

WESTERN MICHIGAN UNIVERSITY
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION & RECREATION
HPHE 4990 Recreation/Sport Management INTERNSHIP REQUIREMENTS

The student should complete the following requirements during the semester of the internship. Please read these requirements carefully prior to entering the internship. The student should make an appointment with the university intern advisor prior to starting the experience to clarify any concerns. If at any time during the internship questions arise, please call or write the university intern advisor. The internship is one of the most important and pivotal experiences in the Recreation student's academic career. The learning strategies that have been structured will help enhance the experience and the supervision.

All assignments must be work done by the student, including all research, writing, interviews, etc. Any infraction may lead to an unsatisfactory grade in the internship.

OBJECTIVES:

1. Students will understand and strengthen their own professional competencies in a specific career field within recreation.
2. Students will develop an understanding of how a specific agency manages it site, facilities, money, staff and programs.
3. Students will develop an array of skill that will allow the student to function in a wide variety of direct leadership roles in the agency.
4. Students will develop a reasonable degree of proficiency in several leadership roles.
5. Students will observe and have the opportunity to emulate outstanding professional role models to help guide their professional development.
6. Students will improve their problem-solving skills, written communication skills, verbal communication skills, public relations skills and managerial skills through structured requirements

TIME REQUIREMENTS AND CREDIT HOURS

The required internship will vary in length depending upon the career field chosen and the agency with which the student will work. It will represent a maximum of one full semester working up to 40 hours a week or a total of 600 contact hours for six (6) credit hours. Thus an internship can stretch from a minimum of 12 weeks in the summer to 15 weeks during a regular academic semester, or in the case of a number of career fields, can encompass a total of a summer and a fall semester, or a spring and a summer combination. Special circumstances will be considered and may be arranged with the HPHE 4990 Advisor.

It should be noted that students should not take any other structured course work during the time of their internship. This is to assure that the student devotes full

time to working and dealing with the internship responsibilities without the added burden of additional course requirements.

CHOICE OF INTERNSHIP AGENCY & APPLICATION

The student will take the initiative and most of the responsibility (but work closely with the HPHE 4990 advisor) to determine the direction and choice of the of the internship agency. Once a site has been selected, formal application must be presented to the HPHE 4990 advisor. Communication will be established between the agency (site) supervisor and the HPHE 4990 advisor. The Recreation/Sport Management Curriculum Coordinator must approve the internship placement. The student will be registered for the 6 hours by the department upon approval of the application.

EVALUATION

The student will earn a letter grade for the internship. The determination of the grade rests with the HPER 4990 advisor. It is based upon a composite evaluation of how a student performs on all of the internship requirements and upon a positive evaluation by the site supervisor. Each assignment is evaluated carefully for thoroughness, neatness, punctuality, creativity and relevance. Any student who receives a failing grade must repeat the required internship experience until a passing grade is secured.

WEEKLY STUDENT LOG

At the end of each day the student should record on the Weekly Student Log the major work responsibilities fulfilled that day along with a brief description of those responsibilities and total the number of hours worked that day. At the end of the week, the student should make sure this form is complete and a copy sent to the HPHE 4990 advisor. It is the intent of the weekly log to identify what the student has accomplished and provide the HPHE 4990 advisor a progress report to identify if the duties reported fulfill the internship work/time obligations and requirements.

BI-MONTHLY EVALUATION BY AGENCY SUPERVISOR

To assure ongoing evaluation of the student intern's work, it is expected that the assigned agency site supervisor will take time to complete an "Agency Supervisors Bi-Monthly Evaluation". It is the student's responsibility to make sure that one is completed by the site supervisor and sent to the HPHE 4990 advisor twice monthly. During the first week of the internship, the student should sit down with the agency site supervisor and discuss with him/her the need to evaluate the student intern's performance using this form on a bi-monthly basis. The comments do not need to be long, but should include both positive characteristics noted about the intern's performance, as well as suggestions for improvement of performance. This bi-monthly evaluation should include a brief

meeting between the intern and agency supervisor during which they share their evaluation with the intern in person, so that the student intern has an opportunity to learn from the evaluation and ask questions. Remember that it is basically the student's responsibility to see that this important evaluation is done twice a month.

MANAGEMENT ANALYSIS QUESTIONS

It is the intent of this assignment to get the student intern to ask penetrating questions of the agency management staff so that the student gains a broad understanding of the whole operation and gains access to key staff.

The management areas for the student interns to investigate through questions include:

1. Goal development
2. Policy development
3. Planning and organizing
4. Decision making/problem solving
5. Motivation and leadership
6. Communication patterns
7. Personnel supervision/development
8. Program operations
9. Budgeting and finance
10. Promoting and marketing
11. Equipment and facilities
12. Student generated area/questions/answers

If the agency does not address one of the above management areas, the student should generate another area and formulate other questions. Answer all questions provided for each area on the management question sheets provided with the internship materials. Type each question along with the response secured. This can be done on a weekly basis and a copy sent along with weekly logs, or as a final project at the end of the internship experience, and a final copy turned in along with final evaluation and letter of recommendation.

MID-SESSION SELF-EVALUATION

The student about the internship agency and the internship experience to date should complete the "Mid-Session, Self Evaluation" of the internship. It is an evaluation that causes the student to stop and think about what has been learned, how the student has been dealt with as an employee/intern and what the student hopes to gain before the internship is completed.

FINAL SELF-EVALUATION

The student intern must complete the "Final Self-Evaluation" at the end of the last week of the internship and submit a copy of it to the HPHE 4990 advisor. It is a chance for the student to do some reflective thinking on the nature and quality

of the experience just completed. Be thorough and complete, so that all can benefit from the thought process required. This will help the HPHE 4990 advisor to assure that students in the future who seek similar experiences at the same agency can be guaranteed a similarly good or better overall experience.

LETTER OF RECOMMENDATION

It is the student intern's responsibility to make sure that the agency supervisor writes an original letter of recommendation on agency letterhead stationery. A copy of the letter must be supplied to the HPHE 4990 advisor for the student's file and as a component in the final evaluation of your internship. Has the agency supervisor address the letter to: Whom It May Concern.

NOTE

All of the required forms for the internship should be kept in a file and at the conclusion of the internship, the intern should compile them all into a notebook which will be submitted for grading. None of the evaluations or weekly logs are submitted during the internship, they are all compiled in the final report. The final report is a professional document that is submitted to the HPHE Intern Advisor.