

**APPENDIX A
INTERNSHIP EXPERIENCE AREAS**

PROGRAM AND EVENT MANAGEMENT

**Department of Recreation Management and Policy
University of New Hampshire**

The Internship allows students an opportunity to develop competencies through direct experience in diverse areas, including administration, program planning, business procedures, maintenance, personnel and community relations. Although a student may not work in, or have responsibilities with, all of these areas on a day-to-day basis, they should be exposed to, and gain familiarity with all aspects of an agency's operation. A list of possible areas is shown below. Students should strive to include as many areas as possible in their Internship experience. Those areas that are not part of a student's work responsibilities can be picked up through extra work, communication with fellow employees, etc.

ADMINISTRATION

Budget and Finance - Business Procedures

- Preparation of budget
- Accounting procedures
- Financial reports
- Cost analysis
- Purchasing procedures, including bids
- Payroll preparation
- Fees and charges
- Funding proposals
- Fee setting

Personnel

- Personnel policies
- Hiring, evaluation, and dismissal procedures
- Civil Service and union requirements
- Salary determination
- Workers compensation requirements and procedures

Meetings (observe, assist in preparation, record, present, conduct)

- Agency meetings, e.g., governing board, in-service, staff
- Community meetings
- Legislative body meetings
- Professional meetings

Public Information - Community Relations

- News Releases
- Speeches
- Publication preparation
- Community calendar preparation
- Work with community or inter-agency groups
- Complaints (handle)

Office Procedures

- Correspondence
- Staffing patterns
- Filing
- Office machines and equipment

Planning

- Surveys
- Needs assessment
- Market studies

(PEM Experience Areas continued)

PROGRAMMING

Program Planning

- Program Publicity
- Program Leadership and Supervision, e.g., Social recreation, physical activities, cultural (art, dance, drama, music) programs, interpretative programs, camping and outdoor recreation, mobile programming, programming in diverse recreation areas and facilities, decentralized programming, special events, community integration.
- Program Evaluation
- Program Equipment and Supplies

OPERATION & MAINTENANCE

Operations

- Fee Collection
- Area and facility reservations and scheduling
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Public Safety

- Maintenance personnel - job descriptions and work schedules
- Supplies and equipment - selection, use, and care
- Maintenance service areas - garage and automotive equipment, carpentry shop, paint and sign shop, etc.

Maintenance

- Landscape and lawn maintenance
- Horticultural operation
- Tree plantings, inspection and disease detection
- Recreation facility and equipment maintenance
- Special maintenance problems
- Maintenance of beach, water, and wildlife areas
- Vandalism and preventive maintenance
- Employee safety

FACILITY AND PARK PLANNING

- Site selection, acquisition, planning, and development
- Site analysis
- Recreation facility planning and development
- Landscape, architect, and engineering plans
- Master planning
- Environmental protection
- Barrier-free design

PROFESSIONAL DEVELOPMENT

- Work with professional groups
- Attend local, state, district, and national conferences and workshops
- Write for publications
- Visit related agencies
- Visit other park and recreation agencies
- Review and critique professional reading materials
- Visit other programs or agencies