operation to further the *intern's* professional competence.

The *agency supervisor* should:

1. Have an initial conference with the *intern* to determine the specific needs of the *intern* and to adapt the training program to meet those needs.
2. Review *intern*-development goals and objectives with the purpose of verifying their feasibility of achievement within the *agency*. Goals and objectives which cannot be achieved within the *agency* should be returned to the *intern* for revision. It is not the role of the *agency supervisor* to draft the *intern's* responsibility under guidance of the *agency supervisor* and *university supervisor*.
3. Confer with the *intern* at least once a week to arrange schedules, discuss work performance and to analyze problems.
4. Monitor the intern to safeguard the quality of the *agency's* practice as well as the *intern's* well-being while affiliated with the *agency*.
5. Inform the *intern* of all personnel policies and procedures.
6. Help the *intern* understand the role of professional practice.
7. Assist the *intern* to meet specific *university* requirements.
8. Evaluate the *intern's* performance and submit the results on forms provided.
9. Allow the *intern* reasonable freedom of operation so that an adequate learning experience can be completed.
10. Provide necessary program supplies and equipment for activities conducted by *intern*.
11. Interpret the Internship Program to the local board or controlling authority of the *agency*.
12. Be responsible for the relationships between the *university* and the *agency* in regard to the internship program.

STUDENT INTERN

The *intern* engaged in the internship assumes certain responsibilities. These are to:

1. Register and pay the appropriate fees required by the *university*.
2. Make arrangements for housing. *Agency supervisors* may assist with this task since they are more familiar with the housing situation in their community.

3. Attend and complete the training program designed by the *agency* (Orientation).
4. Follow the policies and duties outlined by the *agency*, meeting all scheduled commitments and arrangements made in connection with training assignments.
5. Check with the *agency* supervisor before any money is expended for program materials.
6. Submit periodic reports as required by the *university supervisor*.
7. Attend periodic conferences with the *agency* and *university supervisor*.
8. Affiliate with a professional organization that has an interest in the *intern's* area of specialization, i.e. Resort and Commercial Recreation Association, National Park and Recreation Association, and/or appropriate national societies.
9. Submit a final evaluation of the internship experience to the *university supervisor* and send a copy to the *agency supervisor*.
10. Perform work assignments to be best of one's ability.
11. *Intern* will obtain liability coverage if not provided by the *agency*.

UNIVERSITY SUPERVISOR

The *University Supervisor* has overall responsibility for the Internship Program. The duties are:

1. To oversee the system of assuring that *interns* have meaningful internship experiences and adequate preparation prior to the internship.
2. To help *interns* prepare for their internship experience.
3. To supervise arrangements for and give final approval of all internship assignments.
4. To represent the *university* in all official arrangements with the cooperating agencies in the conduct of the Internship Program.
5. To monitor the *intern's* experience and be available for consultation with either the *intern* or *agency* personnel.

Faculty assigned as *University Supervisors* will:

1. Evaluate the *intern's* written reports and assignments and assist them in completing satisfactory work.
2. Serve as liaison between the *agency* and the *university*.
3. Visit the *intern* on-site (if feasible) at least once during the *intern's* experience to observe the *intern's* work and evaluate the *intern's* progress. *Intern's* who are placed out-of-state are not visited. If suitable visitation arrangements cannot be made -

university supervisors will monitor the *intern's* progress with frequent phone calls and email.

4. Assign the final grade.

III. GENERAL COURSE REPORTS AND REQUIREMENTS

Interns enrolled in RC 492 are responsible for fulfilling the responsibilities assigned by the *agency*, and establishing a schedule for completion of internship course reports, and completing and submitting the required reports on time. All students in RC 492 must complete projects A, B, C, D, E, and F.

A. Student Intern Contract

This form gives all pertinent information for the internship placement. Administrative information, work schedule, and area for goals and objectives (see B for description of goals and objectives). Any revisions to this initial contract should be shared with *university supervisor*.

B. Goals and Objectives

Each *intern* is responsible for developing up to four goals with at least three learning objectives for each goal. These goals and objectives should be shared with both *university* and *agency supervisors*. Supervisors will check the work to see if it reflects a realistic set of learning outcomes that are possible to achieve at the *agency*.

C. Bi-Monthly (Every Two Weeks) Reports

Reports are due on a bi-monthly basis. These reports are an analysis of activities the *intern* is engaged in, problems encountered, insights gained, and professional growth realized during the period covered.

The function of these reports is to provide the *university supervisor* with an ongoing understanding of the *intern's* experience. They should also be shared with the *agency supervisor* prior to being sent to the *university supervisor*.

D. Internship Notebook

The *intern* should develop a notebook or file of pertinent materials for the *agency*. Some of the items to be included are: the *agency's* philosophy, ordinances, enabling legislation, record and report forms, program brochures, budget and accounting forms, administrative processing forms, charting forms, etc. All information collected should have some future value to the *intern*. *Interns* are expected to know the purpose and use of each item in the book and to organize it logically for future retrieval.

DUE: At completion of Internship.

E. Supervisory Project

The *intern*, with the assistance of the *agency supervisor* and the *university supervisor*, should formulate a project that is both meaningful to the *intern* and to the *agency*. Examples of possible projects include: conducting a workshop, a complete program plan and evaluation, developing a manual, a planning study, a feasibility study, etc. This project should be typed in professional format and submitted to the *university supervisor*.

DUE: By the completion of Internship.

F. Final Student Evaluation Report

Evaluate the total internship experience with respect to these four areas:

1. Goals

How far did you progress in reaching your goals? Try to analyze the reasons for your successes and failures. Were the goals unrealistic in the first place? Did the *agency* adequately help you in achieving the goals? As a result of this experience, how do you view the goals?

2. Accomplishments

Discuss your most significant accomplishment and your most glaring failure during the experience and the lessons and insights you have gained from them. Were the *agency's* goals met for the program in which you were involved?

3. The Agency

Discuss the *agency* as an internship site. Did they provide you with enough guidance and direction? How could your training program have been improved? Do you recommend this internship site to other students? What type of training do you feel this *agency* is be prepared to give?

4. Other

This section is the *intern's* to discuss any other pertinent details of the field training program; constructive criticisms and suggestions are welcome.

5. A suggestive letter grade

DUE: Two weeks upon completion of the internship.

GRADING PLAN

Students enrolled in RC 492 are assigned a letter grade. To receive a final grade, all of the intern's course reports and their performance in the agency must be evaluated as satisfactory. Any course report evaluated as unsatisfactory will be returned to the *intern* until it is satisfactory. *University supervisors* are available to consult with *interns* and help them improve the quality of their work.

- ✦ All reports, projects and logs will be typed in an appropriate professional format. If agencies request copies of these reports, the student is responsible for providing a duplicate copy for the *Agency*.
- ✦ Grades will be dropped when materials are not turned in according to due dates.
- ✦ If communication ceases with *University Supervisor* during the placement, *interns* will be required to repeat their internship.

LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES/EXERCISE SCIENCE
SPORT AND RECREATION MANAGEMENT MAJOR
INTERNSHIP CONTRACT

PERSONAL

NAME _____ SEMESTER REGISTERING _____

INTERNSHIP ADDRESS _____
NUMBER/STREET CITY/STATE/ZIP

TELEPHONE _____ E-MAIL _____

STUDENT # _____ EMERGENCY CONTACT: _____ RELATION _____

INTERNSHIP

AGENCY SUPERVISOR _____ TITLE _____

AGENCY _____ TELEPHONE _____

ADDRESS _____
NUMBER/STREET CITY/STATE/ZIP

SUPERVISOR'S TELEPHONE _____ BEST DAYS/TIME TO CALL _____

SUPERVISOR'S E-MAIL _____

- ATTACH:
1. DESCRIPTION OF INTERNSHIP
 2. AGENCY CONTRACT/REQUIREMENTS
 3. STUDENT INTERNSHIP GOALS AND OBJECTIVES

LAKE SUPERIOR STATE UNIVERSITY IS PLACING _____ WITH _____
NAME OF LSSU INTERN NAME OF AGENCY

UNDER THE SUPERVISION OF _____ THIS PLACEMENT WILL
NAME OF AGENCY SUPERVISOR

BEGIN _____ AND BE COMPLETED _____
STARTING DATE ENDING DATE

A minimum of 600 hours practical experience will be guaranteed, supervised opportunities to meet the intern's goals and objectives will be provided and continued evaluation will take place through the sponsoring agency and supervisor. The intern will meet deadlines, submit projects and fulfill obligations detailed in the internship guidelines. The university supervisor will make necessary contacts and serve as a liaison with the agency, agency supervisor and intern. The following parties agree to this contract:

STUDENT INTERN _____ DATE _____

AGENCY SUPERVISOR _____ DATE _____

UNIVERSITY SUPERVISOR _____ DATE _____

SCHOOL OF RECREATION STUDIES/EXERCISE SCIENCE – LAKE SUPERIOR STATE UNIVERSITY – (906) 635-2608 (FAX 635-2766)

RECREATION STUDIES AND EXERCISE SCIENCE
LAKE SUPERIOR STATE UNIVERSITY
SAULT STE. MARIE, MI 49783

Mid-semester Evaluation Report for Internship

Student _____

Placement Agency _____ Agency Supervisor _____

Semester: Fall _____ Spring _____ Summer _____ 20 _____

Purpose of the Evaluation Report

1. To take a professional and personal inventory of the student's strengths and weaknesses as exhibited in this placement.
2. To develop a practical improvement program for the second half of the placement.

Instruction

1. Following are identified several professional performance traits. Please identify under each the student's current level of performance and your suggestions for growth during the second half of placement.
2. Reflect carefully upon the student's work and make an honest judgement of their performance.
3. This evaluation should be shared with the student prior to mailing.

Evaluation Traits

1. **PERSONAL HABITS:** Attention to appearance, including suitability of attire and grooming.
 - a. Current level of performance.

 - b. Suggestions for growth

2. **RESPONSIBILITY:** Dependability. Ability to meet schedules, follow through and attend to instructions.
 - a. Current level of performance.

 - b. Suggestions for growth

3. **ATTITUDE:** Loyalty, interest and approach to job, associates, public and the agency. Ability to comply with established procedures and policies.
 - a. Current level of performance

 - b. Suggestions for growth

4. JUDGEMENT: Possesses common sense. Distinguishes important from unimportant. Tactful. Makes responsible decisions.
 - a. Current level of performance

 - b. Suggestions for growth

5. ATTENDANCE AND PUNCTUALITY: Regularity of attendance. Promptness of reporting, absence, tardiness and time off for illness or personal business, clock watching.
 - a. Current level of performance

 - b. Suggestions for growth

6. ORAL COMMUNICATIONS: Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures and plans by other staff members. Consideration of other's viewpoints.
 - a. Current level of performance

 - b. Suggestions for growth

7. WRITTEN COMMUNICATIONS: Degree of skill and ability to express thoughts on paper, reports, projects.
 - a. Current level of performance

 - b. Suggestions for growth

8. QUALITY OF WORK: Organization. Thoroughness. Soundness of decisions. Foresight.
 - a. Current level of performance

 - b. Suggestions for growth

9. KNOWLEDGE AND UNDERSTANDING: Possesses adequate knowledge and skill commensurate with academic training. Understand recreation's value for the particular participants.
 - a. Current level of performance

 - b. Suggestions for growth

10. INDEPENDENT FUNCTIONING: Ability to perform without constant supervision and to function constructively on own initiative when necessary.
 - a. Current level of performance

 - b. Suggestions for growth

11. PRODUCTIVITY: Use of time and facilities. Volume and nature of work produced. Planning and follow through.
 - a. Current level of performance

 - b. Suggestions for growth

12. IDENTIFY CLIENT NEEDS: Ability to draw conclusions from various input sources.
 - a. Current level of performance

 - b. Suggestions for growth

13. LEADERSHIP: Confidence, motivation, responsible, rolemodel.
 - a. Current level of performance

 - b. Suggestions for growth

14. PROGRAM PLANNING: Ability to initiate and carry through on a program project.

a. Current level of performance

b. Suggestions for growth

INTERNSHIP GOALS: Indicate if satisfactory progress is being made toward student goals.

SATISFACTORY UNSATISFACTORY

	SATISFACTORY ✓	UNSATISFACTORY ✓
1.		
2.		
3.		
4.		
5.		
6.		

COMMENTS:

Agency Supervisor's Signature _____ Date _____

Student's Signature _____ Date _____

University Supervisor's Signature _____ Date _____

University Supervisor's Telephone Number _____

Return to: (University Supervisor – indicated name above)
School of Recreation Studies/Exercise Science
Lake Superior State University
650 W. Easterday Avenue
Sault Ste. Marie, MI 49783

**LAKE SUPERIOR STATE UNIVERSITY
RECREATION STUDIES AND EXERCISE SCIENCE
INTERNSHIP FINAL EVALUATION**

Student _____

Placement Agency _____

Agency Supervisor _____

University Supervisor _____

Semester Completed _____ Hours Completed _____

Purpose of the Evaluation Report:

1. To take a professional and personal inventory of the student's strengths and weaknesses as exhibited in this placement.
2. To assess the student's overall performance observed during this placement.
3. To determine if the student met goals and objectives established for this internship placement.
4. To assign a letter grade of achievement for this internship.

Instructions:

1. Rate the indicated traits of the intern using the scale provided.
2. Rate the intern's accomplished goals and objectives on the scale provided.
3. Provide information indicating areas that still need improvement substantiating why and how in the comment area.
4. Assign an overall letter grade.
5. Discuss the evaluation with the intern.
6. Return the evaluation form to the address indicated at the end of the evaluation instructions below.

Rating of Personal and Professional Traits

Trait	Excellent	Above Average	Average	Below Average	Poor	
Personal Habits						
Responsibility						
Attitude						
Judgement						
Attendance and Punctuality						
Oral Communication						
Written Communication						

Quality of Work Performed					
Knowledge of Agency					
Independent Functioning					
Productivity					
Ability to Identify Participant's Needs					
Programming Concept and Implementation					
Leadership Concepts and Implementation					
Internship Project					

Comments on Above Ratings:

Letter Grade _____

Suggestions for Improvements:

Rating of Goals and Objectives Accomplished

Goal (write in)	How Accomplished (objectives used)	Evaluation					
		Exec	AbAv	Ave	BIAv	Poor	NA
1.							
2.							
3.							
4.							
5.							
6.							

Exc= Excellent AbAv=Above Average Ave=Average BIAv=Below Average NA=Not applicable

Comments on above:

Suggestions for Improvement:

Student Intern's Written Response to the Overall Evaluation:

_____ Date _____
AGENCY SUPERVISOR'S SIGNATURE

_____ Date _____
STUDENT INTERN'S SIGNATURE

_____ Date _____
UNIVERSITY SUPERVISOR'S SIGNATURE

Would you supervise a future Lake Superior State University Intern?

Please indicate how the University could improve preparation of intern or placement supervision:

THANK YOU

Debra McPherson
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