

RECREATION MANAGEMENT

# Internship Manual

## Internship Coordinator

**Dr. Brenda Wiggins:** [bwiggins@gmu.edu](mailto:bwiggins@gmu.edu)

*E-mail:* [recfield@gmu.edu](mailto:recfield@gmu.edu)

*Phone:* 703-993-2068



College of Education and Human Development

**SCHOOL OF SPORT, RECREATION,  
AND TOURISM MANAGEMENT**

George Mason University®



# RMGT Internship Manual

This manual is designed to provide an overview of the internship experience in the Recreation Management (RECMGT) program. The following sections outline the purpose, requirements and responsibilities of all parties involved with the internship experience.

## 1. Purpose, Objectives and Definitions

The Recreation Management (RMGT) internship provides practical experience in an approved, student-selected volunteer or paid setting. The internship is a general education capstone course, which provides students practical opportunities to apply what has been learned during their undergraduate career. This 12-credit course includes 400 or 560 hours of supervised practical experience for Parks and Outdoor Recreation (POR) and Individualized Concentration (IND) interns, and 560 hours for Therapeutic Recreation (TR) interns. TR interns are supervised by a current Certified Therapeutic Recreation Specialist (CTRS). The internship is usually completed as the last course in the RMGT program.

The internship is a structured and supervised, work experience that may be paid or voluntary and takes place at a variety of public, private, semi-private, clinical, or not-for-profit agencies. It involves a three-way partnership agreement among Mason, an approved site, and the student.

During the internship, the student receives professional preparation coordinated by a university (Faculty) Supervisor in addition to direction from a qualified Site Supervisor. The internship provides industry specific opportunities for student participation, organization, and administration.

By the end of the internship students should be able to:

1. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, and staff relations);
3. Practice decision-making and problem-solving skills through the formulation, evaluation and implementation of alternative solutions to problems and issues;
4. Attend or participate in professional board and committee meetings, conferences, hearings, state meetings, training sessions and workshops in order to acquire practical career enhancing skills;
5. Describe and evaluate the overall agency/company organizational structure and its management philosophy (or corporate culture) and clientele base, as well as the agency's relative position to other local, national and/or global competition in the market place;
6. Assess personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting;
7. Set personal objectives for a career in Recreation Management utilizing both personal assessment and evaluation by the academic institution and the internship agency; and
8. Compile a list of industry professionals that can be used when seeking full-time employment.

The following terms describe the parties involved in the internship experience and are used throughout this manual:

- a. Intern is the student registered for the capstone course and completing the assignments required.
- b. Internship Coordinator is a designated faculty member that prepares the student for the internship experience, communicates with various sites seeking Mason interns, and coordinates with Faculty supervisor to monitor intern's progress during the internship.
- c. Faculty Supervisor is the instructor of record for the internship course, responsible for remotely monitoring student progress during the internship, conducting a site visit, and submitting the final grade, among other roles.

- d. *Site Supervisor* is the individual at the approved internship location responsible for monitoring and supervising the intern throughout the program. This person may offer advice, instruction, and supervision, typical of that provided for a young professional in the industry. This person will also assess the intern's competencies at the mid-point and conclusion of the experience that will inform the final grade.

## 2. Benefits

**Interns** benefit from the internship experience by having the opportunity to synthesize their classroom knowledge into real world experiences. This experiential learning allows the student to be better prepared and more marketable for the current job market demands. They have support from their Internship Coordinator, university and Site Supervisors to learn how to negotiate the challenges faced by young professionals. This experience affords students the opportunity to evaluate their strengths and weaknesses and assess their future employment aspirations.

The Mason RMGT program recognizes the benefits of an academically sound internship program, and thus focuses on the provision and utilization of feedback from the Site Supervisor and the intern in the continuing evaluation of the curriculum. The program aims to produce well prepared students by integrating the theoretical and practical experiences of their given industry of choice.

**Sites** that provide internship opportunities benefit from the partnership with Mason to develop our future professionals. These interns can integrate with professional staff to promote the overall learning experience, as they (the interns) bring a different set of skills, knowledge base, and perspective to the job. It also provides site personnel the opportunity to evaluate the effectiveness of their in-house training programs or other services based on feedback from interns. Interns become familiar with an organization's culture and work, and establish close working relationships with current employees. This makes them ideal candidates for any future career vacancies.

## 3. Expectations of Internship Program Experience

Students should examine the internship course syllabus for specific requirements. In general, each intern is required to work full-time at an approved internship site averaging 30-40 hours per week (for the Fall and Spring semesters) and 40 hours per week only (during the Summer semester), for a minimum of 400 or 560 total hours of professional practice over a period of 10 to 15 weeks (10 weeks only in the Summer). By the end of their internship experience students should have a better understanding and appreciation of the role, duties, and responsibilities of a professional in their chosen field.

The intern is expected to assume a wide range of responsibilities:

- **Participation** – An intern should be given the opportunity to observe the intricacies of the internal and external working relationships of the site. In addition, interns should be allowed to participate in site committee meetings, conferences, and workshops to gain a better understanding of their chosen concentration.
- **Organization** – The intern should participate in any appropriate experiences relevant to the site; such as organizing events, evaluation of programs, and analysis of data. The site supervisor is encouraged to assign the intern an active leadership role in special projects. Usually, the intern observes and assists until he or she is acquainted with the staff, clientele, policies and procedures, organizational patterns, facilities and equipment, and rules and regulations. The intern should gradually assume increasing responsibility and eventually be solely responsible for his/her own special project.
- **Administration** – The site should provide the intern with practical experience employing routine administrative skills, techniques, and practices. Interns should gain experience in a variety of site operations (e.g., accounting and record-keeping, event management, facility operation, maintenance procedures, planning, program development, public relations, research, marketing, risk management, and human resources) as appropriate.

## 4. Student Eligibility

To register for the internship course (RMGT 490), students must:

- 1) Be declared RMGT majors
- 2) Have completed 90 credits, and passed all Mason Core and Concentration coursework
- 3) Attend the Mandatory Internship Meeting These pre-requisites are listed in the Registrar's Office Catalog Description. All prospective interns should review this internship manual and refer to the Instructions (Appx.1). This form provides interns with step-by-step directions on what they will need to do to fulfill all the course requirements associated with the internship experience.

It is recommended that students schedule the internship experience as the last course of their academic program. This ensures eligibility and qualifies this course as a capstone experience. Prospective interns must confirm their eligibility by completing the *Eligibility Form* (Appx. 2), which requires approval from the Internship Coordinator. Because the internship is a controlled course, students will not be permitted to register until all required paperwork (Appendices 2, 3, 4, and 5) has been submitted and approved. An override will be granted to allow students to register for the course.

Since the intern will be working full-time at the approved internship site, he or she will be limited to taking no more than one course (of up to 3 credits) concurrently with the internship. However, this must be approved by the internship coordinator before the internship is initiated, and will be addressed on a strictly case-by-case basis.

The internship course is designed to be taken last and independently so the student is able to make the most of this learning experience. Placing the internship last, and by itself, also allows students to travel and complete the internship experience anywhere in the world.

#### **490 Accommodations**

If you believe you need ADA accommodations during your field placement and/or internship experience, please contact Mason's Disability Services office (DS). Specific accommodations for fieldwork and internships may be different than academic accommodations; however, like academic accommodations, they are not retroactive. Connecting with DS is a student-initiated interactive process. DS will collaborate with the department and possibly the placement site to provide reasonable accommodations that are individualized and based on documentation, functional limitations, and a collaborative assessment of needs. For more information, please refer to the Disability Services website: <https://ds.gmu.edu/field-placement/>.

#### **Start and End Dates**

**\*\*\*Students must complete all 400 or 560 hours during the semester in which they register for the course.**

#### **Mandatory Internship Meeting**

- Attend **mandatory** Internship Meeting before registering for RMGT 490.
- **Note:** Failure to attend the **mandatory** Internship Meeting will make students ineligible to complete their internship during the applicable semester. Details for the sessions, are announced through the Recreation Monthly newsletter. If you do not receive the newsletter, contact us at [bwiggins@gmu.edu](mailto:bwiggins@gmu.edu).

#### **Deadlines**

- **Spring Internship:** You must attend the Mandatory Internship Meeting in the preceding **Fall** semester.
- **Summer Internship:** You must attend the Mandatory Internship Meeting in the preceding **Spring** semester.
- **Fall Semester:** You must attend the Mandatory Internship Meeting in the preceding **Spring** semester.

## **5. Site Selection**

Although the Internship Coordinator and/or faculty may offer advice, guidance, or placement suggestions, students are responsible for seeking out their own internship positions. Students should begin searching for possible internships several months prior to their chosen internship semester. This allows ample time for the application/interview process, and a thoughtful selection.

The site selection process typically entails:

- Searching for sites using all available resources (e.g. Internship Coordinator, faculty, University Career Services, Recreation Monthly).
- Following the application and interview processes specified by individual sites. It is typical for a student to apply to 3-5 different sites.
- Obtaining the internship coordinator's approval to apply if student previously worked or interned at the site, and wants to apply this site towards the internship experience. The student must justify in writing how this site can provide further learning opportunities beyond what has already been experienced.
- Submitting official job descriptions from all prospective sites for approval by the Internship Coordinator, before any offer is accepted by student.

### Official Job Description

An official job description needs to be submitted to the Internship Coordinator for approval **before** any internship offer is accepted by a student, AND **before** any paperwork will be accepted by the Internship Coordinator.

**\*Note you cannot complete our internship at the same site as your practicum.**

## 6. Requirements and Grading

The Faculty Supervisor assigns the Satisfactory/Unsatisfactory grade based on the intern meeting **all** the following requirements:

- Attending/completing **mandatory** Internship Meeting or complying with other arrangements such as telephone conferencing and/or Canvas assignments.
- Working full-time at an approved site for a minimum of 400 (POR and IND) or 560 (TR) hours of professional practice for 30-40 hours weekly.
- Completing *Weekly Progress Reports* (Appx. 9) every Monday, by 11:59 p.m.
- Developing and completing a *Special Project Proposal* (Appx. 8) in cooperation with the Site Supervisor. Signed proposals must be submitted to the Faculty Supervisor for approval no later than the 100<sup>th</sup> hour.
- Submitting signed copies of the *Midpoint Performance Evaluation* (Appx. 7) completed by the Site Supervisor at the mid-point of the internship, immediately after 200 (POR and IND) or 280 (TR) hours have been completed. Site Supervisor submits to [recfield@gmu.edu](mailto:recfield@gmu.edu), intern submits via Canvas.
- Meeting with the site supervisor and the Faculty Supervisor during a mandatory site visit at the internship site. Alternative arrangements will be made for those interns based outside the Washington, D.C. metropolitan area. The intern is responsible for scheduling this visit immediately after 200 or 280 hours have been completed AND the Midpoint Evaluation has been submitted to the Faculty Supervisor.
  - Site visits involve a meeting among the student, Site Supervisor, and Faculty Supervisor to discuss:
    - the status of the special project
    - the midpoint evaluation
    - goals for the remainder of the internship
  - If internship is out of the area this will be done via conference call.
- Submitting the *Final Performance Evaluation* (Appx. 7) completed by the Site Supervisor at the end of the internship, immediately after 400 (POR and IND) or 560 (TR) hours have been completed. Site Supervisor submits to [recfield@gmu.edu](mailto:recfield@gmu.edu), intern submits via Canvas.
- Presenting an overview of their internship work experience and special project (See *Portfolio Guidelines*, Appx. 10) at a mandatory faculty presentation attended by all of the current interns, the faculty supervisor, and program faculty. This will occur at the end of the semester. Other arrangements will be made for students completing their internship outside of the Washington, D.C. metropolitan area.
- Submitting an internship portfolio (See Appx. 10) which encapsulates the experience of the internship.
  - Also included in the portfolio will be the *Internship Evaluation* (see Appx. 11) designed to encourage reflection and assessment of the overall internship experience. This will help RMGT faculty evaluate the internship site, supervisors, and the overall internship experience.

## 7. Academic Policies on Registration and Withdrawing

Students must comply with University *Academic Policies* for registering, attending, dropping, or withdrawing from a course as outlined in the University Catalog.

## 8. Responsibilities

### Intern

- **To the Faculty Supervisor**
  - Reading and adhering to all policies and procedures in the *RMGT Internship Manual*, and the *RMGT 490 Syllabus*;
  - Notifying the faculty supervisor as soon as possible, if he/she is unable to complete the internship program, or with any concerns or questions;
    - Checking and responding to his/her Mason e-mail in order to keep abreast of all communication from the Faculty Supervisor within two business days.
- **To the Site Supervisor**
  - Sharing the Internship Manual with Site Supervisor;
  - Informing Site Supervisor of all requirements, as well as student and Site Supervisor responsibilities;
  - Providing contact information (e.g., address, cell phone);
  - Reporting directly to the Site Supervisor for instructions and fulfilling his/her duties as stipulated by their supervisor;
  - Familiarizing and abiding by all site policies and procedures applicable to his/her performance, conduct and behavior;
  - Visiting, observing and participating, as appropriate, in all levels of the site's operations, including meetings, programs, projects and training sessions;
  - Setting mutually satisfactory and feasible performance objectives in consultation with the Site Supervisor since these objectives will constitute a baseline against which the intern's performance is assessed by the Site Supervisor;
  - Providing the site with all necessary paperwork to earn academic credit for the internship experience;
  - Seeking further clarification from the Site Supervisor when encountering tasks or problems that cannot be solved independently;
  - Notifying the Site Supervisor in advance when it is necessary to be absent from work. The intern should also inform the Site Supervisor as soon as possible if they are unable to complete the internship program; and
  - Conforming to the work and holiday schedule of the site at which they are interning.

### Site Supervisor

- **To the intern**
  - Developing an internship position description which exemplifies a capstone requirement with mutually beneficial and rewarding learning experiences for both the participating intern and site;
  - Preparing the site staff for the arrival of the intern, and orienting the intern to the site's history (e.g., organizational chart, philosophy, policies and regulations, administration, programs, and facilities);
  - Interpreting and communicating the aims and outcomes of the internship program to other site personnel which allows the intern to be presented to staff in such a manner to ensure his/her professional status;
  - Allowing the intern, within reason, to observe and participate in site activities, such as meetings, programs, projects and training opportunities so as to obtain a broad and relevant pre-professional work experience;
  - Providing an opportunity for the intern to assume an active role by assigning projects or tasks;
  - Assigning routine administration and management tasks to the intern in order for him/her to gain a greater understanding of the organization's operation;
  - Confering with the intern to select a mutually beneficial required special project for the intern to complete as part of their internship requirement (the special project facilitates the intern's learning experience while making a meaningful contribution to the site);
  - Scheduling regular meetings with the intern to provide consistent and frequent feedback regarding the site's work expectations and intern performance;

- Assessing the intern's performance by completing two evaluations at the mid-point and final completion of work hours; and
- Permitting the intern to attend periodic internship seminars as needed (other arrangements are made for interns interning outside of the area).
- **To the Site Supervisor**
  - Providing resource material describing the internship and site to better inform future interns about internship opportunities;
  - Submitting signed copies of the performance evaluations after discussion and agreement with the intern;
  - Providing an opportunity for a site visit near the mid-point of the internship experience;
  - Communicating, as warranted, regarding any suggestions or concerns about the internship program;
  - Supervising the intern's special project;

### **Internship Coordinator/Faculty Supervisor**

- **General**
  - Ensuring that the university's agreements are finalized by all parties and the original is kept on file;
  - Ensuring that all non-Mason agreements/contracts involving intern placements are reviewed by University Counsel before finalization;
  - Checking that each intern is properly enrolled into an internship course;
  - Marketing the internship program to prospective internship employers and students;
  - Fielding and reviewing queries about the RMGT's internship program from the media, current and prospective sites, and students; and
  - Acting as internship program liaison between the RMGT program and university administrative units (University Counsel, University Career Services, etc.).
- **To the intern**
  - Informing students of the advantages of the internship program within their professional field and counseling them on how to best coordinate the program with their academic timetables;
  - Identifying potential internship placement sites along with relevant resource materials and any specifications regarding particular sites;
  - Orienting potential intern students to important aspects of internship program through seminars and academic advising sessions;
  - Helping students to set realistic learning objectives for their internship;
  - Assuring that students understand the requirements of the internship program as detailed in the RMGT Internship Manual;
  - Providing students with all the necessary documents and forms necessary for successfully completing the internship;
  - Maintaining regular communication with the intern during the internship and responding to weekly reports;
  - Conducting a site visit near the midpoint to the site as arranged by the intern to become better acquainted with the students' internship experience and to discuss with Site Supervisor intern progress through the internship program (alternative arrangements can be made);
  - Holding a **mandatory** Final Internship Presentation for interns to present to faculty;
  - Assessing intern work and assigning a final grade;
  - Reviewing evaluations made by the intern about the RMGT internship program, internship site, site supervision, and overall experience for program improvement purposes; and
  - Disengaging the intern when the university, site and intern agree that a different placement would be in the best interest of the intern.

- **To the Site Supervisor**

- Assisting the Site Supervisor to develop an internship job description that is mutually satisfactory to the site, the intern, and the RMGT program;
- Providing site supervisor with RMGT Internship Manual that highlights internship expectations and responsibilities, as needed;
- Maintaining open communication with the Site Supervisor concerning intern's progress;
- Conducting a visit to meet the supervisor, review student progress, and discuss the continued relationship.

## **9. Removal or Dismissal of Intern**

Every effort should be made by the Faculty Supervisor and the Site Supervisor to support the internship learning process, but on occasion, it may be necessary to either a) remove an intern from one site for reassignment to another site, or 2) dismiss an intern from his/her internship. Because of differing site guidelines and stipulations within the university, each intern case must be considered separately. However, the following paragraphs discuss general guidelines for removal or dismissal.

### **Removal of an Intern by Faculty supervisor from a Site**

Circumstances may arise where it is necessary for the Faculty Supervisor to remove an intern from a particular site, and relocate him/her to another site without academic penalty. These circumstances can include significant violations of terms of engagement on the part of the site, intimations or conflicts between Site Supervisor/personnel and the intern, sexual or other harassments, unsafe working environment, labor-related disruptions, and site bankruptcy or financial exigency. Any of these circumstances may require immediate intervention and/or removal of the intern from the internship.

If an intern is unable to carry out internship duties due to personal reasons (e.g. medical, emotional), all parties will be notified and any appropriate interventions will be employed. This might necessitate removal of the intern from the site placement prior to completion of the 400 or 560 hour requirement. The Faculty Supervisor will convene with the site supervisor to determine a mutually agreed upon course of action that benefits the internship experience while also meeting the site's and university's expectations. These situations are rare and shall be assessed on a case-by-case basis.

### **Intern Request for Removal from a Site**

Circumstances may arise where an intern feels compelled to request removal from a site. The intern cannot initiate any change in internship assignment until the following procedure has been followed:

1. The intern must provide the Faculty Supervisor a written statement outlining reason(s) for removal from the site as soon as possible. The student must meet or phone conference with Faculty Supervisor to discuss and confirm removal reasons.
2. Removal decisions rest with the Faculty Supervisor and the Internship Coordinator who should share removal consideration with the Site Supervisor before making a final decision. If removal is deemed necessary, typically, a two-week resignation notice should be given by the intern to the site.
3. Because the internship is meant to be a long-term experience with one site, the student will restart his/her hours at the new site.

Re-registration for the course, the repayment of tuition, as well as, meeting all the requirements outlined in the manual, Appendices 2-5 and the course syllabus, by the intern, will be required.

**\*\*\*Implications for intent to graduate must be considered and addressed by the intern.**

### **Dismissal of Intern by Site Supervisor**

Termination of a student's internship program by a Site Supervisor is a serious matter and as such, the university expects the Site Supervisor to make immediate contact with the Faculty Supervisor if circumstances arise that could eventually lead to the dismissal of an intern (documentation highlighting these circumstances must be provided). The reasons for the termination should be discussed and understood by the Faculty Supervisor. Possible grounds for dismissal of an intern by a site (and hence termination of the *Experiential Learning Agreement* between the University and site) can include lack of intern responsibility, engagement by the intern in illegal or unethical conduct, and violation of site's policies.

If possible, every effort should be made to reconcile the issues with the understanding that ultimately the site can make the final decision per the *Experiential Learning Agreement*. The Faculty Supervisor will discuss the intern infraction with the Site Supervisor and the intern separately to determine any possible resolutions. In light of a dismissal decision the Faculty Supervisor will determine if the dismissal merits a failing grade.

Students need to remember that if they are dismissed by their site, they will be required to re-register for the course, and repay the tuition for the course, and meet all the requirements as outlined in Appendices 1-5.

Also, students should note that their intent to graduate could be adversely impacted, and it will be up to them to resolve any issues with the Registrar's office.

## 10. Forms

The following forms are located in the appendix section of this manual, can also be accessed via Canvas (when you register for the course), and on the RMGT website:

1. Use the following link: <https://srtm.gmu.edu/recreation-management/>
2. Click on Undergraduate Options
3. Select your concentration
4. Scroll down and click on Current Students
5. Click on Resources
6. Click on Documents and Forms

## Appendix

1. [Internship Instructions](#)
2. [Internship Eligibility Form](#)
3. [Paperwork Checklist Coversheet](#)  
***Students must refer to the check sheet for step-by-step directions on what they will need to do to fulfill the course requirements associated with the internship experience.***
4. [Internship Site Confirmation Form](#)
5. [GMU Experiential Learning Agreement](#)
6. [Weekly Progress Report](#)
7. [Performance Evaluation Midpoint and Final](#)
8. [Special Project Proposal](#)
9. [Rubrics: Weekly report, special project, and portfolio](#)
10. [Portfolio Guidelines](#)
11. [Student Internship Evaluation](#)

**\*\*\*Please contact the Internship Coordinator at ([bwiggins@gmu.edu](mailto:bwiggins@gmu.edu)), with any questions\*\*\***

## INTERNSHIP INSTRUCTIONS

<b>1.</b>	<ul style="list-style-type: none"> <li>▪ Attend <b>mandatory</b> Internship Meeting before registering for RMGT 490. The session will be attended online via Zoom. Eligibility is based on completing all prerequisites. See <a href="#">RMGT 490 syllabus</a>.</li> </ul> <p><b>Note:</b> Failure to complete the <b>mandatory</b> Internship Meeting will make students ineligible to complete their internship during the applicable semester. Details for the session, are announced on Canvas and through the <a href="#">Recreation Management Monthly</a>.</p> <p><b>Deadlines</b></p> <ul style="list-style-type: none"> <li>○ <b>Spring Internship:</b> You must attend the Internship Meeting in the preceding <b>Fall</b> semester.</li> <li>○ <b>Summer Internship:</b> You must attend the Internship Meeting in the preceding <b>Spring</b> semester.</li> <li>○ <b>Fall Internship:</b> You must attend the Internship Meeting in the preceding <b>Spring</b> semester.</li> </ul>
<b>2.</b>	<ul style="list-style-type: none"> <li>▪ Before accepting an internship offer please submit the job descriptions and Internship Eligibility Form (Appendix 2) to <a href="mailto:bwiggins@gmu.edu">bwiggins@gmu.edu</a> for approval by the RMGT Internship Coordinator, Dr. Brenda Wiggins.</li> <li>▪ After receiving approval from Dr. Wiggins, accept the internship offer from your desired site.</li> </ul>
<b>3.</b>	<ul style="list-style-type: none"> <li>▪ Submit the following to RMGT Internship Coordinator after having <b>completely filled out, signed, and dated them:</b> <ol style="list-style-type: none"> <li>1. As <a href="#">1 combined PDF Document</a> <ol style="list-style-type: none"> <li>a. Paperwork Submission Cover Sheet (Appendix 3)</li> <li>b. Site Confirmation Form with <b>accurate start and end dates</b> (Appendix 4)</li> <li>c. Pre-approved internship description</li> <li>d. Experiential Learning Agreement with <b>accurate start/end dates</b> (Appendix 5) as <a href="#">1 separate PDF Doc.*</a></li> </ol> <p><b>Must Include:</b> <b>*All changes made to Appendix 5 by a site <u>must be approved</u> by the GMU legal office</b></p> <ul style="list-style-type: none"> <li>▪ <i>Your signature</i></li> <li>▪ <i>Site supervisor signature</i></li> <li>▪ <i>All pages in the correct order</i></li> </ul> </li> </ol> </li> </ul>
<b>4.</b>	<ul style="list-style-type: none"> <li>▪ Internship Coordinator will <b>approve</b> paperwork and you will be notified to register for the Internship course (RMGT 490).</li> </ul>
<b>5.</b>	<ul style="list-style-type: none"> <li>▪ You can begin the internship <b>only after</b> being notified that the Learning Agreement (Appendix 5) has Dean's approval.</li> </ul> <p><b>*You must review the course Syllabus before you begin your internship.</b></p>
<b>6.</b>	<ul style="list-style-type: none"> <li>▪ Begin submitting weekly progress reports (Appendix 6) via Canvas.</li> </ul>
<b>7.</b>	<ul style="list-style-type: none"> <li>▪ <b>Upon completion of 200 hours (280 hours for TR students)</b> provide site supervisor with <b>Midpoint</b> Performance Assessment (Appendix 7) and ensure it has been submitted via Canvas to your Faculty Supervisor.</li> <li>▪ Then coordinate mandatory Midpoint Visit with the Site Supervisor.</li> </ul>
<b>8.</b>	<ul style="list-style-type: none"> <li>▪ Submit the Special Project proposal (Appendix 8) to your Faculty Supervisor via Canvas as soon as you and the site have decided on a project.</li> </ul>
<b>9.</b>	<ul style="list-style-type: none"> <li>▪ <b>Upon completion of 400 hours (560 hours for TR students)</b> ensure that site supervisor has completed the final evaluation and ensure it has been submitted via Canvas to your Faculty Supervisor.</li> </ul>
<b>10.</b>	<ul style="list-style-type: none"> <li>▪ Use presentation software (e.g. PowerPoint) to create an overview of your experience for, and participate in, <b>mandatory Final Internship Presentations</b>. Directions in Appendix 10, Internship Portfolio Guidelines.</li> </ul>
<b>11.</b>	<ul style="list-style-type: none"> <li>▪ Complete the Student Evaluation (Appendix 11), which must be included in the Internship Portfolio.</li> <li>▪ Complete and submit Internship Portfolio via Canvas per the syllabus.</li> </ul>

## Internship Eligibility Form

*Please submit the completed form and resume to [bwiggins@gmu.edu](mailto:bwiggins@gmu.edu)*

### Student Information:

Intern Name: \_\_\_\_\_ G#: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Mason E-Mail: \_\_\_\_\_

Intended Internship Semester:  Spring  Summer  Fall Year: \_\_\_\_\_

### Do you meet the following prerequisites\*

Senior Status  Declared RMGT Major  Completed prerequisites (See [RMGT 490 syllabus](#))

Completed mandatory Internship Meeting (must be taken the semester prior to internship)

### Resume:

Please attach your resume in the same email in which you submit this completed form to [bwiggins@gmu.edu](mailto:bwiggins@gmu.edu).

### Initial Learning Objectives (please keep a copy for future reference):

List three to five measurable learning objectives which describe what you want to learn from the internship experience. Objectives should be concise, measurable (e.g. identify, improve, define, compare, apply, understand, develop, write) and attainable actions or behaviors related to particular duties of the internship. An example, "To apply the budget process to large scale events."

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

### Signature:

**Intern:** \_\_\_\_\_ **Date** \_\_\_\_\_



## Internship Paperwork Checklist Cover Sheet

Submit to [bwiggins@gmu.edu](mailto:bwiggins@gmu.edu)

**\*Please check (✓) all boxes that apply. If you do not complete and submit this form with your paperwork, or if you check any boxes that are not accurate, your paperwork will be returned to be resubmitted when all requirements are met.**

➤ I am eligible to complete my Internship (RMGT 490) during my semester of choice because I have done all of the following:

- I completed the mandatory Internship Meeting, corresponding to my internship semester.
- I am a declared RMGT major.
- I have Senior Status and have met the required prerequisites outlined in the [RMGT 490 syllabus](#).

**\*STOP! If you were not able to check all the boxes above, it means you are not eligible to complete your internship at this time. Please contact your Academic Advisor for guidance.**

➤ I submitted an **official** internship description to the Internship Coordinator for approval.

- YES
- NO

**\*STOP! If you checked 'NO', you must first submit an official internship description that includes all the information outlined in the guidelines.**

➤ I am ready to submit **Appendices 3 and 4** as one PDF and **Appendix 5** in a separate document for the Dean's office.

- I have included a copy of the **approved internship description**, and I have included **all** the required **additional paperwork** (outlined in Appendix. 4).
- I have provided my **signatures**, where required, on all Appendices.
- My site supervisor has **signed** all applicable Appendices.
- I have included **the correct Start and End dates on Appendix 5**.

## Internship Site Confirmation Form

### Student Information:

Intern Name \_\_\_\_\_ Phone Number \_\_\_\_\_

### Previous Experience:

Practicum Site Name: (RMGT 241) \_\_\_\_\_

### Eligibility Information

If required, only ONE additional course can be taken concurrently with the internship.

Will you be taking 1 course concurrently with your internship?

**Yes:** List Course: \_\_\_\_\_

**No:** move on to Site Information

### Site Information

Site Name \_\_\_\_\_

Department (if applicable) \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_  Voluntary  Paid at \$ \_\_\_\_\_ per \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Site Phone Number \_\_\_\_\_ Website \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### Internship Job Description:

Please provide a job description listing all activities and responsibilities associated with this internship position.

### Signatures:

**Intern** \_\_\_\_\_ **Date** \_\_\_\_\_

**Site Supervisor** \_\_\_\_\_ **Date** \_\_\_\_\_

**GEORGE MASON UNIVERSITY  
EXPERIENTIAL LEARNING AGREEMENT**

**THIS EXPERIENTIAL LEARNING AGREEMENT** ("Agreement"), dated this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
(the "Effective Date"), is made by and among

\_\_\_\_\_ ("Student"),

\_\_\_\_\_ ("Site"),

and George Mason University ("University"), a public institution of higher education and agency of the Commonwealth of Virginia, (together, the "Parties"). The purpose of this Agreement is to place Student in an off-campus work assignment with the Site, as part of an experiential learning program ("ELP"), consistent with the learning outcomes of the syllabus and offered by the University for academic credit.

Description of ELP

Student

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

G#: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Site

Organization or Agency Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Site Supervisor: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

Mason

Faculty Supervisor: Brenda Wiggins \_\_\_\_\_

Title: Associate Professor and RMGT Faculty Supervisor \_\_\_\_\_

Email: bwiggins@gmu.edu \_\_\_\_\_

Phone: 703-993-2068 \_\_\_\_\_

Term of ELP (Start Date – End Date): \_\_\_\_\_ to \_\_\_\_\_

Syllabus (link): \_\_\_\_\_

Description of Student Responsibilities for the ELP:

1. Complete and report on a minimum of 400 (560 for TR) hours
2. Obtain evaluations by site supervisor
3. Administer special project
4. Compile a final portfolio of work completed
5. Create and deliver a final presentation of work completed

Learning Objectives:

1. Observe/interact with professionals in the field
2. Acquire practical skills
3. Apply academic experience
4. Assess personal competencies
5. Practice decision-making

The following documents are attached and are incorporated herein by reference:

1. Attachment A: Terms and Conditions
2. Attachment B: Student Participation Consent Agreement

By signing this Agreement, the Student, the Site, and the University agree with the above terms, and with the terms and conditions of the Attachments.

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Site: \_\_\_\_\_

Date: \_\_\_\_\_

University: \_\_\_\_\_

Date: \_\_\_\_\_

EXPERIENTIAL LEARNING AGREEMENT  
ATTACHMENT A  
TERMS AND CONDITIONS

**1. Definitions.**

- a. "ELP" or Experiential Learning Program means an off-campus, structured hands-on learning experience at Site (internship/externship/practicum) for the benefit of the Student, in which Student performs work under the supervision of the Site Supervisor for which the student will receive academic credit upon successful completion.
- b. "Site Supervisor" means a Site employee, agent, or volunteer, who is responsible for monitoring and supervising the Student throughout the ELP.
- c. "Faculty Supervisor" means a University faculty member who places and/or monitors the Student in the ELP.

**2. Termination.** The Site or the University may terminate this Agreement at any time without cause, provided that any student currently engaged in the ELP shall be given the opportunity to complete it, if possible.

**3. Site Responsibilities.**

- a. *Site Supervisor.* Site shall provide Student with a Site Supervisor. The Site Supervisor shall monitor and supervise the Student throughout the ELP.
- b. *Program.* Site shall provide Student with experiential learning opportunities consistent with the syllabus and the student responsibilities stated in the ELA.
- c. *Insurance.* Site shall carry and maintain in force during the Term of this Agreement, general and professional liability insurance, covering Site and its officers, agents and employees for their acts, omissions or negligence, in an amount not less than \$1,000,000 for each occurrence and \$2,000,000 aggregate. Site agrees to advise the University of any changes in this insurance coverage. Site will provide University a Certificate of Insurance ten (10) days prior to the start of performance of this Agreement. Continued evidence of insurance shall be provided upon replacement of coverage and at least 15 days prior to each renewal until no longer required by this Agreement. If Site is a federal, state or local government agency, the foregoing coverage requirements may be satisfied through an appropriate self-insurance policy.
- d. *Orientation.* Site shall orient both Faculty Supervisor and Student to the Site's rules, policies, regulations and procedures.
- e. *Performance Evaluation.* Upon request of the Faculty Supervisor, Site shall assist the University in the evaluation of the Student's ELP participation, learning and performance.
- f. *Disclosure of Known Risks.* The Site shall disclose to Student known risks associated with Student's participation in the ELP.

**4. University Responsibilities.**

- a. University will assign to Site only those Students who successfully complete any necessary prerequisite courses.
- b. University will assign a Faculty Supervisor to monitor the Student throughout the ELP.
- c. The University is responsible to the Student for academic supervision and grading.
- d. *Insurance.* The University is an agency of the Commonwealth of Virginia and is self-insured by the Commonwealth of Virginia Risk Management Plan for all claims up to the maximum provided by the Code of Virginia. The University, its agents, Students (while participating within the authorized scope of a clinical, internship, externship, or other ELP in order to meet pedagogical requirements), and employees are covered to the extent provided in the Plan. This insurance does not cover the operation of Site vehicles. Additionally, the Plan may not provide coverage for the Student while participating in the ELP if the Student is also an employee of the Site. All determinations regarding Plan coverage are made by

the Department of Risk Management and not the University. The University will provide a Certificate of Insurance upon request.

**5. Student Responsibilities.**

- a. *Registration.* Student must register and pay tuition for the University course prior to the commencement of the ELP.
- b. *Insurance and Health Care Costs.* Student is responsible (either out of pocket or through their health insurance) for any and all medical expenses incurred due to injury, loss or illness sustained while participating in the ELP. The University recommends Student maintain sufficient health, accident, and hospitalization insurance for the duration of the ELP. Site may require that Student obtain health insurance in order to participate in the ELP and Student should ask Site whether this is a requirement.
- c. *University Honor Code, Code of Student Conduct, Catalog and Policies.* Student understands and agrees that Student and ELP activities are at all times bound and subject to the George Mason University Honor Code, Code of Student Conduct, Catalog and Polices.
- d. *Consent Form.* Student agrees to sign the consent agreement attached as Attachment B.
- e. *Disclosure of Known Risks.* Student shall ensure that Site discloses to Student and Student is aware of known risks associated with participation in the ELP.

**6. General.**

- a. *Compliance with Laws.* The Parties shall at all times remain in compliance with all applicable local, state, and Federal laws, regulations, ordinances, and University policies, including but not limited to all public health and safety policies.
- b. *Independent Contractors.* The relationship of the Parties to each other is solely that of independent contractors. University and Site shall not be considered an employee, agent, partner or fiduciary of the other. Nothing in this Agreement shall be construed to create any partnership or joint venture between the Parties.
- c. *No Employment or Compensation.* No Student will be considered an employee of either the University or the Site solely by virtue of participation in the ELP and no Student shall displace any of Site's regular employees. The Parties further understand and agree that Students will not be entitled to compensation for their participation in the ELP or to employment at the conclusion of the ELP, except where the Site, at its sole discretion, elects to provide compensation to a Student for the ELP.
- d. *Liability.* To the extent provided by the laws of the Commonwealth of Virginia, the University shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Site agrees that it shall be responsible for the ordinary negligent acts or omissions of its agents and employees causing harm to persons not a party to this Agreement. Nothing herein shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia or require the University to indemnify, defend, or hold harmless Site for claims brought against Site.
- e. *Nondiscrimination.* The Parties agree not discriminate on any basis prohibited under state or federal law or University policy.
- f. *Confidential Information.* Neither party shall disclose or use any information of a private, confidential or proprietary nature, or any other trade secret, without prior written authorization, except as required by law. The Parties shall also advise Students regarding the confidentiality of records and Site may request a Student sign a confidentiality agreement provided by the Site prior to participation in the ELP.
- g. *FERPA.* All student data shall be considered to be confidential and any release of information shall be in compliance with the Family Educational Rights and Privacy Act ("FERPA") (20 U.S.C. § 1232g; 34 CFR Part 99) and Code of Virginia § 23.1-405(C). Site and its employees shall be considered a "school official" with "legitimate educational interests"

in University education records, as those terms have been defined under FERPA and its implementing regulations, of any student participating in the ELP, to the extent those records are necessary for the student's participation in the ELP. Site and its employees agree to abide by the limitations and requirements imposed on school officials, only use the education records for the purposes related to the student's participation in the ELP, and not share such data with or disclose it to any third party except as required by law, or authorized in writing by the University.

- h. *Amendment to Agreement.* No amendment or modification of this Agreement shall be valid unless in writing and executed by authorized representatives of the Parties.
- i. *Applicable Laws.* This Agreement shall be construed, governed and interpreted pursuant to the laws of the Commonwealth of Virginia. If any provision or part of this Agreement is held to be invalid under such laws, the other provisions or parts of this Agreement will remain in full force and effect. All disputes arising under this contract shall be brought before a court of competent jurisdiction in the Commonwealth of Virginia.
- j. *No Assignment.* Neither party shall assign or otherwise transfer its rights or delegate its obligations under this Agreement without the Parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void. All of the terms and provisions of this Agreement are binding upon and inure to the benefit of the Parties and their successors and assigns.
- k. *Force Majeure.* Neither party shall be responsible for any delay or failure in performance resulting from any cause beyond its control, including, without limitation, war, terrorism, strikes, civil disturbances, national or regional health emergencies (including outbreaks, epidemics, and pandemics, regardless of whether such health emergency existed as of the Effective Date of this Agreement), and acts of God.
- l. *Final Agreement.* This Agreement and attachments constitute the entire understanding of the Parties and supersedes all prior oral or written agreements with respect to the subject matter herein.
- m. *Advertising.* Site shall not use, in its external advertising, marketing programs or promotional efforts, any trademark, mark, data, pictures or other representation of the University except on the specific written authorization in advance by the University.

EXPERIENTIAL LEARNING AGREEMENT  
 ATTACHMENT B  
 STUDENT PARTICIPATION CONSENT AGREEMENT

This Participation Consent Agreement is for all students in George Mason University's experiential learning program ("ELP") (i.e. internships/externships/practicums), including without limitation, students, faculty, staff, George Mason University and the agencies and individuals cooperating with the University. The student must sign this Agreement, with parental or guardian approval if the student is under the age of 18, to indicate agreement with the terms and conditions of the Agreement and permission to participate in the designated ELP.

Student Name: \_\_\_\_\_

Student G#: \_\_\_\_\_

College/School: CEHD/SRTM \_\_\_\_\_

Course Prefix/Number: RMGT 490 \_\_\_\_\_

Course Title: Internship \_\_\_\_\_

I understand that participation in any ELP involves some element of risk, including, without limitation, potential exposure to communicable diseases, property damage or loss, personal injury, bodily injury, and death and that the University cannot guarantee my or my property's safety. By participating in an ELP I am voluntarily assuming these risks.

I understand that the University recommends I maintain sufficient health, accident, and hospitalization insurance for the duration of my participation in the ELP. I further understand that it is my responsibility to obtain, maintain and pay for such health insurance. By signing below, I am certifying that, regardless of my insurance coverage, I understand that I am financially responsible for any and all medical treatment related expenses that I may incur due to any injury, loss or illness I may sustain while participating in the ELP.

I HAVE READ AND UNDERSTAND THE ABOVE PROVISIONS AND AGREE TO BE BOUND BY THEM AS INDICATED BY MY SIGNATURE BELOW.

\_\_\_\_\_  
 Signature of Student

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Printed Name of Student

\_\_\_\_\_  
 Semester/Academic Year

\_\_\_\_\_  
 Signature of Parent or Guardian  
 (if Student is under the age of 18)

## Internship Weekly Progress Report

Intern Name: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Site Name: \_\_\_\_\_

Report #: \_\_\_\_\_ Period Covered (Dates): \_\_\_\_\_ to \_\_\_\_\_

Number of hours worked **this week** by intern: \_\_\_\_\_ **Cumulative** number of hours worked by intern to date: \_\_\_\_\_

### Instructions:

- The weekly report is to be completed each week, and must be submitted via Canvas **no later than 11:59 p.m. on the Monday following the week in review**. Students are strongly encouraged, but not required, to discuss their reports with their site supervisor.
- The answer to each question must contain **at least 50 words**, be typed in paragraph form, and **use complete sentences**. **Every question** must be answered in detail, and **this is an academic report, and thus attention should be paid in order to avoid excessive grammatical and typographical errors**.

1. Describe your principle assignments and responsibilities for this report period.

2. What experiences were particularly rewarding during this report period?



# Internship Performance Evaluation

Intern Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Site Supervisor \_\_\_\_\_

Period of Internship from Start Date: \_\_\_\_\_ To: \_\_\_\_\_

Cumulative # of Hours Completed: \_\_\_\_\_

**Site Supervisor Instructions:**

- Fill out **midpoint evaluation** upon intern’s completion of 200 hours. The evaluation should be used to identify strengths and weaknesses as a basis for assessing progress.
- Fill out **final evaluation** Immediately after 400 hours for POR and IND and 560 for TR, and it should reflect the intern’s overall performance and growth over the hours. Base your judgement on the entire period covered by these reports rather than focusing on isolated incidents. Submit to [recfield@gmu.edu](mailto:recfield@gmu.edu) while intern submits via Canvas and in student portfolio.

**Site Supervisor please check (√) the appropriate box.**

Midpoint      or       Final Evaluation

Does not meet needs of	Approaching Job Requirements	Meets Job Requirements	Exceeds Job Requirements	Not Applicable
------------------------	------------------------------	------------------------	--------------------------	----------------

**Section A: Intern’s General Professional Performance**

		(1)	(2)	(3)	(4)	n/a
<b>Behavior</b>	Professional appearance (e.g. neatness, appropriate dress)					
	Seeks responsibility					
	Demonstrates initiative					
	Dependability (e.g. punctual, completes work)					
	Accepts direction and constructive criticism					
	Ability to work independently					
	Motivation (e.g. enthusiasm, attitude towards duties)					
	Resourcefulness (e.g. use of resources, varied approaches/ideas)					
<b>Relations</b>	Offers opinions and suggestions					
	Rapport with staff (e.g., co-workers, volunteers)					
	Interaction with public (i.e., clients, participants, patients)					
	Understands needs of clients					
	Ability to plan for client’s needs					
<b>Performance/knowledge</b>	Adaptability (e.g., adjusts plans/actions according to situation)					
	Planning and organizing work schedule (e.g., time management)					
	Judgment (e.g., common sense, problem solving skills)					
	Task accomplishment					
	Oral communication					
	Written communication					
	Evaluation, self-improvement					
	Leadership ability					
	Quantity of work					
	Quality of work					
	Understanding of agency’s goals and operations					
Knowledge of field						
<b>Overall Rating of Intern’s Performance for Your Agency:</b>						

**Section B: Written Evaluation of Intern's Performance**

For each of the criteria below, briefly comment on the intern's abilities, strengths and weaknesses in the space provided.

1. Knowledge (e.g., requisite skills, current knowledge and skill of profession)

2. Leadership (e.g., instills confidence in others, organization, group spirit and cooperation, maintains an attitude of objectivity and fairness, communication)

3. Public Relations (e.g., with supervisors, co-workers and public: courtesy, insight, respect, tact)

4. Additional Comments

**Signature\***

**Site Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*\*Signing this form indicates the supervisor and intern have reviewed and discussed the evaluation. It does not necessarily indicate the intern's agreement with the content. Supervisors may append additional comments about the intern's performance.*

**\*\*Please note that this evaluation is part of the student's (intern's) overall grade in this fieldwork experience course, and is protected by the Family Educational Rights and Privacy Act (FERPA). Therefore, the information provided in this evaluation is restricted to the student, the student's (intern's) direct site supervisor(s), and the student's (intern's) university faculty supervisor and internship coordinator.**

## Internship Special Project Proposal

**Description:** Each intern, in cooperation with his or her site supervisor, is expected to develop and complete a special project of significance and enduring value to the agency. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project also provides the intern with an opportunity to demonstrate and improve his or her problem solving and communication skills. The project should be realistically and reasonably achievable and be of interest to the intern (i.e., be consistent with their educational background and internship objectives as expressed on Appendix 2 – the Eligibility Form). **Furthermore, work on the special project should be considered part of an intern’s hours and is to be completed in incremental stages throughout their internship. Students are expected to assume much of the responsibility for the project and should be able to work on it as autonomously as possible, only seeking guidance and support from their supervisor when necessary.** Examples of projects are numerous; the brief list below serves merely to illustrate projects that have been undertaken by interns in the past. They include:

- Preparation and production of a comprehensive internship manual for the site;
- Program planning, leading, and evaluating;
- Developing, planning, implementing, and evaluating large scale special events;
- Design of a marketing campaign;
- Development of a website or app for an event/site;
- Creating and building new trail sites, ADA compliant pathways, etc.

Students are required to complete the *Special Project Proposal* form (**see following page**) with their site supervisor. This form requires interns to provide a brief description of their project, including a summary of its various components (steps), project schedule (i.e., target date for each component/step), and the benefit to the agency. This document must be signed by the intern and the site supervisor, signaling agreement with the special project. The completed and signed proposal must be submitted to the student’s faculty supervisor for approval, **no later than the 200<sup>th</sup> hour for POR and IND and 280<sup>th</sup> for TR. The proposal must be typed, and ALL target dates must be included.**

Please note that interns are strongly encouraged to identify and work on a special project that can be completed within the duration of the internship (the deadline is by the end of the 400 hours for POR and IND and 560 for TR). However, in the case of certain events, it may be that the actual event is to occur after the intern’s hours have been completed. The intern would have to show that the majority of the tasks for the project would be completed by him or her before their hours are finished, (i.e. every task must be completed minus the actual day-of implementation).

**Please note that Special Projects are subject to the Faculty Supervisor’s approval.**



# Special Project Proposal

Intern Name: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Faculty Supervisor: \_\_\_\_\_

Project description:

Benefit of project to agency:

List of target dates and major project components/steps:

## Signatures

**Intern:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Site Supervisor:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Weekly Reports Rubric RMGT 490

The internship student will be able to identify, analyze and attempt to resolve challenges experienced during their internship as evidenced in the internship portfolio weekly reports.

The weekly report	NO Credit	Unsatisfactory	Competent	Highly Competent
Identifies and explains challenges (as reported in the Description of Principle Assignments and Responsibilities)	0	1	2	3
Analyzes challenges (as reported in Rewarding and/or Difficult experiences)	0	1	2	3
Utilizes available resources (as reported in any section of the Weekly Report)	0	1	2	3
Explains attempts to overcome challenges and resolve difficult experiences (as reported in any section of the Weekly Report)	0	1	2	3
Written in such a way that it is clearly communicated what assignments, difficulties, challenges, and successes the student completed during the week.	0	1	2	3
Submitted on time weekly.	0	1	2	3
<b>Total</b>	<b>0</b>	<b>1-6</b>	<b>7-12</b>	<b>13-18</b>

## Special Project Rubric RMGT 490

The internship student will be able to develop and complete a special project in cooperation with their agency supervisor. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably “doable” and be of interest to the intern.

<b>The project</b>	<b>NO Credit</b>	<b>Unsatisfactory</b>	<b>Competent</b>	<b>Highly Competent</b>
Is realistically and reasonably “doable” and of interest to the intern	0	1	2	3
Provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills	0	1	2	3
Provides the agency a tangible/useful finished resource or service	0	1	2	3
Was completed in incremental stages throughout the internship	0	1	2	3
Is contained in the students’ internship portfolio presented by relevant supporting documentation	0	1	2	3
<b>Total</b>	<b>0</b>	<b>1-5</b>	<b>6-10</b>	<b>11-15</b>

### Portfolio Rubric RMGT 490

The internship student will complete a portfolio which, at a minimum, encompasses the following areas that the intern has completed throughout their internship experience (additional information can be found in Appendix 10):

- Section A: Cover Sheet
- Section B: Agency Overview
- Section C: Overview of Internship Experience
- Section D: Special Project
- Section E: Report Section
- Section F: Final Presentation

In addition, the final portfolio should be submitted on time (due date to be determined each semester faculty supervisor) and should exemplify appropriate grammar and writing techniques. The final portfolio is a capstone project, which should reflect evidence of preparation, effort and depth of reflection. Final portfolio presentation to the Internship Coordinator should be clean, professional and orderly when submitted via Canvas.

The Final Portfolio	NO Credit	Unsatisfactory	Competent	Highly Competent
Encompasses Section A: Coversheet, of the above-mentioned areas.	0	1	2	3
Encompasses Section B: Agency Overview, of the above-mentioned areas.	0	1	2	3
Encompasses Section C: Overview of Internship Experience, of the above-mentioned areas.	0	1	2	3
Encompasses Section D: Special Project, of the above-mentioned areas.	0	1	2	3
Encompasses Section E: Report Section, of the above-mentioned areas.	0	1	2	3
Encompasses Section F: Final Presentation, of the above- mentioned areas.	0	1	2	3
Exemplifies appropriate grammar and writing techniques	0	1	2	3
Is submitted on time.	0	1	2	3
Reflects evidence of preparation, effort and depth of reflection.	0	1	2	3
Is clean and professional looking.	0	1	2	3
<b>Total</b>	<b>0</b>	<b>1-10</b>	<b>11-20</b>	<b>21-30</b>

## Internship Portfolio Guidelines

The Portfolio allows the student to reflect on the most significant events and experiences during their internship. Students integrate these reflections into a comprehensive internship portfolio, which both showcases their specific achievements in the workplace and analyzes the quality of their learning throughout the internship. Contents should be compiled and submitted in a digital portfolio through Canvas. If you would prefer to submit a hardcopy 3-ring binder contact your instructor. All submissions must be well organized and typed with a title page, table of contents and, otherwise professionally presented. The title page must include: i) the student's name, ii) title iii) name of internship site, iv) enrollment information (course title) and the semester/year.

The Portfolio must include all the following sections and sub-sections (unless it is not applicable to your particular site). Please note that some of the agency information may not be readily available, and students may need to communicate with their site supervisors to obtain it. Please notify your university Faculty Supervisor immediately of any difficulty in obtaining information from your agency.

### Section A: Cover Sheet should include:

- Intern Name
- Concentration
- Internship start and end date
- Site name, address, phone, website
- Site supervisor's name, title, phone, e-mail
- Brief description of site

### Section B: Site Overview

Provide an in-depth overview of the site (or department of site, if the site is exceptionally large). This section should include:

- Introductory Statement
  - Give the name of the site and briefly describe the type of company, park, recreation, leisure service, etc. that this site represents.
  - Provide a map showing the location of the site.
  - Description and understanding of the site governing authority and managing authority (i.e., the legal basis for the site, such as laws of authorization, enabling laws, ordinances, charter, by-laws, regulations)
- History/Development
  - From a historical perspective, how has this site evolved into its present form?
  - What were the stages of development and growth?
  - When and why it was originally founded (including the sub-unit within which you work) in its present location?
  - How big is the site (e.g., park size)?
  - Provide map of site layout (e.g., park – facilities, museum – floors and exhibits, event venue).
- Purpose/Philosophy
  - What is the mission and/or vision statement of the site?
  - What is the site's philosophy or overall goals as they relate to providing products or services to its clientele?
- Personnel
  - Provide an organizational chart and label the names of the key executive officers, managers etc. Also show your place in the site.
  - Give a brief job description for the individuals that an intern might interact with on a regular basis, and include whether they are full-time, part-time, seasonal, and/or volunteers.

**Section B: Site Overview (continued)**

- Programs/services
  - What services or activities are offered?
  - How are these services/activities organized and programmed (e.g., when, how often, types of program, group structures)?
  - Include any supporting documentation such as forms, brochures, reports or other professional materials used by the site etc.
- Clientele
  - What populations (e.g., general public, youth, and persons with disabilities, economically disadvantaged) are served? What other socio-demographic information is available?
  - How many individuals are served weekly/annually?
  - What region does this facility or program serve?
- Funding
  - What are the major funding sources for this site?
  - What is the relationship with respect to funding between services and other aspects of the site?
- Problem Areas
  - What are the major areas of concern for the site (e.g., funding shortages, growth in demand for services, increased user fees, hiring freezes, and legal liability issues)?
  - How is the site addressing these issues?

**Section C: Overview of Internship Experience**

- Description of how each of the objectives listed on Appendix 2 were met.
- Summary of work responsibilities (job description, assignments, projects)
- Description of how student's tasks, and responsibilities helped to promote site's mission and/or vision
- Professional Development
  - Orientation process and sessions
  - Workshops, conferences, seminars, meetings, etc.
  - In-service training
- Examples of work completed
  - Administrative work performed
  - Correspondence prepared
  - Photographs of events, etc.
  - Program plans
  - Promotional material (e.g., flyers, newsletters)

**Section D: Special Project**

- Summary of steps and tasks for Special Project
- Copy of Special Project Proposal (Appendix 8) and actual Special Project
- Include any supporting documentation such as photographs or maps

**Section E: Report Section**

- Midpoint Internship Performance Assessment Form (Appendix 7)
- Final Internship Performance Assessment Form (Appendix 7)

**Section F: Final Presentation**

- A copy of the final presentation slides created based on the guidelines in Appendix 10 must be included in the portfolio.

**Section G: Evaluation**

- Student Evaluation of internship experience (Appendix 11)

## Student Internship Evaluation

Intern Name: \_\_\_\_\_ Concentration: \_\_\_\_\_

Site Name: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Faculty Supervisor: \_\_\_\_\_

Please help us assess the Recreation Management Internship Program.

Please rank 1-5 ('Poor' to 'Excellent')	Poor			Excellent	
	1	2	3	4	5
<b>Site</b>					
Orientation to organization					
Enabled personal progress/development					
Allowed application of intern knowledge					
Opportunities to network with other industry professionals					
<b>Site Supervisor</b>					
Offered appropriate/timely feedback					
Supported learning opportunity					
Availability					
Gave special project direction or support					
<b>Faculty Supervisor</b>					
Monitored progress					
Offered appropriate/timely feedback					
Availability					
Site visit					
Stated/assessed requirements					

### Recommendations for future internship experiences and interns:

1. What should Interns know and do to ensure the best possible experience?
2. What do you think the Recreation Management Program can do to improve the internship course?
3. What could your specific site do to improve the experience for interns?
4. Would you recommend this site to other Recreation Management students?
5. Any other comments?