

Internship Manual

Revised Spring 2024

Office: Cook 220

Telephone: (540) 831-7720

Email: recparks@radford.edu

<http://recparks.asp.radford.edu>

Table of Contents

Introduction to Internship3

Objectives

Student Objectives

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

1. Function as an RCPT professional in a practical setting.
2. Develop a professional philosophy and attitude.
3. Apply, practice, and enhance the knowledge and skills acquired at Radford University.
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 toward its goals.
11. Use the internship to foster an awareness of readiness in a specific career path such as outdoor recreation and leadership, recreation therapy, tourism, and special events.
12. To achieve personal

correct and has not changed (e.g., direct telephone numbers home address, cell phone, etc.). This is critically important so that your designated faculty internship supervisor has all current/updated information.

12. Complete internship updates (bi-weekly reports). These updates are in the form of D2L quizzes. Your faculty internship supervisor/instructor for RCPT 470 will be the one responsible for reviewing your D2L materials.
13. Complete a special project as agreed to by the agency and approved by the Faculty Internship Supervisor/Instructor for RCPT 470, Internship. 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 Dropbox in D2L. See Section C for more details. **BEFORE** you start your special project, it **MUST** be approved by *both* your site supervisor *and* your Faculty Instructor for RCPT 470.
14. 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 to develop professionally and emotionally as well. Please make notes in your log how you change and improve in dealing with emotions on the job.
15. Your faculty internship supervisor typically supervises remotely using D2L assignments and Zoom meetings. Occasionally, an actual on-site visit is scheduled. The student is required to attend any on-site visits and should coordinate their schedule to ensure attendance. On-site visits are made to: visit new internship sites, network with professionals, and assist students that may be having issues.
16. At the conclusion of the internship, complete the "Final Report" (Section B). The Final Report will be submitted in D2L in the appropriate Dropbox. Your final evaluation (as well as your midterm evaluation) will be sent directly to your supervisor via a "Qualtrics survey."
17. STRONGLY RECOMMENDED: Get personal liability insurance (REQUIRED IN RECREATION THERAPY) to cover any accidents during the internship for which you might be personally responsible. See the instructor of RCPT 470, Internship if you need help with this.
18. ALL your paperwork, ALL six quizzes, (s)12.4 (ues)1oerio m o6.2 (er6.3 ((s)12.4 (ues)1)86.3 (i)-4.3 2na)11

9. Assign the student (within limitations of education and experience) a special project to be

Contract Dates and Summer Internships

Internship contract dates must follow Radford University's academic calendar for fall, spring, and summer III. The student's internship will on or after the official first day of classes for any given semester. The internship should end during the final exam period with the exception of summer internships. Summer internships typically go past the final exam period in order to meet the 14-week requirement. If the internship starts a significant time after the first day of class in the fall or spring semester and runs past the final exam period, that is acceptable. The student will receive an incomplete for that semester and will graduate the following semester once the internship is complete. The University ONLY accepts responsibility for the student DURING the terms of the contract. 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 (Department Chair in the absence of the Internship Coordinator). If you go longer than the time period specified in your contract, a *new* contract must be created. You initiate this through your RCPT 470 instructor.

Students wishing to complete an internship during the summer can still "walk" during spring commencement. Summer interns must complete all requirements by the end of the final exam period for any given semester. If you *miss* the cut-off date you will officially graduate in December. If for some reason a student needs to change her/his internship start and/or finish date after the contracts have been completed, the Department must be notified in a timely manner (*timely* being as soon as possible). 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 to other approvals, if n

(nec2 (y)1 (-4.29 f)1 2ecb)l-7ttasaoff

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 weeks. No less than 20 hours per week nor more than 45 hours

APPENDICES

Appendix C: 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 objective:

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

You will ALSO write a FOUR-page reflection 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, wrote, 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 RCPT 470 Faculty Supervisor.

How do I turn in my special project?

Place your Special Project in the special project assignment on D2L 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.

Appendix D: Internship Performance Report

Your supervisor will be e-mailed a survey via “Qualtrics” by your Instructor for RCPT 470, Internship for BOTH your mid-term and final evaluations. Your supervisor should go over the evaluation with you and discuss all issues. It is okay if you are present while the supervisor fills it out. Or the supervisor c.7 15. eval vi(a)11.5 (l)b6-1.886 al -11.159 -1.261 Td[and di evd6.3 (he)Pr-4.2 (o)3 (O)6.3ahi (ul4.3 (sw

Appendix F: Department Criteria for Selecting an Internship Site

- 1.

Appendix H: Internship Evaluation Form (Midterm and Final)

- _____ Good
- _____ Fair
- _____ Poor
- _____ Unsatisfactory
- _____ Not Applicable

Please rate the student's work habits - organization of work, care of equipment, safety, consideration, conscientiousness.

- _____ Excellent
- _____ Good
- _____ Fair
- _____ Poor
- _____ Unsatisfactory
- _____ Not Applicable

Please rate the student's relationships with people - cooperation, ability to get along with others

- _____ Excellent
- _____ Good
- _____ Fair
- _____ Poor
- _____ Unsatisfactory
- _____ Not Applicable

Please rate the student's initiative - self-reliance, willingness to accept and carry out responsibilities, resourcefulness.

- _____ Excellent
- _____ Good
- _____ Fair
- _____ Poor
- _____ Unsatisfactory
- _____ Not Applicable

Please rate the student's dependability - degree to which individual can be relied upon to assume responsibility

- _____ Excellent
- _____ Good
- _____ Fair
- _____ Poor

Describe the student's best skills, knowledge, and abilities.

Please provide suggestions for improvement: Describe areas of skills, knowledge, and abilities at which the student could do better.

- Fair
- Poor
- Unsatisfactory
- Not Applicable

The following section will help us to assess the STUDENT's professional behavior characteristics.

Please rate the student's oral communication skills

- Expresses self very well; communicates ideas very well; is adept in using voice effectively.
- Expresses self regularly; uses Standard English grammar; uses voice effectively
- Expresses self but not regularly; makes some errors; or does not consistently use voice effectively
- Makes frequent speaking errors; inarticulate, hesitates to express self; or does not use voice effectively

Please rate the student's written communication skills

- Writing is error-free and is very clear, organized and highly developed.
- Writing includes very few minor errors; clear, well organized, well developed.
- Writing includes some grammatical/mechanical errors; or is somewhat unclear, unorganized, or not fully developed.
- Writing frequently includes grammatical/mechanical errors; or is often unclear, unorganized, or not well developed.

Please rate the student's professional appearance

- Consistently dresses professionally
- Usually dresses professionally
- Sometimes dresses appropriately
- Consistently dresses inappropriately

Please rate the student's critical thinking skills

- Accurately interprets; identifies salient information or reasons; draws warranted judicious conclusions; justifies and explains assumptions and reasons; fair-minded; follows where evidence and reason lead.
- Thoughtfully questions, analyzes, interprets, explains, or evaluates and is able to justify the results of his/her thinking; open-minded.
- Struggles with questioning, analyzing, interpreting, explaining, or evaluating, and with providing rationale for reasons, points of view; or does this in superficial manner
- Makes no attempt to question, analyze, interpret, explain, evaluate; unable to justify the results of his/her thinking; or maintains or defends views based on self-

_____ Handles stress in productive manner; manages the demands/workload associated with the profession.

_____ Sometimes handles stress in non-productive manner; sometimes unable to manage the demands/workload

_____ Often handles stress in non-productive manner (e.g., by complaining, becoming angry, withdrawing); unable to manage the demands or workload associated with the profession.; often sick, tired, or lacks stamina

Please rate the student's commitment to diversity and equity

_____ Consistently demonstrates a commitment to understanding diversity; incorporates multiple perspectives in practice.

_____ Demonstrates emerging commitment to learning more about diversity and how to incorporate multiple perspectives in practice.

_____ Demonstrates awareness of diversity issues and of multiple perspectives

_____ Ethnocentric; considers only personal perspective

Please sign your name below. By signing your name below you are certifying that you are the agency supervisor of the student listed at the beginning of this survey, and that all of the information provided is true and accurate to the best of your knowledge.

Signature, date

Please give your work phone number for verification purposes. This information will not be shared outside the department or used for any marketing purposes.

(work phone number)

Please enter your email address for verification purposes. This information will not be shared outside the department or used for any marketing purposes.

(work e-mail)

Thank you for all your help and support of our student intern and our future colleague!

Department Chair

Radford University

Recreation, Parks and Tourism

Cook Hall 220, Box 6963

Radford, VA 24142