

Goals of internship:

The primary overall purpose of the internship is to provide each student with the opportunity to grow personally, professionally and academically to the extent of his or her capabilities. Although specific objectives are expected to vary for each student, the internship experience should include a combination of administrative and operational responsibilities (event planning, supervision of facilities and personnel, purchasing, scheduling, budgeting, marketing, maintenance) and organizational experience (inclusion in staff, policy, and/or board meetings, training sessions, workshops or conferences).



Remember!

All interns must work a minimum of 40 hours for 12 consecutive weeks. The intern should be involved in managerial and operational functions of the agency or business. A complete internship manual with all the forms mentioned in this guide can be found at: <http://uncw.edu/shahs/documents/RecreationSportLeadershipandTourismManagementInternshipManual.pdf>

For more information about the Recreation, Sport Leadership or Tourism Management program visit our website at <http://www.uncw.edu/shahs/academic/recreationsporttourism.html> or contact Mr. Jeff Nix, at (910) 962-3251 or nixj@uncw.edu.



COLLEGE OF HEALTH & HUMAN SERVICES
School of Health & Applied Human Sciences

RECREATION SPORT LEADERSHIP AND TOURISM MANAGEMENT



A "how to" Internship guide for Agencies and Businesses



Our internship is a 12 credit hour senior level course required of all undergraduate students majoring in Recreation, Sport Leadership and Tourism Management. Students work at a cooperating agency/business for a minimum of 12 **consecutive** weeks at 40 hours per week of professional experience. This may be done during the fall, spring, or summer semesters.

Student responsibilities ~

Most of the responsibilities during the internship are the responsibility of the student. After selecting their site, they are responsible for submitting all paperwork to complete their internship and communicating with the Internship Coordinator and Faculty supervisor. After the internship begins, the student completes bi-weekly reports and time sheets. In addition, the student and agency supervisor determine objectives to achieve and also design a special project. This project can take many forms from the implementation of a special event, making a marketing plan, or other large independent project for their internship site. Lastly, the student is evaluated midway through their experience and at the conclusion of the internship. The evaluation is designed to be a learning experience. Therefore, the students complete a self-evaluation as well as the agency supervisor. The two then meet to discuss the results.



How to get an intern at your agency or business ~

- 1) Start early! Our students plan a full semester ahead of their internship. Therefore businesses/agencies wanting summer interns should move through the approval process by February, for example.
- 2) Complete and submit the "Agency Approval Form"
 - To include with the approval form:
 - A designated supervisor for the intern. The supervisor must have four year completed college degree. Include a copy of the supervisor's current professional resume.
 - A job description with the intern's duties and responsibilities.
- 3) After UNCW approval, your agency will be included on the Recreation, Sport Leadership and Tourism Management program's list of current approved agencies/businesses.
 - Students know they can contact agencies from this list. While inclusion on this list does not guarantee an intern, it your advertisement to the student that you accept interns.
 - Start interviewing potential interns!



Thank you for your interest and consideration in hosting a Recreation, Sport Leadership, Tourism Management student intern! We hope this guide will help answer any questions about the approval process, student and agency/businesses responsibilities.

Student and Agency/Business Supervisor Joint Responsibilities ~

- Prior to the start of the internship, the supervisor signs the student's "Permission to Enroll" form and a the "Placement Confirmation Agreement". Student returns to the Internship Coordinator.
- Within the first week, intern and supervisor meet to establish objectives and complete the "Student's Learning Objectives" form.
- Supervisor and student meet weekly to review the previous week's performance and plan the week ahead using the "Internship Bi-Weekly Report form."
- By the end of the third week, meet to prepare the Special Project Proposal Outline.
- At five weeks, prepare a midterm evaluation of the intern's performance using the Internship Performance Appraisal form. At the same time, the student is expected to do a self-evaluation using the same form. Meet to discuss both evaluations. Both should be signed, dated and returned to Faculty Supervisor at 10 weeks in.
- After twelve weeks (or conclusion of the internship), prepare and discuss a final evaluation of intern's performance following the procedure outlined above.
- Also at this time the agency supervisor evaluates the special project with the "Special Project Evaluation Form."

