

**FLORIDA STATE UNIVERSITY  
RECREATION, TOURISM AND EVENTS  
INTERNSHIP POLICIES AND PROCEDURES**

**GENERAL INFORMATION**

The Recreation, Tourism and Events (RTE) internship is considered to be a full-time academic load (15 credits) for one semester. The internship requires the student to work a minimum 40 hours per week in the agency for a minimum of 12 consecutive weeks during the semester (minimum 480 hours). Student assignments are viewed as homework and the time spent to complete the assignments is not to be included in the required 40 hours. Successful completion of the internship is required of each student seeking a Bachelor of Science degree in Recreation, Tourism and Events.

The primary purpose of the internship is to enable each student to meet his or her educational objectives through participation in a well planned and organized practical experience. Students are encouraged to seek and select an agency that offers diverse leadership, program planning and administrative opportunities.

**GOALS**

1. The student will apply classroom concepts and techniques to a real work environment.
2. The student will develop an understanding of the operations of the host agency.
3. The student will develop an appreciation for the roles and responsibilities of professionals.
4. The student will perform meaningful duties and responsibilities that are comparable to those performed by full time employees in entry-level positions.
5. The student will develop goals & objectives to be accomplished during the internship.
6. The student will further develop their professional skills through hands on exposure to day-to-day operations.
7. The student will perform an increased progression of responsibilities for which they will be held accountable.
8. The student will develop interpersonal relationships with agency staff and customers.
9. The student will contribute to the agency by performing assigned responsibilities and developing a project that is beneficial to the agency.

**What Makes A Good Internship?**

Internship is a dynamic partnership with the student, the agency and the university combining forces to create a significant learning experience. Quality internships provide a well-rounded experience exposing students to all areas of the agency and giving them opportunities to learn through observation as well as active participation. Agencies need to provide a logical and structured experience with increased progression of responsibilities and regular feedback on the student's performance. Work assignments must be meaningful with a payoff in experience and learning for the student and a job well done for the agency. Student reports to the university should be structured to guide the student's learning and give them opportunities to reflect on the knowledge, skills and abilities they acquire during the internship.

Students should be assigned duties and responsibilities that are comparable to those performed by full-time, entry-level employees. The RTE faculty recognizes the problems of allowing students to accept major responsibilities where failure jeopardizes an agency's status. However, the faculty strongly believes

that internship students will work extremely hard to surpass the performance expectations of agency supervisors if assignments are meaningful to an agency's operation and if they receive quality supervision.

## **AGENCY ELIGIBILITY REQUIREMENTS**

### **Agency**

The faculty continually seeks quality internship sites and invites interested agencies to complete an application and submit materials for approval. The following criteria are used to evaluate agencies applying for internship students:

1. The agency is willing to commit to the internship as an educational experience for the student.
2. The agency has qualified staff members to supervise the internship students. (See Agency Supervisor section for internship supervisor's qualifications.)
3. The agency is capable of designing a 12 week internship to include duties, responsibilities, and authority comparable to that of full-time, entry-level employees.
4. The agency is professionally recognized and reputable in the field of recreation/parks/ tourism/ special events.
5. The agency has an extensive, active, and well-balanced program and administrative structure.
6. The agency is capable of offering the student opportunities for observation and participation in all appropriate aspects of its program, operation, and administrative procedures.
7. The agency has adequate resources for the delivery of comprehensive services.
8. The agency has sound policies and procedures in the areas of administration, fiscal management, personnel management, planning and training.
9. The agency has submitted the following materials for the RTE internship file (*Materials may be submitted electronically or in print.*):