**INTERNSHIP HANDBOOK**

REC 490



Recreation Administration

Diddle Arena 2037

Western Kentucky University

# Bowling Green, KY 42101

Phone: (270) 745-3591

Fax: (270) 745-3592

Email: [recreation@wku.edu](mailto:recreation@wku.edu)

Web Address: www.wku.edu/recreation

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*The mission of the Recreation Administration Program is to provide the students in our curriculum with a well-rounded, general education in the field of Recreation by creating a challenging, student-focused learning environment and opportunities to apply the skills and theories taught in the classroom through service to the campus, community, and recreation profession*.

INTERNSHIP 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 short-term full-time 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.

During the Internship experience Recreation Administration students are expected to complete and verify 480 clock hours (effective Summer 2012) with an approved Recreation agency and supervisor. The 480 hours of professional recreation program delivery must be completed over a *minimum* of 10 weeks.

##### INTERNSHIP ELIGIBILITY REQUIREMENTS

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

1. Have completed all required courses for major (a total of 24) AND
2. Have documented the completion of at least 150 Contact Hours\* since declaring the major AND
3. Have a 2.0 GPA overall AND
4. Have \*\*CURRENT First Aid Certification (effective Fall 2012) AND
5. Have \*\*CURRENT CPR Certification (effective Fall 2012)

Near mid-term of the semester prior to internship, the University Internship Supervisor will hold an Internship Orientation. During that meeting, all eligibility requirements will be confirmed by the Internship Supervisor.

\*See the Contact Hours Guidelines (page 2) and Verification of Contact Hours for more information.

\*\*First aid and CPR certifications must be current at the beginning of the Internship experience. Examples of appropriate First Aid Certification include: American Red Cross (ARC) Basic First Aid, EMT license, Wilderness First Aid, or Wilderness First Responder. Examples of appropriate CPR certifications include: ARC Adult CPR or ARC Adult, Child and Infant CPR, American Heart Association (AHA) Basic Life Support, AHA Adult CPR.

CONTACT HOURS GUIDELINES

**Field Experiences**

Recreation Administration students are required to have professional field experience throughout their academic program. As a prerequisite for admission into the REC 490 Internship class, students are required to have completed 150 contact hours (150 clock hours of work in a recreation service setting). These experiences may be voluntary or paid, but they must involve the *delivery of recreation and leisure services*.

Each student must complete a minimum of 150 contact hours before they are given approval to begin their internship. Although not required, students are encouraged to complete over 500 hours of pre-professional field work hours prior to beginning their internship. Students with significant field experience often secure quality internships more quickly than students with less recreation experience.

Guidelines for accumulating contact hours:

1. Students may begin accumulating contact hours upon declaration of the Recreation Administration major.
2. Contact hours must involve the delivery of recreation and leisure services.
3. Students must have contact hours from a minimum of three (3) recreation agencies.
4. Students must have a minimum of 50 contact hours from at least one agency. They may count no more than 100 contact hours from any single agency.
5. It is strongly recommended students perform a portion of contact hours with special populations (i.e. senior citizens, people with mental or physical disabilities).
6. The contact hours supervisor 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.
7. Students are responsible for keeping a signed copy of all of their contact hour sheets.
8. Students may turn in a copy of their contact hours to the Recreation Administration program office staff 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.

Contact Hours are to be recorded on the “Verification of Contact Hours” form – located in the forms section of the Internship Manual. They can also be downloaded from the Recreation Administration website ([www.wku.edu/recreation](http://www.wku.edu/recreation)) click on “Majors” and then on “Contact Hours.”

#### PRE-INTERNSHIP PROCEDURES

THE FOLLOWING STEPS MUST BE COMPLETED IN ORDER.

1. Read the Internship Handbook (Recommended completion 2 semesters prior to internship)
2. Verify that you have completed the basic requirements for the Internship (Recommended completion beginning of final semester prior to internship – for Spring interns – by September 1, for Summer and Fall interns – by February 1).
3. Complete “Application for Internship” (Form A); and prepare Resume.
4. Submit with Application for Internship, Verification of Contact Hours, and a current Resume during Internship Orientation meeting – For Spring interns – September 15th, for Summer and Fall interns – February 15th).
5. Meet with the University Supervisor during the Internship Orientation Meeting 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.
6. Select a site matching your professional interests. All sites must be approved by the University Supervisor. (Required completion date – 4 weeks before end of semester prior to internship – For Spring interns by November 15, for Summer Interns by April 15, for Fall Interns by August 1).
7. If you are accepted by the approved agency for placement, have the agency supervisor complete the following forms:

* Internship Assignment – Form B,
* Internship Student/Agency/University Contract - Form C, and
* Internship Goals and Plan – Form D

1. The completed forms must be returned to the University Supervisor before the student may register for REC 490.(Required completion date is four weeks prior to end of semester before internship. For Spring interns – November 15; for Summer interns - April 15; for fall interns - August 1).

GENERAL INTERNSHIP POLICIES

1. The University Supervisor must approve all Pre-Internship paperwork PRIOR to enrolling in REC 490 Internship (Forms A, B, C, D, Verification of Contact Hours, and a copy of the resume). Students will not be allowed to begin their internship, or complete internship hours unless they are officially enrolled in the REC 490 course.
2. Students are strongly encouraged to find an internship with an agency where they have not previously held employment. If a student pursues an internship with a current/former employer, a letter stating the rationale for seeking such a position should be composed by the student and be submitted to the University Supervisor for approval by all the Recreation Administration faculty members. The student may have to attend a faculty meeting to support their choice of internship placement. The job duties of the Internship Student must be significantly 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.
3. Internship Students will register for 12-semester credit hours (majors) and pay appropriate tuition fees for the semester(s) of Internship.
4. As a general rule, students are not allowed to take any additional coursework or be employed by another organization during the internship. The Agency and University Supervisors must approve any other coursework or other employment during the internship. Approval for other employment will be granted only in special cases. The internship is designed to be a full-time work experience. If a student wishes to enroll in a course during internship, a letter stating the rationale for enrolling in the course should be composed by the student and be submitted to the University Supervisor for approval by all the Recreation Administration faculty members. The student may have to attend a faculty meeting to support their case.
5. 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.
6. Internship Students shall be subject to the work schedule of the supervising agency (shift worked, days off, and holidays).
7. 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.
8. 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.
9. 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.
10. 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:

ITEM PECENT OF GRADE

1) Bi-weekly Reports 25%

2) Student Mid-Term Performance Appraisal 20%

3) Student Evaluations of Internship and Agency 10%

4) Internship Project 10%

5) Student Final Performance Appraisal 25%

1. Final Presentation 10%

Students will create a 5-10 minute video/slide show highlighting their internship experience. They will also come to campus to present their internship experience in front of Recreation Administration faculty members and possibly students.

Completion of the Graduating Seniors Exit Survey (Form K) is necessary prior to assigning the grade. Procedures described at the bottom of Form K assure anonymity of comments.

RESPONSIBILITIES AND EXPECTATIONS

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 well in advance 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/University 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.

UNVERSITY SUPERVISOR

1. Assist intern students and placement site by providing appropriate materials and processing internship paperwork and requests.
2. Visit intern at least once, if long distance, telephone intern in lieu of visit.
3. Telephone intern/agency supervisor at least once (twice if long distance).
4. Electronic communication (email, blackboard) as needed throughout the internship experience.
5. Assign grades based on intern assignments, performance, and supervisor input.
6. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges to assist with career and educational opportunities.

INTERNSHIP GOALS AND PLAN

The Internship is designed to be an individualized learning experience for each student; therefore students should create goals they desire to achieve. The student should create their own list of goals prior to meeting with their agency supervisor to create the internship plan. The Agency Supervisor and the student should review these goals and revise if necessary to meet the needs of both agency and student.

The purpose of the internship plan is to allow agencies and students to work together to design a practicum experience that will be mutually beneficial to both parties. Moreover, this plan helps eliminate questions about the tasks and responsibilities to be undertaken by the internship student. Ultimately, this plan allows the student to see in advance the type of learning that will occur during this experience. It also allows for the student to become empowered and somewhat more autonomous in the completion of their responsibilities to the agency.

The Agency Supervisor and the Student should work together to create a plan based on the student’s goals and time frame for the internship. Most students will work 40 hours per week for 12 weeks at their internship site. Other students may complete their hours in as few as 10 weeks. If a student works 35 hours per week, it will take 14 weeks to complete the requirements.

Students must submit their Internship Goals and Plan (Form D) before being registered for REC 490.

***Sample Internship 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 4th of July Celebration

Week 4: Plan, implement, and evaluate a second 2 hour program for day camp

Work with Special Event Coordinator to plan 4th of July Celebration

Create plan for Internship Project

Week 5: Plan, implement, and evaluate a third 2 hour program for day camp

Prepare for and set up 4th of July Celebration

Week 6: Plan, implement, and evaluate a fourth 2 hour program for day camp

Evaluate 4th of July Celebration

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

Week 8: Plan, implement, and evaluate a sixth 2 hour program for day camp

Continue planning All-Sports Day Camp

Lead staff training for All-Sports Day Camp

Week 9: Direct All-Sports Day Camp

Week 10: Evaluate All-Sports Day Camp

Plan, implement, and evaluate a seventh 2 hour program for day camp

Share Internship project with Agency

#### 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 proposed to 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.

1. 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

4 Excellent

3 Above Average

2 Average

1 Below Average

0 Poor

There are two forms associated with the Internship Project. The Internship Project Outline (Form I) should be submitted between weeks 4 and 6 of the internship. The Internship Project Evaluation (Form J) should be submitted with all final internship paperwork and a copy of the project (or a report about the project if it cannot physically be moved from the site).

Final Presentation and Video Guidelines

Each student should create a video or slide show highlighting their internship experience that can be used as part of their final presentation to faculty and possibly students at Western Kentucky University. High-quality videos may be placed on the WKU Recreation Administration website.

Please follow the following guidelines when creating your video/slideshow.

1. Create a 5-10 minute video/slide show highlighting experience
   * 1. Quality video (fun, high energy)
     2. Capable of being uploaded to internet and linked to WKU Recreation Administration web site.
     3. Provided overview of experience
     4. Described internship duties
     5. Described internship project
2. Submitted video in a timely manner – Prior to Final Exams during internship semester.

Students will also give a 5-10 minute oral presentation over their internships during the final meeting of the semester for faculty members and possibly current students in the program. When preparing for the presentation, they should consider questions that may be asked by faculty members and students in attendance. Students should be able to answer questions from faculty and students in an articulate, succinct, and intelligent manner.

#### INTERNSHIP CHECKLIST

(For student use)

COMPLETION DATE ASSIGNMENT DUE DATE

**PRE-INTERNSHIP**

\_\_\_\_\_\_\_ Complete and submit Verification of Contact Hours \_\_\_\_\_\_\_\_\_\_

Complete and submit Form A (Internship Application)

Resume

Internship Orientation Meeting

\_\_\_\_\_\_\_ Participate in Interviews/Select Agency \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Complete Form B (Internship Assignment Form) \_\_\_\_\_\_\_\_\_\_

Complete Form C (Intern/Agency/University Contract)

Complete Form D (Internship Goals and Plan)

\_\_\_\_\_\_\_ Meet with University Supervisor to submit Forms B-D, \_\_\_\_\_\_\_\_\_\_

enroll in REC 490 and establish start date

**DURING INTERNSHIP**

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #1) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #2) \_\_\_\_\_\_\_\_\_\_

Submit Form H (Internship Project Outline)

\_\_\_\_\_\_\_ Agency Supervisor completes Form F \_\_\_\_\_\_\_\_\_\_

(Student Mid-term Performance Appraisal)

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #3) \_\_\_\_\_\_\_\_\_\_

Submit Form F

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #4) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #5) \_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Provide Agency Supervisor with Form G (Student \_\_\_\_\_\_\_\_\_\_

Final Performance Appraisal)

\_\_\_\_\_\_\_ Provide Agency Supervisor with Form J (Intern \_\_\_\_\_\_\_\_\_\_

Project Evaluation)

\_\_\_\_\_\_\_ Submit Form E (Biweekly Activity Report #6) \_\_\_\_\_\_\_\_\_\_

Submit Form G

Submit Form J – along with copy of Project

Submit Internship Video to University Supervisor

**POST INTERNSHIP**

\_\_\_\_\_\_\_ Submit Form H (Internship Experience Evaluation) \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Send Form K to the Recreation Administration Office \_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_ Attend Final Internship Meeting/Presentation at the University \_\_\_\_\_\_\_\_

#### VERIFICATION OF CONTACT HOURS

|  |
| --- |
| Part I – To be completed 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 completed 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: \_\_\_\_\_\_\_

Form A

#### INTERNSHIP APPLICATION

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

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Cumulative GPA \_\_\_\_\_\_\_\_\_\_\_\_\_

Semester of Internship \_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Date of Graduation\_\_\_\_\_\_\_\_\_\_

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

(Attach additional page if necessary)

1. List in order of preference two organizations at which you would like to Intern.

Be prepared to explain why these organizations interest you. Address items such as (type of program, experience of supervisor (been in position more than one year, has supervised other recreation interns). Please request a copy of the supervisor’s resume and submit with this form.

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 your agency interviews.

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

Required Acceptable Deficient

|  |  |  |
| --- | --- | --- |
| Required Coursework Completed |  |  |
| Verification of 150 Contact Hours (Form C) |  |  |
| GPA – Cumulative 2.0 or higher |  |  |
| Current 1st Aid & CPR (effective fall 2012) |  |  |
| Resume |  |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(University Supervisor)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form B

#### INTERNSHIP ASSIGNMENT FORM

**This Section to be completed by Student:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WKU ID #: 800\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Text messages Y/ N

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Text messages Y/N

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@topper.wku.edu

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

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Agency Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This section to be completed by University Supervisor:**

Form or Item Date

Internship Assignment Form (Form A) \_\_\_\_\_\_\_\_

Intern/Agency Contract (Form B) \_\_\_\_\_\_\_\_

Intern/University Contract (Form C) \_\_\_\_\_\_\_\_

Internship Goals and Plan (Form D) \_\_\_\_\_\_\_\_

Student Midterm Performance Appraisal (Form F) \_\_\_\_\_\_\_\_

Internship Project Proposal (Form I) \_\_\_\_\_\_\_\_

Final Evaluation (Form G) \_\_\_\_\_\_\_\_

Internship Experience Evaluation (Form H) \_\_\_\_\_\_\_\_

Internship Project Evaluation (Form J) \_\_\_\_\_\_\_\_

Graduating Senior’s Exit Survey (Form K) \_\_\_\_\_\_\_\_

Video Presentation and Final Internship Meeting \_\_\_\_\_\_\_\_

Bi-weekly Report Dates: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(Form E) 1 2 3 4 5 6 7

Completed Hours \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

1 2 3 4 5 6 7

RECREATION ADMINISTRATION PROGRAM Form C

WESTERN KENTUCKY UNIVERSITY

#### INTERN/AGENCY/UNIVERSITY SUPERVISOR CONTRACT

*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) (Agency Supervisor)

representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the WKU Recreation

(Agency) (University Supervisor)

Administration program, constitutes a binding contract for the Internship during the \_\_\_\_\_\_\_\_\_ semester to fulfill 12

credit hours and 480 professional service hours.

I. Agency Supervisor responsibilities:

* + - Sign off on Bi-Weekly Reports
    - Complete the “Student Midterm Performance Appraisal”
    - Complete the “Student Final Performance Appraisal” (1 week prior to Internship’s end)
    - Help formulate idea for Internship Project (and grade the project when completed)
    - Meet with the University Supervisor as needed.

II. Agency responsibilities to Internship Student:

* The personal growth and development of Internship Student is the primary consideration.
* Expose the student to as many administrative areas of the Agency as possible.
* Allow attendance at staff and board meetings when appropriate.

III. Status of the Internship Student:

* Classified as an “Practicum Student.”
* Has status of professional staff member.

IV. Requirements of the Internship Student:

* Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
* Represent Western Kentucky University and the Agency in a professional manner at all times.
* Adhere to all policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.

V. University Supervisor responsibilities to Internship Student:

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

Form C

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. 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

INTERNSHIP PLAN Form D

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

Students should create goals prior to meeting with the Agency Supervisor. The agency supervisor and student should work together to assess and revise goals and create the Internship Plan (See page 7).

GOALS: By the end of the internship, the student will…

1.

2.

3.

4.

**Internship Plan**

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Agency Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

BI-WEEKLY ACTIVITY REPORT # \_\_\_\_\_\_ Form E

Page 1 of 2

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

HOURS FOR REPORTING PERIOD: \_\_\_\_\_\_\_ CUMULATIVE HOURS: \_\_\_\_\_\_\_

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

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

Please report on the following topics. Use additional pages if necessary.

1. Provide a record of all experiences you were involved with this period such as meetings, conferences, training sessions, activities, assignments, and planning sessions. ***Evaluate*** those experiences and provide ***your reaction*** to each.

*Cont’d on next page*

Form E

Page 2 of 2

1. Any problems or surprises encountered during the reporting period.
2. Positive learning experiences occurring during the reporting period.
3. Progress toward Internship Project

NOTE: Check with University Supervisor about report delivery options. Keep a copy of all documents for your files.

Form F

Page 1 OF 4

RECREATION ADMINISTRATION PROGRAM

WESTERN KENTUCKY UNIVERSITY

#### STUDENT MID-TERM PERFORMANCE APPRAISAL

(CONFIDENTIAL INFORMATION)

Practicum Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

If the student is working 30 or more hours per week and will complete the practicum in less than 5 weeks, the mid-term evaluation form is not required.

If the student is working less than 30 hours per week and will complete the practicum in 6-12 weeks, the mid-term evaluation form IS required around week 4 of the practicum experience.

(Place appropriate number in box beside the characteristics and skills in the following three sections of this form)

(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

SECTION I. PERSONAL CHARACTERISTICS

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Attendance and Punctuality | Lateness or absence without good reason or adequate notice |  |  |
| Personal Appearance | Neat, clean, and appropriately dressed |  |  |
| Resourcefulness | Uses resources well; seeks information from a variety of sources |  |  |
| Judgment and Problem Anticipation | Could handle emergency situations; makes common sense decisions, anticipates possible problems areas. |  |  |
| Motivational Skills | Enthusiastic; motivates others, can get the ball rolling. |  |  |
| Acceptance of Responsibility | Willing to readily assume responsibility when appropriate. |  |  |
| Initiative | Looks for additional work, avoids idleness, originates ideas, makes creative efforts |  |  |

FORM F - SECTION II. PROFESSIONAL RELATIONS (5=Excellent, 1= Unsatisfactory)

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Public Relations Skill | Tactful, diplomatic, courteous behavior |  |  |
| Work Attitude | Industrious, willing to assist others, responsible |  |  |
| Rapport with Staff | Works harmoniously with others; cooperative, considerate |  |  |
| Relates to Program Participants | Gets people involved; shows interest, respect, and concern for program  participants. |  |  |
| Adaptability | Adjusts plans and actions according to developing situations and changing moods of group. |  |  |
| Takes Criticism Constructively | Willing to discuss and recognize weaknesses; works on areas needing  improvement |  |  |

Form F (2 of 4)

FORM F - SECTION III. PROFESSIONAL PROFICIENCIES (5=Excellent, 1= Unsatisfactory)

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Knowledge and skill in program planning, implementation, and evaluation | Plans activities well in advance of the program |  |  |
|  | Keeps facilities and equipment in good condition |  |  |
|  | Is a team player; works well with his/her participants and coworkers |  |  |
|  | Maintains fluidity during programs |  |  |
|  | Seeks input from participants, co-workers and supervisors when creating program evaluation |  |  |
| Written Communication | Conveys ideas clearly; does neat, grammatically correct, typographical  error-free, organized work; meets deadlines |  |  |
| Oral Communication | Expresses self well; makes points clear to public and others |  |  |
| Task Accomplishment | Completes tasks in quality and timely manner; pursues and follows  tasks through completion |  |  |
| Professional Growth | Searches for more knowledge and experience, attends meetings, reads  and discusses, inquires about profession |  |  |

Form F (3 of 4)

FORM F - OVERALL MID-SEMESTER RATING

RATING SCALE

Based on the student’s current performance, please check the box beside the descriptor that best indicates the student’s overall performance at this time:

\_\_\_ 5. Excellent 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.

\_\_\_ 4. Good Indicates a very high quality all-around performance on

the student’s part. This is a person whom you

would hire without reservations at this point.

\_\_\_ 3. Average 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.

\_\_\_ 2. Below Average 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.

\_\_\_ 1. Unsatisfactory Indicates all-around unsatisfactory performance.

The 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.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency Supervisor Signature) (Date)

Student comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature) (Date)

Signature means that the student has discussed this information with his/her supervisor. It does not necessarily imply agreement.

Form F (4 of 4)

Form G

PAGE 1 OF 4

RECREATION ADMINISTRATION PROGRAM

WESTERN KENTUCKY UNIVERSITY

#### STUDENT FINAL PERFORMANCE APPRAISAL

(CONFIDENTIAL INFORMATION)

Practicum Student’s Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

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

Place appropriate number in box beside the characteristics and skills in the following three sections of this form.

(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

SECTION I. PERSONAL CHARACTERISTICS

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Attendance and Punctuality | Lateness or absence without good reason or adequate notice |  |  |
| Personal Appearance | Neat, clean, and appropriately dressed |  |  |
| Resourcefulness | Uses resources well; seeks information from a variety of sources |  |  |
| Judgment and Problem Anticipation | Could handle emergency situations; makes common sense decisions,  anticipates possible problems areas. |  |  |
| Motivational Skills | Enthusiastic; motivates others, can get the ball rolling. |  |  |
| Acceptance of Responsibility | Willing to readily assume responsibility when appropriate. |  |  |
| Initiative | Looks for additional work, avoids idleness, originates ideas, makes creative efforts |  |  |

FORM G - SECTION II. PROFESSIONAL RELATIONS (5=Excellent, 1= Unsatisfactory)

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Public Relations Skill | Tactful, diplomatic, courteous behavior |  |  |
| Work Attitude | Industrious, willing to assist others, responsible |  |  |
| Rapport with Staff | Works harmoniously with others; cooperative, considerate |  |  |
| Relates to Program Participants | Gets people involved; shows interest, respect, and concern for program  participants. |  |  |
| Adaptability | Adjusts plans and actions according to developing situations and changing moods of group. |  |  |
| Takes Criticism Constructively | Willing to discuss and recognize weaknesses; works on areas needing  Improvement |  |  |

Form G (2 of 4)

FORM G – SECTION III. PROFESSIONAL PROFICIENCIES (5=Excellent, 1= Unsatisfactory)

|  |  |  |  |
| --- | --- | --- | --- |
| Skills and Characteristics | Description | Supervisor Comments | Score |
| Knowledge and skill in program planning, implementation, and evaluation | Plans activities well in advance of the program |  |  |
|  | Keeps facilities and equipment in good condition |  |  |
|  | Is a team player; works well with his/her participants and coworkers |  |  |
|  | Maintains fluidity during programs |  |  |
|  | Seeks input from participants, co-workers and supervisors when creating program evaluation |  |  |
| Written Communication | Conveys ideas clearly; does neat, grammatically correct, typographical  error-free, organized work; meets deadlines |  |  |
| Oral Communication | Expresses self well; makes points clear to public and others |  |  |
| Task Accomplishment | Completes tasks in quality and timely manner; pursues and follows  tasks through completion |  |  |
| Professional Growth | Searches for more knowledge and experience, attends meetings, reads  and discusses, inquires about profession |  |  |

Form G (3 of 4)

FORM G – FINAL PERFORMANCE APPRAISAL - OVERALL RATING

Based on the student’s performance since the mid-term appraisal, please check the box beside the descriptor that best indicates the student’s overall performance for the second half of their Internship experience:

RATING SCALE

\_\_\_ 1. Excellent 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 Indicates a very high quality all-around performance

on the student’s part. This is a person whom you

would hire without reservations at this point.

\_\_\_ 3. Average 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 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 Indicates all-around unsatisfactory performance.

The student is not suited to the job or appears

to be incapable of performing professionally. This

would be a person whom you would definitely reject for employment at this time.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency Supervisor Signature) (Date)

Student comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature) (Date)

Signature means that the student has discussed this information with his/her supervisor. It does not necessarily imply agreement.

Form G (4 of 4)

Form H

Page 1 of 2

INTERNSHIP EXPERIENCE EVALUATION

This form should be the cover sheet for your final evaluation of the internship experience.

Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Semester of Internship: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Agency Supervisor’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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. (\_\_)

*Continued on next page*

Form H (2 of 2)

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.)

Form I

**INTERNSHIP PROJECT OUTLINE**

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

Internship Project Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly outline or describe the Internship Project.

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

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form J

INTERNSHIP PROJECT EVALUTION

Please assess 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) Excellent

(4) Good

(3) Average

(2) Below Average

(1) Poor

(0) Did not complete project

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

Comments:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Agency Supervisor)

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Internship Student)

|  |
| --- |
|  |

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

Comments:

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(University Supervisor)

Form K

Final Presentation Evaluation

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

Rating Scale:

5 = Excellent

4 = Good

3 = Average

2 = Below Average

1 = Unsatisfactory

Oral Presentation:

Please base evaluate based on the following items:

Appearance

Preparation

Verbal communication (ability to effectively describe internship experience and project)

Nonverbal communication (eye contact, appropriate gestures, posture, etc.)

Paraverbal communication (verbal fillers, volume, vocal quality, etc.)

Overall Oral Presentation Grade (Scale of 1-5) \_\_\_\_\_

Video Presentation:

Please evaluate based on the following items:

Visual and auditory appeal

Informative

Entertaining

Overall Quality

Overall Video Presentation Grade (Scale of 1-5) \_\_\_\_\_

University Supervisor’s Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form L

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 knowledge/content presented in the following required courses

in the major (please do not rate the instructor – ***rate the value of the information***).

* REC 200 (\_\_)
* REC 302 (\_\_)
* REC 304 (\_\_)
* REC 306 (\_\_)
* REC 320 (\_\_)
* REC 402 (\_\_)
* REC 404 (\_\_)
* REC 406 (\_\_)
  + - 1. The quality of the experiential (practicum and other out-of-classroom (\_\_) experiences) component in your curriculum leading up to the internship semester.
      2. The quality of advisement by your academic advisor. (\_\_)
      3. The quality of instructors in your major. (\_\_)
      4. The adequacy of facilities and equipment supporting your major. (\_\_)
      5. The value of the majors club to enhance your academic preparation. (\_\_)

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. You may also send the evaluation electronically as an email attachment to recreation@wku.edu. 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.