

# Internship Student Agreement Form

## Parks and Recreation Management Program at Western Carolina University (PRM 383, 484, 485)

As a student majoring in the B.S. in Parks and Recreation Management degree program, I am completing an internship with \_\_\_\_\_ during the \_\_\_\_\_ semester or summer session to secure practical experience in the field of Parks and Recreation Management. I agree to meet all the requirements listed below and will attempt to meet them to the best of my abilities.

1. Abide by all personnel policies and practices established by both the university and the agency where I do my internship.
2. Be prompt and conscientious in fulfilling all internship requirements established by both the university and the agency with whom I do the internship.
3. Alert my university PRM supervisor and/or agency supervisor to any problems that affect my overall performance, as soon as possible.
4. Represent the university and agency in a manner that reflects well on all parties involved with the internship.
5. Complete, in a timely fashion, all internship requirements, as outlined in the course syllabus and/or by my agency supervisor.
6. Realize that there are inherent hazards in any internship setting.

My signature below indicates that I have read completely, and fully comprehend the aforementioned policies and agree to abide by all of them.

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student's Signature

<b>Student's Phone Number</b> (best way to reach you)	
<b>Student's Email Address</b> (the one you check)	

The information below will be used to generate a university contract with this agency. Please complete all required elements and make sure they are current and accurate.

<b>Agency Name</b>	
<b>Supervisor Name &amp; Position</b>	
<b>Agency Address (complete)</b>	
<b>Supervisor's telephone number</b>	
<b>Supervisor's email</b>	

\*Please return this form to your university PRM supervisor prior to beginning mini-internship.

# **Parks and Recreation Management Program at Western Carolina University**

## **Letter of Understanding**

*Develop your "Letter of Understanding" with your agency supervisor. It should include: an overview of your internship position; a detailed listing of your specific duties/tasks; your agency supervisor's name, title, and phone number; and your name, title and phone number. This Letter of Understanding in conjunction with your Internship Agreement Form is used by your university PRM supervisor to create an internship contract and a record of your internship placement.*

### **EXAMPLE LETTER OF UNDERSTANDING**

Student's Name and Position: Seymore Parks, Student Intern

Agency or Employer: Great Smoky Mountains National Park

Mr. Parks is assigned the following job responsibilities as he assumes the position of student intern in Great Smoky Mountains National Park during the \_\_\_\_\_ semester/summer of \_\_\_\_\_ year. This position is included as an internship for Western Carolina University.

His job will involve providing information and service to national park visitors. His job performance will be monitored and evaluated by the park supervisor and his university PRM supervisor.

The specific tasks to be performed by Mr. Parks will include the following:

1. Scheduling of recreational events in Great Smoky Mountains National Park.
2. Being responsible for meeting the organizational needs and interests of the park. A constant monitoring and evaluation of the recreation needs of park visitors will be required.
3. Collecting, evaluating, and incorporating visitor suggestions relating to recreation programming.
4. Setting up and maintaining the recreation areas for visitor use.
5. Organizing and conducting interpretive activities in various park locations.
6. Providing visitor information at the visitor center desk and other areas.
7. Assisting with emergency response to visitors as needed.
8. Completing and maintaining an inventory of park maps, books and brochures in order to meet the needs of park visitors.
9. Completing and maintaining a daily and weekly log of visitor interactions.
10. Creating new ideas for program offerings and assisting in planning new programs.
11. Compiling an end-of-season report indicating the successes and the learning experiences of the intern program for the current season. Make recommendations for future interns.
12. Other related tasks as appropriate.
13. Send required internship paperwork back to the university on time.

\_\_\_\_\_  
Ralph Welcomen, Personnel Manager  
Smoky Mountain National Park

\_\_\_\_\_  
Date

\_\_\_\_\_  
Seymore Parks, Student Intern

\_\_\_\_\_  
Date

\_\_\_\_\_  
Ben Tholkes/Andrew Bobilya /Debby Singleton  
University PRM Supervisor

\_\_\_\_\_  
Date