

**University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management**

INTERNSHIP PROPOSAL

Complete the form below, attaching additional responses when required. Questions must be answered in full sentences, and clarification and/or additional information must be given when necessary. Your responses (including this page) **MUST BE TYPED** and presented as a formal report. **This proposal and the 13 week plan must be approved prior to making commitments (verbal or written) to intern at an agency.**

Name: _____ UFID #: _____

Local Address: _____

Permanent Address: _____

Phone: _____ UF E-mail: _____

Option Area: _____

Semester of Internship: _____

Name of Internship Site: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Internship Supervisor: _____

Supervisor's Job Title: _____

Degree: _____ University granting degree: _____

Years in current position: _____ Years of prior experience: _____

Directions: Please have the site supervisor complete the following questions regarding work hours.

How many hours is the intern expected to work in a typical week? _____

What percentage of the work will require physical labor? _____

What percentage of the intern's work hours will be non-traditional? _____

Please check all that apply: early morning late evening weekends holidays

Additional comments: _____

Supervisor signature: _____

Directions: Type the following 5 questions and your responses on a separate page(s) and attach to this form.

1. Description of the agency.
2. What are your 10 goals for the internship? List five general goals and five measurable goals.
3. Why do you think this internship site will help you meet your goals? Give specific examples from your interview and from the 13 week plan.
4. Do you have any reservations at all regarding this internship? (Location, personalities, living arrangements, expectations, etc.)
5. What can you contribute to the agency?

Directions: Check your answer to the following questions. Attach additional comments if necessary.

- How did you interview with the agency? by phone by personal interview
- Have you ever visited the agency? Yes No
- Did you provide the agency a copy of your goals? Yes No
- Will this internship be a paid opportunity? Yes No
- Does the agency require personal accident insurance? Yes No
- Does the agency require an Affiliation Agreement Form from UF? Yes No
- Have you attached the agency's 13 week plan? Yes No
- Does the agency require an application before approving you to intern? Yes No
- Do you understand that you cannot make a verbal or written commitment to this agency until you have departmental approval? Yes No

STUDENT: *"I have answered all of the above statements honestly."*

Signature and Date

AGENCY SUPERVISOR:

_____ The agency supervisor will inform the student of any known risk or safety issues
Initial surrounding his or her work environment.

_____ The agency supervisor has reviewed the students internship goals and will do
Initial their best to assist the student in attaining these goals.

_____ The agency supervisor has worked with the student to develop a 13 week plan
Initial that meets the needs of both the internship site and the student.

"I agree with the above proposal." _____ Signature and Date

Do you understand that this internship requires the approval of the TRSM Department before it can be finalized? Yes No

Please note: Once paperwork has been approved by TRSM and signed by site leadership, the student will be required to secure a written release from the site if they seek to switch internship sites. Because we seek to maintain positive and ongoing relationships with the approved sites, switching sites after the paperwork has been prepared requires Department Chair approval. You are encouraged to consider several sites, but should not seek approval until you are sure the site best meets your objectives and educational goals.