



**University of Idaho  
College of Education  
Department of Movement Sciences  
Undergraduate Internship  
Bachelor of Science  
Recreation  
REC 498 (9 credits)**

Updated 2/2017

Instructor:

Professor Bruce Saxman, M.A., Clinical Assistant Professor, Recreation

### **Field Experience Internship Guidelines & Internship Proposal Requirements**

Interns are to identify and propose an internship for B.S. - Recreation Faculty approval that meets the following requirements.

1. Each internship proposal will be evaluated and modified as needed by the BS-Recreation Faculty. In order to meet timelines appropriately, it is recommended that students submit project outlines to the faculty well before deadlines to accommodate time needed for changes.
2. Internships must be done independent from coursework.
3. Current or past work placements cannot be used unless evidence of showing a shift to a leadership role is documented, e.g., letter of support from supervisor.

#### Internship Proposal & Contract

The intern must submit an internship proposal to the Recreation Program Internship Coordinator prior to the appropriate registration deadline. The proposal process is as follows:

- Submit a scanned PDF file of the Internship Proposal (pages 4-5 of the REC 498 Handbook) and Internship Contract (pages 6-7 of the REC 498 Handbook). The Internship Contract must be signed by your internship supervisor
- Complete the insurance information on page 8
- Complete the Out of State field Placement form on page 8 if your internship location is outside of Idaho

Once all of this information is reviewed and approved the registration hold will be removed and you may register for the course. It is important that this process is completed ahead of the term registration deadline.

#### Internship Prerequisites

- Senior Status
- Completion of REC 280
- Majority of REC theory and lab courses completed

## University of Idaho Recreation: 7.0 Learning Outcomes

*This course aligns with the following COAPRT and associated UI Recreation learning outcomes:*

<p>7.04 Students graduating from the program shall demonstrate, through a comprehensive internship of not less than 400 clock hours and no fewer than 10 weeks, the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations.</p>	<p>REC 4. Students graduating from the program shall demonstrate through a comprehensive internship of not less than 400 hours the ability to apply knowledge from the Recreation curriculum to fulfill agency needs and make a professional contribution to the agency. [Professional Preparation]</p>
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### UNDERGRADUATE INTERNSHIP HANDBOOK

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<b>Course Description</b>	The internship is intended to provide students with experiences in an agency setting relevant to the student’s professional interests. The exact nature and setting may vary according to the situation. The program is experiential and the outcomes will vary with each individual. <i>(minimum 400 hours required)</i>
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<b>Course Objectives</b>	<p><b><u>The objectives of the internship are that the student demonstrate:</u></b></p> <ol style="list-style-type: none"> <li>I. Professionalism:             <ul style="list-style-type: none"> <li>• To assist agencies in the creation of knowledge and to improve the working environment in a capacity that is consistent with the agency mission.</li> <li>• To become familiar with the administration, supervision, and day-to-day operations of the facility and programs in which they are working.</li> <li>• To work under supervisory personnel and follow designated guidelines and conditions prescribed.</li> <li>• To become more aware of current issues and trends in your field of interest.</li> <li>• To network and collaborate with entities who seek to achieve common goals.</li> </ul> </li>   <li>II. Application of Learning:             <ul style="list-style-type: none"> <li>• To apply academic training to the real world settings with hands on projects.</li> </ul> </li>   <li>III. Evaluation and assessment:             <ul style="list-style-type: none"> <li>• Demonstrate ability to apply research and practical skills</li> <li>• To evaluate own strengths and weaknesses within their respective field.</li> </ul> </li> </ol>
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<b>Late work</b>	It is your responsibility to stay on top of the assignments for this course. You will submit your work by the due dates that you noted when you submitted the contract. Items that are late will be scored at a reduced score determined by the faculty supervising. Work that is significantly late will not be accepted and will earn zero.
<b>Contact</b>	It is your responsibility to stay in contact with your supervisor and to communicate with any site visitor. To do this you <b><u>must check your school email and Blackboard regularly</u></b> . If internet access will be an issue for you, which would affect your submission of work or your communication, you must notify your supervisor to work out alternative options as soon as possible.
<b>Submission of Work</b>	Email and/or Blackboard will be used for the submission of your assignments.

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## **REQUIREMENTS AND SUPPORT SERVICES:**

Read and become familiar with the University of Idaho undergraduate code of conduct, code of ethics for Idaho professional educators, & NASPE code of conduct. The following links will be helpful:

<http://www.webs.uidaho.edu/fsh/2300.html>,

<http://www.sde.idaho.gov/TeacherCertification/docs/ethics/Ethics2006.pdf>, &

[http://www.aahperd.org/NASPE/pdf\\_files/pos\\_papers/resource-code.pdf](http://www.aahperd.org/NASPE/pdf_files/pos_papers/resource-code.pdf).

Disability Support Services Accommodations Statement: Accommodations are available for students who have documented temporary or permanent disabilities. All accommodations must be approved through Disability Support Services located in the Idaho Commons Building, Room 306 (885-630, [dss@uidaho.edu](mailto:dss@uidaho.edu), [www.access.uidaho.edu](http://www.access.uidaho.edu)).

## **COLLEGE OF EDUCATION:**

**Vision.** The College of Education envisions being a leading, diverse, nationally recognized educational community. Our caring faculty members and innovative curriculum are: (a) preparing professionals through integrated programs grounded in research, (b) generating and evaluating knowledge through disciplinary and interdisciplinary scholarship, and (c) informing professional practice and community life through the exchange and utilization of knowledge. Together, our college community is achieving this vision through a culture of openness, innovation, and collaboration.

**Mission.** The College of Education enriches lives by advancing excellence in research and practice in education, leadership, and applied human arts and sciences.

**Conceptual Framework.** University of Idaho educators CARE. Together we develop as scholar practitioners who value and professionally apply and advance: (a) Cultural Proficiency; (b) Assessment, Teaching, and Learning; (c) Reflective Scholarship & Practice; and, (d) Engaging in Community Building & Partnerships

**INTERNSHIP PROPOSAL**

**INTERNSHIP GENERAL INFORMATION**

The internship is intended to provide students with experiences in observing, assisting, and working in a supervised professional setting. The program is experiential and the outcomes will vary with each individual. This form must be complete and submitted prior to receiving approval to confirm your internship.

<b>Student Name</b>		
<b>Student Contact (email &amp; phone)</b>		
<b>Student ID#</b>		<b># of Credits</b>
<b>Internship Dates</b> (only semester dates)		<b>Approximate hours per week:</b>
<b>Type of Site (school, medical, fitness, recreation, etc.)</b>		
<b>Name and location of Internship Site</b>		
<b>Supervisor Title, Credentials and Experience</b> -be specific		

**INTERNSHIP DETAILS (attach a job description)**

<b>What are your expected responsibilities at this internship?</b> (include primary tasks and outcomes)	
<b>How will you apply your academic courses to this opportunity?</b>	

<p><b>What do you expect to learn from this opportunity that applies to your career goals?</b></p>	
<p><b>What information does the site require you to obtain prior to being selected?</b></p>	<p>(i.e., affiliation agreements, health insurance, liability insurance, medical forms, etc.)</p>

<b>University Designee Approval and Comments</b>		
<p><b>Name of reviewer:</b> Professor Bruce Saxman</p>	<p><b>Phone</b> 208-885-2165</p>	<p><b>Email:</b> <a href="mailto:bsaxman@uidaho.edu">bsaxman@uidaho.edu</a></p>
<p><b>Signature of reviewer:</b></p>	<p><b>Date:</b></p>	
<p><b>Comments, suggestion, feedback (include any necessary changes to the responsibilities/experience, any required specific outcome objectives, and requests for site supervision feedback):</b></p>		

You must include this proposal with your final Internship Contract.

**INTERNSHIP GENERAL INFORMATION**

The internship is intended to provide students with experiences in observing, assisting, and working in a supervised professional setting. The program is experiential and the outcomes will vary with each individual. This form must be complete and accurate and submitted to UI within four weeks of the course start date.

<b>Student Name</b>		
<b>Internship Dates</b> (only semester dates)		<b>Course Prefix &amp; Number</b>
<b>Name of Internship Site</b>		
<b>Site Address/City</b>		
<b>Site Website</b>		
<b>Internship Supervisor</b>		
<b>Supervisor E-Mail</b>		<b>Supervisor Phone</b>

<b>INTERNSHIP DETAILS (attach a job description as well)</b>	
<b>Description of experience. (What will you do? Include 5 primary tasks.)</b>	(e.g., ?% administration, ?% job shadow, ?% assist with tasks...)
<b>Type of Supervision</b>	(e.g., weekly meetings, indirect supervision 50%, direct supervision 80%)

INTERNSHIP COORDINATOR AND SUPERVISOR INFO		
<b>Recreation Internship Supervisor(s)</b> Bruce Saxman, Clinical Assistant Professor	<b>Phone:</b> (208) 885-2165	<b>Email:</b> <a href="mailto:bsaxman@uidaho.edu">bsaxman@uidaho.edu</a>
	<b>Address:</b> University of Idaho, College of Education, ID 83844-2401	

**\*\*The Internship Contract must be attached to the original Internship Proposal.**

*Signatures on this document confirm that this is the working agreement for this internship and that all of the statements below are understood by the student and the supervisor.*

The internship will be at least 400 hours during the semester dates listed above. No hours can be worked outside of the semester's academic dates.

The internship is an academic course with required assignments that must be completed by the student. The student must access the course via Blackboard Learn and follow the syllabus posted.

The supervisor will be required to complete student evaluations as well as review the student's goals and objectives. The student will provide the appropriate documentation.

The student will share the Welcome Packet and the syllabus with the supervisor.

The student will take initiative to learn, ask questions, and get hands on experience where applicable. The supervisor will allow the students to be involved in the experience noted above and will provide supervision as described.

Any questions, concerns, or issues should be directed to the university supervisor listed above.

**PLEASE CHECK ONE OF THE FOLLOWING BOXES:**

**This agency **DOES**  or **DOES NOT**  provide liability insurance coverage for UI internship students. (If you are a public school district you likely provide liability insurance)**

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Agency Intern Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**University Coordinator/Director Signature**

\_\_\_\_\_  
**Date**

## UNIVERSITY OF IDAHO - STUDENT PRACTICUM/INTERNSHIP LIABILITY COVERAGE

<http://www.uidaho.edu/infrastructure/pss/risk-management/insurance/internship>

### OUT OF STATE FIELD PLACEMENT

Distance and Extended Education (DEE) reviews out of state field experiences (*for on campus and distance students*) to ensure that the university is in compliance with all authorization requirements for a particular state. If your internship is taking place outside of Idaho complete the form located here: <https://uidee.files.wordpress.com/2011/03/field-placement-report2.pdf>. This must be completed and emailed to [dee@uidaho.edu](mailto:dee@uidaho.edu) at least 60 days before your internship begins.

### INTERNSHIP ASSIGNMENTS

DATE DUE	ASSIGNMENT
Prior to Start Date	<b>Internship Proposal (this form)</b>
Prior to Start Date	<b>Undergraduate Internship Information (this form)</b>
Prior to Start Date	<b>RECREATION INTERNSHIP CONTRACT (this form)</b>
Prior to Start Date	<b>Liability</b> <a href="http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance/insurance/internship-practicum-liability/Insurance-Request">http://www.uidaho.edu/public-safety-and-security/risk-management-and-insurance/insurance/internship-practicum-liability/Insurance-Request</a>
Every Week	<b>Weekly Logs of Internship Experience</b>
Within weeks 1-3	<b>#1 – Goals, Objectives and Orientation</b>
Approx. Mid-way	<b>#2 – Midway Evaluation</b>
Final Week	<b>#3 – Wrapping It Up</b>
Final Week	<b>Final Evaluation – Student</b>
Final Week	<b>FINAL EVALUTION - AGENCY</b>

ALL WORK MUST BE SUBMITTED BEFORE THE TERM END DATE.



## WEEKLY LOGS

You will provide logs that explain what you have been doing and submit them to Blackboard every week. These logs will serve as a way for us to keep in contact with you about what you are doing and learning, and will allow us to send you feedback to facilitate your professional growth.

Regardless of the number of hours that you have completed in those weeks please submit them every week. There will be lots of space on Blackboard for logs and you may not need to use them all.

Using the template on Blackboard you will provide a daily summary of the hours you have worked and a brief description of the key activities performed. Please make sure that you highlight key activities that stood out, lessons learned, or questions that you have for your UI supervisor. Make sure that you fill out each row and column. By keeping weekly and a running total of hours we can make sure that you are on track!

### Example Logs

<b>Week One. Jan 10<sup>th</sup>-17<sup>th</sup></b>	<b>Time</b>	<b>Hours Worked</b>	<b>Key Activities</b>
Monday	8:30- 9:30 a	1	Prepped the work area for the day- basic cleaning and set up of equipment
	9:30- 12:00p	2.5	Aided supervisor with material distribution and data collection.
	1:00- 5:00p	4	Assisted in program design, site selections, and participant recruitment. This was really interesting as I had not done this before. I also realized just how much work went into it all.
Tuesday	8:00- 11:30a	3.5	Met with a patient who was 102 years old. We talked a lot about her health over the years. She told me all about....This experience stood out to me because....
	12:00- 5:00p	5	Spent the afternoon observing lots of patients get treatment. I was not really sure when to ask for help and when I should just get on with the task. Should I just go and ask for help or see what they think of the work at the end of the week?
Wednesday			And so on.....
<b>Week One Total Hours:</b>		<b>40</b>	<b>Total hours so far = 40</b>

## **ASSIGNMENT - GETTING STARTED**

### **GOALS AND OBJECTIVES**

**Part A** Formulate a list of goals for yourself for the field experience. In order to do this, you might ask yourself the following questions: How do you want to be different at the end of the experience? What experiences or skills do you want to acquire? Remember: Goals are very general and simplistic. You should have three or more goals!

**Part B** For each of the goals you have listed, list specific objectives. (Remember, a well written objective contains an observable behavior, the conditions under which you expect that behavior to occur and how you will judge or measure whether you have been successful in meeting the objective.)

At the conclusion of my internship experience:

- 1.
- 2.
- 3.
- 4.

### **ORIENTATION**

**Part A** Describe your orientation to the agency/institution. Include at least three positive elements about the process. Also include issues of concern, if they exist. Describe your feelings about your first two weeks.

## **ASSIGNMENT - MIDWAY EVALUATION**

Summarize and evaluate your experiences thus far in your internship.

1. Is this experience what you expected? Explain.
2. Is this experience meeting your needs? Explain.
3. Is the supervision you are receiving adequate? Explain.
4. What contributions are you making to the agency?
5. How can the internship experience be more meaningful? What can you do to make it so?
6. What do you perceive as being your strengths at this point? What are your weaknesses?
7. From assignment #1, what objectives have you met?
8. What objectives remain? Which of these do you expect to be able to meet?
9. Are there any goals you do not expect to be able to meet? Comment on these.
10. Are there additional goals and objectives that you want to add? Why do you feel these are important?

## **ASSIGNMENT - WRAPPING IT UP**

Include the following items in your final report:

1. 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.)
2. 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.
3. Discussion of problems or difficulties encountered, personal and otherwise. Describe approaches you tried to alleviate adverse or problematic situations.
4. Self-analysis in terms of professional and personal growth; development of competencies; surfacing of strengths and limitations; emerging attitudes and values; ability to develop interpersonal relationships; crystallization of career objectives; feelings of increased/decreased confidence and assertiveness; satisfaction/dissatisfaction with career choice, etc.
5. Recommendations for improving the REC 490 internship.

## **ASSIGNMENT – STUDENT FINAL EVALUATION OF INTERNSHIP**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

### **DIRECTIONS:**

Please rate your internship experience according to the following professional opportunities. Fill in the appropriate number for each.

- |                              |                  |
|------------------------------|------------------|
| 1. No opportunity to observe | 4. Above Average |
| 2. Below Average             | 5. Excellent     |
| 3. Average                   |                  |

- \_\_\_\_ Opportunity to take leadership roles was part of my internship.
- \_\_\_\_ Diverse work experiences, interesting interactions, and unique locations were part of my internship.
- \_\_\_\_ Learning new skill sets and practicing those skills was part of my internship.
- \_\_\_\_ I utilized my personal education, background and training for my internship experience.

### **DIRECTIONS:**

Please provide a written response to the following two questions. Describe in detail your thoughts.

1. In regard to preparedness for the internship experience. What undergraduate classes and previous experiences were most useful?
  
  
  
  
  
  
  
  
  
  
2. What types of classes or learning experiences would you have better prepared you for the internship?

**ASSIGNMENT – AGENCY FINAL EVALUATION OF STUDENT**

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Internship Supervisor: \_\_\_\_\_

**PART A**

**DIRECTIONS:**

Please indicate by a check in the appropriate space the description which best fits the student. Check only one space for each quality. Students will be graded on a scale from 1-6.

1. No opportunity to observe.
2. The student does not meet the basic requirements
3. The student does work which is acceptable, but needs close supervision
4. The student does a good job and requires little supervision
5. The student does a good job and requires no supervision
6. The student is doing an exceptionally outstanding job

Please check in the following four areas:

- \_\_\_ A. Administration
- \_\_\_ B. Supervision
- \_\_\_ C. Program Planning
- \_\_\_ D. Community & Public Relations

Comments:

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Letter Grade In: (A, B, C, D, F)

Administration \_\_\_\_\_

Program Planning \_\_\_\_\_

Supervision \_\_\_\_\_

Community & Public Relations \_\_\_\_\_

**PART B**

STUDENT PROFESSIONAL QUALITIES

DIRECTIONS:

Please rate this student according to the following professional qualities. Fill in the appropriate number for each quality.

- |                   |                  |
|-------------------|------------------|
| 1. No opportunity | 4. Above Average |
| 2. Below Average  | 5. Excellent     |
| 3. Average        |                  |

\_\_\_\_ 1. Does he/she reflect a sound philosophy of the recreation field?

\_\_\_\_ 2. Dependability

\_\_\_\_ 3. How well does he/she develop morale among fellow employees and participants?

\_\_\_\_ 4. Is he/she effective as a leader of others?

\_\_\_\_ 5. How well does he/she plan programs?

\_\_\_\_ 6. How well does he/she assume a share of the responsibility for agency activities?

\_\_\_\_ 7. How well does he/she work with other staff members, parents, community leaders and participants of the agency?

\_\_\_\_ 8. How does he/she react to constructive criticism of a professional nature?

\_\_\_\_ 9. How does he/she rank in skills and abilities?

## **PART C**

### STUDENT PERSONAL QUALITIES

#### DIRECTIONS:

Please rate the student's personal qualities according to the same scale as used in the professional qualities section.

- \_\_\_\_ 1. Appearance, manner, dress, grooming.
- \_\_\_\_ 2. Mental awareness (judgment, understanding of the situation at hand).
- \_\_\_\_ 3. Voice and speech (includes grammar, oral expression and appropriateness of speech to situation).
- \_\_\_\_ 4. Self-expression (written).
- \_\_\_\_ 5. Emotional maturity (judgment, self-control, responsibility).
- \_\_\_\_ 6. Physical Health (in relationship to absenteeism and job performance).

Comments: (Including strengths or weaknesses observed in the student's educational preparation)

*Please submit this form via email to the Recreation Internship Coordinator, Professor Bruce Saxman, at [bsaxman@uidaho.edu](mailto:bsaxman@uidaho.edu). If you need to mail this form, please send to:*

Bruce Saxman  
Department of Movement Sciences  
University of Idaho  
875 Perimeter Drive MS 2401  
Moscow, ID 83844-2401

*If you would like to provide comments or feedback on this internship, or should you need to reach the internship coordinator for any other reason, please contact Bruce at (208) 885-2165.*

***Thank You for Your Service as a Site Supervisor!***