

# APPENDIX A3: INTERNSHIP APPLICATION- OUTDOOR EDUCATION MAJORS

*The following serves as a checklist for the Internship in Outdoor Education*

|  |              |                   |
|--|--------------|-------------------|
| <b>Contact Information</b>   |              |                   |
| Student Name:  | Local Phone: | Email:            |
| <b>Admission Requirements</b>  |              | <b>Office Use</b> |
| Enrolled as an OE Major  |              |                   |
| Will have completed 64 credits prior to planned internship   |              |                   |
| GPA 2.5 or higher  |              |                   |
| Attendance at OE Internship Meeting  |              |                   |
| Permission from University Supervisor  |              |                   |
| Cover Letter   |              |                   |
| Resume   |              |                   |
| Survey of Career and Life Goals  |              |                   |
| Self Evaluation  |              |                   |
| Disposition I  |              |                   |
| Disposition II   |              |                   |
| Application Deadline Met   |              |                   |
| Applied for at least three different internships   |              |                   |
| Site Supervisor has completed Appendix B   |              |                   |
| Student has completed Appendix C   |              |                   |
| Student has registered for OE 494 Internship   |              |                   |
| If applicable: Student has completed Summer Financial Aid Form   |              |                   |
| <b>By my signature below, I acknowledge that I understand and agree to the above requirements for OE 494 Outdoor Education Internship.</b> |              |                   |
| Student Signature  |              | Date              |
| University Internship Coordinator Signature  |              | Date              |

# APPENDIX A3.2: APPLICATION FORM SPECIFIC TO OUTDOOR EDUCATION MAJORS

|  |    |    |                         |    |
|--|----|----|-------------------------|----|
| <b>Survey of Career and Life Goals</b><br>To best match your internship experience to your career and life goals, please answer the following questions about items that have been found to be most closely tied to career satisfaction:   |    |    |                         |    |
| <b>Favorite Skills:</b> List your top five favorite skills - or things you do well and really like:  |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Favorite Interests:</b> List your top five "Fields of Fascination" - in other words, what topics or knowledge areas most interest you:  |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Geography:</b> Prioritize your top five locations or areas where you would like to work after graduation:   |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Favorite People:</b> List the types of people you would like to work with (examples: youth, adults, families, at-risk, women, organized groups, tourists, land-owners, hunters, etc.)   |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Favorite Organizations:</b> List your top organizations or agencies. You may list specific organizations, such as the National Park Service, Ducks Unlimited, YMCA, etc. Or, you may list general types of organizations, such as private nature centers, outdoor advocacy groups, camps, government agencies, guide services, etc.   |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Top Values or Goals:</b> List 3-5 values, purposes or goals that are most important to you in a job (examples: help youth, teach, improve environment, help adults enjoy outdoors, etc.)  |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Favorite Work Settings:</b> List your top 3-5 preferred work settings (example: outdoors, indoors, mixed, professional, blue-jeans, social, alone, etc.)  |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Salary/Responsibility:</b> Describe what kind of salary range you are interested in the first five years after graduation (low to high), and what level of responsibility you are interested in (example: front-line, manager, project coordinator, etc.)   |    |    |                         |    |
| Salary Range   |    |    | Level of Responsibility |    |
| <b>Prioritize:</b> Of all the items listed above, list the top five items that are most important to you:  |    |    |                         |    |
| 1.   | 2. | 3. | 4.                      | 5. |
| <b>Professional Resume</b><br>In order to apply for an internship with many organizations and agencies, you need a professional resume. You should have a resume prepared when you apply to the internship program. After you make your first draft of your resume, it is recommended that you make an appointment with the BHSU Career Center or the BHSU Writing Center to go over your resume. Attach the resume to this application. |    |    |                         |    |
| For Office Use Only:<br>Date Turned In: _____ Accepted to Internship Program? (y/n/with conditions - list conditions here: _____)  |    |    |                         |    |

# APPENDIX A5-PROFESSIONAL DISPOSITION

*Please return this form within 10 Days to the Internship Coordinator (please circle), Unit #9402(ES), 9401(OE), College of Education & Behavioral Sciences Main Office (PSYC, HMS, SOC).*

**Rating Scale:** 4=consistently; 3= most of the time; 2=occasionally; 1=rarely; 0=never; n/o=not observed

| Candidate Information   |  |   |  |
|---|--|---|--|
| Student Name:   |  | ID#:                                    | Majors/Minors:   |
| Professional Conduct  | The student...   | Rating                                  |  |
| Responsible   | 1. Is present, punctual, and prepared for class  | 4                                       | 3 2 1 0 n/o  |
|   | 2. Completes assigned tasks that demonstrate high personal standards and best effort   | 4                                       | 3 2 1 0 n/o  |
|   | 3. Models professional attire and personal hygiene   | 4                                       | 3 2 1 0 n/o  |
|   | 4. Models educated language and behavior   | 4                                       | 3 2 1 0 n/o  |
|   | 5. Recognizes her/his professional responsibility by being actively engaged in class   | 4                                       | 3 2 1 0 n/o  |
| Accountable   | 6. Complies with university, program, and off-site policies and procedures   | 4                                       | 3 2 1 0 n/o  |
|   | 7. Maintains professional relationships  | 4                                       | 3 2 1 0 n/o  |
| Confidential  | 8. Maintains confidentiality of personal information   | 4                                       | 3 2 1 0 n/o  |
| Competent   | 9. Knows subject matter is not a fixed body of facts but is continuously evolving  | 4                                       | 3 2 1 0 n/o  |
| Confident   | 10. Shows respect for the individual learner   | 4                                       | 3 2 1 0 n/o  |
|   | 11. Displays a positive, enthusiastic attitude towards the discipline  | 4                                       | 3 2 1 0 n/o  |
| Caring  | 12. Believes all people matter and can learn   | 4                                       | 3 2 1 0 n/o  |
|   | 13. Respects others as individuals with differing personal and family backgrounds and various skills, talents, and interests | 4                                       | 3 2 1 0 n/o  |
| Evaluator Information   |  |   |  |
| Evaluator Name:   |  | Date:                                   | <input type="checkbox"/> Candidate (self-evaluation)<br><input type="checkbox"/> BHSU Professor<br><input type="checkbox"/> Other (this is to document disposition of concern) |
| Evaluator Signature:  |  |   |  |
| Recommendation for Admission to BHSU School of Behavioral Sciences Internship   |  |   |  |
| <input type="checkbox"/> Yes<br><input type="checkbox"/> Yes with reservations (specific comments required)<br><input type="checkbox"/> No (specific comments required) |  | Comments (use back side, if necessary): |  |

# JOE SAMPLE COVER LETTER

Joseph Sample  
1200 University Street  
Spearfish, SD 57783  
cell: 605-642-0000

Date

Name  
Job Title  
Company  
Street  
City, State Zip

Dear Ms. LastName:

I am interested in applying for The Outdoor Campus-West summer naturalist internship position that was listed on the State Bureau of Personal website.

I have had a great deal of experience working with people in outdoor education settings: I completed Project WILD, Growing Up WILD, Project Learning Tree, and Leopold Education Project trainings. I am also a Leave No Trace trainer. I volunteered to lead a "Tree ID" station at Project Learning Tree's "Science Day in the Canyon" with over 100 5<sup>th</sup> graders.

Last summer, I worked as an recreation specialist with our city recreation department; I led activities with children ages 7 to 12. I am seeking to complement this experience by working in a conservation education setting, in order to acquire the background necessary for a future career in interpretation.

I believe that I would an asset to your program. This internship would provide me with the ideal opportunity to assist at your organization and to expand my leadership skills.

I look forward to speaking with you and scheduling an interview. Thank you for your consideration.

Sincerely,

Signature

FirstName LastName

# JOE SAMPLE RESUME

1200 University Street, Spearfish, SD 57783, 605-642-0000, email@gmail.com

- Objective:** Internship as a Fitness Coordinator
- Education:** **BS in Exercise Science**, May 2011, Black Hills State University, Spearfish, SD, 2004-2008, two semesters Honorable Mention Dean's List, GPA 3.3 (4.0).
- Relevant Classes:** Exercise Leadership, Exercise Physiology, Human Anatomy and Physiology, Theory of Strength and Conditioning, Wellness Evaluation, Kinesiology, Athletic Injuries, Fitness Assessment.
- Volunteer Work:** **Student assistant to fitness center director** at Donald Young Fitness\_Center in Spearfish, SD during fall of 2007. This involved athlete testing, computer work (progress reports) and assistance during workouts.
- Wellness Lab assistant:** Individual instruction on proper exercise technique, health-related fitness evaluations.
- Coaching** 8th grade girls pre-season basketball. This consists of teaching basic skills and preparing them for the regular season.
- Work Experience:** **Country Club Employment:** Greens Keeper and Life guard, Spearfish Canyon Country Club, Spearfish, SD, April 08 to September 09.  
At this 18 hole course I was responsible for cutting grass and club house and cart shed maintenance. Along with tournament preparations, I also substituted at the pool as a lifeguard.
- Greens Keeper and Pro Shop assistant:** Niobrara Country Club, Lusk, WY, May 08 to September 09 and May 10 to September 11.  
At this course some of my requirements were cutting grass on a daily basis and club house maintenance. Two or three times per week I would work in the Pro-Shop selling merchandise, refreshments, and taking green fees. I was also responsible for closing procedures.
- Secretary/Receptionist:** Peasley and Gray Law Offices, Douglas, WY, June 07 to September 08.  
While working at the law office, I typed legal documents and letters to clients. I also received some experience in dictation. This job enhanced my public relation skills.
- Funeral Assistant, Secretary/Receptionist:** Converse Funeral Home, Douglas, WY, May 85 to August 88.  
At the funeral home I gained experience associating with the public both in funeral settings and business settings.  
Along with assisting during funerals, I did some secretarial work and assisted during visitations.
- Activities:** Student Ambassadors, Athletics Club, Wellness Club, lettered three years college basketball, fitness and nutrition presentations to high school and grade school students, assisted disabled adults with fitness activities, fitness testing at a children's home.
- Certifications:** First Aid, CPR, Life guarding