

Park, Recreation and Tourism Resources Internships

Prior to the internship (PRR 493), the student shall have:

1. Completed PRR 293, which involves 100 or more hours of work in the park, recreation or tourism field, and have received a passing grade. A student entering the major who has already had such experience or who will have a surplus of credits may receive an approved waiver of PRR 293 per the Field Work Handbook which involves documenting 100 or more hours of work in the park, recreation or tourism field in the manner prescribed in the Handbook.
2. Completed PRR 393 and received a passing grade.

Requirements for the PRR 493 internship are:

1. It shall be a minimum of 400 clock hours with an appropriate agency/organization related to parks, recreation or tourism. In extenuating circumstances the internship may be done through a combination of two organizations/agencies.
2. It shall be for a minimum of 10 weeks.

Steps in the Internship Process

Step 1: Meet with the Undergraduate Student Advisor (currently Frances Kaneene).

- a. Check your academic status and be sure you meet all requirements for the internship
- b. If requirements are not met, take steps to fully meet them prior to meeting with the internship supervisor and so they will be fully met before the first day of your internship

Step 2: Meet with the PRR Internship Supervisor (currently Dr. Chuck Nelson at email: nelsonc@msu.edu)

- a. Set up an appointment with the PRR Internship Supervisor providing him/her with an electronic copy of your resume and a one page statement of your career goals prior to the meeting
- b. Discuss internship opportunities considering career goals, financial situation, appropriate number of credits, etc.
- c. Bring your port-folio with downloaded forms.
- d. Download the flyer for you and the internship supervisor.
- e. Download the agreement form
- f. Download the mid and final evaluation forms for both the student and the supervisor

Step 3: Locate, contact and apply with potential internship providers

- a. Follow procedures for internship applications discussed in PRR 393
- b. From among opportunities, select those that best meet your needs and apply
- c. Do this 5 months prior to your desired start date for the internship

- d. From among offers, select the one that best suits your needs
- e. Complete and sign the agreement form with the agency/organization field supervisor and the PRR internship supervisor which includes establishing the start and ending dates for your internship, rate of pay or other stipends such as room, board, etc.
- f. Register for the number of credits agreed upon by yourself and the PRR internship supervisor.

Step 4: Report to the internship site.

- a. Send the first weekly report (including a time line) to the PRR Internship Supervisor electronically at the end of the first week and follow it with a weekly report for each week of the internship thereafter until the conclusion including hours worked, accomplishments and concerns.
- b. Send in the four four-page modules to the PRR Internship Supervisor as identified on the flyer and according to your internship time line.
- c. Send in the mid-semester evaluations to the PRR Internship Supervisor from the student and the field supervisor after discussing them.
- d. Send in the final-semester evaluations to the PRR Internship Supervisor from the student and the field supervisor.
- e. Complete and submit the final project report to the field supervisor and the PRR Internship Supervisor.
- f. If the internship is in the last semester, file for graduation.
- g. Check with the PRR Internship Supervisor to insure all requirements are complete.

Reminder, all the following PRR internship forms are found on the CARRS website:

- 1. Agreement form
- 2. Two page flyer. One for the agency one for the student
- 3. Mid-semester evaluation forms (student & agency)
- 4. End of semester evaluation forms (student & agency)
- 5. Weekly report form.
- 6. Insurance verification form (if requested by the agency)