University of Utah  
Parks, Recreation, and Tourism  
300-Hour PIR Experience Requirement

Prior to beginning your senior internship (PRT 4828), all PRT students are required to complete a MINIMUM of 300 hours of experience in our industry. The specifics are listed below:

1. These hours can be PAID or VOLUNTEER. The hours must be completed AFTER HIGH SCHOOL. THE INTERNSHIP COORDINATOR WILL HAVE THE FINAL DETERMINATION ON WHAT TYPE OF ACTIVITY WILL OR WILL NOT COUNT FOR THESE PRE-INTERNSHIP HOURS.
2. Experiences that DO NOT count towards the 300 hours include:
   - Working in retail not related to parks, recreation, or tourism
   - Working on-line or from home for an agency
   - Waitress, server, bartender will be reserved for hospitality emphasis students only, and will be reserved for one of the two agency options
3. The 300 hours must come from a minimum of TWO agencies and a maximum of eight agencies. For example, if you worked at the front desk of the St. Regis Hotel for two years, you must still earn an additional 50 hours from another leisure service organization.
4. Each experience used must be a minimum of 50 ON-SITE agency hours. If you work or volunteer for an organization and do not earn at least 50 hours of work in that organization, YOU CANNOT COUNT THOSE HOURS TOWARD YOUR 300 HOURS REQUIREMENT.
5. Each experience must be under the supervision of a full-time supervisory-level employee of the agency.
6. Work and/or volunteer experiences should be within the career options within the field of Parks, Recreation, and Tourism.
7. Your hours will be verified. If the hours cannot be verified or the quality of your work was unacceptable, those hours will NOT count toward your 300 hours.
8. Lifeguarding will be approved for a maximum of 50 hours.
University of Utah  
Parks, Recreation, and Tourism  
PIR Experience Documentation and Verification Form

Prior to beginning the senior internship (PRT 4828), all PRT students are required to obtain and verify 300 hours of experience in our industry. As an agency contributing to the professional development of our students, we ask that you verify the employment dates and hours listed below and that you provide us with a brief evaluation of their performance. Upon receipt of this form, we may contact you to follow up on your experiences with this student. Thank you for being a part of the professional development of our students.

A. This portion to be completed by the student:

Student’s Name ___________________________  Student’s Email ___________________________

Emphasis Area ____________________________________________

UNID ___________________________  Expected Graduation Date ___________________________

Agency Supervisor ___________________________  Job Title ___________________________

Agency Name ____________________________________________

Agency Street Address ____________________________________________

Agency Phone ___________________________  Email ___________________________

Dates of employment/volunteer work ____________________________________________

B. This portion to be completed by the Agency Supervisor:

Approximate Hours Worked Per Week ___________  Total Hours Worked ___________________________

Student’s Position/Title ____________________________________________

Nature of work with the agency ____________________________________________

________________________________________

Evaluation of Student Performance (please circle one)

Acceptable – performance consistent with professional expectations of volunteers, interns or trainees.

Unacceptable – performance was inadequate or inconsistent and must improve. (Please provide examples)

________________________________________

*Please attach a business card or letter on your agency’s official letterhead as affirmation of this information.*

Agency Supervisor’s Signature & Date ____________________________

Return to:  Preston Tanner, Internship Coordinator, Parks, Recreation, and Tourism, 1901 E. South Campus Dr., Annex C, Room 1085, Salt Lake City, UT 84112  
preston.tanner@utah.edu, Fax: 801-581-4930
University of Utah
Parks, Recreation, and Tourism
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Emphasis Area__________________________________________

UNID ____________________________ Expected Graduation Date _____________

Agency Supervisor__________________________ Job Title ____________________________

Agency Name__________________________________________

Agency Street Address__________________________________________

Agency Phone ____________________________ Email ____________________________

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