



Student Intern Complete Learning Plan with intern supervisor and submit to faculty advisor for approval
Intern Supervisor Complete and review with student and retain a copy for your referral
Faculty Advisor Submit signed learning plan to Institute for Civic and Community Engagement (ICCE)

Section I: Internship Details

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|----------------------|------------------------------------|-------------------|
| <i>Course</i> | RPT 690 – Internship in RPT | <i>Instructor</i> |
| <i>Type</i> | Academic Internship | <i>Start Date</i> |
| <i>Semester/Year</i> | | <i>End Date</i> |

Section II: Contact Information

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|-------------------------------------|--------------------------|
| <i>Student Intern</i> | <i>Faculty Advisor</i> |
| <i>Name</i> | <i>Name</i> |
| <i>Email</i> | <i>Email</i> |
| <i>Phone</i> | <i>Phone</i> |
| <i>Organization/Internship Site</i> | <i>Intern Supervisor</i> |
| <i>Name</i> | <i>Name</i> |
| <i>Address</i> | <i>Title</i> |
| <i>City, State Zip</i> | <i>Email</i> |
| <i>Phone</i> | <i>Phone</i> |

Emergency Contact (Student Intern)

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|-----------------|------------------|
| <i>Primary</i> | <i>Secondary</i> |
| <i>Name</i> | <i>Name</i> |
| <i>Relation</i> | <i>Relation</i> |
| <i>Phone</i> | <i>Phone</i> |

Section III: Learning Outcomes (upon internship completion, the student intern will be able to):

1. Integrate theory and practice by applying concepts, principles, and best practices to the assessment, " design, implementation, and evaluation of a product, program, event, activity, and/or service. "
2. Demonstrate professionalism through intrapersonal and interpersonal communication (e.g., professional, verbal, nonverbal), critical thinking, and a positive work ethic.
3. Explain how the organization operates and its relationship with stakeholders, constituents, and the " recreation, parks, and tourism profession and industry. "
4. Plan, organize, implement, and evaluate a project approved and supervised by the organization.
5. Demonstrate proficiency with utilizing a variety of technology and computer software programs (e.g., " social media, word processing, database/spreadsheet, publishing, reservation and/or permit system). "
6. Exhibit knowledge and basic competency in marketing, budgeting, and facility operations.
7. Identify, examine, and analyze trends and issues within the recreation, parks, and tourism profession.
8. Reflect on the importance of an internship as a culminating experience, and the connection between " quality of life and the recreation, parks, and tourism profession and industry. "

Section IV: Student Intern Responsibilities (check each responsibility – as student intern, I will):

1. Register on ULink, SF State's official community engagement database, and complete the Student Informed Consent Form provided by the University
2. Complete all department, course (RPT 680 and 690), and internship requirements.
3. Function as a full-time adjunct staff member; visit, observe, and participate in all applicable phases of the organization's operation; and fulfill agreed upon responsibilities and objectives.
4. Follow the policies and duties outlined by the intern supervisor and meet all scheduled commitments and arrangements made in connection with internship responsibilities.
5. Generate weekly schedule of responsibilities, tasks, goals, objectives, and hours worked.
6. Provide academic calendar (e.g., RPT 680/690 schedule), and coordinate initial, midterm, and final evaluation-based meetings between faculty advisor, intern supervisor, and intern.
7. Participate in midterm and final evaluation meetings which involve completion of a midterm progress report and final 20-minute presentation to organization, intern supervisor, and faculty advisor.

Section V: Faculty Advisor Responsibilities (check each responsibility – as faculty advisor, I will):

1. Ensure intern meets all internship eligibility requirements.
2. Ensure RPT Learning Plan is understood and signed by intern, intern supervisor, and faculty advisor.
3. Assist intern and intern supervisor with development of a weekly work plan, acceptable learning outcomes, and project for internship experience.
4. Facilitate orientation meeting at the beginning of internship to review and clarify policies and procedures (e.g., risk management, compensation) with the intern and intern supervisor.
5. Maintain communication with intern supervisor and intern regarding internship process and progress.
6. Visit and observe intern at organization on 2 separate occasions during academic semester.
7. Evaluate intern's performance and ability to demonstrate professional competencies through observations, written reports, and other evidence of overall professional growth.
8. Mediate any conflicts and/or issues that cannot be resolved by the intern and organization.

Section VI: Intern Supervisor Responsibilities (check each responsibility – as intern supervisor, I will):

1. Complete the University risk management approval process administrated by ICCE.
2. Provide an educational/professional internship involving appropriate and challenging responsibilities for 400 total hours (spring - 32 hours/week for 12.5 weeks or summer - 40 hours/week for 10 weeks).
3. Be directly responsible for 20+ hours of supervision per week including mentoring, evaluating, and communicating with intern through scheduled one-to-one meeting(s) for a minimum of 60 minutes each week. This requirement does not preclude intern from working with other staff.
4. Meet with faculty advisor and intern for initial site tour and orientation to discuss learning outcomes, health and safety requirements, expectations, responsibilities, policies, procedures, and project(s).
5. Complete and discuss a midterm and final performance evaluation with intern and faculty advisor during two scheduled meetings (midpoint and final week of internship).
6. Develop and supervise one significant project (e.g., assessment, event, feasibility study) in collaboration with intern that can be planned, organized, implemented, and evaluated.
7. Schedule time for intern to travel and attend a required, weekly evening seminar at SF State.
8. Arrange appropriate physical space and access to needed resources (e.g., desk, computer).
9. When appropriate and feasible, include intern in staff, department, board, community, and/or other meetings, workshops, and seminars as you would other staff members.
10. Introduce and familiarize intern with each of the following organizational components:

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|---------------------------------------|----------------------------------|
| Structure, history, purpose, planning | Facility/venue operations |
| Constituents and stakeholders | Marketing and/or public outreach |
| Programs, events, services | Budget and finance |

