

REQUIRED STUDENT ASSIGNMENTS

REC 301, 400, 433

Assignment #1

Identify a minimum of three (3) goals that you want to achieve by the conclusion of this internship experience.

Assignment #2

In conjunction with your agency supervisor and your university supervisor, develop and complete a term project that will be beneficial to the agency: e.g., developing a resource file, writing a policy and procedure manual, planning a specific special event, writing a grant proposal, a slide presentation, a manual for intervention strategies for a special population, et al.

Assignment #3

At the conclusion of your field experience, write a paper that includes:

1. a critical evaluation of the agency
2. analyze what you would do to improve this situation if you were the assistant director of the program.

Copies of assignments may be submitted to your agency supervisor. However, if you do not wish to share certain of these with the agency for any reason, let the university supervisor know in advance.

REQUIRED STUDENT WEEKLY REPORTS

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1. Weekly reports must be word-processed in MS Word whenever possible.
2. Weekly reports should be proofread in order to ensure that they are free from grammatical and typographical errors. These are professional writing assignments similar to what you will be expected to produce when you are employed.
3. Weekly reports are to be e-mailed, mailed or delivered to your university supervisor on a weekly basis. Your university supervisor may make other arrangements with you regarding this.
4. Be advised that you should keep a backup copy of all reports in the event any are lost in transit.
5. It is the student's responsibility to keep the reports and assignments until the final grade is posted on your transcript.
6. The report must be postmarked no later than the Monday following the week that is being reported. Hand delivered reports must be in the college supervisor's mailbox by Tuesday morning at 9:00. Late reports will not be accepted. If more than one weekly report is late, failure of the field experience can be expected.
7. Weekly reports should provide your college supervisor with a clear idea of what you have learned and accomplished during the week.
8. The following outline should be utilized for each weekly report. You should type a template before you begin the internship experience so that you can easily fill in each section as those activities and experiences occur.
 - I. Observations and Assessments
 - II. Meetings and Conferences Attended
 - III. Planning Opportunities/Experiences
 - IV. Leadership Opportunities/Experiences
 - V. Supervision Opportunities/Experiences
 - VI. Personal Learning Experiences
 - VII. Professional Learning Experiences
 - VIII. Problems/Challenges Encountered
 - IX. Progress Towards Goals

Each outlined item should be addressed each week when applicable. If you are unsure of what type of information falls into each category, discuss your questions with your college supervisor.