

PRM 408: Internship in Parks and Recreation

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Course Information

PRM 408: Internship in Parks and Recreation Management is the final academic experience for Parks and Recreation Management majors at Northern Arizona University. The internship enables you to apply classroom theory in a professional park and recreation setting. The internship can be the single most important element of your education in terms of launching a professional career in parks and recreation management or a related career area.

The internship consists of 600 hours of work ($15 \text{ weeks} \times 40 \text{ hours/week} = 600 \text{ hours}$) at ONE ORGANIZATION. PRM 408: Internship in Parks and Recreation Management carries 12 hours of academic credit in the parks and recreation professional core. It is anticipated that the internship organization will be related to Parks and Recreation Management or a closely related field. The internship organization may be a public sector entity, commercial enterprise, or non-profit organization. Internships may be completed at any location in the United States or around the world.

Intern Advisor: Pam Foti

Contact Information:

Office: Room 260 SBS-West (#70)

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Professor

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Internship Objectives

The objectives of PRM 408: Internship in Parks and Recreation are, as follows:

1. To increase your knowledge and experience related to the Parks and Recreation Management profession.
 2. To provide a "real world" experiential opportunity for you to apply park and recreation management theory, knowledge, and skills acquired in the classroom.
 3. To provide experiences which will enable you to critically evaluate yourself in regards to your strengths, areas for improvement, and personal standards.
 4. To enable the you to develop new skills in parks and recreation programming, leadership, supervision, planning, and management.
 5. To expand your opportunities for affiliation and networking with active professionals in the field of parks and recreation management.
 6. To enable you and the NAU Parks and Recreation Management program to provide service to organizations in the parks and recreation management profession through high quality work experiences.
 7. To provide parks and recreation management agencies with the opportunity to contribute, through professional mentoring, to the preparation and development of future park and recreation managers, such as yourself.
 8. To develop and strengthen liaisons among you, a variety of park and recreation organizations, and NAU.
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Internship Policies

Prior to registering for the internship, the following requirements must be met by the student:

1. Achievement of senior status (minimum = 90 credit hours).
2. Completion of PRM 308: Practicum in Parks and Recreation.
3. Completion of ALL PROFESSIONAL CORE COURSES (PRM 220 through PRM 498C).
4. Please be aware that the **maximum credit hour load permitted during the semester of the internship is 19 credit hours**. Unit overloads are not permissible during the internship.

This policy is related to the importance of focusing fully and completely on the internship experience, as a transition period into the professional world (as opposed to the classroom experience) during your semester of PRM 408.

5. Completion of Parks and Recreation Management (PRM) courses with a GPA of 2.5 in the major/emphasis and a CUMULATIVE GPA of 2.0.

THREE VERY IMPORTANT INTERN POLICY ISSUES:

- 1). You must be registered for PRM 408 credit (12 credit hours) during the time period when you are completing your internship work hours. For example, you CANNOT complete PRM 408 work hours in the summer and sign-up for PRM 408 credit in the fall. This policy is related to NAU's liability insurance coverage for NAU interns.
- 2). Due to the nature of parks and recreation work, some flexibility will be allowed for early or late start dates; however, as a general rule, work hours generated while not enrolled will not be applied towards the 600 internship work hours.

EARLY & LATE START DATES FOR INTERNSHIP

| Semester | Early Start | Late Start |
|----------|--------------------------|--------------------------|
| Fall | August 1 st | October 15 th |
| Spring | December 1 st | March 15 th |
| Summer | May 1 st | July 15 th |

Note: Approval from the Internship Advisor is required for either early or late start dates. Please contact the Internship Advisor as soon as possible if you have any questions or concerns related to Early and/or Late start dates.

3). According to NAU Registrar Policies, students have one full year to hold an "I" grade for a course. After this one full year, the "I" will be automatically changed to an "F".

IN OTHER WORDS...you will have one full year to complete all of the internship fieldwork and paperwork. At the end of the year, the grade of "I" will be replaced with an "F" on your transcript. At this point, the Registrar's Office will NOT allow the instructor to change the grade from "F" to "P". You will have to file a "Grade Appeal" or re-register for the internship to receive a passing grade and graduate. I have also been informed by the Associate Dean (to add insult to injury) you are not allowed to "Grade Replace" for PRM 408.

Moral of this Story: KEEP UP WITH YOUR PAPERWORK!

An Example of Item #3:

Most students enrolled in PRM 408 receive an incomplete "I" at the end of the semester due to paperwork lagging behind the hours worked. Students who receive an "I" grade at the end of a semester will have until the end of same semester (the following year) to complete their internship fieldwork and paperwork.

FOR EXAMPLE: If you sign-up for the internship in Spring Semester 2020 and receive an "I" at the end of that Spring Semester, you will have until the end of the FOLLOWING Spring Semester (2021) to finalize the fieldwork and paperwork.

At the end of Spring Semester 2021, IF the grade has not been changed from an "I" to a "P", the Registrar's Office will change the "I" to an "F" and you will have to re-register for PRM 408 to receive credit for the course. The "F" for PRM 408 will remain on your transcript - it cannot be replaced.

Criteria for Selection and Approval of an Intern Agency

Selection of an internship organization is largely up to YOU - the PRM program maintains a great deal of flexibility in terms of "where" students complete their internship. Selection of a useful/educational internship experience is critical to YOU beginning your career in the field of Parks and Recreation Management - so choose wisely!

There are many criteria to consider in selecting an appropriate internship organization. Some of the basic items to consider in selecting an internship organization are, as follows:

1. SUPERVISION: Ability of the agency to assign a qualified person to act as your internship supervisor.

(Is someone willing to work with you, answer your questions, clarify information, and assist you in getting projects started and completed?)

2. TIME: Willingness of the agency to provide your intern supervisor with ample time and resources to properly supervise you.

(Does the organization recognize your value, importance, and their responsibility to you as an intern?)

3. EXPERIENCES: Capability of the intern organization to provide a variety of experiences which will contribute to your growth and development while on your internship.

(Are you going to achieve your internship goals from the intern experience?)

4. PROFESSIONAL DEVELOPMENT: Capability of the agency to provide you with experiences that are appropriate to the entry level position that you may desire upon graduation.

(Will the internship prepare you for an entry level position in a similar organization?)

Internship Evaluation and Grading

PRM 408: Internship in Parks and Recreation is graded on a PASS/FAIL basis only. Your grade for the course will be assigned by the NAU Intern Advisor with input from your organizational supervisor through the midway and final evaluations.

Primarily, your grade will be based upon completion of the internship field work (600 hours) and all written assignments (listed below). Any questions regarding your grade should be addressed to the Intern Advisor and not your organizational supervisor.

Internship Assignments

It's not over till...ALL of the assignments are submitted and posted to VISTA!

The internship includes 12 assignment areas. ALL written assignments must be received before a grade for the internship will be assigned.

INTERNSHIP ASSIGNMENTS:

- 1). Internship Proposal
- 2). Internship Agreement
- 3). Contact Sheet
- 4). Semi-Monthly Progress Reports documenting 600 Hours
- 5). Midway Student Evaluation
- 6). Midway Supervisor Evaluation
- 7). Visitation Reports (2 Visitations)
- 8). Special Project Proposal
- 9). Special Project Report
- 10). Final Student Evaluation
- 11). Final Supervisor Evaluation
- 12). Signed Work Verification Form (300/600 Hours)

ALL ASSIGNMENTS SUBMITTED BY THE STUDENT FOR THE INTERNSHIP ARE TO BE TYPED - Except the Internship Agreement, Internship Contact Sheet, Internship Work Verification Form, and Supervisor's Midway and Final Evaluations.

- 1. Internship Proposal:** Prior to your on-site intern experience, complete and submit an internship proposal form to the Intern Advisor for approval of your internship. A format for this proposal is included on the website. **TYPEWRITTEN.**
- 2. Internship Agreement:** Once your internship organization has been approved, sign the internship agreement form and send the agency this form for their signature. Return the signed agreement form to the Intern Advisor. The internship agreement form is included on the website. **NOT TYPED.**
- 3. Contact Sheet:** During the first week of your internship, return the Intern Contact Sheet. I cannot contact you without this information; also, e-mail is the BEST way to keep in touch. I will be in contact with you via your dana account e-mail. **NOT TYPED.**
- 4. Semi-Monthly Progress Reports:** On the 1st and 15th of each month, you should mail/fax/e-mail a written report on the previous TWO WEEK'S activities. A form and an example for these reports are included on the website. Your 600 hours of work will be documented with the progress reports. **TYPEWRITTEN.**

5/6. Midway Evaluations: You will complete a MIDWAY evaluation of your internship experience after 300 hours of work on your internship. A form for this evaluation is included on the website. **STUDENT EVALUATION: TYPEWRITTEN.**

Your agency supervisor will complete a MIDWAY evaluation of your intern work at this same time. A form for the supervisor's evaluation of you is included on the website. **Note: supervisors may use their organizational forms for your evaluation.** **SUPERVISOR EVALUATION: NOT TYPED.**

7. Visitations: You will complete 2 visitations of other Parks and Recreation Management organizations. A format for the visitation reports is included on the website. **TYPEWRITTEN.**

8. Special Project Report: You will initiate, organize, implement, and evaluate a special project for your internship agency. The format for the special project report is included on the website. **TYPEWRITTEN.**

9/10. Final Evaluations: You will complete a final evaluation of your internship experience after 600 hours of work. A form for this evaluation is included on the website. **STUDENT EVALUATION: TYPEWRITTEN.**

Your agency supervisor will complete a FINAL evaluation of your intern work at this same time. A form for the supervisor's evaluation of you is included on the website. **Note: supervisors may use their organizational forms for your evaluation.** **SUPERVISOR EVALUATION: NOT TYPED.**

11. Work Verification Form: Your supervisor will need to sign a work verification form to verify that you have completed 300 hours of work and 600 hours of work. You may turn in one form at the end of your internship or one form with your midway evaluation and one form with your final evaluation. A work verification form is included on the website. **NOT TYPED.**

Internship Course Fee

When you register for PRM 408: Internship in Parks and Recreation you will be assessed a special course fee of \$40. This fee will be used to fund any methods of contact (on-site, phone, computer) by the Intern Advisor.

(**Special Note:** All "408" courses taught at Northern Arizona University have this same special fee required.)

Internship Course Format

Once you are on-site in your internship, forward your contact information ASAP to the Intern Advisor. Remember, I cannot get in touch with you (via phone, FAX, or snail mail) if I don't have current contact information!

The Intern Advisor will begin sending out e-mails TO YOUR NAU ACCOUNT during the 1st week of the semester. These e-mails will continue throughout the semester. The primary purpose of these e-mails is to: (1) Keep in contact, (2) Remind you of paperwork and upcoming deadlines, and (3) Refresh your memory related to grading policies related to PRM 408.

Paperwork may be submitted to the Intern Advisor via e-mail (attachments), FAX (928-523-2275), or snail mail. Your paperwork will be recorded to the VISTA gradesheet. You can keep track of your submitted paperwork on VISTA through "My Grades".

You will not receive a passing grade for PRM 408: Internship in Parks and Recreation Management until ALL Fieldwork and ALL Course Assignments are submitted and posted to VISTA.

While the Intern Advisor will maintain contact with you throughout your internship (via e-mail, telephone, or an on-site visit), please do not hesitate to contact the Intern Advisor by phone or e-mail if you have a question or problem while on your internship. Better yet, please drop by if you're in Flagstaff!
