

**RECR 4790**  
**RECREATION INTERNSHIP**  
**GUIDEBOOK**  
(OR and TCLS Emphasis Areas)



**RECREATION AND TOURISM MANAGEMENT PROGRAM**

**College of Health and Human Sciences**

**School of Human Ecology**

**LAST REVISED SPRING 2019**

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# SECTION I

## THE INTERNSHIP EXPERIENCE

## **Purpose and Importance of the Internship**

Students participate in an internship experience during the final semester prior to graduation. The internship consists of a full-time position (40 hours per week) for a minimum of 15 weeks (12 weeks for Summer internships) at an approved location.

### Type of Setting

The internship must take place in a setting that is related to the degree and major area of emphasis or the career goals of the student. It is important that the student choose an internship site that is closely related to his/her career interests. Talk with your faculty advisor if you have questions about your career goals and interests.

### General Purpose of the Internship

An internship is included in the Recreation and Tourism Management (RTM) program for three reasons:

1. The internship serves as the final segment of the formal education process. This experience, which builds on previous course work, provides the finishing touches for students entering the Recreation and Tourism Management field.
2. Entry into the field usually requires experience on the part of the applicant. The internship helps the student meet this experience requirement.
3. The internship often serves as a stepping-stone to employment. At times the student is hired by the internship organization. At other times, the student networks with professionals in the field and makes valuable contacts that sometimes lead to employment opportunities.

### Selecting an Internship

Internships are typically selected based upon one of two criteria.

1. The first criterion is the internship will serve as a real learning experience. Most students select an internship that will help them meet their career objectives. Unfortunately, some students select an internship based solely upon its convenience (due to ease in obtaining it, location, pay, someone they know, etc.), and when they finish the internship, they have learned little and are no closer to obtaining a job.
2. The second criterion is compensation. Students often ask if they will be paid during their internship. Some students are paid quite well for their internships while others are paid nothing at all. Some students are not compensated in the traditional sense of the term, but may receive benefits such as housing or meals.

After spending four or five years in college, compensation is usually important to the student. However, you are discouraged from using compensation as the only criterion for selecting an internship.

**Important Tip:** Think about the career you want and begin now to work toward an internship that will help you achieve entry into that career field.

## Student Learning Outcomes

The internship program should provide the following opportunities for student growth and development.

1. To learn firsthand what it means to be a full-time recreation or tourism management professional.
2. To place the student in direct contact with practicing recreation and tourism management personnel.
3. To observe, practice and apply theory to specific situations:
  - To compare, evaluate, and adapt what one sees in practice to what has been previously experienced in the classroom.
4. For intensive self-reflection and evaluation:
  - To reflect on one's training, strengths, and limitations in light of the practical work environment.
  - Under guidance of experienced professionals, to measure oneself against professional and organizational standards.
  - To begin the transition from undergraduate student to professional worker.
5. To demonstrate a willingness to solve problems, initiate new ideas, and follow through on assigned duties with minimal supervision.
6. To exhibit good time management skills for completion of departmental assignments and duties.
7. To develop improved communications skills, which include speaking, active listening, and writing.
8. To gain a basic knowledge of the organization and administration of recreation and tourism management departments.
9. To develop an understanding of how different departments within an organization relate to one another.

10. Importantly, to demonstrate reliability and punctuality in job attendance, and to participate in scheduled meetings.

### **Undergraduate Internship Policies**

1. The length of the internship is 15 weeks (600 hours) during the Fall and Spring semesters, and 12 weeks (480 hours) during the Summer semester.
2. The internship is sequenced in the curriculum to occur during the last semester in school after successful completion of **ALL** required courses. All coursework in the major (Area F; Upper Division RECR Core; Emphasis Area Courses; Upper Division Electives; and Other Requirements) must be completed with a C grade or better. Additionally, students must complete a minimum of 200 hours of practical experience.
3. Students making application for an internship placement must have a 2.0 Institution GPA and be recommended by their advisor.
4. Students are permitted to conduct their internship at an approved location anywhere in the United States or internationally.
5. The student may be required to show proof of liability insurance in an amount satisfactory to the internship organization prior to initiation of the internship. In some cases, health insurance may be required.
6. Outside activities such as part-time employment must not conflict with any internship responsibilities or duties. Approval for outside activities (e.g. employment, etc.) to occur during the internship must be granted, *in writing*, by both the University Supervisor and the Organization Supervisor. Failure to obtain written approval prior to starting outside employment may lead to termination from the internship.
7. Varsity athletes need to plan their internship either after eligibility has been completed or during the off-season.
8. If you have any questions about these policies, contact the Recreation and Tourism Management (RTM) Internship Supervisor.

# SECTION II

## THE INTERNSHIP PARTNERSHIP

## **A Three-way Partnership for Success**

The internship functions as a three-way partnership between the student, the internship organization, and the University's Recreation and Tourism Management (RTM) program. All parties involved in the partnership must assume defined responsibilities in order to gain benefits from the internship program. Maximum effort on the part of all involved increases the quality of the experience for the intern, improves the services provided by the intern to the organization's clients, and contributes to the development of the profession as a whole.

The specific roles and responsibilities of the student, the internship agency or organization, and the University's RTM program are described below.

### **Roles and Responsibilities of the Student**

#### Student's Responsibility to the University:

1. To complete all pre-internship arrangements as described in the Guidebook.
2. To meet due dates for written assignments required by the University during the internship.
3. Where applicable, to secure and show proof of liability and health insurance in an amount satisfactory to both the University and the internship Organization.
4. To represent the Recreation and Tourism Management program and Georgia Southern University in a positive and respectful manner.

#### Student's Responsibility to the Internship Organization:

1. To accept and complete assignments and responsibilities as outlined by the internship organization and the University.
2. To accept the organization's philosophy, methods, leadership, and program, and when appropriate, give suggestions and constructive criticism to the organization supervisor.
3. To plan thoroughly and in advance for all assignments, and to be prepared for periodic student/organization supervisor conferences.
4. To seek advice and consult with the organization supervisor when confronted with problems he/she cannot satisfactorily solve alone.
5. To accept the responsibility for (a) notifying the organization supervisor when absence from work is necessary, and (b) personal behavior and associations at work and away from work.
6. To become a productive, contributing member of the organization's program and delivery of services.



## **Roles and Responsibilities of the Internship Organization**

### Internship Organization's Responsibility to the University:

1. To provide general information to the University about the experiences that can be afforded a student in an internship placement.
2. To cooperate in the exchange of information related to the intern and to submit periodic evaluations of the student as required by the University.
3. To maintain periodic contact with the University's Recreation and Tourism management (RTM) program Internship Supervisor, carry out periodic conferences and discussions with the RTM Internship Supervisor, and treat the internship as an academic program experience.

### Internship Organization's Responsibility to the Student:

1. To recognize that the student is in the process of learning and maturing, and not to expect performances comparable to full-time staff members.
2. To provide the student an opportunity for a broad, well-rounded experience in organizational responsibilities, programs and services.
3. To present the student with an overview of the organization's purpose, policies, administration, program and physical facilities.
4. To present the student to the organization's staff as a co-worker and to inform the student of regulations to which she/he must conform.
5. To acquaint the student with resources and materials which may contribute to the implementation and completion of tasks for which the student is responsible. To enable the student to become acquainted with the community and its resources.
6. To provide the student opportunity for successful experiences which will promote growth and sense of achievement.
7. To encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self-evaluation by the student.

## **Roles and Responsibilities of the University RTM Internship Supervisor**

### University Supervisor's Responsibilities to the Student:

1. To select, in collaboration with the student, an internship placement that will allow the student to gain the kind of experiences she/he is seeking, and to begin to develop the skills and knowledge of a professional in Recreation and Tourism Management.
2. To represent the University effectively in all official arrangements with cooperating organizations.
3. To review and evaluate all student written assignments due to the University.
4. To be in direct contact with the organization internship supervisor through phone calls or e-mail and, when possible, a site visit.
5. To determine the final grade for the intern by combining the University and organization supervisors' evaluations.

### University Supervisor's Responsibility to the Agency:

1. To approve student placement with an organization and to make final arrangements for that placement.
2. To maintain open communication at all times with the organization concerning their supervision of the intern.

## SECTION III

# FINDING AN INTERNSHIP

## Finding the Internship: Basic Information

### Who Finds the Internship?

The primary responsibility for finding and obtaining an internship rests with the student. When needed, faculty will assist the student in finding an internship.

The role of the faculty in the internship selection process is twofold. First, the student's faculty advisor provides direction and advice. Secondly, the faculty advisor may maintain resources of potential help to the student. Students are encouraged to visit their faculty advisor (make an appointment first) and take full advantage of the resources available there.

If a student has difficulty finding an internship, they need to work closely with their faculty advisor. Also, if an internship "falls through" at the last minute, the faculty advisor should be contacted immediately for assistance.

### Why Doesn't the Faculty Assign Internships?

Faculty at some universities assign internships to students. We choose not to for several reasons. First, we believe that students can find many excellent internships which we know nothing about. Second, we wish to give students as much freedom as possible in determining this important phase of their degree program. Third, we believe that undergoing the process of searching for and applying for internships serves as great training for what comes next---finding that first job.

## Steps in Finding the Internship

There are logical steps you should follow in securing an internship. Students who carefully follow these procedures should have little difficulty in finding a beneficial internship experience. Your faculty advisor and the RTM Internship Supervisor will be happy to answer questions and give you suggestions.

### STEP 1 – DECIDE WHAT YOU WANT TO PURSUE AS A CAREER FIELD

We realize that many students are not sure what area of Recreation and Tourism Management they wish to enter. Some have two or three areas which they find equally interesting, while some would consider a job in almost any area. It is important that you try to narrow it down to one area. Work with your advisor in determining a professional interest area and seeking an internship in that area.

## STEP 2 – WHEN TO BEGIN YOUR SEARCH

When should you begin? What seems to work best is to send out cover letters and resumes approximately two semesters before you plan to intern. For instance, if you plan to intern in the Spring, your first mailing should occur very early in the previous Summer semester. Have your resume and cover letter already prepared prior to the Summer semester so that they do not delay your applications. It is strongly recommended that the student's faculty advisor review the resume and cover letter prior to mailing.

## STEP 3 – WHERE TO LOOK FOR YOUR INTERNSHIP

We want you to have the best internship experience possible, so we place no geographical limits on your search. If you find a good internship in Alaska or New York or California, that is great. Investigation of international internships is also encouraged.

If it is a new site for Recreation and Tourism Management students, your faculty advisor may need to contact the person in charge at that site and discuss the experience. *We reserve the right to approve all internships, and if the advisor believes the site will not provide an appropriate educational experience, the student will be advised to find another site.*

Where do you find your internship site? This usually comes from one of four sources:

1. From contacts that the individual student possesses; for example, someone you know or someone a friend or relative knows. Some of the best sites are found this way.
2. From talking with other students about where they have interned or plan to intern.
3. From information and contacts provided by your faculty advisor or other departmental faculty. This is a potentially rich source of information. Take advantage of it.
4. Internet searches on websites related to your interest area.

## STEP 4 – YOU HAVE ONE OPPORTUNITY TO MAKE A “GOOD FIRST IMPRESSION”

Your cover letter and resume may be the first contact the internship site has with you, and if the letter and resume are not impressive and professional, it will often be the last impression as well. Some sites receive many requests for internship opportunities, and have time to interview only a few students. To get an interview, it is crucial that your resume and cover letter help you make a “good first impression.”

Many students have never written a resume or a cover letter. It is important that you get help in completing this important task. Your best source of help is the GSU Career Services department in the Williams Center. The main role of Career Services is to help students in securing jobs and internships. You may obtain free materials, sample resumes and letters, and other help from them.

Experience reveals that the most effective path to success in this task is:

1. Go to Career Services (or go on-line) and pick up materials.
2. Based on that information, type a draft of your resume and cover letter.
3. Ask counselors at Career Services to read and critique them.
4. Submit to your faculty advisor for review and comment.

## STEP 5 – MAILING OUT YOUR INQUIRES/RESUMES AND FOLLOWING UP

Once your letters and resumes are prepared, you are ready to mail these to the sites you have selected. The following are some suggestions that you should follow:

- Select at least five sites that you would most prefer. Check/discuss these sites with your faculty advisor at this point.
- Send a cover letter and resume to each of the sites you chose. This should be done two semesters before you plan to intern.
- Be certain you send these to the person who is in charge of selecting interns. If you do not know who that is, call to find out.
- One week later, call that person to be certain your material was received. That call should provide indications of their interest in you. You must call if you want the internship. Very few internship sites are going to call you and chase you down. You must show some initiative.
- Personnel at many organizations are not familiar with the internship program at Georgia Southern University, nor with the internship process in general. If they have questions and/or concerns, your faculty advisor or the University Supervisor may need to contact them and discuss our procedures.
- If several of the sites indicate that they do not use interns, or are not interested at that time, send out letters to additional sites on your list.
- If you get one or two “maybe” responses, do not wait hoping they will come through. This tactic can leave you with no internship. Send letters and resumes to other sites at once. It is better to have too many sites interested in you than not enough.
- When you have at least three sites that seem genuinely interested, you need to pursue them. Most will want to interview you. You can get some pointers on successful interviews from Career Services, your faculty advisor, or the University Supervisor.

**Important Tip:** For administrative or budgetary reasons some organizations delay the date that they “officially” offer or commit internships to students. If that date is near the University required internship start date, you must operate under the assumption that it may well fall through and have a backup internship in place.

## STEP 6 – REACHING AN AGREEMENT

Once you and the organization/site have reached an agreement---they want you as an intern and you want to intern there---you must complete several forms described below (see Appendix A for the forms and additional instructions):

### **Verification of Experience Hours Form**

Students must verify the completion of at least 200 experience hours (paid or unpaid) using the online form available on the department website. The hours must be from at least two different recreation organizations but do not have to be split evenly between sites. The experience hours must take place after the student declared Recreation as a major and must be relevant to the field of study.

### **Internship Information Form**

This form provides basic contact information useful for the University as it monitors your internship experience. ***This information should be entered using the online form available through the department website; a hard copy from Appendix A should also be provided to the University Supervisor.***

### **Off-Campus Student Participation Agreement**

This form represents a release of legal rights by the student. This is an important legal document and each student should be given the opportunity to ask questions related to the signing of the document. ***A hard copy from Appendix A, signed and dated by a witness, must be presented to the University Supervisor.***

### **Internship Career Development Goals**

Students must write 5-7 goals and supporting objectives that describe the types of career development skills and/or knowledge they hope to gain through the internship. They must be reviewed with the University Supervisor and the Organization Supervisor to ensure that the site can provide methods/tasks to accomplish those goals. ***A revised final copy should be submitted to the University Supervisor in MS Word format.***

### **Intern Placement Understanding Form (IPUF)**

This form describes the basic responsibilities of the Student, Organization Supervisor, and University (RTM program) Supervisor. ***A hard copy from Appendix A must be completed and signed by the student, Organization Supervisor, and University Supervisor.***

**Important Note:** All forms noted above should be submitted to Dr. Peden, who will create a file pertaining to your internship experience. Students will not be enrolled in RECR 4790 until all forms are submitted.

## STEP 7 – REGISTRATION FOR THE RECR 4790 COURSE

Students are NOT able to register for the internship course (RECR 4790). Registration is completed by the University Supervisor and will not be performed until the University Supervisor has:

- Received each of the documents described in Step 6.
- Verified that the student has completed 200 Experience Hours. These hours are to be recorded online using the Experience Hour Verification link available on the department website. **Students are advised to maintain a word document or excel log of their hours so that the student can determine how many hours they have completed.** An example of a format for recording hours is provided in Appendix A.
- Verified that all coursework required for the B.S. in Recreation has been completed with a 2.0 Institution GPA. Additionally, all major course work (Area F, Upper Division RECR Core; Emphasis Area Courses; Upper Division Electives; and Other Requirements) must be completed with a C grade or better.

Students who are registered without meeting these requirements will be dropped from the internship roll. For example, a student has a 2.0 or higher GPA during the spring semester, secures a summer internship site, completes the application process, and is enrolled in RECR 4790. However, at the conclusion of the spring semester the student's GPA drops below 2.0. The student would be dropped from the summer internship roll and not permitted to start until completing additional coursework sufficient to raise the GPA to a 2.0.



## The RTM (OR & TCLS) Internship Placement Process and Checklist

The following list provides the sequence of tasks required to identify and be placed at an internship site. Students will receive a separate checklist specific to their internship semester with due dates for each listed task.

1. Enroll in RECR 4630
2. <i>Check with your academic advisor to ensure that you have been cleared for graduation.</i>
3. Meet with RTM faculty supervisor regarding internship plans.
4. Submit 5-7 internship goals and supporting objectives in RECR 4630.
5. Submit five potential internship sites (name of organization or facility, address, phone number, website, email address, internship coordinator contact) in RECR 4630.
6. Submit resume and cover letter in RECR 4630.
7. Apply to at least five potential internship sites a minimum of two months before the end of your last on-campus semester. <i>You may need to apply earlier!</i>
8. Interview and select internship site.
9. Verify experience hours. Submit hard copy to University Internship Supervisor.
10. Complete "Internship Information Form." Submit hard copy to University Internship Supervisor.
11. Submit "Off Campus Student Participation Agreement" to University Internship Supervisor.
12. Revise and submit goals/objectives to University Internship Supervisor.
13. Submit "Intern Placement Understanding Form (IPUF)" to University Internship Supervisor. <i>Must be signed by Organization Supervisor. Double check the dates at the top of the form to make sure they are accurate.</i>
14. You will be enrolled in RECR 4790 by the University Internship Supervisor after all of the above are complete.

# SECTION IV

## COMPLETING THE INTERNSHIP

## Successfully Completing the Internship

### What does the Internship Organization Expect of the Intern?

The expectations and requirements of the internship organization will vary depending on the setting; however, some generalizations can be made.

Some interns need to shed the “slacker mode,” which is typified at the University by cutting class, arriving late to class, failing to come to class prepared, doing unacceptable work, and having a less-than-professional interest in the class. This conduct will not be acceptable in the workplace. The intern needs to develop a performance-oriented, professional attitude. Work must be of high quality and the intern must be completely dependable.

Most interns have a good attitude and are willing to work hard. Characteristics or traits that will help you to stand out are enthusiasm, initiative, motivation, and the willingness and ability to solve problems.

The job market in Recreation and Tourism Management is flooded with applicants, and employers can select the cream of the crop for job openings. The nonchalant student with an unprofessional attitude will not succeed in this field. There are too many good people trying for the same position. Keep in mind that one of your most important future references will be that of your internship organization supervisor.

### What does the RTM Internship Supervisor Expect of the Intern?

We have the same expectations as your organization supervisor. Additionally, we want each student to be an ideal representative of the Recreation and Tourism Management program at Georgia Southern University.

There are a number of very important **assignments** you must fulfill for the University while conducting your internship. These assignments are listed on the following page.

## RTM (OR and TCLS) Student Internship Requirements & Assignments

The following is a list of academic requirements for completion of the RTM internship experience. *These requirements may vary by instructor.*

### 1. Bi-weekly Reports – 40% (20 points each)

- a. Approximate Due Dates:
  - i. Summer Interns - Weeks 2, 4, 6, 8, and 10 (5 x 20 points each).
  - ii. Spring/Fall Interns - Weeks 2, 4, 6, 8, 10, and 12 (6 x 20 points each).
  - iii. Exact due dates will be determined in consultation with University Internship Supervisors and will vary from person to person depending upon start dates and other factors.
- b. All reports are to be 2-3 double spaced pages, submitted as Word documents via email attachment (see page 30). *Include name, report number, and dates the report covers.*
- c. Provide thoughtful reflection/critique on the following:
  - i. Brief summary of your responsibilities during reporting period.
  - ii. Thoughts related to interactions with customers, staff, supervisors, and other stakeholders.
  - iii. Connections to RECR 4790 Learning Outcomes (see p. 4) and RECR coursework.
  - iv. Progress towards internship goals and objectives
  - v. How you feel about your internship at this point in the semester. Be sure to discuss any questions or concerns that you may have.

### 2. Final Reflection Paper and Student Evaluation- 30%

- a. Due at the end of Week 12 for summer interns and Week 15 for fall/spring interns.
- b. Exact due dates will be determined in consultation with University Internship Supervisors and will vary from person to person depending upon start dates and other factors.
- c. Final Reflection paper (*6 page minimum*)
  - i. Background on internship site, its mission, populations served, programs/services provided, and what makes it distinct from similar organizations in the region.
  - ii. Primary responsibilities during the internship and how they allowed you to accomplish your internship goals. Make sure to address those that were not achieved and explain the circumstances.
  - iii. What you learned from the internship both personally and professionally. Address at least one major challenge and explain how you overcame it.
  - iv. Connections to RTM curriculum at GSU. Include any recommendations that will help us better prepare students for internships and success after graduation.
  - v. Personal strengths and weaknesses as an entry-level professional.
  - vi. Plan for advancing your career now that your internship is complete.
  - vii. Advice for current students in the RTM Program.
  - viii. Personal evaluation of internship experience (e.g. quality of orientation/training, supervision, and overall work experience). Include thoughts on the accuracy of your supervisor evaluations. Make sure to justify your reasoning if you feel that you were evaluated unfairly.

- ix. Anything else that you would like to discuss that is relevant to your experiences in the RTM Program.

### **3. Organization/Agency Evaluations –30%**

- a. To be completed by the organization/agency supervisor.
- b. Mid-term evaluation – 100 points (due at end of 5<sup>th</sup> week for summer and 7<sup>th</sup> week for spring/fall).
- c. Final evaluation – 100 points (Due on the end of 11<sup>th</sup> week for summer and 14<sup>th</sup> week for spring/fall).

**Late submissions will not be accepted! Let your University Internship Supervisor know in advance if you anticipate problems meeting a due date.**

**Important** - Students are required to complete the dates of employment specified on the Internship Placement Understanding Form and are not permitted to leave an internship before the specified end date without written permission from the Organization Supervisor and the University Supervisor.

## **How is my Internship Grade Determined?**

The University Supervisor will assign your final (letter) grade. Several factors will be used to arrive at the grade, including:

1. **Academic Assignments:** Were your assignments submitted promptly each week? Were they completed in enough detail that the University Supervisor had a thorough understanding of what you were doing, what you learned, and the quality of your work? Did you include tangible examples to support your ideas? Were the documents submitted in a professional manner, with attention to detail and delivery? Did you do anything to show that you clearly went above and beyond expectations?
2. **Organization Supervisor's Evaluations:** Your supervisor will make a recommendation for your grade through the mid-term and final evaluation forms. This will weigh heavily on how your grade is assigned but does not supersede academic assignments. Particular attention will be paid to the comments provided by your supervisor, improvement over the course of the semester, and whether you did anything to show that you clearly went above and beyond expectations.
3. **Personal Contact with the Supervisor:** The University Supervisor may discuss your performance with your organization supervisor by phone or during a site visit.
4. **Documents Received on Time:** All assignments must be submitted to the University Supervisor in a timely manner. Contact your supervisor and ask for clarification if you have any questions regarding due dates. Your Supervisor Final Evaluation, Final Paper, and Student Evaluation of Internship Site must be received by the University Supervisor in time to process your grade for graduation. It is your responsibility to see that they arrive by the specified due dates.

## What Happens if there is a Problem on my Internship?

If the internship organization supervisor is dissatisfied with the performance of an intern and terminates the internship prior to the end of the experience, the University Supervisor has two options. If there is evidence that the organization's supervisor was justified in the termination of the internship, the student will be assigned a grade of "F" for the internship. Acts that would justify termination include, but are not limited to, persistent tardiness or absences, inability to get along with the supervisor or staff, poor quality work, and failure to adjust to the work environment.

If the organization supervisor does not appear to be justified in termination of the internship, the RTM Internship Supervisor will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester.

**Important Note:** If you experience problems during the internship that prevent or discourage you from executing assigned internship duties, communicate them immediately to both your Organization Supervisor and the University Supervisor. It is important to stay in touch with us.

## What Next?

### When Should I Start Looking for a Permanent Job?

Finding a job always takes time, frequently as long as several months. For that reason, the student would be wise to begin a serious job search while at the internship site. It is always a good policy to maintain contact with people from your University, as well as people you meet in the field. Stay in touch with the Recreation and Tourism Management faculty as you begin your job search.

### Should I Consider a Graduate Degree?

Although a Master's Degree is not a requirement in most areas of Recreation and Tourism Management, more preparation can certainly be to your advantage. Students who qualify for graduate school should consider it and are encouraged to consult with RTM faculty for additional information.

Students should be aware that admission to graduate school is not automatic. Minimum requirements vary from one institution to another but typically require at least a 2.75 GPA and an acceptable score on the Graduate Record Examination (GRE).

# SECTION V

# APPENDICES

# APPENDIX A

## Pre-Internship Forms



**STUDENT'S NAME:** \_\_\_\_\_

**EMPHASIS AREA:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**SITE TELEPHONE:** \_\_\_\_\_

**SITE EMAIL:** \_\_\_\_\_

[illegible]

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**This information must also be submitted online.**

**Recreation and Tourism Management Program  
Internship Information Form**

Name: \_\_\_\_\_ Eagle ID# \_\_\_\_\_  
Last First M

**Cell Phone** (at which you can be called during the internship) Area Code & Number: \_\_\_\_\_

**Land Line** (your internship residence or someone via whom we contact you)

Area Code & Phone Number: \_\_\_\_\_ Who Will Answer this #?: \_\_\_\_\_

Permanent Mailing Address: \_\_\_\_\_

\_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Term You Expect to Graduate: Fall Spring Summer Year: \_\_\_\_\_

Official Name and Complete Mailing Address of your Internship Organization:

\_\_\_\_\_

\_\_\_\_\_

Name and Title of your Internship Organization Supervisor:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

His/Her Business Address if different from above:

\_\_\_\_\_

\_\_\_\_\_

Supervisor's Office Area Code & Phone Number: \_\_\_\_\_

Supervisor's Area Code & Fax Number: \_\_\_\_\_

Supervisor's E-Mail Address: \_\_\_\_\_

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## OFF-CAMPUS STUDENT PARTICIPATION AGREEMENT

[THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING.]

I, \_\_\_\_\_, hereby acknowledge my awareness that participation in an off-campus internship or applied learning experience arranged through Georgia Southern University's School of Human Ecology (SHE)—Recreation and Tourism Management Program may expose me to a risk of property damage and bodily or personal injury, including injury that may prove fatal, to others or myself. I hereby assume any and all such risk. For the sole consideration of the University's SHE—Recreation and Tourism Management Program arranging for my participation in an off-campus internship or applied learning experience at \_\_\_\_\_, I hereby release and forever discharge Georgia Southern University, the Board of Regents of the University System of Georgia, their members individually and their officers, agents and employees from any and all liability, claims, demands, rights, and causes of action of whatever kind, arising from or by reason of any connected with my participation in the above-referenced off-campus internship or applied learning experience. I understand that acceptance of this signed *Off-Campus Student Participation Agreement* by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the off-campus facility. I understand that I shall not be deemed to be employed by, or to be an agent or servant of, the Board of Regents, Georgia Southern University, or the off-campus facility for any services I provide during the internship and that I will not receive monetary compensation for such services.

I have read and understand the above *Off-Campus Student Participation Agreement* and I agree that it binds my heirs, executors, administrators, assigns, as well as myself. I have freely and voluntarily signed this *Agreement*.

\_\_\_\_\_  
Signature of student participant

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of parent or guardian,  
if student is under 18 years old.

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## INTERN PLACEMENT UNDERSTANDING FORM

**School of Human Ecology—Recreation and Tourism Management Program  
College of Health and Human Sciences  
Georgia Southern University**

This is to certify that \_\_\_\_\_ has been accepted as an intern student with the following organization\_\_\_\_\_.

It is understood that he/she is expected to work a minimum of 40 clock hours per week:

Beginning\_\_\_\_\_, 20\_\_\_\_ and ending\_\_\_\_\_, 20\_\_\_\_\_.

### **Nature of the Understanding**

- The University Internship Supervisor, Organization Supervisor, and the Student agree that the above named student will perform his or her internship at the above named internship site for the period specified above.
- The student will register at Georgia Southern University to receive 12 credit hours for the internship. The student is neither an employee nor an agent of Georgia Southern University.
- The student will work the equivalent of a 40-hour week for a minimum period of 15 weeks for a Fall or Spring semester internship, and 12 weeks for a Summer semester internship.
- The Organization Internship Supervisor will supervise and perform a midterm and final evaluation of the student's performance (appropriate forms will be provided by the student).
- The University Supervisor will provide assistance as requested by the student and/or the Organization Supervisor. The University Supervisor will assign the final grade for the internship experience.

Student Signature:\_\_\_\_\_ Date: \_\_\_\_\_

Organization Supervisor Signature:\_\_\_\_\_ Date: \_\_\_\_\_

University Supervisor Signature:\_\_\_\_\_ Date: \_\_\_\_\_

**This form must be returned to Dr. John Peden, University Internship Supervisor, POB 8057, Georgia Southern University, Statesboro, GA 30460-8057. Questions can be directed to Dr. Peden at [jpeden@georgiasouthern.edu](mailto:jpeden@georgiasouthern.edu) or 912.478.5684 (Office), 912.478.5594 (Fax).**

# APPENDIX B

## Internship Forms

# SUPERVISOR MID-TERM EVALUATION

*This form can be faxed or emailed as a pdf document. The intern will provide contact information for the appropriate faculty supervisor.*

INSTRUCTIONS: The Supervisor should evaluate the intern objectively. Consider the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with others of comparable academic level performing similar tasks.

Student\_\_\_\_\_

Supervisor\_\_\_\_\_

Internship Site\_\_\_\_\_

Date\_\_\_\_\_

\*\*\*\*\*

1 = Very Poor  
2 = Poor  
3 = About Average  
4 = Good  
5 = Excellent  
NA = Not Applicable

## Work Habits

Punctual: NA 1 2 3 4 5  
Work is completed on time: NA 1 2 3 4 5  
Finds work to do: NA 1 2 3 4 5  
Takes initiative: NA 1 2 3 4 5  
Gets it right the first time: NA 1 2 3 4 5  
Dependable & responsible: NA 1 2 3 4 5  
Finishes tasks w/o prodding: NA 1 2 3 4 5

## Abilities

Uses good judgment: NA 1 2 3 4 5  
Shows creativity: NA 1 2 3 4 5  
Exhibits problem solving skills: NA 1 2 3 4 5  
Makes good decisions: NA 1 2 3 4 5  
Catches on & learns quickly: NA 1 2 3 4 5  
Organizes tasks efficiently: NA 1 2 3 4 5  
Exhibits leadership quality: NA 1 2 3 4 5

## Communication

Communicates ideas effectively: NA 1 2 3 4 5  
Speaks effectively before groups: NA 1 2 3 4 5  
Writes effectively: NA 1 2 3 4 5

## Professionalism

Appropriate appearance/dress: NA 1 2 3 4 5  
Professional behavior: NA 1 2 3 4 5  
Professional attitude: NA 1 2 3 4 5  
Strong interest in learning: NA 1 2 3 4 5

## Personality

Exhibits enthusiasm: NA 1 2 3 4 5  
Demonstrates self-confidence: NA 1 2 3 4 5  
Understands personal limitations: NA 1 2 3 4 5

## Relationships

Gets along with co-workers: NA 1 2 3 4 5  
Gets along with superiors: NA 1 2 3 4 5  
Interacts well with the public: NA 1 2 3 4 5  
Accepts authority: NA 1 2 3 4 5  
Accepts criticism/suggestions: NA 1 2 3 4 5

\*\*\*\*\*

## Overall Performance

1 2 3 4 5

\*\*\*\*\*

## Recommended Grade

A B C D F

\*\*\*\*\*

Comments on Student Performance\_\_\_\_\_

Areas to Improve\_\_\_\_\_

Strengths\_\_\_\_\_

Did you discuss this report with the intern? Yes No

# SUPERVISOR FINAL EVALUATION

*This form can be faxed or emailed as a pdf document. The intern will provide contact information for the appropriate faculty supervisor.*

INSTRUCTIONS: The Supervisor should evaluate the intern objectively. Consider the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with others of comparable academic level performing similar tasks.

Student \_\_\_\_\_

Supervisor \_\_\_\_\_

Internship Site \_\_\_\_\_

Date \_\_\_\_\_

\*\*\*\*\*

1 = Very Poor  
2 = Poor  
3 = About Average  
4 = Good  
5 = Excellent  
NA = Not applicable

## Work Habits

Punctual:	NA 1 2 3 4 5
Work is completed on time:	NA 1 2 3 4 5
Finds work to do:	NA 1 2 3 4 5
Takes initiative:	NA 1 2 3 4 5
Gets it right the first time:	NA 1 2 3 4 5
Dependable & responsible:	NA 1 2 3 4 5
Finishes task w/o prodding:	NA 1 2 3 4 5

## Abilities

Use good judgment:	NA 1 2 3 4 5
Shows creativity:	NA 1 2 3 4 5
Exhibits problem solving skills:	NA 1 2 3 4 5
Makes good decisions:	NA 1 2 3 4 5
Catches on & learns quickly:	NA 1 2 3 4 5
Organizes tasks efficiently:	NA 1 2 3 4 5
Exhibits leadership ability:	NA 1 2 3 4 5

## Communication

Communicates ideas effectively:	NA 1 2 3 4 5
Speaks effectively before groups:	NA 1 2 3 4 5
Writes effectively:	NA 1 2 3 4 5

## Professionalism

Appropriate appearance/dress:	NA 1 2 3 4 5
Professional behavior:	NA 1 2 3 4 5
Professional attitude:	NA 1 2 3 4 5
Strong interest in learning:	NA 1 2 3 4 5

## Personality

Exhibits enthusiasm:	NA 1 2 3 4 5
Demonstrates self-confidence:	NA 1 2 3 4 5
Understands personal limitations:	NA 1 2 3 4 5

## Relationships

Gets along with co-workers:	NA 1 2 3 4 5
Gets along with superiors:	NA 1 2 3 4 5
Interacts well with the public:	NA 1 2 3 4 5
Accepts authority:	NA 1 2 3 4 5
Accepts criticism/suggestions:	NA 1 2 3 4 5

\*\*\*\*\*

## Overall Performance

1 2 3 4 5

\*\*\*\*\*

## Recommended Grade

A B C D F

\*\*\*\*\*

Areas to Improve \_\_\_\_\_

\_\_\_\_\_

Strengths \_\_\_\_\_

\_\_\_\_\_

Did you discuss this report with the intern?

Yes      No

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## STUDENT FINAL EVALUATION REPORT RTM INTERNSHIP

A space is provided to write a statement about your rating after each question. This evaluation is to be submitted with the Final Reflection Paper.

Rate performance: 1 = Poor; 2 = Unsatisfactory; 3 = Satisfactory; 4 = Good; 5 = Excellent

1. The quality of the orientation I received at my organization was ... 1 2 3 4 5  
Comments:

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2. The quality of learning that I received at my organization was ... 1 2 3 4 5  
Comments:

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3. The quality of the work experience at my organization was .... 1 2 3 4 5  
Comments:

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4. The quality of instructional meetings with my organization supervisor was... 1 2 3 4 5  
Comments:

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5. The quality of the communication with my organization supervisor(s) was... 1 2 3 4 5  
Comments:

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6. Would you recommend this internship site to other students? Yes No Depends  
Comments:

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7. Additional comments regarding the site, supervisor(s), or experience in general.

Name of Organization & Supervisor \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_