

INTERNSHIP HANDBOOK

**DEPARTMENT OF PARKS, RECREATION, AND TOURISM
UNIVERSITY OF UTAH**

(Revised, Fall Semester 2008)

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Introduction

Internships, also referred to as cooperative education experiences, are a central component of student total educational preparation in Parks, Recreation, and Tourism. These experiences are designed to combine on-site professional experiences with theoretical and philosophical foundations studied in traditional academic settings. Through internships, students grow professionally and intellectually. Students learn to identify their strengths, interests, and limitations. They also gain an appreciation of roles, duties, and responsibilities of parks, recreation, and tourism professionals. This experience is considered the capstone of the academic career. It must be noted that not all experiences are spectacular. It takes extensive, advanced research on the part of the student to obtain an appropriate match.

Internship experiences are associated with three courses in the program: PRT 3800, PRT 4828, and PRT 5828. PRT 3800 serves as an initial exposure to practice and allows students to investigate the depth of their commitment to one of our four emphasis areas: therapeutic recreation, adventure and outdoor programs, leisure service management (tourism, hospitality, commercial recreation, sport and community recreation management), and natural resources recreation planning and management. PRT 5828 (for therapeutic recreation) and PRT 4828 (for all other emphases) provide an in-depth cooperative education experience that is designed for students who are in their final semester and approaching graduation.

This handbook describes the pre-requisites, policies, procedures, and paperwork for PRT 3800 and PRT 4828/5828. The handbook is divided into three sections. The first section describes the requirements of the internship program. The second section includes a sample syllabus for PRT 4828 and for PRT 5828. The third section includes the application forms required for PRT 3800, PRT 4828, and PRT 5828. Note: the syllabus for PRT 3800 will be distributed by the instructor of PRT 3800. Best wishes for a successful and enriching internship experience!

Betsy Cook

Betsy Cook, Ph.D., CAPE
Internship Coordinator
Department of Parks, Recreation, and Tourism
University of Utah

Prerequisites

PRT 3800: PRT 3100, 3101, 3310, and 3320;
one of the following: PRT 3330, 3440, 3500, 3960, 5710,
or concurrent registration;
current First Aid and CPR;
computer proficiency;
professional membership;
minimum overall GPA of 2.5;
approval of department.

PRT 4828: PRT 3800;
current First Aid and CPR;
senior level, completion of all coursework;
minimum overall GPA 2.5;
approval of department.

PRT 5828: PRT 3800;
TR student,
current First Aid and CPR;
senior level, completion of all coursework;
minimum overall GPA 2.5;
approval of department.

Policies and Procedures for Internships Any exceptions will be handled on a student-by- student basis and in writing.

Agency Approval Criteria:

1. Agency supervisor of intern
 - a. Hold a minimum of a Bachelor's degree in the field of Parks, Recreation, Leisure Studies, or a related field.
 - b. Have worked a minimum of one year at the agency.
 - c. Be employed as a full-time professional
 - d. Available to meet weekly with the student to evaluate performance and complete evaluations.
2. Provide services that are considered professional services within the agency and the community and that comply with applicable professional standards.
3. Provide a comprehensive student agency orientation program.
4. Allow students to observe and assist in leadership and program management.
5. Allow students to participate in agency-wide functions.
6. Meet at least once during the semester with the student and university supervisor.
7. Meet weekly with the student

Agency Pre-Placement Documents:

1. Verification of agency approval **Form 1.2**
2. Intern job description and letter of acceptance from the agency **Form 2**
3. Affiliation agreement for PRT 4828/5828 **Form 3 or 4**
4. TR supervisor's certification
5. Supervisor's resume

Student Pre-Placement Requirements:

1. Student eligibility verified by PRT academic advisor, including current First Aid/CPR.
2. Secure placement at approved agency site.
3. Complete and submit application materials four weeks prior to the end of the semester prior to the intended internship. (Application due dates: March 15 for Summer internships); July 1, 2008 Fall internships, Nov. 1 for Spring internships. Materials to be submitted include: **Forms 1 & 2 for PRT 3800; Forms 1, 2, & 3 or 4 for PRT 4828/5828.**
4. The student will not be placed at an agency where she or he is currently employed or has held a similar position or function.
5. The student will make her or his own housing, transportation, and living arrangements.
6. The student will provide her or his own liability insurance when necessary and is financially responsible for expenses incurred during the experience.
7. The student may be paid by the agency; this is optional and determined by the agency.
8. The student will complete and document the minimum required clock hours in a minimum of 12 weeks during the semester as approved by the agency supervisor.

Procedures for Internship Site Selection:

1. The student is expected to find and secure the internship.
2. The internship as required by NRPA guidelines must be directly related to your chosen emphasis area and must be approved by your internship coordinator.
3. The agencies selected may be identified through consultation with her or his advisor or specialization coordinator.

4. The agency must be approved by the Internship Advisory Committee.
5. The Department of PRT reserves the right to accept or reject the student's agency choice for internship.
6. Choose your internship site carefully. Once you have agreed to work for a particular agency you must fulfill your commitment for the duration of the internship. If the internship is terminated before completion date by the agency or the student, no credit will be earned.

Responsibilities See also **Form 3 or 4**: Student/University/Agency Agreement

Student Responsibilities:

1. Maintain a positive work experience for 12-14 weeks.
2. Prepare bi-weekly reports documenting the clock hours and bi-weekly reflections.
3. Present a professional appearance and behavior at all times.
4. Adhere to the standards outlined by the agency.
5. Communicate regularly with the internship coordinator.
6. Complete all assignments and submit in a timely manner.
7. Be present during the site visit.
8. Maintain a positive attitude and willingness to learn.

Agency Responsibilities:

1. Assigns a qualified supervisor who meets weekly with the intern and verifies intern assignments/evaluations prior to submission to the University supervisor.
2. Provides access to administrative support and office resources such as phone, fax, email, and professional publications and meetings.
3. Facilitates intern orientation to the agency and opportunity to deliver programs or services and be evaluated on intern performance.
4. Facilitates intern access to at least 3 agency and professional meetings and opportunities to shadow at least 2 other professionals.
5. Conducts formal evaluations, reviews assignments, reports concerns, and submits recommendations including grades for course work.
6. Meets with intern regularly and university supervisor at least once during placement.

University Responsibilities:

1. Assist interns and placement site by providing appropriate materials and processing internship paperwork and requests.
2. Visit intern at least once, if long distance, telephone intern at least once.
3. Assign grades based on intern assignments, performance, and supervisor input.
4. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges to assist with career and educational opportunities.

Sample Syllabi

For PRT 4828, PRT 5828

Department of Parks, Recreation, and Tourism

Sample PRT 4828: Cooperative Education II, Section 079 Sample

12 semester credit hours

Spring 2008

University Internship Coordinator: Dr. Betsy Cook
Annex C, Room 2222, (801) 581-8215
elizabeth.cook@health.utah.edu

Office Hours: Tuesday & Thursday, 12:00-3:00pm; Wednesday, 10:00-1:00pm.
Appointments recommended. Please call Lorraine at 581-8542 to schedule.

Course Criteria: Completion of all coursework; current First Aid & CPR certification, 1 NRL class, computer proficiency, professional membership (**Note:** must be cleared by PRT Academic Advisor); proposed site approved by the Internship Advisory Committee; instructor consent to register – application requires completion of **Forms 1, 2, & 3**; at least a 2.5 GPA overall; registration with the Office of Career Services <http://careers.utah.edu>

Course Description: This internship represents the final academic requirement for students majoring in Parks, Recreation, and Tourism. It consists of a semester long placement in a professional setting that is consistent with the career goals and interests of each student. Through internship experiences, students will have the opportunity to integrate and apply the knowledge, skills, and abilities developed through their undergraduate education.

Required Resources and Access Information:

PRT 4828 Syllabus
Current Email account
Access to internet for WebCT

Relevant Professional, University, and PRT Curriculum Standards:

Professional Accreditation Standards: *8.41, 8.42*
PRT Curriculum Standards: *Core class, required of all PRT majors.*

Course Learning Outcomes: (adapted from Gardner, J.N. & Van der Neer, G. (1997). *The senior experience: Facilitating integration, reflection, closure, and transition.* San Francisco, CA: Jossey Bass Publishers.)

1. To promote conceptual integration and bring closure to the undergraduate experience.
2. To provide students with the opportunity to reflect on their own learning and the meaning of their college experience.
3. To facilitate the transition of graduating seniors to post-college life by preparing them for the personal and professional challenges they can expect to encounter in the immediate future.

Course Enrollment and Placement Policies:

1. Application deadline is four weeks prior to the start of the semester in which the student desires to enroll.
2. No student may be enrolled in the class without the permission of the University Internship Coordinator and the completion of **Forms 1, 2, & 3**.
3. The proposed agency placement site must be approved by the Internship Advisory Committee at least four weeks prior to the start of the semester in which the student desires to enroll.
4. Students are expected to initiate communication weekly via WebCT with the University of Utah

Internship Coordinator.

5. Students are expected to meet or communicate regularly with their Agency Sponsor.
6. To be placed out of state a student must have:
 - a. Have a minimum GPA of 3.0.
 - b. Present a written request to the University Internship Coordinator at least eight (8) weeks prior to the start of the semester that the student seeks to complete an out of state placement.
7. To be placed internationally a student must have:
 - a. Have a minimum GPA of 3.2.
 - b. Present a written request to the University Internship Coordinator at least twelve (12) weeks prior to the start of the semester for which the student seeks to complete the class requirements.
 - c. The proposed site must be approved by the Cooperative Education Advisory Committee at least eight (8) weeks prior to the start of the semester in which the student desires to enroll.
8. A student cannot complete PRT 4828 at the same location they completed PRT 3800.
9. A student cannot complete PRT 4828 at the same location where they are currently employed.
10. A student cannot complete PRT 3800 and PRT 4828 concurrently.

Course Learning Activities: There are two parts to this course; the internship clock hours, including the site visit by the University Internship Supervisor, and the related course learning activities.

1. Internship Clock Hours and Site Visit By University Internship Supervisor **30%**
2. Bi-Weekly Reflective Journal Entries **25%**
3. Senior Portfolio **25%**
4. Internship Evaluation Surveys **10%**
5. Performance Assessments **10%**

1. **Internship Clock Hours:**

Each student is required to complete a minimum of 480 internship hours, under the supervision of an approved sponsoring agency, organization, or institution, during the semester he or she is registered for the internship experience. Internship hours are to be recorded between the first and last day of the semester for which the student is registered, in a minimum of 12-14 consecutive weeks. Internship hours worked that do not fall within this time frame will not be used toward credit of the 480 cooperative education experience hours. If the student does not complete the required 480 internship hours during the semester in which they are registered, he or she will not receive credit for the class. If there are circumstances beyond a student's control prohibiting completion in one semester (the semester registered), the student must have verification in writing to the University Internship Coordinator no later than the third week of class. Students may decide to divide the 12 semester hours required for the completion of PRT 4828 into two semesters of work, arrangements for this will be completed by the University Internship Coordinator on a person-by-person basis.

Site Visit by University Internship Coordinator:

Each student is responsible for scheduling a site visit to include the student, the university supervisor, and the agency supervisor. The site visit will consist of an interview. Students placed outside the Wasatch Front or out-of-state are required to arrange a conference call at their expense with the University Internship Coordinator. The conference call must be organized at least two weeks before the actual date of the call. The student is responsible for insuring that the University Internship Coordinator is available during the scheduled time. The conference call should take between 20-30 minutes.

2. **Bi-Weekly Reflective Journal Entries:**

Students are required to complete a minimum of six (6) bi-weekly (one every two weeks) reflective journal entries that require reflection on what has been learned during the internship experience. This is not a description of your work, but a thorough examination of events, tasks, interactions, communications, and incidents. A minimum of 500 words per reflection is required. Format, reflection questions, and scoring rubric (Forms 9a & 9b) are provided in the assignments folder of WebCT.

3. Senior Portfolio:

During the internship each student will complete a Senior Portfolio. The portfolio should demonstrate learning, integration of PRT concepts, and transition from student to professional. In addition to updated contents from the portfolio you started in PRT 3101, projects and reflections that contain evidence of the following would be appropriate additions to a Senior Portfolio: a) detailed planning; b) analytical processing; c) problem solving; d) computational analysis; e) documentation using literature or other data to substantiate assertions; and f) original or creative products. Specifics of this assignment and scoring rubric (Forms 10a & 10b) are provided in the assignments folder of WebCT.

4. Internship Evaluation Surveys:

Students are required to complete two (2) internship evaluation surveys (Forms 13 & 14), one mid-semester and one at the end of the internship experience to evaluate the internship site and online course requirements for the purpose of program enhancement and a self-evaluation of knowledge and skills. Results of the survey will be kept confidential.

5. Performance Assessments:

The agency/site supervisor must complete a mid-semester and end-of-semester performance assessment for you (Forms 11 & 12). These performance assessments will relate to the knowledge, skills, and abilities demonstrated across the internship experience.

Meeting requirements:

Students are responsible for attending two class meetings; an orientation held prior to the semester the student intends to register for the internship experience and a final focus group/portfolio presentation in Salt Lake City during finals week for the semester. Out of state placements must make arrangements at their expense for a conference call and provide a PowerPoint presentation or video with accompanying portfolio. Specific dates and location of the meetings will be provided at a later date.

Attendance Policy:

Students are expected to attend their internship placement each day that they are scheduled to work, unless an exceptional emergency occurs. If you know that you will be unable to attend your internship for a legitimate reason (i.e., severe illness, funeral, etc.), it is your responsibility to notify the internship supervisor and the University internship coordinator as soon as possible. Excessive absences and/or other unprofessional conduct may result in a course grade deduction or removal from the internship placement. Individual internship sites may impose additional attendance requirements and professional behavioral expectations in accordance with their unique organizational policies.

Financial Requirements: The student is required to pay all tuition and fees assessed by the University of Utah and have duly enrolled at the beginning of the semester in which they are completing their internship experience. In addition to the tuition charges, the student is expected to bear the cost of transportation to the internship site and any materials required by the University (books, paper, etc.). Students who are placed out of state are encouraged to arrange for transportation, housing, and other support in a written contract with the agency prior to departure from Salt Lake City. Other financial considerations such as salary, stipend, or compensation packages offered by the sponsor are to be worked out before the cooperative education experience and are between the student and the sponsoring agency.

Course Grading Summary:

Final course grades will be determined by the accumulation of points across the entire semester. The following scale will be used to determine the final course grades:

95%	A	75%	C+
90%	A-	70%	C
85%	B+	65%	C-
80%	B	60%	D
77%	B-	>59%	E

***** When a student becomes aware of any problems that might affect their internship in any way they must notify the internship supervisor immediately. Most problems can be addressed when notification to the internship supervisor is done in a timely manner. *****

Other Particulars and PRT Course Policies:

- 1. Papers.** All reports and papers must be neatly typed. Grades will be dropped for poor quality, organization, composition, grammar, and/or spelling.
- 2. Academic Misconduct.** All work must be original (your own) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations.
- 3. References and Citations for Papers.** Quotes and concepts taken from other people's work must be cited and referenced, using a standard and consistent format (APA). Examples of appropriate format are available in an APA Manual (5th ed.).
- 4. Due Dates.** All due dates are found on the due date sheet. A penalty of 10% per day will be assessed on all late assignments (including Saturday and Sunday). No assignments will be accepted more than a week late.
- 5. Incompletes.** University policy states that an incomplete may be given only when the student has passed at least 80% of the course work.
- 6. Withdrawals.** Students may drop a course with no penalty by the end of the second week of the semester. The grade "W" is given when a student officially withdraws from a class or from school after the tenth calendar day of the term. After the mid-point of the course (see semester schedule for exact date) students may petition for withdraw for a non-academic emergency. Petitions and supporting documentation are submitted to the office of the Dean of the College of Health. Such petitions must be submitted by the last day of the regular course instruction.
- 7. Students with Disabilities:** The University of Utah Department of Parks, Recreation, and Tourism seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, <http://disability.utah.edu/> 162 Olpin Union Bldg, 581-5020 (V/TDD) to make arrangements for accommodations. This information is available in alternative format with prior notification.

*** **Disclaimer:** This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to change as class needs change. Any changes will be discussed during class session and will be documented in writing.

***Su ' 08 Sample PRT 4828 Checklist:
Assignments and Grading***

Assignment	Due Date	Received	Notes
First Class Meeting – Orientation	<i>2/26/08</i>		
Application – Form #1	<i>3/26/08</i>		
Acceptance Letter – Form #2	<i>3/26/08</i>		
Agreement – Form #3	<i>3/26/08</i>		
#1 Reflective Journal - weeks 1 & 2 (Form #9a)	<i>5/19/08</i>		
#2 Reflective Journal - weeks 3 & 4	<i>6/2/08</i>		
#3 Reflective Journal - weeks 5 & 6	<i>6/16/08</i>		
Agency Sponsor Midterm Evaluation Form#11	<i>6/23/08</i>		
Student Evaluation 1 Form #13	<i>6/23/08</i>		
#4 Reflective Journal - weeks 7& 8	<i>6/30/08</i>		
#5 Reflective Journal - weeks 9 & 10	<i>7/14/08</i>		
#6 Reflective Journal – weeks 11 & 12	<i>7/28/08</i>		
#7 Reflective Journal – weeks 13 & 14 (Optional)	<i>(8/4/08)</i>		
Agency Sponsor Final Evaluation Form #12	<i>7/28/08</i>		
Student Evaluation 2 Form#14	<i>7/28/08</i>		
Focus Group/Portfolio Presentation	<i>7/30/08</i>		
Site Visit (you must schedule this)	<i>6/23 –7/11</i>		
480 Hours + exit survey	<i>7/28/08</i>		

Department of Parks, Recreation, and Tourism
Sample PRT 5828: Cooperative Education II, Section 079 Sample
12 semester credit hours
Spring 2008

University Internship Coordinator: Dr. Betsy Cook
Annex C, Room 2222, (801) 581-8215
elizabeth.cook@health.utah.edu

Office Hours: Tuesday & Thursday, 12:00-3:00pm; Wednesday, 10:00-1:00pm.
Appointments recommended. Please call Lorraine at 581-8542 to schedule.

Course Criteria: PRT Core Requirements:
3100, 3101, 3207, 3211, 3310, 3320, 3780, 3800, 5395;
TR Core Requirements: 3330, 3360, 5350, 5360;
First Aid Certification, CPR Certification, 1 NRL class, computer proficiency, professional membership (**Note:** must be cleared by PRT Academic Advisor);
Proposed site approved by the Internship Advisory Committee;
Instructor consent to register – Completion of **Forms 1, 2, & 4;**
At least a 2.5 GPA overall;
Registration with the Office of Career Services <http://careers.utah.edu>

Course Description: This internship represents the final academic requirement for students majoring in Parks, Recreation, and Tourism with an emphasis in therapeutic recreation. It consists of a semester long placement in a professional setting that is consistent with the career goals and interests of each student. Through cooperative education experiences, students will have the opportunity to integrate and apply the knowledge, skills, and abilities developed through their undergraduate education.

Required Resources and Access Information:

PRT 5828 Syllabus
Current Email account
Access to internet for WebCT

Relevant Professional, University, and PRT Curriculum Standards:

Professional Accreditation Standards: *8.41, 8.42*
Utah State License: *Requirements for licensing*
NCTRC: *Standards for certification*
PRT Curriculum Standards: *Core class, required of all PRT majors.*

Course Learning Outcomes: (adapted from Gardner, J.N. & Van der Neer, G. (1997). *The senior experience: Facilitating integration, reflection, closure, and transition.* San Francisco, CA: Jossey Bass Publishers.)

4. To promote conceptual integration and bring closure to the undergraduate experience.
5. To provide students with the opportunity to reflect on their own learning and the meaning of their college experience.
6. To facilitate the transition of graduating seniors to post-college life by preparing them for the personal and professional challenges they can expect to encounter in the immediate future.

Course Enrollment and Placement Policies:

1. Enrollment deadline is four weeks prior to the start of the semester in which the student desires to enroll.
2. No student may be enrolled in the class without the permission of the University Internship Coordinator and the completion of **Forms 1, 2, & 4;**
3. The proposed agency placement site must be approved by the Internship Advisory Committee at least four weeks prior to the start of the semester in which the student desires to enroll.
4. Students are expected to initiate communication weekly via WebCT with the University of Utah

- Internship Coordinator.
5. Students are expected to meet or communicate regularly with their Agency Supervisor.
 6. To be placed *out of state* a student must have:
 - a. Have a minimum GPA of 3.0.
 - b. Present a written request to the University Internship Coordinator at least eight (8) weeks prior to the start of the semester that the student seeks to complete an out of state placement.
 7. To be placed *internationally* a student must have:
 - a. Have a minimum GPA of 3.2.
 - b. Present a written request to the University Internship Coordinator at least twelve (12) weeks prior to the start of the semester for which the student seeks to complete the class requirements.
 - c. The proposed site must be approved by the Internship Advisory Committee at least eight (8) weeks prior to the start of the semester in which the student desires to enroll.
 8. A student cannot complete PRT 5828 at the same location they completed PRT 3800.
 9. A student cannot complete PRT 5828 at the same location where they are currently employed without permission from the University Internship Coordinator and the Internship Advisory Committee.
 10. A student cannot complete PRT 3800 and PRT 5828 concurrently.

Course Learning Activities: There are two parts to this course; the internship clock hours, including the site visit by the University Internship Supervisor, and the related course learning activities.

6. Internship Clock Hours and Site Visit By University Internship Supervisor **30%**
7. Bi-Weekly Reflective Journal Entries **25%**
8. Senior Portfolio **25%**
9. Internship Evaluation Surveys **10%**
10. Performance Assessments **10%**

1. **Internship Clock Hours:**

Each student is required to complete a minimum of 480 internship hours, under the supervision of an approved sponsoring agency, organization, or institution, during the semester he or she is registered for the cooperative education experience. The internship supervisor must hold a Utah State license as TRS or MTRS and National Certification as a CTRS. Internship hours are to be recorded between the first and last day of the semester for which the student is registered, in a minimum of 12 consecutive weeks. Internship hours worked that do not fall within this time frame will not be used toward credit of the 480 cooperative education experience hours. If the student does not complete the required 480 internship hours during the semester in which they are registered, he or she will not receive credit for the course. If there are circumstances beyond a student's control prohibiting completion in one semester (the semester registered), the student must have verification in writing to the University Internship Coordinator no later than the third week of class. Students may decide to divide the 12 semester hours required for the completion of PRT 5828 into two semesters of work, arrangements for this will be completed by the University Internship Coordinator on a person-by-person basis.

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Each student is responsible for scheduling a site visit to include the student, the university supervisor, and the agency supervisor. The site visit will consist of an interview. Students placed outside the Wasatch Front or out-of-state are required to arrange a conference call at their expense with the University Internship Coordinator. The conference call must be organized at least two weeks before the actual date of the call. The student is responsible for insuring that the University Internship Coordinator is available during the scheduled time. The conference call should take between 20-30 minutes.

2. **Bi-Weekly Reflective Journal Entries:**

Students are required to complete a minimum of six (6) bi-weekly (one every two weeks) reflective journal entries that require reflection on what has been learned during the internship experience. This is not a description of your work, but a thorough examination of events, tasks, interactions, communications, and incidents. A minimum of 500 words per reflection is suggested. Format, reflection questions, and scoring

rubric (Forms 9a & 9b) are provided in the assignments folder of WebCT.

3. Senior Portfolio:

During the internship each student will complete a Senior Portfolio. The portfolio should demonstrate learning, integration of PRT concepts, and transition from student to professional. In addition to updated contents from the portfolio you started in PRT 3101, projects and reflections that contain evidence of the following would be appropriate additions to a Senior Portfolio: a) detailed planning; b) analytical processing; c) problem solving; d) computational analysis; e) documentation using literature or other data to substantiate assertions; and f) original or creative products. Specifics of this assignment and scoring rubric (Forms 10a & 10b) are provided in the assignments folder of WebCT.

4. Internship Evaluation Surveys:

Students are required to complete two (2) internship evaluation surveys (Forms 13 & 14), one mid-semester and one at the end of the internship experience to evaluate the internship site and online course requirements for the purpose of program enhancement and a self-evaluation of knowledge and skills. Results of the survey will be kept confidential.

5. Performance Assessments:

The agency/site supervisor will complete a mid-semester and end-of-semester performance assessment for you (Forms 11 & 12). These performance assessments will relate to the knowledge, skills, and abilities demonstrated across the internship experience.

Meeting requirements:

Students are responsible for attending two class meetings; an orientation held prior to the semester the student intends to register for the cooperative education experience and a final focus group/portfolio presentation in Salt Lake City during finals week of the semester. Out of state placements must make arrangements at their expense for a conference call and provide a PowerPoint presentation or video with accompanying portfolio. Specific dates and location of the meetings will be provided at a later date.

Attendance Policy:

Students are expected to attend their internship placement each day that they are scheduled work, unless an exceptional emergency occurs. If you know that you will be unable to attend your internship for a legitimate reason (i.e., severe illness, funeral, etc.), it is your responsibilities to notify the internship supervisor and the University internship coordinator as soon as possible. Excessive absences and/or other unprofessional conduct may result in a course grade deduction or removal from the internship placement. Individual internship sites may impose additional attendance requirements and professional behavioral expectations in accordance with their unique organizational policies.

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Final course grades will be determined by the accumulation of points across the entire semester. The following scale will be used to determine the final course grades:

95%	A	75%	C+
90%	A-	70%	C
85%	B+	65%	C-
80%	B	60%	D

77% B- >59% E

***** When a student becomes aware of any problems that might affect their internship in any way they must notify the internship supervisor immediately. Most problems can be addressed when notification to the internship supervisor is done in a timely manner. *****

Other Particulars and PRT Course Policies:

- 1. Papers.** All reports and papers must be neatly typed. Grades will be dropped for poor quality, organization, composition, grammar, and/or spelling.
- 2. Academic Misconduct.** All work must be original (your own) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations.
- 3. References and Citations for Papers.** Quotes and concepts taken from other people's work must be cited and referenced, using a standard and consistent format (APA). Examples of appropriate format are available in an APA Manual (5th ed.).
- 4. Due Dates.** All due dates are found on the due date sheet. A penalty of 10% per day will be assessed on all late assignments (including Saturday and Sunday). No assignments will be accepted more than a week late.
- 5. Incompletes.** University policy states that an incomplete may be given only when the student has passed at least 80% of the course work.
- 6. Withdrawals.** Students may drop a course with no penalty by the end of the second week of the semester. The grade "W" is given when a student officially withdraws from a class or from school after the tenth calendar day of the term. After the mid-point of the course (see semester schedule for exact date) students may petition for withdraw for a non-academic emergency. Petitions and supporting documentation are submitted to the office of the Dean of the College of Health. Such petitions must be submitted by the last day of the regular course instruction.
- 7. Students with Disabilities:** The University of Utah Department of Parks, Recreation, and Tourism seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, <http://disability.utah.edu/> 162 Olpin Union Bldg, 581-5020 (V/TDD) to make arrangements for accommodations. This information is available in alternative format with prior notification.

*** **Disclaimer:** This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to change as class needs change. Any changes will be discussed during class session and will be documented in writing.

***Su ' 08 Sample PRT 5828 Checklist:
Assignments and Grading***

Assignment	Due Date	Received	Notes
First Class Meeting – Orientation	<i>2/26/08</i>		
Application – Form #1	<i>3/26/08</i>		
Acceptance Letter – Form #2	<i>3/26/08</i>		
Agreement – Form #3	<i>3/26/08</i>		
#1 Reflective Journal - weeks 1 & 2 (Form #9a)	<i>5/19/08</i>		
#2 Reflective Journal - weeks 3 & 4	<i>6/2/08</i>		
#3 Reflective Journal - weeks 5 & 6	<i>6/16/08</i>		
Agency Sponsor Midterm Evaluation Form#11	<i>6/23/08</i>		
Student Evaluation 1 Form #13	<i>6/23/08</i>		
#4 Reflective Journal - weeks 7& 8	<i>6/30/08</i>		
#5 Reflective Journal - weeks 9 & 10	<i>7/14/08</i>		
#6 Reflective Journal – weeks 11 & 12	<i>7/28/08</i>		
#7 Reflective Journal – weeks 13 & 14 (Optional)	<i>(8/4/08)</i>		
Agency Sponsor Final Evaluation Form #12	<i>7/28/08</i>		
Student Evaluation 2 Form#14	<i>7/28/08</i>		
Focus Group/ Portfolio Presentation	<i>7/30/08</i>		
Site Visit (you must schedule this)	<i>6/23 –7/11</i>		
480 Hours + exit survey	<i>7/28/08</i>		

**Forms for Student Use
In Completing PRT 3800; PRT 4828/5828**

Form 1- Application for PRT Internship

Note: Form must be typed. Application materials must be submitted to the Internship Coordinator four weeks prior to the start of the semester in which the student desires to enroll.

Semester and year of proposed internship: _____

Circle the internship you are applying for: **3800** **4828** **5828**

Part 1: Student Information

Student Name: _____ ID: _____

PRT Emphasis Area: _____ Overall GPA: _____

Email: _____ Phone: _____

Contact information where you can be reaching during the internship:

Mailing Address: _____

Academic Information: Please complete the following table.

Requirement	Semester and Year Completed	Grade Received
PRT 3100		
PRT 3101		
PRT 3310		
PRT 3320		
PRT 3330, 3440, 3500, 3960, or 5710		
First Aid/CPR		
Computer Proficiency		
Professional Membership		
PRT 3800		
Completion of all Coursework		

(Form 1 continued)

Part 2: Agency Information

Proposed Agency: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone () _____ Fax _____ website: _____

Proposed Agency Supervisor of Internship:

Name: _____ Title: _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone () _____ Fax _____ email: _____

Does this **individual** have a four-year degree in a related field of study? _____

Has this **individual** been in this position at least one year? _____ YES _____ NO;
If no, what was the previous position held?

In the past, has this **individual** supervised an intern from the University of Utah, Department of Parks, Recreation, and Tourism? _____ YES _____ NO;
If yes, please list student names.

Note: A current copy of the proposed supervisor's resume is requested.

Internship Position Information:

Dates of Proposed Internship: _____

Compensation: _____ Number of Hours per Week: _____

Description of Proposed Position:

(Form 1 continued)

Part 3: Student Statement of Rationale: Student shall provide a typewritten statement explaining the rationale why this agency meets their academic and professional preparation needs.

Form 2 – Letter of Acceptance

Once an agreement has been made between the prospective intern and the agency, a letter of acceptance on formal letterhead complete with the hiring agent's signature must be provided directly to the intern. The intern is required to turn this in to the Internship Coordinator as proof that they have secured a position. The following details must be included:

- Duration of the internship clearly listed with beginning and ending dates.
- A short job description including a brief description of tasks.
- Compensation information.
- Name, address, phone number of the intern's direct supervisor.

Form 3- PRT 4828 Student/University/Agency Sponsor Agreement

Department of Parks, Recreation and Tourism University of Utah

Thank you for your interest in accepting a University of Utah student from the Parks, Recreation, and Tourism Department as a cooperative education student. To help you in your monitoring of the student, the department has created a list of the objectives of the internship experience and the responsibilities that are applicable for each group in this agreement: student; sponsoring agency or business; and the University of Utah, Department of Parks, Recreation and Tourism.

The objectives for the student of the cooperative education experience include:

- A. To help students gain an understanding and appreciation of the roles, duties, and responsibilities of park, recreation, and tourism professionals.
- B. To assist students in becoming more aware of the nature of practice within their chosen profession.
- C. To expose students to the scope of responsibilities of professional organizations and associations and encourage participation in their activities on the local, state, and national levels.
- D. To assist students in identifying areas of potential strength and limitations, as well as actual performance evaluations while working in the field.
- E. To provide students with leadership opportunities that may aid professional and personal development.
- F. To provide students with experiences that increase the understanding of people, of human relations, and to develop the ability to work effectively with clients, customers, and fellow professionals.
- G. To provide students with an opportunity to observe the planning, implementation, and evaluation of services within the various park, recreation, and tourism agencies and enterprises.

Responsibilities for each group include the following:

Responsibilities of the University of Utah, Department of Parks, Recreations and Tourism supervisor to the student include the following:

- A. To prepare students for the internship experience by discussing experiences one may expect to encounter, reports and paperwork required to document the experience, and the professional standards of conduct one will be expected to observe.
- B. To conduct an onsite visit during the internship experience for all students who complete the internship experience within Utah. Telephone contacts are used for students who complete experience outside of Utah.
- C. To maintain regular contact with agency sponsors and students through email, personal visits, and telephone conversations to review student progress and solve any problems that arise.
- D. To review sponsor evaluations and provide critique of the student's experience.

Responsibilities of the University supervisor to the agency sponsor:

- A. To effectively communicate student, sponsor, and University responsibilities, including, but not limited to the following:
 - 1. Objectives of the internship experience.
 - 2. Number of training hours required (480 hours).
 - 3. Remuneration by the sponsor.
 - 4. Student's work schedule.
 - 5. Sponsor's reports to the PRT department.
 - 6. Student's reports to the PRT department.
 - 7. Student evaluations.
- B. To provide the sponsor with information on student's background, education, experience, skills, strengths and weaknesses, when requested.
- C. To periodically contact the sponsor in person or by telephone to review the student's progress.

D. To thank the sponsor for the time and effort spent with the student.

Responsibilities of students to their agency sponsors:

- A. To perform during the leadership training experience as if it were a full-time professional position.
- B. To be well groomed and appropriately dressed at all times.
- C. To plan thoroughly for all assignments and to notify the sponsor well in advance in case of absence.
- D. To be supportive of the sponsor's philosophy, methods, leadership and program.
- E. To consult the sponsor when confronted with problems.
- F. To become familiar with the sponsor's policies and procedures and to conduct activities in a manner that is consistent with those policies and procedures.
- G. To thank the sponsor in person, and by letter, for providing this opportunity for a cooperative education experience.

Responsibilities of the student to the University:

- A. To be a representative of the University, the College of Health, and the Department of Parks, Recreation, and Tourism.
- B. To complete all assigned paperwork and to transport all materials directly from the sponsor to the University supervisor.
- C. To keep the university supervisor informed of major field experiences and to meet all other scheduled deadlines.
- D. To present an overview and summary of the total cooperative education experience or substitution as approved by the supervisor.
- E. The student will assist in scheduling a field visitation by consulting with the sponsor and the university supervisor, which will include:
 - 1. Observation of facilities and programs.
 - 2. Observation of student work responsibilities.
 - 3. A meeting with the student, sponsor and university supervisor to review student performance and provide input.
- G. To attend all internship meetings as set.

Sponsor responsibilities to students:

- A. To prepare the sponsoring staff for the arrival of the student.
- B. To initially confer with the student to present an overview of the sponsor and the schedule prepared.
- C. To inform the student of all regulations and operational procedures.
- D. To represent the student as a co-worker and in a manner to insure his professional status.
- E. To gradually induct the student into her or his experience, beginning with observations and small responsibilities, and adding increasing involvement as the student's abilities permit.
- F. To acquaint the student with resources and materials used in the administration of the sponsors program (books, pamphlets, films, charts, etc.) and to assist the student in acquiring copies of appropriate reports and materials.
- G. To give the student challenging opportunities that may support the feeling of growth, achievement, and success.
- H. To present criticisms in a constructive, objective, and tactful manner.
- I. To have at least one weekly conference with the student.
- J. To encourage the highest standards of performance and assist the student in identifying possibilities for future placement within the sponsors field.

Sponsor responsibilities to the University:

- A. To encourage the exchange of information concerning the progress of the student.
- B. To evaluate the students internship experience by completing the appropriate forms on or before the assigned deadlines. It is encouraged that these reports be reviewed with the student before they are transmitted to the University supervisor.

If you are able to meet the sponsor responsibilities outlined above please sign below. If you have questions or concerns please feel free to call the Internship Coordinator, at (801) 581- 8215.

SPONSOR AGREEMENT:

I have read and understand the responsibilities of my agency (as sponsor) and agree to assist the cooperative education student to fulfill his/her academic and agency responsibilities.

Agency Title:

Mailing Address:

Telephone:
Email address:

Fax:

Signature of sponsoring agency supervisor

Signature of University supervisor

Signature of student

Date

Form 4 - PRT 5828 Student/University/Sponsor Clinical Training Agreement

Department of Parks, Recreation and Tourism University of Utah

This CLINICAL EDUCATION AGREEMENT (hereinafter referred to as "Agreement") is entered into this day of _____, 2008 by and between the University of Utah, a body corporate and politic organized under the laws of the State of Utah, on behalf of the Department of Parks, Recreation and Tourism (hereinafter referred to as "University of Utah Institution") and _____ (hereinafter referred to as "Facility").

WITNESSETH:

WHEREAS, the University of Utah Institution has a therapeutic recreation clinical education program; and
WHEREAS, the University of Utah Institution requires a facility for its bachelor's degree where students can obtain the clinical learning experience required in the curriculum; and
WHEREAS, the Facility has the clinical setting and equipment for the instruction of the University of Utah Institution's student and is willing to provide this Facility for the University of Utah Institution's course of instruction (hereinafter referred to as "Clinical Education Program" or "Program") to educate students in the area of therapeutic recreation.

NOW, THEREFORE, in consideration of the promises and mutual consideration herein set forth, the parties agree as follows:

1.0 PROGRAM PARAMETERS TO BE AGREED BY THE PARTIES

- 1.1 The University of Utah Institution and the Facility shall agree to the following matters:
 - a) The period of time that the Clinical Education Program shall cover, and the beginning and ending dates of each successive Program.
 - b) The courses and/or educational experiences required of the students prior to enrolling in the Clinical Education Program.
 - c) The number of students eligible to participate each time the Clinical Education Program is held.
 - d) The curriculum and assignments to be undertaken by the students participating in the Clinical Education Program. A continuous exchange of information between the University of Utah Institution and the Facility shall be maintained by on-site visits by Institution faculty and staff when practical and by letter or telephone.
 - e) The method of evaluation of students participating in the Clinical Education Program and the persons who shall conduct such evaluation.

2.0 OBLIGATIONS OF THE UNIVERSITY OF UTAH INSTITUTION

- 2.1 The University of Utah Institution shall be responsible for selecting only those students for the Clinical Education Program who have successfully completed all the prerequisite courses and/or previous educational experiences, as mutually agreed upon by the University of Utah Institution and the Facility.
- 2.2 The University of Utah Institution shall send the name, evidence of immunization and evidence of coverage under health insurance for each student enrolled in the Clinical Education Program at least four weeks prior to the beginning date of each Clinical Education Program.
- 2.3 The University of Utah Institution shall secure and maintain policies of comprehensive general liability insurance and, as appropriate, professional liability insurance or properly reserved self-insurance for students participating in the Clinical Education Program and the University of Utah Institution's employees who, as part of their employment with the University of Utah Institution, supervise the Program's students at the Facility and/or provide services to the Facility's clients. The University of Utah Institution shall

- provide evidence of this insurance coverage if requested by Facility.
- 2.4 The University of Utah Institution shall provide the Facility with an annual announcement or description of the program/degree, the curriculum and the academic calendar of the University of Utah Institution.
- 2.5 If the University of Utah Institution and the Facility agree that the Facility shall participate in evaluating the students participating in the Clinical Education Program, the University of Utah Institution shall provide evaluation forms to the Facility.
- 2.6 The University of Utah Institution shall designate a faculty member to coordinate and act as the liaison between the University of Utah Institution and the Facility for the Clinical Education Program.
- 2.7 Prior to the beginning date of each Clinical Education Program, the University of Utah Institution shall provide the students participating in the Program the following information:
- a) Beginning and ending dates of the Clinical Education Program.
 - b) Required curriculum materials, if applicable, and a description of the Program' curriculum and required assignments for successfully completing the Clinical Education Program.
 - c) A description of the method of evaluation for the Program, the persons who shall be conducting the evaluation; the type of grading (e.g., pass/fail) and the consequences of failing the Program.
 - d) An explanation that the student shall not be deemed an employee of the Facility for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding, or Social Security.
 - e) The student's obligations with respect to providing appropriate uniforms, arranging transportation to and from the Facility and obtaining living arrangements, if needed.
 - f) An explanation of the rules of professional conduct to which the student must adhere as a student participating in the Clinical Education Program.
 - g) The student's obligation to comply with the University of Utah Institution's rules and regulations while training at the Facility.
- 2.8 The University of Utah Institution shall withdraw any student from the Clinical Education Program if: 1) the achievement or progress of the student does not warrant continuation in the Program; 2) the behavior of the student fails to conform to the applicable rules and regulations of the University of Utah Institution or the Facility; or 3) the student violates applicable rules of professional ethics.

3.0 OBLIGATIONS OF THE FACILITY

- 3.1 The Facility shall provide a suitable clinical learning environment and supervision consistent with the Clinical Education Program's curriculum.
- 3.2 The Facility shall designate and submit in writing to the University of Utah Institution the names and professional and academic credentials of persons responsible for supervising the students participating in the Clinical Education Program. The Facility shall notify the University of Utah Institution of any loss or reduction in accreditation, licensing, or credentialing of the Facility or its employees supervising students in the Program.
- 3.3 The Facility shall designate a Clinical Education Supervisor who shall maintain contact with the University of Utah Institution's designated liaison for the Clinical Education Program. The Facility shall promptly notify the University of Utah Institution in writing of any changes to the position of Clinical Education Supervisor or changes in personnel supervising the students participating in the Clinical Education Program.
- 3.4 If the University of Utah Institution and the Facility agree that the Facility shall participate in evaluating the students participating in the Clinical Education Program, the Facility shall maintain complete evaluation forms provided to them by the University of Utah Institution for each student participating in the Program and timely send the completed forms to the University of Utah Institution.
- 3.5 The Facility shall, upon reasonable request, permit the inspection of the clinical areas of the Facility, student records and other items or areas pertaining to the Clinical Education Program by the University of Utah Institution and/or agencies charged with the responsibilities for accreditation of the University of Utah Institution.
- 3.6 The Facility shall provide to the University of Utah Institution a description of rules and regulations and shall promptly notify the University of Utah Institution in writing of any change to such rules and regulations.
- 3.7 The Facility shall provide an orientation for the students participating in the Clinical Education Program,

including the following information:

- a) Students' obligations with respect to disclosure of information regarding clients of the Facility and disclosure of client's records located on the premises of the Facility as set forth in section 4.6 of this Agreement.
- b) A description of the Facility's rules and regulations and the students' obligations with respect to adhering to these rules and regulations.
- c) An explanation of the health and safety standards set by the Occupational Safety and Health Administration (OSHA) and other applicable law.
- d) Students' responsibility to seek out and receive health care at the time of exposure to infectious agents, i.e. blood borne pathogens, tuberculosis and others, while on duty at the Facility and provide any copies of medical records of these health care services to the Facility.

3.8 The Facility shall recommend to the University of Utah Institution to withdraw any student from the Clinical Education Program if: (a) the achievement or progress of the student does not warrant continuation in the Program; (b) the behavior of the student fails to conform to the applicable rules and regulations of the Facility; or (c) the student violates applicable rules of professional ethics. The Facility will assist the University of Utah Institution, at the University of Utah Institution's expense, in implementing this recommendation.

4.0 ADDITIONAL TERMS

- 4.1 Students participating in the Clinical Education Program shall not be deemed employees of the Facility for purposes of compensation, fringe benefits, worker's compensation, unemployment compensation, minimum wage laws, income tax withholding or Social security.
- 4.2 Neither party shall discriminate in connection with this agreement on the basis of race, national origin, religion, sex, sexual orientation, age or status as a person with a disability.
- 4.3 The parties shall comply with all federal laws and regulations, including but not limited to the Utah Governmental Records Access and Management Act (Utah Code Ann. sections 63-2-101 et. seq. (1953, as amended), and all rules and regulations of the Facility regarding the confidentiality of such information.
- 4.4 Neither party shall use the other's name or logo in any descriptive or promotional literature or communication of any kind without the other's prior written approval, which shall not be unreasonably withheld.
- 4.5 The parties hereto expressly disclaim and disavow any partnership, joint venture or fiduciary status or relationship between them. It is agreed by both parties that the University of Utah Institution and the Facility shall be treated for all purposes as independent contractors.
- 4.6 The parties understand that the University of Utah Institution is a governmental entity under the Utah Governmental Immunity Act, Utah Code Ann. section 63-30-1 et. seq. 1953 (as amended)(hereinafter "the Act"). Nothing in this Agreement shall be construed as a waiver of any rights or defenses otherwise applicable to the University of Utah Institution under the Act, including the provisions of section 63-30-34 regarding limitation of judgments.
- 4.7 This Agreement shall continue in force and effect for the period of three (3) years from the day and date first written above. Either party may terminate this Agreement at will by giving written notice to the other party at least ninety (90) days prior to the date of desired termination. However, said termination shall occur at the end of the University of Utah Institution's quarter term or semester term, whichever is applicable.
- 4.8 All notices hereunder by either party to the other shall be in writing, delivered and shall be deemed to have been duly given when delivered personally or when deposited in the United States mail, first class postage prepaid, certified, return receipt requested addressed as follows:

If to the University of Utah Institution:

Internship Coordinator
Department of Parks, Recreation and Tourism
250 S. 1850 E., Room 200

Copy To:

University of Utah
Office of General Counsel
201 S. Presidents Circle,

Salt Lake City, UT 84112-0920

Room 309
Salt Lake City, Utah 84112

If to the Facility: (insert mailing address)

or to such other persons or places as either party may from time to time designate by written notice to the other.

- 4.9 This Agreement may be modified only by written amendment signed by duly authorized representatives of each party.
- 5.0 Recognizing that the specific nature of the clinical experience required by different institutional training programs may vary, it is agreed by both parties that, following execution of this Agreement and consistent with the scope of its provisions, the University of Utah Institution and the Facility may develop letter agreements to formalize operational details of the Clinical Education Program.
- 5.1.1 The failure of either party to exercise any of its rights under this Agreement for a breach thereof shall not be deemed to be a waiver of such rights, and no waiver by either party, whether written or oral, expressed or implied, or any rights under or arising from the Agreement shall be binding on any subsequent occasion; and no concession by either party shall be treated as an implied modification of the Agreement, unless written as such and signed by duly authorized representatives of each party.
- 5.1.2 This Agreement shall be interpreted, governed by and enforced according to the internal laws of the State of Utah, which the parties agree shall be the forum for any legal proceedings arising from or incident to this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year written below.

Agency Title:

Mailing Address:

Telephone:

Email:

Signature of sponsoring agency supervisor

Signature of University supervisor

Signature of student

Date

PRT 4828/5828

Sample Form 9a - Weekly Reflective Journal Entry Sample

Student Name: _____

Week # _____ Date: _____

Internship Hours: Weekly Total: _____

Cumulative Total to Date: _____

Site

Supervisor: _____

Agency: _____

Brief description of the week's activities:

Your goals for the week:

Thoughts, feelings, or reflections about the week's experience:

What did you learn from the experience?

What worked well?

What would you change next time?

PRT 4828/5828: Cooperative Education II
Form 11 - Mid-Term Evaluation of Student Performance

Instructions: Please assess the student in comparison to others you have worked with of similar academic level. Your responses will be kept confidential and used for the purpose of student grading and programmatic evaluation. Each performance assessment will determine five percent of the student's internship grade, so please answer each question as honestly as possible. It may also prove helpful to spend a few moments reviewing the completed performance assessment with the student intern prior to submission.

Student's Name: _____ **Date:** _____

Employer: _____

Section I: Student Background Information

1. ACADEMIC EMPHASIS	2. SEMESTER OF PLACEMENT	3. LENGTH OF PLACEMENT
Leisure Service Management	Summer Semester	Mid-Semester Assessment
Experiential Education	Fall Semester	Final Assessment
Therapeutic Recreation	Spring Semester	
Sports Management		
Natural Resources Recreation Planning Management		

Section II: Performance Assessment

4. APPEARANCE Well-groomed appearance Acceptable appearance Needs improvement	5. TEAMWORK Works very well with others Gets along satisfactorily w/ others Needs improvement	6. INITIATIVE Seeks out additional responsibility Completes assigned responsibilities Needs improvement
7. SELF-CONFIDENCE Self-confident Usually self-confident Needs improvement	8. JUDGEMENT Makes appropriate decisions Usually makes the right decision Needs improvement	9. DEPENDABILITY Very dependable Usually dependable Needs improvement
10. MATURITY Very mature Mature Needs improvement	11. ABILITY TO LEARN Learns new skills quickly Average ability to learn new skills Needs improvement	12. PROBLEM SOLVING Solves problems independently Needs help solving most problems Needs improvement
13. QUALITY OF WORK Regularly exceeds expectations Regularly meets expectations Needs improvement	14. WRITTEN COMMUNICATION Strong communication skills Satisfactory communication skills Needs improvement	15. VERBAL COMMUNICATION Strong communication skills Satisfactory communication skills Needs improvement
16. ATTENDANCE Regular Irregular	17. PUNCTUALITY Regular Irregular	18. PROFESSIONALISM Professional Unprofessional

(Form 11 continued)

19. Have you noticed that the student is particularly strong or lacking in any of the areas listed in the previous section (Section II)?

Section III: Performance Summary

20. How would you rate this student's overall performance compared to others you have worked with of similar academic level?

- 5 - Much more than acceptable** (Significantly above criteria required for successful job performance).
- 4 - More than acceptable** (Generally exceeds criteria relative to quality and quantity of behavior required).
- 3 - Acceptable** (Meets criteria relative to quality and quantity of behavior required).
- 2 - Less than acceptable** (Generally does not meet criteria relative to quality and quantity of behavior required).
- 1 - Much less than acceptable** (Significantly below criteria required for successful job performance).

21. Would you recommend this student for permanent, full-time employment? Yes No

22. Please list anything which you feel the Department of Parks, Recreation, and Tourism could do to better prepare our students and make them more valuable to your organization:

This report has been discussed with the student intern: Yes No

Internship Supervisor (please print): _____ **Title:** _____

Internship Supervisor (signature): _____ **Date:** _____

Please mail or fax the completed performance assessment form to Betsy Cook, University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E., Rm 200, Salt Lake City, Utah 84112; FAX (801) 581-4930.

PRT 4828/5828: Cooperative Education II
Form 12 – Final Evaluation of Student Performance

Instructions: Please assess the student in comparison to others you have worked with of similar academic level. Your responses will be kept confidential and used for the purpose of student grading and programmatic evaluation. Each performance assessment will determine five percent of the student's internship grade, so please answer each question as honestly as possible. It may also prove helpful to spend a few moments reviewing the completed performance assessment with the student intern prior to submission.

Student's Name: _____ **Date:** _____

Employer: _____

Section I: Student Background Information

1. ACADEMIC EMPHASIS	2. SEMESTER OF PLACEMENT	3. LENGTH OF PLACEMENT
Leisure Service Management	Summer Semester	Mid-Semester Assessment
Experiential Education	Fall Semester	Final Assessment
Therapeutic Recreation	Spring Semester	
Sports Management		
Natural Resources Recreation Planning Management		

Section II: Performance Assessment

4. APPEARANCE	5. TEAMWORK	6. INITIATIVE
Well-groomed appearance	Works very well with others	Seeks out additional responsibility
Acceptable appearance	Gets along satisfactorily w/ others	Completes assigned responsibilities
Needs improvement	Needs improvement	Needs improvement

7. SELF-CONFIDENCE	8. JUDGEMENT	9. DEPENDABILITY
Self-confident	Makes appropriate decisions	Very dependable
Usually self-confident	Usually makes the right decision	Usually dependable
Needs improvement	Needs improvement	Needs improvement

10. MATURITY	11. ABILITY TO LEARN	12. PROBLEM SOLVING
Very mature	Learns new skills quickly	Solves problems independently
Mature	Average ability to learn new skills	Needs help solving most problems
Needs improvement	Needs improvement	Needs improvement

13. QUALITY OF WORK	14. WRITTEN COMMUNICATION	15. VERBAL COMMUNICATION
Regularly exceeds expectations	Strong communication skills	Strong communication skills
Regularly meets expectations	Satisfactory communication skills	Satisfactory communication skills
Needs improvement	Needs improvement	Needs improvement

16. ATTENDANCE	17. PUNCTUALITY	18. PROFESSIONALISM
Regular	Regular	Professional
Irregular	Irregular	Unprofessional

(Form 12 continued)

19. Have you noticed that the student is particularly strong or lacking in any of the areas listed in the previous section (Section II)?

Section III: Performance Summary

20. How would you rate this student's overall performance compared to others you have worked with of similar academic level?

- 5 - Much more than acceptable** (Significantly above criteria required for successful job performance).
- 4 - More than acceptable** (Generally exceeds criteria relative to quality and quantity of behavior required).
- 3 - Acceptable** (Meets criteria relative to quality and quantity of behavior required).
- 2 - Less than acceptable** (Generally does not meet criteria relative to quality and quantity of behavior required).
- 1 - Much less than acceptable** (Significantly below criteria required for successful job performance).

21. Would you recommend this student for permanent, full-time employment? Yes No

22. Please list anything which you feel the Department of Parks, Recreation, and Tourism could do to better prepare our students and make them more valuable to your organization:

This report has been discussed with the student intern: Yes No

Internship Supervisor (please print): _____ **Title:** _____

Internship Supervisor (signature): _____ **Date:** _____

Please mail or fax the completed performance assessment form to Betsy Cook, University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E., Rm 200, Salt Lake City, Utah 84112; FAX (801) 581-4930.

b. What can the agency do to make it so?

6. What experience would you like to see given more emphasis during the remainder of your time with the agency?

Student Signature: _____ **Date:** _____

Agency Supervisor Signature: _____ **Date:** _____

PRT 4828/5828
Form 14 - Student Internship Evaluation

Please take a few moments to reflect on your internship experience and complete the following questions regarding your internship work site. These questions are intended to help us determine if you gained helpful experience, knowledge, and/or skills during your internship placement. Answer each question as honestly as possible. Your feedback regarding the quality of your internship experience is extremely important to us and may determine if we recommend this internship experience to other students in the future. All of your responses will be kept confidential and access will be limited to University personnel only.

Please print (a) print a copy of this form, (b) complete the required information using a pen or pencil, and (c) mail directly to: Betsy Cook, University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E. room 200, Salt Lake City, UT 84112.

Internship Agency: _____

Internship Supervisor: _____

Please rate each of the following areas using the scale provided:

Scale: 1-Poor 2-Fair 3-Acceptable 4-Good 5-Excellent

Did your site supervisor provide adequate...

- | | | | | | | |
|------------------------------------------------------------------------|---|---|---|---|---|---|
| 1. assignments that challenged your knowledge, skills, and abilities? | 1 | 2 | 3 | 4 | 5 | |
| 2. explanation of assignments or expectations? | | 1 | 2 | 3 | 4 | 5 |
| 3. training, resources, and/or other tools to complete assignments? | | 1 | 2 | 3 | 4 | 5 |
| 4. time to complete assignments? | | 1 | 2 | 3 | 4 | 5 |
| 5. feedback on the quality of completed assignments? | | 1 | 2 | 3 | 4 | 5 |
| 6. answers to your questions? | | 1 | 2 | 3 | 4 | 5 |
| 7. access to different managers or departments? | | 1 | 2 | 3 | 4 | 5 |
| 8. mentorship and professional guidance? | | 1 | 2 | 3 | 4 | 5 |
| 9. opportunities for independent thought and decision-making? | | 1 | 2 | 3 | 4 | 5 |
| 10. information about social gatherings (work parties, outings, etc.)? | 1 | 2 | 3 | 4 | 5 | |

How would you describe your co-workers? (Mark all that apply)

- Appropriate role models
- Highly competent & qualified
- Personally motivated
- Well-organized
- Strong work ethic
- Good etiquette
- Effective team members
- Effective communicators
- Effective problem solvers
- Effective time management skills
- Other _____
- Other _____

(Form 13 continued)

Was the internship...

helpful in making future career decisions?	Yes	No	
directly related to your major?	Yes	No	
conducted in a variety of work settings?	Indoors	Outdoors	Both

What were the strongest aspects of this internship placement?

Was the internship placement well structured? Why or why not?

What would you recommend to improve this internship placement?

Was your work and opinion valued by facility management and staff?

Would you recommend this internship to other students? Why or why not?

Respectfully submitted by: _____
Intern name and date

PRT 4828/5828 Exit Survey

The following important information is helpful in marketing the PRT department and improving career services. All information is confidential. Thank you.

Graduation Information

Your Name: _____

Please circle: BS or BA

Minor, if applicable: _____

Emphasis: LSM EE TR NRRPM SM

Date Coursework Completed (including internship): _____

Career Services Exit Poll

How useful did you find Career Services in assisting your job search needs?

What was the least helpful, most helpful?

Career Services is available to you at no cost up to 1 year after you graduate. Would you like to be contacted by Career Services? YES NO

E-mail or Phone: _____

After-Graduation Plans

a) Job I have now —or— offer I will accept:

Employer: _____

Job Title:

Salary (used to compute averages): _____

City, State: _____

How did you learn about this position? _____

b) Begin / continue job search (Career Services can help!)

c) Graduate school:

Field of study: _____

School: _____

City, State: _____

d) Other plans: _____

Additional Comments: