

## I. Internship Preparation Deliverables Checklist

Forms, Documents, and Paperwork Required	# of Copies
<input type="checkbox"/> Letter of Acceptance from the Agency	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Internship Contract with Agency Supervisor	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Internship Contract with Student	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Student Mission Statement, Goals & Objectives Form	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Student Job Description	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Address and Schedule Form	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Student-Agency Planning Sheet	3 - original to 2388 instructor one copy for student one copy for agency
<input type="checkbox"/> Current Student Resume	3 - original to 2388 instructor one copy for student one copy for agency

- ☐ Note: Although it is not required, it is **HIGHLY RECOMMENDED** that prior to the start of Internship (possibly in late December), the student takes time to visit the agency again and MEET as many staff/personnel as appropriate. This will allow for a smoother transition to the work environment in January, and allow the student to feel more comfortable.

# **Internship Contract with the Agency Supervisor**

I, \_\_\_\_\_ as the Agency Supervisor  
for \_\_\_\_\_ (student's name), do agree  
to the following terms and conditions with respect to the Recreation Leadership Diploma Program  
Internship.

- 1) I will be available from the beginning of January to the last day of week 14 (April 12<sup>th</sup>) to act as the Agency Supervisor for the above mentioned student.
- 2) I will ensure that the agency's commitments and responsibilities are met before and during Internship (pages 6 -7 of the Internship Manual).
- 3) I will ensure that the student is properly evaluated as per the evaluation and grading policies of Internship (pages 8-16 of the Internship Manual).
- 4) I will assist the student to access all applicable resources and agency personnel as required to complete the weekly focus areas and modules, and have read the relevant sections of the Internship Manual.
- 5) I will assign the student one or more major projects to complete while they are on site at our agency. I will ensure the project(s) will be of benefit to both the student and the agency (please see Appendix A of the Internship Manual for examples of some major student projects for the agency).
- 6) I understand that the student will miss up to 5 days at the work site due to College-related obligations:
  - \* Wednesday, Jan. 2<sup>nd</sup>, the first day of the Internship – student orientation meeting at the College
  - \* Friday, March 1<sup>st</sup>, Week 8 of Internship – mid-term seminar at the College
  - \* Wednesday, April 10<sup>th</sup>, Week 14 – evaluation day seminar at the College
  - \* Thursday, April 11<sup>th</sup>, Week 14 – Camp Day
  - \* Friday, April 12<sup>th</sup>, Week 14 – Internship Luncheon
  - \* *All of these dates are mandatory attendance for the students.*
  - \* *The Langara College Spring Break (including Family Day) is February 18<sup>th</sup>-22<sup>nd</sup>. (Students away from their Internships)*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Agency Supervisor

## **Internship Contract with the Student**

I, \_\_\_\_\_ as the student for  
 \_\_\_\_\_ (name of agency), and  
 \_\_\_\_\_ (name of Agency Supervisor),  
 do accept the following Terms and Conditions for my Internship, from the beginning of January to the  
 last day of Week 14 (April 12<sup>th</sup>).

I will, to the best of my ability:

1. Undertake a full-time work schedule at the agency for this time period, as outlined in the Student Mission Statements, Goals and Objectives Form, and Student Job Description.
2. Undertake to complete all designated and agreed upon duties and tasks as scheduled.
3. Meet weekly with the above Agency Supervisor to discuss assignments, activities, learning experiences, timelines, and seek feedback on my performance and learning.
4. In case of illness, notify my Agency Supervisor as soon as possible.
5. Learn, ask questions, and act ethically and responsibly as a student, such that I carry a positive image of the college, and the agency, above, into the internal agency, and the external community.

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Signature of Student

# Recreation Leadership Diploma Program Internship

## Student Mission Statement, Goals and Objectives Form

STUDENT:	
AGENCY SUPERVISOR:	
AGENCY:	

Directions: The Agency Supervisor and Student are to outline mission statements, student goals and objectives to be undertaken during the placement term. Both parties are urged to consult the student's Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

<b>My Mission Statement for Internship:</b>

<b>My Vision: Preferred Future. A description of myself one year after Internship. What am I doing? How does it feel? (Use adjectives, be creative.)</b>

### My Career Development Goals for Internship:

1. Write 3 - 4 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. find a mentor, increase # of personal contacts in outdoor recreation).
2. Underneath each goal, **tentatively** list 3 SMART objectives that will help you reach your goals, (i.e. for the goal “find a personal mentor,” an objective may be to interview 3 potential candidates by end of term).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:	
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Objectives:	1.	
	2.	
	3.	

Goal #2:	
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Objectives:	1.	
	2.	
	3.	

Goal #3:	
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Objectives:	1.	
	2.	
	3.	

Goal #4:	
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Objectives:	1.	
	2.	
	3.	

Student:		Date:	
Agency Supervisor:		Date:	

### My Personal Development Goals for Internship:

1. Write 3 - 4 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. improve time management skills, learn to manage emotions under stressful conditions).
2. Underneath each, **tentatively** list 3 SMART objectives that will help you reach your goals (i.e. for the goal “manage emotions under stress,” an objective may be to take a meditation course next month and continue to practice daily, or to go for a 30-minute walk every lunch hour).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

Goal #1:	
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Objectives:	1.	
	2.	
	3.	

Goal #2:	
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Objectives:	1.	
	2.	
	3.	

Goal #3:	
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Objectives:	1.	
	2.	
	3.	

Goal #4:	
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Objectives:	1.	
	2.	
	3.	

Student:		Date:	
Agency Supervisor:		Date:	



# Recreation Leadership Diploma Program Internship

## Student Job Description

STUDENT:	
AGENCY SUPERVISOR:	
AGENCY:	

Directions: The Agency Supervisor and student are to prepare a “job description” outlining internship student responsibilities to be undertaken during the term. Both parties are urged to consult the student's Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

Job Title:	
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**Primary duties and responsibilities of the position:**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

**Primary skills/core competencies anticipated to be required to be successful in the position:**

1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	

**Internship Module activities identified that will be able to be completed in association with this Job Description (Please see pages 43 to 48 of the Internship Manual for details on these modules):**

1. Special Event	
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Choose one of 2, 3, or 4:

2. Program Development	
3. Program Leadership	
4. Preventative Maintenance	

Student:		Date:	
Agency Supervisor:		Date:	

# Recreation Leadership Diploma Program

## Internship

### Address and Schedule Form

<b>AGENCY SUPERVISOR:</b>		
<b>AGENCY:</b>		
<b>ADDRESS:</b>		
<b>EMAIL:</b>		
<b>PHONE:</b>	Work:	
	Home:	
	Cell:	

<b>STUDENT:</b>		
<b>ADDRESS:</b>		
<b>EMAIL:</b>		
<b>PHONE:</b>	Work:	
	Home:	
	Cell:	

<b>INTERNSHIP FACULTY SUPERVISOR:</b>		
<b>ADDRESS:</b>		
<b>EMAIL:</b>		
<b>PHONE:</b>	Work:	
	Home:	
	Cell:	

**STUDENT WORK/DUTY SCHEDULE:** (list the “typical” schedule for a week, subject to change)

<b>Sunday:</b>	
<b>Monday:</b>	
<b>Tuesday:</b>	
<b>Wednesday:</b>	
<b>Thursday:</b>	
<b>Friday:</b>	
<b>Saturday:</b>	

## Student-Agency Planning Sheet (Weekly Internship Calendar)

The following is a 14-week outline, highlighting all the important dates for assignments, holidays, college-related seminars, etc.

WEEK COMMENCING: "SUGGESTED" FOCUS AREA (Monday)			IMPORTANT TO REMEMBER
		(please see page 20 for the suggested order of Focus Areas)	
1	January 2	Introduction to Internship	▪ <b>Seminar 1</b> , January 2 @ Langara College, 9:30 am – 3:30 pm (mandatory)
2	January 7	Introduction to Internship (con't)	
3	January 14		
4	January 21		
5	January 28		▪ February 1 <sup>st</sup> – last day to apply for diplomas for graduation in June
6	February 4		
7	February 11		▪ Mid-term evaluation
	February 18-22	Langara College Spring Break (including Family Day)	▪ <b>Students away from their Internships</b>
8	February 25		▪ <b>Seminar 2</b> , March 1 @ Langara College, 10:00 am – 1:00 pm (mandatory)
9	March 4		
10	March 11		
11	March 18		
12	March 25		
13	April 2	Wrap up week	▪ Week of Final Evaluation
14	April 8	Wrap up (con't)	▪ <b>Seminar 3</b> , April 10 @ Langara College, 10:00 am – 1:00 pm (mandatory)
			▪ <b>Seminar 4</b> , April 11 @ TBA, 9:30 am – 3:30 pm (mandatory)
			▪ <b>Seminar 5</b> , April 12 @ Langara College Employee Lounge – INTERNSHIP LUNCHEON; 12:00 – 3:00 pm (mandatory)