

The Leisure Studies Program

Student Manual General Recreation



**Department of Kinesiology, Sport and Leisure Studies
College of Education, Professional, and Graduate Studies
Grambling State University**

LEISURE STUDIES MANUAL INTRODUCTION

This Internship Manual was developed to provide specific details pertaining to internship experiences in Leisure Studies with a concentration in **General Recreation** at Grambling State University. This manual was designed to serve three specific purposes:

- I. To promote communication and understanding between the internship intern, the Internship Supervisor, and the agency supervisor.
- II. To define the internship program through goals, objectives, policies, and procedures.
- III. To highlight responsibilities of the internship intern student, internship supervisor, and the agency supervisor.

The General Recreation internship program entails supervised professional preparation experiences that are field based and conducted within recreation related programs and services under the supervision of a recreation professional and/or agency supervisor. The experiences represent opportunities for students to demonstrate and/ or enhance skills in their career field. Leisure Studies consider the internship program to be an important component of the overall curriculum for the student's professional preparation. It is through the internship program that the student has the opportunity to merge theory and practice, develop professional skills and strengths prior to entering the workforce and network with practicing professionals.

PURPOSE OF THE INTERNSHIP PROGRAM

The purpose of the internship program is to provide a structured transitional set of academic experiences in 15 weeks, 600 clock hour program. The internship program consists of duties and responsibilities performed by the internship intern at agencies and organizations within their career interests. The program enrollment is at the senior level, usually the semester prior to graduation. During the internship program, intern students will perform in leadership roles across program areas. Intern students will develop programs, activities, and events that will be reviewed and critiqued by the agency supervisor and the Internship Supervisor.

GOALS OF THE INTERNSHIP PROGRAM

The goals of the Leisure Studies internship program are:

1. Students will understand roles, responsibilities, and duties of a professional in the leisure service field. (7.01, 7.03 COAPRT)
2. Students will understand the trends and issues related to the delivery of leisure services. (7.01)
3. Students will understand the effective utilization of a variety of tools for oral and written communication including technical writing, speech and audio-visual techniques. (7.01)
4. Students will demonstrate the ability to design, implement, and evaluate a capstone project where they will focus on programming that serves diverse constituents. (7.02)

5. Students will understand the agency's administrative protocol and legal implications, including safety and risk management related to clients. (7.03)
6. Students will be able to demonstrate entry-level knowledge of operation and management techniques in parks, recreation, and related fields. (7.03)
7. Students will demonstrate the skills necessary to assume an entry-level supervisory position in a recreation agency similar to the internship agency. (7.04)

ADMISSION REQUIREMENTS TO INTERNSHIP

Undergraduate Admission Requirement

To be admitted to internship students must satisfy the following:

- a) be admitted to the College of Education
- b) be admitted to a degree program
- c) be admitted to advance standing
- d) have completed all upper and lower division courses with an overall grade point average (GPA) 2.5 (Extenuating cases will be evaluated by the Internship Supervisor through the Peer View Committee).
- e) have earned a minimum grade of "C" in each English, Math, and Biology
- f) must submit a current resume' and the internship application within the first five weeks of the semester prior to internship placement

Students not meeting admission requirements will not be allowed to enroll in REC 416 for the semester of the application. The non-enrollment status will remain enforced until requirements have been satisfied. Students applying for out-of-state internship placement(s) must have an overall GPA 2.5.

Internship Application

Students applying for the internship must obtain the application from the internship supervisor. Students must return the completed application and a current resume' to the agency supervisor during the first five weeks of the semester prior the internship placement. Internship requirements will be discussed in REC 498. Students must enroll in REC 498 the semester prior to enrolling in internship.

TERMINATION OF INTERNSHIP

The internship student will be terminated if:

1. the intern student is not making satisfactory progress in the internship program as determined by either the site supervisor or the Internship Supervisor; or insubordination by the student
2. because of illness or other circumstances beyond the student's control that makes the students miss three (3) or more days of the internship
3. the use of drugs and alcohol during the internship (this is a university policy to maintain a drug-free workplace for the safety of all employees and clients)
4. violation of the agency's/ university's policies and procedures

5. criminal justice arrest record

The intern student will be allowed a two-week probationary period to improve performance. If there is no improvement, a conference will be held by the site supervisor, the student, and the internship supervisor to determine the outcome.

GENERAL POLICIES AND PROCEDURES

Course Load

Students must enroll in REC 416 worth 12 university credit hours. Internship is a minimum of 15 weeks program at 40 clock hours per week (520 total hours). Student may enroll in only one 3 hour course per approval by Peer View Committee. The class has to be taken after internship hours.

Professional Conduct

Intern students are expected to become knowledgeable of and adhere to general policies and procedures governing the agency as well as Grambling State University. Intern students must conduct themselves professionally at all times.

Dress Code

Intern students will dress professionally at all times. Student will adhere to the policy of the agency and/or the policy of the Leisure Studies, Sport and Leisure Studies Department. The students are required to wear GSU Polo shirt and khaki pants or follow the facility's dress code. GSU Polo shirts can be purchased at the Barnes and Noble campus bookstore. Students clothing will be clean, without discoloration and free of tears. Intern students will not wear dangling jewelry such as hanging necklaces and earrings.

Personal Hygiene

Intern students' fingernails will not extend more than ¼ inch beyond the end of the fingertip so as to allow for thorough cleaning underneath the fingernail and to help prevent glove tears. Nail polish may be worn only if it is kept well manicured; chipped polished must be removed. Nail jewelry, whether glued or pierced through the nail, will not be allowed. Intern students' hair will be worn off the shoulders.

Attendance

Interns are expected to maintain the same attendance standards required of full-time agency employees. Absences from internship duties should be taken only in cases of emergencies, designated holidays, etc. When circumstances necessitate absences, the intern student must serve prior approval or notify the Internship Supervisor and complete an "Absence from Duties" form. Absentees must be made up before the completion of the 13 week internship program.

Health

Intern students are advised to have a health check-up before entering internship. Intern students with special medical conditions (e.g. epilepsy, sickle cell anemia,

pregnancy, etc.) should discuss their condition with the department head, academic advisor, and internship supervisor prior to enrolling in internship. If an illness or health problem arises during the internship, the intern student must immediately inform the agency supervisor and the Internship Supervisor.

Pregnancy

Experiential education is an essential component of a student's learning prior to entering the field of General Recreation as a professional practitioner. The internship experience forces on the student performing all tasks as a full-time employee, this policy shall serve to prohibit any internship experience past the 3rd month of pregnancy month of pregnancy.

When a student finds out that she is pregnant, she must get a statement from her doctor indicating the month she is in the pregnancy timeframe and what her health status as in regard to performing tasks of physical, full-time nature.

Internship applicants are expected to maintain the same high standards in the sections dealing with (1) professional conduct, (2) attendance, and (3) health. In addition to the aforementioned points, the internship experience must take place over an uninterrupted 13 week period. This criterion substantiates the reasoning of having no students beyond the 3rd month of pregnancy to perform an internship experience.

Special Holidays or Vacation

Interns are expected to observe "time-off" rules and regulation of the internship agency regarding holidays, vacations, and other designated days.

Program Planning

The agency internship supervisor and intern student should work together to develop and schedule General Recreation program plans. The plans should be reviewed regularly by the agency internship supervisor to assure proper format, implementation procedures, evaluation techniques, activity/ program descriptions, and other applicable program planning features.

Internship Portfolio

An internship notebook must be developed by each intern for the purpose of serving as an information resource on internship experiences. The notebook should contain descriptions of daily scheduled and unscheduled activities, program planning techniques, evaluation of activities, client interactions, problems and resolutions, descriptions of special projects and other reference materials used during the internship experience internship. To secure referenced information, intern students should use all educational resources available, including local libraries, school, etc.

PLACEMENT OF THE STUDENT

Criteria for Selection of Internship/ Internship Site

Internship sites are selected based on site availability, proximity, student's interests, qualification of personnel, agency need, and compliance with standards of accrediting bodies, learned societies, and General Recreation, program curriculum. All potential internship sites must be approved by the Internship Supervisor. It is the

student's responsibility for all expenditures of the internship experiences. In some cases, agencies may have an existing "intern assistance program". Consultation regarding any intern assistance should be finalized by the beginning date of internship placement. Agency assistance programs are not mandatory for students to intern. Internship sites must be determined by the intern student a semester prior to placement.

Duration of Internship Experience

Students may enroll in REC 416 (Internship) during the fall and spring semesters only. The student must intern for 600 clock hour over 15 consecutive weeks 40 clock hours per week. Reporting time to internship agency/ organization is on the same basis as an employee. Interns may work day, evenings, and or weekends as agency/ organization policies necessitate.

COMPLETION OF INTERNSHIP

Course Requirement

Students enrolled in REC 416 are required to complete a minimum of 600 clock hours in nothing less than 15 consecutive weeks. They are expected to satisfactory complete all course requirements. A grade lower than a "C" in REC 416 must be repeated.

Academic Advisement

The Internship Supervisor will also serve as one of the department academic advisor for General Recreation intern student. Assisting the Internship Supervisor in the advisement role will be the Leisure studies faculty. They will counsel and mentor students on a regular academic year basis. The primary concern of advisement is to provide students with a bona fide professional development experiences which may lead to mid-management leadership roles in the workforce after graduation.

INTERNSHIP RESPONSIBILITIES

Responsibilities of the Agency/ Organization Supervisor, Student and Internship Supervisor

(See Form 2)

MONITORING SYSTEM

Daily Observation

The intern student should be observed and provided feedback on a regular basis by the agency and Internship Supervisor as well as other appropriate administrative staff. Observations may be formal and informal. They will be diagnostic and designed to assist in identifying strengths and weaknesses of intern students. Interns may be required to sign in and out as well as keep a daily log.

OFFICIAL FORMS

During the internship experience, intern students will be required to return all data forms to Internship Supervisor on "due date".

- Identification Sheet (Form 1): This form must be completed by the intern student after the first week of the internship and returned to the Internship Supervisor.
- Weekly Report Form (Form 2): This form is to be utilized as a reporting guide for the agency internship supervisor and the Internship Supervisor when evaluating the intern's weekly activity reports. The intern should complete the form and submit the form to the agency and internship supervisor. The form should be received weekly by Monday.
- Report of Absence (Form 3): This form should be completed by the intern student for each absence and submitted as soon as possible to the agency and the Internship Supervisor.
- Student Evaluation of Internship Supervisor (Form 4): This form is to be completed by the intern student at the end of the semester about the internship supervisor.
- Midterm Evaluation of Internship Experience (Form 5): This form is to be completed by the agency internship supervisor at the end of the first nine week period. Upon completion this form should be mailed to the Internship Supervisor for review.
- Final Evaluation of Internship Experiences (Form 6): This form is to be completed by the agency internship supervisor at the end of 13 consecutive week period. Upon completion this form should be mailed promptly to the Internship Supervisor with a final grade awarded.
- Site Visitation Evaluation (Form 7): This is to be completed by the Internship Supervisor when visiting the intern student on site.

Form 1

STUDENT IDENTIFICATION SHEET

**LEISURE STUDIES PROGRAM
DEPARTMENT OF KSLs
COLLEGE OF EDUCATION
GRAMBLING STATE UNIVERSITY**

THIS FORM IS TO BE COMPLETED BY THE STUDENT AND RETURNED AND EMAIL TO THE COLLEGE AT THE END OF THE FIRST WEEK OF INTERNSHIP EXPERIENCE!!!

Date_____

Student_____ SS#_____ DOB_____

Local Phone Number_____ Mobile Phone# _____

Local Address _____
(Street Number & Street City State Zip

Email Address _____

Internship Agency/Organization_____

Administrator or Director_____

Internship Primary Supervisor_____

Phone Number _____ Fax Number _____

Email Address _____

Address _____
(Street Number & Street/P. O. Box City State Zip

Conference Call Time_____

Form 2

Internship Weekly Report Form

Student Intern _____

Agency _____

For the week of _____ to _____

Week # _____

Sunday - Description of Involvement _____

Total Hours _____

Monday - Description of Involvement _____

Total Hours _____

Tuesday - Description of Involvement _____

Total Hours _____

Wednesday - Description of Involvement _____

Total Hours _____

Thursday - Description of Involvement _____

Total Hours _____

Friday - Description of Involvement _____

Total Hours _____

Saturday - Description of Involvement _____

Total Hours _____

Total Hours for Week _____

Signature of Agency Internship Supervisor

Form 3

Absence Report Form

(PLEASE MAIL TO INTERNSHIP SUPERVISOR)

**LEISURE STUDIES PROGRAM
DEPARTMENT OF KSLs
COLLEGE OF EDUCATION, PROFESSIONAL, AND GRADUATE STUDIES
GRAMBLING STATE UNIVERSITY**

Date _____

Approval was/was not granted to _____ on _____.
(student's name) (date of absence)

REASON FOR ABSENCE: _____

(Student Signature)

(Internship Supervisor)

(Agency Supervisor)

Form 4

STUDENT EVALUATION OF SUPERVISOR

**FINAL
LEISURE STUDIES PROGRAM
DEPARTMENT OF KSL
COLLEGE OF EDUCATION
GRAMBLING STATE UNIVERSITY**

Internship Student _____

Agency _____

Supervisor _____

Date of Evaluation _____

1= Lowest

5=Highest

1. How accessible was your immediate supervisor?

1 2 3 4 5

2. To what extent was your supervisor open minded and welcomed different viewpoint?

1 2 3 4 5

3. Did your supervisor provided feedback and constructive criticism on a regular basis?

1 2 3 4 5

4. To what extent did your supervisor serve as an effective role model?

1 2 3 4 5

5. When a problem occurred during your internship, did your supervisor make a concerted effort to alleviate those problems?

1 2 3 4 5

6. Were ample resource materials provided and/or made readily available?

1 2 3 4 5

7. Was ample opportunity provided for you to attend the departmental meetings?

1 2 3 4 5
8. Did your supervisor allow you to independently work and express individuality, creativity, and uniqueness?

1 2 3 4 5

9. How would you rate your immediate supervisor in relation to other supervisors that you have had?

Form 5

**INTERN EVALUATION FORM
MIDTERM
GENERAL RECREATION CONCENTRATION
DEPARTMENT OF KSLs
COLLEGE OF EDUCATION
GRAMBLING STATE UNIVERSITY**

Student: _____

Beginning Date: _____

Ending Date: _____

0=N/A

1= Lowest

5= Highest

I. PROFESSIONAL QUALITIES/ PERSONAL APPEARANCE

- | | | | | | | |
|--|---|---|---|---|---|---|
| A. Appropriately dressed and well groomed | 0 | 1 | 2 | 3 | 4 | 5 |
| B. Dependable, able to follow through with assignments to completion | 0 | 1 | 2 | 3 | 4 | 5 |
| C. Punctuality (comes to work on time, leaves work on time, and prompt for meetings) | 0 | 1 | 2 | 3 | 4 | 5 |
| D. Display a positive attitude towards patients and staff | 0 | 1 | 2 | 3 | 4 | 5 |
| E. Interacts well with other team members and staff | 0 | 1 | 2 | 3 | 4 | 5 |
| F. Cooperates well with the supervisor (s) | 0 | 1 | 2 | 3 | 4 | 5 |
| G. Displays flexibility | 0 | 1 | 2 | 3 | 4 | 5 |
| H. Displays self- confidence | 0 | 1 | 2 | 3 | 4 | 5 |
| I. Displays good- judgment and common sense | 0 | 1 | 2 | 3 | 4 | 5 |
| J. Displays appropriate emotional maturity (self-control and understanding, | | | | | | |

positive/ negative behaviors in self and others)

0 1 2 3 4 5

K. Able to accept constructive criticism from supervisor and team members and learn from mistakes

0 1 2 3 4 5

L. Is able to demonstrate appropriate personal and professional conflict resolution techniques

0 1 2 3 4 5

M. Possesses the ability to demonstrate problem-solving capabilities

0 1 2 3 4 5

II. LEADERSHIP QUALITIES AND PROGRAMMING SKILLS

A. Able to present orally in meetings

0 1 2 3 4 5

B. Able to initiate beginning, intermediate, and advanced programming

0 1 2 3 4 5

C. Able to communicate and relate appropriate program planning with patients

0 1 2 3 4 5

D. Able to demonstrate appropriate motivational techniques (interests, enthusiasm, and participation in programs)

0 1 2 3 4 5

E. Able to demonstrate leadership qualities in area of large groups, small groups, one on one, community readjustment programs and special events

0 1 2 3 4 5

F. Able to demonstrate creativity within various programs

0 1 2 3 4 5

G. Able to resolve problems with programming independently

0 1 2 3 4 5

III. PROFESSIONAL KNOWLEDGE

A. Displays initial basic knowledge and understanding of General Recreation

0 1 2 3 4 5

B. Has displayed growth in knowledge and understanding o subject matter	0	1	2	3	4	5
C. Shows ability to apply knowledge in a practical way	0	1	2	3	4	5
D. Displays a grasp of the field of General Recreation		0	1	3	4	5
E. Shows ability to think independently	0	1	2	3	4	5
F. Knows and understands basic concepts of documentations	0	1	2	3	4	5

Comments:

Supervisor's Signature

Total Score: _____
Final Score: _____

Form 6

**INTERN EVALUATION FORM
FINAL EXAMINATION
GENERAL RECREATION CONCENTRATION
DEPARTMENT OF KSLs
COLLEGE OF EDUCATION
GRAMBLING STATE UNIVERSITY**

Student: _____

Beginning Date: _____

Ending Date: _____

0=N/A

1= Lowest

5= Highest

I. PROFESSIONAL QUALITIES/ PERSONAL APPEARANCE

- | | | | | | | |
|--|---|---|---|---|---|---|
| A. Appropriately dressed and well groomed | 0 | 1 | 2 | 3 | 4 | 5 |
| B. Dependable, able to follow through with assignments to completion | 0 | 1 | 2 | 3 | 4 | 5 |
| C. Punctuality (comes to work on time, leaves work on time, and prompt for meetings) | 0 | 1 | 2 | 3 | 4 | 5 |
| D. Display a positive attitude towards patients and staff | 0 | 1 | 2 | 3 | 4 | 5 |
| E. Interacts well with other team members and staff | 0 | 1 | 2 | 3 | 4 | 5 |
| F. Cooperates well with the supervisor (s) | 0 | 1 | 2 | 3 | 4 | 5 |
| G. Displays flexibility | 0 | 1 | 2 | 3 | 4 | 5 |
| H. Displays self- confidence | 0 | 1 | 2 | 3 | 4 | 5 |
| I. Displays good- judgment and common sense | 0 | 1 | 2 | 3 | 4 | 5 |
| J. Displays appropriate emotional maturity (self-control and understanding, | | | | | | |

positive/ negative behaviors in self and others)

0 1 2 3 4 5

K. Able to accept constructive criticism from supervisor and team members and learn from mistakes

0 1 2 3 4 5

L. Is able to demonstrate appropriate personal and professional conflict resolution techniques

0 1 2 3 4 5

M. Possesses the ability to demonstrate problem-solving capabilities

0 1 2 3 4 5

II. LEADERSHIP QUALITIES AND PROGRAMMING SKILLS

H. Able to present orally in meetings

0 1 2 3 4 5

I. Able to initiate beginning, intermediate, and advanced programming

0 1 2 3 4 5

J. Able to communicate and relate appropriate program planning with patients

0 1 2 3 4 5

K. Able to demonstrate appropriate motivational techniques (interests, enthusiasm, and participation in programs)

0 1 2 3 4 5

L. Able to demonstrate leadership qualities in area of large groups, small groups, one on one, community readjustment programs and special events

0 1 2 3 4 5

M. Able to demonstrate creativity within various programs

0 1 2 3 4 5

N. Able to resolve problems with programming independently

0 1 2 3 4 5

III. PROFESSIONAL KNOWLEDGE

G. Displays initial basic knowledge and understanding of General Recreation

0 1 2 3 4 5

H. Has displayed growth in knowledge and understanding o subject matter

0 1 2 3 4 5

I. Shows ability to apply knowledge in a practical way	0	1	2	3	4	5
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J. Displays a grasp of the field of General Recreation	0	1	3	4	5
--	---	---	---	---	---

K. Shows ability to think independently	0	1	2	3	4	5
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L. Knows and understands basic concepts of documentations	0	1	2	3	4	5
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IV. SPECIAL EVENT

A. Oral presentation of special event	0	1	2	3	4	5
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B. Special event program planning	0	1	2	3	4	5
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C. Special event completed	0	1	2	3	4	5
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Comments:

Supervisor's Signature

Total Score: _____
Final Score: _____

Form 7

STUDENT SITE VISITATION EVALUATION

**LEISURE STUDIES PROGRAM
DEPARTMENT OF KSLs
COLLEGE OF EDUCATION
GRAMBLING STATE UNIVERSITY**

Student _____

Date _____

Agency/Organization _____

Supervisor _____

Reason for visit:

Recommendation (s):

Approved By:

(Student)

(Site Supervisor)

(Internship Supervisor)