

**LEISURE, SPORT, AND TOURISM STUDIES
INTERNSHIP MANUAL**

LSTS 4900, 4901, 4902, 4903, AND 4904

Leisure, Sport, and Tourism Studies
Department of Health and Human Performance
Middle Tennessee State University

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Introduction

The internship is intended to be the culminating learning experience of the Leisure, Sport, and Tourism Studies major. It is intended to provide you with a wide range of experiences and the opportunity to apply the knowledge you have gained in the classroom into practice. When participating in an experience of this nature, it is important to remember that you are not only representing this Department and Middle Tennessee State University, but you are representing yourself as well. Your success in this experiential learning opportunity will depend upon the impression you create and your ability to perform your assigned duties.

Objectives

The internship has been designed to:

- A. Provide the student with an opportunity for experiential learning.
- B. Provide the student the opportunity to integrate theory and practice.
- C. Provide the student an opportunity to broaden his/her understanding of the leisure services profession.
- D. Enable the student to realize his/her own strengths and limitations.
- E. Provide the student an opportunity to gain experience in leadership, supervisory and administrative functions with a park, recreation, or leisure services organization.
- F. Help the student gain an understanding and appreciation of the role, duties, and responsibilities of a full-time leisure services professional
- G. Develop the student's skills in various program areas; to increase his/her knowledge of the organization and administration of delivery in parks, recreation, and leisure services.
- H. Provide the student with experiences which will enable him/her to develop and improve interpersonal and human relations skills.

Definitions

Agency: (or Organization) refers to one of a variety of organizations or institutions that offer programs that provide recreation and/or leisure services or facilities. Within the context of the internship experience agency refers to the organization at which the student (intern) will carry out the duties of the internship.

Agency (site supervisor) Individual in the agency who is responsible for directing and supervising the student's internship experience.

Intern: (or student) the individual enrolled in REC 4900/01/02, Recreation Internship.

Internship: the culminating educational experience of the recreation and leisure services major, during which the student (intern) engages in a full-time (40 hours per week) experiential learning opportunity in a leisure services agency under the supervision of a qualified agency staff member.

University University faculty member supervising the internship. This individual will meet with both the intern and the agency supervisor during the course of the internship and is responsible for assigning the final grade for the course.

Prerequisites & Eligibility Requirements

The internship is intended to be the culminating experience in the recreation curriculum. As such, it should be the last course completed, undertaken only after all other courses (general education and major) have been successfully completed. Students wishing to enroll in the internship must submit a written request to the recreation faculty if they have not accomplished the following:

- Achieved a cumulative GPA of at least 2.25 (4.0 scale).
- Satisfactorily completed REC 3010, REC 3530, REC 3540, REC 4540, and REC 4890.
- Received permission of the Faculty to enroll.
- Students in the Recreation Therapy concentration must also have successfully completed REC 4500, 4480, 4510, 4520, and 4499.

** Generally this means completion of the course with a grade of C or above.*

Internship Requirements

- The Internship is expected to be the culminating learning experience of the student. With very few exceptions students are expected to have completed ALL coursework (including REC 4890; Pre-internship seminar) before enrolling in the internship.
- The internship agency must be approved by the university internship coordinator and all contracts must be completed, as applicable. The Recreational Therapy specialization requires a clinical affiliation agreement between the agency and University. Therefore, students in Recreational Therapy should contact the contract coordinator (in the RLS program) and provide requested information in order to initiate the contract process in a timely manner for completion prior to the beginning of the internship experience. The contract initiation process can take 2 to 3 months.

- Students must obtain professional liability insurance which covers minimally the duration of their internship experience. Students may purchase this insurance through the departmental contact, through their own personal or family means, or through a credible insurance agency or other source. The final page in this manual lists potential sources for obtaining insurance. Insurance coverage must be \$3,000,000 aggregate/1,000,000 per incident.
- The minimum length of time of the internship is 12 consecutive weeks (480 hours). The intern is expected to be a full-time member of the staff. (“Full-time” is defined as a 40 hour work week.). *If the agency requires, and the student agrees, the internship may exceed 12 weeks in length and may exceed 40 hours per week.* Students in Recreational Therapy must abide by the guidelines set by the National Council for Therapeutic Recreation Certification (NCTRC) for field placements, as well as the University/program requirements.

Roles & Responsibilities:

University:

1. Assist the student in selection of and placement with a suitable agency which will meet the learning objectives of the internship and the learning needs of the student.
2. Provide the agency with information concerning the student’s academic preparation.
3. Make available to the agency and the student a manual of internship procedures including guidelines and expectations.
4. enter into a formal contract when necessary with the agency in order to establish the internship and related conditions and expectations.
5. Provide all necessary reporting forms to the agency.
6. Interact regularly with the student and agency supervisor during the internship experience.
7. Visit the student a minimum of one time during the internship period when feasible.
8. In consultation with the agency supervisor, assign the final grade for the course.

Agency:

1. Assign a qualified staff member(s) to supervise the student during the internship
2. Provide the student with clear expectations and responsibilities within the agency.
3. Conduct formal evaluation of intern performance at least twice during the internship.
4. Provide input to the university supervisor in order to determine a final grade for the intern.

Student:

1. Develop and submit to the university and site supervisor a statement of goals and objectives to be met during the internship. *These are to be submitted with the first weekly report.*
2. Conduct themselves as professionals.
3. Follow all policies and expectations of the agency.

4. Submit regular, weekly, reports to the university supervisor of experiences during the internship. Guidelines for the weekly report are found in appendix A-4.
5. Meet regularly with the agency supervisor to discuss performance and progress.
6. Meet with the agency supervisor to jointly complete the student's mid-term and final performance evaluation.
7. Prepare a summary notebook covering the entire experience to be submitted at the conclusion of the internship.

Evaluation & Grading Policy

The grade for the internship is assigned by the university internship supervisor. The agency supervisor has significant input in determining the student's grade through completion of the mid-term and final evaluations. The final grade is based upon an evaluation of the a) On-site work (supervisor mid-term and final evaluations, and feedback); b) MTSU Internship Supervisor evaluation (quality, content, clarity, timeliness, and organization of weekly reports and summary notebook; consideration of the midterm and final evaluation information); and c) the Leisure, Sport, and Tourism Studies' Major Field Test (MFT) score. MFT points will be awarded based on a percentage of the student's final MFT score.

Students must complete the MFT during the semester of internship, except for those completing their internships in the summer semester. Students in summer Internships must complete the MFT requirement during the spring semester **before** starting their internship. *The MFT percentage grade will be applied to the summer internship grade in these cases. The date and time for the MFT will be announced to students each semester; students are required to ensure that they complete the MFT on the announced date and time.*

Failure to complete any component of the internship requirements may result in failure of the internship.

<u>Requiremen</u>	<u>Points</u>
On-site work (supervisor evaluations, input/feedback)	60 points
MTSU Internship Supervisor Evaluation_____	25 points
Major Field Test (MFT) Score_____	15 points
Total _____	100 points

APPENDIX A

ADMINISTRATIVE FORMS

Appendix A-1	Internship Placement Verification
Appendix A-2	Internship Agreement
Appendix A-3	Format for Weekly Report
Appendix A-4	Format for Summary Report

INTERNSHIP PLACEMENT VERIFICATION

Please type or print only

Student Name: _____ MTSU Phone: _____

MTSU Address: _____

Permanent Address: _____

Agency: _____

Agency Address: _____

Agency Phone: (_____) _____

Internship Supervisor: _____

Internship Location: _____
(If different than Agency Address)

Internship start date: _____ Completion date: _____

Description of Duties: _____

Agency Supervisor's Signature

Student's Signature

Copies of signed agreement to: Agency Supervisor, University Supervisor, Internship Student's files

INTERNSHIP AGREEMENT

The _____ agrees to appoint (or employ)
(Name of Agency)

_____ as a _____.
(Name of Student) (Position Title)

The period of appointment (or employment) is to begin _____ and
will _____
(exact date)

terminate on _____.
(exact date)

Immediate Supervisor:

Alternate Supervisor:

Name: _____

*CTRS expire date: _____

Address: _____

Phone: _____

Email: _____

Intern's Signature

Date

Supervisor's Signature

Date

***The internship supervisor must provide proof of national certification as a CTRS. Copy of current certification must be attached to this form. This does not apply to Outdoor Recreation and Recreation Administration students.**

WEEKLY REPORT FORMAT

Each weekly report should include the information provided below

REPORT # _____

FROM: _____ TO: _____

Name: _____ Agency: _____

Hours worked this week: _____ Cumulative hours worked during internship: _____

CONTENT: *In addition to this standardized information the weekly report should include a detailed description of your daily activities and accomplishments during the preceding week. You should include information such as*

- A. *Details of meetings, conferences, and training sessions you attended.*
- B. *Record of activities, assignments, and experiences you encountered.*
- C. *Your interpretation of your experiences to date, including your opinion on applicability of these experiences to your professional future.*
- D. *Relate any problems you incurred during the week (be sure to state the date of the problem and your action, solution, etc., to it.)*
- E. *Relate satisfying experiences that have helped you during the week.*
- F. *Plans and expectations (goals you have set for yourself) for the coming week.*
- G. *Attach copies of fliers, new items, and other publications that you may have prepared or that related to your internship experience.*

NOTE: *Reports may be submitted by fax, e-mail, or paper copy via mail or personal delivery. The method of delivery should be confirmed with the internship supervisor prior to the beginning of the internship. All reports should be typewritten unless prior arrangements are made. A paper copy of each report should be made and kept for subsequent inclusion with the final, summary notebook.*

Format for Summary Report

All interns are required to compile and submit a final comprehensive notebook. This “Summary Notebook” should include sections devoted to the following subjects (Additional materials may also be included).

I. Student Section:

- A. Initial objectives for the internship (as stated in the first weekly report) and a discussion of the degree to which they were achieved. Provide an explanation of why any objectives were not achieved.
- B. Description of the contributions you made during your internship, e.g., programs developed, materials written or designed, activities initiated, assistance in in-service training, job analysis, etc.
- C. General overview of the types of tasks you performed and the opportunities you had for administrative, supervisory, programming and activity leadership involvement at the site.
- D. Discussion of problems or difficulties encountered, personal and otherwise, describe approaches you tried to alleviate adverse or problematic situations.
- E. Self-analysis in terms of professional and personal growth, development of competencies, surfacing of strengths and limitations, emerging attitudes and values, facility to develop interpersonal relationships, crystallization of career objectives, feelings of increased/decreased confidence and assertiveness, satisfaction/dissatisfaction with career choice, etc.

II. Agency Section:

- A. Description of the agency, (Provide an organizational chart if possible) with particular emphasis on the specific unit, department or program to which you were assigned or which occupied most of your hours on site.
- B. Outline agency personnel policies and practices. (Include copies of personnel policies and practices)
- C. Provide fiscal and budgetary information for the agency (if possible, include budget documents including information on revenue sources, categories of expenditures, purchasing procedures, etc.)
- D. Provide your analysis of the operation of your department and its operational relationship with other departments or administrative units within the agency.
- E. Recommendation and suggestions for improving the internship program.

III. Appendices:

- A. Student Evaluation of Internship Site (see Appendix B-3)
- B. Student Evaluation of Site Supervisor (see Appendix B-4)

Interns may wish to include copies of program brochures, promotional materials, or other materials which would provide additional insight into their activities and accomplishments during the internship.

Agency Supervisor's Mid Term Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

Return to: *Recreation Internship Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Intern : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the intern in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for interns; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. A "+" and "-" column allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Initiative and Motivation											
Personal Appearance											
Courtesy and Tact											
Interpersonal Relations and Rapport with Peers											
Interpersonal Relations and Rapport with Authority Figures											
Interpersonal Relations and Rapport with Participants											
Flexibility											
Judgment											
Sense of Humor											
Health Habits											

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate strengths which have been identified to this point in the internship and how the intern may employ them during the remainder of the internship.*

Major Weaknesses: *Please indicate weaknesses which have been identified during the first portion of the internship and give suggestions as to how the intern may improve during the remainder of the internship.*

Considering all aspects of the intern's performance please give an overall performance rating to date.

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Agency Supervisor's Signature

Date

Student's Signature

Date

Agency Supervisor's Final Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

*Return to: Recreation Internship Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Intern : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the intern in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for interns; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. The "+" and "-" columns allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Initiative and Motivation											
Personal Appearance											
Courtesy and Tact											
Interpersonal Relations and Rapport with Peers											
Interpersonal Relations and Rapport with Authority Figures											
Interpersonal Relations and Rapport with Participants											
Flexibility											
Judgment											
Sense of Humor											
Health Habits											

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate how the student might use these strengths in the future.*

Major Weaknesses: *Please indicate how the student might correct or avoid these weaknesses.*

Considering all aspects of the intern's performance please give an overall performance rating (check one).

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Agency Supervisor's Signature

Date

Student's Signature

Date

Student's Evaluation of Internship Site

Agency: _____ Date: _____

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an internship student. Use the following scale:

5 - excellent 4 - more than adequate 3 - adequate 2 - fair 1 - inadequate

- _____ Acceptance of you as a functional member of the staff.
- _____ Willingness to integrate you into all appropriate levels in activities, program, and projects.
- _____ Provision of relevant experiences in administration.
- _____ Provision of relevant experiences in supervision.
- _____ Provision of relevant experiences in leadership.
- _____ Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.
- _____ Provision of assistance in helping you meet your personal and professional goals and objectives.
- _____ Possession of resources essential to the preparation of professionals (library, equipment, supplies)
- _____ Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- _____ Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed up by brief written progress reports.
- _____ Allowance for relating classroom theory to practical situations.
- _____ Location in reasonable proximity to campus.
- _____ Willingness to listen to whatever suggestions or recommendations you might offer.
- _____ Willingness to discuss your suggestions with you, explaining the rationale for their acceptance or rejection.

Please provide additional comments which would assist the university in considering this agency for future internship placement (use the back of this page if necessary):

Were you compensated by the agency during the internship: NO YES, Amount: \$_____

Were you provided housing or meals? (If yes, please give details.)

Student Name: _____ Student Signature: _____

Student's Evaluation of Field Supervisor

Instructions: On this form, please evaluate the quality of the supervision you received from your site supervisor during the internship period. Please comment on the following items, but feel free to include other information that you believe is pertinent in the comment section. **This evaluation is not shared with your site supervisor.**

Interest in you as a person and as a student.

Willingness to discuss the full range of your activities at the site.

Ability to respond to your needs in accomplishing your objectives.

Expression of encouragement and sincerity.

Understanding of philosophy and practices in the profession.

Flexibility in arranging for your tasks in light of changing situations within the site and with you.

Openness to change, innovation, and new techniques.

Please attach additional sheets if you wish to include further comments.

Internship Student _____ Date: _____

Appendix C-1: Insurance and Background Checks

A. Professional Liability Insurance

Students completing the internship experience are expected to attain professional liability insurance to cover the duration of the internship experience. Expected coverage is \$1,000,000.00 per incident and \$3,000,000.00 aggregate. Proof of liability insurance is to be shared with the internship agency supervisor. Additionally, it is wise to provide a copy of the proof of insurance coverage to the university supervisor to maintain with the student file.

Listed below are potential website resources for liability insurance. These resources are provided to assist the student in the process of attaining liability insurance and are in no way affiliated with the university. A student may also wish to consult with other avenues to attain professional liability insurance, such as family and/or individual plans.

Resources:

American Therapeutic Recreation Association
Atra-tr.org

National Recreation and Parks Association
Nrpa.org

Maginnis & Associates
Proliability.com

These sites may have provisions for persons to complete insurance application processes on-line. The prices for insurance coverage may vary, and it is recommended that each student research the situation to make his/her best decision.

Students may also receive assistance obtaining liability insurance through the Health and Human Performance Department. The department will initiate the insurance process with Marsh Affinity Group. Forms may be obtained through Kathy King in Murphy Center 112. After initiation processes are completed, all correspondence regarding the insurance policy will be between the student and the Marsh Affinity Group.

B. Background Checks

Criminal background checks may be a requirement at some sites for training. Based on the results of these checks, an affiliated site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude certification or employment. More information is available from your program director.

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