

Recreation, Sport Leadership and Tourism Management

Student Internship Manual



University of North Carolina Wilmington

**Prepared by the faculty
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Internship Manual

REC 498: Internship in Leisure Services



UNIVERSITY OF NORTH CAROLINA WILMINGTON

**RECREATION, SPORT LEADERSHIP AND TOURISM MANAGEMENT
SCHOOL OF HEALTH AND APPLIED HUMAN SCIENCES**

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Titles/terms as used in this manual:

Faculty Coordinator of Internships: Mr. Jeff Nix, Lecturer, Recreation, Sport Leadership and Tourism Management
Faculty Supervisor: Member(s) of Recreation, Sport Leadership and Tourism Management faculty as assigned to supervise the intern's on-site experiences.

Preface

INTERNSHIP is one of the most important steps a student takes in preparing for a professional career in Recreation, Sport Leadership and Tourism Management. It is the competent professional recreation, sport and tourism professionals with cooperating agencies that make this aspect of the curriculum possible. At the University of North Carolina Wilmington, (UNCW) we are fortunate to have a number of cooperating internship agencies that are able to provide qualified agency internship supervisors. These supervisors have a thorough knowledge of the field, an interest in fieldwork instruction, and are dedicated to maintaining high standards for the parks and recreation profession.

The faculty of UNCW Recreation, Sport and Tourism Curricula deeply appreciate the opportunities afforded our students in carrying out their internship assignments. We want to express to all those involved our collective and sincere gratitude.

We also want to gratefully acknowledge those students and supervisors whose input assisted in revision of this manual.

I. INTRODUCTION

Internship in Leisure Services (REC 498) is a 12 credit hour senior level course required of all students majoring in Recreation, Sport Leadership and Tourism Management. Students work at a cooperating agency for a minimum of 12 consecutive weeks/40 hours per week of professional experience. Internship may be completed during the fall, spring, or summer semesters.

The purpose of this Internship Manual is to provide clear guidelines to students, Agency Supervisors of interns, and the Faculty Supervisors of the Recreation, Sport Leadership and Tourism Management Curricula at UNCW. Any questions concerning the policies and procedures contained herein should be addressed to the Faculty Coordinator of Internships.

II. GOALS OF INTERNSHIP

The primary overall purpose of 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 following goals should generally apply:

- 1) To give each student opportunities for practical experience in the operation and administration of leisure and recreational services.
- 2) To enable each student to understand and appreciate the responsibilities, concerns and philosophies of professionals in the field.
- 3) To help each student determine his or her professional strengths and weaknesses.
- 4) To provide each student with the chance to expand his or her understanding of human behavior and develop better human relations skills.
- 5) To give each student the opportunity to test and apply knowledge acquired in the academic classroom.

In most cases, the internship experience should include a combination of:

1) direct leadership

2) administrative and operational responsibilities such as program planning documentation, supervision of facilities and personnel, purchasing, communications, maintenance and marketing

3) organizational activities such as staff meetings, treatment team meetings, policy board meetings, training sessions, workshops, and conferences.

Accounting for individual differences, each student should be led, as soon and as far as appropriate, into progressively greater responsibilities throughout the internship experience.

III. POLICIES RELATED TO INTERNSHIP

1. Agencies that accept UNCW Recreation, Sport Leadership and Tourism Management interns must have a comprehensive long-range program with adequate areas, facilities, and resources to conduct a program that is broad in its offerings and not limited to a highly specialized function.
2. The "Request for Approval of Agency for UNCW Interns" must be completed by the agency and approved by the Director of the School of Health and Applied Human Sciences before a student is placed with an agency (see A-11). A list of approved internship sites is kept on file with the Faculty Coordinator of Internships and posted on the School of HAHS webpage.
3. The Agency Supervisor must have expertise (minimum of bachelor's degree) in recreation or related field.
4. Students **must** gain a broad experience and be exposed to an array of leadership, administrative, and operational functions. Interns should not be assigned full-time to any one specific program function for the entire internship experience.
5. Students will carry no other course work throughout the semester and are expected to devote their full effort to the internship while enrolled in REC 498.
6. The prerequisites for REC 498 are: a) senior standing; b) completion of all recreation (REC) coursework; and c) minimum 2.00 GPA (cumulative and REC) at time of enrollment; d) approval of agency as an internship site.
7. Pre-internship preparation seminars will be conducted several months in advance of the students' anticipated enrollment date (e.g. summer interns will have required meetings in the fall semester prior to their anticipated enrollment). **These seminars are required of all students. It is the student's responsibility to attend and participate in these seminars.**
8. **Students are required to have a minimum 2.00 cumulative GPA and a minimum 2.0 REC GPA in order to be given permission to enroll in internship.**
9. Students are expected to complete internships in agencies/ organizations where they have NO prior experiences as employees or volunteers, (including volunteering for the purpose of receiving academic credit for REC 348 Practicum.)
10. Students are expected to complete internships in agencies/ organizations compatible with their area/s of academic concentration.
11. Requests for exception to #9 or #10 should be submitted in writing (6 typed copies) to the Faculty Coordinator of Internships and must:

- A) demonstrate need due to extenuating circumstances;
 - B) be accompanied by a letter from the Agency Supervisor describing, in detail, how the internship experience will differ from the student's previous experience (employment, volunteer) with the agency/ organization;
 - C) be reviewed and approved by all full time REC faculty and the Director of the School of HAHS.
-
- 12. Students are required to keep copies of all internship documentation including agency supervisors' credentials for future reference/certification purposes (CPRP).
 - 13. Travel policy: No travel will occur for internship supervisory purposes with the exception that travel may be deemed appropriate by either the University or the agency when it would be in the best interest of the student. (Effective Summer I, 1995)

IV. STUDENT RESPONSIBILITIES PRIOR TO INTERNSHIP

- 1) Meet **all** prerequisites for REC 498 as stated in section III of this manual and on the syllabus.
- 2) Consult with your academic advisor and/ or Faculty Coordinator of Internships regarding potential internship locations.
- 3) Secure a timeline for completing preliminary responsibilities for enrollment from the Faculty Coordinator of Internships.
- 4) Print two (2) copies of the Internship Manual. One copy is for you. One copy is for your Agency Supervisor. Study your copy carefully.
- 5) Attend **ALL** pre-internship group meetings scheduled by the Faculty Coordinator of Internships.
- 6) Submit to the Faculty Coordinator a completed copy of **Appendix A-1, Student Application for Internship**, preceding the internship.
- 7) Attach copy of current degree audit to the A-1 form.
- 8) Review the "List of Approved Internship Agencies" or as posted on the School of HAHS web page... www.uncw.edu/hahs
- 9) Consult with Career Services Counselor to prepare a professional, accurate resume and sample cover letter and submit copies to Faculty Coordinator.
- 10) Complete the Internship Preparation Checklist & submit one copy to the Faculty Coordinator.
- 11) If you are contacting an approved agency, send your cover letter and resume according to schedule indicated on timeline attached to your syllabus.
- 12) **If you are contacting a new agency**, it must be approved by the Faculty Coordinator of Internships, the Director of the School of HAHS and the Associate Dean of the College of Arts and Sciences before internship placement can begin. The Faculty Coordinator has the forms to secure approval. Please request these in a timely manner. Allow 6 weeks for this process.
- 13) Complete, with the assistance of the Faculty Coordinator, the "**Permission to Enroll Form.**" The signatures of four individuals are required on this form, and the student should allow at least three weeks for processing.

Completion deadlines are as follows:

- FOR THE SUMMER - BEFORE THE END OF THE SPRING SEMESTER (Refer to timeline for specific date)
- FOR THE FALL - BEFORE THE END OF SUMMER SESSION II (Refer to timeline for specific date)
- FOR THE SPRING - BEFORE THE END OF THE FALL SEMESTER (Refer to timeline for specific date)

- 14) Provide the Agency Supervisor with a copy of the Internship Manual. Together the student and Agency Supervisor should discuss **Form A-2, Placement Confirmation Agreement**. The Agency Supervisor fills out **Form A-2** and returns it so that it arrives prior to the start of internship. (This form must be on file with the faculty supervisor before internship can begin.)
- 15) As a professional courtesy, all interviews should be followed by letters of appreciation to the interviewers. Upon acceptance for internship, the student should submit a letter of intent to the agency supervisor in a timely manner.

Requirements for Enrollment/Registration for REC 498

- 2.0 GPA (cumulative and REC)
- Successful completion of all required coursework.
- Agency approval by the University
- Permission to Enroll form (with proof of current GPA & earned hours).
- Placement Confirmation Agreement (A-2 form)
- Indemnity Agreement (A-9 form)
- Completed copy of Internship Preparation Checklist

V. STUDENT RESPONSIBILITIES DURING THE INTERNSHIP

NOTE: Students should make copies of all documentation for his/her own future reference and for any certification requirements.

WEEK ONE: Meet with the Agency Supervisor to develop a set of learning objectives and clearly state these on FORM A-3 in this manual. Submit copies to the Agency Supervisor and the Faculty Supervisor. Prepare report #1 using Form A-4.

BI-WEEKLY:

- 1) Meet with your Agency Supervisor every two weeks to critique the previous weeks, review plans for the upcoming weeks, and secure signatures on your reports.
- 2) Submit FORM A-4, Internship Bi-weekly Report. The “analysis” and “supervisor’s comments” sections are especially important and should be thoughtfully completed.
- 3) Reports should be submitted to the Faculty Supervisor **within 5 calendar days** of the end of the weeks covered in the report.
- 4) Reports should be submitted at the end of weeks 1,3, 5, 7, 9, and 11.

WEEK THREE:

- 1) Submit FORM A-5, Special Project Proposal to Faculty Supervisor and Agency Supervisor.
- 2) See criteria for this project as stated on FORM A-5 in this manual.

WEEK FIVE:

- 1) Meet with Agency Supervisor to complete and discuss your midterm performance evaluation (FORM A-7).
- 2) Both the intern and the Agency Supervisor should complete a copy of FORM A-7, Internship Performance Appraisal.
- 3) Copies of your self-evaluation and the Agency Supervisor’s evaluation should be submitted to the Faculty Supervisor with your fifth weekly report.

WEEK TWELVE:

- 1) Complete Internship Comprehensive Report (FORM A-6)
- 2) Complete final self-evaluation of your performance (FORM A-7).
- 3) Agency Supervisor should complete the final performance appraisal (FORM A-7).
- 4) Agency Supervisor should complete the Special Project Evaluation (FORM A-8).
- 5) Meet with the Agency Supervisor to discuss 1-4 above.

6) Submit 1-4 above to Faculty Supervisor by the end of week twelve or at the date and time designated by your Faculty Supervisor.

AFTER INTERNSHIP:

- 1) Prepare and mail a “thank you” note to the Agency Supervisor.
- 2) Schedule an exit interview with your Faculty Supervisor.

Please note the grading policies (Section VIII in this manual) and as stated on your syllabus.

VI. AGENCY SUPERVISOR'S RESPONSIBILITIES

1. Provide the internship applicant and the Faculty Coordinator of Internships with a written position description that clarifies all matters related to the work schedule, responsibilities and duties, housing (if any), insurance, transportation arrangements, compensation (if any), special opportunities, and agency/department policies and procedures.
2. Provide the intern with opportunities and experiences related to: a) direct leadership roles and functions; b) supervisory roles and functions; c) management/operations roles and functions necessary in all organizations to provide quality services to all consumers.
3. Once an internship arrangement is mutually agreed upon, sign the student's "**Permission to Enroll**" form and fill out **Form A-2, Placement Confirmation Agreement**, which is in the Appendix of the Internship Manual. Both forms should be returned to the Faculty Coordinator 4 weeks prior to beginning date of internship or 1 week prior to the first day of classes in the given semester, *whichever date is earliest*.
4. Within the first week of the internship, meet with the student and establish a set of learning objectives using **Form A-3, Student's Learning Objectives**.
5. **Meet with the student weekly** to review the previous week's performance and plan the week ahead using **Form A-4, Internship Bi-Weekly Report**.
6. By the end of the third week, meet with the student to prepare his or her **Special Project Proposal Outline (Form A-5)**. This proposal should be submitted to the Faculty Supervisor for review by the end of the 4th week of internship.
7. After five weeks, prepare a midterm evaluation of the student's performance using **Form A-7, Internship Performance Appraisal**. At the same time, the student is expected to do a self-evaluation of his or her performance using the same form. **Meet with the student to discuss both evaluations**. Fill out your copy of **Form A-7**, sign, and submit to the Faculty Supervisor. The student should submit his/her self-evaluation with the 5th weekly report. **Exception:** In those cases where internships may be longer than 12 weeks, the mid-evaluation should be completed by the end of week 6.
8. After twelve weeks, prepare and discuss a final evaluation of the student's performance (using **Form A-7** again) following procedure outlined in #7 above. Also, prepare the **Special Project Evaluation (Form A-8)**. Submit to the Faculty Supervisor your recommendation regarding the student's rating. (See GRADING POLICIES AND PROCEDURES.) **Exception:** If Internship is longer than 12 weeks, final evaluation should be completed during student's final week of internship.

VII. RESPONSIBILITIES OF THE FACULTY COORDINATOR AND FACULTY SUPERVISORS

The Faculty **Coordinator** will:

1. Explain the university internship program to internship agency personnel.
2. Meet with prospective interns to explain internship policies and procedures, suggest appropriate internship locations, provide information on agencies and their internship arrangements, and assist student in the preparation of resumes and cover letters.
3. Hold a meeting each Fall and Spring to inform prospective interns of the internship program and students' responsibilities prior to enrollment and during internship.

The Faculty **Supervisor** will:

1. Maintain open lines of communication with Agency Supervisor and intern through phone contacts, email, etc.
2. Study the bi-weekly reports and evaluations of the student and take action if problems arise.
3. Assign a course grade to the student based on assignments and the agency and student evaluations of the internship. (Refer to course syllabus).

VIII. GRADING POLICIES AND PROCEDURES

1. REC 498 is graded on a Pass/Fail system. Students must accomplish **BOTH** of the following in order to receive a passing grade:

- A) Complete ALL required reports, projects, performance evaluations and submit them in a timely manner to the Faculty Supervisor;

AND

- B) Receive a cumulative rating on these assignments/ requirements of not less than 80% (80 points on a 100 point system).

2. The final course grade (pass/fail) is evaluated on a 100pt. scale as follows:

Performance and Attitude as evaluated by Agency Supervisor:

Midterm evaluation = 20pts

Final evaluation = 40pts

Assignments & Reports as evaluated by Faculty Supervisor:

Bi-weekly reports = 20pts

Project = 10pts

Final report = 10pts

3. Although the evaluation of student achievement may be a collaborative effort between supervisory individuals, the Faculty Supervisor for internship has full responsibility and accountability for the assignment of a course grade.
4. Student **performance** evaluations should reflect the following rating scale:

Outstanding

Student is consistently exceptional in fulfilling responsibilities.

Above Average

Above average performance. Student usually fulfills responsibilities very well.

Average

Adequate performance. Student usually meets minimum performance standards. Average among other students.

Below Average

Needs to improve in a number of areas of responsibility. Does passable but not adequate work.

Unsatisfactory

Performance is inadequate and unacceptable.

A-1

STUDENT APPLICATION FOR INTERNSHIP

INSTRUCTIONS: To be completed by the student & submitted with current degree audit to the Faculty Coordinator by date on syllabus.

FULL NAME _____

ID# _____

LOCAL ADDRESS _____

PHONE _____

UNCW P.O.BOX _____

E-MAIL _____

ANTICIPATED GRADUATION DATE _____

DEGREE _____

ANTICIPATED INTERNSHIP SEMESTER & YR _____

ACADEMIC ADVISOR _____

PREREQUISITES:

- a) GPA REQUIRED: 2.00 (cum. and REC/RTH)
- b) Senior standing
- c) All REC coursework completed
- d) Agency approval

CURRENT CUMULATIVE GPA _____ HOURS PASSED _____

CURRENT REC/RTH GPA _____

PREFERRED AGENCIES FOR INTERNSHIP:

#1 _____

#2 _____

PROVIDE A BRIEF STATEMENT OF YOUR INTERNSHIP GOALS:

(Student's Signature)

(Date) _____

PLACEMENT CONFIRMATION AGREEMENT

Instructions: To be completed by the Agency Supervisor administratively responsible for internship and returned to the Faculty Coordinator 2-4 weeks prior to the start of the internship.

This is to certify that _____ has been accepted
(name of student)

as a field work student with _____. It is understood that
(agency & department)

the student is expected to work a minimum of **40** hours per week for **12 consecutive** weeks,

beginning date _____, 20 ____

ending date _____, 20 ____

with the following exceptions:

Agency Holidays _____ Special Occasions _____

The following University approved person from our agency staff is familiar with the Internship Manual and has agreed to serve as agency field work supervisor for this student.

Name of
Agency Supervisor: _____

Address: (Office) _____

Phone _____

Fax _____

Email _____

Home Phone _____
(To be used in case of emergency only)

(Signature of Agency Supervisor)

(Signature of faculty supervisor)

(Signature of Student Intern)

STUDENT'S LEARNING OBJECTIVES

Instructions: Within the first week of the internship, the student, in cooperation with his or her Agency Supervisor, should establish a set of objectives to be accomplished during the internship. The objectives should be reviewed by the Agency Supervisor before they are formally adopted. A copy of these objectives should be mailed to the Faculty Supervisor with student's first weekly report.

#1.

#2.

#3.

#4.

#5.

#6.

#7.

#8.

(If desired, additional objectives may be listed and attached.)

The achievement of these objectives is important in evaluating the success of the student's internship.

(Student's Signature)

(Date)

(Agency Supervisor's Signature)

(Date)

(Faculty Supervisor's Signature)

(Date)

3. Time Analysis (indicate number of hours spent in each area):

Observing: _____

Planning: _____

Assisting: _____

Leading: _____

Administrative (reports, documentation, etc): _____

Meetings: _____

Miscellaneous (describe): _____

Total hours: _____

4. Interaction with Agency Supervisor (describe meetings and discussion topics, field trips together, directed readings, meetings attended together, etc.):

5. Specify next 2 weeks' primary objectives and proposed work plan for weeks of

_____ inclusive:
(dates)

6. Tentative Schedule for upcoming weeks (Times only):

Sun. Mon. Tues. Wed. Thurs Fri. Sat. (week #____)

Sun. Mon. Tues. Wed. Thurs. Fri. Sat. (week #____)

7. Agency Supervisor's Comments (Please provide brief statements of student's progress):

(Student's Signature)

(Date)

(Agency Supervisor's Signature)

(Date)

(Faculty Supervisor)

(Date)

SPECIAL PROJECT PROPOSAL OUTLINE AND INSTRUCTIONS:

By the end of the third week, prepare, with your Agency Supervisor, a special project proposal. The project you choose should:

- 1) contribute significantly to your agency (preferably of long term value),*
- 2) meet one or more of your internship learning objectives, and*
- 3) be something that you do from beginning to ending.*

Using the outline below as a general guide, prepare a 1-2 page proposal (typewritten). Submit one copy to your Agency Supervisor and one to the Faculty Supervisor by the end of week 3.

Suggested Outline

- A. Title, agency, student's name, date.
- B. Rationale for the project, program, or activity.
How does this project meet the three criteria stated in the instructions above?
- C. Objectives
Specific outcomes that will result from the completed project.
- D. Content of the project
 - Background regarding the project
 - Plans and checklists to be prepared
 - Procedures to be followed
 - Necessary resources and equipment
- E. Evaluation and follow-up
Describe how the project will be evaluated in terms of its accomplishment of desired outcomes; for example, interest, attendance, participation, number of positive behavioral responses, or reduced number of negative activities. Be very specific as to how the project's outcomes will be measured.

Note: *Upon completion of the student's special project, the Agency Supervisor should complete the Special Project Evaluation (see p.27) & submit it with final performance appraisal to the Faculty Supervisor.*

INTERNSHIP COMPREHENSIVE REPORT OUTLINE AND INSTRUCTIONS

After the twelfth/final week, the student should submit a final report describing and evaluating his or her total internship experience. This should be started early in the internship. The final report should be typewritten, packaged nicely in a labeled notebook, and submitted to the Agency Supervisor for review and then sent to the Faculty Supervisor. The report will be kept by the Faculty Supervisor and reviewed by future interns.

OUTLINE

- A. Title page
 - Title, Name of Agency and Agency Supervisor
 - Name of student and internship dates (_____ to _____)
- B. Acknowledgments
- C. Table of contents
- D. Student's objectives
- E. Description of the community (the larger area in which the agency is located).
- F. Agency description
 - Clientele served, objectives, organization, personnel, programs, facilities, fiscal and general administrative procedures. (Please give attention to specifics/details.)
- G. Student's Special Project (Include copy of project)
 - Brief description of the project, program, or activity
 - Explanation of how effectively the completed project accomplished its stated objectives.
 - Indicate what went well, what did not work well, what procedures might have proved better, and what were the reactions to the project
 - What follow-up and succeeding activities would be advisable
 - Make recommendations for changing or expanding the project
- H. Recommendations
 - Based on your internship experiences, offer recommendations to the agency and the university.
 - Include a detailed description of the strengths and limitations of the agency and university.
- I. Appendices (These are important components for inclusion in the final report.)
 - Provide photographs or other visual aids if possible
 - Attach copies of materials to illustrate the Special Project and the programs and services offered by the agency (especially materials developed by the student)!



Recreation, Sport Leadership and Tourism Management

INTERNSHIP PERFORMANCE APPRAISAL

Mid-experience evaluation

Please print -

Name of student: _____

Agency/business: _____

Name of agency/business supervisor: _____

Time period covered by evaluation:

From: _____ To: _____
(Date) (Date)

INSTRUCTIONS:

- ***One copy of this form is to be completed by the supervisor and one copy is to be completed by the student (as a self-evaluation).***
- ***The student and the agency supervisor should meet to discuss the evaluation, and submit copies to the faculty supervisor in a timely manner by the due date established at the beginning of the internship.***
- ***Please circle the appropriate numerical rating that accurately portrays the student's performance for each statement in each section. Please use the scale below for reference.***

RATING SCALE:

- 5: Strongly agree. Student is consistently exceptional in fulfilling task/behavior.
- 4: Agree. Student usually fulfills task/behavior very well.
- 3: Neutral. Adequate performance in the task/behavior. Student usually meets minimum performance standards.
- 2: Disagree. Needs to improve in the task/behavior.
- 1: Strongly disagree. Performance is inadequate and unacceptable.
- NA: Not Applicable or inadequate information.

Section I. Professional Behavior. This section evaluates student intern’s individual professional qualities and behaviors.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Dresses in a professional manner	0	1	2	3	4	5
Flexibility in dealing with the unexpected	0	1	2	3	4	5
Punctual and on time	0	1	2	3	4	5
Follows directions	0	1	2	3	4	5
Exhibits mature judgment	0	1	2	3	4	5
Seeks responsibility	0	1	2	3	4	5
Receptive to suggestions	0	1	2	3	4	5

Section II: Professional Relations. This section evaluates student performance in their relationships with others.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Ability to get along with others	0	1	2	3	4	5
Displays a positive attitude	0	1	2	3	4	5
Is a team player	0	1	2	3	4	5
Appropriate rapport with participants/customers	0	1	2	3	4	5
Appropriate rapport with co-workers/colleagues	0	1	2	3	4	5
Displays ability to motivate others	0	1	2	3	4	5

Section III. Professional Performance. This section evaluates the student intern’s actual job performance.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Effectively plans work to be accomplished	0	1	2	3	4	5
Completes tasks on or before the due date	0	1	2	3	4	5
Ability to adhere to agency policies & procedures	0	1	2	3	4	5
Ability to analyze problems & select appropriate solutions	0	1	2	3	4	5
Exhibits initiative in the performance of tasks	0	1	2	3	4	5
Exhibits creativity in the performance of tasks	0	1	2	3	4	5
Ability to communicate ideas & concepts orally	0	1	2	3	4	5
Ability to communicate ideas & concepts in writing	0	1	2	3	4	5

Section IV: Professional Knowledge. This section evaluates student intern’s knowledge of the profession and industry.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Possess general skills necessary for task accomplishment	0	1	2	3	4	5
Ability to apply knowledge in a practical way	0	1	2	3	4	5
Ability to translate knowledge into action	0	1	2	3	4	5
Understanding of agency’s goals & operations	0	1	2	3	4	5
Demonstrates high professional ethics	0	1	2	3	4	5
Demonstrates knowledge of current trends in the industry	0	1	2	3	4	5

Section V: Overall Rating of Student performance.

Please provide any remarks (both positive and things they can improve upon) about the student so they can continue to grow for the remainder of their internship:

Required Signatures:

Agency Supervisor _____ Date _____

Student Intern _____ Date _____

Thank you! Please return this form promptly to the student's faculty advisor.



University of North Carolina Wilmington
Recreation, Sport Leadership and Tourism Management Program
601 S. College Road, Box 5956
Wilmington, NC 28403
Fax: (910) 962-7073



Recreation, Sport Leadership and Tourism Management

INTERNSHIP PERFORMANCE APPRAISAL
Final evaluation

Please print -

Name of student: _____

Agency/business: _____

Name of agency/business supervisor: _____

Time period covered by evaluation:

From: _____ To: _____
(Date) (Date)

INSTRUCTIONS:

- *One copy of this form is to be completed by the supervisor and one copy is to be completed by the student (as a self-evaluation).*
- *The student and the agency supervisor should meet to discuss the evaluation, and submit copies to the faculty supervisor in a timely manner by the due date established at the beginning of the internship.*
- *Please circle the appropriate numerical rating that accurately portrays the student's performance for each statement in each section. Please use the scale below for reference.*

RATING SCALE:

- 5: Strongly agree. Student is consistently exceptional in fulfilling task/behavior.
- 4: Agree. Student usually fulfills task/behavior very well.
- 3: Neutral. Adequate performance in the task/behavior. Student usually meets minimum performance standards.
- 2: Disagree. Needs to improve in the task/behavior.
- 1: Strongly disagree. Performance is inadequate and unacceptable.
- NA: Not Applicable or inadequate information.

Section I. Professional Behavior. This section evaluates student intern’s individual professional qualities and behaviors.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Dresses in a professional manner	0	1	2	3	4	5
Flexibility in dealing with the unexpected	0	1	2	3	4	5
Punctual and on time	0	1	2	3	4	5
Follows directions	0	1	2	3	4	5
Exhibits mature judgment	0	1	2	3	4	5
Seeks responsibility	0	1	2	3	4	5
Receptive to suggestions	0	1	2	3	4	5

Section II: Professional Relations. This section evaluates student performance in their relationships with others.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Ability to get along with others	0	1	2	3	4	5
Displays a positive attitude	0	1	2	3	4	5
Is a team player	0	1	2	3	4	5
Appropriate rapport with participants/customers	0	1	2	3	4	5
Appropriate rapport with co-workers/colleagues	0	1	2	3	4	5
Displays ability to motivate others	0	1	2	3	4	5

Section III. Professional Performance. This section evaluates the student intern’s actual job performance.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Effectively plans work to be accomplished	0	1	2	3	4	5
Completes tasks on or before the due date	0	1	2	3	4	5
Ability to adhere to agency policies & procedures	0	1	2	3	4	5
Ability to analyze problems & select appropriate solutions	0	1	2	3	4	5
Exhibits initiative in the performance of tasks	0	1	2	3	4	5
Exhibits creativity in the performance of tasks	0	1	2	3	4	5
Ability to communicate ideas & concepts orally	0	1	2	3	4	5
Ability to communicate ideas & concepts in writing	0	1	2	3	4	5

Section IV: Professional Knowledge. This section evaluates student intern’s knowledge of the profession and industry.

	N/A	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
Possess general skills necessary for task accomplishment	0	1	2	3	4	5
Ability to apply knowledge in a practical way	0	1	2	3	4	5
Ability to translate knowledge into action	0	1	2	3	4	5
Understanding of agency’s goals & operations	0	1	2	3	4	5
Demonstrates high professional ethics	0	1	2	3	4	5
Demonstrates knowledge of current trends in the industry	0	1	2	3	4	5

Section V: Overall Rating of Student performance.

1. If you and your agency were in a position to hire a new employee, would you hire this individual?

Yes

No

Please comment:

2. Please provide any final remarks (both positive and things they can improve upon) about the student so they can continue to grow professionally:

Required Signatures:

Agency Supervisor

Date

Student Intern

Date

Thank you! Please return this form promptly to the student's faculty advisor.



University of North Carolina Wilmington
Recreation, Sport Leadership and Tourism Management Program
601 S. College Road, Box 5956
Wilmington, NC 28403
Fax: (910) 962-7073

6. Please comment on the project's strength and areas needing improvement.

Strengths:

Areas for improvement:

7. Please circle your recommended rating for the project:

Outstanding Above Average Average Below Average Unsatisfactory

Comments/Recommendations:

_____/_____
Intern's Signature Date

_____/_____
Agency Supervisor's Signature Date

UNIVERSITY OF NORTH CAROLINA WILMINGTON

Acknowledgment/Assumption of Risk, Release and Indemnity Agreement

As part of the consideration for participating in REC 498: Internship in Leisure Services, I hereby acknowledge recognition of the fact that I understand and accept that the University of North Carolina Wilmington (UNCW) internship program (REC 498) exposes me to numerous known and unanticipated risks and hazards that could result in personal injury, illness, death, and/or damage to myself or my property. I choose to participate in the UNCW internship program (REC 498) despite the named and unnamed risks, hazards and potential injury. These named and unnamed risks and hazards include but are not limited to falls, slips, scrapes, cuts, burns, bites, damage to the muscular skeletal system, serious back and neck injury, exposure to infectious agents, and death. I agree to accept and assume all responsibility for risk and personal injury, illness, death, or damage to myself or my property arising from my participation in the UNCW internship program (REC 498). My participation is voluntary, and I understand that I may choose not to participate at any time.

I hereby also release, hold harmless, and forever discharge UNCW and its officers, employees and agents from any and all liability, claims, demands, actions, and causes of property damage or personal injury that may be sustained by me or to any property belonging to me, while participating in the UNCW internship program (REC 498). I am fully aware of the risks and hazards associated with the UNCW internship program (REC 498) experience. I further agree to indemnify and hold harmless UNCW, its officers, employees and agents from any loss, liability, damage or cost, including court costs and attorney's fees, which may incur due to my participation in said activity. This release and indemnity agreement is binding on myself, my heirs, assigns, and personal representatives. In signing this document, I fully recognize that if injury, illness, death or damage occurs to me while I am engaged in this activity, I will have no right to make a claim or file a lawsuit against UNCW or its officers, employees or agents, even if they or any of them negligently cause my injury, illness, death or damage, unless that negligence is gross or willful negligence.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS AN ACKNOWLEDGMENT AND ASSUMPTION OF RISK AND A RELEASE OF LIABILITY AND INDEMNITY AGREEMENT AND I SIGN IT OF MY OWN FREE WILL.

This is the _____ day of _____ 20 ____

(Participant's Signature)

(Submit this form to the Faculty Coordinator as part of your enrollment documentation)

A-10

Interim Address

During the interim between this semester and the beginning of my internship, I can be contacted at the phone number, email and/or mailing addresses below.

NAME: _____

ADDRESS: _____

zip

PHONE: (_____) _____

E-MAIL: _____

Effective dates for this address: FROM _____ THROUGH _____

(Submit this form to Faculty Coordinator as part of your enrollment documentation)

Policies and Procedures for Approval of Internship Sites

The School of HAHS has established policies and procedures for the approval of agencies/sites for all recreation internships. These policies and procedures have been developed to ensure that the internship, as an extension of the classroom experience, is planned and supervised in a manner that is in the best interests of student interns. In addition, these policies and procedures are supported by external accrediting bodies for the academic program and the university, and are in compliance with the guidelines set forth by the UNCW School of HAHS.

1. All internship site supervisors must complete an Agency Approval Application. (Available through the Faculty Coordinator for Internships.)

1. All Agency Approval Applications must include the following to be eligible for consideration and approval:
 - a. a list of internship objectives
 - b. a description of the intern's duties and responsibilities
 - c. credentials of the site supervisor(s) including degree(s) held, year(s) awarded, institutions awarding the degree(s), and a description of practical work experiences
 - d. if applicable, copies of certifications (CPRP) held by the site supervisor(s)

2. Students seeking the approval of sites not currently included in the curriculum's approved agency listing should contact the Internship Coordinator to discuss the procedures and to receive the agency approval application materials.

4. Approval of new sites is initiated by the student after consultation with the Internship Coordinator.

5. All agency applications with supporting materials (see #2 above) should be returned by the site supervisor(s) to the student and then delivered by the student to the Internship Coordinator. This ensures the student that the site has responded to his/her request for approval.

6. Applications with supporting materials should be delivered to the Internship Coordinator no later than three (3) weeks BEFORE exams begin in the semester PRIOR to the student's enrollment in internship. (Note: Approvals for FALL semester placements must be delivered to the Internship Coordinator by JULY 1.)

7. Agencies must be approved by the Associate Director of the School of HAHS before enrollment in internship is permitted.
8. It is the student's responsibility to plan accordingly so that the criteria stated above can be met in a timely manner. (Note: the time needed to complete this process may be as long as six(6) weeks, so start early in the semester prior to internship.)
9. The Internship Coordinator will provide support for the student during this process. However, it is the student's responsibility to comply with the policies and procedures as stated above and to communicate regularly with the Internship Coordinator for progress updates.
10. Enrollment in internship is contingent upon: a) the completion of all required procedures and paperwork in the semester/term prior to the anticipated internship; and b) compliance with the policies stated in 1-9 above; and c) satisfaction of course prerequisites as stated on page 5 of this manual.

Students are encouraged to seek new internship placements that will assist them in meeting career goals. The keys to success with new site approval are starting early with the application procedures and communicating regularly with the Internship Coordinator throughout the process.