INTERNERSHIP MANUAL
LEI 4940, LEI 4941, and LEI 6922

FLORIDA INTERNATIONAL UNIVERSITY
Revised February 2012
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PREFACE

FIELDWORK is one of the most important steps a student takes in preparing for a professional career in Recreation and Sport Management. It is the competent professional practitioners in cooperating agencies that make this aspect of the curriculum possible. At Florida International University, we are fortunate to have a number of cooperating fieldwork agencies who are able to provide qualified Internship Site Supervisors. These supervisors have a thorough knowledge of the field, an interest in fieldwork instruction, and are dedicated to high standards in Recreation and Sport Management.

The faculty of Florida International University deeply appreciates the opportunities afforded our students in carrying out their fieldwork assignments. We want to express our sincere thanks and gratitude to all those involved.

I. INTRODUCTION

The term "Internship" is used in this manual to stand for an upper-level instructional program that includes supervised pre-professional practice in approved recreation and sport service delivery agencies ("fieldwork"). The practical experience aspect of the program involves observation and participation in planning, conducting and evaluating at the face-to-face, supervisory, and executive levels of professional responsibility.

Undergraduate students majoring in Recreation and Sport Management register for LEI 4940 - Internship I (if they do not choose to do a minor) during the junior year. All must register for LEI 4941 - Internship II during the senior year. Each internship is nine semester hours of credit. Following mutual agreement, the student is assigned to an Approved Cooperating Fieldwork Agency for a minimum of 400 hours (LEI 4940) or 440 hours (LEI 4941) of professional practice.

Graduate students register for LEI 6922 for three to six semester hours of credit in the third or fourth semester. Each student is assigned, following mutual agreement, to an Approved Cooperating Fieldwork Agency for a minimum of 300 hours of professional practice.

Internships may be completed throughout the academic year, but students should submit all paperwork for approval as early as possible, and at least two weeks before the internship semester. Students must attend internship orientation during the fifth week of the preceding semester of the semester of internship. Internship should include two distinct aspects: (1) direct service delivery; (2) extra-mural activities (hearings, board, committee, conferences, workshops, state meetings, etc).

At first, the student is expected to observe and assist until s/he is somewhat familiar with the staff, the clientele, general policies, procedures, organizational pattern, facilities, and
equipment, rules, and regulations, etc. The student should assume increasing responsibilities over time and eventually, under supervision, be in charge of his/her own program(s). Keeping individual differences in mind, each student should be led, as soon and as far as practical, into greater and greater responsibility as the semester progresses.

**Purpose of Manual**

This manual is intended to enable effective communication among fieldwork students, cooperating agency Internship Site Supervisors, and the university. Policies and procedures are suggested as guidelines (rather than "hard and fast" rules) to assist with placing, supervising, and evaluating fieldwork students.

**Purpose of Fieldwork:**

The overall purpose of the internship(s) is to permit each student to grow personally and professionally to the extent of his/her capabilities. Although specific objectives are expected to vary for each student and each agency, the following objectives should apply:

1. To give each student opportunity for practical experience in the organization and administration of recreational, leisure and health care services in various program areas and to increase his/her knowledge and skill at the face-to-face, supervisory, and executive levels of leadership.

2. To enable each student to understand and appreciate the professional duties and responsibilities of personnel in the field.

3. To help each student determine his/her professional strengths and weaknesses.

4. To assist the university in (a) evaluating student performance and improving curriculum, (b) providing opportunities for the faculty to confront practical problems and interact with field professionals.

5. To permit agencies and interns to exchange new and updated concepts of leisure programming and service delivery.

**II RESPONSIBILITIES**

A. The university will:

1. Determine eligibility of students for internship.

2. Select and approve cooperating fieldwork agencies.

3. Approve fieldwork placements in consultation with the student and the
agency.

4. Provide the agency recommendations upon request.

5. Assist the agency, upon request, in developing study programs, materials, etc. and selecting appropriate experiences to meet the needs of particular students.

6. Assign a **University Supervisor** to:
   
a. Help students prepare for fieldwork.
   
b. Visit the agency, observe the student, and confer with the student and the Internship Site Supervisor at least once (subject to the availability of funding).
   
c. Evaluate fieldwork reports and discuss the reports with the students and the Internship Site Supervisor in person at least twice per semester.
   
d. Evaluate and assist the student in self-evaluation of his/her fieldwork performance and professional potential.
   
e. Assign the student's final grade for fieldwork, in consultation with the Internship Site Supervisor.

B. The **Approved Cooperating Field Agency** will:

1. Complete a Joint Contract Agreement Form and Affiliation Agreement as an Approved Cooperating Fieldwork Agency (see Appendix A & B).

2. Communicate the aims and outcomes of the fieldwork program to the agency's managing authorities and its community.

3. Communicate the fieldwork program to the agency staff and help the student gain acceptance as a member of the staff.

4. Interview and select students in consultation with the university.

5. Orient, introduce and identify the student as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the clientele of the agency.

6. Assign a qualified ISS for each student, in consultation with the university.

7. Assist each student in developing a sound plan of study and experiences to
meet his/her individual needs while simultaneously contributing to the agency.

8. Evaluate and assist in grading the student.

9. Participate in periodic evaluation conferences with university personnel to improve the fieldwork program.

C. The student will:

1. Attend pre-fieldwork meetings early in the semester preceding fieldwork.

2. In consultation with the US, secure placement in an Approved Cooperating Fieldwork Agency after a thorough search, including interviews at two or more agencies.

3. Download two copies of the internship manual, one for the agency and one for personal use.

4. Perform his/her work responsibilities in a professional manner, participate in all training and study sessions, attend scheduled conferences and submit all reports required by the agency.

5. Visit, observe, and participate in all phases of the agency operation, not just those areas to which s/he is assigned.

6. Develop, with the help of his/her supervisors, a plan of study and experience.

7. Prepare and submit required reports* and assignments* to the UIS including (See Appendix for forms and/or assignment descriptions):
   a. Fieldwork cover sheets and bi-weekly reports (See Appendix D & E)
   b. Major Program Project (See Appendix F)

8. Be subject to all rules and regulations of internship site organization, which may include:
   a. Drug Testing
   b. Background Checks

Note: All reports and assignments should be typed, double-spaced

III POLICIES AND PROCEDURES

A. Approved Cooperating Fieldwork Agencies:
Although it is a distinct honor to be selected as an Approved Cooperating Fieldwork Agency, it is not something that should be entered into without serious deliberation on the part of agency personnel and policy makers. Considerable professional sacrifice, expense and time are necessary to make this contribution to the preparation of future recreation and sport management professionals. The following criteria and procedures are used in selecting agencies and placing students.

1. Criteria for Selection:

The following factors are considered in selecting approved cooperating fieldwork agencies:

   a. A sincere desire to participate in an educational program to improve the preparation of quality personnel for the profession.

   b. Professionally prepared and credentialed staff to supervise students; staff with competence, a thorough knowledge of the field, supervisory experience, an interest in field instruction, ability to analyze and evaluate practice, an understanding of professional preparation curriculum, and an interest in improving and maintaining the specialization areas.

   c. Evidence of a sound professional philosophy of service delivery.

   d. Adequate resources to afford broad and varied programs and services.

   e. Sound administrative procedures, such as personnel policies including in-service training.

   f. Evidence of adequate facility and community acceptance and support.

2. Procedures for selection

   a. Agencies desiring “approved” status will indicate that there is policy and administrative approval for participating in the fieldwork program by completing the agency agreement forms (see Appendix A & B).

   b. A Joint Contract of Agreement and Affiliation Agreement form (see Appendix A & B) must be submitted at the university at the earliest possible date prior to the placement of interns.

   c. Agencies will be informed of their status as soon as possible after application, following consideration by the university.

   d. Selection as an Approved Cooperating Fieldwork Agency does not ensure that a student will be assigned to the agency, but only that the
agency will be on the list from which the assignments are to be made.

B. **Fieldwork Students:**

Students must complete specific academic requirements and preliminary field experiences prior to Internship.

1. **Selection –**

   **Undergraduate students** must:
   
   a. Have attained junior standing by the end of the semester prior to enrollment in LEI 4940 and attained senior standing by the end of the semester prior to enrollment in LEI 4941.
   
   b. Possess a 2.0 overall grade point average prior to LEI 4940 and a 2.5 grade point average prior to LEI 4941.

   **Graduate students** must:
   
   a. have attended for two semesters prior to enrollment in LEI 6922.
   
   b. have at least a 3.0 overall grade point average prior to enrollment in LEI 6922.

2. **Placement:**

   a. **Students will keep the University Supervisor informed of all contact with potential fieldwork agencies regarding fieldwork.**
   
   b. In consultation with University Supervisor, the student will contact and interview with **at least two agencies.** The student's first contact with an agency should be a formal letter, including a resume, indicating an interest in interviewing for an internship placement with the agency. This written communication should be followed up by a telephone call to set a time for an appointment. It should be noted that students are expected to conduct themselves in a professional manner. Interviews should be considered as important as job interviews.
   
   c. Students shall keep the University Supervisor informed of all interviews and indicate those agencies with which s/he would like to do his/her fieldwork. The student should not give a definite commitment to any agency without consulting the University Supervisor.
   
   d. Agencies will interview students for fieldwork positions and decide which students they are willing to accept, based upon their own criteria.
e. When the student learns of his/her acceptance for fieldwork placement, s/he is expected to contact the Internship Site Supervisor to make further arrangements.

C. Registration and Evaluation:

Students must pre-register for LEI 4940 Internship I (9 credits), LEI 4941 Internship II (9 credits), or LEI 6922 (3-6 credits), and pay tuition and fees. Students must get written permission from their academic advisors to enroll in any additional courses during the internship.

The Internship Site Supervisor’s grade is based on fulfillment of position responsibilities and potential as a future professional. The Internship Evaluation Form that the Internship Site Supervisor completes and discusses with the students is primarily to help the student discover strengths and weaknesses. It does not determine the student’s final grade, which considers many factors as well. (See Appendix G).

The University Supervisor will base grades upon written reports, field observation, conferences with student and Internship Site Supervisor, fieldwork seminar participation, and the Internship Site Supervisor's final grade.

D. Unsatisfactory Performance During Internships or Removal from Internships

Policy: Students performing unsatisfactory work (C minus or less) during internship, and/or who have been removed from an internship placement for behavioral or reasonable cause will be placed on full probation from the program until a full review of the circumstances can be completed. Students performing at an unsatisfactory level and/or removed for a second time will be discontinued in the Recreation and Sport Management programs.

Rationale: It is the responsibility of university to educate students for professional careers while at the same time protecting the health and well-being of the consumers served by the pre-professional in training.

Procedures:

1. In the event of an unsatisfactory performance report from an agency during an internship, the University Supervisor will discuss the issues and problems with the Internship Site Supervisor and develop an appropriate plan of corrective action.

2. In the event a student’s behavior or actions create concerns for the well being of the agency’s clients or personnel, the University Supervisor, program coordinator or departmental chair, and Internship Site Supervisor will meet to determine an appropriate course of
action. Behavior or conduct that places clients at risk is grounds for immediate dismissal.

3. Students receiving an unsatisfactory grade or who are removed for conduct reasons will not be permitted to resume another placement until the next academic year's summer term internship cycle, and will not be allowed to re-enroll without the permission of the Internship Site Supervisor and program coordinator or departmental chair.

IV. CONCLUSION

The purpose of this manual has been to facilitate three-way understanding among INTERNSHIP STUDENTS, COOPERATING FIELDWORK AGENCIES, and the UNIVERSITY so that each student majoring in recreation may become all that s/he is personally and professionally capable of being. The discussions, the forms, the suggested policies and procedures are intended to serve students and supervisors. Criticism and recommendations concerning this manual and the fieldwork program are solicited and welcomed.
Recreation and Sport Management Program
Internship Proposal

Please fill out the following information thoroughly. The proposal must be approved two weeks prior to the end of preceding semester of internship before making definite plans for your internship. Typically, Fall internship proposal must be approved by the end of July, Spring internship approved by mid-November and Summer internship approved by mid-April.

STUDENT INFORMATION

Name: ___________________________   Panther ID: _______________________
Phone: ___________________________   Email: ___________________________

Internship (please circle):           Internship Semester: _________
    LEI 4940  LEI 4941  LEI 6922

AGENCY INFORMATION

Proposed Agency: ____________________________
Address: __________________________________
Phone number: ______________________________
Email: _____________________________________
Description of the agency’s goals, service area and administrative structure
(Attach additional page if necessary):

Supervisor:
Name: ___________________________   Title: ___________________________
Phone: ___________________________   Email: __________________________
Degree: ___________________________   University: ____________________
Years in current position: ____________   Years Experience: ____________
Check with university program director, if not approved agency please provide
Background/Experience (please attach a resume if possible):
INTERNSHIP INFORMATION

Job description:

Proposed schedule:

Goals:

Potential Special Project:

Additional Information/Comments:

Student Signature: ____________________________ Date: __________

Supervisor Signature: ____________________________ Date: __________

Faculty Signature: ____________________________ Date: __________

Return form to the department of Leadership and Professional Studies
Fax: 305-348-1515 Address: 11200 SW 8th Street, ZEB 313, Miami, FL 33199
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: [http://www.wagehour.dol.gov](http://www.wagehour.dol.gov) and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
APPENDIX A
FLORIDA INTERNATIONAL UNIVERSITY
RECREATION AND SPORT MANAGEMENT CURRICULUM
JOINT AGREEMENT CONTRACT FORM

JOINT AGREEMENT
FOR
APPROVED COOPERATING FIELDWORK AGENCY

(Please print all excluding signatures)

THE

Agency Name: ___________________________  Contact Person: ___________________________
Address: _______________________________  Phone Number: ___________________________

agrees to interview qualified students for fieldwork. This agency agrees to supervise and assist in evaluating any student accepted, in order to better prepare him/her for a professional career. This agency further agrees to follow the guidelines and policies indicated in the current Florida International University Recreation and Sport Management Curriculum Internship Manual.

Name of Internship Site Supervisor’s Name of Internship Site Supervisor
Superior

Signature  Date  Signature  Date

RECREATION AND SPORT MANAGEMENT PROGRAMS
AT
FLORIDA INTERNATIONAL UNIVERSITY

agrees to assist the Approved Cooperating Fieldwork Agency with the placement, supervision, and evaluation of students accepted by the agency and approved by the university.

Name of University Supervisor  Signature  Date
APPENDIX B
To be completed with university program director, by appointment only and must bring proposal form to appointment.

AFFILIATION AGREEMENT
BETWEEN
THE FLORIDA INTERNATIONAL UNIVERSITY
BOARD OF TRUSTEES
AND

_______________________________
(Internship Site)

THIS AGREEMENT is entered into as of the ____ day of ____________, 20__, by and between THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, on behalf of Florida International University, University Park, Miami, Florida 33199, hereinafter referred to as the "UNIVERSITY", and ___________________________, whose address is __________________________, hereinafter referred to as "INSTITUTION".

WITNESSETH

WHEREAS, UNIVERSITY desires that students enrolled in the Recreation and Sport Management Program of UNIVERSITY obtain Experience at INSTITUTION in the areas related to the Program ("Experience"); and

WHEREAS, INSTITUTION is offering to provide said Experience in recognition of the need to train individuals in the Program area(s).

NOW, THEREFORE, for and in consideration of the premises and mutual covenants and agreements herein contained, the parties hereto agree as follows:

1. FACILITIES:

INSTITUTION agrees to make the following facilities available to UNIVERSITY in order to provide Experience for UNIVERSITY Students ("Students"):

(a) Cafeteria facilities, if available, shall be open to Students while on assignment at INSTITUTION. The cost of meals at such facilities shall be borne by said Students.

(b) INSTITUTION library facilities used by INSTITUTION staff members shall be open to the Students.

(c) Vehicular parking at INSTITUTION for Students. To the extent there is a charge for parking, such charge will be paid by Students.

2. PROVISIONS FOR INSTRUCTION AND SUPERVISION OF Students:

(a) Pertaining to the Experience, UNIVERSITY shall acquaint its Students with the INSTITUTION’s rules and regulations. This does not preclude INSTITUTION from providing further orientation. INSTITUTION will provide UNIVERSITY with a current set of rules and regulations at least sixty (60) days prior to the beginning of each applicable term, and promptly following any amendments to such rules and regulations.
(b) INSTITUTION reserves the right to refuse its facilities and services to any Student who does not comply with either the professional or other regulations of INSTITUTION or of any appropriate authority controlling and directing INSTITUTION.

(c) UNIVERSITY'S Department of Leadership and Professional Studies through its faculty maintains its responsibility for the instruction and academic supervision of the Students assigned to INSTITUTION; however, INSTITUTION shall assign a qualified staff member to assist in providing on-site instruction and to provide on-site supervision of the students.

(1) On-site instruction will be pertinent to the Program objectives stated in the course syllabus.

(2) A copy of the Program objectives is attached to this Agreement.

(3) INSTITUTION shall assist UNIVERSITY in the evaluation of students assigned for Experience.

(d) Liability insurance coverage:

(1) UNIVERSITY maintains general liability coverage with the State of Florida Risk Management Trust Fund for its faculty and employees; coverage is provided to the limits of the State's waiver of sovereign immunity, $100,000 per person, $200,000 per occurrence. Additionally, UNIVERSITY maintains professional liability insurance coverage with an each claim limit of $1,000,000 and an annual aggregate limit of $3,000,000 for its faculty and students who participate in Department’s programs. A copy of this certificate of insurance will be provided to INSTITUTION upon request.

(2) Faculty shall be licensed or certified for practice.

3. NON-DISCRIMINATION:

No person shall be denied access to or the benefits of this training program on the basis of race, color, sex, age, religion, national origin, marital status, handicap, or disability, unless otherwise allowed by law.

4. TERM OF AGREEMENT:

The initial term of this Agreement shall be from _________, 20___ through _________, 20___. This AGREEMENT shall be automatically renewed for yearly periods thereafter. Either party hereto may terminate this AGREEMENT at any time for any reason whatsoever or no reason at all by giving to the other party notice in writing at least sixty (60) days prior to the intended termination date; provided, however, that all Students enrolled in the training Program Experience at INSTITUTION at the time of the notice of
termination shall be given the opportunity to complete their training Program Experience at INSTITUTION, for a period not to exceed six (6) months.

IN WITNESS WHEREOF, the parties have executed this AGREEMENT as of the day and year first above written.

THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES

__________________________
Tonja Moore
Associate Vice President - Academic Affairs

Date: ________________________

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: ________________________
FIU Attorney

FOR THE INSTITUTION:

By: ________________________
Name: ________________________
Title: ________________________
Date: ________________________

Please provide 3 signed original copies to: FIU Recreation & Sport Management Program
11200 SW 8th Street, ZEB 313 or ZEB 336A
Miami, FL 33199
Student Name: _________________________

University Supervisor: ________________

(Must type all except signatures with appendix D attached)

APPENDIX C

FLORIDA INTERNATIONAL UNIVERSITY
RECREATION AND SPORT MANAGEMENT CURRICULUM
REPORT COVER SHEET

For the weeks of: ________________

Hours this reporting period: ________________

Cumulative hours to date: ________________

Panther I.D. Number: ________________

Address: ____________________________________________

_________________________________________________________________

Telephone: Internship: ( )___________________________

Home: ____________________________(______)

Cell: _____________________________(______)

E-mail: ________________________________

Agency: ____________________________________________

_________________________________________________________________

Student Signature                      Date

Internship Site Supervisor Signature Date

University Supervisor Signature Date
1. The reporting period’s actual assignment and responsibilities:

2. Analysis (your successes and/or problems):
3. Supervisory conferences (Discussion topics, field trips, directed readings, meetings attended, etc.):

4. Next week's primary objectives and proposed plan:
Instructions:  This is designed to serve as a guide/checklist for the completion of the Major Program Project. The student is expected to complete a major project that will be of benefit to themselves and the Approved Cooperating Fieldwork Agency. The project is to be discussed with the agency supervisor and must be completed by the end of the internship.

_____ RATIONALE FOR PROJECT

Provide a written rationale for performing the designated project. This should include background information and ultimate benefits to the agency.

_____ OBJECTIVES

Statement of general outcomes that will result from the completed project.

_____ DESCRIPTION OF THE PROJECT

_____ COPY OF THE PROJECT OR DOCUMENTATION OF THE PROJECT

_____ EVALUATION OF THE OUTCOMES

Description of how effective the completed project is in accomplishing the stated objectives. Recommendations for changes or expansion of the project.
APPENDIX F
FLORIDA INTERNATIONAL UNIVERSITY
RECREATION AND SPORT MANAGEMENT CURRICULUM
INTERNSHIP EVALUATION FORM

Instructions: This form should be filled out by the Internship Site Supervisor at midpoint of internship/semester and last week of internship/semester while shared with the student. The rating should be made with care and fairness. Reflect carefully upon the person's work, and make an honest judgment of the qualities of the trainee. Base your judgment on the entire period covered, not upon isolated incidents alone. Please return to the following address upon completion:

FIU Recreation and Sport Management Program
Supervisor Name: ______________________
University Park, ZEB 313
Miami, FL 33199

Date of Evaluation: ________________

Reporting period: From ______ To ________

Internship Site Supervisor: ______________________

Position or Title: ______________________

Agency: ______________________

Agency's Address: ______________________

Phone number: ______________________
Please evaluate the student in the categories identified using the following scale.

- **A** OUTSTANDING: Consistently exceptional in fulfilling requirements
- **B** COMMENDABLE: Frequently meets and exceeds minimum requirements
- **C** GOOD: Regularly meets and occasionally exceeds minimum requirements
- **D** FAIR: Does marginally passable work, but does not extend oneself
- **F** POOR: Fails to meet minimum requirements.
- **NA** Not Applicable
- **DNO** Did Not Observe

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<th>Description</th>
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<td>PROFESSIONAL PERFORMANCE</td>
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<td>PROFESSIONAL PERSONALITY</td>
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<td>Goal setting</td>
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<td>Enthusiasm</td>
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<td>Goal achievement</td>
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<td>Courtesy and tact</td>
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<td>Planning and organization</td>
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<td>Voice quality, speech presentation, tone and inflection</td>
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<td>Timeliness in completing assignments</td>
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<td>Sense of humor</td>
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<td>Ability to evaluate own performance and quality of work</td>
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<td>Maturity in judgment</td>
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<td>Group presentation skills</td>
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<td>Concern for others</td>
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<td>Verbal communication skills</td>
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<td>Written communication skills</td>
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<tr>
<td>PROFESSIONAL KNOWLEDGE</td>
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<td>PROFESSIONAL ATTITUDE</td>
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<tr>
<td>Ability to integrate conceptual knowledge and activity skills</td>
<td></td>
<td>Initiative and imagination</td>
<td></td>
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<tr>
<td>Knowledge and understanding of program principles and methods</td>
<td></td>
<td>Enthusiasm for the profession</td>
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<tr>
<td>Ability to apply knowledge in a practical manner</td>
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<td>Willingness to accept assignments</td>
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<tr>
<td>Grasp of total field</td>
<td></td>
<td>Attendance at professional meetings</td>
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<tr>
<td>Possessing a wide variety of interests</td>
<td></td>
<td>Adherence to departmental policies</td>
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<td>Acceptance of suggestions, direction and critical evaluation</td>
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</tbody>
</table>
Space is provided below for additional comments for improving performance or correcting deficiencies. If more space is needed, please attach sheet or use the back of this form.

STUDENT COMMENTS:


INTERNSHIP SITE SUPERVISOR COMMENTS:


SUMMARY OF EVALUATION CONFERENCE:


Student Signature   Date

Internship Site Supervisor Signature   Date

University Supervisor Signature   Date