



**Parks, Recreation, and Tourism**

COLLEGE OF HEALTH | THE UNIVERSITY OF UTAH

**INTERNSHIP APPLICATION FORMS  
for  
PRT 4828: THE SENIOR INTERNSHIP**

(Revised, November 2018)

**Form 1: Student Information**

**Application for PRT 4828 – The Senior Internship**

**Note: Form must be typed.**

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: \_\_\_\_\_ UNID: \_\_\_\_\_

PRT Emphasis Area: \_\_\_\_\_ Overall GPA: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contact information where you can be reaching during the internship:**

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

**Academic Information:** Please complete the following table.

Requirement	Semester and Year Completed
Completion of all Coursework	
First Aid/CPR	
Computer Proficiency	
Professional Membership	
PIR	

PRT Academic Advisor Approval \_\_\_\_\_

Signature & date

**Form 2: Agency Acceptance Information**

**Note: Form must be typed.**

**Application for PRT 4828 – The Senior Internship**

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? \_\_\_\_\_ YES \_\_\_\_\_ NO  
If no, what degree is held?

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:**

Start & End Dates of Proposed Internship: \_\_\_\_\_

Compensation: \_\_\_\_\_ Number of Hours per Week: \_\_\_\_\_

Description of Proposed Position:

PRT Internship Coordinator Approval of Agency \_\_\_\_\_

Signature & date

**Form 3: Student Statement of Rationale**

**Note: Form must be typed.**

**Application for PRT 4828 – The Senior Internship**

**Student Statement of Rationale:** Student shall provide a typewritten statement, two to three paragraphs, explaining the rationale why this agency meets their academic and professional preparation needs.

**Form 4: Letter of Acceptance**

**Note: Form must be typed.**

**Application for PRT 4828 – The Senior Internship**

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: Student/University/Agency Sponsor Agreement**

### **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 locally. Telephone contacts are used for students who complete the internship experience long distance.
- 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