

APPENDIX H

RPTA INTERNSHIP SAMPLE SYLLABUS

Department of Recreation, Park and Tourism Administration

Western Illinois University

This is a generalized format. The individual faculty member will provide a customize document with preferred technology, due dates etc

Internship Guidelines

- 1) Email me as soon as you have web access at your internship location. I will send all email correspondence to your *wiu.edu* account. **Check it regularly!**
- 2) Follow the bi-weekly report guidelines in the RPTA Internship Handbook.
- 3) Write reports in Word® and submit to an assignment folder located in WesternOnline with your name and the number of the report included in the name of the file. EX. Smithreport#1.doc
- 4) Reports are to be written formally! This should be professional writing. Proofread everything. Remember that you are in a professional setting. There will be no tolerance for poor writing (e.g., grammatical errors, awkward sentences, poor construction, etc.) just as there would not be in the workplace. If need be, have someone else proofread for you. (This is always the best route.)
- 5) All reports are due **Monday morning**. They should be in my inbox no later than **9AM MONDAY** for the week prior. If you need extra time due to unique circumstances (e.g., baseball folks may have a home stand all weekend, or you have a weekend special event) please email no later than FRIDAY at 4:30 to request an extension. In all other circumstances your report will be marked late. **Allow ample time for your site supervisor to review prior to submission.**
- 6) Brochures of the agency and programs can be sent snail mail or as email attachments/links.
- 7) Do not get behind in your reports!
- 8) I will read your report and reply with comments via email! Make sure you answer the assignment for the week. Content should also focus on dissemination of the following:
 - a) How are you accomplishing your goals?
 - b) How are you applying information learned in the classroom to the field? (Theory into practice)
 - c) What are you learning? Not just what are you doing, but what does this mean?
 - d) Reports should showcase your ability to demonstrate understanding and application of information.
- 9) Include personal comments, questions, and chat in the email not the attached report. If you are having even the SLIGHTEST problem with the workplace, your supervisor, your duties, etc., please let me know immediately. Do not wait until what was seemingly a small issue explodes into something that could ruin your internship. To that end, I AM HERE TO BE AN ADVOCATE FOR YOU. Feel free to check in with me and let me know what is going on from time to time, outside of the reports. I have given you my cell number just in case you need to contact me and can't wait for email.
- 10) I will make individual arrangements for facility visits where appropriate. During the visit I will need to meet with you and your immediate supervisor. I will ask you to coordinate your supervisor having time to meet with me. Depending on the site, I often travel by train. I will need you to be flexible on meeting times and may need a ride from the train station. For those outside of the site visit radius, I will make a "phone call visit" with you.
- 11) At midterm you are required to complete an evaluation form. This is available on the internship website and in the handbook.

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- 12) Your on-site supervisor will do an evaluation at midterm and final. Please assist in reminding them to meet with you and discuss the evaluation. The form should be sent to me. Email or fax is fine. Please put your name on it.
- 13) An internship special project will be due before completion of your internship for me to review. Begin thinking about a possible project that you may initiate over the course of your internship at your site. Some possibilities that students have done include the development of assessment tools, an evaluation of a wildlife hunter/shooting program, the development of a park district advance season programming booklet for community members, preparing and introducing a new program, implementing a new treatment protocol etc. Be creative and discuss some possible ideas with your onsite supervisor as well as me. I will need to grade the written work of the semester project upon completion.
- 14) Report 6 (or Report 7 if your internship is 13 weeks long) is a 2 – 3 page summary of the entire internship experience. Don't be late. I will not submit grades until all of your assignments and evaluations are complete.
- 15) Please represent yourself and WIU well.
- 16) Ask, ask, ask lots of questions. Get to know the agency and its workings. View this as your opportunity to learn everything you ever wanted to know in recreation.

* TR students it is your responsibility to check the NCTRC web site to see if their certification is current. Your supervisor must have been a CTRS for 1 year prior to comply with NCTRC guidelines.

*Nonprofit minors double dipping the internship, it is required that your internship be at a nonprofit agency to use this experience for both major and minor.

*If you are doing more than 12 weeks, continue your reports by discussing what is significant that week.