Indiana State University
Department of Kinesiology, Recreation, and Sport

UNDERGRADUATE
INTERNSHIP MANUAL

The manual applies to the following programs:

Recreation Management & Youth Leadership
Recreation Therapy
Sport Management

Revised: September 2011
INTRODUCTION

Faculty in the Department of Kinesiology, Recreation, and Sport recognize field experiences as an integral part of a student’s preparation for his/her professional career. Preliminary (i.e., practicum) and capstone (i.e., internship) experiential learning opportunities are generated through a three way partnership agreement between an approved agency, faculty, and student whereby the later receives training of a practical nature in his/her concentration under the supervision and guidance of a qualified professional.

These experiences aim to enhance the student’s professional and personal growth and further his/her understanding and appreciation of the role and duties of the professional in a variety of settings. Field experiences provide a means for students to identify areas of strength and weakness and an opportunity to practice, improve, and evaluate skills, techniques, principles, and theories they would have been exposed to through coursework. At the conclusion of the internship, students should perform at a higher level of skill and confidence as they start their professional career.

This manual is a guide to be used by students, faculty, and sponsoring agencies to prepare for the educational experience. The intent of the internship manual is to present the policies and procedures students must follow in order to secure a qualified placement and earn academic credit for the internship experience.

DEFINITIONS

The following terms are defined to promote consistency in interpretation:

Agency (or Internship Site or Employer) – is the participating organization, institution, or company in which the student is retained in a paid or non-paid basis during his/her field experience. Sites may include, but are not limited to, federal, state, county (or municipal) park and recreation departments, nonprofit organizations, hospitals and treatment centers, professional and amateur sport organizations, sport management and marketing agencies, convention and tourism organizations, hotels and resorts, and other commercial enterprises.

Agency Supervisor (or Site Supervisor) – is the agency designated staff member responsible for directing and supervising the student’s field experience. The agency supervisor provides guidance and feedback on student performance.

Faculty Advisor – is the faculty member, familiar with a concentration/minor/certificate, who is assigned to monitor student progress. Students are encouraged to regularly meet with his/her faculty advisor to discuss personal and professional goals, plan a program of study and experiences, and determine a career path. The faculty advisor may serve as the Internship Supervisor and/or the Internship Program Coordinator.

Intern – is a senior level undergraduate student who is eligible to enroll in RCSM 491 (6 hrs): Internship.

Internship (or Capstone Field Experience) – is a supervised full-time work experience in the student’s chosen field of endeavor to last no less than 12-15 consecutive weeks.¹

¹ The department offers a variety of major concentration, minor, and certificate options. The field experience requirements differ for each option. Students should contact his/her faculty advisor with specific questions.

² Full time means at least 40 hours of work per week.

³ RMYL & SPM students must complete at least 12 consecutive weeks at the internship site. RT students must complete at least 15 consecutive weeks at the internship site.
**Internship Program Coordinator** – is a faculty member assigned to manage the internship program and provide guidance and support to participating agencies and students. The internship program coordinator may serve as an *Internship Supervisor*.

**Internship Supervisor (or Faculty Supervisor)** – is a faculty member assigned to oversee one or more students enrolled in RCSM 491. The internship supervisor will have routine contact with the intern and agency supervisor and is responsible for assigning the final grade for the course.

**Practicum (or Preliminary Field Experience)** – is a supervised learning experience conducted concurrently with coursework in which students are exposed to, and gain practical experience with, a variety of tasks under the guidance of trained, established professionals in the field.

**Practicum Student** – a freshman, sophomore, junior, or senior level undergraduate student participating in an experiential learning activity to observe how theory and practice discussed in the classroom are enacted in the field.

**PURPOSE & DESIRED OUTCOMES**

The purpose of the internship program is two-fold. First, the internship experience provides an opportunity for students to mature both personally and professionally as well as further their appreciation and understanding of management practice in a chosen field of study. Hence, students receive practical work experience in which learning is the key objective. Second, the internship is a learning laboratory through which a student’s professional preparation is monitored and assessed. As such, faculty receives information to refine curriculum and improve educational processes.

Given this purpose, the desired outcomes of the internship program are as follows:

**Intern** will:

- Understand and appreciate the roles, duties, and responsibilities of professionals in the field.
- Apply, and further expand, the knowledge, skills, and experience acquired during the academic program in a professional setting.
- Demonstrate professional and technological competencies consistent with standards.
- Identify strengths and weaknesses and determine personal and professional development needs.
- Apply critical thinking and analytic skills to solve problems in an ethical manner.
- Gain information about the profession as a basis for future career choices.
- Refine job seeking skills and develop a professional network in preparation for future employment.

**Department** will:

- Offer entry into the profession as an integral part of the educational process.
- Facilitate student interactions with qualified practitioners in the industry.
- Establish opportunities for cooperative relationships among the intern, department, and agency which extend beyond the internship experience.
- Facilitate sharing of resources and the pursuit of common goals with professional agencies.
- Assess the quality and relevance of the curriculum and educational process.

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4 See the Practicum Manual for the specific policies and procedures that apply to these field experiences.
Agency will:

- Assume an integral role in the professional preparation of future professionals.
- Strengthen the educational process by sharing current issues, problems, and trends with faculty.
- Strengthen the staff development process by obtaining current information about theory and practice.
- Facilitate sharing of resources and the pursuit of common goals with institutions of higher education.
- Establish opportunities for cooperative relationships among the intern, department, and agency which extend beyond the internship experience.
- Benefit from the skills, knowledge, and perspectives interns bring to the agency.
- Serve patrons through the contributions of interns.
- Gain an opportunity to evaluate prospective employees.

ROLES & RESPONSIBILITIES

The roles and responsibilities stipulated here should be considered minimum expectations for specified actors. It is assumed all participants will work in partnership and do what is necessary to plan, implement, monitor, and evaluate an appropriate learning experience.

Agency will:

- Assign a qualified staff member to supervise the intern with specific time allotted for the completion of related tasks.
- Supply the intern with necessary equipment and supplies to complete assigned tasks and communicate with the internship supervisor.
- Provide workers’ compensation and liability insurance as would be provided for any other staff member or volunteer.
- Provide the intern, when possible, with wages, stipends, and/or other forms of remuneration commensurate with their ability, experience, position, and cost of living and traveling to the workplace during the internship term.

Agency Supervisor (or Site Supervisor) will:

- Provide necessary documents to allow the intern to secure approval of the agency and specific internship opportunity.
- Establish a diverse schedule of experiences which are consistent with the agency’s mission, strategic plan, internship job description, and intern’s goals.
- Provide the intern with clear expectations and responsibilities within the agency.
- Provide the orientation and training necessary to transition the intern to agency operations.
- Identify the intern as a staff member and by doing so afford him/her the appropriate courtesy, consideration, and respect from colleagues and patrons.
- Advise agency staff members on the manner and extent of his/her involvement in the intern’s educational experience.
- Routinely direct and supervise the intern and provide constructive feedback.
- Be accessible to the intern to answer questions and provide mentorship.

5 See Internship Agency Selection & Placement for specific list of requirements.
6 The internship supervisor should not assign the intern to any one particular job function for the entire internship period. The education needs of the intern shall not be superseded by the service needs of the agency.
• Be accessible to the internship supervisor to answer questions and make recommendations.
• Evaluate the intern’s performance in an objective, constructive, and tactful way and share this information with the intern and internship supervisor.
• Promptly notify the internship supervisor should a serious issue arise\(^7\) that directly or indirectly involves the intern.
• Make recommendations for how the curriculum, educational process, and internship program may be improve.

**Internship Program Coordinator** will:

• Plan, implement, and evaluate the internship program in consultation with program faculty and department chairperson.
• Meet with students to discuss internship placement, explain internship policies and procedures, and answer related questions.
• Determine students’ eligibility for internship in relation to department, college, and university policies in consultation with the faculty advisor (as appropriate).
• Represent the Department in all official arrangements with cooperating agencies.
• Sign authorizing forms, maintain current lists and files, assign internship supervisors, and orient students to required assignments and reporting process.
• Assist the agency, upon request, to design an appropriate learning experience to comply with department, college, and university policies and intern needs.
• Review and make final decisions pertaining to a *Petition to Waive Requirement* in consultation with the faculty advisor (as appropriate), internship supervisor (as appropriate), and department chairperson (as appropriate).
• Review and make final decisions related to termination of internship in consultation with the internship supervisor, faculty advisor (as appropriate), and department chairperson (as appropriate).

**Internship Supervisor** will:

• Assist the agency supervisor to establish a diverse schedule of experiences which are consistent with the agency’s mission, strategic plan, internship job description, and the interns’ goals.
• Provide a copy of the internship manual to the agency supervisor and answer any questions he/she may have regarding the intern’s preparation or the internship policies and procedures.
• Maintain routine contact\(^8\) with the agency supervisor and intern to discuss work performance and to assess the internship experience.
• Be accessible to interns to answer questions and provide mentorship.
• Provide agency supervisors with the necessary information to access evaluation forms.
• Review submitted reports and evaluation tools and assign a final grade for RCSM 491.
• Promptly notify the internship program coordinator and department chairperson (as appropriate) should a serious issue arise involving the intern.
• Evaluate the agency and available internship opportunities as an appropriate site for future placements.
• Make recommendations for how the curriculum, educational process, and internship program may be improve.

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\(^7\) See General Policies for information related to termination of internship.
\(^8\) Contact may be established through face to face meetings, conference calls, email, etc.
**Intern** will:

- Read and abide by all policies and procedures outlined in the internship manual and ISU course catalog.
- Submit the necessary documents⁹ by the stated deadlines to secure approval of the agency and specific internship opportunity.
- Complete all orientation and training sessions to transition to agency operations.
- Read and abide by all agency policies and procedures.
- Abide by agreements made with the agency supervisor regarding all aspects of the internship.¹⁰
- Become an integral and participating member of the agency’s staff.
- Be accessible to the agency supervisor, internship supervisor, and internship program coordinator to discuss work performance and to assess the internship experience.
- Consult with the agency supervisor and internship supervisor when confronted with issues and problems he/she cannot satisfactory resolve on his/her own.
- In the event of illnesses, injuries, or emergencies, promptly notify the agency supervisor and internship supervisor about the nature of the illnesses, injuries, or emergencies and likely impact on his/her ability to complete the internship as agreed upon by all parties.
- Make recommendations for how the curriculum, educational process, and internship program may be improve.

**Faculty Advisor** will:

- Assist the student develop a program of study and experiences to become highly qualified candidate for internship positions.
- Assist the student identify prospective internship agencies and opportunities.
- Assist the agency, upon request, to design an appropriate learning experience to comply with department, college, and university policies and student needs.
- Consider student requests for letters of recommendation pertaining to internship.
- Assist students identify alternative funding sources¹¹ to support internship placement.
- Make recommendations for how the curriculum, educational process, and internship program may be improve.

**University** will:

- Maintain experiential learning as an integral part of the academic process.

**STUDENT ELIGIBILITY**

The internship is considered the capstone field experience that affords the intern an opportunity to apply his/her professional knowledge and technical skills in a practical manner. As such, eligibility requirements have been established to ensure a minimum level of preparedness for this experience.

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⁹ See Internship Agency Selection & Placement for specific list of requirements.
¹⁰ This may include, but is not limited to, job tasks, deadlines, work schedule, supervision responsibilities, etc.
¹¹ Sources may include scholarships and grants. Students may also contact the financial aid office for information.
**Declared Major**

The prospective intern must be a member of the Department of Kinesiology, Recreation, and Sport with a declared concentration in Recreation Management & Youth Leadership, Recreation Therapy, or Sport Management. Exception: Students completing the Nonprofit Leadership Alliance (NLA) certificate in majors that do not have an internship course.

**Coursework**

The internship is completed during the last academic semester of the program of study. The prospective intern must have completed all foundational studies courses, RCSM core courses, RCSM concentration courses, and minor/certificate/endorsement courses prior to the start of the internship term.\(^\text{12}\)

The prospective intern should enroll in RCSM 390: Internship Seminar one full semester prior to the internship term.\(^\text{13}\)

The prospective intern in the Recreation Therapy concentration must have successfully completed all required coursework to be eligible to register for the NCTRC certification exam.

**Grade Point Average**

The prospective intern must have a 2.0/4.0 cumulative grade point average and a 2.0/4.0 cumulative grade point average in the major one full semester prior to the internship term.\(^\text{14}\)

**Practicum (or Preliminary Field Experience)**

The prospective intern must have evidence of having completed 280 qualifying field experience (practicum) hours\(^\text{15}\) on file in the Department of Kinesiology, Recreation, and Sport.\(^\text{16}\)

**INTERNSHIP REQUIREMENTS**

The internship is a supervised work experience with an approved agency within the intern’s chosen field of endeavor. Because academic credit is awarded for the internship experience, the prospective intern must comply with the following requirements.

**Professional Behavior Expectations**

The professional behaviors listed here should be considered minimum expectations for students. Ultimately, it is up to the intern to act to maximize personal and professional growth and development.

The intern will:

- Represent the university in a positive manner at all times.
- Be well groomed and dress within the professional standards set by the agency.
- Complete all assignments to the best of one’s ability.

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\(^\text{12}\) See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

\(^\text{13}\) Prospective interns planning to enroll in RCSM 491 in summer should enroll in RCSM 390 the preceding fall semester.

\(^\text{14}\) Prospective interns planning to enroll in RCSM 491 in summer must meet the GPA requirement at the end of the preceding fall semester.

\(^\text{15}\) See the Practicum Manual for the specific policies and procedures that apply to these field experiences.

\(^\text{16}\) See Internship Agency Selection & Placement for specific list of requirements.
Students must remember that performance during the internship can either enhance or hinder career objectives. Eagerness, reliability, and responsibility will always be in demand. The internship presents an opportunity to establish a reputation for these qualities.

**Enrollment in RCSM 491**

Interns must be enrolled in RCSM 491 (6 hrs) before they may accrue hours and experience to earn academic credit for the internship experience.

The internship will follow the start and end dates of the academic term. Interns will work the hours and holiday schedule of the agency and not of the University.

**Duration of Internship**

The internship is full-time (minimum 40 hours per week) work experience in the intern’s chosen field of endeavor.

Interns in the Recreation Management & Youth Leadership concentration or Sport Management concentration must complete 600 clock hours AND no less than 12 consecutive weeks of service at the agency. Interns in the Recreation Therapy concentration must complete 600 clock hours AND no less than 15 consecutive weeks of service at the agency.

**Supervision**

Interns must work under the direct supervision of a qualified agency supervisor and the assigned internship supervisor.

Depending on the location of the agency and available funding, the internship supervisor may select to do a site visit. The purpose of the site visit is to tour the facility, observe programs and services, observe the intern engaged in relevant tasks, and discuss the intern’s work performance. Time should be allowed for

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17 See Internship Agency Selection & Placement for specific list of requirements.
18 See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.
19 See Internship Agency Selection & Placement for specific list of requirements.
separate interviews with the intern and agency supervisor to consider progress toward stated goals. The site visit will be scheduled in advance at a convenient date and time.

Interns may ask for a change in the agency supervisor or internship supervisor by submitting a written request to the internship program coordinator. The request must include: name of current supervisor; name of proposed supervisor; rationale for change; and strong, clear, and legible supporting materials. The internship program coordinator has the authority to make the final decision regarding supervisor change in consultation with the faculty advisor (as appropriate), internship supervisor (as appropriate), and department chairperson (as appropriate). The petition, supporting documents, and decision will become a permanent part of the internship file.

**Evaluation**

Interns will submit five (5) reports: orientation report, 4 week report, 8 week report, 12 week report, and student evaluation of agency to the internship supervisor. Detailed report descriptions, instructions for submission, and deadlines are posted on the course blackboard site. These assignments are viewed as homework. Time spent to complete reports is not to be counted in the required 600 hours.

Agency supervisors will complete a midterm evaluation and final evaluation of the intern’s work performance. Results of these evaluations will be shared with the intern and the internship supervisor.

The final letter grade for RCSM 491 will be calculated using (a) reports submitted by the intern (50%), (b) midterm and final performance evaluations prepared by the agency supervisor (30%), and assessments of professionalism completed by the internship supervisor (20%).

**Internship Portfolio**

Interns are encouraged, but not required, to prepare a portfolio as a means of recording the internship experience and as a promotion document to show prospective employers.

**INTERNERSHIP AGENCY SELECTION & PLACEMENT**

To the extent possible, internship placements are individualized to meet the differing knowledge, skills, interests, and career goals of students. The following requirements are defined to promote consistency in the selection and placement process.

**Qualifying Internship Experience**

The relationship between the agency and the intern is one of employer-employee and teacher-student. The intern is to be a member of the agency’s staff and, at the same time, a student engaged in an assigned training program. During the internship term, interns are placed in an approved agency to apply theories and concepts in the field as well as expand their professional network. Supervised internship experiences provide an opportunity for interns to synthesize, transfer, and apply knowledge gained through previous study and practice to all phases of agency operations. A qualified agency supervisor should provide experiences of sufficient breadth and depth to reveal the intern’s strengths and developmental needs in a chosen field of endeavor.

Ultimately, the determination of whether an internship opportunity qualifies for academic credit depends on the alignment of several factors including the agency’s ability to host the intern, the specific internship

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20 The internship supervisor may post an incomplete at his/her discretion. A written rationale must be placed in the internship file.
21 Professionalism includes, but is not limited to, accessibility, timely response to requests, meets deadlines, etc.
activities and assignments, the intern’s goal statement, and the ability of all participating actors to comply with department, college, and university policies. This determination will be made on a case by case basis by the internship program coordinator in consultation with the student and faculty advisor (as appropriate).

Since the purpose of the internship is to seek out and experience new learning opportunities and challenges, interns are not allowed to complete an internship with an agency where they are already employed, have been employed, or completed a significant number of practicum hours. However, if the internship responsibilities differ significantly from prior or present field experiences, an intern may submit a Petition to Waive Requirement to request a review.

The Department of Kinesiology, Recreation, and Sport recognizes prospective interns have living, travel, and personal expenses. While some internship agencies provide a salary, wage, or commission, there are also many excellent opportunities that provide no monetary compensation whatsoever. The relative merit of an internship opportunity should be determined by the potential for the intern’s professional development. Therefore, the primary consideration for internship placement will be the quality of the learning experience and not the amount of compensation.

Agency Eligibility

The Department of Kinesiology, Recreation, and Sport will consider any agency with an established reputation for excellence in a specific area of the industry. The agency must agree to provide students with opportunities to observe and participate in a wide variety of agency operations and agree to abide by the policies and procedures outlined in the manual.

Preference will be given to agencies who:

- Possesses adequate staff, equipment, facilities, and resources to produce the programs and services appropriate to the agency’s mission.
- Are committed to developing future professionals.
- Utilize sound administrative policies.
- Demonstrate involvement in professional organizations.

Therapeutic Recreation agencies must meet the requirements set forth in the NCTRC Standards for Field Placement in Therapeutic Recreation22 and the NCTRC Certification Exam.23

Agency Supervisor Eligibility

The Department of Kinesiology, Recreation, and Sport will consider any qualified staff member willing to assist the intern satisfactorily complete course requirements.

Preference will be given to professionals who:

- Possess a thorough knowledge of the field.
- Have the ability to analyze and evaluate student performance.
- Are aware of the demanding nature of intern supervision.
- Have a strong desire to instruct and mentor interns.
- Possess experience and involvement in professional organizations.

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The agency supervisor must be a current employee of the agency, have two (2) years of experience in the agency, and have one (1) year of experience supervising staff.

The agency supervisor must have a bachelor’s (or higher) degree in recreation management, recreation therapy, sport management, or related field. Alternatively, a degree appropriate to the agency supervisor’s position or significant work experience (in lieu of a degree) may be considered.

Therapeutic Recreation agency supervisors must be NCTRC certified at the CTRS/professional level and meet other requirements set forth in the NCTRC Standards for Field Placement in Therapeutic Recreation.\(^{24}\)

**Internship Placement Process**

The Department of Kinesiology, Recreation, and Sport does not place interns but allows students to select their own internship agency/opportunity under the guidance of the internship program coordinator and faculty advisor. Students should begin searching for potential internships at least 2-3 semesters before the start of the desired internship term. This ensures students are aware of the range of job placement opportunities (including annual and fixed application deadlines) and scholarships may be obtained to offset living, travel, and personal expenses.

To secure an internship placement for academic credit, the student must complete the following:

- Meet with his/her academic advisor to determine internship term, student eligibility, and identify prospective internship agencies and opportunities.
- Read the internship manual to become familiar with policies & procedures and comply with the announced schedule and deadlines for internship advisement and placement.
- Submit an *Internship Declaration Form* and current DARS.\(^{25}\)
- Apply for internship positions in qualifying agencies that match professional preparation and career goals.
- Submit the *Internship Site Approval Form* and corresponding documents.\(^{26}\)
- Submit the *Internship Agreement Form*.\(^{27}\)

All forms should be submitted to the internship program coordinator for approval. Once the internship placement is confirmed, the student must complete the following:

- Submit add/drop form to registrar’s office\(^{28}\) to enroll in the course.
- Pay the corresponding tuition and fees for the course.
- Apply for graduation.
- Attend mandatory internship orientation meeting.

Note: Some agencies require a contract to be signed by agency and university representatives. This will be completed on a case by case basis according to university policies and procedures. Prospective interns

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\(^{24}\) Available: http://www.nctrc.org/faqs.htm

\(^{25}\) The internship program coordinator will verify the student’s eligibility for internship in the desired term.

\(^{26}\) The *Internship Site Approval Form* is completed when an internship position has been offered to the student.

\(^{27}\) The *Internship Agreement Form* is completed once the internship agency, agency supervisor, and specific internship are approved by the internship program coordinator.

\(^{28}\) Students will not be allowed to enroll in the course until all required documents have been submitted.
in the Recreation Therapy concentration will be required to have a clinical affiliation agreement between the agency and university. Recreation Therapy students should contact Dr. Rogers for more information.

**Deadlines**

To maximize the alignment between the internship placement and enrollment during the academic term, the following deadlines have been established:

- **Spring Internships** – students completing internships Jan 1 – April 30 must have all forms completed by November 30.
- **Summer Internships** – students completing internships May 1 – Aug 15 must have all forms completed by April 30.
- **Fall Internships** – students completing internships Aug 16 – Dec 31 must have all forms completed by May 31.

**GENERAL POLICIES**

**CPR/First Aid/AED Training**

Interns must ascertain whether an agency requires cardiopulmonary resuscitation (CPR) certification, first aid certification, or automated external defibrillators (AED) training. The Department recommends interns obtain these credentials even if not required by the agency. Interns are responsible for the cost associated with training and certifications.

**Criminal Background Check**

In recent years, employers have recognized the need to screen full-time staff, part-time staff, interns, and volunteers who interact with patrons. Faculty advisors also recognize the need to screen students before authorizing field experiences. Thus, students must have evidence of a completed criminal background check on file in the Department of Kinesiology, Recreation, and Sport. The criminal background check report findings will be considered in the internship approval process. Criminal background check application forms may be obtained from the faculty advisor.

**Compensation**

Internship placements may entail paid or un-paid work experience. This decision rests entirely with the respective agency. If the agency agrees to compensate the intern, the agency is responsible for all employment rules, regulations, and laws.

The university will not accept responsibility for workers’ compensation, medical services, hospitalization, or criminal background checks associated with the internship. Also, the university does not compensate interns for services rendered while retained by the agency in the United States or overseas.

Depending upon the agency’s policy, interns may be reimbursed for expenses incurred while conducting agency business. Interns should have a clear understanding of agency expenditure and reimbursement policies and procedures.

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29 See Internship Agency Selection & Placement for specific list of requirements.
30 See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.
31 See Internship Agency Selection & Placement for specific list of requirements.
Although recognizing compensation is an arrangement between the agency and intern, the internship program coordinator retains the responsibility to ensure the internship experience complies with the philosophy and expectations of the department, college, and university. If an issue arises pertaining to the nature of work completed during the internship term and compensation, the internship program coordinator has the authority to investigate. Further, the internship program coordinator, in consultation with the internship supervisor, department chairperson, and faculty advisor (as appropriate) retains the right to terminate the internship and/or disallow university credit for the portion of the internship already completed.

*Concurrent Enrollment in RCSM 491 & Other Courses*

The internship is a supervised full-time work experience. Interns may not be enrolled in any courses\(^{32}\) at Indiana State University or other 2- or 4-year institutions during the internship term. This rule does not apply to courses or trainings required by the agency as condition of internship placement.

Exception: Interns may enroll in CPR/First Aid certification or recertification or similar short-term programs during the internship term.

*Drug & Alcohol Use*

For the duration of the internship term, the intern is a representative of Indiana State University. The internship site is an extension of the classroom setting. Thus, the intern should comply with all agency policies and the Indiana State University Code of Student Conduct\(^ {33}\) with respect to use of non-prescription drugs and alcohol in the workplace. If an issue arises related to any prohibited or unlawful use of drugs and/or alcohol, the internship program coordinator has the authority to investigate. Further, the internship program coordinator, in consultation with the internship supervisor, department chairperson, and faculty advisor (as appropriate), retains the right to terminate the internship and/or disallow university credit for the portion of the internship already completed. Similarly, the agency has the right to cancel internship placement or terminate the internship at any time for violation of the agency’s drug and alcohol policies.

Many agencies require interns to complete a drug screening before work at the agency may begin or during the internship term. In the event an intern does not pass a drug screening, the following steps will be taken:

- The intern and/or agency supervisor must make a preliminary phone call to the internship supervisor immediately to discuss the issue. The intern/agency supervisor will provide an incident report\(^ {34}\) and suggestions for how the situation may be resolved to the intern supervisor within 3 business days. The internship supervisor will share information with the internship program coordinator, department chairperson, and faculty advisor.
- The intern, internship supervisor, internship program coordinator, and department chairperson (as appropriate) will meet face to face or through conference call to discuss the situation.
- The intern will receive a failing grade\(^ {35}\) for the course.\(^ {36}\)
- The intern will identify a new agency/internship opportunity and initiate the internship approval process\(^ {37}\) (if necessary).

\(^{32}\) See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

\(^{33}\) Available: [http://www.indstate.edu/sci/code.htm](http://www.indstate.edu/sci/code.htm)

\(^{34}\) Include a written description of the issue and strong, clear, and legible supporting materials.

\(^{35}\) See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

\(^{36}\) Students may drop the course if the option is available. Students are solely responsible for any tuition, fees, or penalties associated with dropping a course.
• Internship experience and hours accrued during first internship placement may not be applied to the second internship placement.38

The incident report, supporting documents, and actions taken will become a permanent part of the internship file.

**Illness/Injuries Sustained During Internship**

Students should adhere to the universal precautions for preventing transmission of blood borne infections as set forth by the Centers for Disease Control39 during all field experiences. Student should comply with any agency policies for training and/or implementation of Occupational Safety & Health Act (OSHA)40 requirements. Agency supervisors are expected to assist interns meet the requirement of a safe workplace.

Students who become ill or sustain injury while engaged in agency business should contact the agency supervisor and internship supervisor as soon as possible. Students should seek medical evaluation and treatment (as appropriate) and comply with all agency policies and procedures pertaining to incident reports, documentation, and the like. A copy of all documents should be provided to the internship supervisor.

Students who become seriously ill or sustain serious injury during non-work hours should contact the agency supervisor and internship supervisor as soon as possible to discuss the nature of the illness/injury and likely impact on his/her ability to complete the internship as previously agreed upon by all parties.

Students are responsible for any medical evaluation or treatment service charges resulting from illness/injuries during the internship term. The university will not accept responsibility for workers’ compensation, medical services, or hospitalization associated with the internship.

The internship supervisor will note any changes to the placement and include support documents in the internship file.

**International Internships**

Students pursuing international placements are advised that they are subject to the laws and customs of the nation in which the internship is located. Good resources to consult are foreign embassies, consulates, and tourist bureaus. In addition, the Department of State – Bureau of Consular Affairs41 offers information on entry (visa) requirements for American citizens, medical and health care, crime, customs regulations, drug penalties, and locations of US embassies and consulates.

United States citizens and nationals of other countries will not be allowed to select, travel to (or transit through), or do an international internships in any country deemed dangerous in the US Department of State’s travel warnings.42 International internships may be postponed or delayed on the basis of Department of State’s public announcements that disseminate information about terrorist threats or actions, short term coups, pre-election disturbance, bomb threats to airlines, and other relatively short term or trans-national conditions that pose a significant threat to the security of student travelers.

37 See Internship Agency Selection & Placement for specific list of requirements.
38 See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.
**Multiple Interns at Same Agency**

Internship placement is approved on a first come, first serve basis. Only one intern will be assigned to an agency during a given academic term. Exceptions may be made where the size, location, and diversity of operations permits multiple interns to assume wholly separate tasks and responsibilities during the internship term.

**Outside Employment During Internship Term**

The internship experience is critical to the student’s future and should be considered as a full-time job. Outside work during the internship term is strongly discouraged. However, working within the agency on a part-time, or as needed, basis is acceptable when the internship is unpaid.

**Personal or Family Emergency During Internship**

The Department of Kinesiology, Recreation, and Sport recognizes that interns have personal and family responsibilities that exist beyond the education setting. In the event of a personal or family emergency, interns must promptly notify the agency supervisor and internship supervisor about the nature of the emergency and likely impact on his/her ability to complete the internship as previously agreed upon by all parties. The internship supervisor will note any changes to the placement and include support documents in the internship file.

**Personal Leave During the Internship**

The internship is designed to be a full-time work experience where interns are immersed in agency operations for a predetermined number of consecutive weeks. Interns may not request or receive any extended personal leave from the agency for any reason without the written approval of the internship supervisor.

**Personal Liability Insurance**

Interns are personally responsible for their actions. The university will not accept responsibility for interns’ personal liability while on internship. Interns must ascertain whether an agency carries liability insurance and, if so, the extent of coverage or whether the agency requires students interns to purchase personal liability insurance.

The Department of Kinesiology, Recreation, and Sport strongly recommend interns purchase personal liability insurance if not required by the agency. Interns are responsible for the cost of insurance coverage. Information about personal liability insurance may be obtained from the faculty advisor.

**Termination of Internship**

At any time, an internship placement may be terminated if it is determined to be in the best interest of the student. Examples of circumstances in which the internship placement may be cancelled include, but are not limited to, the following:

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43 Reasons may include, but are not limited to, the following: vacations, job interviews, and personal & family emergencies.
44 See Internship Agency Selection & Placement for specific list of requirements.
45 Students should also purchase or have available private medical, health, and auto insurance.
• Failure to abide by all policies and procedures outlined in this manual and ISU course catalog by the intern.
• Failure to complete assigned tasks by stated deadlines, misuse of equipment and supplies, or excessive tardiness or absence from work by the intern.
• Failure to assign a qualified staff member to supervise the intern.
• Failure to supply the necessary equipment and supplies to complete assigned tasks or allow the intern to communicate with the internship supervisor.
• Excessive work of trivial nature (e.g., filing, answering phones, etc.).
• Evidence of harassment, intimidation, or un-resolvable conflict between the intern and agency supervisor, agency staff, or agency patrons.
• Unsafe working conditions.
• Strike, lockout, or other labor or financial disruptions in the agency resulting in the inability to retain the intern.
• Failure to abide by agency policies & procedures by the intern or agency supervisor.
• Participation in unethical or illegal activities by the intern or agency supervisor.
• Personal issues that hampers the intern’s or agency supervisor’s ability to function in the workplace.

The agency, department, and intern equally share the responsibility to take action in a timely manner to remedy any situation. The final decision regarding the termination of an internship rests with the internship program coordinator in consultation with the intern, agency supervisor, internship supervisor, department chairperson (as appropriate), and faculty advisor (as appropriate).

If successful completion of the internship is problematic, the following steps will be taken:

• The intern and/or agency supervisor will make a preliminary phone call to the internship supervisor to discuss the issue. The intern/agency supervisor will provide an incident report\(^46\) and suggestions for how the situation may be resolved within 3 business days. The internship supervisor will share information with the internship program coordinator, department chairperson, and faculty advisor.
• The intern, internship supervisor, internship program coordinator, and department chairperson (as appropriate) will meet face to face or through conference call to discuss the situation.
• The intern will receive a final grade\(^47\) for the course.\(^48\)
• The intern will identify a new agency/internship opportunity\(^49\) and initiate the internship approval process\(^50\) (in necessary).
• Internship experience and hours accrued during first internship placement may not be applied to the second internship placement.\(^51\)

Interns may not terminate an internship placement without prior written approval from the internship supervisor and internship program coordinator.\(^52\) A seven (7) day termination notice will be given to the agency supervisor by the intern unless circumstances dictate otherwise.

\(^{46}\) Include a written description of the issue and strong, clear, and legible supporting materials.
\(^{47}\) See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.
\(^{48}\) Students may drop the course if the option is available. Students are solely responsible for any associated tuition, fees, or penalties.
\(^{50}\) Interns removed for misconduct will not be permitted to enroll in a new internship until the next academic term.
\(^{50}\) See Internship Agency Selection & Placement for specific list of requirements.
\(^{51}\) See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.
\(^{52}\) An independent decision by the intern to terminate the internship will result in a failing grade for the course.
The incident report, supporting documents, and decision will become a permanent part of the internship file.

**Travel and Living Expenses**

Students are responsible for all living and transportation expenses incurred during the internship term unless special arrangements have been made with the agency supervisor regarding such expenses. Agencies may help interns to find living spaces, roommates, and the like, but are not required to do so.

**Petition to Waive Requirement**

Interns may submit to the internship program coordinator a typed *Petition to Waive Requirement* to request review of any policy or procedure pertaining to the internship. The form must be accompanied by strong, clear, and legible supporting materials and be signed by the faculty advisor (as appropriate) or internship supervisor (as appropriate).

The internship program coordinator has the authority to make the final decision regarding the petition in consultation with the faculty advisor (as appropriate), internship supervisor (as appropriate), and department chairperson (as appropriate). The petition, supporting documents, and decision will become a permanent part of the internship file.

The Department of Kinesiology, Recreation, and Sport has no authority to request exceptions to any agency policies. The intern should discuss any issues or concerns about policies and procedures with the agency supervisor and internship supervisor.

**CONCLUSION**

The purpose of this manual is to facilitate a three way understanding among interns, sponsoring agencies, and the Department of Kinesiology, Recreation, and Sport so that each student may have a quality learning experience. Critical review and specific recommendations for the internship program are solicited and welcome.
APPENDICES
Indiana State University, College of Nursing, Health, & Human Services
Department of Kinesiology, Recreation, and Sport
PETITION TO WAIVE REQUIREMENT FORM

STUDENT INFORMATION
Name
Email
Telephone

Email: ____________________________________________________________@sycamores.indstate.edu

REQUIREMENT TO BE WAIVED (use additional sheets if necessary)

_____________________________________________________________________________________________
_____________________________________________________________________________________________

JUSTIFICATION

_____________________________________________________________________________________________
_____________________________________________________________________________________________
_____________________________________________________________________________________________

Student’s Signature ___________________________ Date __________

SIGNATURES

Academic Advisor: __ Support __ Do Not Support
Comments: _______________________________________________________________________________

Signature ___________________________ Date __________

Internship Supervisor: __ Support __ Do Not Support
Comments: _______________________________________________________________________________

Signature ___________________________ Date __________

Internship Program Coordinator: __ Support __ Do Not Support
Comments: _______________________________________________________________________________

Signature ___________________________ Date __________

Department Chairperson: __ Support __ Do Not Support
Comments: _______________________________________________________________________________

Signature ___________________________ Date __________
Indiana State University, College of Nursing, Health, & Human Services  
Department of Kinesiology, Recreation, and Sport  
INTERNSHIP DECLARATION FORM

STUDENT INFORMATION
Name  ________________________________________________________________________________
Email ________________________________________________________________@sycamores.indstate.edu
Phone ___________________________  Concentration (circle one):  RMYL  RT  SM

INTERNERSHIP ELIGIBILITY
Proposed internship term (circle one):  Fall  Spring  Summer  Year: _____________
Declared KRS major (circle one):  YES  NO  Cumulative GPA: _______/4.0
Declared concentration (circle one):  YES  NO  Major GPA: _______/4.0

Are you completing the Nonprofit Leadership Alliance Certificate Program?  YES  NO
If yes, have you completed RCSM 150?  YES  NO  NA
If yes, have you completed RCSM 462?  YES  NO  NA

For each of the class below: (a) cross out complete classes and (b) circle enrolled classes53.

   Foundational Core:  RCSM 135  136/L  231  236  275  280
   Professional Core:  RCSM 331  334  342  435

Concentration (only complete the line for your concentration):
   RMYL  RCSM 235  262/464  345  363/L  447  450  451
   RT  RCSM 270  371  351  470  472  SOC 240  PSY 266  PSY 368  PE 220  ATTR 210  ATTR 225
   Sport Mgmt  RCSM 264  340  355  420  450  495

List any other courses that you are currently enrolled or need to complete as follows:
Enrolled – foundational studies courses ________________________________________________
NeededListed foundational studies courses ______________________________________________

Enrolled – minor/certificate/endorsement courses _________________________________________
Needed – minor/certificate/endorsement courses _________________________________________

PROPOSED INTERNSHIP SITE
Have you been offered an internship position54?  YES  NO

If no, list and describe (a) type of agency/position you would like to pursue for internship and (b) all agencies/positions you have investigated.

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

53 Submit a current copy of the DARS with this form.
54 Submit an Internship Site Approval Form and corresponding documents.
Indiana State University, College of Nursing, Health, & Human Services  
Department of Kinesiology, Recreation, and Sport  
INTERNERSHIP SITE APPROVAL FORM

STUDENT INFORMATION  
Name ____________________________________________________________  
Email __________________________________________________________ @sycamores.indstate.edu  
Phone ___________________________ Concentration (circle one): RMYL  
RT  SM  

AGENCY INFORMATION  
Agency’s Name ________________________________  
Agency’s Web Address ________________________________  
Agency’s Program’s & Services ________________________________  
Agency’s Target Market(s) ________________________________  

Agency has:  
1. Established reputation for excellence in a specific area of the industry  YES  NO  
2. Adequate staff, equipment, facilities, and resources consistent with the agency’s mission  YES  NO  
3. Strong commitment to developing future professionals  YES  NO  
4. Sound administrative policies  YES  NO  
5. Demonstrated involvement in professional organizations  YES  NO  

RT agency meets the requirements set forth in the NCTRC Standards for Field Placement in Therapeutic Recreation  YES  NO  NA  

AGENCY SUPERVISOR’S INFORMATION  
Supervisor’s Name ________________________________  
Supervisor’s Email ________________________________ Supervisor’s Telephone ________________  

Agency supervisor possesses:  
1. Thorough knowledge of the field  YES  NO  
2. Ability to analyze and evaluate student performance  YES  NO  
3. Awareness of the demanding nature of intern supervision  YES  NO  
4. Strong desire to instruct and mentor interns  YES  NO  
5. Experience and involvement in professional organizations  YES  NO  

Agency supervisor must:\  
6. Be a current employee of the agency  YES  NO  
7. Possess 2 years of experience in the agency  YES  NO  
8. Possess 1 year of experience supervising staff  YES  NO  
9. Have a relevant bachelor’s degree in an appropriate field  YES  NO  

RT agency supervisors are NCTRC certified at the CTRS/professional level  YES  NO  NA  
RT agency supervisors meet requirements set forth in the NCTRC Standards for Field Placement in Therapeutic Recreation  YES  NO  NA  

\[55\] A current copy of the agency supervisor’s resume or other official documentation of qualifications must be attached.
# INTERNSHIP SITE APPROVAL FORM (cond.)

## INTERNSHIP INFORMATION

**Position Title**

*Fill in the position title*

**Estimated Hrs per Week**

*Fill in the estimated hours per week*

**Proposed Start Date**

*Fill in the proposed start date*

**End Date**

*Fill in the end date*

**Description of any major projects**

*(not otherwise listed in job description) to be completed at the agency:*

*Fill in the description of major projects*

## Does the agency provide:

<table>
<thead>
<tr>
<th>Service</th>
<th>YES</th>
<th>NO</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wages or stipends for intern’s work</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assistance with housing, locating roommates, etc</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Assistance with travel expenses</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
<tr>
<td>Workman’s compensation (as would be provided any other staff member)</td>
<td>YES</td>
<td>NO</td>
<td></td>
</tr>
</tbody>
</table>

**What is covered?**

*Fill in what is covered for workman’s compensation*

---

**Personal liability insurance** *(as would be provided any other staff member)*

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
<th>Amount</th>
</tr>
</thead>
</table>

**What is covered?**

*Fill in what is covered for personal liability insurance*

---

## Does the agency require:

<table>
<thead>
<tr>
<th>Certification</th>
<th>YES</th>
<th>NO</th>
<th>Does agency pay for the CBC?</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Criminal background check?</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPR certification?</td>
<td>YES</td>
<td>NO</td>
<td>Does agency provide this training?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>First aid certification?</td>
<td>YES</td>
<td>NO</td>
<td>Does agency provide this training?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>AED training?</td>
<td>YES</td>
<td>NO</td>
<td>Does agency provide this training?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

**Other certification?**

*Fill in other certification and whether the agency provides the training*

**Students to purchase personal liability insurance?**

*Yes or no*

## Financial support during internship:

<table>
<thead>
<tr>
<th>Financial Support</th>
<th>YES</th>
<th>NO</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scholarship/grant/stipend with work requirement?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scholarship/grant/stipend without work requirement?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student loan(s)?</td>
<td>YES</td>
<td>NO</td>
<td>Amount</td>
</tr>
<tr>
<td>Savings, family support, etc.?</td>
<td>YES</td>
<td>NO</td>
<td>Amount</td>
</tr>
<tr>
<td>Part time employment?</td>
<td>YES</td>
<td>NO</td>
<td>Amount</td>
</tr>
<tr>
<td>Other? (briefly explain below)</td>
<td>YES</td>
<td>NO</td>
<td>Amount</td>
</tr>
</tbody>
</table>

---

56 An internship job description provided by the agency must be attached.
INTERNATIONAL SITE APPROVAL FORM (cond.)

INTERNATIONAL GOALS & OBJECTIVES
Considering the international job description, intern’s current knowledge, skills, and attributes, and desired entry level position, list and briefly describe 10-12 specific, measurable goals to be achieved during the 600 hours of internship. Goals may be related to (a) new knowledge obtained, (b) skills developed or refined, and (c) experiences gained at the internship site.

Type the goals list as a separate document – clearly place your name at the top – and attach to this form.

AUTHORIZATION

********************************************************************************************
SIGNATURES
Academic Advisor: __ Support __ Do Not Support
Comments: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Signature ___________________________________________________________ Date __________

Internship Program Coordinator: __ Support __ Do Not Support
Comments: ____________________________________________________________
_____________________________________________________________________
_____________________________________________________________________
Signature ___________________________________________________________ Date __________
*********************************************************************************************
Indiana State University, College of Nursing, Health, & Human Services
Department of Kinesiology, Recreation, and Sport

INTERNERSHIP AGREEMENT FORM

STUDENT INFORMATION
Name
Email__________________________________________@sycamores.indstate.edu
Telephone

AGENCY INFORMATION
Agency’s Name__________________________________________
Agency’s Web Address__________________________
Supervisor’s Name__________________________________________
Supervisor’s Email__________________________________________
Supervisor’s Telephone
RT# (if applicable)

INTERNERSHIP INFORMATION
Position Title__________________________________________
Estimated Hrs per Week ____________________________ Department ____________________________
Proposed Start Date ____________________________ End Date ____________________________

********************************************************************************************

TERMS OF AGREEMENT

The AGENCY agrees to fulfill the terms of the internship as stated in the internship manual, the internship job
description, and any other conditions agreed upon with the student and department.

Agency Supervisor: __________________________________________ Date: _________

The STUDENT agrees to fulfill the terms of the internship as stated in the internship manual, the internship job
description, and any other conditions agreed upon with the agency and department.

Student: __________________________________________ Date: _________

The DEPARTMENT agrees to fulfill the terms of the internship as stated in the internship manual, the internship job
description, and any other conditions agreed upon with the student and agency.

Internship Coordinator: __________________________________________ Date: _________

*********************************************************************************************