

Sustainable Parks, Recreation, and Tourism Program – Rubenstein School, UVM
PRT 191: Internship
3 credits = 135 hours required
(revised 21 May 2019)

Introduction

Preparation for a career in Sustainable Parks, Recreation, and Tourism involves study, planning and experience – and one facet of this involves completing a 3-credit internship, PRT 191. Employers prefer to hire college graduates who have work skills and abilities beyond those certified by receipt of a diploma. In a competitive job market, relevant experience plays an important role in your future success. An internship will help you develop skills, knowledge and work habits needed for future employment.

Internship Advantages

Through an internship, *students* relate classroom theory and practical applications; develop professional work habits; consider the fit between career requirements and personal goals; improve interpersonal skills; network with professionals; and prepare for a smooth transition into future employment. SPRT internships may be either paid or unpaid; compensation is at the discretion of the host employer.

Employers use internships to establish a pool of potential employees with demonstrated abilities; educate highly motivated students; and develop efficient training programs. Host organizations sometimes hire former student interns directly into staff positions after graduation.

Through internships, the *Sustainable Parks, Recreation, and Tourism Program* receives student and industry feedback that can influence curriculum emphases; increase rapport with community leaders; and encourages community and professional support for RSEN and UVM programs.

Internship Goals

Internships are more desirable work experiences than normal seasonal employment because cooperating organizations commit to providing a high-quality, varied learning experience. Some internship hosts offer continuing (often seasonal) internship programs; others establish internship opportunities in response to requests initiated by either the student or the program. *An SPRT internship must be more than just a job. To receive approval, it must expose a student to a broad range of organizational activities or functions, and provide learning experiences involving multiple aspects of an organization's operations.*

Internship Requirements

1. Meet with your faculty advisor to discuss internship opportunities. Students often set up internship positions with input from an advisor. **In total, 135 hours of internship work experience are required.**
2. **Complete Form A** after you are accepted for an internship by a host organization. Secure the signature of your internship supervisor, and return Form A to your faculty advisor. **Form A MUST BE SIGNED by faculty advisors IN ADVANCE of the internship start date.**
3. Register for **three credits** of PRT 191. You may earn credit for PRT 191 ONLY in the semester during which you are doing the internship, or the following semester.
4. Complete the internship. Then, **have your organization supervisor complete the Evaluation (Form B)**. You and your internship supervisor both sign Form B, then you return it **to your faculty advisor**.
5. Complete **all parts of the Portfolio** described below by a date agreed upon with your advisor (usually mid-point of the semester following your internship). Deliver all required items to your faculty advisor.

Note: Your **health insurance** must continue during your internship, through UVM or on a family policy.

Required Internship Portfolio

- a. **Substantive Paper:** An internship is more than a job: it's a valuable experience in your academic preparation for a professional career. Following completion of the internship, students must prepare a final paper that presents a critical analysis of their experiences. While the paper should include a description of activities undertaken during the internship, it must also go beyond description to reflect upon and analyze the overall experience. Your paper should be 10-12 pages, use 1.5 spacing, and should present a detailed analysis and reflection about: what you learned; the internship experiences that helped shape your learning (positive experiences and problems are often equally important!); how your experiences as an intern have enhanced your academic learning; and how your experiences prepare you to achieve post-graduation goals. Analytic papers that provide examples and details from your work, and thoughtful consideration of the implications of your work, will be considered of higher quality than those providing just vague generalizations. Organize your paper with relevant topical subheadings related to your intern experiences. Hand in a paper copy to your advisor.
- b. In your portfolio, include a **written, one-page reflection** about issues of equity, diversity, inclusion, and/or social justice as these topics related to your internship. Explain how these issues are relevant and impactful with respect to: (a) the types of organization, company, or agency in which you worked; (b) the population(s) with whom you worked; (c) the specific areas of recreation, sports or tourism in which you worked; and (d) your future career goals.
- c. Include **examples** of original work you created as part of your internship: site plans, social media content, promotional materials, interpretive guides, a marketing PowerPoint, etc.
- d. In your portfolio, provide **an updated résumé**. Include an entry for your now-completed internship. Also, sign up for a UVM Connect account (www.uvmconnect.org). UVM Connect is a useful on line networking tool for UVM students, graduates, faculty, and staff.
- e. Write a personal, engaging **300-word blog post** discussing your internship experiences, accomplishments, and lessons learned. Include at least one picture of yourself working at the internship site. Identify three tips for future PRT interns. Prepare and edit your text carefully! Your blog will be posted on the PRT 191 blog site, and shared with your organization host. **Submit the blog post via email** to your advisor when you hand in your paper.
- f. Be sure to include with your final portfolio materials the **evaluation form (Form B)** signed by your supervisor and yourself, if you have not already given that to your advisor.

Your final paper and blog post will be easier to write if you keep a journal (daily or weekly) during your internship. Use it to record your activities, any problems or issues you encountered, examples of unique experiences, memorable learning and growth experiences, etc. Remember to take photos of your internship experiences, and integrate appropriate ones into your final paper and blog. **Your required portfolio should be submitted to your academic advisor by the mid-point of the semester following the internship experience.** You might also like to share a copy of your final paper with your host organization.

Form A: INTERNSHIP HOST ACCEPTANCE OF STUDENT INTERN

Name of Student _____

Local UVM Address _____

City _____ State _____ Zip _____

Local Phone _____ Email _____

UVM Faculty Advisor _____

Advisor's Email _____

Internship Host Business or Organization _____

Department or Division _____

Address _____

City _____ State _____ Zip _____

Name of Supervisor and Title _____

Phone _____ Email _____

Beginning Date _____

Ending Date (tentative) _____

Students: Complete side 2 of this page.

Host: Our organization/business accepts this student as an 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 work experience. We agree to evaluate the intern's performance at the completion of the internship.

Signature of Organization Representative

Date

Please Return via Mail or Scan and Email to:
Faculty Advisor (named above)
Rubenstein School of Environment and Natural Resources, UVM
Parks, Recreation, and Tourism Program, George D. Aiken Center
81 Carrigan Drive, Burlington, VT 05405-0088

STUDENTS: Address the questions below. Type (or carefully print) answers in the space provided.

A. Identify the host organization, how it is organized, what kinds of work it does, and why you want to work there. Describe the internship, what it will include, and the likely scope of learning. Briefly note any special terms of employment.

B. What do you expect to gain from this experience? Once completed, you'll see how the actual experience compared to what you originally expected.

I understand and agree to ALL PRT 191 Requirements.

Student Name (Print) _____ Date _____

Student Signature _____

Advisor Approval

Signature _____ Date _____

Form B: EVALUATION OF STUDENT INTERN PERFORMANCE

Name of Student _____ Student ID # _____

Internship Job Title _____

Name of Supervisor and Title _____

Host Organization _____

Phone _____ Email _____

Supervisors: Please complete the evaluation form that is printed on the reverse of this page. We would appreciate your assessment of this student in terms of his or her internship performance. We recommend that this rating be shown to and discussed with the Intern, and that you discuss both strengths and weaknesses with them. The performance rating should be conducted immediately prior to the student's departure. If you have questions regarding this evaluation, please contact the student's academic advisor by email or phone.

Students: Review the evaluation with your supervisor – and sign the form at the time of review. Hand in this original, signed document to your advisor along with your final paper submission.

This Evaluation was prepared by:

Signature of Supervisor

Date

This Evaluation was reviewed by:

Signature of Intern

Date

Supervisor: *Please complete the Evaluation table on reverse.*

Students: *Return this completed, signed form to your advisor with your final paper submission.*

EVALUATION

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):

	Excellent	Good	Fair	Unacceptable
Personal Characteristics				
Cooperates with management				
Cooperates with other workers				
Willingness to work				
Dependable				
Honest				
Ethical Behavior				
Shows initiative				
Appearance				
Personality (disposition appropriate for field)				
Motivation				
Accepts supervision				
Accepts constructive evaluation				
Punctuality and attendance				
Professional attitude				
Skills				
Show leadership ability				
Communication--speaking				
Communication--writing				
Shows mechanical ability				
Learns new operations easily				
Adaptable to a variety of jobs				
Overall skills for industry				
Potential for career in this profession				
Overall Performance				

Thank You!