



Pre-Internship (PIR) Requirement Policies

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.



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,
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