

Eastern Washington University



Recreation and Leisure Services

# Professional Internship Manual

For Recreation and Tourism Management Majors and  
Outdoor Recreation Leadership Majors

## TABLE OF CONTENTS

ABOUT EASTERN WASHINGTON UNIVERSITY.....	3
ABOUT THE RCLS PROGRAMS.....	3
PURPOSE & OBJECTIVES OF THE PROFESSIONAL INTERNSHIP .....	4
GENERAL POLICIES OF THE PROFESSIONAL INTERNSHIP .....	5
TIMETABLE FOR PROFESSIONAL INTERNSHIP .....	6
CHECKLIST.....	7
STUDENT/AGENCY LEARNING AGREEMENT .....	8
PROFESSIONAL INTERNSHIP APPLICATION.....	12
EXPERIENCE RECORD .....	13
STUDENT ASSIGNMENT AGREEMENT .....	14
GOALS AND OBJECTIVES CRITERIA.....	15
INTERN MIDTERM EVALUATION.....	18
INTERN FINAL EVALUATION.....	20
STUDENT EVALUATION OF INTERNSHIP SITE.....	22
STUDENT EVALUATION OF AGENCY INTERNSHIP SUPERVISOR .....	23
STUDENT EVALUATION OF EWU INTERNSHIP ADVISOR.....	24
STUDENT EXIT INTERVIEW .....	25

## **ABOUT EASTERN WASHINGTON UNIVERSITY**

Eastern Washington University (EWU) is a rapidly growing state institution of higher education with a student enrollment of approximately 7,000.

The university is located in the city of Cheney with a current population of 9,200. The climate is mild and dry and encourages numerous outdoor recreation activities.

The resources of Spokane city and county (400,000 population) professionals plus numerous agencies within the metropolitan area are continuously used and provide a practical and valuable extension of the classroom.

## **ABOUT THE RCLS PROGRAMS**

The Recreation and Leisure Services program first received accreditation via NRPA/AALR in Fall 1986 with all three areas accredited (Outdoor Recreation Leadership, Recreation & Tourism Management and Therapeutic Recreation). Every five years the accreditation is applied for and renewed through the national certification board. The latest accreditation was in 2016. Eastern's RCLS curriculum continues to be recognized as one of the top in the country.

We graduate 30 to 40 students per year with majors in Recreation & Tourism Management, Therapeutic Recreation, and Outdoor Recreation Leadership.

The RCLS curriculum is a strong combination of both hands-on experiences and theory, i.e., students are required to have 1500 documented hours of practical field experience prior to their internship.

RCLS Faculty members come from a diverse background of professional experience including municipal recreation, therapeutic recreation, adventure programming, university administration, church and camp recreation, outdoor recreation, military, student union and intramural management.

Alumni and student advisory committees, student of the quarter and year awards, and an annual graduation banquet develop a close and lasting bond between students and faculty. Resources of other Eastern faculty and their respective departments provide a broad interdisciplinary base for the supporting curriculum required for recreation and leisure services.

The Intramural Program and our Outdoor Center at the university have a close working relationship with the Recreation and Leisure Program, enabling many students to receive additional experiences.

Eastern has always enjoyed a high job placement record for its RCLS students, due to a comprehensive and innovative curriculum combined with practical field experience, excellent facilities for training, and a superior relationship with many recreation and park professionals in the United States and internationally...that means you!

## **PURPOSE & OBJECTIVES OF THE PROFESSIONAL INTERNSHIP**

The purpose of the Professional Internship Program is to provide a planned transition from the university curriculum to a professional leisure services setting. In the internship experience, students test the practical application of the theories of leisure studies in the agency setting under the guidance and supervision of an agency professional and a university faculty advisor. As part of the internship experience, students are evaluated by the agency supervisor and the university faculty advisor. The student will continually review his/her own knowledge, skills, accomplishments and professional growth as they prepare for entry into the recreation and leisure services profession.

### **BASIC OBJECTIVES**

1. To provide the student an opportunity to integrate theory and practice in his/her professional education; to encourage the exchange of contemporary thinking and insights between the internship student and agency personnel.
2. To provide the student an opportunity to promote and broaden his/her philosophy and understanding of the recreation and leisure services profession.
3. To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and further study in recreation, parks, resorts or leisure services.
4. To enable the student to realize his/her own strengths and weaknesses.
5. To provide the student an opportunity to gain experience in leadership, supervisory, administrative and delivery functions within a recreation, parks, resorts or leisure service setting.
6. To help the student gain an understanding and appreciation of the role, duties and responsibilities of a recreation and leisure services professional.
7. To provide the student with experiences that will enable him/her to develop sound human relationships.
8. To strengthen relationships between recreation, parks, resorts, and leisure service agencies and the university.
9. To provide the student a wide range of experience, acquainting the student with all phases of the "typical" work setting.
10. To assist the student in future employment by providing professional experience, job contacts and personal references.
11. To provide the university with a practical setting for evaluating student performance, enabling the appropriate alteration of curriculum.
12. To develop a coherent, rational point of view concerning the relationship of recreation to the needs and desires of individuals and groups.

## GENERAL POLICIES OF THE PROFESSIONAL INTERNSHIP

1. The student is responsible to meet all steps leading up to an internship (See Timetable for Professional Internship).
2. Students should not complete their professional internship at an agency in which they have held a similar position (paid or voluntary). Requests for exception to this must be submitted in writing to their advisor. Criteria to be met in order for the request to be considered must include the following:
  - Ô The internship position is significantly different in terms of responsibilities.
  - Ô The internship position is in a significantly different program area.
  - Ô The internship location is not primarily based upon student convenience.
3. Internships are only available and can only be registered for during summer quarter. Since the summer quarter is only 8 weeks long and your internship is 10 weeks long, students will receive a Y grade (in progress) for the summer. Once all materials are submitted, the instructor will issue a final grade. Students who complete their internship after the end of the summer quarter will receive their diploma in December (fall quarter). For students interested in completing their internship during the summer timeframe, please consult with your advisor.
4. Student must be a senior.
5. All undergraduate requirements must be completed.
6. All RCLS core and major supporting courses must be completed and meet departmental grade standards listed in the catalog.
7. There must be documented verification of the 1,500 hours work experience. A maximum of 750 hours may be from one location. Students are encouraged to find diverse recreation job experiences to provide flexibility in several areas and also to increase marketability.
8. The internship may be paid or not paid, depending upon the resources of the agency at which the internship takes place and on the agreements made between the student intern and agency supervisor.
9. Students who do an internship but do not pay the tuition will have to go through the entire process the following year and will have to do another full internship.
10. Students should not plan to take other university courses during the internship. Should this be absolutely necessary, written permission from the student's advisor is required.
11. The student is expected to bear all expenses incidental to living in the area of the internship placement and to work out his/her own satisfactory housing. It is recommended that the student visit the area of placement in advance and arrange living facilities. Agency personnel may be able to assist the student in locating housing possibilities.
12. Student intern must be a member of a professional organization prior to internship. Proof of membership in one or more of the professional organizations relative to recreation and leisure services must be cleared through the student's advisor.

# TIMETABLE FOR PROFESSIONAL INTERNSHIP

## FALL QUARTER

- Print and read internship manuals.
- Consult with faculty advisor on possible internship sites.
- Contact 3-4 potential sites and conduct information interviews whenever possible.
- Join a professional organization
- Complete the graduation application process online, **due in November or February**. TO ENSURE ALL REQUIREMENTS HAVE/WILL BE MET, MAKE SURE TO MEET WITH YOUR ADVISOR!

## WINTER QUARTER

- Narrow internship site selections down to 1-2.
- Confirm with advisor that an active Student Affiliation Agreement is on file with the university for your selected site (this only applies to students who take a non-paid internship position).
  - If an agreement is not active or on file, request one via your advisor.
    - **Note: This process can require six months, or more, to be completed. Plan accordingly.**
- Get faculty advisor's approval of the site selected.
- **YOU are responsible for securing the internship site and making all of the arrangements after getting faculty advisor's approval.**

## SPRING QUARTER

- Get site supervisor final approval and appropriate signatures on the contract.
- Give site supervisor a copy of Internship Manual.
- Explain to site supervisor the initial goal and objectives requirements. Student and supervisor should try to complete this requirement before the internship officially begins.
- Have necessary paperwork submitted by May 15th to faculty advisor (see checklist below).
- Meet with faculty adviser for a final check to ensure all SOAR requirements are met before the start of the start of the internship.
- Register for RCLS internship (your advisor will confirm the course and section number).

## SUMMER QUARTER

- During the first week of the internship (OR prior to your internship), sit down with your direct supervisor and come up with a list of learning goals and an agenda for ten weeks. Make sure the agenda is geared towards your learning goals and objectives.
- Start assembling material for a resource notebook for future reference.
- Email goals and objectives and your agenda to your faculty advisor. These items must be completed either before the internship or by the end of the first week.
- Follow the weekly reporting system agreed to by you and your faculty advisor. *You cannot miss one week and make it up the following week.* Your grade will be affected.
- Have midterm evaluation completed; submit to your faculty advisor by week 6.
- Have final evaluation completed and submit to your faculty advisor no later than one week after completion of your internship.
- Submit follow up paperwork (copy of thank-you letter, site evaluation, agency supervisor evaluation, internship coordinator evaluation and alumni register).
- Since summer grades are due before the internship is completed, an incomplete is given. As soon as all materials are received, your final grade will be issued. If everything is not completed and turned in two weeks after your internship is over, you will receive a failing grade. You will then be required to do a new internship and pay the registration amount for next summer.

# BEGINNING THE INTERNSHIP PROCESS/CHECKLIST

## Document Checklist

The following documents in the checklist below should be completed and returned to the student's faculty advisor before May 15<sup>th</sup>.

1. **Graduation Application:** Students need to submit an application to graduate online to the university: <https://inside.ewu.edu/records-and-registration/apply-to-graduate/> Complete this step by November or February (depending on internship dates).
2. **Student/Agency Learning Agreement:** Agency Supervisor, Faculty Advisor, and student signatures are needed on this document (pp. 8-11 in manual).
3. **Professional Internship Application:** Student should fill this out with current information (p. 12 in manual).
4. **Experience Record Form:** Student should fill this form out using the hour forms submitted to advisor (p.13 in manual).
5. **1500 Hour Forms:** These forms should document the hours completed to meet the 1500 hour requirement.
6. **Student Assignment Agreement:** Students should initial and sign document (p. 14 in manual).
7. **Goals and Objectives:** Students need to develop goals and objectives for their internship in cooperation with their agency supervisor (pp. 15-16 in manual).

## CHECKLIST

- |  |                      |
|--|----------------------|
| 1. Proof of Graduation Application Submission                                  | YES _____ DATE _____ |
| 2. Student/Agency Learning Agreement   | YES _____ DATE _____ |
| 3. Professional Internship Application Submitted                               | YES _____ DATE _____ |
| 4. Experience Record Form (completed & attached)                               | YES _____ DATE _____ |
| 5. 1,500 Hour Forms (attached to Experience Record form in order listed above) | YES _____ DATE _____ |
| 6. Student Assignment Agreement  | YES _____ DATE _____ |
| 7. Goals and Objectives  | YES _____ DATE _____ |

# STUDENT/AGENCY LEARNING AGREEMENT

Student's Name \_\_\_\_\_

Faculty Advisor \_\_\_\_\_

## AGENCY INFORMATION

Agency Name \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Fax \_\_\_\_\_ Email \_\_\_\_\_

This Learning Agreement (“Agreement”) is established between the Wellness and Movement Sciences Department at Eastern Washington University (“EWU”) and the above-mentioned agency (“Agency”) for the purpose of cooperation in providing an internship placement (“Internship”) for students of EWU. Internships serve as an educational experience for the students and enhance Agency services.

The following items have been reviewed and mutually agreed upon between EWU, the Agency and the student and constitute a guide for the expectation of the Internship. This Agreement is signed by the student, Agency supervisor and EWU faculty advisor as an acknowledgement of the conditions of this Agreement. Please complete and return to the student. The student will submit to his or her respective faculty advisor.



## RESPONSIBILITIES OF THE STUDENT

1. The student will prepare specific goals, learning objectives, and a 10-week agenda with their agency supervisor before or during the first week of the Internship. The student will then work with their EWU faculty advisor and Agency supervisor to accomplish the objectives.
2. The student will follow the policies, procedures, programs and operating standards of the Agency and EWU. The student should be familiar with the Policies and Procedures Manual of the Agency, if available.
3. The student will complete all required documentation by the Agency and reports required by EWU.
4. The student will expect and prepare for periodic conferences with the Agency field supervisor during the Internship.
5. The student has the responsibility to act professionally and ethically to maintain confidentiality and to give priority to Agency clients' rights and needs over his/her own.
6. The student will provide the Agency supervisor with a Professional Internship Manual which covers in detail Agency responsibilities and the evaluation forms which need to be returned to the EWU faculty advisor.
7. The student must realize the Internship is to be the equivalent to a full-time assignment in concert with the Agency's appointment, requiring tactful, friendly, courteous and respectful behavior to all.
8. The student is to be prompt for all work assignments, appropriately dressed, and willing to contribute extra effort.
9. The student is to notify the agency supervisor, well in advance when possible, in cases of absence during the Internship.
10. The student is to consult with the Agency supervisor when confronted with problems he/she cannot solve alone.
11. The student is to plan thoroughly and in advance for all assignments and is to do the best possible job in carrying out assignments, striving to become a productive, contributing member in the delivery of services.

## RESPONSIBILITIES OF THE AGENCY

1. The Agency will designate a person to be the Agency supervisor with responsibilities as may be mutually agreed upon between the Agency, EWU faculty advisor and the student.
2. The Agency supervisor and the student will confer before or during the first week to finalize in written form, goals, learning objectives, and an agenda which the student can follow for the duration of the internship.
3. The Agency will provide meaningful tasks for the student to test and develop skills and knowledge. These tasks will provide the opportunity for the student to (a) work with various staff members within the Agency and (b) work with significant outside resources and clientele that the Agency comes in contact with. It is expected that the Agency will assign increasingly complex tasks as the student gains confidence and competence.
4. The Agency supervisor will conduct periodic conferences with the student. A minimum of once per week is suggested.
5. The Agency supervisor will complete the two formal evaluations of the student which are included in the internship manual (mid-term and final) and return them to the EWU faculty advisor in a timely fashion.
6. The Agency will acquaint the student with resources and materials used by the Agency and permit the student to acquire copies when possible for the student's resource notebook.
7. The Agency will help, if possible, with recommendations for the student for full-time employment and contact persons.

**SIGNATURES**

This agreement may be modified at any time by mutual written consent of the student, Agency supervisor and EWU faculty advisor.

This internship is to begin on \_\_\_\_\_ and terminates on \_\_\_\_\_  
(dates should correspond to a 10-week period).

**AGENCY SUPERVISOR**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**FACULTY ADVISOR**

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**STUDENT**

Signature \_\_\_\_\_

Date \_\_\_\_\_



# HOUR FORMS RECORD

The hour forms need to be completed and turned in to the student's faculty advisor by May 15. The actual Hour Forms must be attached to this form in the order listed. Each row below should be used for an individual hour form.

Faculty Name \_\_\_\_\_ Student Name \_\_\_\_\_

	<b>AGENCY SUPERVISOR</b>	<b>YOUR JOB TITLE</b>	<b>DATES</b>	<b>HOURS</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				

TOTAL HOURS \_\_\_\_\_

## STUDENT ASSIGNMENT AGREEMENT

This checklist must be complete before the faculty advisor will sign the contract. Please initial each item and turn in with all necessary paperwork.

- \_\_\_\_\_ 1. Student agrees to complete daily journals and contact university intern supervisor by email or letter weekly, unless other arrangements are made.
- \_\_\_\_\_ 2. Student agrees to complete a 10-week internship agenda with site supervisor stating goals and objectives, and return it to university supervisor either before the internship begins or at the end of the first week. (Internship agenda must demonstrate how internship objectives will be met.)
- \_\_\_\_\_ 3. Student will be responsible for having mid-term evaluation complete and returned to faculty advisor by week six.
- \_\_\_\_\_ 4. Student is responsible for completing forms and any other faculty requirements at the end of internship and returning/completing by week 11.
- \_\_\_\_\_ 5. Student realizes that failure to comply with any of the above may result in termination of internship or withholding of grade.

**I have read all of the above agreements and understand them.**

Signed \_\_\_\_\_ (Student)

\_\_\_\_\_ (Faculty Advisor)

Date \_\_\_\_\_

## GOALS AND OBJECTIVES CRITERIA

By the end of the first week or before the internship begins, each student, in consultation with his or her direct supervisor, must create a document which outlines learning goals for the internship. In addition, each learning goal should include objectives that will detail how and when each individual goal will be reached. Ideally, we would like to see five well-stated goals that span the responsibilities of a new recreation professional. **Each student, along with their site supervisor, will complete the worksheet “EWU Internship Goals Evaluation” to be returned at the end of the internship.**

The following information is provided at the top of the document:

**Intern: Student’s Name**

**Dates: June \_\_\_\_ through August \_\_\_\_**

**Supervisor: Name and Title**

**Address: P.O. Box**

**City, State, and Zip Phone: Area Code and Number**

**Email: (Please also include website address if appropriate)**

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## SAMPLE INTERNSHIP GOALS, OBJECTIVES AND AGENDA

### AGENDA CRITERIA:

Three formats are acceptable: (1) chronological (listing each week of accomplishments), (2) functional (citing your main areas or divisions, but not specific dates) or (3) combination.

Week #1

June 16-22

Attend Kid’s Clubs of Metro Detroit workshop at Ft. Worde, Port Townsend, Washington; Basic orientation to the club.

Read Standard Operating Procedures manual. Meet with part time staff that you will supervise PR for Superfit All-Star program

Week #2

June 23-30

Run Superfit All-Stars, M,W,F 4:00 5:00 p.m.

Run Indoor Soccer League, T 4:15 6:15 p.m.

Run games room activities 1 1.5 hours per day

Staff meeting regarding extended hours

(Place all ten weeks in similar format)

## **FORMAT SAMPLE**

**Goal #1: By the end of this internship I want to become more competent with the direct facilitation of activities.**

Objective 1: By the end of week two, I will research and plan two activities for my organization. The planning process will include: researching appropriate activities for this age group, making sure this activity falls in line with the mission of the organization, making sure that I have the appropriate resources and personnel to complete the activities, and the generation of an appropriate risk management plan.

Objective 2: By the end of week five, I will implement and evaluate my two planned activities. Evaluation activities will include a debriefing with my supervisor, the generation of a written post-activity report, and the development of a client satisfaction survey instrument. I will provide the results of this survey instrument to my supervisor once I have compiled my data.

Objective 3: By the end of week ten, I will plan, implement, and evaluate at least one more activity – this time I will incorporate the information I learned during the first two attempts. I will generate another post trip report and client satisfaction survey as part of this process.

**Goal #2: By the end of this internship, I want to become more competent with the direct supervision of seasonal staff and volunteers**

Objective 1: By the end of week one I will meet with my supervisor and/or the appropriate human resources staff in order to become familiar with my responsibilities as a supervisor. This orientation might include (but is not limited to) familiarization with job descriptions, the employee evaluation process, sexual harassment policy, grievance procedures, dress codes, behavior management procedures, and any other appropriate policies or laws that might affect my ability to successfully supervise seasonal staff.

Objective 2: By the end of week five I will provide employee performance feedback to each of my staff in the form of a one-on-one meeting. I will document suggestions for employee improvement, work well done, suggestions from staff to improve my effectiveness as a supervisor, and any work objectives for the remaining five weeks. The outcome of this meeting and all documentation will be shared with my direct supervisor. I plan to implement suggestions for improvement from my supervisor.

Objective 3: By the end of this internship I will complete employee performance appraisals for all of my staff, including an exit interview. I will document this process via appropriate organizational mechanisms. I will also receive an appraisal from my direct supervisor regarding my effectiveness in this role over the past ten weeks.



## GRADING PROCEDURE

According to the policy of Eastern Washington University, letter grades will be assigned to each student at the completion of the Professional Internship Program. The final determination of the student's grade is based upon the following breakdown:

### **Agency Supervisor 70%**

As determined in the student's final student performance appraisal.

- As per the final evaluation criteria average for the student (based on all 12 items), the following rubric will be used as a grading metric:
  - 4.6 and higher = 100%
  - 4.1 – 4.5 = 95%
  - 3.6 – 4.0 = 90%
  - 3.1 – 3.5 = 85%
  - 2.6 – 3.0 = 80%
  - 2.1 – 2.5 = 75%

### **Faculty Advisor 30%**

As determined from the following:

- Objectives and agenda submitted on time
- Weekly reporting consistency
- Attitude and professionalism
- Overall performance
- All paperwork submitted

The faculty advisor has the right to withhold a grade if materials have not been submitted or if the internship was not completed.

The following grading scale will be used to calculate the overall internship grade for the student. Students must earn a C grade or better to pass the criteria for the internship.

<b>RCLS Grade Scale</b>			
Grade	Percentage	Grade	Percentage
A	95-100	C	69-71
A-	91-94	C-	66-68
B+	86-90	D+	62-65
B	81-85	D	59-61
B-	77-80	D-	56-58
C+	72-76	F	55 and below

# INTERN MIDTERM EVALUATION

Eastern Washington University RCLS 496-01, 02, 03, 04 – Internship in Recreation and Leisure Services <b>To be returned to faculty advisor via email or fax (509) 359-4833</b>
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Name of Intern	Agency
Name of Supervisor	Date of Evaluation

Please evaluate with care and fairness for the interest of the intern. Reflect carefully upon the intern's performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered, not upon isolated incidents alone. A final evaluation will be completed at the conclusion on the internship.

**Please insert the appropriate rating in the blank provided for each area to be rated.**

<b>Excellent</b>	<b>5</b>	<b>Exceptional performance, skill, and level of expertise; performs independently and consistently above expected level.</b>
<b>Very Good</b>	<b>4</b>	<b>Consistently meets and occasionally exceeds expected level of performance. Goes beyond job description in some areas.</b>
<b>Good</b>	<b>3</b>	<b>Consistently meets expected level of performance.</b>
<b>Fair</b>	<b>2</b>	<b>Requires assistance and needs monitoring in some areas in order to meet expected level of performance.</b>
<b>Poor</b>	<b>1</b>	<b>Rarely or never meets expected level of performance; unable to perform without supervision.</b>

Item	Rating	Strong Points	Suggestions
1. Knowledge of position: Understanding of the requirements of the internship, the intern's place in the organization, and expectations of the intern.			
2. Productivity: Use of time, facilities, and available resources; volume and nature of work produced; planning and follow-through.			
3. Quality of Work: Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions.			
4. Communication: Communicates effectively with staff members and secures acceptance of ideas, methods, and plans by other staff members. Considers viewpoints of others.			
5. Relationships with agency staff: Respect, tact, insight, effectiveness, and courtesy. Ability to coordinate and cooperate with other departments.			
6. Relationship with participants: Respect, tact, insight, effectiveness, courtesy.			

Item	Rating	Strong Points	Suggestions
7. Writing ability and expression: Degree of skill and ability to express thoughts on paper, reports, projects; command of language.			
8. Responsibility: Dependability, ability to meet schedules, follow-through, and attend to instructions.			
9. Independent functioning: Performs without constant supervision and functions constructively on own initiative when necessary.			
10. Attendance and punctuality: Regularity of attendance; promptness of reporting absence, tardiness and time off for illness or personal business; clock watching.			
11. Attitude: Enthusiasm, loyalty, interest, and approach to the internship, associates, public, and the agency. Ability to comply with established procedures and policies.			
12. Judgment: Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.			
<b>OVERALL MIDTERM PERFORMANCE ON THE INTERNSHIP:</b> (SUM OF INDIVIDUAL SCORES DIVIDED BY 12 ITEMS)			

# INTERN FINAL EVALUATION

Eastern Washington University RCLS 496-01, 02, 03, 04 – Internship in Recreation and Leisure Services <b>To be returned to faculty advisor via email or fax (509) 359-4833</b>
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Name of Intern	Agency
Name of Supervisor	Date of Evaluation

Please evaluate with care and fairness for the interest of the intern. Reflect carefully upon the intern's performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered, not upon isolated incidents alone. A final evaluation will be completed at the conclusion on the internship.

**Please insert the appropriate rating in the blank provided for each area to be rated.**

<b>Excellent</b>	<b>5</b>	<b>Exceptional performance, skill, and level of expertise; performs independently and consistently above expected level.</b>
<b>Very Good</b>	<b>4</b>	<b>Consistently meets and occasionally exceeds expected level of performance. Goes beyond job description in some areas.</b>
<b>Good</b>	<b>3</b>	<b>Consistently meets expected level of performance.</b>
<b>Fair</b>	<b>2</b>	<b>Requires assistance and needs monitoring in some areas in order to meet expected level of performance.</b>
<b>Poor</b>	<b>1</b>	<b>Rarely or never meets expected level of performance; unable to perform without supervision.</b>

Item	Rating	Strong Points	Suggestions
1. Knowledge of position: Understanding of the requirements of the internship, the intern's place in the organization, and expectations of the intern.			
2. Productivity: Use of time, facilities, and available resources; volume and nature of work produced; planning and follow-through.			
3. Quality of Work: Organization, thoroughness, accuracy, neatness, foresight, soundness of decisions.			
4. Communication: Communicates effectively with staff members and secures acceptance of ideas, methods, and plans by other staff members. Considers viewpoints of others.			
5. Relationships with agency staff: Respect, tact, insight, effectiveness, and courtesy. Ability to coordinate and cooperate with other departments.			
6. Relationship with participants: Respect, tact, insight, effectiveness, courtesy.			

Item	Rating	Strong Points	Suggestions
7. Writing ability and expression: Degree of skill and ability to express thoughts on paper, reports, projects; command of language.			
8. Responsibility: Dependability, ability to meet schedules, follow-through, and attend to instructions.			
9. Independent functioning: Performs without constant supervision and functions constructively on own initiative when necessary.			
10. Attendance and punctuality: Regularity of attendance; promptness of reporting absence, tardiness and time off for illness or personal business; clock watching.			
11. Attitude: Enthusiasm, loyalty, interest, and approach to the internship, associates, public, and the agency. Ability to comply with established procedures and policies.			
12. Judgment: Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.			
<b>OVERALL MIDTERM PERFORMANCE ON THE INTERNSHIP:</b> (SUM OF INDIVIDUAL SCORES DIVIDED BY 12 ITEMS)			

**\*This score is out of a 5-point scale and equates to 70% of the student's overall grade. The EWU academic advisor will provide the remaining 30% of the grade and convert it to a letter grade prior to entry into the EWU grading system.**

# STUDENT EVALUATION OF INTERNSHIP SITE

THIS FORM IS A SAMPLE ONLY. PLEASE COMPLETE THIS FORM ONLINE.

Name of Intern \_\_\_\_\_ EWU Faculty Advisor \_\_\_\_\_

Agency name and location \_\_\_\_\_

**Instructions:** Please rate the strengths and weaknesses of the site in terms of meeting your needs as a student intern. Use the following scale:

1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 = Excellent
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\_\_\_\_\_ Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.  
Comments:

\_\_\_\_\_ Provision of relevant experiences in administration, supervision and leadership.  
Comments:

\_\_\_\_\_ Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.  
Comments:

\_\_\_\_\_ Provision of assistance in helping you meet your personal and professional goals and objectives.  
Comments:

\_\_\_\_\_ Possession of resources essential to the preparation of professionals (library, equipment, supplies, etc.).  
Comments:

\_\_\_\_\_ Employment of qualified, professional staff with demonstrated capability to provide competent supervision.  
Comments:

\_\_\_\_\_ Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed by brief, written progress reports.  
Comments:

\_\_\_\_\_ Allowance for relating classroom theory to practical situations.  
Comments:

\_\_\_\_\_ Willingness to listen to whatever suggestions or recommendations you might offer and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.  
Comments:

# STUDENT EVALUATION OF AGENCY INTERNSHIP SUPERVISOR

THIS FORM IS A SAMPLE ONLY. PLEASE COMPLETE THIS FORM ONLINE.

Name of Intern \_\_\_\_\_ EWU Faculty Advisor \_\_\_\_\_

Agency name and location \_\_\_\_\_

**Instructions:** Please evaluate the quality of the supervision you received during the internship. Please rate on the following items, but include other information you feel pertinent under each category in the comments section. Use the following scale:

1 = Poor	2 = Fair	3 = Good	4 = Very Good	5 = Excellent
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\_\_\_\_\_ Interest in you as a person and as a student.  
Comments:

\_\_\_\_\_ Willingness to discuss the full range of your activities at the site.  
Comments:

\_\_\_\_\_ Ability to respond to your problems and to help you work toward solutions.  
Comments:

\_\_\_\_\_ Number and quality of conferences.  
Comments:

\_\_\_\_\_ Adequacy of arrangements made to orient you to the site.  
Comments:

\_\_\_\_\_ Sensitivity to your needs in accomplishing your objectives.  
Comments:

\_\_\_\_\_ Expression of encouragement and sincerity.  
Comments:

\_\_\_\_\_ Understanding of philosophy and practices in the profession.  
Comments:

\_\_\_\_\_ Flexibility in arranging your tasks in light of changing situations within the site and with consideration to you.  
Comments:

\_\_\_\_\_ Openness to change, innovation, and new techniques.  
Comments:

# STUDENT EVALUATION OF EWU INTERNSHIP ADVISOR

THIS FORM IS A SAMPLE ONLY. PLEASE COMPLETE THIS FORM ONLINE.

Name of Intern \_\_\_\_\_ Date \_\_\_\_\_

EWU Faculty Advisor \_\_\_\_\_ Date \_\_\_\_\_

Course Title: Professional Internship

Quarter: Summer

**Justification:** The PEHR Department and the College of Arts, Letters, and Education are interested in knowing what students think about the instruction they have received. It is our desire to receive an honest and confidential evaluation of each instructor. The information you provide will be used in making decisions about the instructor's eligibility for tenure, promotion and merit. It may also improve the quality of instruction provided.

**Direction:** Please answer the following question by circling the number which you feel best describes the instruction you received.

The instructor's effectiveness in teaching the subject matter was: (circle one)

Poor  
1

Fair  
2

Good  
3

Very Good  
4

Excellent  
5

**Comments:** Please feel free to comment and use back of this form if additional space is needed.



# STUDENT EXIT INTERVIEW

THIS FORM IS A SAMPLE ONLY. PLEASE COMPLETE THIS FORM ONLINE.

Name of Intern \_\_\_\_\_ EWU Faculty Advisor \_\_\_\_\_

Supervisor's Name \_\_\_\_\_ Agency \_\_\_\_\_

Please answer the following questions at the end of your internship.

1. Did you feel prepared for this internship experience? Y N Please explain:
2. To what extent was the internship a valuable experience?
3. Describe your overall experience at Eastern Washington University.
4. Describe your overall experience in the RCLS program.
5. Can you recall a particular highlight during your years in the RCLS program?
6. In your opinion, what are the greatest strengths of the RCLS program?
7. How might we improve the degree or curriculum of the RCLS program?