

Frequently Asked Questions

Concerning The Internship Program

Where May A Student Intern?

A student, upon completing all requirements for internship, may intern at any approved agency in the world. New and International internships will be evaluated upon request.

Every effort is made to provide a variety of potential internship sites. In addition to the existing approved sites, the University will consider any agency that meets the following criteria:

- Is willing and able to invest the time, talent, and effort necessary to provide an optimal learning experience for the student intern
- Has sufficient professional and supervisory staff capable of teaching, challenging, and modeling in a cooperative atmosphere.
- Is significantly engaged in delivering leisure services.
- Provides adequate access to resources necessary for conducting the educational experience.
- Provides for an adequate orientation program for the student and conducts regular evaluation, instruction, and information sessions with the student intern.
- Offers a range of programs and services that relate to the student's professional development and learning objectives.
- Accepts the student as a contributing member of the staff.

NOTE: In determining duties, assignments and experiences, it is critical that the internship is, above all else, a ***learning experience*** for the student and should not be thought of as a job.

What Qualifications Should My Supervisor Have?

Agency supervisors should have one of the following:

- four year degree from an accredited college/university and a minimum of two years supervisory and/or administrative experience.
- OR
- masters degree from an accredited college/university and a minimum of one year supervisory and/or administrative experience.

Agency supervisors should be willing to provide guidance and direction during the internship experience, to facilitate accomplishment of the student's internship goals and objectives, and to submit required evaluation reports to appropriate university personnel.

How Long Is The Internship?

At the University of Florida the internship shall be:

- a minimum of 40 hours per week.
- a minimum of thirteen (13) weeks for Fall, Spring or Summer semester.
- Beginning no later than the first day of the term.

The internship period shall correspond to the University of Florida semester calendar. Internships begin on the first day of class and end on the last day of class. Students do not get time off for university holidays, "spring break," etc. while interning. Students are expected to follow the rules, regulations, policies, and work schedule of the agency.

What Are The Experiential Goals Of An Internship?

Internship is a complete learning experience. The intern should gain experiences in several different aspects of an agency including but not limited to: observing, reporting, participating, leading, assisting, supervising, and managing. Of particular importance are the following areas:

- Programming - publicity, planning, operation, evaluation.
- Agency Research - design, implementation, evaluation, conduct.
- Professional Development - conferences, writing articles, advocacy, code of ethics.
- General Administration - financial management, budget analysis techniques, record keeping.
- Personnel Practices - job description, staff evaluation, hiring.
- Planning - goal setting, policy and procedures, efficiency measures.
- Maintenance - materials, work schedules, equipment, indoor/outdoor areas and facilities.
- Leadership - program, staff, community, direct client service.
- Facility Design and Development - specifications, cooperation with other professionals, model development innovation.
- Public Relations - client involvement, interagency coordination and cooperation, publicity, speaking, reporting, marketing, promotion.

A combination of these areas should provide the student with a total exposure to all phases of the agency.

What Are The Agency's Responsibilities?

The agency supervisor serves as an agency-based teacher offering instruction and supervision to the intern by utilizing the agency's operation to further the student's professional competence. The agency supervisor will be responsible for the following:

- Providing fully qualified supervision.
- Challenging the student with meaningful learning experiences which meet both the student's and agency's needs.
- Designing learning experiences and assignments with the student.
- Informing the student of all personnel policies and procedures.
- Interpreting the leisure services internship program to the agency board or controlling authority of the agency.
- Monitoring the student to protect and enhance the quality of the agency's services as well as the student's well-being while affiliated with the agency.
- Scheduling periodic conferences with the student to discuss schedules, work performance and future assignments.
- Evaluating and reviewing the student's performance and submitting the results to the university supervisor. Tri-weekly reports and a midterm evaluation are required. Forms are provided by the university.
- Providing the student reasonable freedom to participate in staff meetings, activities, projects and programs.
- Assisting the student in determining a program or project for which s/he will be responsible for planning, conducting and evaluating.

What Are The Student's Responsibilities?

- Accept and adhere to agency and university rules and regulations governing the internship.
- Become an integral, responsible, loyal and participating member of the agency staff.
- Set mutually satisfactory, feasible goals and objectives with the agency supervisor.
- Conduct her/himself professionally and personably at all times in contact with staff and clientele.
- Complete all academic responsibilities (reports and evaluations) on time and to the best of her/his ability.
- Strive toward higher levels of personal and professional growth and fulfillment.
- Use the agency supervisor as a model of appropriate behavior and dress.

What Are The University's Responsibilities?

- Set the climate and philosophy which facilitate student and agency interaction.

- Set goals and objectives for the internship based on input from faculty, students and practitioners.
- Maintain a curriculum which prepares the student for the internship.
- Assist the student in identifying, evaluating, and selecting an internship site.
- Determine when a student is ready for the internship.
- Orient the student and the agency supervisor prior to the internship.
- Administer all forms necessary to the maintenance of the internship system.
- Determine the procedures by which the internship will be administered.
- Develop and supervise a system by which the student's progress will be evaluated.
- Facilitate supervisory conferences between the student, the agency, supervisor, and the faculty member.

How Many Students May Intern At One Agency?

The department policy allows one student per agency for any given semester. The exception to this policy is that if an agency offers a variety of internships, one student per internship may be allowed. Different internships imply:

- different agency supervisor
- different semester plans
- different internship goals
- being offered from different departments within the agency