TABLE OF CONTENTS

About Eastern Washington University ................................................................. 3

About the RCLS Programs ................................................................................... 3

About the Internship Program .............................................................................. 4

Purposes and Objectives of the Professional Internship Program ..................... 4

Student/Agency Agreement Form ....................................................................... 5

Grading Procedure ............................................................................................... 10

Sample Internship Goal, Objectives, and Agenda .............................................. 10-12

Internship Midterm Evaluation ........................................................................... 13-14

Internship Final Evaluation .................................................................................. 15-16
ABOUT EASTERN WASHINGTON UNIVERSITY

Eastern Washington University (EWU) is a rapidly growing state institution of higher education with a student enrollment of approximately 12,000.

The university is located in the city of Cheney with a current population of 9,200. The climate is mild and dry and encourages numerous outdoor recreation activities.

The resources of Spokane city and county (400,000 population) professionals plus numerous agencies within the metropolitan area are continuously used and provide a practical and valuable extension of the classroom.

ABOUT THE RCLS PROGRAMS

The Recreation and Leisure Services program first received accreditation via NRPA/AALR in Fall 1986 with all three areas accredited (Outdoor Recreation, Recreation Management and Therapeutic Recreation. Every five years the accreditation is applied for and renewed through the national certification board. The latest accreditation was in 2011. Eastern’s RCLS curriculum continues to be recognized as one of the top in the country.

We graduate 50 to 70 students per year with majors in Recreation Management, Therapeutic Recreation, and Outdoor Recreation.

The RCLS curriculum is a strong combination of both hands-on experiences and theory, i.e., students are required to have 1500 documented hours of practical field experience prior to their internship.

RCLS Faculty members come from a diverse background of professional experience including municipal recreation, therapeutic recreation, adventure programming, university administration, church and camp recreation, outdoor recreation, military, student union and intramural management.

Alumni and student advisory committees, student of the quarter and year awards, and an annual graduation banquet develop a close and lasting bond between students and faculty. Resources of other Eastern faculty and their respective departments provide a broad interdisciplinary base for the supporting curriculum required for recreation and leisure services.

The Intramural Program and our Outdoor Center at the university have a close working relationship with the Recreation and Leisure Program, enabling many students to receive additional experiences.

Eastern has always enjoyed a high job placement record for its RCLS students. It is felt that this has been due to a comprehensive and innovative curriculum combined with practical field experience, excellent facilities for training, and a superior relationship with many recreation and park professionals in the United States and internationally…that means you!
ABOUT THE INTERNSHIP PROGRAM

1. Each student makes his/her own selection of his or her internship site, which must receive approval of their faculty advisor.

2. The internship begins at the start of Summer Quarter (approximately the third week in June) and runs for 10 weeks. During this time, students are expected to work full-time (minimum of 40 hours per week).

3. As tuition is quite high during the summer months and the students have completed all but one requirement for their degree, an effort is made to locate internships which offer a wage, however, these arrangements are between the intern and the agency.

4. All final arrangements are made between the intern and the agency supervisor. The faculty advisor from the PEHR Department has an advisory role only.

PURPOSES AND OBJECTIVES
OF THE PROFESSIONAL INTERNSHIP PROGRAM

The basic purpose of the Professional Internship Program is to provide a planned transition from the university curriculum to a professional leisure services setting. In the internship experience, the student will test the practical application of the theories of leisure studies in the agency setting under the guidance and supervision of an agency professional and a university faculty advisor. As part of the internship experience, the student is evaluated by the agency supervisor and the university faculty advisor.

BASIC OBJECTIVES

1. To provide the student an opportunity to integrate theory and practice in his/her professional education; to encourage the exchange of contemporary thinking and insights between the internship student and agency personnel. To gain experience in leadership, supervisory, administrative and delivery functions within a recreation parks, resort or leisure service setting.

2. To provide the student an opportunity to promote and broaden his/her philosophy and understanding of the recreation and leisure services 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 further study in recreation, parks, resorts or leisure services.
STUDENT/AGENCY AGREEMENT FORM

(This agreement is to be returned to the Physical Education, Health and Recreation Department, PEB 200, Eastern Washington University, Cheney, WA 99004-2499)

Student’s Name _________________________________________________________

Faculty Advisor _________________________________________________________

AGENCY INFORMATION

Agency Name ____________________________________________________________

Agency Supervisor _______________________________________________________

Agency Address _________________________________________________________

City ___________________________ State _________ Zip ________________

Office Phone ____________________ Cell Phone _____________________________

Fax____________________________ Email ________________________________

The following items have been discussed and mutually agreed upon constituting a guide for the Professional Internship Program. Please complete and return to the student. The student will submit to his or her respective faculty advisor.

This agreement is established between the Physical Education, Health and Recreation Department at Eastern Washington University and the above-mentioned agency for the purpose of cooperation in providing an internship placement for students of the University. Internship placements serve as an educational experience for the students and enhance agency services.

This agreement is signed by the student, agency supervisor and EWU faculty advisor as an acknowledgment of the conditions of the agreement.
MUTUAL RIGHTS AND RESPONSIBILITIES

1. There will be no discrimination with regard to race, creed, sex, religion or national origin in the selection, assignment and education of the student;

2. Autonomy of EWU and the Agency will be observed at all times;

3. Visits by EWU staff to the Agency for the purpose of planning and evaluating the program, discussing student performance and arranging for additional educational experiences will be welcome when applicable and feasible;

4. There shall be no exchange of funds between EWU and the Agency;

5. Students shall be required to follow all rules, regulations and procedures of the Agency as required of Agency employees; these rules, regulations and procedures shall be made available to the student through the Agency's supervisor;

6. EWU and/or the Agency may request the withdrawal of the student from the Agency; the withdrawal request shall be made in writing and shall be shared with the student; the request shall include the reason for the request; in emergency situations, withdrawal requests may be made verbally between the Agency, EWU and the student.

7. EWU does not carry insurance to cover health, accident or professional malpractice of students. The responsibility (if required) rests with the student.

8. Each party to this Agreement shall be responsible for damages to persons or property resulting from the negligence on the part of itself, its employees or its officers. Neither party assumes any responsibility to the other party for the consequences of any act or omission of any person, firm, or corporation not a party to this Agreement.
RESPONSIBILITIES OF THE STUDENT

1. The student will prepare specific goals, learning objectives, and a 10 week agenda with their agency supervisor before or during the first week of the internship. The student will then work with their EWU faculty advisor and Agency supervisor to accomplish the objectives;

2. The student will follow the policies, procedures, programs and operating standards of the Agency and EWU. The student should be familiar with the Policies and Procedures Manual of the Agency, if available;

3. The student will complete all required documentation by the Agency and reports required by EWU;

4. The student will expect and prepare for periodic conferences with the agency field supervisor during the placement;

5. The student has the responsibility to act professionally and ethically to maintain confidentiality and to give priority to Agency clients' rights and needs over his/her own;

6. The student is responsible for his/her own health, accident and professional malpractice insurance unless otherwise agreed to with the Agency. The student shall, prior to commencing the internship, furnish the Agency with Certificate of Insurance for general and malpractice insurance coverage if the Agency so requires.

7. The student will provide the Agency supervisor with a Professional Internship Program Handbook (Supervisor's Supplement) which covers in detail agency responsibilities and the evaluation forms which need to be returned to the EWU faculty advisor.

8. The student must realize the Professional Internship Program is to be the equivalent to a full-time assignment in concert with the Agency's appointment, requiring tactful, friendly, courteous and respectful behavior to all.

9. The student is to be prompt for all work assignments, appropriately dressed, and willing to contribute extra effort.

10. The student is to notify the agency supervisor, well in advance when possible, in cases of absence from work.

11. The student is to consult with the Agency supervisor when confronted with problems he/she cannot solve alone.

12. The student is to plan thoroughly and in advance for all assignments and is to do the best possible job in carrying out assignments, striving to become a productive, contributing member in the delivery of services.
RESPONSIBILITIES OF THE AGENCY

1. The Agency will designate a person to be the agency supervisor with responsibilities as may be mutually agreed upon between the Agency, EWU faculty advisor and the student;

2. The Agency supervisor and the student will confer before or during the first week to finalize in written form, goals, learning objectives, and an agenda which the student can follow for the duration of the internship;

3. The Agency will provide meaningful tasks for the student to test and develop skills and knowledge. These tasks will provide the opportunity for the student to (a) work with various staff members within the Agency and (b) work with significant outside resources and clientele that the Agency comes in contact with. It is expected that the Agency will assign increasingly complex tasks as the student gains confidence and competence;

4. The Agency will provide necessary facilities and supplies to enable the student to handle assignments, including an Agency vehicle or mileage if travel is expected of the student and including complete insurance coverage while traveling on official business for the Agency;

5. The Agency will provide an orientation for the student covering rules, regulations, procedures, facilities and equipment of the Agency;

6. The Agency supervisor will conduct periodic conferences with the student. A minimum of once per week is suggested;

7. The Agency supervisor will complete the two formal evaluations of the student which are included in the internship manual (mid-term and final) and return them to the EWU faculty advisor in a timely fashion;

8. If the Agency requires the student to have health, accident and malpractice insurance, the Agency must clearly inform the student during the pre-internship contact of the insurance requirements.

9. The Agency will acquaint the student with resources and materials used by the Agency and permit the student to acquire copies when possible for the student's resource notebook.

10. The Agency will help, if possible, with recommendations for the student for full-time employment and contact persons.
RESPONSIBILITIES OF EWU

1. EWU assumes responsibility for the academic preparation of its students and guarantees that the student shall have satisfactorily completed such preparation prior to being assigned to the internship;

2. EWU shall appoint a faculty advisor to act as a liaison between the parties to this agreement. The advisor will help to clarify all administrative intents and/or purposes of the internship program.

3. EWU will provide, at the Agency's request, information regarding the student's level of preparation and prior experience and will provide materials for the evaluation of the student;

4. The EWU faculty advisor will schedule periodic counsel with the agency supervisor via phone or by correspondence.

This agreement may be modified at any time by mutual consent of the parties. The agreement may be terminated at any time by mutual consent or by failure of either party to fulfill its responsibilities.

The student shall work a minimum of forty hours per week.

This internship is to begin the _______ day of ______________, 20 _____

and terminates on the _______ day of ______________, 20 _____.

AGENCY SUPERVISOR

Signature ____________________________

Title ________________________________

Date ________________________________

STUDENT

Signature ____________________________

Date ________________________________
GRADING PROCEDURE

According to the policy of Eastern Washington University, numerical grades will be assigned to each student at the completion of the Professional Internship Program. The final determination of the student’s grade is based upon the following breakdown:

Agency Supervisor 70%
As determined in the student’s final student performance appraisal.

Faculty Advisor 30%
As determined from the following:

- Objectives and agenda submitted on time
- Weekly reporting consistency
- Attitude and professionalism
- Overall performance
- All paperwork submitted

The faculty advisor has the right to withhold a grade if materials have not been submitted or if the internship was not completed.

SAMPLE INTERNSHIP GOALS, OBJECTIVES AND AGENDA

AGENDA CRITERIA:

Three formats are acceptable: (1) chronological (listing each week of accomplishments), (2) functional (citing your main areas or divisions, but not specific dates) or (3) combination.

Week #1
June 16-22  Attend Kid’s Clubs of Metro Detroit workshop at Ft. Worde, Port Townsend, Washington; Basic orientation to the club.
Read Standard Operating Procedures manual.
Meet with part time staff that you will supervise
PR for Superfit All-Star program

Week #2
June 23-30  Run Superfit All-Stars, M,W,F  4:00  5:00 p.m.
Run Indoor Soccer League, T  4:15  6:15 p.m.
Run games room activities 1 1.5 hours per day
Staff meeting regarding extended hours

(place all ten weeks in similar format)
**GOALS and OBJECTIVES CRITERIA:**

By the end of the first week or before the internship begins, each student, in consultation with his or her direct supervisor, must create a document which outlines learning goals for the internship. In addition, each learning goal should include objectives that will detail how and when each individual goal will be reached. Ideally, we would like to see five well-stated goals that span the responsibilities of a new recreation professional. Each student, along with their site supervisor, will complete the worksheet “EWU Internship Goals Evaluation” to be returned at the end of the internship.

The following information is provided at the top of the document:

<table>
<thead>
<tr>
<th>Intern:</th>
<th>Student’s Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates:</td>
<td>June____ through August___</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Name and Title</td>
</tr>
<tr>
<td>Address:</td>
<td>P.O. Box</td>
</tr>
<tr>
<td></td>
<td>City, State, and Zip</td>
</tr>
<tr>
<td>Phone:</td>
<td>Area Code and Number</td>
</tr>
<tr>
<td>Email:</td>
<td>(Please also include website address if appropriate)</td>
</tr>
</tbody>
</table>
**FORMAT SAMPLE:**

**Goal #1:** By the end of this internship I want to become more competent with the direct facilitation of activities.

**Objective 1:** By the end of week two, I will research and plan two activities for my organization. The planning process will include: researching appropriate activities for this age group, making sure this activity falls in line with the mission of the organization, making sure that I have the appropriate resources and personnel to complete the activities, and the generation of an appropriate risk management plan.

**Objective 2:** By the end of week five, I will implement and evaluate my two planned activities. Evaluation activities will include a debriefing with my supervisor, the generation of a written post-activity report, and the development of a client satisfaction survey instrument. I will provide the results of this survey instrument to my supervisor once I have compiled my data.

**Objective 3:** By the end of week ten, I will plan, implement, and evaluate at least one more activity – this time I will incorporate the information I learned during the first two attempts. I will generate another post trip report and client satisfaction survey as part of this process.

**Goal #2:** By the end of this internship, I want to become more competent with the direct supervision of seasonal staff and volunteers

**Objective 1:** By the end of week one I will meet with my supervisor and/or the appropriate human resources staff in order to become familiar with my responsibilities as a supervisor. This orientation might include (but is not limited to) familiarization with job descriptions, the employee evaluation process, sexual harassment policy, grievance procedures, dress codes, behavior management procedures, and any other appropriate policies or laws that might affect my ability to successfully supervise seasonal staff.

**Objective 2:** By the end of week five I will provide employee performance feedback to each of my staff in the form of a one-on-one meeting. I will document suggestions for employee improvement, work well done, suggestions from staff to improve my effectiveness as a supervisor, and any work objectives for the remaining five weeks. The outcome of this meeting and all documentation will be shared with my direct supervisor. I plan to implement suggestions for improvement from my supervisor.

**Objective 3:** By the end of this internship I will complete employee performance appraisals for all of my staff, including an exit interview. I will document this process via appropriate organizational mechanisms. I will also receive an appraisal from my direct supervisor regarding my effectiveness in this role over the past ten weeks.
# Internship Midterm Evaluation

Eastern Washington University  
RCLS 496-01.02.03.04 – Internship in Recreation and Leisure Services  
To be returned to faculty advisor, PEB 200, EWU, Cheney, WA 99004

<table>
<thead>
<tr>
<th>Name of Intern</th>
<th>Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Supervisor</td>
<td>Date of Evaluation</td>
</tr>
</tbody>
</table>

Please evaluate with care and fairness for the interest of the intern. Reflect carefully upon the intern’s performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered, not upon isolated incidents alone. A final evaluation will be completed at the conclusion on the internship.

Please insert the appropriate rating in the blank provided for each area to be rated.

| Excellent | 5 | Exceptional performance, skill, and level of expertise; performs independently and consistently above expected level. |
| Very Good | 4 | Consistently meets and occasionally exceeds expected level of performance. Goes beyond job description in some areas. |
| Good      | 3 | Consistently meets expected level of performance. |
| Fair      | 2 | Requires assistance and needs monitoring in some areas in order to meet expected level of performance. |
| Poor      | 1 | Rarely or never meets expected level of performance; unable to perform without supervision. |

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Strong Points</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of position: Understanding of the requirements of the internship, the intern’s place in the organization, and expectations of the intern.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Productivity: Use of time, facilities, and available resources; volume and nature of work produced; planning and follow-through.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Communication: Communicates effectively with staff members and secures acceptance of ideas, methods, and plans by other staff members. Considers viewpoints of others.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Relationships with agency staff: Respect, tact, insight, effectiveness, and courtesy. Ability to coordinate and cooperate with other departments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Relationship with participants: Respect, tact, insight, effectiveness, courtesy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Writing ability and expression: Degree of skill and ability to express thoughts on paper, reports, projects; command of language.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Page 13
## Internship Midterm Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Strong Points</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. <strong>Responsibility</strong>: Dependability, ability to meet schedules, follow-through, and attend to instructions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. <strong>Independent functioning</strong>: Performs without constant supervision and functions constructively on own initiative when necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. <strong>Attendance and punctuality</strong>: Regularity of attendance; promptness of reporting absence, tardiness and time off for illness or personal business; clock watching.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. <strong>Attitude</strong>: Enthusiasm, loyalty, interest, and approach to the internship, associates, public, and the agency. Ability to comply with established procedures and policies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. <strong>Judgment</strong>: Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### OVERALL MIDTERM PERFORMANCE ON THE INTERNSHIP:

(SUM OF INDIVIDUAL SCORES DIVIDED BY 12 ITEMS)
One again, please complete this final evaluation with care and fairness for the interest of the intern. Reflect carefully upon the intern’s performance and make an honest judgment of the qualities of the intern. Base your judgment on the entire period covered, not upon isolated incidents alone.

Please insert the appropriate rating in the blank provided for each area to be rated.

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Strong Points</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Knowledge of position:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Understanding of the requirements of the internship, the intern’s place in the organization, and expectations of the intern.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Productivity: Use of time, facilities, and available resources; volume and nature of work produced; planning and follow-through.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Communication: Communicates effectively with staff members and secures acceptance of ideas, methods, and plans by other staff members. Considers viewpoints of others.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Relationships with agency staff:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect, tact, insight, effectiveness, and courtesy. Ability to coordinate and cooperate with other departments.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Relationship with participants:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Respect, tact, insight, effectiveness, courtesy.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Writing ability and expression:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Degree of skill and ability to express thoughts on paper, reports, projects; command of language.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Internship Final Evaluation

<table>
<thead>
<tr>
<th>Item</th>
<th>Rating</th>
<th>Strong Points</th>
<th>Suggestions</th>
</tr>
</thead>
<tbody>
<tr>
<td>8. Responsibility: Dependability, ability to meet schedules, follow-through, and attend to instructions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Independent functioning: Performs without constant supervision and functions constructively on own initiative when necessary.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Attendance and punctuality: Regularity of attendance; promptness of reporting absence, tardiness and time off for illness or personal business; clock watching.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Attitude: Enthusiasm, loyalty, interest, and approach to the internship, associates, public, and the agency. Ability to comply with established procedures and policies.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Judgment: Possesses common sense, distinguishes important from unimportant, ability to reason through situations, evaluates the problem before deciding, tact.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**OVERALL FINAL PERFORMANCE ON THE INTERNSHIP:**

(SUM OF INDIVIDUAL SCORES DIVIDED BY 12 ITEMS)