APPENDIX I

INTERNSHIP AGREEMENT FORM

Department of Recreation, Park and Tourism Administration
Western Illinois University

The internship in leisure services is designed to provide an opportunity for practical application of classroom theory in professional fieldwork. The student should acquire experience in planning, leadership, supervision and program evaluation by working in an approved leisure services program. The student, the instructor and the organization involved in the field experience will share in the responsibilities of the experience.

1. The University will provide an internship manual online. A statement will be available to delineate philosophy and objectives of the internship, progression and scope of the internship, the policies and procedures and the forms records and reports to be submitted.

2. The supervising agency and the University will jointly agree upon placement of a student in the agency after consultation with the student and in consideration of the needs of the student in relation to what the agency can provide. The student will arrange for an interview, contingent upon distance, with the agency before a final decision is made. Upon selection of the agency for placement, a general plan for the student during the entire field experience will be developed.

3. The student will spend a minimum of 12 consecutive weeks at no less than 40 hours per week in professional fieldwork and related studies for which 12 semester hours of credit will be received upon satisfactory completion. This should be a block of time during any semester, summer semester included. The student is expected to follow the rules, regulations and policies of the agency. Students will have the status of interns and are not to replace staff.

4. The supervising agency will assign a staff member qualified by professional registration, education or experience to supervise the field work and be given a time allotment for those responsibilities, outline what the agency can provide the student in field training and submit evaluation reports on the student’s work at midterm and at the end.

5. The student will participate in planning the field experience, submit weekly reports to the supervising agency and University supervisors, have periodic conferences with agency and University supervisors, participate in the final evaluation conference and complete all coursework applicable to internship.

6. The University will provide information on the student’s background if requested and will visit the agency at least once during the term of the field training, contingent upon distance. The university does not complete background checks on students.

7. The student understands that a grade point average of 2.0 in the major and cumulative is required before beginning an internship (to complete an internship out of state a 2.5 GPA is required). The student must receive a C- or better in all core classes. Failure to meet these criteria will result in the postponement or termination of the internship.

8. All parties agree to adhere to applicable state and federal laws during the duration of the agreement.

WESTERN ILLINOIS UNIVERSITY and ________________________________ agree to provisions of the above statement for the following student: ________________________________
whose internship will commence: ___________________________ and conclude: ___________________________

Signed: ___________________________________________ Date: ______________________
(Student)

Signed: ___________________________________________ Date: ______________________
(RPTA Internship Coordinator)

Signed: ___________________________________________ Date: ______________________
(RPTA Department Chair)

Signed: ___________________________________________ Date: ______________________
(Agency Representative)