

Weekly Reports, Modules and Project

The 1st weekly report is to notify Dr. Nelson that you have arrived, describe the situation and to reiterate your personal, internship and career goals. It will likely exceed 1 page in length. Subsequently each week a **Weekly report** is emailed to the coordinator (nelsonc@msu.edu). Each is a max of 1 page and should discuss tasks, accomplishments, observations, concerns and questions as well as record total number of hours worked.

Modules: Complete these 4 modules

Mod 1: Organization (end week 3)

For your organization provide the mission statement, describe how the mission does or does not appear to be met based on your initial impressions and provide an organization chart for your site with a duty summary by position.

Mod 2: Management Process (end week 6)

For a defined program, facility or function

1. Define the problem/challenge/need.
2. What are the measurable desired outcomes?
3. What will it take to meet these objectives? (budget, personnel, actions, etc.)
4. Describe implementation and evaluation procedures (one or both may not be completed)
5. What could be done to improve the process?

Mod 3: Community Interface (end week 9)

Discuss the interactions between your organization and the nearby community. What could be done to improve the situation?

Mod 4: Goal achievement (end of week 12).

Looking back at your week 1 report, discuss your internship in light of your goals.

Final Project: Agency and intern (working with Dr. Nelson) design a project by end of 3rd week beneficial to both that will be completed in week 13 with appropriate documentation.

Requirements at the University:

1. Obtain internship forms from CARRS website
2. Meet with student advisor to insure internship pre-requisites are met and graduation plan is complete
3. Write and send personal, internship and career goals and resume in preparation for meeting with internship coordinator
4. Meet with internship coordinator to discuss goals and review internship requirements
5. Locate Internship considering goals, organization, location, remuneration, housing and other costs
6. Clear internship with internship supervisor
7. Complete contract, obtain signatures and submit form.
8. Obtain over-ride for PRR 493 for appropriate number of credits (3-6) during the semester you will be in the field.
9. Apply for graduation during your internship if you qualify.



Requirements at the Internship Site procedure:

1. Complete and email weekly reports.
2. Complete time line by assigning the dates for the modules.
3. Complete modules on schedule and send electronically to coordinator.
4. Define and outline the final project with the site supervisor and internship coordinator within first 3 weeks.
5. Submit mid-semester evaluation after reviewing with the supervisor.
6. Schedule a visit with the MSU supervisor if within 250 miles.
7. Submit all written work 10 days prior to end of semester of the internship.
8. Update portfolio and resume reflecting the internship.
9. Check for full time employment opportunities with the agency or referrals.
10. Remember, all internships require the completion of a minimum of 400 hours.
11. You are an important representative of MSU and the Park, Recreation and Tourism Resources major. What you do impacts your career and those that will follow you.

Have a great internship!!!

Starting Date of Internship _____

Date

1st Week – weekly report 1 including personal, career and internship goals

2nd Week – weekly report 2.

3rd Week – Module 1 _____
weekly report 3 Date

4th Week – weekly report 4

5th Week – weekly report 5

6th Week – Module 2 _____
weekly report 6 Date

7th Week – weekly report 7

8th Week – Mid – Evaluation due

9th Week – Module 3 _____
weekly report 9 Date

10th Week – weekly report 10

11th Week – weekly report 11

12th Week – Module 4 due _____
Weekly report 12 Date

13th Week – Final Project due _____
weekly report 13 Date

Final Evaluation and any additional weekly reports

Ending date of internship _____
Date

Email all assignments if possible, to save time and \$.



Help Lines at MSU

Admissions: (517) 355-8332

E-Mail: ADMOO@MSU.EDU

Help Lines: 353-4MSU or (800) 469-4MSU

Registrar:

www.esp.msu.edu/academic/registrar.html

Request for Verification of Student Professional Liability Coverage:

Risk Management & Insurance Office

372 Administration Building

Department: Community, Agriculture, Recreation & Resource Studies

Park, Recreation and Tourism Resources Major:

131 Natural Resources Bldg. East Lansing, MI 48824-1222

Phone: (517) 353-5190

Fax: (517) 432-3597

Internship Coordinator:

Dr. Chuck Nelson

Phone: (517) 432-0272

E-Mail: nelsonc@msu.edu.

MSU Internships

CARRS Department

**Major:
Park, Recreation &
Tourism Resources**

Student: _____

Starting Date: _____

Ending Date: _____

Students must be enrolled for their PRR 493 internship credits during the semester in which they are in the field. This provides MSU liability coverage which students have when enrolled and accurately reflects when the internship took place.



MICHIGAN STATE UNIVERSITY