

INTERNSHIP INSTRUCTIONS

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