

**CALIFORNIA STATE UNIVERSITY, FRESNO**

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**2009 - 2010 INTERNSHIP MANUAL**

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**Department of Recreation Administration**

**College of Health and Human Services**

**California State University, Fresno  
Department of Recreation Administration  
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**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

<b>Executive Summary</b> .....	3
 <b>I. INTRODUCTION</b>	
<i>Internship Description</i>	
General Information .....	4
Duration of Internship.....	5
Student Qualifications .....	5
Compensation .....	5
Insurance .....	6
Out of State (Honors) Internship .....	6
<i>Agency Selection Process</i>	
Student Responsibility .....	6
New Agency Approval .....	7
 <b>II. INTERNSHIP PROGRAM RESPONSIBILITIES</b>	
Student .....	7
Agency .....	8
University .....	8
 <b>III. INTERN ASSIGNMENTS</b>	
Goals/Objectives.....	9
15-Week Plan.....	9
Electronic Journal.....	9
Midterm on Campus Visit .....	9
Program Plan.....	9
Contact with University Advisor .....	10
RA 184 Time Sheet... ..	10
Midterm and Final Evaluations.....	10
Student Evaluation of Internship.....	10
Senior Celebration.....	10
 <b>FORMS</b>	
INTERN CANDIDATE INTERVIEW VERIFICATION.....	11
NEW INTERNSHIP PLACEMENT REVIEW .....	13
APPLICATION FOR OUT OF STATE (HONORS) INTERNSHIP .....	17
RA 184 TIME SHEET..... ..	19
MIDTERM EVALUATION REPORT.....	20
FINAL EVALUATION REPORT.....	25
STUDENT EVALUATION OF INTERNSHIP.....	30
INTERNSHIP GRADING SHEET.....	31

**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

**Executive Summary of Recreation Internship Program**

*NOTE: THIS SUMMARY MUST BE PRESENTED TO THE AGENCY OR ORGANIZATION REPRESENTATIVE PRIOR TO THE TIME OF THE INTERVIEW.*

- I. The internship is an on-the-job training program. The placement is fifteen consecutive weeks in length and the student must work at least 35 hours per week, completing a total of 525 hours. The intern is enrolled as a full time student (12 units of credit) during the placement.
  
- II. The agency must provide the student experiences in the following four areas. Exact content and exposure will vary based on type of agency (commercial, municipal, nonprofit, sports/entertainment facility, outdoor, or therapeutic) and the recreation services provided.
  - A. Administration
    - Budgeting, purchasing, board/commission exposure, and report writing.
  - B. Supervision
    - Exposure to personnel procedures, supervision of part-time/volunteer staff, staff in-service training, and staff meetings.
  - C. Program Planning
    - Plan and implement recreation activities for the agency, program publicity, equipment/supplies needs, and program evaluation.
  - D. Community and Public Relations
    - Press releases, brochures, flyers, public speaking experiences, promotional materials for the department.
  
- III. Compensation

It is not required that a student receive compensation for the completion of the internship; however, the student will generate tuition, travel, living, and possibly moving expenses to complete this semester. Therefore, a compensation agreement between the agency and the student can be made. The agency is responsible for all employment laws if compensation is made. In such cases, the student may be compensated up to twenty (20) hours per week. We recognize that there are established internships that provide stipends or other remuneration. These are likely acceptable and will be reviewed on a case by case basis.
  
- IV. Insurance

All interns are required to purchase a personal liability insurance policy upon registration for their internship. This policy provides personal liability coverage only. Students are covered by workers compensation insurance provided by the University. If the internship is a paid experience, the agency will provide workers compensation and other coverage required by federal and state employment law.
  
- V. Concept of Internship

As previously identified above (Section II), the internship has four main areas of responsibility. The student should get a total exposure to the agency and the recreation and leisure services offered. The intent is to provide the recreation student with leadership, program planning, and supervisory experiences.

**If you have questions, please contact the Internship Coordinator at (559) 278-2838.**

## **I. INTRODUCTION**

### **Internship Description**

#### **GENERAL INFORMATION**

The Department of Recreation Administration (RA) internship is considered to be a full-time academic load (12 units) for one semester. The internship requires the student to work 35 hours per week in the agency for a period of 15 consecutive weeks during the fall or spring semester (525 hours). Summer internships are available only on RA Department approval and follow the summer session schedule, adjustments are made if needed to complete 15 weeks. Student assignments (see pages 9-10) are viewed as homework and the time spent to complete the assignments is not to be taken from the required 35 hours. Successful completion of the internship is required of each student seeking a Bachelor of Science degree in Recreation Administration.

The primary purpose of the internship is to enable each student to meet his or her educational objectives through participation in a well planned and organized practical experience. Students are encouraged to seek and select an agency that offers diverse leadership, program planning and administrative opportunities in areas that correspond to their own professional goals and to the recreation emphasis or specialization they have chosen (Community Recreation and Youth Services, Commercial Recreation, Adventure Recreation and Tourism, Sport and Entertainment Facility Management, or Therapeutic Recreation).

During the completion of the internship it is important that the student be involved in as many agency programs as possible. The intern should assist in, or at a minimum be exposed to, all areas listed below.

#### **ADMINISTRATIVE**

1. Budget preparation
2. Purchasing procedures
3. Attend appropriate board/commission meetings
4. Write effective program reports

#### **SUPERVISION (Part-time and volunteers)**

1. Assist in the supervision of part-time and volunteer staff
2. Assist in assigning staff responsibilities
3. Establish and conduct in-service training sessions
4. Assist in conducting staff meetings
5. Observe the personnel interviewing process
6. Participate in the evaluation of personnel

#### **PROGRAM PLANNING**

1. Gain an understanding of the agency's total recreation program and services
2. Plan and implement assigned recreation programs
3. Be responsible for the publicity of recreation programs

4. Be responsible for the equipment and supplies needed to conduct recreation programs
5. Be responsible for the evaluation of recreation programs

#### **PUBLIC RELATIONS**

1. Assist in the agency's public relations and promotions (press releases, brochures, radio, TV, flyers)
2. Represent, where possible, the agency in public speaking engagements

#### **DURATION OF INTERNSHIP**

The internship placement is a fifteen (15) week experience completed during the fall or spring semester. The internship will follow the beginning and ending dates of the regular semester. If a date for the beginning or ending of the internship is different than the regular schedule, the Internship Coordinator and the Department Chair must approve. Summer internships are not usually allowed and would require Department approval. The semester schedules generally fit the following:

Fall semester: Fourth week of August to the first week of December

Spring semester: Third week of January to the fourth week of April

Summer semester: Follows the summer session schedule (if approved)

Students work the hours and holiday schedule of the agency and not of the University. Hours in excess of 35 hours per week may not be used to reduce the total number of weeks of the internship. Absences from the internship due to illness or other reasons must be discussed with the student's faculty advisor to determine if an extension of the internship is required.

During the internship, students should be encouraged to attend professional conferences and workshops. The Department expects the agency to assist their intern in scheduling responsibilities to allow the student to attend these conferences. The length of the internship will not be extended for the attendance of professional conferences.

#### **STUDENT QUALIFICATIONS**

1. The internship is completed during the last academic semester of the student's studies.
2. The prerequisites for the internship are the completion of all major, General Education, and University graduation requirements.
3. Students must have their paid or volunteer work experience documented prior to the internship semester. The internship hours worked do not count as a part of the 1,000 hours.

#### **COMPENSATION**

It is not required that a student receive compensation for the completion of this placement; however, the Department realizes the financial hardship placed upon the student to complete the internship, therefore, arrangements for compensation can be made between the student and the agency and generally do not involve the Department.

In such cases, the student may be compensated up to twenty (20) hours per week. If an agency agrees to compensate the student, the agency is responsible for all employment rules, regulations, and laws. We recognize that there are established internships that provide stipends or other remuneration. These are likely acceptable and will be reviewed on a case by case basis. If monetary compensation is not possible, the agency may agree to provide room and/or board, and/or vehicle mileage, and/or payment to workshops, seminars and conferences.

### **INSURANCE**

All students are required to purchase Liability Insurance upon registration for their internship (RLS 184 or 187). This policy provides personal liability coverage only. Agencies may request verification of student coverage from the student. Additional information regarding the extent of coverage may be requested from the Internship Coordinator. Since the student's placement is off campus during the course of the internship, it is recommended that students purchase or have available private medical, health and auto insurance.

### **OUT OF STATE (HONORS) INTERNSHIP**

Students achieving a 3.3 GPA in the RA major and a 3.0 GPA for all studies, and meeting other qualifications as outlined on the Out of State Internship Application form (page 17), may be considered for an out-of-state placement. Students must meet all qualifications.

#### **Agency Selection Process**

### **STUDENT RESPONSIBILITY**

The Department of Recreation Administration does not *place* interns, but allows students to select their own internship agency under the guidance and supervision of the Internship Coordinator and Specialization Coordinators. Students will select their internship agency during the completion of RA 180 *Professional Placement in Recreation, Parks, and Tourism*. A listing of potential internship placements is on file in the Internship Coordinator's office. Students may also access internship listings via the RA website.

If a student wishes to be considered for an out-of-state placement, s/he must file the Out of State (Honors) Internship Application, qualify, and be approved for this unique opportunity prior to making any commitments to agencies. The Out of State (Honors) Internship information will be presented in RA 180.

Although the Department recognizes the need for students to be able to be paid for their work experience, it should be noted that this is a practical learning experience in which the student is receiving University credit, and it is recognized that many agencies do not compensate. The primary basis for site selection should be for the quality of experience and not for the amount of compensation. In all cases, the Internship Coordinator will guide the student in determining the placement that best fulfills the student's learning objectives.

## **NEW AGENCY APPROVAL**

All internship agencies must be approved prior to the student accepting the placement. Agencies must complete the *New Internship Placement Review* application (page 11) and supply the required accompanying materials. Information on the agency and the supervisor must be submitted prior to the approval of the internship. Faculty will give special consideration to agencies/supervisors who demonstrate involvement with appropriate professional organizations (i.e. California Park and Recreation Society (CPRS), National Recreation and Park Association (NRPA), Resort and Commercial Recreation Association (RCRA), Stadium Managers Association (SMA)).

*Special note for therapeutic and commercial placements:*

- The faculty will recommend and approve only those therapeutic agencies in the state of California that are certified by the California Board of Recreation & Park Certification. The intern's direct supervisor at the agency must be both nationally (NCTRC) and state (CBRPC) certified.
- Preference will be given to resorts that are RCRA approved intern sites. This does not apply to non-resort commercial internships.

In order to be eligible for participation in the internship program, an agency must meet the following requirements:

1. Be professionally recognized and competent in the park, recreation, and tourism profession related to the specific areas of the internship.
2. Provide opportunities for the student to observe and participate in all aspects of the agency programs and services.
3. Employ and maintain at least one staff member who is qualified, through education, experience, and/or certification, to supervise the intern.
4. Provide resources necessary to support the intern in the satisfactory completion of his or her goals and objectives, and the completion of assigned duties, to include work space, materials, and to allow the student to make essential phone calls to and maintain email communication with his or her faculty advisor.

## **Internship Program Responsibilities**

### **Student**

1. The student, with the assistance of the agency supervisor, will complete all assignments due to the Department. See assignments listed on pages 9-10.
2. The student will become familiar with and operate under the policies and procedures of the agency.
3. The student will maintain in confidence all materials and information shared with him/her as a part of the internship that has been identified as confidential.
4. The student will honor the work hours of the agency and those established by the agency intern supervisor.

5. The student will maintain the student liability insurance policy for the duration of the internship.
6. The student will notify his/her university advisor of any absences and/or concern for any extension of the internship duration.
7. **Drug and Alcohol Use:** While completing an internship, a student is a representative of the campus and of the Department. While off campus, the internship site serves the purpose of the classroom setting. The student is responsible to understand the hazards and consequences of drug and/or alcohol abuse. Many internship agencies require drug testing prior to accepting an intern. Many internship agencies require drug/alcohol testing if there is a work-related accident. An agency may terminate an internship for drug/alcohol abuse.

#### **Agency**

1. Agrees to assign one staff member to supervise the student with specific time allotted for the completion of these duties.
2. Agrees to assist the student in achieving the stated goals and objectives.
3. Agrees to provide all written guidelines and training necessary so the student will not be in violation of agency policies and procedures.
4. Agrees to complete the written evaluations (midterm and final) provided by the Department or a mutually agreed upon agency evaluation form.
5. Agrees to keep the university advisor informed of the student's progress between the formal evaluation periods.
6. Agrees to provide adequate work space for student to complete duties, including access to phone and email to maintain communication with university advisor.

#### **University**

1. Will review all material submitted by the agency for intern placement approval.
2. Will provide both the agency and the student with all paperwork/forms needed for the completion of the internship.
3. Will assist the student in focusing on professional and career goals and interests for placement selection.
4. Will assign one faculty to serve as advisor to the student and agency during the internship.
5. The university advisor will provide the student and the agency supervisor with his/her office hours and phone number so that telephone communications can be maintained.
6. The university advisor will visit the agency and student at least once during the semester. If geographic distance and/or university budget restrictions do not allow the university advisor to accomplish an on-site visit, the faculty, student, and agency supervisor will agree to a schedule a series of telephone conference calls to document the student's progress.
7. The university advisor will, upon the review of all assignments and student evaluations, issue a letter grade at the completion of the semester.

### III. INTERNSHIP ASSIGNMENTS

All internship assignments will be graded based on timeliness, professional presentation, attention to detail, and thoroughness. It is expected that each assignment will be received on or prior to the due date. Assignments that do not adhere to these criteria will be graded down accordingly. Specific dates for all assignments will be identified on the syllabus.

#### **Goals/Objectives (100 points)**

The student, in cooperation with the agency supervisor, will develop 5-8 goals for the internship. The goals must cover the four areas of the internship (administration, supervision, program planning, and public relations) as outlined in the internship description. There must be at least one (1) goal for each area and additional goals for areas where the student will be spending the majority of time. For each goal a minimum of two (2) objectives will be developed.

#### **15-Week Plan (80 points)**

Based on the goals and objectives, the student will work with the agency supervisor to develop a 15-week plan that outlines specific experiences related to the required four core areas of internship.

**Note: Because the internship is based on the students' goals and objectives and 15-week plan, students who fail to submit these assignments and/or necessary revisions by the assigned due date will not accrue internship hours. This means that each day the assignment or required revision is late will result in 1 additional day added on to the end of the internship. Accrual will resume once this assignment is complete.**

#### **Electronic Journal (100 points)**

The *Electronic Journal* is intended to foster academic and collegial connections. The journaling will provide students with feedback from colleagues as well as offer an opportunity to stay in contact with peers. Each month the university advisor will post a question on the course Discussion Board (under the Communication tab). The question will be designed to help students reflect on their experience, practice, etc. Students will be required to post their response to each question and also post a reaction to the submissions of fellow interns. There will be a total of three questions. The internship calendar will reflect the due dates for each of the journal entries.

#### **Midterm on Campus Visit (50 points)**

Each student will return to the campus to discuss progress reports with his/her university advisor and to discuss the internship placement with students in at least one RA class. A mutually agreed upon assignment will be submitted for students placed out of state.

#### **Program Plan (150 points)**

Using the program plan format from the senior project, students will submit a program plan for a program that they developed and conducted during the internship. A mutually agreed upon assignment may be substituted in unique circumstances.

### **Contact with University Advisor (75 points)**

Regardless of the internship location, students must maintain adequate communication with their university advisor. Telephone contacts are mandatory for the first and last day of the internship. Other scheduled contacts may be either via telephone or email. The purpose of these contacts is to provide the university advisor with an update on successes, problems or needs.

### **Time Sheets (70 points)**

Each week students are required to complete a *RA 184 Time Sheet* form. This will confirm the day, date, times, and total hours worked. In addition, students will write a weekly summary that describes *how you spent your time this week including the most significant contribution you made to the agency and your most memorable learning experience*. Each week should reflect 35 hours of internship work. Each student is responsible to assure that a total of 525 hours are completed. Students must average 35 hours per week to achieve this total. No less than 20 and no more than 45 hours per week will be counted toward the total hours. Time sheets for weeks 1-7 are due with the Midterm Evaluation and weeks 8-15 are due with the Final.

### **Midterm and Final Evaluations (Midterm 150 points, final 200 points)**

The student is responsible for ensuring that the agency supervisor has completed and submitted the midterm and final evaluations or the mutually agreed upon (agreed to by the university advisor and agency) agency performance evaluations. Together, the student and agency supervisor will complete and review the evaluations. The student will complete a self-evaluation in preparation for these meetings. Based on the evaluation, the student will develop a written plan to address areas of continued growth. Grading for these assignments will be based on the following: timeliness (30%); supervisor evaluation (30%); completed self-evaluation (10%); written plan to address areas of continued growth (30%).

### **Student Evaluation of Internship (25 points)**

Students will complete an evaluation of the internship experience. The evaluation provides the opportunity for the intern to supply feedback about the agency, agency intern supervisor, and university advisor. The Department welcomes suggestions to improve the individual intern experience at the agency and the overall intern program.

### **Senior Celebration**

Students are expected to attend the Senior Celebration held at the end of each spring semester. Reservations and cost are the responsibility of the student. Students may invite family, friends, and internship agency staff.

**INTERN CANDIDATE INTERVIEW VERIFICATION**

Student \_\_\_\_\_

Date of interview \_\_\_\_\_

Interviewed by \_\_\_\_\_

Title \_\_\_\_\_

Agency name \_\_\_\_\_

Phone ( ) \_\_\_\_\_ Fax ( ) \_\_\_\_\_

Email \_\_\_\_\_

Agency address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

I have read the internship *Executive Summary* and have indicated below whether I will accept the intern. I understand most students are interviewing at more than one agency and final acceptance on their part will be done following careful examination of all information.

The agency \_\_\_\_\_ accepts the student for internship.

\_\_\_\_\_ does not accept the student for internship.

Student is applying for a Fall \_\_\_\_\_ , Spring \_\_\_\_\_ , or Summer \_\_\_\_\_ semester internship.

Comments on student's interview:

(Continued on next page)

INTERN CANDIDATE INTERVIEW VERIFICATION page 2 of 2

Please indicate whether your agency participates in the following:

Yes  No Member of California Parks and Recreation Society (CPRS) and/or National Recreation and Park Association (NRPA)

Yes  No Member of Resort and Commercial Recreation Association (RCRA)

Yes  No Member of Stadium Managers Association (SMA)

Yes  No Member of International Association of Assembly Management (IAAM)

Yes  No Member of another professional association  
Name \_\_\_\_\_

Yes  No Approved site by California Board of Recreation & Park Certification (CBRPC)

Yes  No Worker Compensation for volunteers

Yes  No Will this be a paid internship? If yes, please indicate method of payment and amount.

Total number of paid hours per week

Monthly stipend (amount \_\_\_\_\_)

Mileage (amount \_\_\_\_\_)

Room/board (amount \_\_\_\_\_)

Conference fees (amount \_\_\_\_\_)

Yes  No The agency has a current Internship Agreement Contract with the Department of Recreation Administration. If yes, please indicate expiration date.

\_\_\_\_\_ (expiration date)

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Mail to: Department of Recreation Administration  
California State University, Fresno  
5310 North Campus Drive, M/S PH103  
Fresno, CA 93740-8019  
ATTN: Internship Coordinator

## NEW INTERNSHIP PLACEMENT REVIEW

I. The following information will be reviewed by the faculty as an aid in evaluating agencies for student intern placements.

Agency name \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Fax (    ) \_\_\_\_\_

Email \_\_\_\_\_

Agency address \_\_\_\_\_

\_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

II. Submit the following documents. All items must be submitted by the agency before the student can interview for the internship placement:

- A. A description of the recreation programs and services offered.
- B. 15-Week Plan that outlines the specific content and experiences related to the required four core areas of the internship (see example on pg 15).
- C. Verification of CBRPC agency approval (Therapeutic Recreation only).
- D. Name and background of the student's supervisor
  - 1. Current resume or brief description of supervisor's professional experience.
  - 2. Include relevant training, certifications, and professional memberships.

III. The agency agrees to provide a fifteen (15) week, thirty-five (35) hours per week, placement for the student as described in the Executive Summary.

(Continued on next page)

NEW INTERNSHIP PLACEMENT REVIEW (page 2 of 2)

IV. Please indicate whether your agency participates in the following:

Yes  No Member of California Parks and Recreation Society (CPRS) and/or National Recreation and Park Association (NRPA)

Yes  No Member of Resort and Commercial Recreation Association (RCRA)

Yes  No Member of Stadium Managers Association (SMA)

Yes  No Member of International Association of Assembly Management (IAAM)

Yes  No Member of other professional association  
Name \_\_\_\_\_

Yes  No This agency provides coverage under Workers Compensation for student interns.

Yes  No This agency provides liability insurance coverage for the student intern.

Yes  No The agency provides a paid internship. If yes, please indicate the amount.

Total number of paid hours per week

Monthly stipend (amount \_\_\_\_\_)

Mileage (amount \_\_\_\_\_)

Room/board (amount \_\_\_\_\_)

Conference fees (amount \_\_\_\_\_)

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Mail to: Department of Recreation Administration  
California State University, Fresno  
5310 North Campus Drive, M/S PH103  
Fresno, CA 93740-8019  
ATTN: Internship Coordinator

## 15-Week Plan Example

### **Week 1-** Training and Procedures

- attend new hire orientation
- begin training and exposure to personnel procedures (i.e. clock in/out, computer system, keycard system)
- review policy and procedures manuals

### **Week 2-** Exposure to offsite and meeting preparation

- attend executive offsite to the Burbank Marriot to assist as necessary and observe the site inspection
- begin preparing the room list for the National Meeting and coordinating with the Four Seasons Hotel in Westlake
- overview of department goals and procedures

### **Week 3-** Budgeting and meeting preparation

- budgeting for the 2008 National Meeting
- assist with the creation of meeting materials (i.e. menus, welcome packets, name badges, signage)
- meetings with department heads

### **Week 4-** Meeting preparation/evaluation

- develop evaluation goals and methodology
- meetings with department heads
- shadow Director of Human Resources

### **Week 5-** Meeting preparation

- finalize/confirm all reservations with the Four Seasons Hotel in Westlake
- finalize timeline for the National Meeting
- completion of welcome packets, signage, names badges
- prepare for the running of program plan
- finalize all budget needs
- finalize/confirm all transportation and food/beverage orders

### **Week 6-** Marketing and meeting preparation

- shadow director of marketing
- develop press release and marketing brochure
- finalize last minute meeting details

### **Week 7-** Work onsite at National Meeting in Westlake, CA

- assist with transportation organization
- make announcements when necessary
- run the room list
- assist with the overall running of the National Meeting

**Week 8-** Meeting clean up and follow-up

- debrief annual meeting
- analyze evaluations
- assist with preparing and running new hire orientation

**Week 9-** Work with Production Company

- work closely with the production company to work on any upcoming events
- booking talent for events
- choosing décor for events
- ordering party rentals

**Week 10-** Begin preparation for quarterly employee forum

- assist with the necessary paperwork and meetings involved with the employee forum
- shadow CFO

**Week 11-** Employee forum and mailroom

- facilitate employee forum
- oversee mailroom personnel to review operation and procurement practices
- create the schedule for the mailroom employees

**Week 12-** Forum results

- analyze results
- implement recommendations on operations and procurement for improved support services
- mailroom supervision

**Week 13-** Reconcile billing for National Meeting

- working with suppliers on rectifying inaccuracies
- create preliminary budget for next year
- develop program plans for 2 production events

**Week 14-** Create and distribute National Meeting and Employee Forum post mortem reports, verifying budget vs. actual spend

- full department debrief
- meet with Division Director
- supervise production event

**Week 15-** Meeting with executives

- feedback
- wrap any outstanding projects



APPLICATION FOR OUT OF STATE (HONORS) INTERNSHIP (page 2 of 2)

**SUBMIT THE FOLLOWING ON AN ATTACHED SHEET. YOUR APPLICATION WILL NOT BE CONSIDERED IF THIS IS NOT TYPED AND WELL WRITTEN:**

A. Explain why you would like to complete your internship out-of-state and at this particular agency.

B. Justify why this internship experience will benefit you more than an internship at a similar California agency.

C. Address your contributions to the recreation profession through memberships, attendance at workshops and conferences, and your 1,000 hours of paid or volunteer experience.

Attach flyers, brochures or other agency material that reflects the recreation services you would be providing as an intern.

*I understand that if this request is approved, I am solely responsible for all relocation, travel, and all other expenses connected to the internship placement.*

**SIGNATURE OF STUDENT** \_\_\_\_\_ **DATE** \_\_\_\_\_

**RA 184 Time Sheet**

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

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

Week # \_\_\_\_\_

List dates beginning with the Sunday of the week regardless of start date

	Date	Time In	Time Out	# of hours for day
<b>Sunday</b>				
<b>Monday</b>				
<b>Tuesday</b>				
<b>Wednesday</b>				
<b>Thursday</b>				
<b>Friday</b>				
<b>Saturday</b>				

\_\_\_\_\_ Total hours for the week (must average 35 hours per week; no less than 20 and no more than 45 hours per week will be counted toward your total hours)

**Weekly summary:** Describe how you spent your time this week including the most significant contribution you made to the agency and your most memorable learning experience. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Please keep a copy of this for your records. Due dates for time sheets are as follows:  
 Weeks 1-7 – with Midterm Evaluation  
 Weeks 8-15 – with Final Evaluation

**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

**MIDTERM EVALUATION REPORT**

**Student** \_\_\_\_\_ **University Advisor** \_\_\_\_\_

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

The purpose of the Evaluation Report is to evaluate the progress of the student intern during the first half of the internship. Evaluate the student's progress on the internship goals/objectives, and identify the student's strengths and weaknesses. Provide suggestions for improvement. Note: This evaluation should be completed and shared with the student prior to mailing.

**INTERNSHIP GOALS & OBJECTIVES:** Use the scale below to indicate the level of progress made toward the student's submitted goals and objectives. (Attach a separate sheet if necessary.)

**1=Does Not Meet Standard    2=Needs Improvement    3=Meets Standard    4=Above Average    5=Outstanding**

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Goal #1 – Administrative      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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Goal #2 – Supervisory      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

---

Goal # 3 - Program Planning      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

---

Goal #4 – Community/PR      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

---

Goal #5 – Other\*              Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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*\*May include content that does not fit into one of the four areas e.g. facility management, sales, etc.*

**EVALUATE STUDENT TRAITS: Circle the level of performance and write in suggestions for improvement. Use the following scale:**

1=Does Not Meet Standard 2=Needs Improvement 3=Meets Standard 4=Above Average 5=Outstanding

1. **PERSONAL HABITS:** Attention to professional appearance, including suitability of attire and grooming.

1 2 3 4 5    Suggestions for improvement:

2. **RESPONSIBILITY:** Dependability. Ability to meet schedules, follow through and attention to instructions.

1 2 3 4 5    Suggestions for improvement:

3. **ATTITUDE:** Loyalty, interest, and approach to job, associates, public and the agency. Ability to comply with established procedures and policies.

1 2 3 4 5    Suggestions for improvement:

4. **JUDGMENT:** Possess common sense. Distinguishes important from unimportant. Tact. Makes responsible decisions.

1 2 3 4 5    Suggestions for improvement:

5. **ATTENDANCE AND PUNCTUALITY:** Regularity of attendance. promptness of reporting absence, tardiness, and time off for illness or personal business.

1 2 3 4 5    Suggestions for improvement:

6. **ORAL COMMUNICATIONS:** Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures, and plans by other staff members. Considerate of others' ideas and viewpoints.

1 2 3 4 5    Suggestions for improvement:

7. **WRITTEN COMMUNICATIONS:** Degree of skill and ability to express thoughts on paper, reports, and projects.

1 2 3 4 5    Suggestions for improvement:

8. **QUALITY OF WORK:** Organization. Thoroughness. Soundness of decisions.

1 2 3 4 5    Suggestions for improvement:

9. **KNOWLEDGE & UNDERSTANDING:** Possess adequate knowledge and skill commensurate with academic training. Understands recreation's value for the particular participants.

1 2 3 4 5    Suggestions for improvement:

10. **INDEPENDENT FUNCTIONING:** Ability to perform without constant supervision and to function constructively on own initiative when necessary.

1 2 3 4 5    Suggestions for improvement:

11. **PRODUCTIVITY:** Use of time and facilities. Volume and nature of work produced. Planning and follow through.

1 2 3 4 5    Suggestions for improvement:

12. **IDENTIFY CLIENT OR PARTICIPANT NEEDS:** Ability to draw conclusions from various input sources.

1 2 3 4 5    Suggestions for improvement:

**13. DEVELOP TREATMENT AND/OR PROGRAM PLANS:** Plans are appropriate for identified needs. Plans are successful.

1 2 3 4 5 NYE      Suggestions for improvement:

**14. CHARTING CLIENT PROGRESS (TR ONLY):** Accurately recognizes and delineates clients' progress.

1 2 3 4 5      Suggestions for improvement:

**15. TEAMWORK AND COLLEGIALITY:** Ability to effectively work with others staff members

1 2 3 4 5      Suggestions for improvement:

**16. CUSTOMER/CLIENT INTERACTION:** Quality of customer service, timeliness, and attitude.

1 2 3 4 5      Suggestions for improvement:

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**AGENCY SUPERVISOR'S COMMENTS:**

Agency Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**STUDENT'S COMMENTS:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**UNIVERSITY ADVISOR'S COMMENTS:**

University Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Mail to: Department of Recreation Administration  
California State University, Fresno  
ATTN: (Faculty Advisor's Name)  
5310 North Campus Drive, M/S PH 103  
Fresno, CA 93740-8019

**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

**FINAL EVALUATION REPORT**

**Student** \_\_\_\_\_ **University Advisor** \_\_\_\_\_

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

The purpose of the Evaluation Report is to evaluate the progress of the student intern during the last half of the internship. Evaluate the student's progress on the internship goals/objectives, and identify the student's strengths and weaknesses. Provide suggestions for improvement. Note: This evaluation should be completed and shared with the student prior to mailing.

**INTERNSHIP GOALS & OBJECTIVES:** Use the scale below to indicate the level of progress made toward the student's submitted goals and objectives. (Attach a separate sheet if necessary.)

**1=Does Not Meet Standard    2=Needs Improvement    3=Meets Standard    4=Above Average    5=Outstanding**

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Goal #1 – Administrative      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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Goal #2 – Supervisory      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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Goal # 3 - Program Planning      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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Goal #4 – Community/PR      Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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Goal #5 – Other\*              Progress is:    1 2 3 4 5    NYE (not yet experienced)  
Objectives

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*\*May include content that does not fit into one of the four areas e.g. facility management, sales, etc.*

**EVALUATE STUDENT TRAITS: Circle the level of performance and write in suggestions for improvement. Use the following scale:**

1=Does Not Meet Standard 2=Needs Improvement 3=Meets Standard 4=Above Average 5=Outstanding

1. **PERSONAL HABITS:** Attention to professional appearance, including suitability of attire and grooming.

1 2 3 4 5 Suggestions for improvement:

2. **RESPONSIBILITY:** Dependability. Ability to meet schedules, follow through and attention to instructions.

1 2 3 4 5 Suggestions for improvement:

3. **ATTITUDE:** Loyalty, interest, and approach to job, associates, public and the agency. Ability to comply with established procedures and policies.

1 2 3 4 5 Suggestions for improvement:

4. **JUDGMENT:** Possess common sense. Distinguishes important from unimportant. Tact. Makes responsible decisions.

1 2 3 4 5 Suggestions for improvement:

5. **ATTENDANCE AND PUNCTUALITY:** Regularity of attendance. promptness of reporting absence, tardiness, and time off for illness or personal business.

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6. **ORAL COMMUNICATIONS:** Ability to communicate effectively with other staff members, and ability to secure acceptance of ideas, methods, procedures, and plans by other staff members. Considerate of others' ideas and viewpoints.

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**14. CHARTING CLIENT PROGRESS (TR ONLY):** Accurately recognizes and delineates clients' progress.

1 2 3 4 5      Suggestions for improvement:

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1 2 3 4 5      Suggestions for improvement:

**16. CUSTOMER/CLIENT INTERACTION:** Quality of customer service, timeliness, and attitude.

1 2 3 4 5      Suggestions for improvement:

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**AGENCY SUPERVISOR'S COMMENTS:**

Agency Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**STUDENT'S COMMENTS:**

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

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**UNIVERSITY ADVISOR'S COMMENTS:**

University Advisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Mail to: Department of Recreation Administration  
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Fresno, CA 93740-8019

**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

**STUDENT EVALUATION OF INTERNSHIP EXPERIENCE**

Intern's Name \_\_\_\_\_ Agency Supervisor's Name \_\_\_\_\_

Agency Name \_\_\_\_\_ Semester of Placement: Fall - Spring - Summer 20\_\_

Please evaluate your internship experience in the following areas by circling your response. If you rate any item lower than a three (3), please provide written comments on suggested changes.

SCALE: 1 = inadequate 2 = needs improvement 3 = average 4 = Good 5 = Outstanding

- |  | Comments        |
|--|-----------------|
| 1. Agency was ready for me and had a work site set up on my first day.   | 1 2 3 4 5 _____ |
| 2. Agency provided an orientation program within the first week of my internship.  | 1 2 3 4 5 _____ |
| 3. Supervisor worked directly with me in developing my job description and goals.  | 1 2 3 4 5 _____ |
| 4. Supervisor made intern expectations and responsibilities clear.   | 1 2 3 4 5 _____ |
| 5. Supervisor was available for meetings to discuss my performance.  | 1 2 3 4 5 _____ |
| 6. Supervisor discussed my midterm and final intern evaluations with me.   | 1 2 3 4 5 _____ |
| 7. Agency provided experiences required by CSU, Fresno (administration, supervision, programming, and public relations). | 1 2 3 4 5 _____ |
| 8. Other agency staff were receptive and worked well with student interns.   | 1 2 3 4 5 _____ |
| 9. The assignments required by the RA Program were adequate and contributed to my experience.                            | 1 2 3 4 5 _____ |
| 10. I received adequate support from my University advisor during my internship.   | 1 2 3 4 5 _____ |

**The Department and Agency welcome suggestions to improve the intern program. What would you change?**

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**Use back of page, if needed, for additional comments.**

**CALIFORNIA STATE UNIVERSITY, FRESNO**  
**Department of Recreation Administration**

**INTERNSHIP GRADING SHEET**

Name \_\_\_\_\_ Semester \_\_\_\_\_ Agency \_\_\_\_\_

<b>Course Requirement</b>	<b>Possible pts</b>	<b>Earned pts</b>	<b>Comments</b>
Goals/Objectives	100		
15 Week Plan	80		
Electronic Journal	100		
Midterm on Campus Visit	50		
Program Plan	150		
Contacts with University Advisor	75		
Time Sheets	70		
Midterm Evaluation	150		
Final Evaluation	200		
Student Evaluation of Internship	25		
Senior Celebration	N/A	N/A	
<b>Total points</b>	<b>1000</b>		

**University Advisor's Comments:** \_\_\_\_\_ **Grade** \_\_\_\_\_

<b>Grading Scale</b>
A = 900-1000
B = 800-899
C = 700-799
D = 600-699
F = 0-599