

# INTERNSHIP HANDBOOK



REC 490

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## INTRODUCTION

Internships are required of all degree-seeking students in the Recreation Administration Program at Western Kentucky University. This handbook was designed to guide students and their supervisors through this internship experience. The handbook is required for all students enrolled in REC 490.

The term, "Internship," refers to a supervised educational work experience with an approved agency, organization, or institution. An Internship allows a student to develop professionally through a work experience under the guidance of leaders in a field.

In addition, the Internship site is an extension of the curriculum, and the Internship experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable him/her to perform with a higher level of skill and confidence.

## CONTACT HOURS GUIDELINES

Each student must complete a minimum of 150 contact hours before they are given approval to begin their internship.

Guidelines for accumulating contact hours:

- 1) Students must have contact hours from a minimum of three (3) recreation agencies.
- 2) Students must have a minimum of 50 contact hours from one agency.
- 3) Students must have a minimum of 25 contact hours from a second agency.
- 4) Students must have a minimum of 10 contact hours from a third agency.
- 5) The remaining 65 hours may come from one of the three agencies listed above, OR from a variety of other recreation agencies.
- 6) Contact Hour Agency requirements: The agency must be a public, non-profit, or commercial agency that provides recreation and leisure services.
- 7) Contact Hour Agency Supervisor requirements: The supervisor from the recreation agency must be a regular employee of the organization (year-round full-time, seasonal full-time, or possibly year-round part-time). It is strongly encouraged that the agency supervisor has administrative and supervisory duties as part of their job.

Record keeping:

- 1) Students are responsible for keeping a signed copy of all of their contact hour sheets.
- 2) Students may turn in a copy of their contact hours to the Recreation Administration Program Office Staff or Faculty members for inclusion in their student file. Students must accept responsibility for their contact hour forms and realize that if their sheets get filed incorrectly or become misplaced that it is the STUDENTS' responsibility to contact the agency supervisor to get new signatures and verification of their hours.

## INTERNSHIP ELIGIBILITY REQUIREMENTS

All undergraduate Recreation majors must meet the following requirements to be eligible for REC 490 Internship:

- 1) Have completed all other core course requirements for major (a total of 24) AND
- 2) Have completed at least 150 Contact Hours since declaring the major AND
- 3) Have a 2.0 GPA overall AND
- 4) Have received a "C" or better in each course fulfilling major requirements (core and electives). EXCEPTION – a student may count up to 3 credit hours of "D" as a part of their major requirements.
- 5) Have a signed degree program on file in the Recreation Administration office.

## INTERNSHIP PROCEDURES

THE FOLLOWING STEPS MUST BE COMPLETED IN ORDER.

- 1) Read the Internship Manual; provide the Agency access to the Internship Manual and necessary forms as needed.
- 2) Verify that you have completed the basic requirements for the Internship.
- 3) Complete “Application for Internship” (see Appendix, Form B); and prepare resume.
- 4) Meet with the University Supervisor to determine if all basic requirements for the Internship have been met, and to determine the appropriate procedures to follow to secure an internship placement.
- 5) Select a site(s) matching your professional interests. All sites must be approved by the University Supervisor.
- 6) If you are accepted by the approved agency for placement, take or fax the “Internship Student/Agency Contract” (see Appendix, Form D) for completion. The completed form must be returned to the University Supervisor before the internship begins.
- 7) Fill out other required forms and return them to the University Supervisor. You must meet with the University Supervisor to gain approval to start the internship.

## GENERAL INTERNSHIP POLICIES

- 1) The University Supervisor Agencies must approve all completed Internship paperwork PRIOR to starting the Internship.
- 2) The job duties of the Internship Student must be different from those offered previously if the Internship experience is to be concurrent with the student's present site of employment or is at a former site of employment. If an Internship position of this type is to be pursued, a letter stating the rationale for seeking such a position should be composed by the student and be submitted to the University Supervisor.
- 3) Internship Students will register for 12-semester credit hours (majors) and 3 semester hours (minors) and pay appropriate tuition fees for the semester(s) of Internship.
- 4) The Agency and University Supervisors must approve any other coursework taken during the internship. Approval for other employment will be granted only in special cases. The internship should be a full-time work experience.
- 5) Students must adhere to the announced schedule for advising, interviewing, and placement in order to start Internship.
- 6) Internship Students must have the approval of the University Supervisor to take additional courses during an Internship.
- 7) The Internship Student may be covered by the Agency's liability insurance. In addition, students may secure coverage through other sources such as professional associations. The University accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the Internship.
- 8) Internship Students shall be subject to the work schedule of the supervising agency, in regard to days off and holidays.
- 9) In case of extended illness or emergency that affects attendance during the internship assignment, the student shall notify the faculty supervisor and the agency supervisor as soon as possible.
- 10) Agencies will supply necessary program supplies and equipment for activity programs conducted by the internship student. Students must comply with agency policies regarding acquisition of program supplies or equipment.
- 11) The Internship Student is expected to bear all expenses incidental to living in the area of the Internship and to work out his/her own satisfactory housing arrangements. It is recommended that the Internship Student visit the area of placement in advance and arrange living facilities. Agency personnel may frequently be able to assist the Internship Student in locating housing possibilities. Internship students are expected to pay for their own transportation, and related costs, unless special arrangements are made with the agency supervisor regarding such expenses.
- 12) Failing to meet the qualifications set forth in this handbook may result in the termination of the internship experience. An independent decision by the student to terminate the internship without approval of the University Supervisor may result in a failing grade.

## GRADING POLICY

The Agency Supervisor will provide all required evaluations of the Internship Student. These ratings will be taken into consideration when determining the final grade for the Internship Student. The University Supervisor will determine the final internship grade. Students must submit all items to the University Supervisor prior to receiving a passing grade.

The following list indicates the items and relative weight of each item:

<u>ITEM</u>	<u>PERCENT OF GRADE</u>
1) Bi-weekly Reports (evaluated by University Supervisor)	25%
2) Student Mid-Term Performance Appraisal (completed by Agency Supervisor at the mid-point of Internship)	20%
3) Student Evaluations of Internship and Agency	10%
4) Internship Project (evaluated by Agency Supervisor)	5%
6) Internship Project (evaluated by University Supervisor)	5%
7) Final Presentation (evaluated by University Supervisor)	10%
8) Student Final Performance Appraisal (completed by Agency Supervisor 1 week prior to Internship completion)	25%

Completion of the Graduating Seniors Exit Survey (Form N) is necessary prior to assigning the grade. Procedures described on Form N assure anonymity of your comments.

## RESPONSIBILITIES

### INTERNSHIP STUDENT

1. To conform with the policies set forth in this manual and those pertaining to the agency staff.
2. To plan thoroughly and in advance for all assignments.
3. To do the best possible job in carrying out all assignments.
4. To submit all documentation to the University Supervisor in a timely fashion.
5. To prepare for periodic Agency Supervisor/Internship Student conferences.
6. To be well groomed and appropriately dressed.
7. To notify the Agency Supervisor as well in advance as possible in cases of absence from Work.
8. To be prompt, tactful, friendly, courteous, and respectful to all.
9. To consult the Agency Supervisor when confronted with problems he/she cannot satisfactorily solve by himself/herself.
10. To complete assignments and responsibilities as outlined in the "Internship Student/Agency Contract".
11. To represent the University in a professional manner at all times.

### AGENCY SUPERVISOR

1. Is responsible for student's orientation to the program, the staff, and for helping the student understand the supervisor's job as it relates to the agency.
2. Will provide a job description to the student prior to the internship.
3. Will establish a schedule of experiences for the student prior to the internship. The minimum requirement consists of a weekly outline highlighting major events of each week.
4. Will evaluate the work of the student in a constructive, objective and tactful way
5. Complete a mid- and final evaluation, with comments, and submit it to the University Supervisor.
6. Will require the highest standards in performance of all internship work. Where serious issues arise, the Agency Supervisor will contact the University Supervisor for informational purposes and for assistance.

## RESUME PREPARATION GUIDELINES

- Always prepare your resume with the targeted job in mind. This will help you determine what to include or leave out.
- Use short indented phrases where appropriate-with bullet (·) Or an asterisk (\*) before each- rather than complete sentences.
- Choose the clearest, simplest language to say what you want to say.
- Put the strongest statements at the top of each section or paragraph.
- Do not use “I”.
- Do not include hobbies, vocational or social interests unless they clearly demonstrate or contribute to your ability to perform the targeted job or assignment.
- Avoid gratuitous self-descriptions such as “seasoned self-starter.”
- Describe results and achievements such as “completed three major research projects on time and within budget.”
- Have someone with good language skills check for spelling, punctuation and grammar.
- Do not include a photo.
- Do not enclose your resume in a binder or folder.
- Do not list gender, weight, health condition, or other extraneous personal data.
- Do not include mailing address of prior employers (city and state are sufficient).
- Do not abbreviate.

**Length:** Keep it short and simple. Less is more. A second resume page is suggested only if you have a lengthy career in which each transition is very important. It is also acceptable if you have received a series of honors or awards.

## SAMPLE RESUME

Your Name  
E-mail Address

Your Local Address  
And Phone Number

Your Permanent Address  
and Phone Number:

---

### **Education** (begin this section with your most current educational experience)

*The name of the degree* (such as Bachelor of Science)  
The name and location of the academic institution  
-relevant information such as major, graduation date, and GPA

(GPA is optional and should probably only be included if it is about 3.0 or specifically requested)

### **Professional Experience** (this refers to jobs and volunteer experiences, beginning with the most current)

*Your job title* (or an adequate description)  
The agency name, location, and dates of your employment  
(list relevant information such as duties and responsibilities)

### **Awards and Honors** (once again, beginning with the most current)

*The name of the Award of Honor*  
The name of the institution or agency giving you the award, location, and date  
A description of the award, particularly the criteria for winning  
(don't forget any high school awards)

### **Skills**

The category of skill (such as computers or first aid)  
(specific skills such as Red Cross CPR or knowledge of Microsoft)

### **Certifications**

The category of skill (such as computers or first aid)  
(such as ACA Basic River Canoeing, Certified Pool Operator)

### **Affiliations and Activities**

The names of any organizations to which you belong that may be relevant to your profession.

### **References**

You may either list the names, addresses, and phone numbers of three references, or merely state that "*References are available upon request*". If you do list individuals, make sure you check with them before hand and send them a copy of your resume.

INTERNSHIP CHECKLIST  
(for student use)

<u>CHECK</u>	<u>ASSIGNMENT</u>	<u>DUE DATE</u>
_____	Complete Form B (Internship Application) Complete Form C (Verification of Contact Hours) Degree Program Resume	_____
_____	Participate in Interviews/Select Agency	_____
_____	Complete Form D (Internship Assignment Form) Complete Form E (Intern/Agency Contract) Complete Form F (Intern/University Contract) Complete Form G (Internship Plan)	_____
_____	Meet with University Supervisor with the completed forms listed above prior to starting Internship	_____
_____	Submit Form H (Biweekly Activity Report #1)	_____
_____	Submit Form H (Biweekly Activity Report #2)	_____
_____	Submit Form I (Outline of Internship Project) as approved by Agency Supervisor	_____
_____	Provide Agency Supervisor with Form J (Student Midterm Performance Appraisal)	_____
_____	Submit Form H (Biweekly Activity Report #3)	_____
_____	Submit Form H (Biweekly Activity Report #4)	_____
_____	Submit Form H (Biweekly Activity Report #5)	_____
_____	Provide Agency Supervisor with Form K (Student Final Performance Appraisal)	_____
_____	Complete Form M (Student's Internship Evaluation)	_____
_____	Send Form N to the Recreation Administration Office	_____

INTERNSHIP APPLICATION

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Address \_\_\_\_\_ Student ID \_\_\_\_\_  
 \_\_\_\_\_ Phone # \_\_\_\_\_  
 Current Cumulative GPA \_\_\_\_\_ Semester you declared major \_\_\_\_\_  
 Semester of Internship \_\_\_\_\_ Anticipated Date of Graduation \_\_\_\_\_

A. Please give statement of any personal problems that may affect Internship placement.

B. List in order of preference one or two organizations at which you would like to Intern.

1) Agency \_\_\_\_\_ 2) Agency \_\_\_\_\_  
 Agency Supervisor \_\_\_\_\_ Agency Supervisor \_\_\_\_\_  
 Address \_\_\_\_\_ Address \_\_\_\_\_  
 \_\_\_\_\_  
 Phone \_\_\_\_\_ Phone \_\_\_\_\_

C. Resume: Make copies of your resume. Attach one with this application; other copies should be used for you agency interviews.

D. (This section to be completed by your University Supervisor after reviewing your eligibility for the Internship Program)

Required	Acceptable	Deficient
Required Course Work Completed		
150 Contact Hours		
GPA: Cumulative 2.0		
“C” or Better in Major Courses		
Degree Program, Resume, Forms		

First Choice	Internship Site	Second Choice	Internship Site
Accepted		Accepted	
Rejected		Rejected	

Signed \_\_\_\_\_  
 (University Supervisor)

Date \_\_\_\_\_

VERIFICATION OF CONTACT HOURS

**Part I (To be filled out by Student)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

Name of Director \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Division Worked in (e.g. Park, Fitness Center, Intramural Office, Aquatic Facility):

\_\_\_\_\_

Division Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

Check one: Paid \_\_\_\_\_ Volunteer \_\_\_\_\_ If paid, rate of pay: \_\_\_\_\_

Dates of Employment/Service:

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Part II (To be filled out by Agency)**

\_\_\_\_\_ According to our records, the above information is accurate and his/her service with our agency is verified.

\_\_\_\_\_ According to our records, the above information is not accurate and service with our agency cannot be verified

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNSHIP ASSIGNMENT FORM  
(for University Supervisor use)

Name \_\_\_\_\_ Starting Date: \_\_\_\_\_

Home Address \_\_\_\_\_ Ending Date: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

WKU ID #: \_\_\_\_\_

Agency: \_\_\_\_\_ Visit Date

Agency Supervisor: \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

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

\_\_\_\_\_

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

<u>Form or Item</u>	<u>Date</u>
---------------------	-------------

Internship Assignment Form	_____
----------------------------	-------

Intern/Agency Contract	_____
------------------------	-------

Intern/University Contract	_____
----------------------------	-------

Internship Plan	_____
-----------------	-------

Midterm Evaluation	_____
--------------------	-------

Final Evaluation	_____
------------------	-------

Student's Internship Evaluation	_____
---------------------------------	-------

Student's Agency Evaluation	_____
-----------------------------	-------

Student's Agency/Supervisor Evaluation	_____
--	-------

Internship Project Evaluation	_____
-------------------------------	-------

Graduating Senior's Exit Survey	_____
---------------------------------	-------

Completed Hours	_____	_____	_____	_____	_____
	1	2	3	4	5

Bi-weekly Reports	_____	_____	_____	_____	_____
	1	2	3	4	5

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

INTERN/AGENCY CONTRACT

Make three copies of this form upon completion. Give a copy of the completed contract to your Agency Supervisor and your University Supervisor. Maintain a copy for your records.

The following contractual items between \_\_\_\_\_ and \_\_\_\_\_ (Internship Student) \_\_\_\_\_ representing \_\_\_\_\_, discussed and \_\_\_\_\_ (Agency Supervisor) \_\_\_\_\_ (Agency) agreed upon this \_\_\_\_ of \_\_\_\_/\_\_\_\_, constitutes a binding contract for the Internship (day) (month/year) during the \_\_\_\_\_ semester to fulfill the \_\_\_\_\_ semester credit hours.

- I. Agency Supervisor responsibilities:
  - A. Sign off on Bi-Weekly Reports
  - B. Complete the "Student Midterm Performance Appraisal"
  - C. Complete the "Student Final Performance Appraisal" (1 week prior to Internship's end)
  - D. Help formulate idea for Internship Project (and grade the project when completed)
  - E. Meet with the University Supervisor as needed.
- II. Agency responsibilities to Internship Student:
  - A. The personal growth and development of Internship Student is the primary consideration.
  - B. Expose the student to as many administrative areas of the Agency as possible.
  - C. Allow attendance at staff and board meetings when appropriate.
- III. Status of the Internship Student:
  - A. Classified as an "Internship Student."
  - B. Has status of professional staff member.
- IV. Requirements of the Internship Student:
  - A. Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
  - B. Represent Western Kentucky University and the Agency in a professional manner at all times.

The Internship requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the University Supervisor, the Internship Student, and the Agency Supervisor.

\* The University Supervisor should approve any other Agency contracts before it is signed.

Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

_____	_____
Date	Internship Student
_____	_____
Date	Agency Supervisor
_____	_____
Date	University Supervisor

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

INTERN/UNIVERSITY CONTRACT

Make three copies of this form upon completion. Give a copy of the completed contract to your Agency Supervisor and your University Supervisor. Maintain a copy for your records.

The following contractual items between \_\_\_\_\_ and \_\_\_\_\_  
(Internship Student)  
\_\_\_\_\_, discussed and agreed upon this \_\_\_\_ of \_\_\_\_/\_\_\_\_  
(University Supervisor) (day) (month/year)

constitutes a binding contract for \_\_\_\_\_ to be completed in \_\_\_\_\_ weeks and \_\_\_\_\_ hours.

The Internship Student will:

- A. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Internship Handbook.

The University Supervisor will:

- A. Supervise arrangements for and give final approval of the Internship assignment.
- B. Maintain open communication with the Internship Student and Agency Supervisor on all matters pertaining to the Internship.
- C. Make contact as needed to monitor student's progress.
- D. Carefully evaluate all internship documentation and determine the final grade for the Internship Student.

We hereby acknowledge that the items explained in this contract constitute a binding agreement for an educational experience between the Internship Student and Western Kentucky University. The grade received in the course will be based on the aforementioned items.

\_\_\_\_\_  
Internship Student

\_\_\_\_\_  
Date

\_\_\_\_\_  
University Supervisor

\_\_\_\_\_  
Date

INTERNSHIP PLAN

(to be completed by the Student with the assistance of the Agency Supervisor)

**Sample 10-week Plan**

- Week 1: Orientation
  - Facility tours
  - Meet with all department heads
  - Assist day camp director with planning summer staff training
- Week 2: Assist with day camp staff training
  - Work with Aquatics Director to learn about pool maintenance
- Week 3: Plan, implement, and evaluate 2 hour program for day camp
  - Work with Special Event Coordinator to plan 4<sup>th</sup> of July Celebration
  - Help with pool maintenance
- Week 4: Plan, implement, and evaluate a second 2 hour program for day camp
  - Work with Special Event Coordinator to plan 4<sup>th</sup> of July Celebration
  - Help with pool maintenance
  - Create plan for Internship Project
- Week 5: Plan, implement, and evaluate a third 2 hour program for day camp
  - Prepare for and set up 4<sup>th</sup> of July Celebration
  - Help with pool maintenance
  - Mid-internship Evaluation with Agency supervisor and University supervisor
- Week 6: Plan, implement, and evaluate a fourth 2 hour program for day camp
  - Evaluate 4<sup>th</sup> of July Celebration
  - Help with pool maintenance
  - Work with Athletic Coordinator to plan All-Sports Day Camp
- Week 7: Plan, implement, and evaluate a fifth 2 hour program for day camp
  - Work with Marketing and Public Relations Coordinator
  - Continue planning All-Sports Day Camp
  - Develop staff training program for All-Sports Day Camp
  - Help with pool maintenance
- Week 8: Plan, implement, and evaluate a 6<sup>th</sup> 2 hour program for day camp
  - Continue planning All-Sports Day Camp
  - Lead staff training for All-Sports Day Camp
  - Help with pool maintenance
- Week 9: Direct All-Sports Day Camp
- Week 10: Evaluate All-Sports Day Camp
  - Plan, implement, and evaluate a 7<sup>th</sup> 2 hour program for day camp
  - Share Internship project with Agency

Please list goals the student should accomplish prior to the completion of the internship.

- 1.
- 2.
- 3.
- 4.
- 5.

RECREATION ADMINISTRATION PROGRAM  
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BI-WEEKLY ACTIVITY REPORT # \_\_\_\_\_

Name \_\_\_\_\_

Dates: \_\_\_\_\_ to \_\_\_\_\_

TOTAL HOURS FOR WEEK: \_\_\_\_\_

CUMULATIVE HOURS: \_\_\_\_\_

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

Signature of Agency Supervisor \_\_\_\_\_

Use this page as the cover sheet for each the Bi-Weekly Report; attach additional pages including the following information if applicable:

1. A record of all experiences involved with the internship such as meetings, conferences, training sessions, activities, assignments, and planning sessions.
2. Your evaluation of and reaction to each experience.
3. Any problems or surprises encountered during the period.
4. Positive learning experiences occurring during the period.
5. Progress on Final Internship Project

NOTE: Reports must be typed/double spaced. Attach copies of fliers, news items, and other publications. Reports may be faxed, mailed, or delivered. Keep a copy of all documents for your files.

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

INTERNSHIP PROJECT GUIDELINES

Criteria

1. One project will be completed during the Internship.
2. The Project is to be coordinated between the Agency Supervisor and the Internship Student and must be approved by the University Supervisor before starting.
3. The Project is to involve a task that is not considered part of the normal routine of the Internship.
4. Projects with practical value are encouraged.

Examples:

1. Facility inventory
2. Participant interest/needs/attitudes survey
3. Public relations campaign via use of various media
4. Media presentations for teaching skills
5. Data collection, analysis, synthesis, and/or evaluation
6. Historical or chronological recording of pertinent events
7. Educational seminar

Grades will be based upon the following criteria:

1. Original idea.
2. Worked independently on the project.
3. Carried out necessary research for project
4. Planned well in advance so project could be completed systematically throughout the semester.
5. Created a project that is of value the Agency.

RATING SCALE:

5	Outstanding	A+
4	Excellent	A
3	Above Average	B
2	Average	C
1	Below Average	D
0	Poor	F

NOTE: An outline or explanation of the Internship Project is to be submitted on the back of this form for University Supervisor approval.

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

STUDENT MID-TERM PERFORMANCE APPRAISAL  
(CONFIDENTIAL INFORMATION)

Internship Student's Name \_\_\_\_\_

Agency \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

NOTE: Please rate the Internship Student in each of the following areas (personal characteristics, professional relations, professional proficiencies. Discuss these ratings with the Internship Student and forward this appraisal to the University Supervisor at the mid-term of the Internship.

(Place appropriate number in box)

(5) = Excellent: Meets top expectations

(4) = Good: Consistently better than satisfactory

(3) = Average: Adequate but not more than satisfactory

(2) = Below Average: Not consistently satisfactory

(1) = Unsatisfactory: A completely unsatisfactory performance

(N/A) = Inadequate information or does not apply to job

## I. PERSONAL CHARACTERISTICS

### Attendance and Punctuality

Lateness or absence without good reason or adequate notice.

(\_\_)

Comments:

### Personal Appearance

Neat, clean, and appropriately dressed.

(\_\_)

Comments:

### Resourcefulness

Uses resources well; seeks information from a variety of sources.

(\_\_)

Comments:

### Judgment and Problem Anticipation

Could handle emergency situations; makes common sense decisions, anticipates possible problems areas.

(\_\_)

Comments:

### Motivational Skills

Enthusiastic; motivates others, can get the ball rolling.

(\_\_)

Comments:

### Acceptance of Responsibility

Willing to readily assume responsibility when appropriate.

(\_\_)

Comments:

### Initiative, Creativity

Looks for additional work, avoids idleness, originates ideas, makes creative efforts.

(\_\_)

Comments:

## II. PROFESSIONAL RELATIONS

### Public Relations Skill

Tactful, diplomatic, courteous behavior.

( )

Comments:

### Work Attitude

Industrious, willing to assist others, responsible.

( )

Comments:

### Rapport with Staff

Works harmoniously with others; cooperative, considerate.

( )

Comments:

### Relates to Program Participants

Gets people involved; shows interest, respect, and concern for program participants.

( )

Comments:

### Adaptability

Adjusts plans and actions according to developing situations and changing moods of group.

( )

Comments:

### Takes Criticism Constructively

Willing to discuss and recognize weaknesses; works on areas needing improvement.

( )

Comments:

### III. PROFESSIONAL PROFICIENCIES

#### Knowledge and Skills Performed

Knowledge of program planning, implementing, and evaluation skills. ( )

Comments:

Plans activities well in advance of the program. ( )

Comments:

Keeps facilities and equipment in good condition. ( )

Comments:

Is a team player; works well with his/her participants/coworkers. ( )

Comments:

#### Written Communication

Conveys ideas clearly; does neat grammatically correct, typographical error-free, organized work; meets deadlines. ( )

Comments:

#### Oral Communication

Expresses self well; makes points clear to public and others. ( )

Comments:

#### Task Accomplishment

Completes tasks in quality and timely manner; pursues and follows tasks through completion. ( )

Comments:

#### Professional Growth

Searches for more knowledge and experience, attends meetings, reads and discusses, inquires about profession. ( )

Comments:

## OVERALL RATING

### RATING SCALE

- |    |                                  |  |
|----|----------------------------------|--|
| 1. | Excellent<br>(Grade of "A")      | Indicates the very best performance you might reasonably hope for an intern student in this position. This is a person who is very employable at this point.   |
| 2. | Above Average<br>(Grade of "B")  | Indicates a very high quality all-around performance on the Internship Student's part. This is a person whom you would hire without reservations at this point.  |
| 3. | Average<br>(Grade of "C")        | Indicates a satisfactory performance that would be expected from any employee. Performance is average and no more. This is a person whom you would hire with some reservations at this point.  |
| 4. | Below Average<br>(Grade of "D")  | Indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment at this time.  |
| 5. | Unsatisfactory<br>(Grade of "F") | Indicates all-around unsatisfactory performance. The Internship Student is not suited to the job or appears not to be capable of performing professionally. This would be a person whom you would definitely reject for employment at this time. |

If the student continues to perform at the current level an anticipated grade will be:

( ) A      ( ) B      ( ) C      ( ) D      ( ) F

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(Agency Supervisor)

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(University Supervisor)

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(Internship Student)

Intern Student comments:

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

STUDENT FINAL PERFORMANCE APPRAISAL  
(CONFIDENTIAL INFORMATION)

Internship Student's Name \_\_\_\_\_

Agency \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

NOTE: Please rate the Internship Student in each of the following areas (personal characteristics, professional relations, professional proficiencies. Discuss these ratings with the Internship Student and forward this appraisal to the University Supervisor one week prior to the completion of the Internship.

(Place appropriate number in box)

(5) = Excellent: Meets top expectations

(4) = Good: Consistently better than satisfactory

(3) = Average: Adequate but not more than satisfactory

(2) = Below Average: Not consistently satisfactory

(1) = Unsatisfactory: A completely unsatisfactory performance

(N/A) = Inadequate information or does not apply to job

## I. PERSONAL CHARACTERISTICS

### Attendance and Punctuality

Lateness or absence without good reason or adequate notice.

(\_\_)

Comments:

### Personal Appearance

Neat, clean, and appropriately dressed.

(\_\_)

Comments:

### Resourcefulness

Uses resources well; seeks information from a variety of sources.

(\_\_)

Comments:

### Judgment and Problem Anticipation

Could handle emergency situations; makes common sense decisions, anticipates possible problems areas.

(\_\_)

Comments:

### Motivational Skills

Enthusiastic; motivates others, can get the ball rolling.

(\_\_)

Comments:

### Acceptance of Responsibility

Willing to readily assume responsibility when appropriate.

(\_\_)

Comments:

### Initiative, Creativity

Looks for additional work, avoids idleness, originates ideas, makes creative efforts.

(\_\_)

Comments:

## II. PROFESSIONAL RELATIONS

### Public Relations Skill

Tactful, diplomatic, courteous behavior.

( )

Comments:

### Work Attitude

Industrious, willing to assist others, responsible.

( )

Comments:

### Rapport with Staff

Works harmoniously with others; cooperative, considerate.

( )

Comments:

### Relates to Program Participants

Gets people involved; shows interest, respect, and concern for program participants.

( )

Comments:

### Adaptability

Adjusts plans and actions according to developing situations and changing moods of group.

( )

Comments:

### Takes Criticism Constructively

Willing to discuss and recognize weaknesses; works on areas needing improvement.

( )

Comments:

### III. PROFESSIONAL PROFICIENCIES

#### Knowledge and Skills Performed

Knowledge of program planning, implementing, and evaluation skills. ( )

Comments:

Plans activities well in advance of the program. ( )

Comments:

Keeps facilities and equipment in good condition. ( )

Comments:

Is a team player; works well with his/her participants/coworkers. ( )

Comments:

#### Written Communication

Conveys ideas clearly; does neat grammatically correct, typographical error-free, organized work; meets deadlines. ( )

Comments:

#### Oral Communication

Expresses self well; makes points clear to public and others. ( )

Comments:

#### Task Accomplishment

Completes tasks in quality and timely manner; pursues and follows tasks through completion. ( )

Comments:

#### Professional Growth

Searches for more knowledge and experience, attends meetings, reads and discusses, inquires about profession. ( )

Comments:

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| 4. | Below Average<br>(Grade of "D")  | Indicates a below average all-around performance to date. Improvement expected with additional training/experience. This would be a person whom you would not consider for employment at this time.  |
| 5. | Unsatisfactory<br>(Grade of "F") | Indicates all-around unsatisfactory performance. The Internship Student is not suited to the job or appears not to be capable of performing professionally. This would be a person whom you would definitely reject for employment at this time. |

Based upon the Internship Student's performance, it is suggested his/her grade be:

A       B       C       D       F

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(Agency Supervisor)

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(University Supervisor)

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(Internship Student)

Intern Student comments:

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

INTERNSHIP PROJECT EVALUTION

Please grade the Internship Student's project based upon the following criteria:

1. Original idea.
2. Worked independently on the project.
3. Carried out necessary research for project.
4. Planned well in advance so project could be completed systematically throughout the semester.
5. Created a project that is of value the Agency.

RATING SCALE:

(5) Outstanding	A+
(4) Excellent	A
(3) Above Average	B
(2) Average	C
(1) Below Average	D
(0) Poor	F

AGENCY SUPERVISOR RATING: \_\_\_\_\_

Comments:

Signature \_\_\_\_\_  
(Agency Supervisor)

Signature \_\_\_\_\_  
(Internship Student)

NOTE: The University Supervisor will evaluate the project at the time of the final presentation. Students are expected to give a 15-20 minute presentation (in professional dress) summarizing the internship, career implications, the final project, and future plans. All paperwork should be completed and turned in at this time.

UNIVERSITY SUPERVISOR RATING: \_\_\_\_\_

Comments:

Signature \_\_\_\_\_  
(University Supervisor)

RECREATION ADMINISTRATION PROGRAM  
WESTERN KENTUCKY UNIVERSITY

STUDENT'S INTERNSHIP EVALUATION

This form should be the cover sheet for your final evaluation of the internship experience. This report should be typed and double-spaced on a separate sheet of paper.

1. In light of your objectives, has this been a good learning experience for you? Have you been able to accomplish your goals? What have been the most valuable experiences during the internship? What have been the most disappointing?
  
2. How would you rate this Internship placement? Why? What recommended changes would you suggest to make it a more meaningful placement? (Please be as specific as possible.)

Instructions: Please rate the strengths and weaknesses of the Internship Agency in terms of meeting your needs as an Internship Student. Please use the following scale:

- (5) – far exceeded expectations
- (4) – exceeded expectations
- (3) – met expectations
- (2) – somewhat below expectations
- (1) – far below expectations

- |  |     |
|--|-----|
| 1) Acceptance of you as a member of the staff; willingness to integrate you into all appropriate levels of activities, programs, and projects. | ( ) |
| 2) Provision of relevant experience in program administration, supervision, and leadership.  | ( ) |
| 3) Cooperation of Agency staff to provide professional growth experiences through training programs, seminars, and similar activities.         | ( ) |
| 4) Provision of assistance in helping you meet you personal and professional goals and objectives.   | ( ) |
| 5) Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.).                                 | ( ) |
| 6) Employment of qualified, professional staff with demonstrated capability to provide competent supervision.                                  | ( ) |
| 7) Adequate scheduling of one-on-one meetings with Supervisors and on-going evaluation of your performance.                                    | ( ) |
| 8) Allowance for relating classroom theory into practical situations.  | ( ) |
| 9) Willingness to listen and to discuss suggestions or recommendations offered.  | ( ) |
| 10) Modern, well-maintained facilities and equipment.  | ( ) |

GRADUATING SENIORS EXIT SURVEY

We greatly value your input concerning your educational experience at Western Kentucky University. This survey must be completed during the last week of your internship and returned prior to a grade being assigned for your Internship.

Major \_\_\_\_\_

Semester and year of graduation \_\_\_\_\_

Please use the following scale in answering the following items.

- (5) – far exceeded expectations
- (4) – exceeded expectations
- (3) – met expectations
- (2) – somewhat below expectations
- (1) – far below expectations

Write the number best describing your assessment of the following:

- 1) The overall quality of your university education at WKU. ( )
- 2) The overall quality of your academic preparation in your major. ( )
- 3) The quality of your knowledge content presented in courses in your major. ( )
- 4) The quality of the experiential (practicum and other out-of-classroom experiences) component in your curriculum leading up to the internship semester. ( )
- 5) The quality of advisement by your academic advisor. ( )
- 6) The quality of instructors in your major. ( )
- 7) The adequacy of facilities and equipment supporting your major. ( )
- 8) The value of the majors club to enhance your academic preparation. ( )
- 9) Your money's worth for education at the Physical Education and Recreation Department. ( )
- 10) Your money's worth for education at WKU. ( )

Please answer some additional questions to help us further improve the Recreation Administration program.

ACADEMIC PREPARATION

Strengths:

Suggestions to improve the program:

INSTRUCTORS

Strengths:

Suggestions to improve the program:

FACILITIES AND EQUIPMENT

Strengths:

Suggestions to improve the program:

Please return this form to the Recreation Administration Office in Diddle Arena 2037. Enclose a removable note indicating your own name and a permanent e-mail address so we may keep in touch with you after graduation. The Office Associate will record that an evaluation was received from you; identification will be removed; then the survey will be stored anonymously until after all internship grades have been assigned. Thank you.