Student Name:

Name of Internship Organization:

Name of Internship Supervisor:

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**Report 1: Organizational Orientation**

The objective of this report is for students to demonstrate knowledge of the organizational structure and function (goals and objectives) of the internship agency site, and how they fit within them. This report should include the students’ personal goals and objectives to be achieved during the internship.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.) The report should be double spaced, Times New Roman 12 pt. font, 1” margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

Attach your list of goals and the learning objectives for the internship. You should have between 7-10 goals. Goals should reflect cognitive, psychomotor and affective areas. Ensure objectives have clearly defined audience, behavior, condition and degree. Objectives should be specific, measurable, attainable, relevant and timely (SMART). These goals may change due to additional insights, opportunities or unforeseen circumstances. The supervisor indicates that he/she has reviewed and approves.

**Activity log.** Give a brief description of activities completed this time period. Example: Monday-staff meeting, facility tour. Tuesday-Program research Wednesday-Program planning, meeting with maintenance and so on.
Electronic submissions should be labeled week#.lastname.firstname.semester.year

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**Report 2: Procedure and Professional Practice**

The objective of this report is for students to demonstrate knowledge of personnel (i.e., recruitment, hiring, orientation, training, evaluating, discipline, etc.) and professional policy practices (standard operating procedures) of the internship agency site.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

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REPORT 3: Programming

The objective of this report is for students to display their ability to plan, organize, and implement programs in Recreation Administration. This report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

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Report 4: Resource Management

The objective of this report is for students to demonstrate knowledge of the internship agency site’s resource management (i.e., decision-making practices, budgetary practices, land-utilization, strategic planning, etc.) capabilities.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them. Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.) The report should be double spaced, Times New Roman 12 pt. font, 1” margins, and not exceed two pages in length. Artifacts should be treated as an appendix, and do not count toward the two pages.

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**Report 5: Evaluation Process**

The objective of this report is for students to demonstrate the ability to effectively evaluate personal and internship agency site outcomes. Students should demonstrate knowledge of the internship agency evaluation procedures (i.e., programming, personnel, planning, etc.). The report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them. Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.).

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Report 6: Capstone Experience

The objective of this report is for students to demonstrate knowledge and professional experiences related to the internship agency site’s programs, facilities, and services. Simply stated, this report should summarize what students learned about themselves, recreation practices, and the agency throughout their internship.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

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Report 7

There is no guided question for additional weeks. Please discuss areas of significance from your experience this week.

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**Your faculty member may assign additional claritive questions.**