PRT 191: Internship
Parks, Recreation, and Tourism Program
The Rubenstein School of Environment and Natural Resources
University of Vermont
(updated 4/12)

Introduction

Preparation for a career in parks, recreation, and tourism involves study, planning and experience. Increasingly, employers are requiring that college graduates provide proof of work skills and abilities beyond those certified by the receipt of a diploma. In a competitive job market, relevant experience plays an important role in successfully securing employment. Internships are one way to obtain skills, knowledge and work habits that lead to successful employment after college graduation.

Academic preparation in the professional field, development or acquisition of skills, and relevant experience are three keys to career employment. The Parks, Recreation, and Tourism Program provides an internship course (PRT 191) through which students receive academic credit while developing skills and abilities and obtaining work experience relevant to their future professional careers. In addition, PRT students may participate in the University’s Cooperative Education Program which provides an alternative means for gaining practical experience.

Internship Advantages

Through an internship, a student has an opportunity to gain an understanding of the relationship between classroom theory and its practical application; to test career objectives to see if there is a fit between career requirements and the student’s objectives; to develop professional work habits; to improve interpersonal skills; to begin networking with professional contacts; to prepare for a smooth transition into full-time employment; and to earn funds to partially support college education.

In turn, an employer has the opportunity to establish a pool of potential professional employees with demonstrated ability; to train highly motivated students; and to develop an efficient training program.

The Parks, Recreation, and Tourism Program receives student and industry feedback that can affect curriculum change; and it gains increased rapport with community interests and encourages community and professional support for the University programs.

Internship Goals

Internships are more desirable as work experiences than normal seasonal employment since they involve a commitment on the part of the cooperating organization to provide a high-quality and varied learning experience. Some recreation/hospitality service providers maintain continuing, but seasonal, internship programs, and others may establish such programs in response to requests initiated by either the student or the program. Some internships are paid positions, and others may be volunteer, unpaid positions.
or a combination of the two. An internship should, ideally, expose the student to a broad range of activities or functions within the cooperating organization. Some internships may involve a primary job or work responsibility, but these must be coupled with the opportunity for exposure to other aspects of the cooperating organization’s operation in order to receive approval.

Internship Requirements

1. Meet with a faculty advisor to discuss intern opportunities in advance of the semester you intend to do the internship. Interns typically set up their own experience with input and assistance from a faculty advisor. The basic requirement is 150 hours of work experience for 3 academic credits.

2. Complete Forms A and B (attached) once you are accepted for an internship by an organization.

3. Register for 3 credits of PRT 191 (this can be extended to 6 credits of co-op work experience with faculty approval and an increased number of hours of internship participation).

4. Do the internship, and near the end of that experience, have your supervisor complete the evaluation form (attached) and return it to your faculty advisor.

5. Write your final paper by mid-term of the next semester, and turn it in to your faculty advisor.

Internship Final Report

An internship is more than just a job; it is also a valuable experience in a student’s academic preparation for a professional career. Post-internship evaluation is a necessary and integral part of the process. Thus, following completion of the internship, students are expected to prepare a final paper that presents a critical analysis of the experience. While the paper should include a description of activities undertaken during the internship, it should also go beyond description to reflect upon and analyze the overall experience. You should address the following topics in the paper: an introduction to your host business; a description of the work you performed; an evaluation of positive and negative aspects of the internship experience; an assessment of challenges encountered and a discussion of potential solutions; an evaluation of how the organization functions in terms of its goals; comments about how the internship experience fits into your overall career goals; a discussion of how the internship experience related to concepts, theories, and practices learned in UVM classroom study; anything else relevant to your experiences; and a conclusion. Please use headings for specific sections of the paper; that makes it much easier to read and evaluate.

The final paper might be easier to write if you have kept a journal recording activities and issues encountered during the internship experience. You may also have completed some tangible products for the organization during the internship experience (a survey, a trail guide, an interpretive brochure, a site plan, a slide show, etc.). The journal and/or the tangible products may also be handed in with the final paper, if you choose. The final paper should be handed in to your academic advisor by the midterm of the semester following the internship experience. You might also like to share a copy of your final paper with the organization providing the internship.
Form A: INTERNSHIP REGISTRATION

Name of Student: ___________________________ Student ID #: ___________________________

Local Address: _______________________________________________________________________

City: ___________________________ Zip: _________ Local Phone: _______________________

Cooperating Organization/Business: _______________________________________________________________________

Address: _______________________________________________________________________________

City: ___________________________ State: _________ Zip: _______________________

Supervisor: ___________________________ Telephone: ______________

FAX: (_____)_____-_________ E-mail: ___________________________

Beginning Date: ___________________________ Ending Date: ___________________________

Faculty Advisor: ___________________________

A. Attach a copy of the job announcement if available.

B. Attach a brief description of the job and its responsibilities.

C. Attach a statement of your expected outcomes for the internship experience.
The statement of expected outcomes should identify what the student expects to gain from participation in this experience. It will be used by the organization/business supervisor and the student to plan the internship experience.

_______________________________________________________________________________________

Student Signature

Date

_______________________________________________________________________________________

Faculty Advisor Signature

Date
Form B: ORGANIZATION ACCEPTANCE OF STUDENT INTERN

Name of Student: _____________________________  Student ID #: _____________________________

Local Address: _________________________________________________________________________

City: ______________________________________  State: ______________  Zip: _________________

Local Phone: ________-______________  E-mail: ________________________________

Home Address: _________________________________________________________________________

City: ______________________________________  State: ______________  Zip: _________________

Phone: (____)______-______________  E-mail: ________________________________

Cooperating Organization/Business: _________________________________________________________

Department or Division: __________________________________________________________________

Address: _______________________________________________________________________________

City: ______________________________________  State: ______________  Zip: _________________

Name of Supervisor and Title: ______________________________________________________________

Phone: (____)______-______________  FAX: (____)______-____________

E-mail: _______________________________________________________________________________

Beginning Date: __________________________  Ending Date: _________________________________

UVM Faculty Advisor: ______________________________________________________________________

(continued on reverse)
Special terms of employment and plans to meet intern expectations:

This organization/business hereby accepts the above named student as a student intern and/or employee for the time and terms specified above. We agree to meet the intern’s expectations to the best of our ability, as outlined above, through a varied experience. We agree to evaluate the intern’s performance at the completion of the internship.

Cooperating Agency Representative ____________________________________________________________________________

Date

Please Return To:

Faculty Advisor (named above)
University of Vermont
The Rubenstein School of Environment and Natural Resources
Parks, Recreation, and Tourism Program, Aiken Center
81 Carrigan Drive, Burlington, VT 05405-0088
(or scan and email to the indicated faculty advisor)
Form C: EVALUATION OF STUDENT INTERN PERFORMANCE

Name of Student: _______________________________  Student ID #: __________________________

Internship Job Title: ________________________________________________________________

Name of Supervisor and Title: __________________________________________________________

Phone: (_____)_______-_____________  FAX: (_____)_______-___________________________

E-mail Address: _____________________________________________________________________

We would appreciate your cooperation in rating this student in terms of his or her performance on internship placement with your agency. We recommend that this rating instrument be shown to and discussed with the Intern before it is returned to the academic advisor, and that the supervisor discuss both strength and weaknesses with the intern. We recommend that the performance rating should be conducted immediately prior to the student’s departure. If you have questions regarding this evaluation form, please contact the student’s academic advisor by calling (802) 656-2684.

This evaluation was prepared by:

_________________________________________________________________________________
__________________________  __________________________
Signature of Supervisor  Date

This evaluation was reviewed by:

_________________________________________________________________________________
__________________________  __________________________
Signature of Intern  Date

Comments:
Please rate the intern by checking one column for each of the following criteria (mark “NA” if a category is not appropriate or is not related to the internship experience):

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Personal Characteristics</strong></td>
<td><strong>Excellent</strong></td>
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<tr>
<td>Cooperates with management</td>
<td></td>
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<tr>
<td>Cooperates with other workers</td>
<td></td>
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<tr>
<td>Willingness to work</td>
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<tr>
<td>Dependable</td>
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<tr>
<td>Honest</td>
<td></td>
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<tr>
<td>Ethical Behavior</td>
<td></td>
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<tr>
<td>Shows initiative</td>
<td></td>
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<tr>
<td>Appearance</td>
<td></td>
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<td>Personality (disposition appropriate for field)</td>
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<tr>
<td>Motivation</td>
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<tr>
<td>Accepts supervision</td>
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<tr>
<td>Accepts constructive evaluation</td>
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<td>Punctuality and attendance</td>
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<td>Professional attitude</td>
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<tr>
<td><strong>Skills</strong></td>
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<tr>
<td>Show leadership ability</td>
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<tr>
<td>Communication—speaking</td>
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<tr>
<td>Communication—writing</td>
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<tr>
<td>Shows mechanical ability</td>
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<tr>
<td>Learns new operations easily</td>
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<tr>
<td>Adaptable to a variety of jobs</td>
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<td>Overall skills for industry</td>
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<tr>
<td><strong>Potential for career in this profession</strong></td>
<td></td>
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<tr>
<td><strong>Overall Performance</strong></td>
<td></td>
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