RECREATION MANAGEMENT RM 298 & RM 498

Registration
Student must enroll in RM 298 or RM 498 during the semester or term of the employment or volunteer experience.

• Introductory Internship: (RM 298) A 400 hour introductory experience as a staff employee or volunteer with direct recreation program leadership responsibilities. Students will enroll in RM 298 sometime after completion of a minimum of 12 credits of recreation core courses.
• Senior Internship: (RM 498) An additional 400-hour senior internship experience will be required. Student is encouraged to seek out an internship experience where he or she is given higher level managerial, program planning, and supervisory responsibilities while working closely with a mentor in the organization they are working with. Student will enroll in RM 498 after completion of a minimum of 24 credits of recreation core courses.

The following actions need to be completed:
• Student must fill out an Initial Internship Approval form after an internship opportunity has been found.
• Bring the form to the Internship Director (Sister Kari Archibald or Sister Janell Greenwood for Therapeutic Recreation) for approval.
• Take Internship Approval form to the Internship & Career Services Office.
• After the experience provider has completed the online internship registration, or has a Master agreement on file with the Internship & Career Services Office, the Internship and Career Services Office will register you for the class.

Supervisor Evaluation
An evaluation form will be sent by the Internship & Career Services Office to the student and internship for evaluation. Said evaluations must be filled out near the completion of the internship and returned to the Internship & Career Services Office in order to earn credit for the internship.

Site Visit
If the internship is within a reasonable travel distance, the Department Internship coordinator will conduct one site visit per internship. Telephone or e-mail contact will occur if a visit is not possible. Student will arrange this visit with his/her work supervisor.

Internship Assignments: (For TR internships see the TR Internship link)
Internships in the Recreation Management Department will include the following assignments:

Introductory Internship (RM 298) students will submit a 4 page, double spaced, typed account and evaluation of their internship to the department internship coordinator at the completion of internship. The intern's supervisor will also be asked to complete a one page evaluation of the intern.

The senior internship (RM 498) students will be required to submit a journal documenting their experience. The journal will consist of four sections. Section I will be submitted after completion of week 1 of the internship, Section II will be submitted at the end of the 4th week of the internship, and sections III and IV will be submitted at the end of the 16th week of the internship. Photographs are encouraged. These sections are to be submitted to the discussion board on I-Learn and should include the following:
Section I: (to be turned in at the end of the first week.)

Interview your mentor. Questions asked should cover how the mentor achieved their current position, what training and education they have, what do they like most and least about their job, how does their job affect their lifestyle, what skills do they use most often, and what advice would they give to someone entering this field.

Learning Objectives. Interns will also submit three specific learning objectives they have personally for this internship. These objectives should be shared with the mentor during the first week interview.

Section II: (to be turned in at the end of the fourth week.)

Job Description. Describe in as much detail as possible what you are doing, what your responsibilities are, and how these relate to your learning objectives.

Organizational Setting. What is the organizational structure of the organization you are working with? Who are the leaders? Who are the clients or customers? Describe how decisions are made. What is the work atmosphere? What is the history of the organization? Where is the company located and why? What does the company logo or motto tell you about the organization?

Section III: Journal entries.

Three journal entries per week are required. These entries should cover tasks, events, decisions, etc. that you have experienced. What new skills are you learning? Describe a typical day. What are the skills and knowledge you are finding valuable in carrying out your responsibilities? How do the people you work with treat you? What things have occurred that make you feel proud?

Section IV: Connection to your past and future.

In at least two pages, explore the connections between this internship and your past experience. How have your family, friends, teachers, former employers prepared you for this internship. How have your previous experiences, college courses, etc. helped you in your responsibilities? (Include course names and explain how the course, teacher, or assignments assisted you.) How will this internship prepare you for your future career?

Workplace Terminology

Keep a list of words and terms (with their definitions) that you were unfamiliar with before this internship.

Grades

A grade will be given to the student when the Internship Coordinator receives the paper and supervisor's evaluation form.

For further questions, contact:

Kari S. Archibald
BYU-Idaho, RM Internship Coordinator
ROM 248
Rexburg, ID 83440-0730
(208) 496-4707
archibaldk@byui.edu