INTERNERSHIP HANDBOOK

Internship In Recreation
Course Syllabus RLS 461

University of Nevada, Las Vegas
William F. Harrah College of Hotel Administration
Department of Tourism and Convention Administration
Leisure Studies Program
4505 Maryland Parkway, Box 453035
Las Vegas, NV  89154-3035
Office: (702) 895-3930 Fax: (702) 895-4870
INTRODUCTION

The application of classroom learning to professional practice is a crucial element in the education of students who are preparing for careers in leisure services. The Leisure Studies Program at the University of Nevada, Las Vegas (UNLV) is committed to a process which will provide students with practical learning experiences under the direct supervision of well qualified and experienced practitioners and the ongoing tutorial supervision of a University faculty member.

Practical participation is included in many of the College's academic offerings, and two requirements are specifically structured as experiential learning opportunities. These two requirements are:

**Field Experience**

This experience requires individual involvement in selected recreation programs, services, activities and agencies. Prior to enrolling in RLS 461, Internship in Recreation, RLS majors at the UNLV Campus must complete a minimum of 300 hours of directly applicable experience (e.g., summer jobs, volunteer work, part-time employment). Students may use one or more field experiences to meet this 300-hour requirement.

**Internship (RLS 461)**

This course requires direct observation and supervised professional participation in a public, not for profit, or commercial recreation organization.

The Internship for Recreation majors is a full-time work experience that generally encompasses 40 hours per week over 14 consecutive weeks for 12 hours of credit. Students majoring in Recreation are required to successfully complete a supervised, on-site internship experience in recreation, sport, and leisure service agencies approved by the department during their senior year of study. Emphasis is placed on application of knowledge and skills to actual job roles and responsibility.

This manual has been prepared to assist students, faculty members, administrators, and agency supervisors in understanding the aims, objectives, principles, policies, and requirements for the professional Internship in Recreation in the William F. Harrah College of Hotel Administration at The University of Nevada, Las Vegas.
INTERNSHIP DESCRIPTION

General Information

The Internship in Recreation is considered to be a full-time academic load for one semester (or summer session). The Internship is a 40 hours per week experience for a period of 14 consecutive weeks. Successful completion of the Internship is required of each student seeking a Bachelor of Science with a major in Recreation.

The primary purpose of the Internship is to enable each student to meet their education objectives through participation in a well-planned and organized practical experience. The Internship, therefore, is an individualized program of study. Students are encouraged to seek and select Internship agencies that offer a diversity of leadership and administrative opportunities in areas that correspond to their own professional goals. As a result, some agencies may be requested frequently by students, while others are selected only occasionally.

The Internship Experience

The agency supervisor and student, with the assistance of the Internship faculty supervisor, should cooperate in planning a comprehensive practical experience that meets the educational needs of the student. This experience should include opportunities in administration, as well as program development and leadership.

If possible, the Internship should provide the student with experience in (or an understanding of) a variety of professional functions. These functions may include budgeting and financial record-keeping, personnel and supervision, public relations, program planning and implementation, facility planning and design, requisition and maintenance of equipment, evaluation, and other areas of concern to professionals in the recreation field.

Internship students should be afforded the opportunity to participate in administrative meetings that are related to their assigned duties. If possible, students should be allowed to attend the agency's policy-advisory board meetings. In addition, students are expected to attend relevant workshops and training sessions whenever possible.

Internship Agencies

Agency selection is approved by the Internship Coordinator after consultation with the student. Students are strongly encouraged to locate a placement that meets the criteria for internship sites as soon as possible. To qualify as an internship site, the agency should meet the following criteria:

1. The agency should have a sound professional philosophy that is applied in programs and services.
2. The agency should meet professional association standards for their area; meet appropriate national or state regulations or certification; or have a full-time staff of more than one person who is certifiable under national, state, or professional association regulations or standards. Therapeutic Recreation students interested in certification by the National Council on Therapeutic Recreation (NCTRC) must do their internship under the direct supervision of a currently certified therapeutic recreation specialist.

3. The agency should express a willingness and commitment to provide the student with a high quality internship by:
   
a. Assigning the student to a supervisor with appropriate training experience who will supervise the intern for the duration of the internship experience;
   
b. Providing the assigned supervisor with appropriate time for the express purpose of supervising the student;
   
c. Approving specific goal and objectives for the individual intern prior to the start of the internship;
   
d. Providing a training program to meet the learning objectives of the student, agency, and Leisure Studies curriculum;
   
e. Supplying the student with agency materials appropriate to the internship including guidelines and a prearranged schedule of assignments; and
   
f. Agreeing to provide an evaluation of student involvement and performance at mid-term and at the completion of the internship.

4. If an agency uses a contract that has to be agreed upon by the University, the agency is expected to initiate that process at the earliest possible time. Students are unable to confirm or begin an internship until the contract has been completely negotiated.

Qualified agencies wishing to participate in the Leisure Studies Internship program are encouraged to submit brochures, internship policies/procedures, and other descriptive materials to the Leisure Studies Program Coordinator.

Cooperative agreements between UNLV and participating agencies are initiated by the Leisure Studies Program using the Joint Agreement form Appendix B. After a student selects an agency and it is approved by the faculty, a Joint Agreement form is sent to the agency (if none is on file) by the student. Once this form (or comparable contractual agreement) is signed by both agency and University personnel, a cooperative agreement is established and the agency is eligible to accept Internship students.
Students generally are not allowed to complete an internship with an agency for whom they have been employed. If the internship responsibilities differ significantly from the previous work opportunities, a student may submit a letter of exception to the faculty (with written support from the agency) with details defining the differences. The faculty will make the final decision regarding approval.

Faculty Supervisor

The University will designate one Leisure Studies faculty member to monitor the experience of each Internship student. Generally, the faculty supervisor will contact the student by telephone and written correspondence to provide feedback on written assignments and receive periodic updates on the Internship process. The agency supervisor is encouraged to contact the faculty supervisor as needs arise (and vice versa).

The faculty supervisor will visit (or make arrangements for a departmental representative to visit) Internship agencies located in Southern Nevada. In general, agencies located outside of Nevada will not be visited.

Agency Supervisor

Each Internship agency will designate one professional staff member to serve as the student's agency supervisor. This individual is responsible for working with the student to develop and implement a systematic program designed to help the student meet his or her Internship goals. In addition, the agency supervisor will review and sign all written reports/papers submitted by the student, evaluate the student's special project, and complete a mid-term and final evaluation (see Appendix) on the student's performance during the Internship.

The agency supervisor is, in effect, the student's "teacher" throughout the Internship process, and the quality of his or her supervision is critical to the success of the Internship experience. It is expected that weekly conferences will be scheduled between the student and agency supervisor to discuss written reports, evaluate the student's progress, and plan future assignments and activities. These conferences should also provide an opportunity to answer the student's questions and to discuss issues and trends related to the recreation field.

Internship Student

The Internship is a course of study with both an experiential and academic component. The Internship student, therefore, has the responsibility to conduct him or herself in a professional manner throughout the Internship process, and to document his or her experience through submission of written reports and assignments to the faculty supervisor. It is expected that the experiential component will involve 40 hours per week of supervised work experience. In general, preparation of written reports and papers required by the University is not to be included as part of the work week; however, agency visitations, special project development, evaluation conferences, etc., should be included within the 40-hour week.
**Length of the Internship**

Generally, the Internship experience is 14 consecutive weeks in length. If a student works less than 40 hours in a given week, the remaining hours must be made up prior to completion of Internship (i.e., overtime or extension of completion date). Work hours in excess of 40 hours per week may not be used to reduce the total number of weeks of Internship.

**Paid Employment During the Internship**

Internship students generally do not receive salaries for their efforts; however, some Internship agencies do offer stipends or provide assistance with housing, food, transportation, etc. If a student is to receive a salary for the Internship experience, or intends to take a second job during the Internship, written notification must be submitted by the student to the Internship Coordinator prior to beginning the experience.

**Holiday and Sickness Policy**

Students are given credit for official agency holidays (or closings due to inclement weather), providing this does not result in missing more than one workday in a given week. If more than one workday is missed in a week due to holidays, the student is expected to make up the additional days/hours prior to the completion of Internship.

In case of illness or need for personal leave, students are expected to notify their agency supervisors according to established agency procedures. Students are entitled to one sick day (or personal leave day) during their Internship, without the necessity to make up the working time that is missed. Additional work days/hours missed due to illness, observance of religious holidays, or other matters of personal necessity, are expected to be made up prior to completion of Internship.

**Early Start or Late Completion Policy**

Except in unusual circumstances, Internship is to be completed during a given semester (or combined summer sessions, including intercession). Specifically, all work-related hours credited to the Internship experience are to be completed between the first and last day of classes (or last day of exams during summer only). If the student selects an Internship agency that requires an early start or late completion, all work-related hours that are not during the semester (or summer sessions) will not be part of the Internship experience. Early start and/or late completions are considered to be voluntary arrangements between the student and the agency.
Insurance Policy

UNLV does not provide insurance coverage for students on the Internship; however, students are encouraged to have medical and personal liability insurance during their Internship experiences.

If the Internship agency requires a student to have medical, liability or other insurance coverage, the agency is expected to communicate this requirement in writing to the student. The student is expected to submit proof of the required coverage to the agency prior to the start of the Internship experience. The University considers all such arrangements to be between the student and the Internship agency.

PREPARATION FOR THE INTERNSHIP

Seminar In Recreation (RLS 460)

The Leisure Studies Program requires its students to enroll in a one-credit course designed to assist students with preparation for and participation in the Internship. This course, entitled Seminar In Recreation covers all aspects of the Internship process, and should be taken the semester preceding the Internship experience.

Prerequisites

In order to be eligible for participation in Internship, each student must have:

1. Completed at least 97 semester hours of course work with a cumulative grade point average of 2.5 or greater. The student must ensure that he/she has met this requirement prior to beginning the Internship experience.

2. Successfully completed all requirements of the Seminar In Recreation (RLS 460; 1 credit), including:
   a. preparation of a professional resume and cover letter.
   b. acquisition of interview skills.
   c. specification of internship goals.
   d. understanding of internship procedures and requirements.
   e. documentation of successful completion of 300 hours of field experience.
   f. identification of the internship site.

3. Notified the Internship Coordinator of agency selection (Internship Agency Designation Form, Appendix A) at least two weeks prior to the last day of classes of the semester preceding the Internship experience.

4. Registered for Internship In Recreation (RLS 461; 12 credits)
Agency Search and Selection

In order to assist students with identifying and selecting agencies that meet their educational goals, the Leisure Studies Program office maintains: (1) file folders containing agency brochures and descriptive materials, and (2) a website (www.unlv.com) containing updated lists of potential Internship agencies. These resources enable each student to identify agencies that appear to offer suitable Internship experiences.

After discussing tentative plans for the Internship with a faculty advisor, each student is expected to:

1. Call potential agencies to identify the appropriate contact person(s) and determine the availability of Internship positions during the semester in question.

2. Mail a cover letter, resume and list of internship goals to the contact person for each potential Internship agency. The cover letter, resume and goal statements must have been approved by the instructor of RLS 460 prior to mailing.

3. Call to arrange for an interview with each potential Internship agency. Although the student is strongly encouraged to visit several agencies, only one interview is required. If an on-site interview is not possible due to financial or logistical considerations, a telephone interview may be conducted.

4. Select his or her Internship agency, confirm selection by telephone and follow-up written correspondence with the agency supervisor, and notify the Internship Coordinator of this selection using the Internship Agency Designation Form Appendix A.

5. Notify all other potential agency supervisors (those interviewed for the Internship) that he or she has accepted placement with another agency.

Joint Agreement Agency and University

In order for a student to be placed with an agency for the Internship, a Joint Agreement Form Appendix B (or other contractual arrangement) must be on file in the HP Office. This agreement is signed by both University and agency personnel, and specifies the minimum obligations of each organization.

Upon submission of the Internship Agency Designation Form by the student, the Internship Coordinator will determine if the agency has a Joint Agreement Form (or contract) on file, and:

   a. If so, confirm selection by written correspondence with the agency supervisor, or
   b. If not, initiate action to approve the agency for placement by having the student send a Joint Agreement Form and supporting materials to the agency supervisor.
INTERNSHIP ASSIGNMENTS

UNLV's Leisure Studies Program majors are required to submit a number of written assignments and forms during the Internship experience. These include:

**Initial Report**

Within the first week of the Internship, the student must complete and submit an Initial Report. This report (see Appendix C) provides the faculty supervisor with information for contacting the student and his or her agency supervisor. (Due: 7 calendar days after start of the Internship)

**Assignment Checklist**

This form (see Appendix D) includes dates for all written assignments and forms. Due 7 calendar days after start of the Internship.

**Bi-Weekly Reports**

Throughout the entire length of the Internship, the student is required to submit bi-weekly reports to his or her faculty supervisor. These reports contain a cover page, daily log and an analysis of one or more events (or issues) that occurred during the 2-week period. The analysis portion of the weekly report is generally two typewritten pages (double spaced) and should conform to the Weekly Report Guidelines (see Appendix E). A student doing the Internship in Southern Nevada should also include directions to his/her agency with the first weekly report. (Due: 5 calendar days after the end of each bi-weekly reporting period.)

*Note:*  Students must receive an orientation to the other programs, departments and disciplines within their Internship agency. This cross training must be documented in the bi-weekly reports.

**Revised Internship Goals**

During the first two weeks of the internship, the student must revise his/her Internship goals to reflect the learning opportunities available at the agency. These revisions should be done in cooperation with the agency supervisor, who should sign the revised goals prior to their submission. (Due: 5 calendar days after the end of the 2nd week)

**Agency Description**

Each student is expected to gain a thorough understanding of his or her Internship agency. The agency description assignment allows the student to demonstrate this understanding, and provides a written document that is placed in the agency's Internship file to assist Recreation majors with their Internship selection. The agency description should be typed, double-spaced and conform to the Agency Description Guidelines (see Appendix F.). Two copies of this report are to be submitted. (Due: last day of 8th week)
**Special Project and Special Project Report**

Each Internship student, in cooperation with his or her agency supervisor, is expected to design and complete a special project of significance and lasting value to the agency. The nature and scope of the special project should be consistent with the student's educational background and career goals; however, the primary purpose of this project is to make a professional contribution to the Internship agency. Prior to starting the project, the Internship Special Project Proposal form (see Appendix G.) must be submitted to the faculty supervisor. (Due: no later than the last day of 4th week)

The student must prepare a thorough, typewritten (double spaced) report that describes both the process and results of the special project. This report must conform to the Special Project Report Guidelines (see Appendix J.). (Due: last day of 10th week)

**Visitation to Additional Agencies**

In order to gain a broader understanding of services within the Sport and Leisure Studies field, each student is required to visit at least two additional agencies during the Internship. The student should select agencies that correspond with his or her own professional interests, but visited agencies do not have to be similar to the student’s Internship agency. Agencies which the student has previously visited may not be used to fulfill this assignment. Since these visitations are included as a part of the student’s Internship responsibilities, it is essential to plan each visit in cooperation with his or her agency supervisor.

Visits must be arranged well in advance of the visitation date, and should include a tour of the grounds/facilities and a follow-up meeting with at least one staff member. Generally, an agency visitation lasts 1 to 2 hours. Following the visit, the student is required to complete and submit a Visitation Form (see Appendix I). This form documents the visit and requires a typewritten reaction to the agency and its services. Two copies of each visitation report are to be submitted. (Due: Visit No. 1 - last day of 9th week; No. 2 - last day of 11th week.)

**Mid-Internship and Final Evaluations**

The agency supervisor is expected to conduct formative evaluations of the student's performance at least twice during the Internship. The mid-Internship evaluation conference is especially important because (1) it provides structured feedback to the student on his or her performance to date, and (2) it offers an opportunity for the student and supervisor to reestablish goals for the second half of the Internship. The final evaluation allows the student to assess his or her progress during the Internship and should assist the agency supervisor to determine his or her grade recommendation for the student (see below).

The agency supervisor may use the evaluation form supplied by the University (see Appendix J), or an agency personnel evaluation form may be substituted, if desired. Regardless of what form is selected, it is important that the mid-Internship and final evaluations be conducted using
identical forms. (Due: Mid-Internship - one week following mid-point; Final - one week after the Internship, but no later than the last day of classes)

**Grade Recommendation**

At the conclusion of the Internship, the agency supervisor is expected to submit a Grade Recommendation Form (see Appendix K) to the faculty supervisor. This form enables the agency supervisor to assign a letter grade that reflects the total progress and level of achievement attained by the student during the Internship. This form also requests that the agency supervisor assign a letter grade for the student's special project. (Due: one week after the Internship, but no later than the last day of classes)

The final grade for the student's Internship is assigned by the faculty supervisor. This overall grade is based on the recommendation of the agency supervisor and the quality (including promptness) of the student's written assignments.

**Internship Assignment Points**

Each of the assignments that are submitted throughout the internship will be evaluated upon the following point scale:

<table>
<thead>
<tr>
<th>Reports:</th>
<th>100 pts</th>
<th>20%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Initial</td>
<td>6.25 pts</td>
<td></td>
</tr>
<tr>
<td>Assignment Checklist</td>
<td>6.25 pts</td>
<td></td>
</tr>
<tr>
<td>7 Bi-Weekly</td>
<td>12.5 pts ea</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evaluations:</th>
<th>200 pts</th>
<th>40%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>100 pts</td>
<td></td>
</tr>
<tr>
<td>Final</td>
<td>100 pts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Special Project</th>
<th>125 pts</th>
<th>25%</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Other Assignments</th>
<th>75 pts</th>
<th>15%</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revised Internship Goals</td>
<td>5 pts</td>
<td></td>
</tr>
<tr>
<td>Agency Description</td>
<td>30 pts</td>
<td></td>
</tr>
<tr>
<td>2 Visitations @ 20 pts</td>
<td>40 pts</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total Points Possible</th>
<th>500 pts</th>
</tr>
</thead>
</table>
Grading Scale:

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>450 - 500</td>
<td>A</td>
</tr>
<tr>
<td>400 - 449</td>
<td>B</td>
</tr>
<tr>
<td>350 - 399</td>
<td>C</td>
</tr>
<tr>
<td>300 - 349</td>
<td>D</td>
</tr>
<tr>
<td>299 &amp; below</td>
<td>F</td>
</tr>
</tbody>
</table>

Grade Criteria for Internship Assignments

**Bi-Weekly Reports**

**A** Report is submitted on time. The report contains a cover page containing the student’s full name, the number of the report, the dates covered by the report, the complete name and address of the agency, the number of internship hours covered by the report, the total number of internship hours to date, signature spaces for the student and agency supervisor, a space for comments by the agency supervisor, and a signature space for the faculty supervisor.

The daily log of an “A” report reflects a detailed list of the daily experiences for the period of time covered by the report. All experiences in the log are described in detail, and the student indicates his/her role in the activity or event described. All days are accounted for including days off, and sick or personal days.

The analysis section of an “A” report identifies a relevant event or issue to the student’s intern experience and provides an in-depth discussion integrating information from course work, practical experience, and personal reflection. Potential consequences are discussed as well as what the student learned from the event or issue. Finally, a plan of action should be proposed as a result of the analysis. Potential solutions to a problem should be identified and explained.

**B** Report is submitted 1 day late. The cover page is missing 1-2 pieces of required information (identified in the intern manual).

The daily log of a “B” report provides a summary of activities but with gaps or blocks of time unaccounted for. The role of the student in the activities described in the daily log is not clearly articulated. Descriptions of the activities and experiences of the student are not complete.

The analysis section of a “B” report identified relevant event(s) or issue(s) to the student’s intern experience, but does not provide an in-depth discussion reflecting the student’s understanding of the situation described. The analysis reflects sound reasoning and judgment with most major issues identified, but the importance of the smaller issues may not be clearly
conveyed. A “B” report demonstrates the student’s ability to understand the information at hand and their ability to apply and minimally integrate the information.

**C** Report is submitted 2 days late. The cover page is missing a substantial amount of the required information.

The daily log of a “C” report provides an average summary of activities containing blocks of time unaccounted for. The student’s role in the activities described is not identified, nor are descriptions of the activities and experiences of the student clearly communicated.

The analysis section of a “C” report identified event(s) or issue(s) that are not truly relevant, nor does the student provide an adequate justification for the relevance of their analysis topic. The report reflects an adequate understanding of the basic information, and usually offers a reason for making a particular statement. A few correct applications of the information are typically present. The information is generalized, but not integrated.

**D** Report submitted 3 days late. No cover page is included. The report is not typed.

The daily log of a “D” report provides only a sketch of the time period covered. Time blocks are unaccounted for, articulation of experiences and activities is not clear, nor can be understood by the reader. The student’s role in the activity is not stated.

The analysis section of a “D” report does not identify a relevant event or issue. The analysis demonstrates an inadequate understanding of the topic. Little or no generalization, analysis and synthesis of information is included.

**F** Report submitted 4 or more days late. The report is not typed and does not include the required components, such as cover page and daily log. The analysis section is poorly written and/or contains numerous errors in fact and/or format. It does not demonstrate understanding of the information at any level, and may be a simple recitation of facts.

**Agency Description**

**A** Report submitted on time. The agency description provides a thorough presentation of information about the intern’s agency reflecting their understanding of the agency and its operations. All the components of the description (i.e., title page, table of contents, overview of agency, and summary of internship opportunities) are complete and explained in detail. The overview of the agency provides thorough descriptions of the history, purpose, and philosophy of the agency, along with a description of the personnel, services and clientele served. Funding sources and problem areas faced by the agency should also be identified and explained with the student providing ideas for addressing these issues.

**B** Report submitted 1 day late. The agency description provides a good presentation of the agency yet the intern’s understanding of the agency and its operations is not totally complete.
Most major aspects of the agency are identified, but the importance of smaller issues may not be clearly conveyed.

C  Report submitted 2 days late. The agency description reflects an adequate understanding of the agency and its operations. One to two sections of the overview of the agency are missing.

D  Report submitted 3 days late. The agency description demonstrates an inadequate understanding of the agency and its operations.

F  Report submitted 4 or more days late. The agency description is poorly written and/or contains numerous errors in fact. It does not demonstrate understanding of the agency or its operations at any level.

Special Project

A  The special project receiving an “A” should include the following components: title page, table of contents, introduction, description of the project, and an evaluation. The introduction should consist of a brief description of the project and its relevance to the agency. The evaluation of the project should go beyond the student’s subjective opinion of their work, and include results from questionnaires, interviews or the supervisor’s formal feedback. Submitted on time.

B  The special project receiving a “B” includes all the required components. Submitted 1 day late.

C  Missing required components. Submitted 2 days late.

D  Missing substantial information. Demonstrates inadequate understanding of presented information. Submitted 3 days late.

F  Poorly written, contains numerous errors, and does not demonstrate understanding of the information on any level. Submitted 4 or more days late.

Evaluations

A  Receives 90% or higher score on the criteria.

B  Receives 80% - 89% score on criteria.

C  Receives 70% - 79% score on criteria.

D  Receives 60% - 69% score on criteria.
# APPENDIX

<table>
<thead>
<tr>
<th>Appendix</th>
<th>Title</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appendix A</td>
<td>Internship Agency Designation Form</td>
<td>16</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Joint Agreement</td>
<td>17</td>
</tr>
<tr>
<td>Appendix C</td>
<td>Initial Report</td>
<td>19</td>
</tr>
<tr>
<td>Appendix D</td>
<td>Assignment Checklist</td>
<td>20</td>
</tr>
<tr>
<td>Appendix E</td>
<td>Bi-Weekly Report Information</td>
<td>21</td>
</tr>
<tr>
<td>Appendix F</td>
<td>Internship Agency Description Guidelines</td>
<td>25</td>
</tr>
<tr>
<td>Appendix G</td>
<td>Internship Special Project Proposal</td>
<td>27</td>
</tr>
<tr>
<td>Appendix H</td>
<td>Special Project Report Guidelines</td>
<td>28</td>
</tr>
<tr>
<td>Appendix I</td>
<td>Visitation Report</td>
<td>29-30</td>
</tr>
<tr>
<td>Appendix J</td>
<td>Internship Evaluation Form</td>
<td>31</td>
</tr>
<tr>
<td>Appendix K</td>
<td>Grade Recommendation Form</td>
<td>35</td>
</tr>
</tbody>
</table>
APPENDIX A

Recreation 461
INTERNSHIP AGENCY DESIGNATION FORM

Submission of this form to the Internship Coordinator constitutes official notification of the student's intention to do his or her Internship at the agency specified below. Any change in the student's Internship agency or semester of enrollment must be made in consultation with the Internship Coordinator and the Agency Supervisor.

PLEASE PRINT:

Name of Student:____________________________________ SSN: ___________________________

University Address:

4505 Maryland Parkway
Box 453035
Las Vegas, Nevada
89154-3035

University Phone:   (702) 895-3930

Internship Agency: ______________________________________________________________

Department (if applicable): _______________________________________________________

Agency Address: _______________________________________________________________

City:_________________________ State______________ Zip Code_____________

Agency Main Phone Number: (        ) ___________________ Fax: (        )

Agency Supervisor:  ____________________________________________________________

Title: ________________________________________________________________________

Agency Supervisor's Phone Number or Extension: (        )

Date of Completion of RLS 460: ☐ Fall ☐ Spring ☐ Summer

Semester/Year for the Internship: ☐ Fall ☐ Spring ☐ Summer

Credits for the Internship: ______ Tentative Starting Date: _______ Ending Date: _______

Is there a Joint Agreement form on file for the above agency? ☐ Yes ☐ No

This is to certify that I have completed an interview with appropriate personnel from the above agency, and they have accepted me for placement during the semester specified above.

Signature of Student: _______________________________________ Date: _______________

Signature of Academic Advisor: _______________________________ Date: _______________
JOINT AGREEMENT

UNIVERSITY OF NEVADA, LAS VEGAS
WILLIAM F. HARRAH COLLEGE OF HOTEL ADMINISTRATION
DEPARTMENT OF TOURISM AND CONVENTION ADMINISTRATION
LEISURE STUDIES PROGRAM
4505 Maryland Parkway, BOX 453035
Las Vegas, Nevada 89154_3035

The __________________________ located at

______________________________ agrees

(agency name)

(agency address)

to participate in the Leisure Studies internship program in the Department of Tourism and Convention Administration Leisure Studies Program, William F. Harrah College of Hotel Administration, The University of Nevada, Las Vegas, and to provide the following information for University files:

< A portfolio of information about agency programs and activities.
< A description of possible internship experiences for students including differences that may occur due to the seasons. This would include Fall (August/September through November), Spring (January through April) and Summer.
< A resume of the staff member(s) who would supervise an internship student. Please also include an attachment to the resume if information such as certification, special training, or affiliation with professional organizations is not recorded on the resume.

AGENCY

The agency agrees to follow the policies and procedures regarding the internship as outlined in the attached course guide.

Agency Name

Agency Supervisor

Agency Telephone Number

Date
UNIVERSITY

The Leisure Studies Program in the William F. Harrah College of Hotel Administration, Department of Tourism and Convention Administration, at the University of Nevada, Las Vegas, agrees to:

< provide the agency with the current Internship in Sport and Leisure Studies Handbook as a guide for the planning and operation of internship programs.
< cooperate with agency personnel in identifying and selecting students for the internship.
< assist in the internship process by periodic consultation with agency personnel and by close supervision of the students who are assigned to the agency for the internship.

Program Coordinator, Leisure Studies

Faculty Supervisor

STUDENT

Student’s Name ________________________________________________________________

Student’s Home Telephone Number ________________________________________________

Student’s E-mail Address ________________________________________________________

I have read the RLS 461 Internship Handbook and agree to fulfill the stipulated requirements.

Student Signature ___________________________ Date ____________

18
APPENDIX C

INITIAL REPORT

Instructions: To be completed by the student, signed by the Agency Supervisor and returned to the Faculty Supervisor during the first week of Internship

Student’s Full Name_______________________________________ SSN ____________________
Student’s Address ____________________________________________
_____________________________________________________________________________
City    State     Zip Code

Student’s Phone Number __________________________________________
Student’s E-mail Address ____________________________________________
Internship Agency _________________________________________________
Department (if applicable) __________________________________________
Internship Agency’s Address: _______________________________________
_____________________________________________________________________________
City    State     Zip Code

Full Name of Agency Supervisor: _______________________________________
Title of Agency Supervisor: ___________________________________________
Agency Supervisor’s Phone Number: ________________________________
Full Name of Agency’s Director or Owner: _______________________________
START DATE OF INTERNSHIP: _________________________________________
TENTATIVE COMPLETION DATE: _______________________________________

Regular Work Days/Hours:

Major Duties Assigned:

Student's Signature _____________________________________________ Date: ___________

Agency Supervisor's Signature______________________________ Date: ___________

Back of form may be used for comments by either Student or Agency Supervisor.
APPENDIX D

Student Name:__________________________________________________________________

Internship RLS 461
ASSIGNMENT CHECKLIST

The due date for Internship written assignments is their deadline for arrival at The Leisure
Studies PROGRAM office. If your assignments are being mailed, it is essential they are sent in
sufficient time to arrive by the due date. If an assignment is postmarked at least four days prior
to its due date, it will not be reduced in grade for lateness. The reduction for late assignments is
10% per day, excluding holidays and weekends. The following worksheet should be filled out 7
calendar days after the start of the internship by the faculty supervisor and the student.

Internship Agency Designation Form       Due Date: _______ Date Turned In___________
Joint Agreement                                          Due Date: ___________ Date Turned In___________
Initial Report                                            Due Date: ___________ Date Turned In___________
Weekly Reports
#1     Due Date: ___________  Date Turned In___________
#2                                               Due Date: ___________  Date Turned In___________
#3                                      Due Date: ___________  Date Turned In___________
#4                                         Due Date: ___________  Date Turned In___________
#5                                              Due Date: ___________  Date Turned In___________
#6                                              Due Date: ___________  Date Turned In___________
#7                                              Due Date: ___________  Date Turned In___________
Revised Internship Goals                           Due Date: ___________  Date Turned In___________
Special Project Proposal                             Due Date: ___________  Date Turned In___________
Mid-term Evaluation                                     Due Date: ___________  Date Turned In___________
Agency Description                                     Due Date: ___________  Date Turned In___________
Special Project Report                                 Due Date: ___________  Date Turned In___________
Agency Visitations    Due Date: ___________  Date Turned In___________
Final evaluation                                           Due Date: ___________  Date Turned In___________
Grade recommendation                                Due Date: ___________  Date Turned In___________

*Students doing the Internship in Southern Nevada should submit directions to their agency with
first weekly report.
APPENDIX E
Bi-Weekly Report Information

The bi-weekly report is an important aspect of the Internship because it serves a number of vital functions for the student, the agency supervisor and the faculty supervisor. The bi-weekly report:

1. Provides early and consistent feedback to the faculty supervisor regarding important aspects of the student's field experience.
2. Ensures a systematic method of communication between the agency supervisor and the student.
3. Requires that the student reflect upon the previous week's experiences and analyze relevant events or issues.
4. Offers an opportunity for either the student or the agency supervisor to put comments in writing to the faculty supervisor.

Cover Page
The bi-weekly report cover page should include the student's full name, the number of the report, the dates covered by the report, the complete name and address of the agency, the number of Internship hours covered by the report, the total number of Internship hours to date, signature spaces for the student and agency supervisor, a space for comments by the agency supervisor, the name of the student's academic advisor, and a signature space for the faculty supervisor. A sample cover page is included with this information.

The Daily Log
The daily log requires the student to keep a detailed record of his or her daily experiences during the Internship. This written record should give the faculty supervisor an understanding of the student's many duties and responsibilities. The log may also provide the student with a framework for discussing the previous week's activities with his or her agency supervisor.

In general, the student should summarize activities in time blocks of 1/2 hour or greater. Entries in the log must include sufficient detail to allow the faculty supervisor to understand the breadth and depth of each day's experiences. The first time an agency staff member is mentioned in the daily log, his or her complete name and title should be included and underlined. At the conclusion of each day's entry, the student should report the total number of Internship hours for that day (excluding routine meals and breaks). A sample daily log is included with this information.

Tips for doing a good daily log include:

1. Make sure the experience described can be understood by someone unfamiliar with your situation.
2. Indicate your role in activity or event described.
3. Account for all days of the week (indicate days off, sick or personal leave days, etc.).
4. When using abbreviations, initials or acronyms, write the word(s) out the first time. Show in parentheses the abbreviation, initials or acronym that will be used in the remaining reports.
The Analysis
This section of the weekly report offers the Internship student an opportunity to reflect upon the events of the previous 2 (two) weeks and to demonstrate his or her analytical skills. The student is expected to select one (or more) of the events (or issues) and provide an in-depth discussion that goes beyond mere summarization. Because of its importance in problem solving and decision-making, the ability to analyze is an essential skill for any recreation professional; therefore, the quality of the Analysis section is the primary criteria for assigning a grade to the student's bi-weekly report.

In completing the Analysis portion of the bi-weekly report, the student should ensure that the following components are included:

a. Identification of the relevant event(s) or issue(s)
   It is not expected or required that the event(s) or issue(s) be of "earth shattering" magnitude. It should, however, be an event/issue that is relevant to the student's work experience or professional development. Examples include: a problem that needed to be solved; a professional issue that has implications for the agency's service delivery; the student's use of a specific type of leadership style.

b. Determination and explanation of relevant components
   The analytical process involves identifying the multiple factors that (1) comprise the event/issue, and/or (2) are interrelated with or have an impact upon the event/issue, and/or (3) are potential outcomes of the event/issue. A very important part of the analysis is to state the implications of the event/issue. In other words: What are the potential consequences? What was learned by the student or other staff members? To whom (or what) is the event/issue relevant (the agency, the community, the profession)?

c. Plan of action (if appropriate)
   Whenever possible, an analysis should propose a plan of action. This plan may be for the student to implement, or it may constitute suggestions for others. If a problem has been identified, one or more potential solutions should be proposed. If the analysis focuses on positive events, it may be possible to identify ways to continue (or repeat) these favorable events.

It is important to write and reflect upon the analysis prior to typing it for submission. In so doing, it can be examined to ensure that the above items are clearly and concisely presented. Generally, the analysis section of the bi-weekly report will be approximately two typewritten (double spaced) pages, although some topics may require more or less space.

In a well-written analysis all statements are supported by data and/or observations. For example, "the participants had a good time" should be followed by how that was determined; "things did not happen as anticipated" should be followed by what happened and, more importantly, why it happened. It should be kept in mind that an analysis is more than a summary of what occurred _ it is an investigation into the causes, components, and outcomes (including implications) of the event/issue. It is a skill that, once mastered, will be extremely helpful in all aspects of the student’s professional life. BI-WEEKLY REPORTS SHOULD BE TYPED!
SAMPLE BI-WEEKLY REPORT

ANNE M. JONES

Internship Report No. 2

June 3-16, 2002

AGENCY: Green Valley Athletic Club

This week's work hours (excluding routine meals, breaks, etc.) = _____ hours

Total Internship work hours to date = _____ hours

Student's Signature: ___________________________________________________________

Agency Supervisor's Signature: _________________________________________________

Comments by Supervisor:

Faculty Supervisor's Signature: _________________________________________________
Sample Daily Log (for three days)

BI-WEEKLY REPORT NO. 2

Mon, June 3, 2002
9:00-12:00 Assisted Sally Jones and Tom Boswell with registration for Summer programs (greeted registrants, recorded information, and answered questions).
12:00-12:45 Lunch
12:45-2:00 Developed weight-lifting form for use in new weight-lifting class (to begin on July 15th). Submitted form for typing.
2:00-4:00 Worked at front desk answering phone, referring inquiries to proper person, filing registration materials, etc.
4:00-4:30 Discussed possibility of joining The National Recreation and Parks Association (NRPA) with Bill Thomas. Was given latest NRPA job bulletin to review.
4:30-5:00 Showed George Whittlesey, new weight-lifting instructor, the form I developed and discussed potential revisions to meet his needs.

Tue, June 4, 2002
Day off

Wed, June 5, 2002
8:30-9:00 Dressed for swim class, then talked with children waiting for class to start.
9:00-10:00 Assisted Betty Smith, staff lifeguard, with swim class for preteen children (conducted rhythmic breathing exercise in pool, helped supervise free play portion of class).
10:00-10:30 Got dressed, then discussed plans for the rest of today with Bill Thomas.
10:30-12:00 Went to local American Red Cross (A.R.C.) office with Bill and assisted with awarding certificates to members who passed ARC tests.
12:00-1:15 Lunch with Bill (discussed ideas for Internship special project _ no firm decision reached yet; also talked about weight-lifting form and other work-related matters).
1:15-3:00 Returned to office, prepared for and led kickball activity for preteens. Terry Williams, a new intern from West Virginia University, assisted me with the activity.
3:00-5:00 Attended orientation class for the new phone system being installed next week. Topics included proper transfer procedures for calls and ways to conduct conference calls.

NOTE: Some Internship students will change activities more often than the above student, while others will remain at specific tasks for a longer time. When many different tasks of short duration (e.g., 10_20 minutes) are performed, it is acceptable to group these within a larger time block (e.g., 2 hrs.). Sufficient detail should be included, however, to inform the faculty supervisor of the student's major responsibilities during the time block specified. Be certain to include the total number of hours worked per day, as well as placing a total for the week on the cover page.
APPENDIX F

INTERNERSHIP AGENCY DESCRIPTION GUIDELINES

During the first few weeks at the Internship site, the student should be gaining a thorough understanding of the agency and its operations. The agency description assignment enables the student to demonstrate this understanding, and provides a typewritten (double space) resource for future UNLV Internship students. Two copies of this report are to be submitted.

At the conclusion of the semester, a copy of the student's agency description will be placed in the agency's Internship file. It is important, therefore, that the agency supervisor review and sign the agency description prior to its submission. If necessary, the agency supervisor may wish to add handwritten comments that clarify or expand upon the student's efforts.

It is essential that the agency description include a thorough presentation of information that would be helpful to students considering this agency for an Internship experience. The completed assignment should include:

1. **Title Page**
   Provide the title of the report, name and address of the agency, student's name, date, and a signature block for the agency supervisor. It is important that the agency supervisor sign the title page after reviewing and approving the final form of the Agency Description.

2. **Table of Contents**
   Give all headings and subheadings and their corresponding page numbers.

3. **Overview of Agency**
   Provide an in_depth overview of the agency (or department of the agency, if the agency is exceptionally large). This section should include:

   a. **Introductory Statement** - Give the name of the agency and briefly describe the type of park, recreation or leisure service that this agency (or unit) represents.

   b. **History/Development** - From an historical perspective, how has this agency evolved into what it is today? What were its stages of development and growth? When and why was it originally founded in its present location?

   c. **Purpose/Philosophy** - What is the mission or purpose of the agency? What is the agency's philosophy as it relates to providing recreation services to its clientele?

   d. **Personnel** - What are the job titles of personnel with whom an Internship student might interact on a regular basis? Give one-sentence job descriptions for these individuals, and include whether they are part-time, full-time, seasonal, and/or volunteers.
e. Services - What services or activities are offered? How are these services organized and programmed (e.g., when, where, how often, types of program, group structures, etc.)?

f. Clientele - What populations are served (e.g., general public, youth, persons with disabilities, economically disadvantaged, etc.)? What restrictions are there, if any?

g. Funding - What are the funding sources for the agency? What is the relationship with respect to funding between recreation services and other aspects of the agency? What are major areas of expenditures?

h. Problem Areas - What are the major areas of concern for the agency (e.g., growing demand for services, increased user fees, vandalism, legal liability issues, funding shortages, job freezes)? How are they addressing these issues?

4. Summary of Internship Opportunities

Describe, in detail, the potential experiences that may be available for Internship students. Information should be included regarding job responsibilities, salary (if any), expenses that might be anticipated, availability of housing, need for personal transportation, special clothing requirements, certifications required (e.g., CPR, Senior Life Saving, etc.) and any other information that would be helpful for a potential Internship student to know. The student should also differentiate among Fall, Spring, and Summer semesters in terms of potential Internship experiences. Finally, a list of recommended books, resources, courses, etc., should be provided that would help an Internship student prepare for the experience.
APPENDIX G

SPECIAL PROJECT PROPOSAL
(for use during the Internship)

Name of Student: _______________________________________________________________

Agency and Department: _________________________________________________________

Phone: (         ) ____________

Name of Agency Supervisor:  _____________________________________________________

DESCRIPTION OF PROJECT:

PURPOSE OF PROJECT FOR AGENCY:

MAJOR COMPONENTS OF PROJECT:

PROJECT SCHEDULE (TIME LINE):

Student's Signature: ______________________________ Date: _______________

Agency Supervisor's Signature: ______________________________ Date: _______________

Faculty Supervisor's Signature: ______________________________ Date: _______________

Back of form may be used for comments by Student, Agency Supervisor, or Faculty Supervisor.
APPENDIX H

Special Project Report Guidelines

The student's special project should be communicated to the University in a report which adequately reflects both the process and results of the project. This typewritten (double spaced) report, which is separate from the project itself, should include:

1. **Title Page**
   Include the title of the report, name and address of the agency, student's name, date, and a signature block for the agency supervisor. The agency supervisor should sign the title page after reviewing and approving the final form of both the special project and special project report.

2. **Table of Contents**
   Give all headings and subheadings and their corresponding page numbers.

3. **Introduction**
   Include a brief description of the special project and describe its importance to the agency.

4. **Description of Project**
   Provide a detailed description of the finished project. If the completed project is a manual, brochure, or other written document, so, this portion of the report may simply refer the reader to the accompanying project. If the project is not in a form that can be sent to the University (e.g., promotional display, equipment adaptation, etc.) a complete, written description of the finished product must be included. Photographs, diagrams or other visual aids may be helpful (they may be included here or in an Appendix).

5. **Evaluation**
   Include a description of the evaluation methods used with the special project. These methods should include but go beyond the student's own subjective opinion of the project. Surveys, interviews, and the supervisor's formal feedback are all ways in which the special project (and its contribution to the agency) may be evaluated by the student. The grade for this portion of the report will not depend upon the success of the project; rather, it will be based upon the thoroughness of the evaluation process, as described. The faculty projects lend themselves to the use of diverse evaluation techniques, while others do not.

The student should ensure that the agency supervisor has sufficient time to evaluate the special project and review the special project report prior to the assignment's due date. As with most Internship assignments, the complete report (including the project, if sent with the report) may be picked up from their faculty supervisor by the student after the semester.
APPENDIX I

ADDITIONAL AGENCY VISITATION FORM
(for use during the Internship–Visit 1)

PLEASE PRINT

Name of Student: ______________________________________________________________

Name of Agency Visited: ________________________________________________________

Address of Agency Visited: ______________________________________________________
____________________________________________________________________________

Date(s) and Time(s) of Visitation: _________________________________________________

Full Name(s) and Job Title(s) of Agency Host(s):

Does this agency wish to be listed with UNLV as a potential Internship site?
Yes ☐        No ☐

Check one:  First Visitation ☐        Second Visitation ☐

REACTION:

Describe your perceptions of the agency and your reactions to its services. If applicable, you may compare the visited agency with your Internship agency. Your reaction must be typewritten (double spaced) and should be from 1-1/2 to 3 pages in length (attach additional pages to this form).

Student's Signature: _____________________________ Date: ________________

Agency Supervisor's Signature: _____________________________ Date: ________________

Faculty Supervisor's Signature: _____________________________ Date: ________________
APPENDIX I

ADDITIONAL AGENCY VISITATION FORM
(for use during the Internship—Visit 2)

PLEASE PRINT

Name of Student: ______________________________________________________________

Name of Agency Visited: ________________________________________________________

Address of Agency Visited: ______________________________________________________
_____________________________________________________________________________

Date(s) and Time(s) of Visitation: __________________________________________________

Full Name(s) and Job Title(s) of Agency Host(s):

Does this agency wish to be listed with UNLV as a potential Internship site?
Yes □ No□

Check one:  First Visitation □ Second Visitation□

REACTION:

Describe your perceptions of the agency and your reactions to its services. If applicable, you may compare the visited agency with your Internship agency. Your reaction must be typewritten (double spaced) and should be from 1 1/2 to 3 pages in length (attach additional pages to this form).

Student's Signature: ________________________________ Date: ________________________

Agency Supervisor's Signature: __________________________ Date: ____________________

Faculty Supervisor's Signature: _________________________ Date: ____________________
APPENDIX J

INTERNSHIP EVALUATION FORM

THE UNIVERSITY OF NEVADA, LAS VEGAS
COLLEGE OF HOTEL ADMINISTRATION
BEH 362
4505 Maryland Parkway
Las Vegas, NV 89154

Name of Student ______________________________ Evaluation Date __________
Name of Rater ____________________________________________________________
Position or Title ___________________________________________________________
Agency _____________________________________________________________________

Period Covered by Rating: Mid-Internship Evaluation
(Circle One) Final Evaluation

This rating should be made with care and fairness for the interest of the student. Reflect
carefully upon the person’s work and make an honest judgment of the qualities of the trainee.
Base your judgment on the entire period covered and not upon isolated incidents alone. This
evaluation is to be made on a bi-term basis, and the evaluation should be shared with the student.
Your discussion of the evaluation with the student, especially at mid-term, is an opportunity to
set up personal growth goals based upon the feedback.
As a guideline, the following categories have been established:

<table>
<thead>
<tr>
<th>EXCELLENT</th>
<th>Indicates exceptional achievement</th>
<th>GOOD</th>
<th>Indicates above average achievement</th>
<th>SATISFACTORY</th>
<th>Indicates average achievement</th>
<th>POOR</th>
<th>Indicates only minimal achievement</th>
</tr>
</thead>
</table>

**PROFESSIONAL PERFORMANCE**

Establish work goals

Success in achieving goals

Plans work to be accomplished

Displays ability to organize people and resources

Completes assignments on or before due date

Displays a marked capacity for work and production

Possesses skills commensurate with academic degree

Is critical of own performance and quality of work

Displays capacity of motivating others

Conducts self well before groups

Ability to communicate ideas

Strives for quality in written expression

Others:

**PROFESSIONAL KNOWLEDGE**

Displays ability to integrate conceptual knowledge and activity skills

Displays knowledge and understanding of program principles and methods

Ability to apply knowledge in a practical way

Ability to think independently

Possesses a wide variety of interests

Displays expanding scope of interests

Other:
EXCELLENT Indicates exceptional achievement
VERY GOOD Indicates above average achievement
SATISFACTORY Indicates average achievement
POOR Indicates only minimal achievement

<table>
<thead>
<tr>
<th>PROFESSIONAL PERSONALITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Is enthusiastic</td>
</tr>
<tr>
<td>Is cheerful and friendly</td>
</tr>
<tr>
<td>Exhibits pleasant, tasteful personal appearance</td>
</tr>
<tr>
<td>Is courteous and tactful</td>
</tr>
<tr>
<td>Voice quality, speech presentation, tone and inflection</td>
</tr>
<tr>
<td>Displays sense of humor</td>
</tr>
<tr>
<td>Displays mature judgment</td>
</tr>
<tr>
<td>Is consistent but fair in personal relationships</td>
</tr>
<tr>
<td>Is persistent but flexible</td>
</tr>
<tr>
<td>Displays concern for others</td>
</tr>
<tr>
<td>Has no distracting or irritating mannerisms</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>PROFESSIONAL ATTITUDE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays initiative and imagination</td>
</tr>
<tr>
<td>Displays zeal for the profession</td>
</tr>
<tr>
<td>Accepts assignments willingly</td>
</tr>
<tr>
<td>Upholds departmental policies</td>
</tr>
<tr>
<td>Demonstrates a positive relationship with agency staff members</td>
</tr>
<tr>
<td>Accepts suggestions, direction and critical evaluation</td>
</tr>
<tr>
<td>Offers opinions and suggestions at staff meetings</td>
</tr>
<tr>
<td>Other:</td>
</tr>
</tbody>
</table>
COMMENTS

Space is provided below for additional comments concerning this evaluation. If more space is needed, please attach sheet or use the back of this form.

STUDENT'S COMMENTS:

RATER’S COMMENTS:

SUMMARY OF EVALUATION CONFERENCE:

__________________________________________
Rater’s Signature                        Date

__________________________________________
Students Signature                       Date

__________________________________________
Advisor’s Signature                       Date
APPENDIX K

GRADE RECOMMENDATION FORM

FROM:

TO: INTERNSHIP SUPERVISORS

This form should be completed at the end of the internship term and returned to me along with the green final evaluation.

We realize that the internship is a learning experience for the student. Therefore, the green midterm and final evaluation forms are used primarily for feedback to students regarding their progress. However, the grade recommendation is your assessment of the total progress and level of achievement for the student that you supervise.

Academic letter grade system

A = excellent Indicates exceptional achievement.
B = good Indicates above average achievement.
C = satisfactory Indicates average achievement
D = poor Indicates below average achievement.
F = failure Indicates inadequate achievement necessitating a repetition of the course in order to secure credit.

You may use a "+" or "_" if desired. (i.e. b+ or b_)

Please select one of the above grade designations and write in your grade selection as follows:

I recommend the grade of______ for the total internship experience.

I recommend the grade of______ for the special project that the student completed for our agency.

Comments:

Student name: ________________________________ Date: ____________

Agency: __________________________________________________________________

Evaluator’s Signature: ___________________________ Date: ____________