

7.04.01:
RCLS 495

Evidence of Learning Opportunity (assignment description): The development of appropriate student learning goals and objectives with regard to the internship process (see student internship manual). In addition, we require the submission of weekly (professional) reports to the faculty advisor. Weekly correspondence helps to keep the lines of communication open with the faculty advisor and also serves as an early warning system for issues on the internship site. The weekly reports further serve as a mechanism to measure progress on goals throughout the 10 weeks. The final internship evaluation (completed by the internship site supervisor) is the final piece of evidence we address in this section. All of these items can be located in the student internship manual, and they are referenced in the documents listed below.

Summer 2015 Internship Guidelines (12 Credits)

- During the first week of the internship, sit down with your direct supervisor and come up with a list of learning goals and objectives for the ten weeks (3 are required). Please reference the student manual for more guidance. I also suggest referencing materials from RCLS 385 and RCLS 470 for additional information on the formation of goals and objectives.
- Next, create a ten-week agenda or schedule, with responsibilities outlined for each week (should be geared toward the achievement of your learning goals and objectives). Send both of these documents, **after your first week of work**, via email attachment).
 - Indicate a best time of day for me to call you at work
 - Start giving me dates when you and your boss might be available for a site visit
- You are required to make weekly contact with Dr. Chase (10 contacts total). The primary method of communication should be a word document attached to an email (mchase@ewu.edu). Missing a week results in a point decrease of your grade from 4.0 to 3.9, 3.8 and so on. Post cards, email notes, text messages, and voice mail are not acceptable forms of contact.
- Your weekly email communication should include (at a minimum) the following information:
 - Review and discuss how you are doing (highlight any activities or projects that you have been engaged with)
 - Discuss your objectives (what you are currently working on)
 - Clarify any problems that you might be having on the job . . . keep me informed
 - Outline the activities and projects that you will be working on the next week

Note: the 10th & final contact should be a cumulative and introspective report on the whole internship process and your success or non-success with the goals and objectives

(strengthened with the assessment data that has been collected over the summer). This should be a well written, 3 – 5 report, which includes a cover page. Please follow all of my written correspondence guidelines, including the use of 12-point font and double spacing. Thank you.

- During the fifth week, please remind your supervisor to do the mid-term evaluation (in your internship manual). I'd rather you scan and send me this document via email. If this option isn't available, please fax a copy to me directly, and be sure to list my name and your name on the cover sheet. (509-359-4833)
- During the tenth week, your supervisor should conduct the second and final evaluation of your work performance. As a reminder, 70% of your grade is based upon the supervisor's evaluation of your work. You are also asked to complete the alumni register and exit interview, an evaluation of your supervisor, the internship site, and me, as your EWU supervisor (all of these forms can be found in the internship manual). Please scan and send these documents via email (or fax if no other option is available)
- I recommend (but do not require) that you create a notebook over the 10-week period. This notebook should be a representative collection of the work you have accomplished during the internship (e.g., job description, evaluations, goals and objectives, mission statement of the organization and your department, letters you have written, brochures and flyers you have developed, etc.). I recommend only keeping items that you might seriously consider including in your final portfolio. This documentation will prove useful as you start the process of looking for a job.

Checklist:

- _____ Goals and objectives / 10 week agenda (end of first week)
- _____ Ten weekly contacts (the 10th & final contact should be a cumulative and introspective report on the whole internship process and your success with the goals and objectives)
- _____ Mid-term evaluation (week 5)
- _____ Final (10 week) evaluation from your supervisor
- _____ End-of-internship forms (In your internship manual: alumni form, three evaluations, and the exit interview - please fax with your final evaluation)

Take care and have a great summer!

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PREPARATION TIMELINE FOR INTERNSHIP

FALL QUARTER

- Print and read BOTH student and supervisor manuals.
- Consult with faculty advisor on possible internship sites.
- Contact 3-4 potential sites and conduct information interviews whenever possible.
- Join a professional organization
- Finish the major/minor form to confirm completion of required and supporting classes. DO NOT DEPEND ON THIS FORM TO CATCH ANY CLASSES OR REQUIREMENTS YOU HAVE MISSED. This major/minor form is an application to graduate, **due in November or February**, for those who will finish their requirements in the spring or summer. We recommend you complete the earlier one. Your name is placed in the spring commencement ceremony and you are allowed to walk with the graduates.

WINTER QUARTER

- ❖ Narrow internship site selections down to 1-2.
- ❖ Get faculty advisor's approval of the site selected.
- ❖ YOU are responsible for securing the internship site and making all of the arrangements after getting faculty advisor's approval.

SPRING QUARTER

- ❖ Get site supervisor final approval and appropriate signatures on the contract.
- ❖ Give site supervisor copy of Supervisor Internship Supplement.
- ❖ Explain to site supervisor the initial goal and objectives requirements. Student and supervisor MAY opt to complete this requirement before internship officially begins.
- ❖ Have necessary paperwork submitted by May 15th to faculty advisor (see checklist).
- ❖ Meet with faculty adviser for a final check before the start of the internship.
- ❖ Register for RCLS 496 (your advisor will confirm the required section number).

SUMMER QUARTER

- ❖ During the first week of the internship (OR prior to your internship), sit down with your direct supervisor and come up with a list of learning goals and an agenda for ten weeks. Make sure the agenda is geared towards your learning goals and objectives.
- ❖ Start assembling material for a resource notebook for future reference.
- ❖ Email goals and objectives and your agenda to your faculty advisor. These items must be completed either before the internship or by the end of the first week.

- ❖ Follow the weekly reporting system agreed to by you and your faculty advisor. *You cannot miss one week and make it up the following week.* Your grade will be affected.
- ❖ Have mid-term evaluation completed; submit to your faculty advisor by week 6.
- ❖ Have final evaluation completed and submit to your faculty advisor no later than one week after completion of your internship.
- ❖ Turn in the final, 10th week internship report. (A summary of student success regarding the goals and objectives, supported with assessment data collected throughout the summer).
- ❖ Submit follow-up paperwork (copy of thank-you letter, site evaluation, agency supervisor evaluation, internship coordinator evaluation and alumni register).
- ❖ Since summer grades are due before the internship is completed, a Y grade is issued. As soon as all materials are received, your final grade will be issued. If everything is not completed and turned in two weeks after your internship is over, you will receive a failing grade. You will then be required to do a new internship and pay the registration amount for next summer.