San Francisco State University
Department of Recreation,
Parks, and Tourism

INTERNSHIP POLICY
AND
PROCEDURAL MANUAL

FALL 2008 – SPRING 2009
I. INTRODUCTION TO INTERNSHIP
   A. Introduction ........................................ 1-1
   B. Objectives of the Internship ......................... 1-2
   C. Description of Internship Placement Process ....... 1-3

II. INTERNSHIP REQUIREMENTS
   A. Student Eligibility Requirements .................. 2-1
   B. Agency Eligibility Requirements ................... 2-2
   C. Pre-Internship Work Experience Requirements .... 2-2

III. INTERNSHIP PROCEDURES
   A. Procedures for Internship Placement ............... 3-1 to 3-3

IV. INTERNSHIP POLICIES
   A. Location of Agency .................................. 4-1
   B. Transfers/Termination ................................ 4-1
   C. Insurance ............................................ 4-1
   D. Waivers and Petitions ................................ 4-1
   E. Intern Compensation and Financing ................. 4-2

APPENDIX
   A. Forms
      A. Advising Summary – Graduation Check List
      B. Intent to Intern
      C. Verification of Hours (HM Majors see Dr. Tierney)
      D. Work Experience List (HM Majors see Dr. Tierney)
      E. Petition to Waive Requirements
      F. Internship Interview Approval
      G. Internship Placement Interview Notes
      H. Internship Placement Request
      I. Internship Contract

   B. Resume Samples
      Sample Work Experience List
      Resume Samples

   C. Intern Goals and Objectives Sample
      Sample Internship Goals and Objectives
### Tentative 2008-2009
#### REC 680/690 Internship Calendar and Deadline Dates

<table>
<thead>
<tr>
<th>Procedure</th>
<th>2008 Deadline Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access and review online Internship Policy and Procedural Manual</td>
<td>Tuesday August 26</td>
</tr>
<tr>
<td>Sign-up outside HSS 307 for a Get-To-Know-You Connection with Erik Rosegard, Internship Coordinator (405-0911; <a href="mailto:rosegard@sfsu.edu">rosegard@sfsu.edu</a>)</td>
<td>September 2-5; 8-12; 15-16</td>
</tr>
<tr>
<td>Intern Placement Orientation meeting for <strong>ALL</strong> intern candidates (GYM 118 @ 4pm)</td>
<td>Wednesday September 17</td>
</tr>
<tr>
<td>Review and explore Department and online Intern Agencies, and discuss potential internship opportunities with Faculty Intern Advisor</td>
<td>Monday September 22 to Wednesday October 8</td>
</tr>
<tr>
<td>Meet with Faculty Intern Advisor and bring <strong>Intent to Intern</strong> (online form A) and all required information listed on form. Note that you will not be able to interview until Faculty Intern Advisor signs <strong>Internship Interview Approval</strong> (online form E)</td>
<td>Monday September 22 to Wednesday October 8</td>
</tr>
<tr>
<td>Last day to submit <strong>Intent to Intern</strong> (online form A) and <strong>Petition to Waive Requirements</strong> (online form D)</td>
<td>Wednesday October 8</td>
</tr>
<tr>
<td>Interview a minimum of three (3) potential internship sites after receiving Advisor signature on <strong>Internship Interview Approval</strong> form</td>
<td>Wednesday November 5</td>
</tr>
<tr>
<td>After last agency interview, schedule meeting with Faculty Intern Advisor to discuss interviews and potential internship placement sites</td>
<td>Wednesday November 5</td>
</tr>
<tr>
<td>Schedule a follow-up meeting with Internship Coordinator to obtain agency site approval. Bring <strong>Internship Placement Interview Notes</strong> (online form F) and <strong>Internship Placement Request</strong> (online form G)</td>
<td>Friday November 14</td>
</tr>
<tr>
<td>Last day to submit <strong>Internship Placement Request</strong> (online form G)</td>
<td>Friday November 21</td>
</tr>
<tr>
<td>Download, sign, and submit three (3) copies of <strong>Internship Contract</strong> (online form H) to Internship Coordinator</td>
<td>Wednesday December 3</td>
</tr>
<tr>
<td>Confirmation letter/contracts mailed to agency by RLS Department</td>
<td>Friday December 19</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Procedure</th>
<th>2009 Deadline Dates</th>
</tr>
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<tbody>
<tr>
<td>Contracts due back from Agency (Follow up by Dept.)</td>
<td>Wednesday January 7, 2009</td>
</tr>
<tr>
<td>Internship Orientation meeting - <strong>All Interns Must Attend</strong></td>
<td>Friday January 30</td>
</tr>
<tr>
<td>Intern Seminar, Full Day (REC 660 - required for RPT Majors only)</td>
<td>Mon-Fri February 2-6</td>
</tr>
<tr>
<td>First day internship can begin</td>
<td>Monday February 9</td>
</tr>
<tr>
<td>Spring Break (April REC 660 – April 13, 14, 16 – Full Day)</td>
<td>Mon-Fri March 23-27</td>
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<tr>
<td>Intern Seminar (REC 660 - required for RPT Majors only)</td>
<td>Mon-Fri May 11-15</td>
</tr>
<tr>
<td>Internship Ends</td>
<td>Friday May 8</td>
</tr>
<tr>
<td>Tentative RPT Department Reception</td>
<td>Friday May 22, 2009</td>
</tr>
</tbody>
</table>

Failure to comply with procedures and deadlines will jeopardize your internship.
A. INTRODUCTION

The Department of Recreation, Parks, and Tourism (RPT) at San Francisco State University has as its central focus a concern for the leisure needs of all people. Therefore, it is the Department's mission to develop qualified, highly educated individuals whose primary professional focus will be the provision of quality services to meet leisure needs.

The Department was formed in 1946 and is now a part of the College of Health and Human Services. The undergraduate program provides students with an opportunity to develop a core of knowledge and related skills to prepare for professional work in the field. This knowledge is complemented by requirements that students gain practical work experience in the field during their academic experience.

To facilitate the transition from academic study to a professional career, the Department joins in partnership with leisure service agencies to provide the final learning experience, the internship, for the student. The internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. The best way to learn to function as a recreation professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals.

The internship provides students with an opportunity to grow professionally, identify personal strengths and weaknesses, apply learned theory to practical situations, and gain an appreciation of the role, duties, and responsibilities of the work that the student has chosen as a career.

The internship is designed cooperatively by the university faculty, field professionals, and the student to provide an experience that is mutually beneficial to both the Intern and the agency. Agency supervisors become the final link in the development of the Intern as a new professional. This partnership creates the ultimate educational experience.

Students seeking a BA in Recreation, a minor in Recreation, the American Humanics certificate nonprofit administration, as well as those who concentrate in Commercial Recreation and Resort Management for a BS in Hospitality Management have different Internship requirements.

This manual is a guide to be used by the student in preparing for this educational experience. Read it, use it effectively, and GOOD LUCK in the exciting internship venture.
B. OBJECTIVES OF THE INTERNSHIP

The aim of the internship program is to provide the student (future professional) with a comprehensive practical experience in a setting where learning is the primary objective of the experience. To this end, the basic purposes of the internship are:

FOR THE STUDENT: to complete his/her professional preparation program in a controlled and supervised field experience.

FOR THE UNIVERSITY: to sponsor and guide the student and to interpret the experience while the student applies theoretical knowledge to practice.

FOR THE AGENCY: to provide a laboratory setting for the experience as well as professional guidance.

At the end of the internship experience, the student will have achieved the following expected outcomes:

1. Apply principles of program planning, implementation, and evaluation to agency setting.
2. Apply professional program skills and meet performance standards of the recreation profession.
3. Recognize, understand, and accept own feelings toward recreation profession.
4. Integrate theoretical knowledge with the application of program skills involved in professional recreation practice.
5. Identify and apply basic supervision concepts.
6. Apply professional management skills and meet performance standards of the recreation profession.
7. Apply basic concepts of management and administration.
8. Move from student to recreation professional.
C. DESCRIPTION OF INTERNSHIP PLACEMENT PROCESS

Early in the fall semester prior to the spring semester internship, an Internship Placement Process Orientation is held to inform potential Interns of the internship requirements and the placement process procedures.

Following this meeting, students complete the "Intent to Intern" form and all requested information listed on form. The student is asked to list three to five potential internship sites on the “Intent to Intern” form. Agency information is available in the RPT Department office, online (www.sfsu.edu/~recdept), and from faculty advisors.

After completing the "Intent to Intern" form and related materials, the student schedules an individual meeting with his/her RPT academic advisor. At this meeting the student’s internship eligibility is determined and three (minimum) to five possible internship sites are selected which will meet the student’s professional development objectives. The student must receive formal approval from his/her RPT academic advisor to contact the potential agencies and set up interviews. The “Internship Interview Approval” form is used for this purpose.

The student contacts each of the identified and approved agencies and checks to see if the agency is willing to accept an Intern. If agency is willing, the student makes an interview appointment.

If the agency is not approved, the student’s RPT academic advisor contacts the agency to determine the agency's acceptability and if it is willing to accept Interns. If these conditions are met, the Intern makes an interview appointment.

The student meets with a supervisor at each of the three to five identified agencies to determine the most appropriate internship site. When the Internship Coordinator and student have made the final agency selection, contracts are prepared by the RPT Department and signed by the student, the agency representative, and the Internship Coordinator. Then and only then is the intern site placement process officially complete.

During touch tone registration, students register for the following spring semester courses:

**RPT Major Internship**
- Recreation 660: Seminar in Current Trends and Issues
- Recreation 680: Directed Field Experience in Recreation, Parks, and Tourism
- Recreation 690: Directed Management Experience in Recreation, Parks, and Tourism

**RPT Minor/Commercial Recreation & Resorts in HM/American Humanics Internship**
- Recreation 680: Directed Field Experience in Recreation, Parks, and Tourism

During the internship, the Intern is expected to observe and participate in administrative/program responsibilities such as:
- Conferences, meetings, and program observations with agency supervisor
- Develop, implement, and evaluate programs and/or services for agency
- Budget planning and implementation
- Marketing, promotion, and public relations
- Commission, Council and/or Board meetings when appropriate
- Community development programs
- Grant and proposal planning and implementation
A. STUDENT ELIGIBILITY REQUIREMENTS

Recreation, Parks, and Tourism (RPT) Majors and Minors, Hospitality Management (HM) Majors, and American Humanics/Non-Profit Administration Certificate (AH) students are required to provide evidence of completing, at a minimum, the following eligibility requirements prior to the start of the internship, which is offered during the final spring semester of the student’s academic studies.

Students who do not meet all eligibility requirements will NOT be permitted to intern.

<table>
<thead>
<tr>
<th>Internship Eligibility Requirement</th>
<th>RPT Major</th>
<th>RPT Minor</th>
<th>HM Major</th>
<th>AH Certificate</th>
<th>Evidence</th>
</tr>
</thead>
<tbody>
<tr>
<td>GPA = 2.0 (overall, SFSU, &amp; Major)</td>
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<td>Exempt</td>
<td>Exempt</td>
<td>Completion of REC 200</td>
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<td>Major/Minor/Certificate graduation requirements</td>
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<td>✓</td>
<td>✓</td>
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<td>Signed Advising Worksheet</td>
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<td>Pre-internship work experience hours</td>
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<td>400</td>
<td>Exempt*</td>
<td>AHMI</td>
<td>Verification of Hours &amp; Attendance</td>
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<td>Internship Orientation</td>
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<td>✓</td>
<td>✓</td>
<td>Meeting with Internship Coordinator</td>
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<tr>
<td>Faculty Intern Advisor Meeting</td>
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<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Signed Interview Approval form</td>
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<td>Agency Interviews</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Internship Interview Notes form</td>
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<td>Internship Coordinator Meeting</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
<td>Signed Internship Placement Request form</td>
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<tr>
<td>Internship Placement</td>
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<td>✓</td>
<td>✓</td>
<td>Signed Contract</td>
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<tr>
<td>Semester</td>
<td>Spring</td>
<td>Spring</td>
<td>Spring</td>
<td>Spring</td>
<td></td>
</tr>
<tr>
<td>Number of hours</td>
<td>480</td>
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<tr>
<td>Duration</td>
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<td>Course(s)</td>
<td>REC 660/680/690</td>
<td>REC 680</td>
<td>REC 680</td>
<td>REC 680</td>
<td></td>
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</table>

*Students must complete HM 200 to be exempt from the pre-internship work experience hours.

Notes:
1. Students may petition if they are unable to meet any of the above eligibility requirements (see Petition to Waive Requirements - Section IV-D).
2. International students must obtain appropriate work visa from International Student Office in advance of internship.
3. Pre-internship work experience hours must comply with Section II-C.
B. AGENCY ELIGIBILITY REQUIREMENTS

To ensure appropriate internship placement, the agency must meet the following ten requirements:
1. Be approved by student’s Faculty Intern Advisor, Internship Coordinator, & Department
2. Be professionally recognized and competent in the delivery of programs and/or services within the recreation, park, and/or tourism industry
3. Be a new work setting and/or experience with substantially different job responsibilities than previous and/or current employment
4. Reflect the concentration/emphasis/interest area as indicated on the advising worksheet
5. Provide a qualified (e.g., education, experience, and/or certification) Intern supervisor
6. Provide supervision and mentorship contributing to professional development
7. Provide opportunities to observe and participate in all aspects of program/service delivery
8. Be willing to participate in the Intern evaluation process
9. Be within 60 miles of San Francisco State University
10. Provide resources necessary to support intern in the satisfactory completion of his or her goals and objectives, and the completion of assigned duties/tasks (e.g., equipment, materials, work space)

C. PRE-INTERNSHIP WORK EXPERIENCE REQUIREMENTS (Paid or Volunteer)

To ensure that the Intern has had practical and varied experience prior to the start of the internship, students are required to provide evidence of completing, at a minimum, the following pre-internship work experience requirements:
1. Documented 800 paid and/or volunteer hours (400 hours for minors and AH students). Note that HM Majors are exempt from work experience requirements if they have successfully completed HM 200.
2. Documented 200 hours in Emphasis/Interest Area as indicated and approved on advising worksheet (HM majors are exempt - see #1 above)
3. Each experience is required to be at least 40 hours
4. Experience in two (2) recognized recreation agencies
5. Experience in/with a variety of settings, populations, and programs
6. Professionally supervised
7. Direct responsibilities with the development, administration, leadership, and/or evaluation of recreation programs and/or services.
8. Experiences which have indirect responsibilities with recreation leadership, programs, and/or services (i.e., lifeguarding, scorekeeping, grounds maintenance, retail sales, and agency receptionist activities are not accepted). Specific instances may be acceptable if petitioned to show that experience complies with numbers 6 and 7 above.
9. Commercial Recreation/Resort Management experience which is non-leadership in nature yet incorporates a hospitality element – for instance, the role of facilitating the leisure experience of participants/customers is the responsibility of the service worker – will be accepted in those settings (e.g., restaurant work, hotel front desk, corporate sales in a leisure products industry) as part of the 200 hours relating to the area of emphasis.
10. Relevant work experience that occurs one semester/summer prior to the enrollment in courses within the RPT major or minor, HM programs will be considered for approval.
11. Resident camp counseling experience will be accepted at the rate of 10 hours per day with 600 hours maximum being accepted.
A. PROCEDURES FOR INTERNSHIP PLACEMENT

The following procedures, tasks, and calendar are to be used in preparation for internship placement. It is the student's responsibility to ensure that all procedures have been followed and that deadline dates have been met. Placement procedures are described below. Ideally the student will already have started on some of the tasks before fall semester, as shown on the Prospective Intern Worksheet that was distributed last spring semester.

PLANNING PROCEDURES, TASKS, and PROSPECTIVE INTERN CHECKLIST

Following these procedures in a systematic and timely manner will allow you to successfully prepare for your internship.

1. ACCESS AND REVIEW ONLINE INTERNSHIP POLICY AND PROCEDURAL MANUAL
   (The 2008-2009 manual will be online August 26, 2008)
   - This manual will provide all the necessary information needed to successfully prepare for your internship during the final spring semester of your academic semester at San Francisco State University.
   - This manual can be found at:
     http://www.sfsu.edu/~recdept/internships/internship.html
   - Review the manual before meeting with Intern Coordinator

2. UPDATE MAJOR/MINOR ADVISING WORKSHEET AND CONTACT INFORMATION
   - Complete or update your Major/Minor/AH Certificate Advising Worksheet. You have a copy of the worksheet in your file located in the Department Office (HSS 307).
   - Make an appointment with your faculty advisor to be sure your file is up to date and to clarify whether you have fulfilled all the Department requirements.

3. MEET WITH INTERN COORDINATOR
   (September 2-5, 8-12, 15-16)
   - The purpose of this meeting is to get acquainted with the Intern Coordinator, answer any questions, and to provide an overview of the internship process
   - Be sure to review the Internship Policy and Procedural Manual and bring any questions you might have regarding the internship.

4. VERIFY WORK/VOLUNTEER HOURS (HM Majors and AH students are exempt)
   - Be sure your minimum of 800 hours comply with RPT Department policy (see 2-2, Section C under Internship Requirements); HM majors are exempt if HM 200 was successfully completed. RPT Minors must have 400 documented hours.
   - Make sure that completed forms verifying your 800 work/volunteer hours are on file in Department office (see online form B)
   - American Humanics students must have proof of attending AH Management Institute and a signature of approval from the AH CED

5. ATTEND INTERNSHIP PLACEMENT ORIENTATION MEETING
   (September 17, 4pm, GYM 118)
   - Review Internship Manual prior to attending meeting
   - Bring questions, concerns, comments, and/or suggestions
6. REVIEW INTERN AGENCY BINDERS & SEARCH FOR OPTIONS  
(September 22 - October 8, 2008)
- Review internship agency binders located in RPT Department office.
- Review online list of potential intern agencies at: [http://www.sfsu.edu/~recdept/internships/internship.html](http://www.sfsu.edu/~recdept/internships/internship.html)
- Discuss potential internship placement sites with faculty advisor

7. FILL OUT “INTENT TO INTERN” FORM and COMPLETE ATTACHMENTS
- Fill out an Intent to Intern (online form B). Be sure to list potential internship sites, including agency supervisor names and phone numbers.
- Be sure to attach the following information to the completed form. All forms must be typed using online forms when appropriate:
  - Updated Major/Minor Advising Worksheet (obtain from Department office - HSS 307)
  - Verification of GE/University graduation requirements evaluation, Advising Summary – Graduation Check List (obtain signature from Undergraduate Student Advising Center – ADM 211) (online form A)
  - Unofficial transcripts (obtain from “My SFSU”)
  - Current resume
  - Internship objectives (a minimum of 5) –see online under sample document
  - Intent to Intern (online form B)
  - Verification of Hours (online form C)
  - Work Experience List (online form D)
  - If applicable, Petition to Waive Requirements (online form E)
  - Internship Interview Approval (online form F)

8. 1ST APPOINTMENT WITH FACULTY INTERN ADVISOR  
(Sept. 22 – October 8, 2008)
- Schedule an appointment with your Faculty Intern Advisor. HM Majors schedule an appointment with Dr. Tierney. AH Students schedule an appointment with Dr. Suren.
- Take your completed Intent to Intern form and all attachments. Your Faculty Intern Advisor will NOT meet with you unless you have all of materials completed.
- Eligibility requirements will be confirmed.
- Determine if you need to submit a “Petition to Waive Requirements” form (online form E). Submit a typewritten plan to complete unfinished requirements. Common reasons for unfinished requirements are: lack 800 hours, GE classes needed, JEPET, incomplete classes, library requirement, ELM.
- Discuss the potential agency sites that you listed. Your Faculty Intern Advisor may require you to select other sites as well. Be sure that the sites you select are approved by the RLS Department. If not, your Faculty Intern Advisor will need to verify the site and determine the potential agency’s commitment to taking an intern.
- Obtain Faculty Intern Advisor’s signature on Internship Interview Approval (online form F). This signature indicates your advisor’s consent for you to proceed with agency interviews.

The Intent to Intern form, Petition to Waive Requirements form, and all applicable attachments must be submitted to Faculty Intern Advisor by 10/8/08.
9. AGENCY INTERVIEWS
(After Faculty Intern Advisor approval and before November 5, 2008)
- Schedule agency interviews only AFTER meeting with and obtaining your Faculty Intern Advisor’s signature on the Internship Interview Approval (online form F) to proceed. Obtain sample Letters of Introduction and Interview Hints Guidelines from Barbara in RPT Department office. Send letter to agency ahead of time or take with you to the interviews.
- Be prepared for interviews and arrive on time. Dress professionally and present yourself in an appropriate manner. This is an opportunity for you to impress the agency staff with your poise and skills as well as to determine if this agency will meet YOUR objectives.
- Give the agency representative a packet containing your current resume, your internship objectives, and a blank intern contract which defines agency responsibilities.
- Send a thank you letter within a week after the interview.
- Write up notes from each of your interviews. See Internship Placement – Interview Notes (online form G).

10. FOLLOW-UP MEETING WITH FACULTY INTERN ADVISOR
- After your last agency interview, schedule an appointment with your Faculty Intern Advisor to discuss your completed interviews and potential internship placement site.
- Bring your Internship Placement – Interview Notes (online form G).

11. SET UP APPOINTMENT WITH INTERN COORDINATOR
(After last interview and before November 14, 2008)
- Schedule follow-up appointment with Intern Coordinator after you have completed all of your interviews.
- Take your completed Internship Placement – Interview Notes (online form G) to this appointment. Review these notes with the Intern Coordinator to help you determine the most appropriate agency.
- Once internship agency is selected, submit completed Internship Placement Request (online form H) to Intern Coordinator by November 21, 2008.
- The Intern Coordinator will notify selected internship agency supervisor regarding approval of placement, and will inform her/him that official notification and contracts are forthcoming from the RPT Department.

12. INTERNSHIP CONTRACTS AND CONFIRMATION
(Last day to submit 3 typed and signed copies, December 3, 2008)
- Type and complete 3 copies of the Internship Contract (online form I). Sign all three copies and submit to Intern Coordinator.
- RPT Department will send an official confirmation letter and three signed contracts to agency.
- Agency representative will sign all three contracts, keep one copy, and return two to RPT Department.
- Copy of signed contract will be placed in student’s file in RPT Department office.

Failure to comply with these procedures and deadlines will jeopardize your internship placement.
A. LOCATION OF AGENCY

For university faculty to provide adequate supervision to Interns and to stay within a travel expense budget, Interns must select agencies within a 60-mile radius of the University. Agencies outside the 60-mile radius will be considered only if the student submits a petition indicating extenuating circumstances and strong rationale. If an intern site outside of the 60-mile radius is approved, transportation and communication costs for the Faculty Supervisor will be covered by the Agency or Intern. See Petition to Waive Requirements form - Appendix A. RPT Faculty will consider a waiver of the agency location policy under the following criteria:

1. Appropriate sites in the Bay Area are not available (documentation is required)
2. Demonstrated unique opportunity and/or need
3. Demonstrated exceptional ability
4. Exceptional and/or unique skills of agency supervisor
5. Academic support for special training
6. Faculty and professional references
7. GPA of 3.0 or better

B. TRANSFERS/TERMINATION

In unusual circumstances, an Intern will be allowed to transfer or terminate an internship placement. This action will be taken only with the final approval of the RPT Department Chair after meeting with the Intern, Faculty Supervisor, and Agency Supervisor and only after it is agreed that it is in the best interest of all those involved.

C. INSURANCE

Agencies are required to provide Workers Compensation and Liability insurance as would be provided any other staff member or volunteer.

D. WAIVERS AND PETITIONS

Interns may submit a typed petition to waive a specific requirement related to Internship. The standard petition form, the Petition to Waive Requirements (See form in Appendix A –online form E), must be completed, and accompanied by strong, clear, and legible supporting materials. Petitions must be approved by the student’s Faculty Intern Advisor and submitted by the deadline in order to be reviewed adequately by RPT faculty. The faculty will not review late petition submissions. Petition waivers are required in the following circumstances (but are not limited to):

1. 60-mile limit
2. Taking additional course(s) during and/or after internship
3. Internship in agency where currently working or previously have been employed
4. Starting internship early
E. INTERN COMPENSATION and FINANCING

It is the Department's philosophy that a high degree of excellence and professional development must be maintained in the Internship program. We believe that this philosophy is maintained by a strong professional commitment and a close working relationship between and among the Intern, the Agency, and the RPT Department faculty. We also believe that this philosophy can best be accomplished by a voluntary commitment on the part of the Intern; at the same time, however, we recognize the financial commitment required of Interns. Therefore, the following policy is established:

_The Department of Recreation, Parks, and Tourism allows an Intern the opportunity to receive compensation from the Agency during Internship. Said compensation shall be negotiated between the Intern and the Agency during the contracting stage and shall be clearly stated on the Intern Contract and approved by the Intern Coordinator._

Although recognizing that compensation is an arrangement between the Intern and Agency, the University retains the responsibility to ensure that the Internship experience complies with the philosophy and expectations of the Department. If a problem arises, the Department may transfer an Intern to another agency or disallow university credit for the internship.

INTERNSHIP FINANCING

Students should start financial planning in the fall prior to internship because personal finances are often a challenge during the spring internship. All students except HM majors, RPT minors, and non-RPT American Humanics students must work a minimum of 40 hours a week for the 12 weeks of internship. Often this precludes a person from working as many hours for pay as s/he has done in the past. Keep in mind that some of the best internships are unpaid. Work for pay must never overshadow the educational and learning aspects of an internship. In summary, the internship can create a financial crunch. Here are some suggestions to avoid money panic and burnout:

- Plan ahead!! Start saving money or securing a student loan in the fall before internship.
- Locate additional financial resources for spring. A student loan or temporary help from your family may allow you to have a "normal" life and will often improve the quality of your work during the internship (instead of exhaustion from working 80 hours per week).
- Do not try to work at another job. If absolutely necessary, work no more than part time during your internship, otherwise you will burnout and your work quality will suffer.
- Do not limit your selection of internship sites to just those that pay. Keep your options open. EDUCATIONAL OPPORTUNITY IS THE PRIME CONSIDERATION IN SELECTING AN INTERNSHIP SITE. Remember, the internship is critical to your career plans and is often the gateway to that important first professional job or professional advancement.
- Discuss the possibility of some type of "compensation" during your internship with your agency contact person before you sign the contract. Compensation can take many forms: monthly salary, hourly wage, monthly stipend, conference registration, transportation cost reimbursement, room and board, or half volunteer and half paid worker status. Part-time pay for specialized service may be a portion of the internship. Clearly identify compensation in your contract with the agency.