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Introduction

Internships, also 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 Pre-Internship Requirement (PIR) serves as an initial exposure to practice and allows students to investigate the depth of their commitment to one of our seven emphasis areas: therapeutic recreation, adventure and outdoor programs, sustainable tourism management, hospitality management, commercial recreation management, community recreation & sport management, and natural resources recreation planning and management.

Internships are associated with two courses in the program: PRT 4828 and PRT 5828. PRT 5828 (for therapeutic recreation) and PRT 4828 (for all other emphases) provide an in-depth cooperative education experience 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 it takes advanced research on the part of the student to obtain an appropriate match.

This handbook describes the pre-requisites, policies, procedures, and paperwork for the PIR and PRT 4828. The handbook is divided into three sections. The first section describes the requirements of the programs. The second section includes a sample syllabus for PRT 4828. The third section includes the application forms required for the PIR and PRT 4828. Therapeutic Recreation students wishing to complete PRT 5828 should consult the Therapeutic Recreation Internship Handbook.

Best wishes for a successful and enriching internship experience!

Betsy Cook

Betsy Cook, Ph.D., CAPE
Assistant Professor, Lecturer
Director of Undergraduate Studies
Co-Coordinator of Cooperative Education
Department of Parks, Recreation, and Tourism
University of Utah
Pre-Internship Requirement

Prior to beginning your senior internship (PRT 4828 or PRT 5828), all PRT students are required to complete a MINIMUM of 300 hours of pre-internship 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 COOPERATIVE EDUCATION 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 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 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. If a student is pursuing Therapeutic Recreation as a career option, the required 300 hours must involve working with individuals with disabilities. Including but not limited to:
   - Physical rehabilitation
   - Substance treatment programs
   - Long term care facilities
   - Group homes

9. Lifeguarding will be approved for a maximum of 50 hours.
Prerequisites

PRT 4828/5828: 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 Cooperative Education Coordinator.
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 while in season.
6. Complete and submit application materials eight weeks prior to the end of the semester prior to the intended internship.
   Application due dates: March 1 for Summer internships; July 1 for Fall internships, Nov. 1 for Spring internships.
   Materials to be submitted: Forms 1, 2, 3, 4, & 5 for PRT 4828.
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 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. A student may not start her or his own business as an internship.
3. Student-athletes should not attempt an internship while in season.
4. The internship, as required by NRPA guidelines, must be directly related to your chosen emphasis area and must be approved by the Cooperative Education Coordinator.
5. 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
Cooperative Education Coordinator.
6. The agency must be approved by the Cooperative Education Coordinator and or the Internship Advisory Committee.
7. The Department of PRT 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
   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. Available to meet weekly with the student to evaluate performance and complete evaluations.
2. Provide services that are considered professional services within the agency and the community and that comply with applicable professional standards.
3. Provide a comprehensive student agency orientation program.
4. Allow students to observe and assist in leadership and program management.
5. Allow students to participate in agency-wide functions.
6. Meet at least once during the semester with the student and university supervisor.
7. Meet weekly with the student.

Agency Pre-Placement Documents:
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:
1. Maintain a positive work experience for 12-14 weeks.
2. Prepare bi-weekly reports documenting the clock hours and bi-weekly reflections.
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. Complete all assignments and submit in a timely manner.
7. Be present during the site visit.
8. 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.
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 intern 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.
Sample Syllabus

For PRT 4828
University Internship Coordinator: Steven A. Bell, Ph.D., TRS
Annex C, Room 1091, (801) 581-6062
steven.bell@health.utah.edu

Office Hours: Summer hours require that students make appointments with instructor (Steve Bell).

Course Criteria: Completion of all coursework; current First Aid & CPR certification, 1 U-EXPLORE class, professional membership, computer proficiency (Note: must be cleared by PRT Academic Advisor); proposed site approved by the Internship Advisory Committee; instructor consent to register – application requires completion of Forms 1, 2, 3, 4, & 5; At least a 2.5 GPA overall; and registration with the Office of Career Services http://careers.utah.edu.

Course Description: This internship represents the final academic requirement for students majoring in Parks, Recreation, and Tourism. It consists of a semester long placement in a professional setting that is consistent with the career goals and interests of each student. Through cooperative education experiences, students will have the opportunity to integrate and apply the knowledge, skills, and abilities developed through their undergraduate education.

Required Resources and Access Information:
PRT 4828 Syllabus
Current Email account
Access to internet for WebCT

Relevant Professional, University, and PRT Curriculum Standards:
Professional Accreditation Standards: 8.41, 8.42
PRT Curriculum Standards: Core class, required of all PRT majors.

1. To promote conceptual integration and bring closure to the undergraduate experience.
2. To provide students with the opportunity to reflect on their own learning and the meaning of their college experience.
3. To facilitate the transition of graduating seniors to post-college life by preparing them for the personal and professional challenges they can expect to encounter in the immediate future.

Course Enrollment and Placement Policies:
1. Application deadline is eight weeks prior to the start of the semester in which the student desires to enroll.
2. Enrollment deadline is one week prior to the start of the semester in which the student desires to enroll.
3. No student may be enrolled in the class without the permission of the PRT Academic Advisor and the Internship Coordinator; and the completion of Forms 1, 2, & 3.
4. The proposed agency placement site must be approved by the Internship Advisory Committee at least eight weeks prior to the start of the semester in which the student desires to enroll.
5. Students are expected to initiate communication bi-weekly (every two weeks) via WebCT with the University of Utah Internship Coordinator.
6. Students are expected to meet or communicate regularly with their Agency Sponsor.
7. To be placed out of state a student must have:
   a. Have a minimum overall GPA of 3.0.
   b. Present a written request to the University Internship Coordinator at least eight (8) weeks prior to the start of the semester that the student seeks to complete an out of state placement.
8. To be placed internationally a student must have:
   a. Have a minimum overall GPA of 3.2.
   b. Present a written request to the University Internship Coordinator at least twelve (12) weeks prior to the start of the semester for which the student seeks to complete the class requirements.
   c. The proposed site must be approved by the Internship Advisory Committee at least eight (8) weeks prior to the start of the semester in which the student desires to enroll.
9. A student cannot complete PRT 4828 at the same location they completed PRT 3800.
10. A student cannot complete PRT 4828 at the same location where they are currently employed.
11. A student cannot complete PRT 3800 and PRT 4828 concurrently.
12. A student may not start her or his own business as an internship.

**Course Learning Activities:** There are two parts to this course; the internship clock hours, including the site visit by the University Internship Supervisor; and the related course learning activities.

1. Internship Clock Hours (log) 25 pts
2. Site Visit By University Internship Supervisor 25 pts
3. Goals and Objectives 25 pts
4. Bi-Weekly Reflective Journal Entries 35 pts
5. Senior Portfolio 25 pts
6. Internship Evaluation Surveys 10 pts
7. Performance Assessments 10 pts
8. Final Focus Group Meeting 5 pts
9. Internship Agreement & Orientation and PRT Exit Survey 10 pts

**Total points possible:** 170

1. **Internship Clock Hours:**
   Each student is required to complete a minimum of 480 internship hours, under the supervision of an approved sponsoring agency, organization, or institution, during the semester he or she is registered for the cooperative education experience. Internship hours are to be recorded between the first and last day of the semester for which the student is registered, in a minimum of 12 and a maximum of 14 consecutive weeks. Internship hours worked that do not fall within this time frame will not be used toward credit of the 480 internship hours. If the student does not complete the required 480
---SAMPLE---

Internship hours during the semester in which they are registered, he or she will not receive credit for the class. If there are circumstances beyond a student’s control prohibiting completion in one semester (the semester registered), the student must have verification in writing to the University Internship Coordinator no later than the third week of class. Students must submit a log of internship hours to verify completion of requirement.

**Site Visit by University Internship Coordinator:**
Each student is responsible for scheduling a site visit to include the student, the university supervisor, and the agency supervisor. The site visit will consist of an interview. Students placed outside the Wasatch Front or out-of-state are required to arrange a conference call at their expense with the University Internship Coordinator. The conference call must be organized at least two weeks before the actual date of the call. The student is responsible for insuring that the University Internship Coordinator is available during the scheduled time. The conference call should take between 20-30 minutes.

2. **Bi-Weekly Reflective Journal Entries:**
Students are required to complete a minimum of seven (7) bi-weekly (one every two weeks) reflective journal entries that require reflection on what has been learned during the internship experience. This is not a description of your work, but a thorough examination of events, tasks, interactions, communications, and incidents. A minimum of 500 words per reflection is required. Format, reflection questions, and scoring rubric (forms 9a & 9b) are provided in the assignments folder of WebCT. Journals should be submitted through the assignment dropbox. Journals more than one week late will receive no more than 50% credit. Journals more than two weeks late will not be accepted.

3. **Goals and Objectives:**
Each student will prepare a minimum of three measurable objectives identifying what they hope to learn or accomplish during the cooperative education experience. They should be written with the guidance or assistance of their internship sponsor and submitted to the Coordinator of Cooperative Education.

4. **Senior Portfolio:**
During the internship each student will complete a Senior Portfolio. The portfolio should demonstrate learning, integration of PRT concepts, and transition from student to professional. In addition to updated contents from the portfolio you started in PRT 3101, projects and reflections that contain evidence of the following would be appropriate additions to a Senior Portfolio: a) detailed planning; b) analytical processing; c) problem solving; d) computational analysis; e) documentation using literature or other data to substantiate assertions; and f) original or creative products. The description and scoring specifics (form 14a & 14b) of this assignment are provided in the assignments folder of WebCT. Portfolios will be submitted in person during the final class meeting.

5. **Internship Evaluation & Exit Surveys:**
Students are required to complete two (2) internship evaluation surveys, (form 10) at mid-semester and (form 12) at the end of the internship experience to evaluate the internship site and course.
----SAMPLE----

requirements for the purpose of program enhancement, and a self-evaluation of knowledge and skills. Students are also required to complete the PRT Exit Survey (form 15). Evaluations and surveys may be submitted as an attachment in the assignment dropbox or faxed to the PRT Department (Attn: Steve).

6. Performance Assessments:
The agency/site supervisor will complete a mid-semester (form 11) and end-of-semester performance assessment for you (form 13). These performance assessments will relate to the knowledge, skills, and abilities demonstrated across the internship experience. Evaluations and surveys may be submitted as an attachment in the assignment dropbox or faxed to the PRT Department (Attn: Steve).

Meeting requirements:
The initial class meeting and orientation will be fulfilled through a WebCT orientation presentation and agreement document (form 8) to be completed the first week of the internship. A final focus group/professional portfolio presentation in Salt Lake City is planned for the last day of classes. Out of state placements must provide a PowerPoint presentation or video with accompanying professional portfolio. The specific location of the meeting will be provided at a later date. The instructor must be notified two weeks in advance, if you cannot attend the final meeting. An alternate task may be assigned for those not attending.

Attendance Policy:
Students are expected to attend their internship placement each day that they are scheduled work, unless an exceptional emergency occurs. If you know that you will be unable to attend your internship for a legitimate reason (i.e., severe illness, funeral, etc.), it is your responsibility to notify the agency internship supervisor and the University internship coordinator as soon as possible. Excessive absences and/or other unprofessional conduct may result in a course grade deduction or removal from the internship placement. Individual internship sites may impose additional attendance requirements and professional behavioral expectations in accordance with their unique organizational policies.

Financial Requirements: The student is required to pay all tuition and fees assessed by the University of Utah and have duly enrolled at the beginning of the semester in which they are completing their internship experience. In addition to the tuition charges, the student is expected to bear the cost of transportation to the internship site and any materials required by the University (books, paper, etc.). Students who are placed out of state are encouraged to arrange for transportation, housing, and other support in a written contract with the agency prior to departure from Salt Lake City. Other financial considerations such as salary, stipend, or compensation packages offered by the sponsor are to be worked out before the internship experience and are between the student and the sponsoring agency. It is recommended that such agreements are documented in writing.

Course Grading Summary:
Final course grades will be determined by the accumulation of points across the entire semester. The following scale will be used to determine the final course grades:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>95%</td>
</tr>
<tr>
<td>A-</td>
<td>90%</td>
</tr>
<tr>
<td>B+</td>
<td>90%</td>
</tr>
<tr>
<td>B</td>
<td>90%</td>
</tr>
<tr>
<td>C+</td>
<td>85%</td>
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<tr>
<td>C</td>
<td>80%</td>
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<tr>
<td>B-</td>
<td>85%</td>
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<td>65%</td>
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<tr>
<td>D</td>
<td>65%</td>
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<td>E</td>
<td>&gt;59%</td>
</tr>
<tr>
<td>F</td>
<td>&gt;59%</td>
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</tbody>
</table>
---SAMPLE---

**** When you become aware of any problems that might affect your internship in any way, you must notify the University internship supervisor immediately. Most problems can be addressed when notification to the internship supervisor is done in a timely manner. ****

Other Particulars and PRT Course Policies:

1. **Papers.** All reports and papers must be neatly **typed.** Grades will be dropped for poor quality, organization, composition, grammar, and/or spelling.

2. **Academic Misconduct.** All work must be original (your own) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations.

3. **References and Citations for Papers.** Quotes and concepts taken from other people’s work must be cited and referenced, using a standard and consistent format (APA). Examples of appropriate format are available in an APA Manual (5th ed.).

4. **Due Dates.** All due dates are found on the due date sheet. Late assignments will be penalized. Assignments more than a week late will not receive more than 50%.

5. **Incompletes.** University policy states that an incomplete may be given only when the student has passed at least 80% of the course work.

6. **Withdrawals.** Students may drop a course with no penalty by the end of the second week of the semester. The grade “W” is given when a student officially withdraws from a class or from school after the tenth calendar day of the term. After the mid-point of the course (see semester schedule for exact date) students may petition for withdraw for a non-academic emergency. Petitions and supporting documentation are submitted to the office of the Dean of the College of Health. Such petitions must be submitted by the last day of the regular course instruction.

7. **Students with Disabilities:** The University of Utah Department of Parks, Recreation, and Tourism seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the instructor and to the Center for Disability Services, [http://disability.utah.edu/](http://disability.utah.edu/) 162 Olpin Union Bldg, 581-5020 (V/TDD) to make arrangements for accommodations. This information is available in alternative format with prior notification.

***Disclaimer:** This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to change as class needs change. Any changes will be discussed during class session and will be documented in writing.

**PRT 4828 Checklist: Assignments and Grading**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Received</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application – Form #1</td>
<td>4/21/2011</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Acceptance Letter – Form #2</td>
<td>4/21/2011</td>
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<tr>
<td>Agreement – Form #3</td>
<td>4/21/2011</td>
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<tr>
<td>Goals and Objectives</td>
<td>5/27/2011</td>
<td></td>
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<tr>
<td>#1 Reflective Journal - weeks 1 &amp; 2</td>
<td>5/30/2011</td>
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<tr>
<td>Task</td>
<td>Date</td>
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<td>(Form #9a)</td>
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<tr>
<td>#2 Reflective Journal - weeks 3 &amp; 4</td>
<td>6/13/2011</td>
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<tr>
<td>#3 Reflective Journal - weeks 5 &amp; 6</td>
<td>6/27/2011</td>
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<tr>
<td>Agency Sponsor Midterm Evaluation (Form#11)</td>
<td>7/1/2011</td>
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<tr>
<td>Student Evaluation 1 (Form #10)</td>
<td>7/1/2011</td>
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<tr>
<td>#4 Reflective Journal - weeks 7 &amp; 8</td>
<td>7/11/2011</td>
<td></td>
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<tr>
<td>#5 Reflective Journal - weeks 9 &amp; 10</td>
<td>7/26/2011</td>
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<tr>
<td>#6 Reflective Journal - weeks 11 &amp; 12</td>
<td>N/A Summer</td>
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<tr>
<td>#7 Reflective Journal – weeks 12 &amp; 13</td>
<td>N/A Summer</td>
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<td></td>
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<tr>
<td>Agency Sponsor Final Evaluation (Form #13)</td>
<td>8/1/2011</td>
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<tr>
<td>Student Evaluation 2 (Form#12)</td>
<td>8/1/2011</td>
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<td></td>
</tr>
<tr>
<td>Final Class Meeting &amp; Portfolio Presentation (Form 14a &amp; b)</td>
<td>8/1/2011</td>
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<tr>
<td>Site Visit (schedule by June 30th, visit must be completed by July 29th)</td>
<td>6/30/2011</td>
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<tr>
<td></td>
<td>7/29/2011</td>
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<tr>
<td>Hours Log + Exit Survey (Form 15)</td>
<td>8/1/2011</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Forms for Student Use

In Completing PIR;

And PRT 4828
University of Utah
Parks, Recreation, and Tourism
300-Hour Pre-Internship Requirement

Prior to beginning your senior internship (PRT 4828 or PRT 5828), all PRT students are required to complete a MINIMUM of 300 hours of pre-internship 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 COOPERATIVE EDUCATION 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 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 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. If a student is pursuing Therapeutic Recreation as a career option, the required 300 hours must involve working with individuals with disabilities. Including but not limited to:
   - Physical rehabilitation
   - Substance treatment programs
   - Long term care facilities
   - Group homes

9. Lifeguarding will be approved for a maximum of 50 hours.
University of Utah
Parks, Recreation, and Tourism
Pre-Internship Experience Documentation and Verification Form

Prior to beginning the senior internship (PRT 4828 or PRT 5828), all PRT students are required to obtain and verify 300 hours of professional 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 ________________________________________________________________

U-ID __________________________  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: Betsy Cook, Coordinator of Cooperative Education, Department of Parks, Recreation, and Tourism, Annex Building, Rm 1085, 1901 E. South Campus Dr., Salt Lake City, UT 84112, Fax 801-581-4930, elizabeth.cook@health.utah.edu
Form 1 - Student Information

Application for PRT 4828 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: ____________________________ 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.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Semester and Year Completed</th>
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<tbody>
<tr>
<td>Completion of all Coursework</td>
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<tr>
<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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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: ________________________________

Compensation: ________________ Number of Hours per Week: ________________

Description of Proposed Position:

PRT Cooperative Education Coordinator Approval of Agency____________________

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.
- 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 the Parks, Recreation, and Tourism Department as a cooperative education student. 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, Department of Parks, Recreation and Tourism.

The objectives for the student of the cooperative education 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, Department of 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 a cooperative education experience.

Responsibilities of the student to the University:
A. To be a representative of the University, the College of Health, and the Department of 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 cooperative education experience or substitution as approved by the 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.
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) 581-8215.

SPONSOR AGREEMENT:
I have read and understand the responsibilities of my agency (as sponsor) and agree to assist the cooperative education 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 week’s 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 background 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?
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: __________
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: ________________________________________________________________

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<td>☐ Regular</td>
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<td>☐ Regular</td>
<td>☐ Very punctual</td>
<td>☐ Very professional</td>
</tr>
<tr>
<td>☐ Irregular</td>
<td>☐ Usually punctual</td>
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<td>☐ Needs improvement</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 Betsy Cook, elizabeth.cook@health.utah.edu; University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E., Rm 200, 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 using a pen or pencil, and (c) mail or email directly to: Betsy Cook, Elizabeth.cook@health.utah.edu University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E. room 200, Salt Lake City, UT 84112.

Internship Agency: ________________________________

Internship Supervisor: ________________________________

Please rate each of the following areas using the scale provided:
Scale: 1-Poor  2-Fair  3-Acceptable  4-Good  5-Excellent

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…**

- Was the internship helpful in making future career decisions?  
  - Yes  
  - No
- Was the internship directly related to your major?  
  - Yes  
  - No
- Was the internship conducted in a variety of work settings?  
  - Indoors  
  - Outdoors  
  - Both

**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
Form 13 – PRT 4828: Cooperative Education II
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: ___________________________

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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, mail, or fax the completed performance assessment form to Betsy Cook, Elizabeth.cook@health.utah.edu
University of Utah, Department of Parks, Recreation, and Tourism, 250 S. 1850 E., Rm 200, Salt Lake City, Utah 84112; FAX (801) 581-4930.
PRT Exit Survey
The following important information is helpful in marketing the PRT department and improving career services. All information is confidential. Thank you.

Graduation Information
Your Name: ____________________________________________
Email: ________________________________________________
Please circle: BS or BA
Minor, if applicable: ______________________________________
Emphasis: AOP TR NRRPM CRM CR/SM Tourism Hospitality
Date Coursework Completed (including internship): ________________

Career Services Exit Poll
How useful did you find Career Services in assisting your job search needs?

What was the least helpful, most helpful?

Career Services is available to you at no cost up to 1 year after you graduate. Would you like to be contacted by Career Services? YES NO

After-Graduation Plans
a) Job I have now —or— offer I will accept:
Employer: ______________________________________________
Job Title: ______________________________________________
Salary (used to compute averages): ____________________________
City, State: _____________________________________________
How did you learn about this position? ________________________
b) Begin / continue job search (Career Services can help!)
c) Graduate school:
   Field of study: ____________________________
   School: _________________________________
   City, State: ______________________________
d) Other plans: _________________________________________

Additional Comments
