



**Parks, Recreation, and Tourism**

COLLEGE OF HEALTH | THE UNIVERSITY OF UTAH

**PRE-INTERNSHIP REQUIREMENT (PIR) &  
INTERNSHIP HANDBOOK  
2019-2020**

(Revised, July 2019)

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## Introduction

The Parks, Recreation, and Tourism (PRT) Internship, sometimes also referred to as a cooperative education experience, is a central component of a student's total educational degree and professional preparation. This experience is designed to combine on-site professional experiences with theoretical and philosophical foundations studied in traditional academic settings. Through the internship experience, students grow professionally and intellectually and 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 Pre-Internship Requirement (PIR) serves as an initial exposure to practice within the field and allows students to investigate the depth of their commitment to one of the three emphasis areas in PRT: 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. Securing an internship takes advanced research on the part of the student to obtain an appropriate match and maximize their capstone opportunity. This handbook describes the prerequisites, policies, procedures, and paperwork 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

## **Pre-Internship 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 parks, recreation, and tourism. The specifics are as follows:

1. PIR hours can be PAID or VOLUNTEER. The hours must be completed AFTER HIGH SCHOOL. The PIR Approval Committee will have the final determination on what activities will or will not count towards fulfilling the PIR.
2. 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.  
Each experience 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 will not be able to apply those hours toward the PIR 300 hour requirement.
3. Each experience must be under the supervision of a full-time supervisory-level employee of the agency.
4. Work and/or volunteer experiences should be within career options within the field of Parks, Recreation, and Tourism.
5. Your hours must be verified by the agency supervisor. If the hours cannot be verified or the quality of your work was unacceptable based on your agency supervisor's evaluation, those hours will NOT count toward your 300 hours.
6. Lifeguarding, bartending, restaurant serving, and similar positions will be approved for only one agency.
7. PIR documentation must include a letter of verification on official agency letterhead or an attached business card from the specified agency supervisor (hard copy, or scanned copy; email verifications will not be accepted).
8. International Students: Those on the F-1 visa must apply and be approved for Curricular Practical Training (CPT) authorization prior to beginning any off-campus PIR hours. CPT applications are submitted to the International Student and Scholar Services (ISSS) office and have a two-week processing time, so it is important to plan ahead. For more information about applying for CPT, please schedule an appointment with an International Student Advisor by calling ISSS at 801-581-8876. (Please note that any PIR hours completed outside of the U.S. or before beginning your program may still be submitted and do not require CPT approval.)

**\*Please note:** PIR documentation must be submitted to the PIR submission portal on the PRT Undergraduates Canvas site. If you need access to the PRT Undergraduates Canvas site, contact the PRT Academic Advisor with your full name and University Network Identification number (uNID) to be added.

### **PRT 4828: The Senior Internship**

PRT 4828 is a 12-credit hour full-time internship requiring a minimum of 480 hours AND a minimum of 12 weeks of internship work during the semester that the student is registered. In limited circumstances, the internship may be split between two consecutive semesters of 6-credit hours each requiring a minimum of 240 hours in a minimum of 12 weeks each semester.

The Senior Internship involves fieldwork that is related to the student's academic emphasis as well as academic assignments. The Senior Internship requires an application process, approval from the PRT Internship Coordinator, and in some cases the Internship Advisory and Approval Committee prior to registration.

#### **Prerequisites:**

- PIR complete and approved
- Current First Aid and CPR (*only in-person courses are acceptable*)
- Senior level status and completion of all coursework
- Minimum overall GPA 2.5
- Enrolled in PRT relevant professional membership
- Approval of the Internship Coordinator

#### **Student Eligibility and Verification:**

1. **PIR:** PIR hours and documentation should be completed and submitted, and then approved by the Internship Coordinator prior to beginning the internship application process.
2. **Prerequisites:** Students must submit proof of current First Aid/CPR, and professional association membership to the PRT Academic Advisor who will update the student's My Degree Dashboard, verify senior level status, verify satisfactory completion of all coursework, and verify that the student meets minimum GPA requirements.

#### **Internship Policies:**

1. The student will agree to complete and document the minimum required clock hours (480) in a minimum of 12 weeks during the semester as approved by the agency supervisor. *Please note: Some internship agencies may require the intern to work between semesters or over holidays and academic breaks. The student should be aware of these requirements and fulfill their commitment to the agency. However, hours completed between semesters cannot be counted toward the academic credit hours. Only hours completed during the semester registered for PRT 4828 will be counted toward the internship.*
2. The internship, as required by NRPA guidelines, must be directly related to the student's chosen emphasis area and must be approved by the Internship Coordinator.
3. The student will not be placed with an agency where she or he is currently employed or has held a similar position or function unless the student:
  - Has sufficient experience in a career path position,
  - Is taking on significant additional responsibilities including a major project and associated academic assignments, and
  - Has the approval of the Internship Coordinator for a project-based internship. (Meet with the Internship Coordinator prior to submitting application.)

4. The student will make her or his own housing, transportation, and living arrangements.
5. The student will provide her or his own liability insurance when necessary and is financially responsible for expenses incurred during the experience.
6. The student may be paid by the agency; this is optional and determined by the agency.
7. A student may not start her or his own business as an internship.
8. Student-athletes should not attempt an internship the semester their sport is in season.
9. International Internships: Students pursuing international internships must register their travel with the University of Utah through the Student Travel Registry. This will provide access to international medical insurance coverage, travel assistance, and emergency evacuation services while abroad. The Student Travel Registry can be found at the following link:  
<https://global.utah.edu/international-travel/>

### **Policies and Procedures for Internship Site Selection:**

1. The student is expected to find and secure the internship.
2. Agencies may be identified through internship postings, job boards, consultation with the PRT academic advisor, an emphasis area coordinator, the U of U's Career & Professional Development Center, or the Internship Coordinator.
3. Verify that the internship meets all requirements for credit prior accepting a position.
4. 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 the completion date by the agency or the student, no credit will be earned and an "E" grade will result.
5. The agency must be approved by the Internship Coordinator and/or the Internship Advisory and Approval Committee.
6. The Internship Advisory and Approval Committee reserves the right to accept or reject the student's agency choice for internship.

### **Agency Approval Criteria:**

1. The intern's agency supervisor 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 a minimum of two intern 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.

**Responsibilities:**

\* *For a more detailed list of responsibilities, see Form 5: Student/University/Agency Agreement.*

***Student Responsibilities:***

1. Maintain a positive work experience for 12-14 weeks (and 480 hours minimum).
2. Complete 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, review assignments, report concerns, and submit 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 (see below).**

### Internship Application Process:

Complete and submit internship application materials to the appropriate submission portals on the PRT Undergraduates Canvas site by the due dates. If you need access to the PRT Undergraduates Canvas site, contact the PRT Academic Advisor with your full name and University Network Identification number (uNID) to be added.

1. **Form 1: Student Information** – This form initiates the internship application process. It is used to declare the internship semester and to verify student information and eligibility for the internship. This form is verified and signed by the PRT Academic Advisor.
  2. **Form 2: Agency Acceptance Information** – Secure placement at an approved agency. This form documents the student’s proposed agency, supervisor, and internship position, all of which must meet minimum requirements as described in the internship policies section. If you have questions about approval of your agency, supervisor, or position, speak with the Internship Coordinator before securing an internship, and prior to submitting this form.
  3. **Form 3: Student Statement of Rationale** – The student must explain the rationale why the proposed agency, supervisor, and internship position aligns with their academic emphasis and career goals.
  4. **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 submitted.
  5. **Form 5: Student/University/Agency Sponsor Agreement** – This form documents the responsibilities that are applicable for each party involved in the internship: student, sponsoring agency or business, and the University of Utah, Parks, Recreation and Tourism.
- \* *Internship Application Forms 2 and 4 must have consistently stated internship start and end dates.*

### Internship Application Deadlines:

Semester of Internship	Form 1 Deadline	Forms 2, 3, 4, & 5 Deadline
Spring Internship	November 1	December 1
Summer Internship	March 1	April 1
Fall Internship	July 1	August 1

**Letter Requesting Exception to Policy:**

Any exceptions to the internship policies will be handled on a student-by-student basis and in writing. Before submitting a letter requesting exception to policy, the student should set a meeting to discuss the potential internship and related policies with the Internship Coordinator. If it is deemed relevant and appropriate to submit a letter requesting exception to policy, a letter must be written to the PRT Internship Advisory and Approval Committee and contain:

1. The student's name and uNID.
2. The purpose of the letter.
3. The policy you are requesting an exception to.
4. The courses involved (if necessary).
5. A convincing and realistic rationale for how this request will help you meet your professional goals. Include your professional goals.

The letter must be typed using 12 point font. Use a professional style of writing. A well-written letter is more convincing than a poorly written letter.

Submit the letter on the PRT Undergraduates Canvas Site. Be aware that the submission portal for the letter requesting exception to policy will not be available until after the student meets with the Internship Coordinator to discuss the potential internship and related policies.

Once the letter has been submitted, 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 notification of the decision will be sent in response.



**Pre-Internship Requirement (PIR) 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: The student for submission on the PRT Undergraduates Canvas site, or  
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](mailto:preston.tanner@utah.edu)

**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