

POLICIES AND PROCEDURES

Students planning to enroll in LEI 4940, Internship in Leisure Services, must submit an internship proposal to the internship coordinator for approval. The coordinator will evaluate the proposal on the following criteria: Complete and accurate information; adherence to Departmental Policies and Requirements; appropriate documentation when required; a 13 week plan outlining the intern experience with the following components-

- departmental expectations
- student goals
- what the agency offers

Eligibility Requirements

Prior to registering for LEI 4940 students must:

- have successfully completed all required course work;
- have maintained a 2.0 or better cumulative grade point average in overall and upper division course work;
- have maintained a 2.0 or better cumulative grade point average in recreation core courses;
- have turned in and had approved all forms and documentation required for internship (see appendices).

Credits

Students who enroll in LEI 4940 must register for fifteen (15) credit hours.

Time Schedule

The internship must parallel the university calendar. Fall, Spring and Summer semesters require a minimum of 520 clock hours, or 40 hours per week for thirteen (13) weeks.

Internship begins on the first day of class for the semester and ends on the last day of class for the semester. Internship may not be started early or finished late. Any exception must be cleared with the Chair of the Department and the Internship Coordinator. If graduation is scheduled the day after classes end, you may, if it is acceptable with your agency supervisor, work eight hours overtime prior to the last two days of class and finish one day early. This arrangement should be made in writing with your agency supervisor early in the semester and sent to your university supervisor. A statement to this effect can be made on the bi-weekly report and signed by your agency supervisor.

Interns are expected to conform to the work and holiday schedule of the agency at which they are interning.

Professional Liability Insurance

As a requirement for the Department of Tourism, Recreation, and Sport Management students must show proof of professional liability insurance (\$ 1,000,000) one million dollars of coverage.

Criteria for Agency Selection

General criteria are set forth in section "Where May A Student Intern?" **In addition, the agency must be different than where the student completed LEI 3921, Field Experience, and students may not intern at a place of previous or current employment.** The internship must reflect the student's option area of study.

General Procedures for Placement

Students must adhere to the following procedures as they go through the placement process:

- Complete graduation clearance with TRSM advisor.
- Develop internship goals.
- Develop a time-line for securing an internship.
- Prepare a resume.
- Identify seven agencies which you would consider appropriate for your internship. Internship resource files are maintained in the academic advising office to assist you in this process.
- Contact at least three agencies that you would consider appropriate for your internship by phone or email.
- Email a letter of application to the agencies in which you have an interest.
- Apply for Professional Liability Insurance.
- Have picture taken for your internship packet.
- Update First Aid and CPR. These certifications must be current through ending date of your internship.
- Submit Proposal for Internship Form for approval to internship coordinator. This proposal must have a 13 week internship plan attached which meets your internship goals.
- Review your degree audit with the academic advisor.
- Contact the internship coordinator for the decision regarding your site.
- Only one student per site is permitted by the department.
- Turn in signed Verification Form.
- Verify your completed internship packet is complete and that you are approved for your internship.

Note: A completed internship packet includes the following:

Internship goals

13 week plan signed by you and your agency supervisor

First Aid / CPR certification

\$1,000,000 of Liability Insurance

Health Insurance Disclaimer

Digital photo taken by TRSM secretary

Graduation Check signed by Advisor

Keep a copy of all information for your files.

Required Reports

Tri-Weekly Reports: This form is to be completed every three weeks by your agency supervisor. It must be mailed or scanned and emailed as a PDF file (do not fax) to your university supervisor according to the time schedule set for the semester in which you are interning. You must access the website to find out who your University supervisor is no later than the first week of your internship. These reports are crucial to the evaluation of your internship experience. Please make sure that your agency supervisor is submitting them in a timely manner.

You are required to maintain contact with your university supervisor at least every two weeks to apprise him/her of your progress. Some supervisors may require weekly communication.

Midterm Evaluation of Internship: There is a Student Midterm Evaluation of Internship and an Agency Supervisor Midterm Evaluation of Student Intern (Appendices D & E). These forms must be completed and submitted to your university supervisor at the end of the fifth week for the Summer internship and at the end of the seventh week for the Fall or Spring internship. The agency supervisor completes Appendix E and discusses it with you, the intern. You complete Appendix D and submit it to your university supervisor. It is your responsibility to provide your agency supervisor with Appendix E so that he/she may return it on time.

Final Evaluation Form: The agency supervisor must complete this form (Appendix F) and submit it to your university supervisor during your last week of internship. It is your responsibility to provide your agency supervisor with the form and check to be sure it has been mailed to your university supervisor in a timely manner. Your internship grade depends on this form being turned in.

Grading Procedures

LEI 4940 is graded on a Satisfactory/Unsatisfactory basis. The grade is assigned by your university supervisor. The student's final grade for the internship experience will be based upon the following: tri-weekly reports, midterm reports and agency supervisor's final evaluation.