AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

PARK 4920 Internship Manual

Parks and Recreation Management

Last Revised August 2025

602 Duncan Drive /// Auburn, AL 36849 /// 334-844-1004
cfwe.auburn.edu

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Introduction and Internship Overview

Welcome to your PARK 4920: Internship in Parks and Recreation Management! This manual will guide you, along with the Internship Coordinator, Faculty Advisor, and the Agency Supervisor, through the policies, procedures, and requirements for a successful internship experience. It is a comprehensive resource to help you navigate this essential part of your educational journey.

The internship offers a unique opportunity to bridge the gap between classroom learning and real-world practice. This experience offers a valuable introduction to parks and recreation, provides opportunities to network with industry professionals, and allows exploration of various career paths. As an intern, you will develop key skills, build your resume, and apply what you have learned in a meaningful, professional setting.

In this internship, you are more than just a student, you are an emerging professional. This is an opportunity to actively guide your career path and define your future. As such, much of the responsibility for making this experience a success lies with you. Approaching the internship with professionalism—demonstrated through clear communication, accountability, a strong work ethic, and a willingness to learn—will lay the foundation for your success.

Throughout the internship, you will be exposed to various enriching experiences, such as leadership roles, program development, and higher-level supervisory responsibilities. These diverse experiences will help you assess your skills and knowledge, aligning them with your career goals and preparing you to thrive in the parks and recreation field.

To be eligible for PARK 4920, you must have junior standing and maintain a 2.0 cumulative GPA. The internship requires a commitment of **40 hours per week for at least 10 weeks** (totaling 400 clock hours) and earns **8 credit hours**. If needed, other combinations of hours/weeks may be arranged, if the 400 clock hours are not met (refer to Appendices H and I for more details).

This internship is an opportunity to immerse yourself in your field of study, gain hands-on experience, and work toward your career aspirations. The skills you develop, the professional connections you make, and the experiences you gain will be crucial to shaping your future success in parks and recreation management.

Definitions

In parks and recreation management, there are many exciting opportunities and settings for internships. To help you navigate your internship experience with clarity and consistency, we have defined the following key terms:

Internship Coordinator: A College of Forestry, Wildlife and Environment (CFWE) staff member who assists students from the pre-internship phase to completion.

Ashley Brantley
Student Services Coordinator III
Auburn University
College of Forestry, Wildlife and Environment
602 Duncan Drive
Auburn University, AL 36849
abk0009@auburn.edu
334-844-1038 (office)
https://cfwe.auburn.edu/

Faculty Advisor: A CFWE Parks and Recreation Management professor who guides the student's internship experience. The Faculty Advisor will be assigned before the start of the semester in which the internship begins.

Dr. Michael Brunson
Professor of Practice
Office: 4331
mmb0196@auburn.edu
334-844-1015

Dr. Allie McCreary
Assistant Professor
aem0200@auburn.edu
Office: 4337
334-844-1059

Dr. Wayde Morse
Professor
Office: 3229
swc0005@auburn.edu
334-844-8086

Agency: The organization or site where the internship takes place.

Agency Supervisor: A staff member at the internship agency who directly supervises the intern.

Overview of Internship Process and Guidelines

Steps to Complete Your Internship:

1. Enroll in PARK 3850: Professional Preparation in Parks and Recreation Management

Begin your junior year by enrolling in PARK 3850. This course is your first step toward a successful internship experience. It will help you:

- Explore career opportunities in parks and recreation, laying the groundwork for your future career.
- Build essential job search skills (resume writing, networking, and more).
- Define your internship goals and objectives.

2. Start Exploring Internship Opportunities

While taking PARK 3850, start researching potential internship agencies that align with your career goals. This is your chance to actively seek out agencies that inspire you and match your interests.

3. Submit the Intent to Intern Form

Two semesters before your planned internship, email the Intent to Intern form (See Appendix K) to the Internship Coordinator by the deadlines below. This form signals that you are ready to begin your internship journey and allows us to better understand your interests and potential agencies. In the meantime, keep exploring opportunities!

- Summer Internship: **November 15**
- Fall Internship: **April 15**
- Spring Internship: **July 15**

4. Apply & Interview for Internships

As your internship semester approaches, it is time to act:

- Apply to at least five internship agencies (Tip: Most agencies post opportunities from November to early March).
- Prepare for interviews and practice presenting your skills.
- Choose an agency that aligns with your goals and interests.

5. Submit the Agency Approval Form

Before accepting an internship offer, email the Agency Approval Form (See Appendix J) by the following deadlines. This ensures that the agency meets program requirements and matches your career objectives.

- Summer Internship: **March 15**

- Fall Internship: **June 25**
- Spring Internship: **October 15**

6. Complete the Required Documents

After your agency is approved, email the necessary forms, **Memorandum of Understanding - MOU, Waiver of Liability,** and **Emergency Contact Form** (See Appendix J), to the Internship Coordinator by the following deadlines. These forms are essential for enrolling you in PARK 4920: Internship, and the Internship Coordinator will use them to complete your enrollment.

- Summer Internship: **April 15**
- Fall Internship: **July 15**
- Spring Internship: **November 15**

7. Begin Your Internship

Once your internship begins, remember to stay engaged:

- Stay connected with the Internship Coordinator by regularly checking your email and Canvas.
- Participate in periodic check-ins to ensure you are on track.
- Complete all required evaluations and assignments on Canvas.

8. Submit Final Evaluations and Assignments

After completing your internship, submit your final evaluations and assignments on Canvas. This is your opportunity to reflect on your experience and receive your grade.

If your internship falls through at the last minute, please reach out to the Internship Coordinator, and they will help you find a solution. **Also, remember that PARK 4920: Internship is a formal course, so enrolling means you will be responsible for paying tuition for the associated credit hours.**

Selection of the Internship Agency

Choosing the right internship agency is one of the most important decisions you will make during your academic journey, as it will significantly impact your professional career. The internship experience is a key steppingstone toward your future, and the agency you select plays a vital role in shaping your skills and career path. While the responsibility for securing an internship lies with you, there is support available throughout the process to help ensure you find the best possible opportunity.

Before beginning your internship, you must choose an agency that meets specific criteria and has been approved by both the Faculty Advisor and the Agency supervisor, who must

possess the educational background and experience necessary to provide meaningful guidance.

Key criteria to consider when selecting an internship agency include:

- Professional Philosophy: The agency should demonstrate a strong, established philosophy related to parks, recreation, or leisure management, reflecting a commitment to the field.
- Industry Recognition: The agency should be professionally recognized, competent in parks, recreation, and/or conservation, and offer a comprehensive, long-term program with many opportunities.
- Qualified Supervision: The agency must have staff qualified through education and experience to provide effective supervision and mentorship.
- High-Quality Internship Experience: The agency should offer opportunities for you to gain hands-on experience, observe program management, and participate in daily operations. The internship supervisor should:
    - Assign you a dedicated supervisor with relevant training and experience.
    - Set specific, actionable goals during the first week of the internship, with a program that aligns with your goals and the objectives of the Parks and Recreation Management program.
    - Provide challenging, yet achievable work projects that allow you to apply classroom knowledge to real-world situations.
    - Offer a thorough orientation, necessary training, and relevant agency materials.
    - Commit to evaluating your performance at mid-term and at the end of your internship.

The approval process is crucial to ensure everything is in place for a successful experience:

- Approval and Documentation: Before accepting an internship offer, the Faculty Advisor must approve the internship agency. A MOU must be signed by you, the Internship Coordinator, the Faculty Advisor, and the Agency Supervisor before you can confirm or begin your internship. Additionally, a description of the internship is required.
- Avoid Conflicts of Interest: Interning at an agency where a family member holds a supervisory position is prohibited. Additionally, you cannot return to a previous employer in the same role unless you obtain special permission from your Faculty Advisor. This permission requires justification that the proposed internship is

distinct and will contribute meaningfully to your resume and educational development.

Once you understand the requirements and the importance of selecting the right agency, follow these steps to find the best internship for you:

- Consult with Faculty: Meet with faculty members to discuss potential agencies that align with your career goals.
- Network with Professionals: Connect with professionals currently working in the field to gain valuable insight and recommendations.
- Seek Advice from Peers: Reach out to students who have recently completed internships or are currently seeking one to hear about their experiences and gather advice.
- Consider Personal Factors: Reflect on your living arrangements, financial needs, and geographical preferences to identify agencies that fit your situation.

Ask yourself the right questions to further refine your search:

- How will this internship help me build the skills and experience needed for my career goals?
- How does this internship align with my long-term career aspirations?
- What kind of work environment or agency culture am I seeking?

By carefully considering these steps, you will be on the right path to selecting an internship that will help you grow professionally and personally.

Roles and Responsibilities

The internship is a collaborative effort, where each person plays a vital role in your success. You, the student, the Internship Coordinator, the Faculty Advisor, and the Agency Supervisor will all work together to make sure your experience is meaningful, rewarding, and sets you up for your next professional step. Remember, this internship is more than just a requirement—it is an opportunity to explore, grow, and build the foundation for your career.

Responsibilities of the Student Intern

As the intern, you are at the heart of this experience. Your active engagement, professionalism, and dedication will directly impact your success. Here is how you can make the most of your internship:

Complete Pre-Internship Requirements

Before beginning your internship (PARK 4920), make sure to complete all required steps in this manual. This includes meeting deadlines and ensuring your financial planning is in place—this will help you focus on your internship experience.

Honor Agreements with the University

Stay committed to the terms of all written agreements with Auburn University, including upholding academic expectations and adhering to the Student Academic Honesty Code.

Demonstrate Professionalism

Treat your internship like a job:

- Be punctual and respectful in all interactions.
- Participate actively in meetings, training, and conferences.
- Meet deadlines for reports and documents.
- Embrace the agency's culture, ask for feedback, and offer constructive input.
- Contribute positively to the team's goals.

Be Curious and Engaged

Go beyond your assigned tasks:

- Observe various parts of the agency to understand its broader work.
- Ask questions and seek guidance when faced with challenges.

Maintain a Daily Log and Submit Reports

Keep track of your activities and progress in a daily log. Make sure to submit all required reports and evaluations on Canvas on time.

Set Personal Goals and Collaborate with Your Supervisor

Work with your Agency Supervisor to set specific goals for your internship. This will help you focus your efforts on what matters most to your professional growth.

Follow Agency Policies and Stay Committed

Respect the agency's policies, be dependable, and maintain professionalism both in and outside of the workplace. Always protect sensitive information.

Communicate Regularly with the Internship Coordinator

Stay in touch with both your Agency Supervisor and the Internship Coordinator:

- Check your email regularly and respond quickly.
- If any issues arise, whether about your work, schedule, or personal life, reach out to the Internship Coordinator immediately.
- Notify both parties if you are ill and/or face an emergency.

Be a Positive Ambassador

Represent the Parks and Recreation Management program, Auburn University, and the internship agency with pride and professionalism. Your actions reflect on both you and your school.

Responsibilities of the Internship Coordinator

The Internship Coordinator plays a key role in supporting your internship experience, serving as a link between you, your Faculty Advisor, and the agency. They ensure clear communication and alignment of expectations before, during, and after your internship.

Provide Internship Resources

The Coordinator keeps the Careers and Internship Opportunities page up-to-date and offers additional resources to help you find and secure relevant internships.

Prepare You for Success

They facilitate the PARK 3850 Professional Preparation course with Parks and Recreation Management professors, where you will gain important insights and skills to ensure your internship is a success.

Ensure You Have the Necessary Information

The Coordinator makes sure you have all the materials and information you need through in-person meetings, PARK 3850, and the CFWE website.

Ensure Prerequisites and Approvals

The Coordinator ensures you meet all prerequisites and works with your Faculty Advisor to ensure the agency fits your goals.

Provide Ongoing Support

They maintain regular communication with you, your Faculty Advisor, and your Agency Supervisor to address any challenges and offer support as needed.

Monitor Internship Progress

If possible, the Coordinator and Faculty Advisor will visit your internship agency or arrange virtual meetings to check in and provide support during your internship.

Responsibilities of the Faculty Advisor

Your Faculty Advisor serves as a guide throughout the internship experience, helping you set clear learning goals and ensuring your internship aligns with your academic requirements and career aspirations.

Supervise and Advise

Your Faculty Advisor will oversee your internship, offering advice and guidance to help you succeed.

Monitor Your Progress

They will regularly check on your progress to ensure you are meeting goals and developing necessary career skills.

Grade Assignments and Evaluate Performance

The Faculty Advisor will review your assignments and provide constructive feedback, helping you reflect on your growth.

Assist in Agency Placement

Your Advisor will work with you to select an internship agency that matches your goals and supports your professional development.

Monitor Internship Progress with Agency Visits

If possible, the Advisor will visit the agency or arrange virtual meetings to track your progress during the internship.

Provide Course Information

The Faculty Advisor will ensure you are clear on all course expectations before, during, and after your internship.

Ongoing Consultation and Support

Your Advisor will maintain regular communication with you and your internship team, offering guidance when needed.

Role of the Agency Supervisor

The Agency Supervisor is your primary point of contact at the site, providing you day-to-day guidance and support during the internship.

Commit to the Internship

The Supervisor will ensure that a dedicated individual is assigned to guide you throughout your internship, helping to create a valuable and meaningful experience.

Understand the Student Timeline

They will review your internship timeline to ensure everything aligns for maximum success.

Initial Meeting

At the start, the Supervisor will meet with you to understand your goals and tailor the internship program accordingly.

Orientation

They will provide you with an orientation to help you understand the agency's mission, structure, and operations.

Regular Meetings

The Supervisor will meet with you regularly to discuss progress, assignments, and offer constructive feedback.

Clarify Policies and Procedures

You will be informed of the agency's policies and professional procedures, ensuring you are clear on expectations.

Professional Role Understanding and Networking

They will help you understand the professional role you are stepping into and provide networking opportunities to expand your connections.

Open Communication

The Supervisor will keep communication open with you, your Faculty Advisor, and the Internship Coordinator. They will provide evaluations and feedback on your performance.

Project Development

In collaboration with you, the Supervisor will define a project for the internship, ensuring it ties into your final evaluation. *Note: This may differ depending on whether the student is following an alternative timeline*.

Final Evaluation and Grade

The Supervisor will work with the Faculty Advisor to assess your overall performance and assign your final grade.

Internship Timeline

As a Parks and Recreation Management student, you must complete at least **8 credit hours** in PARK 4920, which equals **400 clock hours** of internship experience. For every 50 clock hours completed, you will earn 1 credit hour. While most students complete the required hours through one **10-week internship session** (working 40 hours per week), you have the option to modify your internship schedule. Alternative timelines may include:

- Two 8-week sessions
- Three 4-week sessions
- Or another combination that works for your academic and personal schedule

If you choose an alternative timeline, be sure to plan ahead so that all internship assignments are submitted for each session. *For more information on alternative timelines, refer to Appendix I.*

Important Dates and Communication

Clear communication is key to a successful internship. When you sign your Internship MOU, be sure to confirm the start and end dates and your hour commitments with your Agency Supervisor, Internship Coordinator, and Faculty Advisor. This will help ensure everyone is aligned throughout the internship process.

A Typical 10-Week Internship Timeline

Here is an overview of tasks and deadlines for a standard 10-week internship. Stay on top of these deliverables to ensure a smooth and successful internship experience:

Task	Completed By	Due Date
"Settling In" email to the Internship Coordinator	Student	Week 1
Bi-Weekly Report #1 (See Appendix A)	Student (Agency Supervisor signs)	Week 2
Check-in with Intern	Internship Coordinator	Week 3
Project Proposal (See Appendix B)	Student (Agency Supervisor signs)	Week 3
Bi-Weekly Report #2	Student (Agency Supervisor signs)	Week 4
Midterm Evaluation of Student (See Appendix F)	Agency Supervisor	Week 5
Bi-Weekly Report #3	Student (Agency Supervisor signs)	Week 6
Agency Administrator Interview (See Appendix C)	Student	Week 7
Bi-Weekly Report #4	Student (Agency Supervisor signs)	Week 8
Student's Evaluation of Internship (See Appendix E)	Student	Week 10
Final Evaluation of Student	Agency Supervisor	Week 10
Final Report, Summary of Hours, and Social Media Assignment	Student	Week 11

Student Learning Outcomes

Standard: **COAPRT 7.01. a**

Learning Outcome: Students shall demonstrate knowledge of the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries.

Tool Used for Assessment: Student's bi-weekly reports (review for evidence of such content), Agency's evaluation of student (overall scores), Student's final report and presentation (summary of this knowledge)

Evaluator: Faculty Advisor and Agency Supervisor

Standard: **COAPRT 7.01. b**

Learning Outcome: Students shall demonstrate skills (techniques and processes) comparable to an entry-level professional in parks, recreation, and associated industries.

Tool Used for Assessment: Agency's evaluation of student (overall scores)

Evaluator: Agency Supervisor

Standard: **COAPRT 7.01. c**

Learning Outcome: Students shall demonstrate knowledge of the history, breadth, and missions of various leisure service suppliers.

Tool Used for Assessment: Student's final report and presentation (summary of this knowledge)

Evaluator: Faculty Advisor

Standard: **COAPRT 7.02**

Learning Outcome: Students will demonstrate the ability to design, implement, and evaluate programs or services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity.

Tool Used for Assessment: Agency's evaluation of student (Ability to plan, present, execute, and adjust to participants and program and overall scores), Student's project proposal & project evaluation (evidence of independent ability to perform this outcome)

Evaluator: Agency Supervisor and Faculty Advisor

Standard: **COAPRT 7.03**

Learning Outcome: Students will demonstrate knowledge of the scope of resources available to utilize in agency planning, budgeting, or other operations or administrative tasks.

Tool Used for Assessment: Student's administrative Interview (comparison of student knowledge and skills to that of a top-level administrator), Agency's evaluation of student (Resourcefulness score)

Evaluator: Agency Supervisor and Faculty Advisor

Standard: **COAPRT 7.04**

Learning Outcome: Students will demonstrate, through a comprehensive internship of not less than 400 clock hours and no fewer than 10 weeks, the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations.

Tool Used for Assessment: Student's final report & presentation (summary of hours and overall reflections)

Evaluator: Faculty Advisor

Logistics and Additional Considerations

Housing and Transportation Guidelines

As an intern, you are responsible for securing your housing and arranging transportation. To make this process easier, consider researching affordable options early, and do not hesitate to reach out to your Agency Supervisor for guidance or recommendations. Planning ahead will help ensure a smooth transition, allowing you to focus on making the most of your internship experience.

Pay, Compensation, and Alternative Forms of Remuneration

Internships offer a variety of compensation options, which can be either paid or unpaid. It is important to understand that compensation may not always be a paycheck. In some cases, you may receive:

- Monthly salary
- Transportation reimbursement
- Housing arrangements
- Stipends for specific needs or expenses

Before you commit to an internship, work closely with your Agency Supervisor to learn about the specific forms of compensation available. This will help you make an informed decision, set clear expectations, and understand how you will be supported during your internship, both professionally and personally.

Important: Always ensure that the compensation details are clearly outlined in your MOU with the agency before signing. This guarantees both you and the agency are on the same page and that your contributions are recognized.

Contingency Plans and Problem Situations

Internships are a vital part of your academic journey, and while we aim for a positive experience, challenges may arise. Addressing these issues quickly and effectively is key to ensuring you get the support you need to succeed. Here is how we will work through any problems together:

Identifying the Problem

If you encounter difficulties during your internship, it is important first to identify the issue. Here are some potential areas to explore:

- **Personal Issues:** We understand that personal challenges, such as housing, food insecurity, or mental health concerns, can impact your internship experience. If you are facing any difficulties, please know that the Internship Coordinator and Auburn University are here to help. Many campus resources are available to support you, including counseling services, academic assistance, and financial aid. Do not hesitate to reach out for the support you need.

  https://studentaffairs.auburn.edu/support-resources/

- **Work Performance Issues:** If this is your first professional experience, you may need guidance to understand workplace culture and expectations. Do not hesitate to ask for feedback and seek clarification on how to meet your goals.

- **Behavioral Issues:** Workplace communication and interaction expectations might be new to you. Be open to feedback on areas that need improvement, and work with your Agency Supervisor to make the necessary adjustments.

Your Safety Comes First

Your safety during the internship is our top priority. Any incident, injury, or unusual circumstance—no matter how minor—must be reported immediately. If something happens, you must notify your Agency Supervisor and the Internship Coordinator right away. This includes any off-campus activities that could potentially lead to injury or harm. Prompt reporting and documentation of such incidents help ensure your well-being and allow us to address any issues swiftly.

How to Resolve Concerns

If problems arise, follow these steps to resolve them effectively:

1. **Address the Issue Early:** If something is not going well, speak with your Agency Supervisor right away. Open communication is crucial to resolving issues before they become bigger problems.
2. **Work Together Toward a Solution:** If an initial conversation does not lead to a resolution, your Agency Supervisor will involve the Internship Coordinator and Faculty Advisor to help mediate and find a solution that works for everyone.
3. **Document and Follow-Up:** Both you and your Agency Supervisor should keep clear records of any meetings or feedback, ensuring transparent communication throughout the process.

Attendance and Commitment

Attendance is crucial for fulfilling your commitment to the agency and meeting the requirements of the Parks and Recreation Management program. If you are unable to attend for any reason, please inform your Agency Supervisor and the Internship Coordinator as soon as possible. Any absence due to illness must be accompanied by a doctor's note. Maintaining open communication about your attendance is important to ensure that you can continue making progress in your internship and avoid any unnecessary disruptions.

Performance Expectations

It is important to emphasize that consistent, unsatisfactory performance during your internship can have profound consequences. If performance issues persist, this may result in withdrawal from the internship and a failing grade for the course. To avoid this, we encourage open communication and proactive efforts to address any concerns early on, so you can stay on track and make the most of this valuable experience.

By following these steps, you will be able to overcome challenges and continue to grow in your internship. Our focus is on clear communication, collaboration, and providing the support you need to succeed both during your internship and in your academic journey.

Liability Statement

Auburn University is not responsible for any liability related to your internship. Many agencies carry liability insurance that covers both staff and clients. Before starting your internship, make sure to ask the agency whether they have liability insurance, who is covered, and if it is required. As an intern, you are personally responsible for your actions during the experience. It is important to understand the risks involved that are outside Auburn University’s control. By participating in the internship, you agree to follow all policies and procedures, and you will need to sign a Waiver of Liability form, which releases Auburn University from liability.

APPENDIX A

Internship Checklist

1. Enroll in PARK 3850: Professional Preparation in Parks and Recreation Management

   ☐ I have enrolled in PARK 3850 in the fall of my junior year.

2. Submit the Intent to Intern Form (two semesters before the internship)

   ☐ I have submitted the Intent to Intern Form to the Internship Coordinator by the following deadlines:

   - Summer Internship: **November 15**
   - Fall Internship: **April 15**
   - Spring Internship: **July 15**

3. Apply & Interview for Internships

   ☐ I have prepared my resume and cover letter.

   ☐ I have applied to at least five internship opportunities that match my career interests and goals.

   ☐ I have prepared for and completed interviews with potential agencies.

4. Submit the Agency Approval Form (before accepting an offer)

   ☐ I have selected my internship agency and submitted the Agency Approval Form, by the following deadlines:

   - Summer Internship: **March 15**
   - Fall Internship: **June 25**
   - Spring Internship: **October 15**

5. Complete Required Documents

   ☐ I have submitted the MOU, Waiver of Liability, and Emergency Contact Form (after agency approval) by the following deadlines:

   - Summer Internship: **April 15**
   - Fall Internship: **July 15**
   - Spring Internship: **November 15**

6. Confirm Enrollment

   ☐ I have communicated with the Internship Coordinator to confirm enrollment in PARK 4920: Internship.

*In the confirmation email, you will receive a link to Canvas for your internship assignments and forms.

Congratulations! You are now ready for your internship.

APPENDIX B

Bi-Weekly Reports

(4 bi-weekly reports @ 20 pt. each = 80 total points)

INSTRUCTIONS: The student is expected to complete four bi-weekly reports. The reports will be due during weeks 2, 4, 6, and 8 (reflecting on weeks 1, 3, 5, and 7).* The student will go in-depth on "Aha" or light bulb moments (a sudden realization of something) and demonstrate knowledge of the nature and scope of the relevant park, recreation, tourism, or related professions and their associated industries, thereby making the connection from the classroom to the work environment. The student will connect the specific class to the specific light bulb moment. *The Agency Supervisor and the student must sign the bi-weekly reports*.

A "fillable" electronic form is posted to the course Canvas page, so you can easily complete the report, share it with your Agency Supervisor for signature, and submit it to the Faculty Advisor (via the Canvas site).

Information required on each form is listed here for informational purposes. Students should use the form provided on Canvas to complete their bi-weekly reports.

- Student Name:
- Agency:
- Week #
- Reflection on specific Light Bulb Moments during the specified week.
- MONDAY: (Hours=)
- TUESDAY: (Hours=)
- WEDNESDAY: (Hours=)
- THURSDAY: (Hours=)
- FRIDAY: (Hours=)
- SATURDAY: (Hours=)
- SUNDAY: (Hours=)
- Student Signature and Date
- Agency Supervisor Signature and Date

GRADING: Bi-weekly reports will be graded using the following criteria:

- Completed/received on time (2 pts):
- Work assignments, problems, accomplishments, etc. (10 pts):
- Grammar, spelling, sentence structure (8 pts)

*Deadline may differ with alternative timelines.

APPENDIX C

Internship Project Proposal

(25 total points)

INSTRUCTIONS: The student is expected to complete the Internship Project Proposal by Week 3 of the internship.* The Agency Supervisor and the student must sign the proposal. Use the "fillable" electronic form posted to the course Canvas page, to easily complete the proposal, share it with your Agency Supervisor for signature, and submit it to the Faculty Advisor (via the Canvas site).

GRADING: Information required in the proposal is listed here for informational purposes. Students should use the form provided on Canvas to complete their project proposal.

The project proposal will be graded using the following criteria:

- Title (2 points)
- Project Description: minimum of 25 words (2 points)
- Value of Project to Agency: minimum of 100 words (3 points), demonstrate your ability to design, implement, and/or evaluate programs or services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity through this project.
- Methodology & Timeline: specific measurable objectives for the project, give specific due dates from beginning to end with the completion of various aspects of the project (8 points)
- Project Schedule: start and end dates (5 points)
- Project Objective (5 points)
- Student Signature and Date
- Agency Supervisor Signature and Date

*Deadline may differ with alternative timelines

APPENDIX D

Agency Administrator Interview

(25 points)

INSTRUCTIONS: The student will interview a "top-level executive" within the organization (i.e., general manager, administrator, director, commissioner, park manager) to gain insight into the position of the interviewee. The agency is expected to help the student arrange the interview. It is also expected that the student will dress and act professionally during the interview to make the best impression possible during the time of the interview. Depending upon who the student interviews, some questions may include, but not be limited to:

1. Tell me about your career path.
2. How did you get to where you are in the organization?
3. What advice would you give to a new graduate concerning skills?
4. What do you like most about your job?
5. What challenges does your agency face?
6. What do you look for in a new employee?

The student is expected to be highly reflective, thoughtful, and insightful when writing the paper. The student is expected to reflect upon the answers the interviewee has given and compare their skills against the interviewee and determine areas of improvement. The student is also invited to add any questions they deem beneficial to the interview. The student is expected to include the questions in the paper and conclude the paper with their reflection on the interview. The paper will be double-spaced in Times/Times New Roman with a 12-pt. font and should include:

- Cover sheet with the name of the interviewer, your name, date, and title of the person (5pts.)
- Questions and answers (10 points)
- Overall summation of interview and application (10 points), demonstrate your knowledge of the scope of resources available to utilize in agency planning, budgeting, or other operations or administrative tasks.

Submit the final paper in Week 7 as a .docx or .pdf file on the course Canvas site.*

GRADING: The Administrator interview will be graded using the following criteria:

- Cover sheet with the name of the interviewee, your name, date, and title of the course (5 pts.)
- Includes questions and answers (10pts.)
- Includes overall summation of interview and application (10 pts.)

*Deadline may differ with alternative timelines

APPENDIX E

Final Report, Summary of Hours, and Presentation

(50 points)

PAPER INSTRUCTIONS: Each Student Intern must complete a final report describing and evaluating their total experience. Final reports are to be written in a narrative style with 1" margins, in Times New Roman, 12 pt. font, double-spaced. A Summary of Hours should be included at the end of the written report. The final report should include the following components and be submitted in Week 11 (within one week after the internship) as a .docx or .pdf file on the course Canvas site. **The final report will be graded using the following criteria:**

GRADING: The final paper will be graded using the following criteria: (30 points total)

- Title Page – date, name of student, name of agency, name of agency supervisor, and internship dates. (2 pts.)
- Preface – the purpose of the report, acknowledgments, the history, breadth, and mission of the organization they interned with, etc. (2pts.)
- Summary of Students Accomplishments – summary of duties and responsibilities, assignments, objectives met/not met, etc. (5 pts.)
- Self-Analysis of Performance –strengths, shortcomings, problems, questions, including alterations or revisions of the student's original internship objectives. (8 pts)
- Conclusions and Recommendations – future career plans, interests and needs, type of setting, and level of leadership desired; courses, books, institutes, workshops desired; recommendations to the agency and to the university. (8 pts.)
- Grammar & Spelling (5 pts.)

Summary of Hours* – on a separate page at the end of the report (10 pts.)
WEEK 1 Dates: __ to __ Total hours:
WEEK 2 Dates: __ to __ Total hours: …. Continue this template for each week….
WEEK 10 Dates: __ to __ Total hours:
Summary of total hours for 10 Weeks:
*Modify as needed for students utilizing an alternative internship timeline.

SOCIAL MEDIA ASSIGNMENT: Students will turn their final report into a creative and engaging social media post (choose one of the options below). Social media posts and videos may be featured by CFWE to highlight student work and inspire future parks and recreation students.

Option 1: Social Media Post "A Day in the Life" (at least 6 slides)
Create a social media post consisting of at least 6 slides highlighting your internship experience in a visual and appealing way. Use images and brief captions to provide a

snapshot of your daily activities, accomplishments, and professional development during the internship.

Guidelines for creating your post:

Content: The post should include the following:

- Overview of your role: Describe your main tasks and responsibilities on a day-to-day basis.
- Key learning experiences: What did you learn, and what contributions did you make to the agency?
- Visual storytelling: Use at least one image per slide to visually represent your internship experience. Photos of your workspace, projects, team interactions, or events are encouraged.

Tips:

- Each slide should tell a piece of your story. For example, you might highlight one project per slide, share a reflection, or show the environment in which you work.
- Keep the captions brief (no more than 2-3 sentences per slide) and make sure they are clear and engaging. The focus should be on conveying your internship experience in a way that would appeal to an audience on Instagram, LinkedIn, or Facebook, where visuals and concise text are key.

Option 2: Social Media Informational Video (3-5 minutes)
Create a short video (3-5 minutes) to be shared on social media that provides a detailed overview of your internship. The video can be a mix of recorded video, voiceover, and/or slides.

Video Structure:

- Introduction (30 seconds): Briefly introduce yourself and your internship site.
- Role and Responsibilities (1-2 minutes): Describe your role, your main responsibilities, and any special projects or tasks you worked on.
- Skills Gained (1 minute): Discuss the key skills you developed during your internship. How do these skills align with your career goals or future plans?
- Advice (30 seconds-1 minute): Offer advice to future interns or students interested in the field. What tips would you give someone about navigating an internship or pursuing a career in Parks and Recreation?

Tips:

- Aim for captivating content that combines visuals, voiceover, and even background music (but keep it professional).
- Consider using slides, B-roll footage, or photos from your internship to complement your speaking. This will make the video more dynamic and visually appealing.
- Make sure the video is concise and engaging. Aim to share meaningful insights without being overly detailed.

GRADING: The grading rubric is designed to assess how well you communicate your internship experience in a creative and captivating way.

Your social media post/video should be visually appealing, clear, and concise while offering valuable insights into your internship experience. **Each section will be graded as follows:** (10 pts total)

- **Title and Introduction (1 point)**
    - The title should clearly identify the internship site and your role.
    - In the introduction, briefly explain why this internship was valuable for your personal and professional development (1-2 sentences).
- **Key Accomplishments and Responsibilities (3 points)**
    - Clearly communicate at least two specific examples of major tasks, projects, or responsibilities during your internship.
    - Show outcomes or contributions you made. This could include completing a significant task, helping a project move forward, or contributing ideas that impacted your team.
- **Skills Developed (3 points)**
    - Discuss at least two key skills you developed during your internship.
    - For each skill, explain how it relates to your future career goals. For example, did you improve your communication, project management, or technical skills? Provide concrete examples of how you used those skills in your internship tasks.
- **Advice and Recommendations (2 points)**
    - Offer one or two pieces of practical advice that would be helpful for future interns.
    - Your advice could include tips for preparing for the internship, how to overcome challenges or recommendations for making the most of the experience.
    - Be specific about how this internship has prepared you for future professional settings.
- **Creativity and Visual Appeal (1 point)**
    - Was your content creative, engaging, and original?
    - Did you demonstrate a strong use of visuals, design, and layout that made your social media post or video stand out?
    - Did you incorporate unique elements of that made your work more engaging and memorable (e.g., storytelling techniques, graphics, animations, etc.)?

APPENDIX F

Student's Evaluation of the Internship

(Due Final Week of Internship)

INSTRUCTIONS: For the benefit of the Faculty Advisor, students will complete an online survey in the final week of their internship. They will be asked to provide narrative responses to the two items listed below.

1. What class materials and preparation proved to be specifically relevant to your internship experience?
2. What suggestions do you have for improving or enhancing classroom materials and/or preparation that could provide for a more meaningful internship experience for future students?

GRADING: 10 points will be added to the student's final grade for successful completion of this item.

Appendix G

Agency Evaluation of the Student Intern

INSTRUCTIONS: The Agency Supervisor will complete a mid-term evaluation (at week 5) and a final evaluation (at week 10) of the student intern using an online form sent to the Agency Supervisor by the Internship Coordinator via email.* The online evaluation form will ask the Agency Supervisor to evaluate the student intern in eight areas using a five-point, Likert-type response scale. An average score for each of the eight areas will be calculated by the Faculty Advisor and the sum of those sections will be added to the student's grade. *The evaluation scale and items for each of the eight areas are listed here for informational purposes*.

GRADING: A maximum score of 40 points for each (mid-term and final) evaluation, plus an additional 40 points for the Agency Supervisor's evaluation of the intern's project is possible (a total of 120 points maximum for all components of the Agency Supervisor's evaluation of the Student Intern).

Evaluation Scale:

- 5 - Consistently exceeds expectations.
- 4 - Frequently exceeds expectations.
- 3 - Meets expectations.
- 2 - Needs improvement in meeting expectations.
- 1 - Consistently does not meet expectations.
- N/A Not Applicable – *N/A Score will not be factored into the average for each section*.

<u>Eight evaluation areas:</u>

1. Professional Behavior (5 pts.)
- Attends and engages appropriately in professional meetings.
- Wears professional dress according to the work setting.
- Cooperates with agency personnel in a respectful and professional manner.
- Relationships with participants or guests are professional and show respect and courtesy.
- Has a positive attitude and enthusiasm for their work.

2. Program Planning & Implementation (5 pts.)
- Applies theoretical knowledge to work tasks appropriately.
- Can clearly define the objectives of their program/program area.
- Can successfully orient participants to their program/program area.
- Takes appropriate action when a program change is needed.

3. Work-related Skills (5 pts.)

- Demonstrates an ability to use a variety of skills, depending on the situation.
- Indicates a desire to improve previously acquired skills to improve job performance.
- Shows initiative in learning new skills.
- Grasps and retains instructions.
- Demonstrates effective verbal communication skills.

4. Resourcefulness (5 pts.)

- Finds an efficient way to do things.
- Improvises or adapts what is on hand.
- Functions without prodding.
- Gives constructive suggestions.
- Can utilize personal assets and agency resources to complete tasks.

5. Sense of Responsibility (5 pts.)

- Readily and dependably completes assigned tasks.
- Can be depended upon to do a good job.
- Willingly assumes new duties.
- Is punctual.
- Observes safety precautions.

6. Judgment (5 pts.)

- In general, the student's actions convey forethought.
- Able to analyze situations, plan necessary steps, and reach sound conclusions.
- Assumes authority appropriately.
- Recognizes which decisions require approval.
- Can prioritize work tasks and budget time effectively.

7. Maturity (5 pts.)

- Able to appraise situations realistically and objectively.
- Is accepting of constructive criticism.
- Is self-reliant or a self-starter when needed.
- Sees things in their proper proportion.
- Subordinates personal affairs to professional matters.

8. Initiative (5 pts.)

- Looks for additional work or where they can make additional contributions.
- Avoids idleness.
- Originates ideas and shares those with colleagues.
- Is efficient in their accomplishment of tasks.
- Willing to assist others when appropriate.

Project Evaluation: The Agency Supervisor will evaluate the student intern's special project at the conclusion of the internship period using the following criteria (40 points total). The Agency Supervisor will be provided with an online form to provide feedback and scores in these four areas:

- Student-led. Student's ability to work independently on the project and conduct necessary research for the project. (10 pts. maximum)
- Time management. Student planned well in advance and accomplished tasks regularly so the project could be completed in a timely manner. (10 pts. maximum)
- Project Management. Student utilized resources effectively and communicated effectively with colleagues to complete the project. (10 pts. maximum)
- Value. Student developed an original or relevant idea, and the project is of value to the agency. (10 pts. maximum)

*Deadlines may differ with alternative timelines

Appendix H

PARK 4920 Syllabus

This is an example syllabus provided in the internship manual for informational purposes. Students will receive a syllabus (through the Canvas site) for the current semester when they are officially registered for the course.

PARK 4920: Internship in parks and recreation
2-12 credits[1]
Auburn University
College of Forestry, Wildlife and Environment
Parks and Recreation Management

General Information:
Catalog Description: Supervised work experience in a Parks and Recreation (PARK) setting.

Prerequisites: PARK major, 2.0 cumulative GPA, and junior standing required.

Required text: Internship Manual. Parks and Recreation Management, Auburn University, Revised: Spring 2024.

Course objectives: The professional internship placement is designed to:

1. Provide students with a structured and systematic opportunity to develop professional behavior.
2. Facilitate students' application of theory to practice in accordance with a growing professional knowledge, outlook, and self-awareness.
3. Enable students to assume leadership in a variety of settings and programs and to progress to supervisory responsibilities.
4. Allow students to gain insight and understanding into the total agency operation and thus allow a gradual smooth adjustment to professional status.

Student learning outcomes:

- Students shall demonstrate knowledge of the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries. (COAPRT 7.01.a)

[1] Parks and Recreation Management students are required to complete a minimum of 8 credit hours in PARK 4920 (400 clock hours). Students earn 1 credit hour for every 50 clock hours completed. Most PARK students will achieve the required credit hours through one 10-week session (working 40 hours/week). However, students may elect to complete their internship over an alternative internship timeline: such as, two 8-week sessions, three 4-week sessions (and earn 9-10 credit hours for 450-500 clock hours), or some other combination.

- Students shall demonstrate skills (techniques and processes) comparable to an entry level professional in parks, recreation, and associated industries. (COAPRT 7.01.b)
- Students shall demonstrate knowledge of the history, breadth, and missions of various leisure service suppliers. (COAPRT 7.01.c)
- Students will demonstrate the ability to design, implement, and evaluate programs or services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity. (COAPRT 7.02)
- Students will demonstrate knowledge of the scope of resources available to utilize in agency planning, budgeting, or other operations or administrative tasks. (COAPRT 7.03)
- Students will demonstrate, through a comprehensive internship of not less than 400 clock hours and at least 10 weeks, the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations. (COAPRT 7.04)

Course Requirements:

1. Each student will complete an 8-credit hour (400 clock hours) internship in an agency setting.

2. Most students will complete this over 10 weeks during the summer, spring, or fall semester. However, students may elect to split their internship over two or more semesters. In either scenario, students have the same responsibilities, assessments, and learning outcomes.

3. Each student will submit periodic reports to the internship supervisor. See the student timeline to avoid late reports.

4. Each student will complete a special project assigned by the participating agency. For a typical 10-week intern this will be proposed in week 3 and completed by week 10. For interns utilizing a different timeline, the Faculty Advisor will communicate the project proposal deadline (See Appendix I).

Course Policies

Checking class emails and Canvas

As internships are off campus learning experiences, students should utilize email and the Canvas site regularly to communicate with the course instructor/Faculty Advisor. Students control the notification settings in their Canvas accounts. You should set up your notifications to alert you when an Announcement is posted, an Assignment is due, a grade is released, etc. Students should reach out to their instructor/Faculty Advisor via the email and phone number listed in the internship manual.

Student evaluation:

1. The agency will evaluate the student midway through the experience and at the end of the student's involvement. See the Internship Manual for evaluation forms.

2. The department internship supervisor may make an on-site visit to the student and Agency Supervisor to determine the student's progress.

3. At the end of the internship, the Faculty Advisor will assign the final grade.

4. Students must adhere to the personnel policies of the agency. Tardiness, lack of cooperativeness, and relative acts of non-professionalism will not be tolerated by the agency or by the department. Failure to comply with agency policies may result in a withdrawal or failure for PARK 4920.

5. The final internship grade will be determined by (A) the professional experience gained, according to the evaluations completed by the Agency Supervisor; and (B) written assignments completed by the student intern. Assignments are a requirement of the internship course, and the quality of work will be reflected in the total determination of the grade. The basis for the final grade will be:

Evaluation Item	Point Value
Agency Performance Evaluations of Student Intern	120 pts.
Week 1 Check-in*	10 pts.
Bi-Weekly Reports* (4 @ 20 pts. Each)	80 pts.
Project Proposal*	25 pts.
Administrator Interview*	25 pts.
Final Report (Summary of Hours) & Presentation*	50 pts.
Student's Evaluation of their Internship Experience**	10 pts.
Total	**320 pts.**

***Notes for students utilizing an alternative internship timeline:**

- Students will submit a **'settling in' check-in email** on the first Friday of each internship session. E.g., if you complete 5 weeks of internship in the summer you will submit one check-in then; if you then complete another 5 weeks of internship the following winter, you must check-in again. This pass/fail grade of 10 points will be averaged over all sessions.
- Students will complete a **bi-weekly report** every two weeks. E.g., if you complete 4 weeks of internship over three different sessions, you will submit two bi-weekly reports for each internship session.
- Students are only required to complete one **special project** and should complete this project in accordance with where they will spend the most time or have the

greatest capacity to implement a special project (you will submit one proposal form and be evaluated by your Agency Supervisor on the outcomes of the project one time, both for the same internship session).

- Students will receive at least one **evaluation from their Agency Supervisor** for each internship session. E.g., if you complete 4 weeks of internship over two sessions, you will receive one agency evaluation from each session; if you complete your internship over three different sessions, you will receive three agency evaluations, etc. If more than the required two evaluations are made by Agency Supervisors, the scores from these evaluations will be averaged.
- Students are only required to complete one **administrator interview** and should complete this interview in accordance with where they will spend the most time or have the greatest capacity to conduct the interview. Students may consider completing the special project during one internship session and the interview during another session.
- Students will complete one **final report, summary of hours, and social media assignment** that documents all their time, even if it has been split between two or more internship sessions.
- Students will submit an **evaluation of their internship experience** for each internship session. E.g., if you complete 5 weeks of internship in the summer you will submit one evaluation then; if you then complete another 5 weeks of internship the following winter, you must complete another evaluation at the end of that session. This pass/fail grade of 10 points will be averaged over all sessions.

A letter grade (A, B, C, D, or F) will be reported at the end of the internship (i.e., when at least 8 credit hours/400 clock hours have been completed over one or more internship sessions). The internship must be repeated in its entirety should the student receive a "D" or "F" grade.

Grading scale

A	≥ 90 (89.5)
B	80 – 89.4
C	70 – 79.4
D	60 – 69.4
F	≤ 59.4

Assignment Directions & Grading Details are provided in the Internship Manual (Appendices B-G) and on the course Canvas site.

University Resources

Mental Health

If you or someone you know needs support, you are encouraged to contact Auburn Cares at 334-844-1305 or auburn.edu/auburncares. Auburn Cares can offer support during challenging situations by linking you with the right resources or services.

Student Counseling & Psychological Services

Student Counseling & Psychological Services provides confidential, no-cost mental health counseling and psychiatric services to Auburn Students. You can speak with a counselor 24/7/365 by calling 334-844-5123. Learn more about mental health information on campus at auburn.edu/scps.

Basic Needs

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course or others is urged to contact Auburn's Basic Needs Center for support at https://aub.ie/basicneedsLinks to an external site. Furthermore, please notify the professor if you are comfortable in doing so as this will allow the faculty member to connect you with any other known resources.

Sexual Misconduct Resources Statement

Auburn University faculty are committed to supporting our students and upholding gender equity laws as outlined by Title IX. Please be aware that if you choose to confide in a faculty member regarding an issue of sexual misconduct, dating violence, or stalking, we are obligated to inform the Title IX Office, who can assist you with filing a formal complaint, No-Contact Directives, and obtaining supportive measures. Find more information at auburn.edu/titleix.

If you would like to speak with someone confidentially, Safe Harbor (334-844-7233) and Student Counseling & Psychological Services (334-844-5123) are both confidential resources. Safe Harbor provides support to students who have experienced sexual or relationship violence by connecting them with academic, medical, mental health, and safety resources. For additional information, visit auburn.edu/safeharbor

Appendix I

Alternate Internship Timelines

Proposed Two 8-Week Internship Sessions:

This section outlines the tasks for the two proposed 8-week internship sessions. Tasks will be repeated for each session, but students only need to complete one project and one administrator interview. They should complete these tasks in the session where they will have the most time or ability to do so. Students may choose to complete the special project during one session and the interview during another.

Task	Completed By	Due Date
"Settling In" email to the Internship Coordinator	Student	Week 1
Project Proposal (choose session 1 or 2) *(See Appendix C)*	Student	Week 3
Check-in with Intern	Internship Coordinator	Week 4
Bi-Weekly Report #1 *(See Appendix B)*	Student (Agency Supervisor signs)	Week 4
Agency Administrator Interview (choose session 1 or 2) *(See Appendix D)*	Student	Week 6
Bi-Weekly Report #2	Student (Agency Supervisor signs)	Week 8
Student's Evaluation of Internship *(See Appendix F)*	Student	Week 8
Final Evaluation of Student *(See Appendix G)*	Agency Supervisor	Week 8
Final Report, Summary of Hours, and Social Media Assignment	Student	Week 9*

* To be completed at the end of the second internship session.

Proposed Three 4-Week Internship Sessions:

This section outlines the tasks for the three proposed 4-week internship sessions. Tasks will be repeated for each session, but students only need to complete one project and one administrator interview. They should complete these tasks in the session where they will have the most time or ability to do so. Students may choose to complete the special project during one session and the interview during another.

Task	Completed By	Due Date
"Settling In" email to the Internship Coordinator	Student	Week 1
Project Proposal (choose session 1, 2, or 3) *(See Appendix C)*	Student	Week 2
Bi-Weekly Report #1 *(See Appendix B)*	Student (Agency Supervisor signs)	Week 2
Check-in with Intern	Internship Coordinator	Week 3
Agency Administrator Interview (choose session 1, 2, or 3) *(See Appendix D)*	Student	Week 3
Bi-Weekly Report #2	Student (Agency Supervisor signs)	Week4
Student's Evaluation of Internship *(See Appendix F)*	Student	Week4
Final Evaluation of Student *(See Appendix G)*	Agency Supervisor	Week 4
Final Report, Summary of Hours, and Social Media Assignment	Student	Week 5*

* To be completed at the end of the third internship session.

Appendix J

Contact Information

Internship Coordinator

Ashley Brantley
Student Services Coordinator III
Auburn University
College of Forestry, Wildlife and Environment
602 Duncan Drive
Auburn University, AL 36849
abk0009@auburn.edu
334-844-1038 (office)
https://cfwe.auburn.edu/

Student Services

Ginger Donaldson
Director
Office: 2221
gad0029@auburn.edu
334-844-1001

Administration

Dr. Todd Steury
Associate Dean of Academic Affairs
Office: 3301A
tds0009@auburn.edu
334-844-9253

Parks and Recreation Management Faculty

Dr. Michael Brunson
Professor of Practice
Office: 4331
mmb0196@auburn.edu
334-844-1015

Dr. Allie McCreary
Assistant Professor
Office: 4337
aem0200@auburn.edu
334-844-1059

Dr. Wayde Morse
Professor
Office: 3229
swc0005@auburn.edu
334-844-8086

Appendix K

FORMS

AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

Parks and Recreation Management PARK 4920: Internship

Intent to Intern Form

Student Name_____ Student ID_____

Phone Number_____ AU Email_____

Have you earned at least 60 credit hours toward your degree? Yes_____ No_____

Is your current cumulative GPA 2.0 or higher? Yes_____ No_____

Semester/Year you have taken or will take PARK 3850 Professional Preparation_____

Have you read the PARK 4920 Internship Manual, and are you knowledgeable about the internship process and aware of the deadlines? Yes_____ No_____

Semester/Year you plan to intern: Fall_____ Spring_____ Summer_____ Year_____

Have you researched and applied to any internship agencies? Yes_____ No_____

If yes, please list the names and locations of the agencies.

_____

If you have not begun your internship search, please complete the following:

A) What locations interest you?_____

B) What agencies interest you?_____

_____

C) Are there any specific areas or focus topics you are interested in exploring during your internship?

_____

Please sign below and email this completed form to the Internship Coordinator, Ashley Brantley (abk0009@auburn.edu), by the deadline outlined in the PARK 4920 Internship Manual.

_____

Student Signature Date

602 Duncan Drive /// Auburn, AL 36849 /// 334-844-1004
cfwe.auburn.edu

AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

Parks and Recreation Management PARK 4920: Internship

Agency Approval Form

Student Name_____ Student ID_____

Phone Number_____ AU Email_____

Internship Semester/Year: Fall_____ Spring_____ Summer_____ Year_____

Tentative Start Date_____ Tentative End Date_____

Agency Name_____

Street Address _____

City_____ State_____ Zip Code_____

Supervisor Name and Title_____

Supervisor Phone Number_____

Supervisor Email_____

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS

_____ Student Resume

_____ Agency Internship Description

_____

Signature of Student Date

_____

Signature of Faculty Advisor Date

602 Duncan Drive /// Auburn, AL 36849 /// 334-844-1004
cfwe.auburn.edu

AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

Parks and Recreation Management PARK 4920: Internship

Emergency Contact Form

Student Name_____ Student ID_____

Phone Number_____ AU Email_____

Internship Start Date_____ End Date_____

Agency Name_____

Address _____

Supervisor Name_____

Supervisor Phone Number_____

Primary Emergency Contact's Name_____

Relationship_____ Phone Number_____

Address_____

Secondary Emergency Contact's Name_____

Relationship_____ Phone Number_____

Address_____

Comments:

_____

Student Signature Date

602 Duncan Drive /// Auburn, AL 36849 /// 334-844-1004
cfwe.auburn.edu

AUBURN UNIVERSITY
College of Forestry, Wildlife and Environment

Parks and Recreation Management
PARK 4920 – Internship
Internship Memorandum of Understanding

EXPECTATIONS: The student (who appears below) should expect the following as an intern with our agency. The Host Agency Internship Representative should initial all that apply:

1. (___) the student will have the opportunity to discuss each of the bi-weekly reports (p. 12 of the Internship Manual) and the Agency Administrator interview (p. 14) with the appropriate staff member.
2. (___) the student will be given a special project (p. 13 of the Internship Manual) that is challenging, meets University criteria, and for which they are primarily responsible.
3. (___) the student will receive an orientation to agency policies and procedures.
4. (___) the student will be periodically assigned to various subunits within the agency, even though they may have a primary task (job description) to complete; in order that the student be exposed to the full breadth of agency operations.
5. (___) the student will be evaluated mid-way and at the completion of their internship (p. 18-19 of the Internship Manual) and their project will be evaluated upon completion (p. 19) by their supervisor.
6. (___) the student will be covered during their tenure with the agency, by the agency's workman's compensation and liability insurance policies.

The student will be paid $_____ per_____ (for _____ internship hours)

Optional: The student will be paid $ _____ per _____ for hours worked as a _____ (*seasonal/describe*) with this agency that may occur simultaneously with the internship.

The student is expected to work for this agency from: [Month, Day, Year] to [Month, Day, Year]

Name of host agency: _____

Address: _____

Phone Number: _____ Director Email: _____

Signature of agency/unit director: _____ Date: _____

Name of student's supervisor (print): _____Email: _____

Signature of student's supervisor: _____ Date: _____

Name of student (print): _____

Internship Memorandum of Understanding (continued)

I, (signature of student) _____ on [Include Date] agree to the conditions described above for my internship at this host site. I further agree to comply with other applicable Agency and University policies during the experience.

Having witnessed that both parties are in agreement to the conditions stated above and further believing that the experience offered is appropriate for AU credit, I, AU Intern Coordinator _____ approve this internship for the _____ semester.

AUBURN UNIVERSITY

EVENT INFORMATION

Event Name: PARK 4920 Internship

Date(s): _____ **Time(s):** _____

Location: _____

PARTICIPANT INFORMATION

Name of Participant: _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Phone Number: _____ **Date of Birth:** _____ **Gender:** M _____ F _____

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SIGNING. THIS IS A LEGALLY BINDING DOCUMENT. THIS COMPLETED AND SIGNED FORM MUST BE SUBMITTED BEFORE ANY PERSON IS ALLOWED TO PARTICIPATE IN THE ABOVE EVENT.

I, the undersigned, wish to voluntarily participate in the above referenced event on the dates and times as indicated above and, in consideration of the mutual covenants and conditions contained in this Agreement, I hereby agree as follows:

I acknowledge, understand and appreciate that as part of my participation in this event there are dangers, hazards and inherent risks to which I may be exposed, including the risk of serious physical injury, temporary or permanent disability, and death, as well as economic and property loss. The dangers, hazards and risks may arise from my own actions, inactions, or negligence as well as from the actions, inactions or negligence of others, or the condition of the premises. I also acknowledge and understand that there may be other dangers, hazards or risks not presently known or reasonably foreseeable. Therefore, I voluntarily accept and assume all risk of injury, loss of life or damage to property arising out of training, preparing, participating and traveling to or from this event.

I hereby release Auburn University, its Board of Trustees, Administration, Faculty, Staff, Student Leaders, and all other officers, directors, employees and agents (hereafter "Auburn") from any and all liability as to any right of action that may accrue to my heirs or representatives for any injury that I may suffer while training, preparing, participating and/or traveling to or from this event. This agreement is binding on my heirs and assigns.

I furthermore release, indemnify and hold harmless Auburn from and against any and all liability, actions, debts, claims and demands of every kind whatsoever, specifically including, but not limited to, any claim for negligence or negligent acts or omissions and any present or future claim, loss or liability for injury to person or property that I may suffer, for which I may be liable to any other person, that may or does arise out of my participation in the event. I understand that Auburn accepts no responsibility for my personal property. I agree to be accountable in all respects for my own conduct and all actions, claims and demands for damages, loss and injury which may arise as a result of my own conduct.

In the event of an accident or serious illness, I hereby authorize representatives of Auburn to obtain medical treatment for me and on my behalf. I hereby hold harmless and agree to indemnify Auburn from any claims, causes of action, damages and/or liabilities, arising out of or resulting from said medical treatment. I understand that Auburn does not provide any medical, dental or life insurance to cover bodily injury, illness or death; nor insurance for personal property damage or

AU Waiver (continued)

loss; nor insurance for liability arising out of my negligent acts or omissions; and I acknowledge that I am completely responsible for my own insurance or financial resources to cover expenses related to these things.

I further acknowledge that if I drive my own vehicle, or am a passenger in another's private vehicle in connection with this event, that Auburn's auto insurance does not cover such a private vehicle. I also understand that the Auburn cannot be responsible for assuring the safety and reliability of such private transportation or driver, nor for any non-sponsored activities and travel that I choose to participate in before, during or after the event, and I therefore accept the risks and responsibilities associated with such private vehicle travel and activities.

This Agreement shall be governed by and construed under the laws of Alabama. I agree that any legal action or proceeding relating to this Agreement, or arising out of any injury, death, damage or loss as a result of my participation in any part of the event, shall be brought only in Lee County, Alabama.

I, the undersigned have been given ample time to read and understand this Agreement, and fully accept its contents and conditions and agree to them by signing this Agreement voluntarily. I understand that I am giving up substantial rights (including my right to sue), and acknowledge that I am signing this document freely and voluntarily, and intend by my signature to provide a complete and unconditional release of all liability to the greatest extent allowed by law. My signature on this document is intended to bind not only myself but also my successors, heirs, representatives, administrators, and assigns. The information I have provided is disclosed accurately and truthfully.

A PARENT OR GUARDIAN MUST SIGN THIS FORM FOR A MINOR UNDER THE AGE OF 19

Participant Name:_____ Parent Name:_____

Date:_____

Participant Signature:_____ Parent Signature:_____

Date:_____