

## 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 Blackboard 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>*                 <p><b>Must Include:</b> *<b>All changes made to Appendix 5 by a site must be approved 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> </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 Blackboard.</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 Blackboard 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 Blackboard 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 Blackboard 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 Blackboard per the syllabus.</li> </ul>