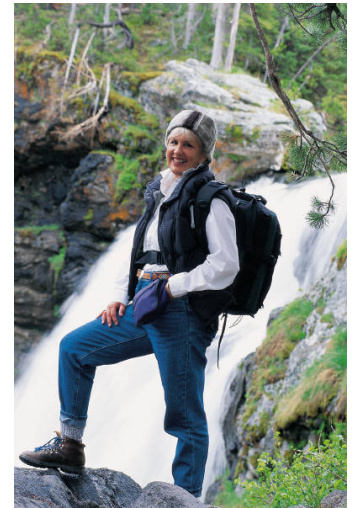
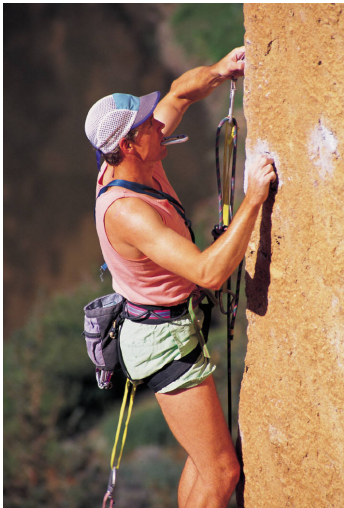


LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES
AND
EXERCISE SCIENCE

PARKS AND RECREATION DEGREE
INTERNSHIP GUIDELINES



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LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES AND EXERCISE SCIENCE
PARKS AND RECREATION INTERNSHIP PROGRAM

1. Purpose of the Program

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 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 depend 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 Parks and Recreation major 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.

2. General Guidelines of the Internship

- a. RECS 492 – Recreation Internship will be taken during the fall, spring or summer semesters of the senior year. In all cases it 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 coursework.

- b. RECS 481 – Senior Seminar must be taken in the fall semester of the junior or senior year, preceding participation in the internship.
 - c. Internships may be taken only at selected internship sites with which Lake Superior State University has a contract agreement.
 - d. Advising students into appropriate sites will be the responsibility of their University Supervisor. The University Supervisor will supervise the internship.
3. Internship Responsibilities and Requirements

Agency

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 of their programs. The agency assumes additional responsibilities to meet specific agency-university requirements for internship training. In general these are:

- a. Indicate acceptance of the student as an intern by submitting the University-Agency Contract.
- b. Designing, with the university, an ongoing education program, and adapting the program specifically to meet the intern's goals and objectives.
- c. 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.
- d. Consult with the university supervisor as necessary, but not less than twice, during the intern's program.

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

Agency Supervisor

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:

- a. 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
- b. Review intern-developed goals and objectives with the purpose of verifying their feasibility of achievement with the agency. Goals and objectives that 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 goals and objectives – this is the intern's responsibility under guidance of the agency supervisor and university supervisor.

- c. Confer with the intern at least once a week to arrange schedules, discuss work performance and to analyze problems.
- d. 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.
- e. Inform the intern of all personnel policies and procedures.
- f. Help the intern understand the role of professional practice.
- g. Assist the intern to meet specific university requirements.
- h. Evaluate the intern's performance and submit the results on forms provided.
- i. Allow the intern reasonable freedom of operation so that an adequate learning experience can be completed.
- j. Provide necessary program supplies and equipment for activities conducted by the intern.
- k. Interpret the internship program to the local board or controlling authority of the agency.
- l. 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:

- a. Register and pay the appropriate fees as required by the university.
- b. Make arrangements for housing. Agency supervisors may assist with this task since they are more familiar with the housing situation in their community.
- c. Attend and complete the training program designed by the agency (orientation).
- d. Follow the policies and duties outlined by the Agency, meeting all scheduled commitments and arrangements made in connection with training assignments.
- e. Check with the agency supervisor before any money is expended for program materials.
- f. Submit periodic reports as required by the University and Agency.
- g. Attend periodic conferences with the Agency and University Supervisor.
- h. 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.
- i. Submit a final evaluation of the internship experience to the University Supervisor and send a copy to the Agency Supervisor.
- j. Perform work assignments to the best of one's abilities.
- k. Intern will obtain liability coverage when not provided by the agency.

University

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

- a. To oversee the system of assuring that interns have meaningful internship experiences and adequate preparation prior to the internship.
- b. To help students prepare for their internship experience.
- c. To supervise arrangements for and give final approval of all internship assignments.
- d. To represent the University in all official arrangements with the cooperating agencies in the conduct of the Internship Program.
- e. To monitor the intern's experience and be available for consultation with either the interns or agency personnel.

Faculty assigned as University Supervisors will:

- a. Evaluate the intern's written reports and assignments and assist them in completing satisfactory work.
- b. Serve as liaison between the Agency and the University.
- c. Visit the intern on-site at least once during the intern's experience to observe the intern's work and evaluate the intern's progress. Interns 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.

4. General Course Reports and Requirements

Interns enrolled in RECS 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 RECS 492 must complete projects A through F described below.

- 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 the 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 your work to see if it reflects a realistic set of learning outcomes that are possible to achieve at the agency.
- c. Bi-weekly (every two weeks) Reports

Reports are due on a bi-weekly basis. These reports are an analysis of activities 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 from 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, et. 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:

i. 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? As a result of this experience, how do you view the goals?

ii. 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?

iii. 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 best prepared to give?

- iv. Other
This section is the intern's to discuss any other pertinent detail of the field training program; constructive criticisms and suggestions are welcome.
- v. A suggestive letter grade
Due: Two weeks after completion of the internship.

Grading Plan

Students enrolled in RECS 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.

Evaluation

1. The university supervisor will not consider that the internship has begun until they receive the completed contract.
2. Logs must be received on a regular basis, every 2 weeks, and they must be typed or computer generated. Failure to submit logs will result in a lower grade.
3. Projects, notebooks and papers relative to the conclusion of the internship must be submitted within 2 weeks after the completion of the internship or 2 weeks after the student returns to campus. Failure to do so will result in a lower grade.

<u>Point Values</u>	<u>Maximum Points Available</u>
Receive contract on time	= 20 points
Receive log entries on time (5 points per entry)	= 30 points
Receive mid-term evaluation at about 8 th or 9 th week	= 10 points
Project	= 10 points
Notebook	= 10 points
Summary Paper (on time)	= <u>10</u> points

100 points

90 – 100 points = A

80 – 89 points = B

70 – 79 points = C

60 – 69 points = D

LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES AND EXERCISE SCIENCE
PARKS AND RECREATION
RECS 492 INTERNSHIP CONTRACT

Name: _____ Semester of Registration _____

Student Email: _____

Major: _____ Minor: _____ Semester Hours: _____

Internship Residency Address: _____ Phone: _____
Street City/State

Agency Name: _____ Phone: _____

Address: _____

Agency Supervisor: _____ Title: _____

Supervisor Phone: _____ Supervisor Email: _____

Best day/time to contact supervisor & student: _____

Name or Description of Internship:

Student Internship Goals and Objectives attached.

Work Schedule (work schedule changes must be approved by Agency Supervisor and University Supervisor):

Starting Date: _____ Completion Date: _____

Requirement: Full time responsibilities for a period of 10 to 15 weeks.

Student Signature: _____ Date: _____

Agency Supervisor: _____ Date: _____

University Supervisor: _____ Date: _____

Dr. Sally A. Childs
School of Recreation Studies and Exercise Science
Lake Superior State University
650 W. Easterday Avenue
Sault Ste. Marie, Mi 49783

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

Instructions

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 the placement.
2. Reflect carefully upon the student's work and make an honest judgment 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. Understands 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, role model.
 - 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.

Unsatisfactory	Satisfactory	
1.		
2.		
3.		
4.		
5.		
6.		

Comments:

Agency Supervisor's Signature: _____ Date:

Student's Signature _____ Date:

University Supervisor's Signature _____ Date:

University Supervisor's Phone Number: (906) 635-2610

Return to: Dr. Sally A. Childs
 School of Recreation Studies and Exercise Science
 Lake Superior State University
 650 W. Easterday Avenue
 Sault Ste. Marie, MI 49783

LAKE SUPERIOR STATE UNIVERSITY
SCHOOL OF RECREATION STUDIES AND EXERCISE SCIENCE
PARKS AND RECREATION
INTERNSHIP FINAL EVALUATION

Student: _____

Placement Agency/Organization: _____

Onsite 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

		Above		Below	
--	--	-------	--	-------	--

Trait	Excellent	Average	Average	Average	Poor
Personal Habits					
Responsibility					
Attitude					
Judgment					
Attendance and Punctuality					
Oral Communication					
Written Communication					
Quality of Work Performed					
Knowledge of Agency					
Independent Functioning					
Productivity					
Ability to Identify Participant's Needs					
Programming Concepts and Implementation					
Leadership Concepts and Implementation					
Internship Project					

Comments on Above Ratings:

Letter Grade: ____

Suggestions for Improvements:

Ratings of Goals and Objectives Accomplished

Evaluation

Goal (write in)	How Accomplished (objective used)	Exc	AbAv	Ave	BlAv	Poor	N/A
1.							
2.							
3.							
4.							
5.							
6							

Exc= Excellent
Applicable

AbAv=Above Average

Ave=Average

BlAv=Below Average

N/A=Not

Comments on above:

Suggestions for Improvement:

Student Intern's Written Response to the Overall Evaluation:

Agency Supervisor's Signature _____ Date

Student Intern's Signature _____ Date

University Supervisor's Signature _____ Date

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.

Dr. Sally Childs
School of Recreation Studies and Exercise Science
Lake Superior State University
650 W. Easterday Avenue
Sault Ste. Marie, MI 49783