



Department of Recreation,
Parks, and Tourism

Dear Agency:

We are in the process of updating our Agency Internship locations. We would appreciate your assistance in making our Intern Agency information current. Enclosed are (1) Intern Agency Information Form and (2) Description of the Internship Program. Please complete and update the information form and return it to us along with other information that would help explain your program to the students. Please return to: Recreation, Parks, and Tourism Dept., San Francisco State University, 1600 Holloway Avenue, San Francisco, CA 94132.

The twelve-week internship is scheduled after the student has completed all of the university requirements for graduation, and is only offered during the Spring Semester. The internship is the culminating experience for our students and you play a very important part of this transition from student to professional. I look forward to hearing from you soon. If you have any other questions, please call me at (415) 338-1531; fax to (415) 338-0543, or e-mail the department at benes@sfsu.edu

Sincerely yours,

Patrick Tierney, Chair
Department of Recreation, Parks, and Tourism

Enclosures

INTERN AGENCY INFORMATION FORM

DATE: _____

AGENCY: _____

ADDRESS: _____

PHONE: (_____) _____

FAX: (_____) _____

CONTACT PERSON: _____

TITLE: _____

EMAIL: _____

TYPE OF AGENCY

___ State/Federal Government

___ Special District

___ City/County Government

___ Community Based/Non-Profit

___ Church Based/Non-Profit

___ Private/Non-Profit

___ Commercial/Tourism

___ Private/For Profit

___ Other

PRIMARY PROGRAM FOCUS

___ Community Parks and/or Recreation

___ Youth Services Programs

___ Environmental Education

___ Camping

___ Correctional

___ Community Based Therapeutic

___ Hospital/Clinical Based Therapeutic

___ Senior Citizen

___ Outdoor Adventure

AGENCY OBJECTIVES:

GENERAL DESCRIPTION OF CLIENTS:

TYPICAL INTERN RESPONSIBILITIES:

INTERN AGENCY INFORMATION FORM

Page 2

Major Sources of Funding: _____

Number of Professional Staff: _____ Part-Time Staff: _____

Number of Volunteers: _____

Number of interns your agency can accommodate in a semester: _____

If a therapeutic agency, are you CBPRP certified? _____

Possible forms of compensation, if any:

PLEASE use additional sheets for further comments or include any appropriate brochures and materials that will assist the intern in knowing about your agency.

SAN FRANCISCO STATE UNIVERSITY

DEPARTMENT OF RECREATION, PARKS, AND TOURISM

Description of the Internship Program

OBJECTIVES OF THE INTERNSHIP PROGRAM

The aim of the internship program is to provide the student (future professional) with a comprehensive practical experience in setting where learning is the primary objective of the experience. To this end, the basic purposes of the internship are:

FOR THE STUDENT: to complete his/her professional preparation program in a controlled and supervised experience in the field.

FOR THE UNIVERSITY: to sponsor and guide the student and to interpret the experience while the student applies theoretical knowledge to practice.

FOR THE AGENCY: to provide a laboratory setting for the experiences as well as professional guidance.

At the end of the internship experience the student will have achieved the following expected outcomes:

1. Apply principles of program planning, implementation, and evaluation to agency setting.
2. Apply professional program skills and meet performance standards of the recreation profession.
3. Recognize, understand, and accept own feelings toward recreation profession.
4. Integrate theoretical knowledge with the application of program skills involved in professional recreation practice.
5. Identify and apply basic supervision concepts.
6. Apply professional management skills and meet performance standards of the recreation profession.
7. Apply basic concepts of management and administration.
8. Move from student to recreation professional.

The intern spends the first week of the semester in the Seminar in preparation for internship. During the week interns prepare graduate applications, discuss internship procedures, and meet with faculty advisors. Agency supervisors are invited to attend an orientation meeting. Internship begins the following week and continues for twelve weeks. During spring semester the spring recess is a vacation period. The experience is full-time for majors and half-time for minors.

During internship the intern is expected to observe and participate in administrative/program/clinical responsibilities such as:

- Conferences and observations with the supervisor
- Development of programs for the total agency
- Budget planning and implementation
- Public relations programs
- Staff meetings
- Commission, Council and/or Board meetings when appropriate
- Therapeutic treatment and meetings
- Community development programs

Face-to-face leadership may be a part of the internship experience. The intern will be given sole responsibility for a program or project as a part of the experience.

During the first two weeks of internship the intern is required to finalize their objectives and their twelve week intern calendar and submit these at the first seminar meeting. At subsequent seminar meetings interns are required to submit objectives for the next two weeks, a schedule of activities, and an evaluation in narrative or journal form of the internship experience during the previous two weeks.

The seminar will meet five or six times during the semester and the week following completion of internship. Interns meet with faculty advisors and agency supervisors two or three times during the semester to evaluate the experience.

AGENCY AND AGENCY SUPERVISORS RESPONSIBILITIES

The Agency and Agency Supervisor's responsibilities are to:

- 1) Provide the Intern with Worker's Compensation and Liability Insurance as would be provided for any other staff member or volunteer.
- 2) Provide a thorough orientation to the agency's objectives, programs and administrative policies and staff during the first week of placement.
- 3) Provide the Intern with designated agency supervisor to whom the Intern is directly responsible for guidance, support, evaluation and regular contact. This requirement does not preclude the Intern from working with a variety of staff members.
- 4) Provide the Agency Supervisor with sufficient time to undertake this responsibility.
- 5) Provide time for the Agency Supervisor to meet at least once a week with the Intern, or more if deemed necessary.
- 6) Inform other agency staff of their roles in the educational process of the intern.
- 7) Include intern in staff meetings, training sessions, community meetings, Board or Council meetings and/or treatment meetings as you would other staff members.
- 8) Provide appropriate physical arrangements for Intern such as office space, desk, use of telephone and computer.
- 9) Determine, by the fourth week of internship, a suitable special project related to the intern's work experiences and internship goals. Decision should be made with Intern input.
- 10) Attend the Agency Supervisor Internship Orientation Meeting.
- 11) Meet with Faculty Supervisor and Intern generally three times during the semester to evaluate experience and provide Intern and Advisor with input on Intern's progress.
- 12) Complete two written evaluations to be discussed with the Intern and Faculty Supervisor: one at mid-semester and one at the end of the semester.
- 13) Utilize the Faculty Supervisor as a support person and call for assistance and advice as needed. In case of Intern difficulties, it is important that the Agency report problems immediately to the Faculty Supervisor and/or the Internship Coordinator.