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**Introduction to Internship**

All students majoring in Recreation, Parks and Tourism must complete a 14-week AND 560 hour internship as directed by the National Council on Accreditation for Park, Recreation, Tourism and Related Professions and the National Council for Therapeutic Recreation Certification. Upon successfully completing this experience, the student receives twelve (12) semester hours of credit on a pass/fail basis after paying tuition. This experience is considered by many educators and practitioners to be the most vital phase of professional preparation. A high percent of students who have done the RCPT internship agree It provides the student with the opportunity to make practical use of principles, methods, knowledge, and materials which have been developed or acquired in the academic program of study. The application of theory in a practical setting gives meaning and fulfillment to the formal educational experience.

The student’s internship experience is done for a screened agency under the supervision of an agency supervisor and an appropriate coordinator from the RCPT Teaching and Research Faculty member. Utilizing an Agency Internship Survey form (Section AA), the agency is first screened and approved to meet departmental and accreditation requirements for an internship. While the agency supervisor will supervise the student on-the-job, the RCPT Coordinator will maintain communication with the student primarily using D2L (online) and through an internship visit or appropriate means of contact via phone or other electronic communication. Progress toward meeting internship goals and issues of concern are discussed with the student and the agency supervisor during the visit/interview. Other necessary communication with the student and/or the agency supervisor can be made via e-mail and/or phone calls. On-site visits will be conducted as deemed necessary or prudent by the department.

**Internship Experience**

During the internship experience, an increasing responsibility for working with individuals and groups is assumed by the student through gradual involvement in the agency's program of service. The agency supervisor will assist the student with an appropriate support system that will provide instruction, as a result of, observations and trainings. The role of the student will progressively evolve from a part-time leadership role to being ready to be in a full-time beginning professional role. In many instances, the student will assume a full-time professional role for several weeks before completion of the experience.

In addition to practical experience, each student is required to complete six (or more) internship updates (found as “quizzes” on D2L), a final report (Section CC) that reflects upon the experience, as well as a special project (Section DD). The special project will be mutually agreed upon between the student, the agency supervisor, and the academic supervisor. The agency supervisor must complete a midterm and final performance evaluation report (which will be sent directly to your supervisor as a “Qualtrics Survey” OR the site may choose to utilize the evaluation form that can be sent to them which can be printed out and filled out and returned).

Introductory information will appear in D2L reminding you of what you need to do in your internship shortly after the start of your internship. A daily journal is strongly recommended assisting you in monitoring your own progress, having a reference for preparing your Final Report, and recalling details in case of any discrepancies between your supervisor(s) and
yourself. Do not become embroiled in internal strife that may develop or be present among agency personnel during the internship. If problems do develop and the student becomes involved, and it affects the internship, notify the faculty internship supervisor immediately.

It is your responsibility to develop a good rapport with your supervisor and your colleagues at your agency. This is typically not hard to do as both the agency and you are motivated to have a positive atmosphere to help both get the most from your internship.

Reminder: To remain in good standing and graduate from Radford University, each student must maintain a minimum GPA of 2.5. In addition, Recreation, Parks and Tourism majors must maintain a 2.5 GPA overall and 2.5 GPA in the major for enrollment in RCPT 413 Professional Issues and in order to secure placement in RCPT 470 Internship. In rare instances this requirement may be relaxed a bit after remedial work and negotiation with the Department Chair.

**Internship Objectives**

**Student Objectives**

There are numerous objectives associated with an internship experience. Those objectives are as follows:

1. Function as outdoor recreation, recreation therapy, or tourism and special events professionals.
2. Assist in developing a professional philosophy and attitude.
3. Apply, practice, and enhance the knowledge and skills acquired at Radford.
4. Engage in the process of program planning, implementation, and evaluation.
5. Participate in the administrative process including attendance at staff and budget meetings.
6. Test, develop, and/or enhance leadership and basic administrative and supervisory skills.
7. Apply assessment techniques for the purpose of determining the recreation needs and interests of individuals and groups.
8. Receive a continuum of supervised experiences in which they can develop self-awareness, self-discipline, and learn to make effective use of supervision to enhance professional development.
9. Engage in program development, staff trainings, and/or research projects.
10. Plan, implement, and evaluate projects and/or programs that move the agency towards its goals in providing for their clients.
11. Determine the appropriateness of recreation, parks, and tourism and special events as a career.
12. To achieve personal goals set prior to the internship and modified through the course of the internship.
13. To create a product of lasting value to the agency in the special project and writing a reflection paper on its value to assess what was learned.
14. To write a Final Report that tracks personal progress through the internship that is both reflective and evaluative on what was learned over the entire internship.

**Agency and RCPT Objectives**

1. Evaluate each student in terms of his/her skills, competencies, and appropriateness based on standards of professionalism for the field.
2. Provide suggestions to RCPT for curriculum improvement based on experiences with interns.
3. Involve site agency personnel in the preparation of future professionals.
4. Evaluate the effectiveness of agency services in terms of student involvement.
5. Enhance RCPT faculty supervisors by keeping them in touch with best practices in the field by practitioners.

**Internship Responsibilities**

**Students**

The responsibilities of the student in regard to the internship experience are to:

1. Meet all academic requirements for enrollment in RCPT 413 Professional Issues in Recreation, Parks and Tourism and RCPT 470 Internship. As part of RCPT 413, students will use the Student Internship Check List (Section HH) as a tool to stay organized.
2. Select internship sites appropriate to the student’s concentration (i.e., tourism and special events, outdoor recreation, or recreation therapy) from the approved list or initiate the approval process through completion of the Agency Survey Form (available through the Department Office or online [https://www.radford.edu/content/cehd/home/rcpt/internships-jobs.html](https://www.radford.edu/content/cehd/home/rcpt/internships-jobs.html)). Since not all agencies are unconditionally approved, check with the RCPT 413 Instructor FIRST to see if there is already a survey on file before contacting the agency.
3. Develop a professional quality resume, cover letter, portfolio, and internship goals as part of RCPT 413.
4. It is recommended to interview with at least two potential internship sites. Suggestions on how to interview for an internship experience are found in Section II. Each interviewer must complete the Internship Interview Survey (Section JJ) and return it to the Department.
5. Discuss your preferred internship agency with the RCPT 413 Instructor and notify all agencies in a timely manner regarding your internship decision. This should be done as soon as possible after completing the two interviews. When informing the preferred agency, request that they send an e-mail to the Department Admin AND the 413 instructor confirming your acceptance as an intern.
6. Complete 6 important items to be placed in your internship folder located in the RCPT main office, 137 Waldron. 1. Student Internship Agreement  2. Agency Contact
Information 3. Copy of Student’s Internship Goals, 4. Internship verification (this could consist of an e-mail stating you have position, a signed contract from the agency, etc.). (5) RU Internship Agreement. (6) Documentation for 100 hours of field experience. NOTE: The 6 items described above must be in place before starting the contract process. Failure to comply with this requirement may necessitate a delay in starting the internship or its cancellation. All forms may be found on the departmental website under the internship menu bar at:

https://www.radford.edu/content/cehd/home/rcpt/internships-jobs/internship-forms.html

NOTE 2: The contact information MUST include a STREET ADDRESS so that you can be found for the visit. Be sure there is a working number to call in case your faculty supervisor is delayed or needs additional directions on this form. Update this information if it changes during your internship.

7. Once the contact information is received the agency will receive a contract that MUST be signed by the agency and returned to our Department Admin (fax 540.831.7719) or scanned with signature and e-mailed to mulhassan@radford.edu This form is then signed by the appropriate contract administrator for Radford. It is returned, signed by the chair and the Internship Coordinator. THEN it is returned to the agency. ONLY when ALL the signatures have been obtained, proper copies made, AND it is returned to the agency may you begin your internship. Failure to complete this step may lead to a delay in being able to start your internship.

8. Remove all registration blocks so that you may register for RCPT 470 Internship (12 semester credits). Pay all tuition and fees to the Student Accounts Office when they are due. Failure to comply with this procedure may require a late registration fee and/or no credit for the course. Note: Students intending to complete their internship during the fall must complete all previous steps during the spring semester.

9. PLEASE NOTE: YOUR TUITION IS BASED ON THE SEMESTER YOU ARE DOING YOUR INTERNSHIP. YOU CANNOT BEGIN YOUR INTERNSHIP OUTSIDE OF THAT SEMESTER.

10. **Within one week** of the start of the internship, the student is required to notify (by mail, telephone, or email) the Department Admin of the identity of the immediate supervisor and updated contact information (e.g., direct telephone numbers home address, cell phone, etc.). The purpose of this is to recheck any variation from the internship contract and agency contact information.

11. Complete internship updates (recall those are your first FOUR quizzes which you will be able to find in D2L and the last TWO quizzes will be sent to your Radford University e-mail account as Qualitrics surveys) throughout the course of the internship in a timely manner.

12. Complete a special project as agreed to by the agency and approved by the Internship Coordinator. This project usually involves leaving a concrete product behind that you have done for the agency. The project should be something above and beyond your normal duties. It can be a manual, a program plan handbook based on a program that you did, something you built but also with a “how-to” manual, and so on. You will ALSO attach a four page reflective paper to your special project. These are turned into the assignment tab in D2L. See Section DD for more details.
13. Strongly Recommended: Maintain a personal log of experiences. The content should focus on the challenges you faced and how you dealt with them. Please also note projects and tasks about which you are particularly proud. Keep in mind that you also develop professionally and emotionally as well. Please make notes in your log how you change and improve in dealing with emotions on the job as well.

14. Meet with the Recreation Coordinator when the individual visits the agency. This visit is required when it happens (visits are based on need and resource availability). **Failure to attend this meeting can lead to failing the entire internship.** We do not have the resources to revisit. No excuses. A typical visit will require a meeting with your supervisor first then with you. If there are no discrepancies or issues, the Internship Coordinator will then meet with you to answer any questions you might have, provide career advising, resolve any problems that may have been brought to their attention, provide feedback on areas where you can improve professionally, and may have you show the facilities in which you work. The intent of the visit is to ensure that the site is providing a quality experience, to determine if you are meeting expectations and professing, to resolve any conflicts, and to offer career/graduate school advice/to give suggestions on matching career and life goals. We are also interested in your candid opinion of the quality of the site to guide selection of future interns if we are asked. The Internship Coordinator may ask for additional help from you in assessing your progress. Please be prepared to discuss your special project at the time of your visit and/or interview. And also be prepared to discuss what you have done in seeking future employment as well.

15. At the conclusion of the internship, complete the "Final Report" (Section CC). The Final Report will be submitted in D2L in the appropriate assignment box. Your final evaluation (as well as your midterm evaluation) will be sent directly to your supervisor via a “qualtrics survey.”

16. **ALL of your paperwork, ALL six quizzes, your special report, your final report, and your midterm and final evaluations MUST be received before you can receive a final grade for your internship.**

Department

The responsibilities of the Department of Recreation, Parks and Tourism are to:

1. Conduct a course (RCPT 413) to help students prepare for their internship.
2. Assist students in the development of their internship goals.
3. Supervise arrangements for and give final approval of internship assignments.
4. Maintain contact with agency supervisor as necessary regarding student progress.
5. Consult with agency supervisor and student regarding issues which may develop prior to, during, or after the internship.
6. Read and evaluate final papers, projects, and journals associated with the internship.
7. Visit students at their internship sites and conduct evaluation conferences with students and supervisors during such visits.
8. Evaluate the student's total experience including evaluation reports of the agency supervisor and assign a final grade (pass or fail).
9. Review and approve internship sites based on established criteria determined by the Department (Section GG).

10. Study, evaluate, and exchange ideas with other college and university faculty concerning improvement of the internship program.

11. Assess selected learning outcomes.

**Agency responsibilities**

Responsibilities of the internship agency regarding student support are to:

1. Complete the **Agency Internship Survey** (Section AA) and update as necessary. The survey can be completed online at [http://recparks.asp.radford.edu/agencyform.html](http://recparks.asp.radford.edu/agencyform.html).
2. Interview and select students in an appropriate manner.
3. Communicate with the Department by letter, email, or fax as soon as possible that the student has been accepted as an intern. The Department will respond with an RU Internship Agreement only after receiving confirmation of acceptance from the agency.
4. Review and sign the **Radford University Internship Agreement**. If differences occur, these are to be brought to the attention of the Department so that a resolution of these differences can be accomplished before the student begins the internship experience. This form can be found at with all other forms on the departmental website when accessing internship in the menu bar. The direct link is: [https://www.radford.edu/content/dam/colleges/cehd/rcpt/Internships%20and%20Jobs/RU%20INTERNSHIP%20AGREEMENT.pdf](https://www.radford.edu/content/dam/colleges/cehd/rcpt/Internships%20and%20Jobs/RU%20INTERNSHIP%20AGREEMENT.pdf)
5. Assign a qualified staff member to supervise the student. Prepare staff for the arrival of the student and inform personnel as to their role(s) in mentoring the student. Mentoring means the intern has ample opportunity to learn new tasks and assignments, has an opportunity ask questions, and this may be formal (specific training meetings or classes) and/or informal (such as working with qualified individuals who can respond and authoritatively answer questions).
6. Provide a general orientation to the agency and facilities.
7. Provide appropriate physical arrangements for the student, such as office, desk, use of telephone, access to a computer, how to use office equipment, etc.
8. Allow time for the student to meet with the Faculty Internship Supervisor and be present during the Faculty Internship Supervisor Visit. The faculty member is aware that your time is valuable and will be as efficient and considerate of your time as possible.
9. Provide the opportunity for the student to assume increasing responsibilities progressing from a general orientation to more specific roles and responsibilities, working with other personnel within specific units of the agency and to assume leadership responsibilities part-time or full-time. This includes allowing the student to attend meetings where decisions are made as well as to gain knowledge about administrative procedures including budget, program development, capital development projects, etc. If their participation is appropriate we would encourage that.
10. Assign the student (within limitations of education and experience) a special project to be completed during the internship. This assignment should be of high quality and provide a service to the agency. It needs to be something of lasting value to the agency as in
updating an internship manual, a program planning manual, a project manual or something concrete built by the intern or something similar.

11. Complete a midterm and final evaluation (Section KK) of the student’s performance. These evaluations will be sent to you in an online survey format for your convenience. Please note that you are required to discuss your evaluations with the student. You can do this by noting your responses on the survey (printing them off) or having the student present when you complete the online survey.

In-Area and Out-of-Area Internships

Out-of-area internships will be approved in accordance with Department policies and procedures. In-area is designated as any site within a day’s drive of Radford, Virginia. A “day’s drive” extends west to almost the Mississippi River, to Southern New York (including New York City) to the north, and as far south as Tampa, Orlando, and Daytona, Florida. You can ask the Internship Coordinator if you are in doubt as to what is “in-area.” If there are concerns about a student’s potential success, the Internship Coordinator may restrict that student to approved agencies within a 50 mile radius or closer from Radford University or even within the City Limits of Radford.

Out-of-area internships are in two tiers. The first tier is in the Rocky Mountain area ranging roughly from Denver to north to Jackson, Wyoming and south to Colorado Springs and west to Utah. And Southern Florida. The reason for this tier is to allow ample opportunity for unique internships while minimizing travel costs to the department. You must petition the Department Chair (who will consult with all of the faculty) via an e-mail to qualify to accept this tier of internship. [See BELOW for more details.]

The second out-of-area tier, and by far the hardest for permission, is anywhere not covered by the first out-of-area tier). There is no guarantee you will be visited by a faculty internship supervisor for this tier. If you are out of the country a visit would happen only if the faculty were to pay the expense out-of-pocket or had other academic business in that area. If you are in the United States it would be dependent on the availability in the budget. So you will have to have a VERY strong case even to be considered. Talk to the department chair to see if your petition would have much of a chance in being accepted if you are concerned. Typically, if the same or similar experience can be obtained in a lesser tier you will be denied. NOTE: Students should not seek nor accept internships in the state of California. California is not part of the NC-SARA and is therefore excluded as an internship area.

A request to complete an internship experience out-of-area is an exception, not the rule. Students considering an out-of-area internship experience must file a petition to the Internship Coordinator within three weeks of the start of the semester in which the student is enrolled in RCPT 413. Occasionally an exceptional opportunity comes up after this deadline. Reviewing such a petition will be at the discretion of the Internship Coordinator. The petition must include the following:

- Major and overall GPA;
• Desired internship location (special consideration will be given to sites in Colorado if there are multiple students);
• Rationale for why an equivalent experience cannot be obtained in-area;
• Factors for success (e.g., interpersonal and communication skills, personal maturity, dependability, work ethic, etc.);
• Performance history (e.g., classroom behavior, leadership roles, work experience, character, etc.).
• Support at destination by family and/or close friends of the family.
• Anything else that should be considered by department faculty.

The Department Chair in consultation with the faculty has the final approval of any out-of-area internship experience. Students seeking exceptional sites may be asked to speak at a faculty meeting. Petitioners will be informed regarding their status (accepted, rejected, or accepted with provisions) to seek out-of-area internships when a decision has been made. Upon notification, students have one week to appeal by submitting a written petition bringing up anything that might have been missed to the Department Chair. The Department Chair will review the appeal and then make a final decision with no further appeals allowed. Approval only permits the student to investigate out-of-area internship opportunities and specific agency approval must follow established procedures for all internship sites. There is no guarantee that the approval to seek an internship will lead to acceptance by the agency.
Finding an Internship
Recreation, Parks and Tourism students successfully compete for internships in some of the best recreation sites in the United States. The first half of RCPT 413 Professional Issues in Recreation, Parks and Tourism is dedicated to developing products (i.e., resume, goals, cover letter, and portfolio) and skills (i.e., interviewing and professionalism) necessary to secure an internship. The student is not alone in this process; however, finding an internship site that meets their educational and professional goals is ultimately the student’s responsibility.

Internship information is available to students through a variety of formats. An official list of approved internship sites is online at: https://www.radford.edu/content/cehd/home/rcpt/internships-jobs.html Students who are unsuccessful in obtaining an internship by the deadline set in RCPT 413, must petition the Internship Coordinator for an extension by the deadline date. In extreme cases an intern will need to wait until the next semester to fulfill the internship requirement.

It is strongly suggested that internships be sought out near where the intern wishes to live in the future. The reasons for this are as follows: 1. A significant percent of our interns receive further employment from their internship site. If you do not plan on living at that location you miss out on a potential job. 2. Others in the field are doing THEIR internships where YOU intend to live. Those interns are busy networking and/or making themselves employable to their agency. If you did your internship somewhere else… when you return home… the job you probably REALLY wanted went to someone else. 3. The further away you go, the more difficult it is to adjust to new surroundings, find housing, and dealing with problems. Since you are far away, we cannot easily get to you to assist you in dealing with problems.

Contract Dates and Summer Internships
Whenever possible, internship contract dates should follow Radford University’s academic calendar (http://www.radford.edu/~registra/final/calendar.html) for fall, spring, and summer III. Exceptions are made when the internship site requires dates that are different. However we HAVE to know the dates of your internship as the University has a CONTRACT with your agency ONLY during the dates of your internship. It protects both the University and the Agency from liability. And it covers you under limited conditions. Be aware of that If you work longer than your internship dates it is at the risk of the agency and you. The University ONLY accepts responsibility for you DURING the term of your contract. It is possible to extend your contract, but that has to be a mutual agreement between the department and your internship agency. Under special circumstances when a longer internship will allow a student to be better prepared for future employment, an extension may be required by the Internship Coordinator. Or, if the internship is required to be longer than is required for the department, at the student’s request a longer internship period may be allowed by the Internship Coordinator.

Students wishing to complete an internship during the summer can still “walk” during spring commencement. BUT, a petition must be initiated in the College of Education and Human Development’s Advising Office. Summer interns must complete all requirements by August 15. Officially that is roughly the closing date. But that is usually extended to the first or second
week of September, but those dates are not published and the ONLY way to ensure that you graduate as a summer graduate is to get your paperwork done on time. The Recreation Coordinator cannot guarantee there will always be an extension. If you miss the cut-off date you will officially graduate in December. If for some reason a student needs to change their internship start and/or finish date after the contracts have been completed, the Department must be notified in a timely manner. The Department Chair and the agency supervisor must approve any changes to the contract dates. Again, the reason is University insurance covered in the contract. Similar rules apply to fall and spring internships.

Typically, when a student completes RCPT 413, Professional Issues, the internship is completed the following semester (or in the fall after taking RCPT 413 in the spring). There are rare occasions when the student will be forced to postpone the internship until two semesters (or longer) after completing RCPT 413. If this is the case, the student must adhere to the following protocol or the internship will not be approved:

1. Contact the CEHD advising center if taking a leave of absence from RU and learn the steps to be readmitted to RU
2. Complete all required pre-internship paperwork before course registration starts for RCPT 470 enrollment.
3. Once readmitted to RU, contact the current professor of RCPT 413 to be properly enrolled in RCPT 470 by the first day of registration.

Permission to Share Student Information
Once the student receives approval to complete her or his internship, the student must agree to allow Radford University and its employees to share student information with the internship site. Information including but not limited the student’s email address, phone number, and mailing address may be shared to facilitate placing and supervising interns.

INSURANCE
During the interview, ask whether the agency has a liability insurance policy in effect that will cover actual or alleged negligence arising out of performance of duties as an internship student. If the agency does not have such a policy, the student is still covered by the University’s policy as it relates specifically to internship responsibilities.

However, Recreation Therapy students are required to purchase student malpractice insurance. RT students are NOT covered by the university for malpractice because they are not licensed professionals.

NCTRC REQUIREMENTS
Students in recreation therapy must meet standards of the National Council for Therapeutic Recreation Certification (NCTRC) for field placement. NCTRC requires that students be supervised by a full-time, “actively” certified CTRS at a single internship agency site. Students must complete at least 560 hours in no less than 14 consecutive weeks. No less than 20 hours per week nor more than 45 hours per week will be accepted. If an internship is interrupted due to the
closing of a facility, termination of a CTRS supervisor, or severe illness/family emergency, students should immediately contact their Department Internship Supervisor and NCTRC. Please consult NCTRC guidelines for further information. ALL RT interns may be visited by the Department Chair for definitive rulings for any supervisory questions. [http://www.nctrc.org/certification/InformationforNewApplicants.pdf].

TERMINATION OF INTERNSHIP

Although every effort is made to support the internship learning process from both the faculty and the site supervisor, on occasion it becomes necessary to terminate a student intern. Because of differing agency guidelines and stipulations within the University each case must be considered separate and distinct. Early and immediate intervention provides the best alternative to issues that may be cause for termination. Agency personnel guidelines will direct the initial review and appropriate documentation must be provided to the Department Internship Supervisor. All information should be reviewed with the intern and the faculty. Every effort will be made to reconcile the issues. Students may exercise their option to withdraw from the class according to established University guidelines or to file a grade appeal according to the University Undergraduate Catalog and the Student Handbook. In certain instances, warnings, conferences, and early intervention cannot be part of the process because of policies and procedures within the agency. In these cases, a student may be fired immediately without consultation with the Department Internship Coordinator. However, the general guidelines include:

1. Student and/or site supervisor contacts the Department Internship Coordinator.
2. Department Internship Coordinator has direct communication with both the student and the site supervisor.
3. All documentation, from both parties, is forwarded to the Department Internship Coordinator.
4. Supervisor and the circumstances are reviewed with the Department Coordinator and may be referred to the faculty for further consideration.
5. In all cases, due process must be followed by both the Internship Agency and RCPT.
6. A final recommendation is made.

Under certain circumstances it may be determined that the student is unable to complete the degree program. Other alternatives may be recommended for the student, but these alternatives are based on each situation and the reason(s) for dismissal.

The bottom line is that YES you CAN be fired from your internship. That is not what anyone wants. But if the agency would normally fire its own employee under the same circumstances you may be fired as well. You can be removed from an internship if you are not performing your duties by either your agency supervisor or the Internship Coordinator. The Internship Coordinator does not control your internship agency’s policies on firing.

The Internship Coordinator will review the circumstances with you and will listen to your agency supervisor. If there are no mitigating circumstances you will need to start your internship all over again and your case will be submitted to the Dean of Students for action if the conditions dictate that. As mentioned above, each case will be handled individually due to the wide array of
internship agencies and circumstances. Sometimes there simply is no good option for the intern. If due process has been followed and the student was at fault the student will receive an ‘F’ for the internship and will have to re-enroll in a future internship to graduate. Proceeding in good faith, if the Internship Coordinator determines that there were mitigating factors that were sufficient in scope to prevent an intern from performing her/his duties as an intern, the intern may be placed elsewhere to complete the internship and/or receive an Incomplete grade to allow a chance to complete the internship.
SECTIONS FOR INTERNSHIP
1. Agency Name____________________________________________________
2. Department Name ___________________________________________________________
3. Address_______________________ _________________________________________
4. Please list other universities which have students in recreation, parks and tourism that are currently affiliated with your agency/department.
   ___________________________________________ _______________________________
   ___________________________________________ _______________________________
   ___________________________________________ _______________________________
5. Is there a specific time of the year that students do their internship in your agency/department? (Check all that apply)  [ ] Fall  [ ] Spring  [ ] Summer
6. How many students does the agency/department usually accept during a semester or a summer? [ ] 1-2  [ ] 3-4  [ ] 5 or more
7. Does your agency/department offer a program of services in the following activity areas? (Check those which are applicable.)
   [ ] Arts and Crafts  [ ] Drama
   [ ] Dance  [ ] Outdoor (including camping)
   [ ] Music  [ ] Special Events
   [ ] Games  [ ] Others_____________________
   [ ] Sports and Athletics
8. Does your agency/department offer any special programs or services? Please list.
   ___________________________________________ _______________________________
   ___________________________________________ _______________________________
9. If a therapeutic recreation setting, are your programs directed toward a specific disability group? (Check those which are applicable.)
   [ ] Physically Disabled  [ ] Learning Disabled
   [ ] Mentally Retarded  [ ] Visually Impaired
   [ ] Emotionally Disturbed  [ ] Hearing Impaired  [ ] All of the above
10. Would the student have the opportunity to complete one or more special projects as recommended or required by your agency/department? [ ] yes  [ ] no
    Radford University? [ ] yes  [ ] no
11. How many staff are in your department? ________

12. Indicate the percentage of student participation in any of the following experiences? (Total should be 100 %.)

<table>
<thead>
<tr>
<th>Experience</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative duties</td>
<td></td>
</tr>
<tr>
<td>Supervisory duties</td>
<td></td>
</tr>
<tr>
<td>Committee meetings</td>
<td></td>
</tr>
<tr>
<td>Public meetings</td>
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<td>Administrative duties</td>
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<td>Treatment team meetings</td>
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<td>Evaluation</td>
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<td>Recreation education</td>
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<td>Planning duties</td>
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<td>Individual Client Treatment Planning</td>
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</table>

13. Does your agency/department have a designated staff member responsible for coordinating student internship experiences?  [ ] yes  [ ] no

Please enter their name and telephone number______________________________________

If a therapeutic recreation setting, please indicate CTRS Qualification Number______________

14. If no to question 13, how is the student’s internship coordinated within your agency/department? (explain)

______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

15. Does your agency/department reimburse (financially, housing, travel, etc.) the student in any way for internship?  [ ] yes  [ ] no If yes, please explain__________________________________________________________
The individual completing this questionnaire is:

Name _____________________________ Title____________________

Address ______________________________________________________________

Phone # _____________________ FAX # _____________________

email ____________________

Homepage Address _________________________________

Lastly, would you please forward, with this questionnaire, any material you have about the agency/department for our student internship file. Thank you.

If applicable, name of student requesting this information____________________________________

Please return to: Department of Recreation, Parks and Tourism
Radford University
Box 6963
Radford, VA 24142 Phone: (540) 831-7720 FAX: (540) 831-7719
SECTION BB

INTERNSHIP UPDATES

ALL UPDATES ON ONLINE IN D2L IN THE FORM OF QUIZZES!!!

There will be SIX updates! They will be opened up as you move through your internship. FOUR of them will be in D2L. The LAST TWO will be sent to you via your Radford University e-mail as Qualtrics Surveys. ALL of them MUST be satisfactorily completed in FULL to pass your internship.
SECTION CC

INTERNSHIP FINAL REPORT

This is easiest to do if you keep a daily log of what you do. It is a summary of your major and minor learning experiences on the jobs, your feelings on challenges you confronted on the job and anything else you want to draw to my attention. This report will be at least **four to eight paged long**, double spaced. Adding pictures is helpful if they illustrate what you have done. The pictures do NOT count for the page length.

Your final report is a reflective narrative paper. It walks the reader through your internship from how you found your internship to the end of your internship. You should focus on those points in your internship where you faced challenges and how you dealt with them. Sometimes you will have met the challenges successfully, sometimes not. What did you learn from those challenges is the focus.

At the end, you should evaluate the site and what kind of Radford student would do well and what kind of student would not. It is important that you give an honest evaluation so students who follow you can self-evaluate how well they would do there. Not everyone will respond to your internship the way you did. Who WOULD succeed and WHAT would that person be like?

Lastly, please evaluate your own self. Where did you do well in your internship and where could you have done better? How did you grow as a professional and what did you do that better prepared you for your future career? Tell us what you are doing after you are finished with your internship meaning do you have a job? If so, what kind of job? Is your job permanent, part-time, an extension of your internship, etc.? Are you going to graduate school? Or are you going to travel for a time and then look for a job? Or whatever you plan on doing.

Your final task is to submit your final report into the D2L final report assignment dropbox for the internship class. The deadline varies depending on the semester for which you are taking the internship. Please pay careful attention to the deadline as it may mean the difference between graduating on time or not being an “official” graduate until the following semester!
SECTION DD

Internship Special Project

As an intern from the Department of Recreation, Parks and Tourism at Radford University, you are expected to develop a “special project” in conjunction with your agency supervisor. The project should fulfill a specific need for the agency and may take a variety of forms, such as a report, training manual, in-service training project, video production, marketing plan, homepage construction, etc. The intention is for you to develop a long-term plan and work on a project from week to week throughout the internship. The agency supervisor should provide guidance on a regular basis and give enough support for you to complete the project. The project should be considered part of your required 560 hours and be completed in incremental stages throughout your internship. The internship site is NOT required to allow you to use work time to work on your special project but MAY at their discretion. However, this is, first and foremost, your project. The variation on projects is unlimited and the intention is threefold:

- Develop your long-term planning skills;
- Devise a project that is meaningful to the agency; and
- Expand your responsibilities as an intern.

You will ALSO write a FOUR page paper for your special project that you will turn in at the same time as your special project as described below in the first FAQ.

Frequently Asked Questions

Do I HAVE to write a paper in ADDITION to my Special Project?

Yes. You will submit a FOUR (4) page paper, double spaced in ADDITION to your special project. The paper will be a reflective narrative that leads the reader from the initiation of the project all the way through the end. Write in detail about the challenges you faced and what you learned as a result of the project. In the end, how do you KNOW if your project was successful or not? Tell the reader what you learned as a result of doing the project.

Can I combine several smaller projects?

Although the Department recommends a single project, some internships lend themselves to multiple projects. For instance, some internships require a separate project for each rotation or several different types of projects. Under these circumstances it is acceptable to complete several smaller projects. **A TANGIBLE product must be left behind. This means something you built or created.**

Is it O.K. to do a special event?

The Department discourages special events or programs unless required by your agency. If this is the case, the event must be consistent with time and planning requirements of other projects. You also MUST leave a program or event manual behind if you do this.
Who ultimately decides what an acceptable special project is?

Ideas for special projects should originate with the student or internship agency. Discuss alternatives with your agency supervisor and seek final approval from your Faculty Internship Supervisor.

How do I turn in my special project?

Place your Special Project in the special project AND your four page paper into the dropbox in D2L.

When is it due?

Deposit your special project NO LATER than the day you turn in your Final Paper. Turning it in EARLY would be helpful.
SECTION EE

Internship Performance Report

Your supervisor will be e-mailed a survey via “Qualtrics” by your faculty internship supervisor for your BOTH your mid-term and final evaluations. Your supervisor should go over the evaluation with and discuss all issues. It is okay if you are present while the supervisor fills it out. Or the supervisor can discuss it with you afterward. Please be sure to let your supervisor KNOW you HAVE to discuss the evaluation with them once it is complete.
SECTION FF

Student Internship Letter

Dear

This is to offer a few quick reminders about some elements of the internship about which you may be uncertain. The Department of Recreation, Parks and Tourism has approximately 50-70 interns annually. The faculty is constantly involved in some stage of support for the internship process throughout the year. Although one faculty person is responsible for your internship supervision you may be contacted by other faculty attending professional meetings, consulting, and/or other business, which may place them in your proximity. This is an effort for all faculty to maintain contact and provide support. Since I have primary responsibility for internship supervision, I will be contacting and visiting interns throughout the summer and all of your formal communication should be directed to me.

You should have a clear understanding of the responsibilities associated with this experience, but if you are having problems you should contact Mr. Masood Ul Hassan or me at 540.831.7720. Every attempt will be made for someone to respond to your call as soon as possible. If the person you wish to talk to is unavailable let Mr. Hassan know if someone else can help you. Other faculty members may be able to answer immediate concerns, problems, and/or questions. Remember that I may be on the road visiting other interns when you call. Don’t panic, someone will get back to you.

Primary factors of assessment for the internship will include the following:

1. A total of six (or more!) progress reports (in D2L) are required over the course of the internship.
2. Professional conduct on the job will be of first and foremost importance throughout the experience. This is an educational experience and you should ask your site supervisor questions regarding conduct. Don’t assume you will always make the right decision and be sure to learn from your mistakes, but don’t repeat mistakes.
3. A weekly meeting with your site supervisor is recommended for ½ hour to one hour throughout the internship to assist with obtaining answers and getting direction. Working alongside your supervisor and/or with other colleagues who are knowledgeable and willing and able to answer your questions may substitute for formal meetings.
4. Mid-term and final evaluations are mandatory and will be sent directly to your supervisor by your internship supervisor. Your supervisor should discuss your evaluations with you after they are complete. You may be present when the survey is completed by your supervisor is that is okay. But your supervisor MUST discuss your evaluations with you regardless.
5. The Department requires a special project (see the Internship Manual) that must be completed during the internship. You and the site supervisor should agree on this project. You should record all aspects of this project and provide a project report at the end of the term. Do not hesitate to ask for assistance and support from your site supervisor, but keep in mind that this is your project. This is a long-term project so don’t wait until the end of the semester and then be rushed to complete the task.
6. A final report (see Internship Manual) about the agency and your experience is required. This will become a part of the agency files within the Department of Recreation, Parks and Tourism, which will be made available to other students who might want to consider the same agency for a subsequent internship. This is due one week prior to the end of the contract agreement.
7. An internship journal is recommended, but not required for the experience. The faculty in the Department of Recreation, Parks and Tourism believes this experience is one of the most important aspects of your professional preparation and we want you to succeed. We will do everything within our power to assure your success, but in the end, you will determine the success of your experience and the value of your degree. Good luck with your internship.

Sincerely,

Internship Coordinator
SECTION GG

Department Criteria for Selecting an Internship Site

1. The agency or department is forward looking in its policies and is interested in maximum professional growth of its staff and the development of a sound and quality recreation, parks and tourism program.

2. There should be an agency policy approving the use of the agency or department within a health care agency as an internship training site.

3. A basic democratic philosophy is carried out in organization and administration of the agency or department within a health care agency.

4. The agency or department is positively interested in the internship and is willing to enter into an agreement (contract) as to satisfactory working relationships with the student.

5. The agency or department has a varied program of services with adequate supplies and equipment as reflected by the completed Internship Agency Survey Form.

6. The agency or department supervisor of the student possesses a baccalaureate degree with a major in recreation, leisure studies, tourism, recreation therapy, or allied field with at least two years of subsequent paid full-time experience in the field.

7. The National Council for Therapeutic Recreation Certification shall certify the agency or department supervisor of the student doing an experience in recreation therapy at the CTRS level.

8. The agency or department supervisor must be interested in working with internship students, possess the necessary professional and personal characteristics for student supervision, and be thoroughly familiar with the agency or department program.

9. The agency or department supervisor must be willing to attend meetings regarding the progress of the student at the agency site.

10. The student must be mentored and not used as simply an additional worker. This can be done formally in a meeting for half an hour or an hour each week, or it can be accomplished through working on a regular basis with a student where they can learn by example and have a chance to ask questions.

11. When possible, students should be allowed to shadow the supervisor at meetings, workshops, etc.
## SECTION HH

**Student Internship Check List**

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<thead>
<tr>
<th>Internship Goals</th>
<th>Approved</th>
<th>Date</th>
<th>Grade</th>
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<tr>
<td>Cover Letter</td>
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<td>Resume</td>
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<td>Portfolio</td>
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### Approval to seek out-of-area internship

- **Yes**
- **No**
- **Conditional**
- **N/A**

_____ Agency 1: _____________________________________

Approved ____________________________

Name of Agency ______________________

Location (City, ST) __________________

Internship Packet Mailed on ____________________

Interview with _________________________ on ______________________

Contact Person ________________________

Date ____________________________

_____ Internship Interview Survey returned

_____ Thank You Card sent

_____ Agency notified of internship decision

_____ Internship Interview Survey returned

_____ Thank You Card sent

_____ Agency notified of internship decision

_____ Internship Interview Survey returned

_____ Thank You Card sent

_____ Agency notified of internship decision
Agency 4: _____________________________________

Approved (Optional) Name of Agency ________________________________ Location (City, ST)

Internship Packet Mailed on ____________________
Date
Interview with ________________________________ on ____________________
Contact Person Date

_____ Internship Interview Survey returned
_____ Thank You Card sent
_____ Agency notified of internship decision

Agency 5: _____________________________________

Approved (Optional) Name of Agency ________________________________ Location (City, ST)

Internship Packet Mailed on ____________________
Date
Interview with ________________________________ on ____________________
Contact Person Date

_____ Internship Interview Survey returned
_____ Thank You Card sent
_____ Agency notified of internship decision

Agency Selected for Internship _________________________________________________________

_____ Confirmation of internship offer received by Department

_____ Student Internship Agreement completed and returned to Department Office

_____ Agency Contact Information completed and returned to Department Office

_____ Contract sent to agency

_____ Contract completed

NOTE: Internship sites not on the approved list (located online at http://www.radford.edu/~recparks) must complete the Agency Internship Survey form and be approved by the faculty. Since not all agencies are unconditionally approved, check with the RCPT 413 Instructor FIRST to see if there is already a survey on file before contacting the agency.
SECTION II

Suggestions for the Internship Interview

The following are some general points for your information when preparing for the internship interview.

Preparing for the Interview:

1. Dress appropriately and follow all the usual rules of courtesy.
2. Know your own capabilities and weaknesses. Do you know what goals you wish to accomplish? What kind of satisfaction do you expect from your internship?
3. Be sure you know the correct name of the agency or department and where it is located. Know the name of the person with whom you have the appointment.
4. Know where the interview is to be held and the time of your appointment. It is also helpful to know how long the interview will last so you can prepare accordingly. Arrive 5 or 10 minutes before the appointment and let the secretary/receptionist know that you are there.
5. Be prepared to answer and ask questions. Internship interviewers frequently ask questions such as: Tell me about yourself. Why do you want to do your internship here? What would you like to do after graduation? What is your philosophy of recreation therapy (outdoor recreation, tourism and special events)?

The Interview:

1. A little nervousness is normal in an interview. Try to avoid overt nervousness (trembling, voice cracking).
2. Don't answer questions with just yes or no, but don't talk too much either. Maintain eye contact with interviewer. Stay alert and interested. Be an active listener.
3. Sell yourself. This is your opportunity to convince the interviewer that you are the person for whom their agency is looking. Emphasize your strong points by relating material gained from your experience(s).
4. Be honest. If you have made a mistake in the past, explain it without making excuses. Don't claim skills or qualifications you don't possess.
5. Don't expect to be offered an internship position during the interview and DO NOT ACCEPT ONE IF IT IS OFFERED.
After the Interview:

Determine the agency or department where you would like to do your internship and obtain final approval from the internship supervisor. Then you must indicate your decision to the agency by letter. Also write a thank you note to each of the other agencies for taking the time to interview you and the courtesy you were shown during the interview. Let them know that you have accepted an internship with another agency.
SECTION JJ
Internship Interview Survey

Students in the Department of Recreation, Parks and Tourism Department at Radford University are required to complete a minimum of two interviews before selecting an internship site. After the interview, each practitioner conducting the interview is requested to fill out the following survey and return it to the Department so that the faculty may better prepare students in the future. The purpose is to determine the level of professionalism and preparation demonstrated by students during the internship selection process.

Agency ___________________________ Date __________________
Interviewer _________________________ Phone # ______________
Student’s Name ______________________

1. Were your initial contacts with the student appropriate and professional?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________

2. Did the letter, internship goals and resume provide the necessary information to enable you to decide whether or not to interview the student?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: (including additional information you may need to make decisions): __________________________

3. Did the student arrange for an interview in an appropriate manner?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________

4. Was the student dressed appropriately for the interview?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________

5. Did the portfolio assist you in assessing the student’s qualifications?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________

6. Please rate this student’s preparation for the interview in relation to other prospective interns.
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________

7. Did you receive enough information from the student to fully understand the internship process?
   Not professional ___________ Very professional ___________
   1 2 3 4 5 6 7 8 9 10
   Comments: ____________________________
8. Did the student notify you about either his/her timeframe for making an internship selection?

Not professional 1 2 3 4 5 6 7 8 9 10

Very professional

Comments:

Additional Comments:

---------------------------------------------------------------------------

Box 6963
Radford University
Radford, VA 24142
SECTION KK

Internship Evaluation Form (Midterm AND Final)

This form is now found ONLY online via the Qualtrics Survey sent to you by the Recreation Coordinator for your intern. A copy of this form may be e-mailed directly to you if that is preferred by you. But it is great preferred that you fill out the evaluations via the links sent to you. They are primarily select choices and short fill-in-the-blanks. Thank you for your understanding.