Form A

#### INTERNSHIP APPLICATION

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Cumulative GPA \_\_\_\_\_\_\_\_\_\_\_\_\_

Semester of Internship \_\_\_\_\_\_\_\_\_\_\_\_ Anticipated Date of Graduation\_\_\_\_\_\_\_\_\_\_

1. Please give statement of any personal problems that may affect Internship placement.

(Attach additional page if necessary)

1. List in order of preference two organizations at which you would like to Intern.

Be prepared to explain why these organizations interest you. Address items such as (type of program, experience of supervisor (been in position more than one year, has supervised other recreation interns). Please request a copy of the supervisor’s resume and submit with this form.

1) Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2) Agency \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Supervisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

C. Resume: Make copies of your resume. Attach one with this application; other copies should be used for your agency interviews.

D. (This section to be completed by your University Supervisor after reviewing your eligibility for the Internship Program)

 Required Acceptable Deficient

|  |  |  |
| --- | --- | --- |
| Required Coursework Completed |  |  |
| Verification of 150 Contact Hours (Form C) |  |  |
| GPA – Cumulative 2.0 or higher |  |  |
| Current 1st Aid & CPR (effective fall 2012) |  |  |
| Resume |  |  |

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (University Supervisor)

Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Form B

#### INTERNSHIP ASSIGNMENT FORM

**This Section to be completed by Student:**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ WKU ID #: 800\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Text messages Y/ N

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Alt Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Text messages Y/N

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_@topper.wku.edu

Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Agency Supervisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Supervisor Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Date: \_\_\_\_\_\_ End Date: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This section to be completed by University Supervisor:**

Form or Item Date

Internship Assignment Form (Form A) \_\_\_\_\_\_\_\_

Intern/Agency Contract (Form B) \_\_\_\_\_\_\_\_

Intern/University Contract (Form C) \_\_\_\_\_\_\_\_

Internship Goals and Plan (Form D) \_\_\_\_\_\_\_\_

Student Midterm Performance Appraisal (Form F) \_\_\_\_\_\_\_\_

Internship Project Proposal (Form I) \_\_\_\_\_\_\_\_

Final Evaluation (Form G) \_\_\_\_\_\_\_\_

Internship Experience Evaluation (Form H) \_\_\_\_\_\_\_\_

Internship Project Evaluation (Form J) \_\_\_\_\_\_\_\_

Graduating Senior’s Exit Survey (Form K) \_\_\_\_\_\_\_\_

Video Presentation and Final Internship Meeting \_\_\_\_\_\_\_\_

Bi-weekly Report Dates: \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

(Form E) 1 2 3 4 5 6 7

Completed Hours \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_ \_\_\_\_\_ \_\_\_\_\_

 1 2 3 4 5 6 7

 RECREATION ADMINISTRATION PROGRAM Form C

 WESTERN KENTUCKY UNIVERSITY

#### INTERN/AGENCY/UNIVERSITY SUPERVISOR CONTRACT

*Give a copy of the completed contract to your Agency Supervisor and your University Supervisor. Maintain a copy for your records.*

The following contractual items between \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Internship Student) (Agency Supervisor)

representing \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ of the WKU Recreation

 (Agency) (University Supervisor)

Administration program, constitutes a binding contract for the Internship during the \_\_\_\_\_\_\_\_\_ semester to fulfill 12

credit hours and 480 professional service hours.

I. Agency Supervisor responsibilities:

* + - Sign off on Bi-Weekly Reports
		- Complete the “Student Midterm Performance Appraisal”
		- Complete the “Student Final Performance Appraisal” (1 week prior to Internship’s end)
		- Help formulate idea for Internship Project (and grade the project when completed)
		- Meet with the University Supervisor as needed.

II. Agency responsibilities to Internship Student:

* The personal growth and development of Internship Student is the primary consideration.
* Expose the student to as many administrative areas of the Agency as possible.
* Allow attendance at staff and board meetings when appropriate.

III. Status of the Internship Student:

* Classified as an “Practicum Student.”
* Has status of professional staff member.

IV. Requirements of the Internship Student:

* Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
* Represent Western Kentucky University and the Agency in a professional manner at all times.
* Adhere to all policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.

V. University Supervisor responsibilities to Internship Student:

* Supervise arrangements for and give final approval of the Internship assignment.
* Maintain open communication with the Internship Student and Agency Supervisor on all matters pertaining to the Internship.
* Make contact as needed to monitor student’s progress.
* Carefully evaluate all internship documentation and determine the final grade for the Internship Student.

 Form C

The Internship requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the University Supervisor, the Internship Student, and the Agency Supervisor. Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Internship Student

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date Agency Supervisor

\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Date University Supervisor

 INTERNSHIP PLAN Form D

Student Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students should create goals prior to meeting with the Agency Supervisor. The agency supervisor and student should work together to assess and revise goals and create the Internship Plan (See page 7).

GOALS: By the end of the internship, the student will…

1.

2.

3.

4.

**Internship Plan**

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Agency Supervisor Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_