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Introduction

Internships, sometimes referred to as cooperative education experiences, are a central component of student total educational preparation in Parks, Recreation, and Tourism (PRT). 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 and build on their strengths and interests, and address their limitations. They also gain an appreciation of roles, duties, and responsibilities of parks, recreation, and tourism professionals.

The PIR Experience Requirement (PIR) serves as an initial exposure to practice and allows students to investigate the depth of their commitment to one of our three emphasis areas: Commercial, Community & Sport Management, Outdoor Recreation Studies, and Sustainable Tourism & Hospitality Management.

The Senior Internship, PRT 4828, provides an in-depth learning opportunity that is designed for students who are in their final semester and approaching graduation. This experience is considered the capstone of the academic career. It must be noted that not all experiences are spectacular, yet there is much to be learned in most situations. Securing an internship takes advanced research on the part of the student to obtain an appropriate match.

This handbook describes the prerequisites, policies, procedures, and paperwork for the PIR and PRT 4828. The handbook is divided into two sections. The first section describes the requirements of the programs. The second section includes the application forms required for the PIR and PRT 4828.

Best wishes for a successful and enriching internship experience!

Preston J. Tanner

Preston Tanner, MBA
Online Program Coordinator, Lecturer
Internship Coordinator
Parks, Recreation, and Tourism
University of Utah
PIR Experience Requirement (PIR)

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 APPROVAL COMMITTEE 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 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 and accrued well over 300 hours, 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 must be verified by the agency supervisor. 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.
Prerequisites

PRT 4828: Completed PIR; current First Aid and CPR *(online courses are not acceptable)*; senior level, completion of all coursework; minimum overall GPA 2.5 for in-state; 3.0 for out-of-state or remote supervision; 3.2 for international internships; approval of department.

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

Student Pre-Requirements:

1. Student eligibility verified by PRT academic advisor, including current First Aid/CPR, and completion of all coursework (Form 1).
2. PIR completed as verified by the Coordinator of Internships.
3. Secure placement at approved agency site (Form 2).
4. A student may not start her or his own business as an internship.
5. Student-athletes should not attempt an internship the semester their sport is in season.
6. Complete and submit application materials by the due dates.

<table>
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7. The student will not be placed at an agency where she or he is currently employed or has held a similar position or function.
8. The student will make her or his own housing, transportation, and living arrangements.
9. The student will provide her or his own liability insurance when necessary and is financially responsible for expenses incurred during the experience.
10. The student may be paid by the agency; this is optional and determined by the agency.
11. The student will agree to 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 agencies selected may be identified through consultation with her or his academic advisor, her or his emphasis area coordinator, University Career Services, or the Coordinator of Internships.
3. A student may not start her or his own business as an internship.
4. Student-athletes should not attempt an internship the semester their sport is in season.
5. The internship, as required by NRPA guidelines, must be directly related to your chosen emphasis area and must be approved by the Coordinator of Internships.
6. The agency must be approved by the Coordinator of Internships and or the Internship Advisory and Approval Committee.
7. The Internship Advisory and Approval Committee reserves the right to accept or reject the student’s agency choice for internship.
8. 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.

Agency Approval Criteria:

1. Agency supervisor of intern must:
   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. Be available to meet weekly with the student to evaluate performance and complete evaluations.
   e. Meet at least once during the semester with the student and university supervisor.

2. The Agency must:
   a. Provide services that are considered professional services within the agency and the community and that comply with applicable professional standards.
   b. Provide a comprehensive student agency orientation program.
   c. Allow students to observe and assist in leadership and program management when appropriate.
   d. Allow students to participate in agency-wide functions.

Agency Pre-Placement Documents must have start and end dates of the internship consistently posted:

1. Verification of agency approval (Form 2)
2. Intern job description and letter of acceptance from the agency (Form 4)
3. Affiliation agreement for PRT 4828 (Form 5)
Responsibilities See also Form 5: Student/University/Agency Agreement

Student Responsibilities:

PRT 4828 is a 12-credit full-time internship requiring a minimum of 480 hours in a minimum of 12 weeks during the semester that the student is registered. The internship may be split between two consecutive semesters 6-credits each requiring a minimum of 240 hours in a minimum of 12 weeks each semester.

Please note: Some internship agencies may require the intern to continue to work between semesters. The student should be aware of these requirements and fulfill their commitment to the agency. If the student continues to work at their internship between semesters those hours will not be counted toward the academic credit hours.

1. Maintain a positive work experience for 12-14 weeks.
2. Complete bi-weekly reports and other assignments as described in the course syllabus.
3. Present a professional appearance and behavior at all times.
4. Adhere to the standards outlined by the agency.
5. Communicate regularly with the university internship supervisor.
6. Arrange and be present during the site visit.
7. Maintain a positive attitude and willingness to learn.

Agency Responsibilities:

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

Any exceptions to these policies will be handled on a student-by-student basis and in writing.
Letters Requesting Exception to Policy:

A letter must be written to the PRT Internship Advisory and Approval Committee and contain:

1. The purpose of the letter
2. The policy you are requesting an exception to
3. The courses involved
4. A convincing and realistic rational for how this request will help you meet your professional goals. Include your professional goals.

Use a professional style of writing. A well-written letter is more convincing than a poorly written letter.

Submit the letter to the Coordinator of Internships.

The committee will review the letter and make a determination to approve the exception, suggest an alternative solution, or deny the request. In all cases, a letter with the decision will be sent in response.
Forms for Student Use

In Completing PIR;

And PRT 4828
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 APPROVAL COMMITTEE 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 and completed well over 300 hours, 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 parameters of the career options within the field of Parks, Recreation, and Tourism.

7. Your hours must be verified by the agency supervisor. 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
Form 1 - Student Information

Note: Form must be typed.

Application for PRT 4828 Internship

Application materials must be submitted to the Internship Coordinator by:
March 1 for Summer internships;
July 1 for Fall internships;
Nov. 1 for Spring internships.

Semester and year of proposed internship: ________________________________

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.

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<td>First Aid/CPR</td>
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<td>Computer Proficiency</td>
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<td>Professional Membership</td>
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<td>PIR</td>
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</tbody>
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PRT Academic Advisor Approval ___________________________ Signature & date
Form 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 or work history is requested.

Internship Position Information:

Dates of Proposed Internship: ____________________________ (this is important!)
Compensation: __________________ Number of Hours per Week: ________________
Description of Proposed Position:

PRT Internship Coordinator Approval ________________________________
Signature & date
Form 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 4 – 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 and projected hours per week.
- A short job description including a brief description of tasks.
- Compensation information.
- Name, address, phone number of the intern’s direct supervisor.
Form 5 - 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 Parks, Recreation, and Tourism (PRT) as an intern. 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, Parks, Recreation and Tourism.

The objectives for the student of the internship 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, 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 the internship.

Responsibilities of the student to the University:
A. To be a representative of the University, College of Health, and 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 internship experience or substitution as approved by the University 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.
F. 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 when appropriate.
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 PRT Internship Coordinator, at (801) 587-7357.

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

Agency Title:
Mailing Address:

Telephone: Fax:
Email address:

Signature of sponsoring agency supervisor __________________________ Signature of University supervisor __________________________

Signature of student __________________________ Date ____________
PRT 4828
Weekly Reflective Journal Entry

Student Name: ____________________ Week # ______ Date: ______

Internship Hours: Weekly Total: ______ Cumulative Total to Date: ______

Site
Supervisor: ____________________

Agency: ____________________

Brief description of the past two weeks' duties:

How are you experiencing a relevant and challenging use of your skills?

What did you learn from the experience?

What worked well? What would you change next time?

Please describe the supervision you are receiving.

In addition to the weekly reflection based on the above, please reflect on the questions below, one question per journal entry. A minimum of 500 words per reflection is required.
Internship Journaling Questions

Reflective Journal #1: Write about the history of the agency, types of job positions in the agency, types of degrees or certificates required to work there, salary range, and job satisfaction. Is this a place you would like to work in the future? Why or Why not? Discuss why you decided to intern at this particular organization. What is it about the organization or agency that interests you? Does it relate to a career in which you would like to continue?

Reflective Journal #2: Reflect on your attitude toward work and learning. What are you willing to commit to your internship agency? What specific things do you intend to do during your internship that will demonstrate your commitment to the agency, your interest in learning, and your dedication to the quality of your work? Include the actions and behaviors that will demonstrate your positive attitude toward work and learning.

Reflective Journal #3: Ethics are the standards of conduct of a particular profession or group. A dilemma is defined as a situation in which one must choose between difficult and conflicting alternatives. Ethical dilemmas often require one to choose between options that are not 100% “right” or 100% “wrong”. Identify and write about the ethical standards in your field or planned career. Some professional associations have written codes of ethics on their web sites. Consult your agency supervisor to learn what ethical standards exist and what standards you are expected to follow. Discuss a real ethical dilemma that actually has arisen at your internship site…or …discuss a potential ethical dilemma that could arise at your internship site.

Reflective Journal #4: As you complete the transition from student to professional during this internship, the personal characteristics and skill sets developed as a result of the college experience should prove extremely beneficial. How has your transition to this internship placement gone so far? What skills or techniques have you learned in school that made your transition easier?

Reflective Journal #5: Describe how you are continuing to work toward your goals. Have you completed any goals? Which ones? How did you complete them? What are your personal standards for determining success in your internship? What have you done to ensure that you meet those standards?

Reflective Journal #6: Describe an unexpected issue that you needed to handle at work; list the people involved using generic titles – not names, discuss any back ground information relevant to the situation, describe the actual incident and your response, evaluate the effectiveness of your response and suggest how you would handle a similar situation in the future.

Optional Reflective Journal #7: Give an example of a time when you successfully communicated with another person during this internship, even when that individual may not have personally liked you or agreed with your point-of-view. Were you able to have a positive influence on the behavior of this person?
Note: Form must be typed.

PRT 4828
Student Midterm Evaluation of Internship

Please take a few moments to reflect on your internship experience to this point. Answer each question as honestly as possible. Submit a copy to your university internship coordinator upon completion of the sixth week of the field experience. A copy should be made and discussed with the agency supervisor. Candid discussions with the agency supervisor on a continuing basis and of your reactions expressed on this form are helpful for you to make your experience more meaningful.

Date: ______________________  Student: ________________________________

Internship Agency: ________________________________________________

Internship Supervisor: _____________________________________________

1. Briefly summarize to date your experience in relation to your goals for the internship.

2. Is this experience what you expected? Explain.

3. Is this experience helping you to accomplish your expected goals? Explain.

4. a. Is your agency supervisor adequate? Explain.

b. Is the University supervisor adequate? Explain.
5. How can the internship experience be more meaningful?

a. What can you do to make it so?

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: ___________
### Section I: Student Background Information

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<td><strong>3. LENGTH OF PLACEMENT</strong></td>
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### Section II: Performance Assessment

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<td><strong>5. TEAMWORK</strong></td>
<td><strong>6. INITIATIVE</strong></td>
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<td>☐ Well-groomed appearance</td>
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<td>☐ Acceptable appearance</td>
<td>☐ Gets along satisfactorily w/ others</td>
<td>☐ Completes assigned responsibilities</td>
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<td>☐ Needs improvement</td>
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<tr>
<td><strong>7. SELF-CONFIDENCE</strong></td>
<td><strong>8. JUDGEMENT</strong></td>
<td><strong>9. DEPENDABILITY</strong></td>
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<tr>
<td>☐ Self-confident</td>
<td>☐ Makes appropriate decisions</td>
<td>☐ Very dependable</td>
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<tr>
<td>☐ Usually self-confident</td>
<td>☐ Usually makes the right decision</td>
<td>☐ Usually dependable</td>
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<td>☐ Needs improvement</td>
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<tr>
<td><strong>10. MATURITY</strong></td>
<td><strong>11. ABILITY TO LEARN</strong></td>
<td><strong>12. PROBLEM SOLVING</strong></td>
<td></td>
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<tr>
<td>☐ Very mature</td>
<td>☐ Learns new skills quickly</td>
<td>☐ Solves problems independently</td>
<td></td>
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<tr>
<td>☐ Mature</td>
<td>☐ Average ability to learn new skills</td>
<td>☐ Needs help solving most problems</td>
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<tr>
<td>☐ Needs improvement</td>
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<tbody>
<tr>
<td><strong>13. QUALITY OF WORK</strong></td>
<td><strong>14. WRITTEN COMMUNICATION</strong></td>
<td><strong>15. VERBAL COMMUNICATION</strong></td>
<td></td>
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<tr>
<td>☐ Regularly exceeds expectations</td>
<td>☐ Strong communication skills</td>
<td>☐ Strong communication skills</td>
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<tr>
<td>☐ Regularly meets expectations</td>
<td>☐ Satisfactory communication skills</td>
<td>☐ Satisfactory communication skills</td>
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<tbody>
<tr>
<td><strong>16. ATTENDANCE</strong></td>
<td><strong>17. PUNCTUALITY</strong></td>
<td><strong>18. PROFESSIONALISM</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>☐ Regular</td>
<td>☐ Very punctual</td>
<td>☐ Very professional</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>☐ Irregular</td>
<td>☐ Usually punctual</td>
<td>☐ Usually professional</td>
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<td></td>
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<tr>
<td>☐ Needs improvement</td>
<td>☐ Needs improvement</td>
<td>☐ Unprofessional</td>
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</table>
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 email or fax the completed performance assessment form to Preston Tanner,
preston.tanner@utah.edu; University of Utah, Parks, Recreation, and Tourism, Annex Building, Rm 1085,
1901 E. South Campus Dr., Salt Lake City, Utah  84112; FAX (801) 581-4930
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, and (c) mail or email directly to: Preston Tanner, preston.tanner@utah.edu, University of Utah, Parks, Recreation, and Tourism, Annex Building, Rm 1085, 1901 E. South Campus Dr., Salt Lake City, UT 84112.

Internship Agency: ____________________________________________________________

Internship Supervisor: _______________________________________________________

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

<table>
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<tr>
<th>Scale: 1-Poor</th>
<th>2-Fair</th>
<th>3-Acceptable</th>
<th>4-Good</th>
<th>5-Excellent</th>
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</table>

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 managements skills
- □ Other ___________________
(Form 12 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

Note: Form must be typed.

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: The Senior Internship
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
   - Outdoor Recreation Studies
   - Commercial, Community, & Sport Management
   - Sustainable Tourism & Hospitality Management

2. SEMESTER
   - Summer Semester
   - Fall Semester
   - Spring Semester

3. LENGTH OF PLACEMENT
   - Mid-Semester Assessment
   - Final Assessment

Section II: Performance Assessment

4. APPEARANCE
   - Well-groomed appearance
   - Acceptable appearance
   - Needs improvement

5. TEAMWORK
   - Works very well with others
   - Gets along satisfactorily with 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
    - Needs improvement

17. PUNCTUALITY
    - Regular
    - Irregular
    - Needs improvement

18. PROFESSIONALISM
    - Professional
    - Unprofessional
    - Needs improvement
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?

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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

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