

UNIVERSITY OF NORTH ALABAMA



**Department of Health, Physical
Education and Recreation**

MANUAL FOR

**HPE 498 and SRM 498
INTERNSHIP**

2011 EDITION

ACKNOWLEDGEMENTS

The initial edition of this manual has been based on previous guidelines and documentation procedures established for recreation interns in the Division of Health, Physical Education and Recreation at Mars Hill College. Necessary changes, additions, and deletions have been made by the faculty of the Department of Health, Physical Education and Recreation to reflect the nature of the HPE 498 and SRM 498 Internship at the University of North Alabama. It is the intent of this manual to support the highest level of internship involvement in a professional internship setting.

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UNIVERSITY OF NORTH ALABAMA
DEPARTMENT OF HEALTH, PHYSICAL EDUCATION
AND RECREATION
FLORENCE, ALABAMA

UNDERGRADUATE INTERNSHIP MANUAL

This manual is designed to meet the needs of non-teaching physical education majors with concentrations in exercise science, fitness management, health promotion, recreation, and sport management; agency (field) supervisors; and faculty members involved in the University of North Alabama, Department of Health, Physical Education and Recreation Undergraduate Internship Program. This manual serves as a guide for students, faculty, and agencies on the established policies of the department for internship requirements.

Internships should be student centered. The following material is written with this in mind, emphasizing the place of the student in a three-sided program which involves the student intern, the agency (field) supervisor, and the departmental undergraduate internship supervisor.

All student internship assignments are supported by LiveText. Students will be required to purchase LiveText and submit all required internship associated assignments via this electronic venue.

Liability Insurance and Background Check

All students enrolled in and completing an internship will be required to provide proof of personal liability insurance before beginning the internship. In addition, any student involved in an internship requiring a background and/or TB skin test check prior to acceptance to the internship will be required to comply with the agency background and/or TB skin test check policy before beginning the internship.

Removal from Internship

“Students pursuing non-teaching education majors in the College of Education may be placed on probation, suspended, or removed from a program by the departmental faculty for issues including but not limited to grade point average deficiencies, dispositions, academic dishonesty, or institutional sanctions.” (UNA Undergraduate Catalog 2010-2011, p. 159) This policy applies to students enrolled in departmental internship experiences. Additional reasons for removal from the internship may include violation of internship agency policies, failure to follow and/or complete internship agency assignments in a timely manner, insubordination relative to the internship agency supervisor and/or the University of North Alabama undergraduate departmental internship supervisor, excessive tardiness at the internship agency, and incompatibility with the internship agency. If it becomes necessary for the undergraduate departmental internship supervisor to remove a student from the internship experience, he/she may

make a written appeal to the undergraduate departmental internship supervisor. The undergraduate departmental internship supervisor will present the student's written appeal to a review board consisting of himself/herself, the student's departmental academic advisor, and the department chair. This review board may respond to the student's written appeal by one of three actions: 1. Reinstate the student to his/her internship; 2. Reinstate the student to the internship with stipulations; or 3. Affirm the decision of the undergraduate departmental internship supervisor to remove the student from the internship experience. A student released from his/her internship by the internship agency will not be allowed to appeal through this appeal process. The grade received by a student removed from the internship experience will comply with university policy. A student removed from his/her internship may not enroll in another internship experience until he/she has completed a counseling session with the departmental internship supervisor and/or others as designated by the departmental appeal review board and no sooner than the semester following removal from the initial internship experience.

The Non-Teaching Undergraduate Curriculum

The non-teaching undergraduate physical education major curriculum in the Department of Health, Physical Education and Recreation at the University of North Alabama consist of a general education component, a major core, and a series of subject specific courses that represent the major concentration. Specific concentrations under the non-teaching physical education major include exercise science, fitness management, health promotion, recreation, and sport management. The specific program of study for each of these concentrations has been designed to prepare students to assume leadership roles in their chosen profession. In addition to completion of the required course of study for each concentration, all students in the non-teaching physical education major are also required to complete an internship experience of either a minimum of 200 documented field hours (exercise science, fitness management, and health promotion) or 400 documented field hours (recreation and sport management). The purpose of the non-teaching undergraduate physical education major is to prepare student majors to provide leadership at the administrative, supervisory, and instructional levels in various kinds of health, exercise science, physical activity, recreation, and sport related agencies. Such experiences may include involvement with sports center operations, gym and fitness center management, hospitals and rehabilitation centers, corporate fitness, for profit and not-for-profit health agencies, for profit and not-for-profit recreation agencies, sporting supplies and equipment sales, youth sports agencies, professional sports administration, civic center management, resorts, sports camps, and commercial operations involving professional and amateur sports.

Purpose of the Undergraduate Internship Program

The basic purpose of the undergraduate internship program is to provide a planned transition from the university curriculum to a professional career setting. During the internship, the student will test the practical application of theories learned in the classroom in the agency setting under the guidance, observation, and supervision of an agency professional and a departmental undergraduate internship supervisor. As part

of the leadership experience, the agency supervisor and the departmental internship supervisor will evaluate the student's application of knowledge and professional performance. In addition, the student intern continually reviews his/her own knowledge, skills, accomplishments, and professional growth as he/she apply this preparation for entry into a professional career following graduation.

Basic Objectives of the Undergraduate Internship Program

1. To provide the student with an opportunity to integrate theory and practice in his/her professional education and to encourage the exchange of contemporary thinking and insights between the student intern and agency personnel.
2. To provide the student with an opportunity to promote and broaden his/her philosophy and understanding of their chosen profession.
3. To enable the student to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or continued education.
4. To enable the student to realize his/her own strengths and weaknesses.
5. To provide the student with an opportunity to gain experience in leadership, supervision, and administrative functions within the internship agency.
6. To aid the student in gaining an understanding and appreciation of the roles, duties, and responsibilities of a full-time professional working in the field.
7. To develop the student's skills in various program areas and to increase his/her knowledge of the organization and administration of professional operations.
8. To provide the student with experiences that will enable him/her to develop sound human relations skills.
9. To strengthen relationships between the internship agencies and the Department of Health, Physical Education and Recreation at the University of North Alabama.

Student Intern Learning Outcomes

1. To develop a coherent, rational point of view concerning the relationship of the student's major concentration to the needs and desires of individuals and groups.
2. To become skilled in professional leadership.
3. To establish democratic personal relationships with members of the staff and with all persons interested in the education of program participants.
4. To develop skill in performing routine administrative duties including the maintenance of required records and the submission of required reports.
5. To function effectively as a professional in the work world.
6. To understand and abide by agency and department policies and procedures.

Basic Criteria for Selection of the Agency Supervisor

1. The agency supervisor must have a high degree of status in his/her own professional area. This includes a degree in the appropriate field relative to

- the internship situation.
2. The departmental undergraduate internship supervisor and the student agree on the agency to which he/she is assigned by first determining the needs and interests of the student before assignment.
 3. The internship experience must be completed within a reasonable distance from campus to allow for proper supervision on the part of the departmental undergraduate internship supervisor.
 4. The agency supervisor agrees to accept the student as an intern and meet with the departmental undergraduate internship supervisor as needed. Such meetings will normally occur three to four times during the student's internship experience.
 5. The agency supervisor cooperates to the fullest extent with the departmental undergraduate internship supervisor in carrying out the internship practices, policies, and procedures established by University of North Alabama's Department of Health, Physical Education and Recreation.
 6. The internship agency and the agency supervisor must assist the student in developing the following:
 - a. A sound understanding of the agency's mission statement, goals, and objectives.
 - b. A comprehensive understanding of how to work with advisory boards, commissions, governing bodies, and other administrative groups.
 - c. Experiences working with budgets and budgeting for programs.
 - d. Experiences related to the purchasing and care of equipment and facilities.
 - e. Program planning and development of leadership skills.
 - f. Supervisory experience.
 - g. Other agency leadership experiences that would be beneficial to the student.

Eligibility for Internship Experience

1. Senior standing and all other program of study requirements completed.
2. Maintenance of a 2.0 grade point average.
3. Must be enrolled in HPE 498 or HPE 498/SRM 498, Internship, for the given semester to obtain credit.
4. Completion of Form: INTS 1-11, Application for Internship, at least one semester prior to the expected date of the internship experience. This form can be downloaded from the Undergraduate Internship Manual on the Department of Health, Physical Education and Recreation web page, completed and forwarded to the departmental undergraduate internship supervisor for appropriate action.
5. Continued cooperation with the departmental undergraduate internship supervisor through the pre-internship application and qualification procedures for assignment to an agency.
6. Proof of personal professional liability insurance coverage during the term of the internship experience.
7. If the internship agency requires a background and/or TB skin test check prior

to acceptance of an intern, the student will be required to comply with this agency policy before being assigned to the internship site.

General Procedures for Internship

1. Student applies for internship placement at least one semester in advance of the anticipated date of the internship experience. This will require completion of Form: INTS 1-11, Application for Internship. This form can be downloaded from the Undergraduate Internship Manual in the Department of Health, Physical Education and Recreation web page, completed, and forwarded to the departmental undergraduate internship supervisor for appropriate action.
2. The internship placement must be approved by the departmental undergraduate internship supervisor.
3. Orientation sessions will be required prior to the internship experience, time to be arranged.
4. At the end of the internship experience, the student intern will meet with the departmental undergraduate supervisor to share information, clarify any questions, and discuss any needs for revision of the internship program.
5. At the completion of the internship, each student will be required to make an oral presentation, with supporting PowerPoint, to members of the departmental faculty concerning the nature of the internship and significant learning experiences encountered while working with the internship agency. During this presentation, specific emphasis should be given to the agency assigned project(s) completed during the internship.
6. All student interns will be visited, as necessary, by the departmental undergraduate internship supervisor during their internship experience. The number of visits will take into consideration the student's need for departmental supervision and the internship agency.
7. Evaluations will be submitted via LiveText by the student intern and the agency supervisor to the departmental undergraduate internship supervisor for consideration in determination of the intern's final course grade.

Major Policies and Procedures

1. Service to the Student. The service to the student is not superseded by service to the agency.
2. Registering for Internship. The departmental undergraduate internship supervisor should be notified of the student's intent to register for an internship experience at least one semester in advance of the anticipated date of the internship. The student must submit Form: INTS 1-11, Application for Internship, to the departmental undergraduate internship supervisor for appropriate action.
3. Procedures at Assignment. During the period of the student's internship assignment to the agency, adherence to the following procedures is required and advantageous to the student, the agency supervisor, and the agency's

program:

- a. After consultation with the agency supervisor, the student intern will submit, via LiveText, clearly defined goals and objectives for the internship experience to the departmental undergraduate internship supervisor and present a written copy of these goals and objectives to the agency supervisor.
- b. The student will submit Form: INTS 3-11, Initial Internship Report via LiveText to the departmental undergraduate internship supervisor during the first week of the internship experience.

4. Responsibilities of the Student.

- a. To the Agency:
 - 1) Though retaining internship status, accept and assume responsibilities consistent with those of a full-time agency employee.
 - 2) Realize that the agency is providing cooperative service for the intern's benefit.
 - 3) Accept the responsibility for working a *minimum* of 200 hours for HPE 498 or a *minimum* of 400 hours for HPE498/SRM 498 during the semester as arranged by the student intern and the agency supervisor.
 - 4) Develop and submit to the agency supervisor goals and objectives to be met during the internship.
 - 5) Make necessary transportation and living arrangements.
- b. To University of North Alabama:
 - 1) Conform to University of North Alabama policies as a fulltime student.
 - 2) Accept the internship opportunity as a cooperative agreement between the Department of Health, Physical Education and Recreation, University of North Alabama, and the agency providing the internship experience.
 - 3) Develop and submit via LiveText to the departmental undergraduate internship supervisor goals and objectives to be accomplished during the internship.
 - 4) Complete and submit via LiveText appraisal forms (Form: INTS 11-11, Student Evaluation of Agency Supervisor; Form: INTS 12-11, Student Evaluation of Internship Site; and Form: INTS 13-11, Student Evaluation of Internship Program) for use in the evaluation of the internship program.
- c. Required Assignments and Projects (The following assignments and projects are to be submitted to the departmental undergraduate internship supervisor via LiveText except where indicated.)
 - 1) Complete Form INTS 1-11, Application for Internship and

submit to the departmental undergraduate internship supervisor for appropriate action at least one semester prior to registering for the internship.

- 2) Submit Form: INTS 3-11, Initial Internship Report via LiveText to the departmental undergraduate internship supervisor during the first week of the internship.
- 3) Submit via LiveText goals and objectives for the internship Experience using Form: INTS 4-11 to the departmental undergraduate internship supervisor and in writing to the agency supervisor within one week of beginning the internship.
- 4) Submit Form: INTS 5-11, Weekly Reports, Form: INTS 6-11, Weekly Work Schedules, and Form: INTS 7-11, Project Planning Schedule via LiveText to the departmental undergraduate internship supervisor.
- 5) Submit three Forms: INTS 8-11, Progress Reports via LiveText to the departmental undergraduate internship supervisor. For student interns completing the 200 hour experience, these progress reports will be due at the completion of 50 hours, 100 hours, and 150 hours of the internship. For those student interns completing the 400 hour experience, these progress reports will be due at the completion of 100 hours, 200 hours, and 300 hours of the internship.
- 6) Submit Form: INTS 9-11: Self Appraisal via LiveText to the departmental undergraduate internship supervisor at the end of the internship.
- 7) Submit Form: INTS 11-11, Student Evaluation of the Agency Supervisor via LiveText to the departmental undergraduate internship supervisor at the end of the internship.
- 8) Submit Form: INTS 12-11, Student Evaluation of the Internship Site via LiveText to the departmental undergraduate internship supervisor at the end of the internship.
- 9) Submit Form: INTS 13-11, Student Evaluation of the Internship Program via LiveText to the departmental undergraduate internship supervisor at the end of the internship.
- 10) Submit via LiveText all materials relative to the agency assigned major internship project completed as part of the internship.
- 11) Submit via LiveText answers to the series of concentration specific questions presented in the appropriate appendices of this manual that address areas of operation within the internship agency. (See Appendix A, Exercise Science; Appendix B, Fitness Management; Appendix C, Health Promotion; Appendix D, Recreation; or Appendix E, Sport Management.)
- 12) Complete the final Internship oral presentation.

5. **Responsibilities of the Internship Agency.**

- a. To the student:
 - 1) Provide professional guidance and direction relevant to the functions of the agency's programs.
 - 2) Lead the student progressively into assuming increasing responsibilities as a student-professional leader.
 - 3) Though retaining internship status, the student should be considered the same as a full-time employee of the agency's staff from the standpoint of expectations and responsibilities.
 - 4) Assist the student in achieving stated goals and objectives.
 - 5) Provide the student with a written set of guidelines of expectations and duties during the internship.
 - 6) Complete Form: INTS 10-11, Intern Appraisal Form and forward the completed form to the departmental undergraduate internship supervisor immediately upon the student's completion of the internship.

- b. To The University of North Alabama:
 - 1) Assure that the student is receiving maximum opportunity, direction, and guidance during the internship.
 - 2) Cooperate fully with the University of North Alabama Department of Health, Physical Education and Recreation undergraduate internship supervisor on all matters pertaining to the student's internship.
 - 3) Assign a person to supervise the student intern who has the proper educational and practical background.
 - 4) Maintain regular contacts with the departmental undergraduate internship supervisor.
 - 5) Work with the departmental undergraduate internship supervisor in a final evaluation of the student's performance and final course grade.

- c. Specific Agreement and Evaluation Responsibilities:
 - 1) Return one copy of Form: INTS 2-11, Internship Agreement, to the University of North Alabama Department of Health, Physical Education and Recreation undergraduate internship supervisor.
 - 2) Cooperate with the student intern in completing progress reports at the completion of 50, 100 and 150 hours for the 200 required hours internship and at the completion of 100, 200, 300 hours for the 400 required hour internship. The student intern is responsible for seeking suggestions for improvement from the agency supervisor and for submitting the progress reports via LiveText to the University of North Alabama departmental undergraduate internship supervisor.
 - 3) Notify the University of North Alabama departmental undergraduate internship supervisor immediately should any problem arise.
 - 4) Cooperate with the University of North Alabama departmental undergraduate internship supervisor by submitting an evaluation

concerning the student's overall internship experience. Form: INTS 10-11, Intern Appraisal Form, should be completed and forwarded to the departmental undergraduate internship supervisor immediately following the student's completion of the internship experience.

- 5) Advise the University of North Alabama departmental undergraduate internship supervisor during the last week of the internship of the agency's desire and/or preference for future interns.

6. Responsibilities of the University of North Alabama Departmental Internship Supervisor

- a. Responsibilities of the departmental undergraduate internship supervisor to the agency supervisor:
 - 1) Make contact relative to the agency's willingness to participate in the internship program.
 - 2) Submit support materials regarding the purpose and objectives of the internship program.
 - 3) Maintain frequent contacts and/or visits with agency.
 - 4) Disclose background information about the student's professional abilities and goals.
 - 5) Make internship materials available to the agency and agency supervisor.
 - 6) Establish an internship agreement with the internship agency by processing Form: INTS 2-11 Internship Agreement.
 - 7) Provide copies of all appraisal and evaluation forms to the agency supervisor.
 - 8) Cooperate with the agency supervisor and the student in finalizing a final course grade for the internship.
- b. Responsibility of the Departmental Undergraduate Internship Supervisor to the Student:
 - 1) Provide frequent academic counseling.
 - 2) Provide direction, guidance, and stimulation for the success of the internship.
 - 3) Provide systematic evaluation of student's performance consistent with goals and objectives of the internship experience.
 - 4) Assist student in setting realistic goals and objectives.
 - 5) Assist student in placement.
 - 6) Maintain consistent contacts with student during the internship experience.
 - 7) Provide for follow-up with the student intern to review the roles of the program, agency, and university.

Sample Internship Schedule

First Week - Meet with the agency supervisor for orientation to agency. This orientation should include the following:

1. General information about the community and the agency.

2. Specific information regarding agency organization.
3. Introduction to agency personnel.
4. Job orientation and work schedules.
5. Tour of agency areas and facilities.
6. Professional etiquette.
7. General information about the agency's services.
8. Plan for the total internship assignment.
9. General philosophy of the agency.
10. Goals and objectives of the agency.
11. Review of pay periods and personnel relations.
12. Living arrangements and transportation.

Second and Third Weeks - Work with agency professionals to learn the administrative process of the agency.

Fourth through Twelfth Weeks - Progress from assisting and observing to more autonomous roles of planning, leading, supervising, and evaluating within the agency.

Required Internship Assignments and Projects

Application for Internship: The student is required to complete Form: INTS 1-11, Application for Internship, at least one semester prior to requesting permission to enroll in HPE 498 or HPE 498/SRM 498. The completed application form must be submitted to the Department of Health, Physical Education and Recreation undergraduate internship supervisor. Once submitted, the application will be evaluated and a determination made as to the student's eligibility to enroll in the internship course(s) at the requested agency. If the indicated agency of choice is not acceptable, the departmental undergraduate internship supervisor will meet with the student and assist in identifying an appropriate internship site. All internship placements must be approved by the departmental undergraduate internship supervisor prior to course enrollment.

Written Goals and Objectives: (Form: INTS4-11) The intern is expected to clearly state defined goals and objectives for the internship experience. These objectives are to be discussed with the agency supervisor and presented in writing to the agency supervisor and via LiveText to the departmental undergraduate internship supervisor.

Initial Internship Report: (Form: INTS 3-11) The intern will submit an initial report to the departmental undergraduate internship supervisor during the first week of the internship. This report is to be presented in written form to the agency supervisor and via LiveText to the departmental undergraduate internship supervisor.

Weekly Reports: The intern is required to submit a narrative description of the weekly internship experience on the weekly report form (Form: INTS 5-11) along with the internship weekly work schedule (Form: INTS 6-11) to the departmental undergraduate internship supervisor no later than the first Monday following the week for which the report is prepared. These weekly reports are to be submitted via LiveText.

Project Planning Schedules: (Form: INTS 7-11). Each week of the internship the student intern will submit an Project Planning Schedule which will outline the specific activities he/she will be responsible. This schedule will list and provide a brief description and planning required for each activity and will be submitted for the coming week with the weekly report.

Progress Reports: (Form: INTS 8-11). Three (3) progress reports will be due during the semester. These reports will be due at the end of 50, 100 and 150 hours for the 200 hours internship experience and 100, 200, and 300 for the 400 hours internship experience. The intern will provide the proper form (Form: INTS 6-11) to the agency supervisor for an assessment of the student's progress to date. Once completed, the student will submit the progress report to the departmental undergraduate internship supervisor via LiveText.

Final Evaluations and Reports: Near the end of the internship experience, the student intern will be required to submit via LiveText several evaluations intended to provide information on the student's performance during the internship as well as feedback on the internship site, supervision, and the departmental internship program. These forms include the following: Form INTS 8-11, Self-Appraisal; Form INST 10-11, Internship Appraisal; Form INTS 11-11, Student Evaluation of the Agency Supervisor; Form INTS 12-11, Student Evaluation of the Internship Site; and Form 13-11, Student Evaluation of the Internship Program.

Major Internship Project: During the internship, each student intern will be expected to complete at least one major project assigned by the agency supervisor and which is relative to the student intern's agency assignment. This project should be on going throughout the internship and reach culmination prior to the completion of the internship experience. The student intern will be responsible for preparing a written account of the project for presentation via LiveText to the departmental undergraduate internship supervisor prior to receiving a final grade for the internship course(s). At a minimum, the major internship project report should contain a description of the project, the planning process, information relative to resources needed to complete the project, actual components of the project, and a description of the completed project including documents, photos, videos, advertisements, press releases, media reports, and evaluations.

Questions: During the internship experience, the student intern will be expected to respond to a series of questions related to the agency and its everyday operations. The questions to be addressed have been organized according to major concentrations and are provided in the appendices section of this manual (Appendix A-E). Student interns are to respond in writing via LiveText to each of the questions listed in the appropriate major concentration and submit all answers to the undergraduate departmental internship supervisor one week prior to final exams scheduled during the internship semester.

Internship Presentation: Upon completion of the internship and prior to the end of the semester in which the student completes his/her internship, each student will be required to do an oral presentation to the departmental faculty and students on the internship experience. This oral presentation will be scheduled by the departmental undergraduate internship supervisor on the campus of the University of North Alabama prior to the end of the semester. This oral presentation should include the agency name and description of the internship site, a description of activities supported by the agency, a description of duties assigned to the intern during the internship, a report of the major internship project completed during the internship, and significant learning experiences encountered during the internship. The oral presentation must be supported with a PowerPoint presentation. Use of other electronic media material is encouraged. The departmental undergraduate internship supervisor will evaluate the student's presentation and incorporate this evaluation into the student's final course grade.

QUESTIONS TO BE ADDRESSED DURING THE UNDERGRADUATE INTERNSHIP

The non-teaching physical education major, during his/her internship in a practical situation, should receive a variety of experiences. This internship period could very well be the most important and impressive phase of his/her formal professional education. Here, he/she will learn specific responsibilities and acquire certain skills, but of more importance, he/she will acquire professional attitudes and philosophy that will carry over into his/her actual work situations after graduation. For this reason it is most important that the intern be placed in an agency which has comprehensive programs and a modern, professional approach to the specific academic concentration.

In the appendices attached at the end of this manual are a series of specific questions to be addressed by the intern during the internship. These questions have been categorized according to concentration: Appendix A, Exercise Science; Appendix B, Fitness Management; Appendix C, Health Promotion; Appendix D, Recreation; and Appendix E, Sport Management. Each question in the appropriate series must be answered in the prescribed format and submitted to the departmental internship supervisor via LiveText before the end of the internship.

**HPE 498 and SRM 498
INTERNSHIP
FORMS**

**APPLICATION FOR INTERNSHIP
FORM: INTS 1-11**

Name: _____ Date: _____

Campus Address: _____
_____ Phone: _____

Home Address: _____
_____ Phone: _____

Semester you wish to do your internship: _____

When do you plan to graduate? _____

State special circumstances, if any, which you have that should be considered in
assigning you for your internship: _____

Type of agency where you desire internship placement:

First choice: _____

Second choice: _____

Third choice: _____

DO NOT WRITE BELOW THIS LINE. SUPERVISOR'S USE ONLY.

Semester: _____ Internship Agency: _____

Name of Agency Supervisor: _____

Address of Agency: _____

Phone number of Agency: _____

Placement recommended by: _____

Cumulative GPA: _____ Date: _____

Approved: _____

Departmental Internship Supervisor

Disapproved: _____

**INITIAL INTERNSHIP REPORT
FORM: INTS 3-11**

INSTRUCTIONS: To be completed by the intern and returned to the **Departmental Internship Supervisor via LiveText** immediately after meeting with the internship agency supervisor.

Date: _____

Student Intern: _____

Present Address: _____

_____ Phone: _____

Agency Name: _____

Agency Supervisor: _____

Agency Address: _____

_____ Phone: _____

Brief description of initial orientation to agency:

Duties assigned:

Agency Supervisor's Signature Date

Student Intern's Signature Date

**INTERNSHIP GOALS AND OBJECTIVES
FORM: INTS 4-11**

INSTRUCTIONS: Each student intern is expected to submit a goals and objectives they expect to achieve during the internship experience to the **Departmental Internship Supervisor via LiveText** no later than the end of the first week of the internship. The student intern will also be responsible for providing a written copy of these goals and objectives to the **Agency Supervisor** no later than the end of the first week of the internship experience. These goals and objectives should reflect in measurable terms what the student intern wishes to learn, experience and accomplish during the internship and should be reasonable within the scope of the internship assignment.

GOAL I: _____

Objective I-A: _____

Objective I-B: _____

Objective I-C: _____

GOAL II: _____

Objective II-A: _____

Objective II-B: _____

Objective II-C: _____

GOAL III: _____

Objective III-A: _____

Objective III-B: _____

Objective III-C: _____

INTERNSHIP WEEKLY REPORT FORM
FORM: INTS 5-11

INSTRUCTIONS: *Each student intern is expected to submit a narrative description of his/her weekly work assignments. This report should be submitted to the **Departmental Internship Supervisor via LiveText** no later than the first Monday following the week for which the report is submitted. Reports submitted after the scheduled deadline will result in appropriate reductions in the final grade. The weekly reports should include the following information and data:*

1. Name and date.
2. Agency and supervisor's name.
3. Weekly reports to be written, in detail addressing the following five areas:
 - A. Nature of the week's work, all encompassing.
 - B. What was learned from the week's work.
 - C. Problems encountered and how they were solved.
 - D. How Agency Supervisor aided in problem situation, conferences with, etc.
 - E. Evaluations, accomplishments, satisfactions changes that you would initiate if you were to conduct activity a second time.
4. One weekly project planning schedule, listing all projects for the coming week, should be submitted on the proper form and submitted with the weekly reports.
5. One weekly work schedule should be submitted on the proper forms with the weekly report.
6. All reports must be submitted via LiveText.
7. Your signature and date.
8. Agency supervisor's signature and date.

**INTERNSHIP PROJECT PLANNING SCHEDULE
FORM: INTS 7-11**

INSTRUCTIONS: Student interns are expected to submit a weekly project planning schedule to the **Departmental Internship Supervisor via LiveText** each week outlining project work assignments for the week. This project planning schedule is due no later than the first Monday of each internship week.

Name: _____ Internship Week: _____

Brief description of project(s) scheduled for week: _____

Special arrangements required: _____

Required equipment and supplies: _____

Expected number of participants : _____

Detailed schedule of project(s):
Time of activity _____

Location: _____

Details: _____

Signature of Student Intern _____ Date _____

Signature of Agency Supervisor _____ Date _____

NOTE: This form is to be submitted to the **Departmental Internship Supervisor** no later than Monday of the week during which the project is to be conducted.

**INTERNSHIP PROGRESS REPORT
FORM: INTS 8-11**

INSTRUCTIONS: *To be completed by the agency supervisor and returned to the University of North Alabama Departmental Undergraduate Internship Supervisor at the completion of 50, 100, and 150 hours for a required 200 hour internship or at 100, 200, and 300 hours for a required 400 hour internship.*

Date: _____ Hours Completed: 50/100 _____ 100/200 _____ 150/300 _____

Student's Name: _____

Agency: _____

Agency Supervisor's Name: _____

Student Intern's Progress to Date: (circle one)

Poor Fair Good Very Good Outstanding

Indicate Particular Strengths:

Indicate Particular Weaknesses:

Suggestions for Improvement:

Conference with student to discuss progress report: _____
mm/dd/yy

Student's Signature

Date

Agency's Supervisor Signature

Date

**SELF-APPRAISAL FORM
FORM: INTS 9-11**

*INSTRUCTIONS: To be completed by the intern and returned to the **Departmental Internship Supervisor via LiveText** at the end of the internship experience.*

TO BE COMPLETED BY THE STUDENT INTERN

NAME OF INTERN: _____

INTERNSHIP AGENCY: _____

SEMESTER COVERED BY SELF-APPRAISAL: FROM _____ TO _____

This self-appraisal should be completed with care. Please be as accurate and objective as possible. The self-appraisal should be based on the total internship experience and not on isolated incidents.

Using the rating scale below, rate yourself on each of the items in terms of the extent you meet the agency expectations during the internship. Comments and suggestions are welcome and should be placed on the back of the appraisal form.

5. Exceed Expectations
4. Meet Expectations
3. Below Expectations
2. Does Not Meet Expectations
1. Not Applicable

Circle the number that indicates your rating.

Attitudes Toward Work

Willingness to work or perform duties as assigned	5 4 3 2 1
Willingness to accept responsibility	5 4 3 2 1
Shows enthusiasm for work	5 4 3 2 1
Shows desire to achieve	5 4 3 2 1
Accepts criticism in a mature manner	5 4 3 2 1
Does more than just enough to get by	5 4 3 2 1

Leadership and Performance Qualities

Plans and organizes work in an orderly manner	5 4 3 2 1
Promptly carries out assigned tasks	5 4 3 2 1
Effectively communicates with supervisor	5 4 3 2 1
Functions n own initiative when necessary	5 4 3 2 1
Demonstrates effective leadership techniques	5 4 3 2 1
Observes rules and agency practices	5 4 3 2 1
Produces adequate quality of work assigned projects	5 4 3 2 1
Demonstrates good judgement on work related decisions	5 4 3 2 1

SELF-APPRAISAL FORM (Page 2)**Personal and Professional Qualities**

Communicates effectively with other staff members	5 4 3 2 1
Displays patience and self control during work	5 4 3 2 1
Demonstrates a consideration for others' viewpoints	5 4 3 2 1
Demonstrates an ability to express myself in writing	5 4 3 2 1
Demonstrates an ability to express myself orally	5 4 3 2 1

Public Relations

Demonstrates courtesy in working with the public	5 4 3 2 1
Shows respect for others in relationship with public	5 4 3 2 1
Demonstrates tact in working with the public	5 4 3 2 1
Makes adequate use of available media in promoting agency programs	5 4 3 2 1

Using the following rating scale as a guide, rate yourself on each of the items as they apply to the personal skill that you feel needs improvement.

5. Strongly Agree
4. Agree
3. Disagree
2. Strongly Disagree
1. Not Applicable

Circle the number that indicates your rating.

My willingness to work or perform assigned duties	5 4 3 2 1
My willingness to accept responsibility	5 4 3 2 1
My enthusiasm for work	5 4 3 2 1
My desire to achieve	5 4 3 2 1
My ability to accept criticism in a mature manner	5 4 3 2 1
My ability to communicate with supervisors	5 4 3 2 1
My ability to plan and organize work tasks	5 4 3 2 1
My ability to motivate myself	5 4 3 2 1
My ability to assess the quality of my work	5 4 3 2 1
My ability to communicate with other staff members	5 4 3 2 1
My patience and self control during work	5 4 3 2 1
My consideration of others' viewpoints	5 4 3 2 1
My ability to express myself in writing	5 4 3 2 1
My ability to effectively use leadership techniques	5 4 3 2 1
My ability to express myself orally	5 4 3 2 1
My tact while working with the public	5 4 3 2 1

**INTERN APPRAISAL FORM
FORM: INTS 10-11**

INSTRUCTIONS: *To be completed by the Agency Supervisor and returned to the Departmental Internship Supervisor via LiveText at the end of the internship experience.*

TO BE COMPLETED BY THE AGENCY SUPERVISOR

Name of Student Intern: _____

Appraiser: _____

Title: _____

Agency: _____

Semester covered by Appraisal: From _____ to _____.

This appraisal should be completed with care and fairness for the interest of the student. Please be as accurate and objective as possible. The appraisal should be based upon the total internship experience and not upon isolated incidents.

Using the rating scale below as a guide in completing the appraisal form, rate the student on each of the items that are applicable to your expectations of interns. Comments and suggestions are welcome and should be placed on the back of this appraisal form.

- 5. Exceeds Expectations
- 4. Meets Expectations
- 3. Below Expectations
- 2. Does not Meet Expectations
- 1. No Observation

Circle the number that indicates your rating.

Attitudes Toward Work

Willingness to work or perform duties as assigned	5 4 3 2 1
Willingness to accept responsibility	5 4 3 2 1
Shows enthusiasm for work	5 4 3 2 1
Shows desire to achieve	5 4 3 2 1
Accepts criticism in a mature manner	5 4 3 2 1
Does more than just enough to get by	5 4 3 2 1

Leadership and Performance Qualities

Plans and organizes work in an orderly manner	5 4 3 2 1
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INTERN APPRAISAL FORM (Page 2)

Promptly carries out assigned tasks	5 4 3 2 1
Effectively communicates with supervisor	5 4 3 2 1
Functions on own initiative when necessary	5 4 3 2 1
Demonstrates effective leadership techniques	5 4 3 2 1
Observes rules and agency practice	5 4 3 2 1
Produces adequate quality of work on assigned projects	5 4 3 2 1
Demonstrates good judgement on work related decisions	5 4 3 2 1

Personal and Professional Qualities

Communicates effectively with other staff members	5 4 3 2 1
Displays patience and self-control during work	5 4 3 2 1
Demonstrates a consideration for others' viewpoints	5 4 3 2 1
Demonstrates an ability to express himself/herself in writing	5 4 3 2 1
Demonstrates an ability to express himself/herself orally	5 4 3 2 1

Public Relations

Demonstrates courtesy in working with the public	5 4 3 2 1
Shows respect for others in relationships with public	5 4 3 2 1
Demonstrates tact in working with the public	5 4 3 2 1
Makes adequate use of available media in promoting agency programs	5 4 3 2 1

What additional course work would you recommend for the student?

Would you recommend this student for a professional position in his/her academic concentration?

Recommend Strongly	Recommend	Recommend with Reservation	Do not Recommend
_____	_____	_____	_____

Comments:

Conference with Student _____

Date

Signature

Date

**STUDENT EVALUATION OF AGENCY SUPERVISOR
FORM: INTS 11-11**

INSTRUCTIONS: *To be completed by the intern and returned to the **Departmental Internship Supervisor via LiveText** at the end of the internship experience.*

- 5 = Excellent
- 4 = More than adequate
- 3 = Adequate
- 2 = Fair
- 1 = Poor

- ___ 1. Interest in you as a person and as a student.
- ___ 2. Willingness to discuss the full range of your activities at the site.
- ___ 3. Ability to respond to your problems and to help you work toward solutions.
- ___ 4. Quality of conference with the agency supervisor.
- ___ 5. Adequacy of arrangements made to orient you to the agency and the site.
- ___ 6. Sensitivity to your needs in accomplishing your objectives.
- ___ 7. Expression of encouragement and sincerity.
- ___ 8. Understanding of philosophy and practices in the profession.
- ___ 9. Flexibility in arranging for your tasks in light of changing situations within the agency and within you.
- ___ 10. Openness to change, innovation, and new techniques.
- ___ 11. General quality of the overall supervision you received during the internship.

Additional Comments:

**STUDENT EVALUATION OF THE
INTERNSHIP SITE
FORM: INTS 12-11**

INSTRUCTIONS: *To be completed by the intern and returned to the **Departmental Internship Supervisor via LiveText** at the end of the internship experience.*

- 5 = Excellent
- 4 = More than adequate
- 3 = Adequate
- 2 = Fair
- 1 = Poor

- ___ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.
- ___ 2. Provision of relevant experiences in administration, supervision, and leadership.
- ___ 3. Cooperation of agency staff in providing professional growth experiences through training programs, seminars, and similar activities.
- ___ 4. Provision of assistance in helping you achieve your personal and professional goals and objectives.
- ___ 5. Availability of resources, equipment, and supplies essential to the preparation of professionals.
- ___ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- ___ 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance.
- ___ 8. Allowance for relating classroom theory to practical situations.
- ___ 9. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.
- ___ 10. General suitability of the agency for meeting your needs as an intern.

**STUDENT EVALUATION OF THE
INTERNSHIP PROGRAM
FORM: INTS 13-11**

INSTRUCTIONS: *This evaluation of the internship program must be submitted to the Departmental Undergraduate Internship Supervisor via LiveText one week before final exams (during the internship evaluation seminar). Other pertinent comments may be included.*

1. Were the objectives of the internship that were initially discussed with the agency supervisor achieved? Provide an explanation as to why certain objectives were not achieved.
2. Provide a brief description of the agency with particular emphasis on the specific unit, department, or program to which you were assigned or to which most of your hours were spent.
3. Describe any significant contributions you made during your internship (e.g., programs developed, materials written or designed, job analysis, etc.).
4. Give a general overview of the types of tasks you performed and the opportunities you had for administrative, supervisory, and leadership involvement.
5. Discuss problems or difficulties (personal and otherwise) that you encountered. Describe the approach(es) you used to alleviate adverse or problematic situations.
6. Provide a self-analysis in terms of professional growth, increased/decreased confidence and assertiveness, satisfaction/dissatisfaction with career choice, etc.
7. List any recommendations and suggestions for improving the Internship Program.

**APPENDICES: QUESTIONS TO BE ADDRESSED DURING
THE UNDERGRADUATE INTERNSHIP**

The following constitute a series of questions to be addressed by the intern during the undergraduate internship. These questions have been organized according to major concentrations. Student interns are to respond in writing via LiveText to each of the questions listed in the appropriate major concentration and submit all answers to the undergraduate departmental internship supervisor one week prior to final exams scheduled during the internship semester.

Appendix A: Exercise Science

*For all items marked with an asterisk, the student is required to include a copy of all documents identified in the question. Permission MUST be gained prior to securing copies of any paperwork from organization.

I. Organization and Administration

- a. Write and discuss the mission statement or vision of the organization.
- b. Discuss the philosophy, goals and objectives of the organization.
- c. Identify the position of your internship agency supervisor and where they fit into the organizational chart. Include the organizational chart in your discussion.*
- d. Include the job description/duties of the internship agency supervisor. How has your education in Exercise Science prepared you to perform the duties of your supervisor? Identify weaknesses in your professional preparation that would need to be addressed in order to prepare you to fulfill your agency supervisor's job description.

II. Funding and Budgeting

- a. Describe the budgetary process
 1. Persons involved in developing and modifying the budget.
 2. Chain of command in submitting and approving the budget.
 3. Identify person(s) responsible for managing the budgetary spending.
 4. Outline the process for budget modification and purchase requisitions.

III. Standard Operating Policies/Procedures

- a. Identify accrediting agency/organizations for your internship agency.
- b. How do the agencies/organizations identified above influence and regulate policies, procedures, and economics of the internship agency.
- c. If you are interning at a clinical/corporate setting, discuss company policies and procedures that are in place to promote healthy living, i.e. tobacco policy, release time for wellness activities, etc.

IV. Marketing

- a. Discuss marketing of the:
 1. Internship agency
 2. Internal employee base
 3. External community
- b. Who is/are the target(s) of the marketing efforts?
- c. How are marketing efforts evaluated and revisions made to encourage success?

V. Professional Development

- a. Describe in-service training, career development, and continuing education provided to keep current professionally.

- b. What professional development venues are encouraged (professional conferences, workshops, etc.)

VI. Services and Treatment

- a. What programs/services are offered for clients/patients?
- b. Describe and discuss the needs assessments of clients/patients in their program development and implementation.
- c. Discuss strategies used to recruit, increase, and retain clients/patients.
- d. Discuss obstacles that impact carrying out the mission, goals and vision of the organization or department.
- e. What ideas or suggestions do you have to circumvent, rectify, or eliminate these obstacles?
- f. Discuss evaluation and application of data collected through evaluation to improve program and services.
- g. What kinds of reports are required at the conclusion of a program to document success/failure?

VII. Facilities and Maintenance

- a. Discuss facilities including the positive and negative aspects of the available facilities.
- b. Who is in charge of maintaining facilities at your internship location?
- c. If maintenance services are needed, what is the procedure for submitting the request?

VIII. Forms

Obtain a copy of forms for the following (blank forms):

- a. Employees
 1. Sick leave
 2. Injury
 3. Performance evaluation
 4. Grievances
 5. Any other
- b. Client/Patient
 1. Client medical history
 2. Informed consent
 3. Client/Patient program goals, progress, outcomes
 4. Patient Intake/Exit Program Forms
(i.e. Entrance 6-minute walk test, etc.)

IX. Technology

- a. How is technology used at your internship agency? i.e. assessment, evaluation, marketing, monitoring, etc.
- b. Do you feel new technology training and technical support are adequate at the institutional agency? Describe why or why not.

- X. Communication
 - a. Describe the modes of communication used at your institutional agency.
 - b. Reflect on the effectiveness of the various modes of communication used at the institutional agency.

- XI. Diversity
 - a. Discuss specific social, cultural, or economic factors that impact the design, development and delivery of activities, programs and services.

“N/A” (i.e. not applicable) should be inserted in responses where the information is not relevant or a part of the internship experience.

Appendix B: Fitness Management

*For all items marked with an asterisk, the student is required to include a copy of all documents identified in the question. Permission MUST be gained prior to securing copies of any paperwork from organization.

- I. Organization & Administration
 - a. Does the agency have a stated philosophy* and objectives; and if so what are they? When were they created? How were they created? Are they periodically reviewed? If so, how often and by who?
 - b. To whom is the Fitness director responsible?
 - c. Is there an organization chart* showing the line of authority? If not create one.
 - d. List and indicate the number of full time positions. How many of each is hired at the agency? What are the job duties/descriptions*?
 - e. Does the agency have a history of hiring within? Are examples of individuals progressing up the ladder common?

- II. Funding and Budgeting
 - a. What are the source(s) of funds for the agency? What source is the largest contribution? What % of total funds is this?
 - b. How is the budget* for the overall agency developed (a person, board, committee)?
 - c. How often is the budget developed/reviewed/adjusted (quarterly, semi-annually, yearly)?
 - d. Are separate departments of the agency given an 'operating budget'*? What is the budget for;
 - i. Personnel*
 - ii. Equipment*
 - iii. Maintenance/upkeep*
 - iv. Other categories not listed*
 - e. Who oversees the budget per department?
 - f. What is the procedure for getting expenditures approved?

- III. Is there a standard operating procedures (SOP) or "policies and procedures" manual? (copy of cover page of manual*)
 - a. Explain how this was developed.
 - b. How often is this reviewed/updated? Who takes part?
 - c. Who approves policy changes?
 - d. What categories are included in the manual (*table of contents)

- IV. Marketing
 - a. Who is in charge of marketing the services etc. offered by the organization/agency?
 - b. What emphasis is placed on marketing (especially vs. the attention paid to current patrons)?
 - c. How are decisions made regarding target markets?

- d. How are decisions made regarding expenditures related to marketing?
 - e. Is there a specific procedure in place (and followed) for review of previous marketing attempts to determine success? Explain
- V. Professional Development
- a. What are the expectations for staff taking part in professional development opportunities?
 - b. What professional development outlets are encouraged (professional conference? Workshops? Etc)?
 - c. Is there funding available to help support faculty in attending and paying for professional development expenditures?
 - d. How is support for professional development offered (paid time off to attend, money to assist with travel/registration expenses, etc)?
 - e. Is support offered for staff who desire to attempt professional certifications? What are the limitations/requirements (1 year commitment to the agency following attempt at certification, other)?
 - f. If the attempt at the certification is unsuccessful, is the staff member responsible for reimbursing the cost to the agency?
- VI. Services
- a. What programs/services are offered on a rotating basis for patrons? How are these advertised (*copies of advertisements including those sent electronically)
 - b. What is the frequency of these offerings?
 - c. What populations (i.e. youth, females, elderly, etc) seem to be targeted with the in-house programs?
 - d. How are programs evaluated? What constitutes success/failure?
 - e. Who determines continuance/dismissal of specific programs?
 - f. What kinds of reports are required at the conclusion of a program to document success/failure?
- VII. Building/facility maintenance/upkeep
- a. Who is responsible for maintenance of a) buildings, b) equipment, c) grounds.
- VIII. Forms
- a. Obtain a copy of forms for employees related to a) sick leave, b) injury, c) performance evaluation, d) grievances, e) any others*.
- IX. Planning
- a. Is there a master plan for the agency and/or facility? Short term? Long term? If so, describe the master plan.
 - b. How many years in advance does the plan extend?
 - c. Are there detailed concepts for pursuing the long-range plan financially? From a personnel perspective? Other?
- X. Job description

- a. Explain the balance/imbalance between administrative/management type duties and fitness-oriented duties performed by the entry level staff members who have a degree similar to yours (*include job descriptions as written by the agency)
- XI. Describe any additional relevant information (*include associated forms where permission was gained) which were not covered in the above questions.

“N/A” (i.e. not applicable) should be inserted in responses where the information is not relevant or a part of the internship experience.

Appendix C: Health Promotion

*For all items marked with an asterisk, the student is required to include a copy of all documents identified in the question. Permission MUST be gained prior to securing copies of any paperwork from organization.

I. Organization and Administration

- e. Write and discuss the mission statement or vision of the organization.
- f. Discuss the philosophy, goals and objectives of the organization.
- g. Identify the position of your internship agency supervisor and where they fit into the organizational chart. Include the organizational chart in your discussion.*
- h. Include the job description/duties of the Internship agency supervisor. How has your education in health promotion prepared you to perform the duties of your supervisor? Identify weaknesses in your professional preparation that would need to be addressed in order to prepare you to fulfill your agency supervisor's job description and duties.

II. Funding and Budgeting

- a. Describe the budgetary process
 - 1. Persons involved in developing and modifying the budget.
 - 2. Chain of command in submitting and approving the budget.
 - 3. Identify person(s) responsible for managing the budgetary spending.
 - 4. Outline the process for budget modification and purchase requisitions.

III. Standard Operating Policies/Procedures

- d. Identify accrediting agency/organizations for your internship agency.
- e. How do the agencies/organizations identified above influence and regulate policies, procedures, and economics of the internship agency.
- f. If you are interning at a clinical/corporate setting, discuss company policies and procedures that are in place to promote healthy living, i.e. tobacco policy, release time for wellness activities, etc.

IV. Marketing

- a. Describe in detail marketing of the:
 - 1. Internship agency
 - 2. Internal employee base
 - 3. External community
- b. Who is/are the target of the marketing efforts?
- c. How are marketing efforts evaluated and revisions made to encourage success?

V. Professional Development

- a. Describe in-service training, career development and continuing education provided to keep current professionally.

- b. What professional development venues are encouraged (professional conferences, workshops, etc.)
- VI. Needs Assessment, Planning, Implementation, and Evaluation
- a. Discuss who is involved in the needs assessment, planning, implementation, and evaluation of activities, programs, and services.
 - b. Describe and discuss the types of information collected for needs assessment and how the information is used in program development and implementation.
 - c. Discuss incentives used to recruit, increase and retain participants.
 - d. Discuss evaluation and application of data collected through evaluation to improve program and services.
 - e. Discuss obstacles that impact carrying out the mission, goals and vision of the organization or department.
 - f. What ideas or suggestions do you have to circumvent, rectify, or eliminate these obstacles?
- VII. Facilities and Maintenance
- a. Discuss facilities including the positive and negative aspects of the available facilities.
 - b. Who is in charge of maintaining facilities at your internship location?
 - c. If maintenance services are needed, what is the procedure for submitting the request?
- VIII. Technology
- a. How is technology used at your internship agency? i.e. assessment, evaluation, marketing, monitoring, etc.
 - b. Do you feel new technology training and technical support are adequate at the institutional agency? Describe why or why not.
- IX. Communication
- a. Describe the modes of communication used at your institutional agency.
 - b. Reflect on the effectiveness of the various modes of communication used at the institutional agency.
- X. Diversity
- a. Discuss specific social, cultural, or economic factors that impact the design, development and delivery of activities, programs and services.

“N/A” (i.e. not applicable) should be inserted in responses where the information is not relevant or a part of the internship experience.

Appendix D: Recreation

*For all items marked with an asterisk, the student is required to include a copy of all documents identified in the question. Permission MUST be gained prior to securing copies of any paperwork from organization.

I. Organization.

- a. Does the agency have a stated philosophy* and objectives; and, if so, what are they?
- b. What legal basis or administrative requirements does the agency have?
- c. To whom is the executive department director responsible (board, advisory or legal, city manager mayor, or council)?
- d. Is there an organizational chart showing line of authority? If not, draw one.
- e. What facilities does the agency operate? Who has direct responsibility for each facility?
- f. Are there any jointly operated facilities? If so, are there written agreements? Who made the arrangements?

II. Administration.

- a. What is the source of funds for the recreation agency (general appropriation, tax mill, contribution, United Appeal, membership fees)?
- b. Budget.
 1. How is it prepared?
 2. What is the total budget for the agency*?
 3. How are operating costs accounted for*?
 4. Show budget breakdown category by category.
 5. When is it prepared? By who? Who has final approval?
 6. What is the purchasing procedure?
 - a) How are requisitions made?
 - b) Who approves requisitions?
 - c) Are purchase orders used? If so, who approves them?
 - d) Who approves invoices and signs checks?
 - e) Is there a monthly financial statement prepared? If possible, obtain a copy*.

III. Is there a Policy and Procedure Manual for the Recreation agency?

1. How are the policies established?
2. Who makes changes?
3. How is the policy communicated to staff?
4. How strictly are policies and procedures followed?

IV. What relationships exist between:

1. Executive and Board or Commission.
2. Board or Commission and Staff.

3. Executive and Staff.
 4. Staff and Staff.
- V. How is inter-agency communication handled? How effective is it?
- VI. Public Relations:
1. What emphasis is placed on public relations?
 2. What is the attitude of the staff toward the public?
 3. What is the general attitude of the public toward the agency?
 4. What specific methods are used to insure good public relations?
 5. Who is responsibility for good public relations?
- VII. Publicity:
1. What news media are used?
 2. Who has responsibility for news released?
 3. Who writes the news release?
 4. How are news releases delivered to the various news media?
 5. What kind of cooperation does the agency receive from the news media?
- VIII. Is there a job classification system? Is it written?
1. What are the job classifications and general responsibilities of each position*?
 2. List all positions. (Indicate whether salary or hourly wages*
 - a. Full-time.
 - b. Season or part-time.
- IX. Is there an agency library? How are books selected? How are they paid for?
- X. What is the policy concerning staff attendance at conferences and workshops*? Who selects the participants? Are expenses paid by the agency?
- XI. Projects.
- a. List projects by (whichever is applicable).
 1. Seasons, age groups, sex, etc.
 2. Sports.
 3. Others.
 - b. Obtain copies of all project rules, regulations, bylaws, etc*.
 - c. How are participants registered or selected? Obtain copies of registration forms, requirements, publicity*.

- d. Who determines what project will be offered?
- e. Who has responsibility for supervision? Who chooses volunteers, if used?
- f. How much pre-planning is done? Outline the planning process.
- g. Are projects evaluated at the conclusion? If so, is it formal or informal? Do participants participate in the evaluation?

IV. Maintenance.

- a. What maintenance equipment is owned by the agency? What is available from other sources? How or who performs maintenance on equipment (tractors, mowers, trucks, etc.)? Is it preventive or repair?
- b. Who is responsible for maintenance of facilities (building and grounds)? Is there a planned program of maintenance for agency facilities? How often are buildings painted? Who does the painting? How is it paid for?
- c. Who is responsible for agency equipment? How is it inventoried? Who is responsible for inventory? When is inventory performed?
- d. Who is responsible for having agency equipment repaired? When is it repaired or replaced if necessary?
- e. Who is responsible for office equipment in the agency? How often is it serviced? Are there service contracts?

V. Forms.

Obtain a copy of all forms (inventory, injury, sick leave, etc.), rules and regulations, league bylaws, purchases, policies and procedures, etc., that are available*.

VI. Planning.

- a. What studies of the Recreation agency's operation have been performed? By whom?
- b. Is there a long-range, master plan*?
 - 1. Who made it?
 - 2. Is it being followed?
 - 3. What recommendations have been completed?
 - 4. What are the major recommendations for the future?
- c. How does the agency to which the student is assigned relate to other agencies in the area?
 - 1. Other city and/or major county departments (or institutional departments)
 - 2. Schools.
 - 3. Private and youth-service agencies.
 - 4. Others.

- d. How does this Recreation agency help other such agencies? What help does it receive?

“N/A” (i.e. not applicable) should be inserted in responses where the information is not relevant or a part of the internship experience.

Appendix E: Sport Management

*For all items marked with an asterisk, the student is required to include a copy of all documents identified in the question. Permission MUST be gained prior to securing copies of any paperwork from organization.

- I. Organization.
 - A. Does the agency have a stated philosophy* and objectives; and, if so, what are they?
 - B. What legal basis or administrative requirements does the agency have?
 - C. To whom is the executive department director responsible (board, advisory or legal, city manager mayor, or council)?
 - D. Is there an organizational chart showing line of authority*? If not, draw one.
 - E. What facilities does the agency operate? Who has direct responsibility for each facility?
 1. Are there any jointly-operated facilities? If so, are there written agreements? Who made the arrangements?

- II. Administration.
 - A. What is the source of funds for the Sport Management Agency* (general appropriation, tax mill, contribution, United Appeal, membership fees)?
 - B. Budget*.
 1. How is it prepared?
 2. What is the total budget for the agency*?
 3. How are operating costs accounted for*?
 4. Show budget breakdown category by category*.
 5. When is it prepared? By who? Who has final approval?
 6. What is the purchasing procedure*?
 - a. How are requisitions made?
 - b. Who approves requisitions?
 - c. Are purchase orders used? If so, who approves them?
 - d. Who approves invoices and signs checks?
 - e. Is there a monthly financial statement prepared? If possible, obtain a copy*.
 - C. Is there a Policy and Procedure Manual for the Sport Management agency*?
 1. How are the policies established?
 2. Who makes changes?
 3. How is the policy communicated to staff?
 4. How strictly are policies and procedures followed?
 - D. What relationships exist between:
 1. Executive and Board or Commission.
 2. Board or Commission and Staff.

- 3 Executive and Staff.
 - 4. Staff and Staff.
 - E. How is inter-agency communication handled? How effective is it?
 - F. Public Relations:
 - 1. What emphasis is placed on public relations?
 - 2. What is the attitude of the staff toward the public?
 - 3. What is the general attitude of the public toward the agency?
 - 4. What specific methods are used to insure good public relations?
 - 5. Who is responsibility for good public relations?
 - G. Publicity:
 - 1. What news media are used?
 - 2. Who has responsibility for news released?
 - 3. Who writes the news release?
 - 4. How are news releases delivered to the various news media?
 - 5. What kind of cooperation does the agency receive from the news media?
 - H. Is there a job classification system*? Is it written?
 - 1. What are the job classifications and general responsibilities of each position*?
 - 2. List all positions. (Indicate whether salary or hourly wages*).
 - a. Full-time.
 - b. Season or part-time.
 - I. Is there an agency library? How are books selected? How are they paid for?
 - H. What is the policy concerning staff attendance at conferences and workshops? Who selects the participants? Are expenses paid by the agency*?
- III. Projects.
- A. List projects by (whichever is applicable).
 - 1. Seasons, age groups, sex, etc.
 - 2. Sports.
 - 3. Others.
 - B. Obtain copies of all project rules, regulations, bylaws, etc*.
 - C. How are participants registered or selected? Obtain copies of registration forms, requirements, publicity*.
 - D. Who determines what project will be offered?
 - E. Who has responsibility for supervision? Who chooses volunteers, if used?
 - F. How much pre-planning is done? Outline the planning process.
 - G. Are projects evaluated at the conclusion*? If so, is it formal or informal? Do participants participate in the evaluation?
- IV. Maintenance.
- A. What maintenance equipment is owned by the agency? What is

available from other sources? How or who performs maintenance on equipment (tractors, mowers, trucks, etc.)? Is it preventive or repair*?

- B. Who is responsible for maintenance of facilities (building and grounds)? Is there a planned program of maintenance for agency facilities? How often are buildings painted? Who does the painting? How is it paid for*?
- C. Who is responsible for agency equipment? How is it inventoried? Who is responsible for inventory? When is inventory performed*?
- D. Who is responsible for having agency equipment repaired? When is it repaired or replaced if necessary*?
- E. Who is responsible for office equipment in the agency? How often is it serviced? Are there service contracts*?

V. Forms.

Obtain a copy of all forms (inventory, injury, sick leave, etc.), rules and regulations, league bylaws, purchases, policies and procedures, etc., that are available*.

VI. Planning.

- A. What studies of the Sport Management agency's operation have been performed*? By whom?
- B. Is there a long-range, master plan*.
 - 1. Who made it?
 - 2. Is it being followed?
 - 3. What recommendations have been completed
 - 4. What are the major recommendations for the future?
- C. How does the agency to which the student is assigned relate to other agencies in the area?
 - 1. Other city and/or major county departments (or institutional departments)
 - 2. Schools.
 - 3. Private and youth-service agencies.
 - 4. Others.
- D. How does this Sport Management agency help other such agencies? What help does it receive?

“N/A” (i.e. not applicable) should be inserted in responses where the information is not relevant or a part of the internship experience.