



**College of Health and
Human Services**
Department of Recreation
Management and Policy

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Dear Prospective Internship Agency Supervisor,

Students majoring in Recreation Management and Policy at the University of New Hampshire choose one of two nationally accredited option areas of study: Program and Event Management (COAPRT accredited) or Therapeutic Recreation (CARTE accredited). A student's internship must be appropriate for his/her chosen academic preparation and career goals. Most students complete the internship during the summer, while some opt to complete their internship during either the fall or spring semester. The students will have completed a pre-requisite number of foundation and option-specific courses within the major before engaging in the internship experience.

The internship is an integral part of our student's education. They must complete a supervised 14 to 16-credit intern experience, requiring that they work with a leisure service, health care, or related organization for a minimum of 560 hours over a fourteen-week period. This works out to a full-time position. Students are graded on a credit/fail basis (i.e., they are not awarded a letter grade). A student must successfully complete all University requirements and receive a positive evaluation from the internship agency supervisor to receive credit.

Students may receive compensation for their work from your agency (salary, stipend, housing, meals, etc.) as negotiated and agreed upon by the agency and the student. We neither require nor prohibit appropriate forms of compensation for the intern's work on behalf of the internship agency.

At the conclusion of the internship, students should better understand how the theories and techniques presented in the classroom are applied to current professional practice. Students should also gain insight into the roles and responsibilities of professionals at all levels, evaluate their own strengths and weaknesses, and gain additional marketable job skills.

We hope that the student will be able to observe and participate in most aspects of your entire operation. It is important that they have an involvement with leadership, supervision and management concerns. Areas with which they are not directly involved can be explored by attending staff or other meetings, reviewing materials (manuals, reports, files, etc.) and discussing these topics with persons responsible for the particular area. We expect students to develop an awareness and understanding of the total organization and its programs. This may require extra initiative on the part of the student (after hours, days off, etc.) with you as his/her supervisor acting as facilitator.

Students are ultimately responsible for securing their own internship positions. We do extensively assist them and approve the selection of the organizations before they start. During the experience, students keep us informed of progress through both weekly and summary reports. We plan at least one visitation with them at the internship site or via Skype/FaceTime if the logistics of a visit are too difficult.

Our specific expectations for the student's internship supervisor and organization are to:

- Work with the student to achieve mutually agreed upon goals and objectives;
- Help the student gain exposure to the total operation of the organization through appropriate means (meetings, discussions, readings, work assignments, etc.);
- Meet with the student periodically (preferably a minimum of once per week) to discuss his/her performance and internship requirements;
- Meet with the University representative during the site/Skype visitation to discuss the student's performance (visitation scheduled in advance).
- Provide the University Internship Coordinator with a mid-term and final evaluation of the student's performance (online survey, link to be provided); and
- Communicate immediately with the University Internship Coordinator in the case of any emergency or failure of the student to perform adequately.

I will be happy to answer any questions you may have. Do not hesitate to reach me at the contact information provided below. Thank you.

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