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OFFICE HOURS: By appointment through MUCONNECT
CATALOG COURSE DESCRIPTION
Supervised professional experience with an approved organization. Course entails weekly reports, case studies, agency evaluations and a special project related to the student’s curricular emphasis. Prerequisite: Parks, Recreation And Sport [P R TR] 3189, majors only, PRS core classes with a C- or better, instructor’s consent.

DETAILED COURSE DESCRIPTION

Each PRS student completes a minimum of 12 consecutive weeks in a professional internship prior to graduation. This hands-on training allows you to apply the lessons of your academic curriculum to professional practice. Often, this experience is a key link to future career opportunities.

MU PRS students have completed internships with a wide variety of local, state, and federal agencies; private and nonprofit foundations; resort and conventions sites; professional sport organizations; and private businesses.

COURSE WEBSITE: This 12-hour online course is facilitated by Mizzou Online. You will receive credit for the course toward your degree just as you would any other course. All assignments will be submitted using the course website. Because students begin and end their internships at different times during the term, deadlines for the assignments will vary. If you are logged on to the course website, your personalized deadlines will display on this page. You will also receive an email reminder for any assignment that is not turned in on time—and also a text message if you sign up. (To activate text messages with assignment alerts, click "Activate SMS assignment alerts" on the left column of this page.) See the left column of this page or the course syllabus for contact information for your instructor and also the Mizzou Online student services team.

Course website: https://online.missouri.edu/exec/data/PRST_4940/students.html

REVISED Summer 2019
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Preface

Internship is an important step in preparing for a professional career. The University has internship affiliations with a large number of highly qualified businesses, organizations and agencies. Without this resource, the internship would not be possible or the quality of the experience would have to be compromised. The faculty of the Parks, Recreation and Sport appreciate the opportunities offered to our students in carrying out their internship assignments. It is up to you to maintain these relationships for those that follow. Please note that it is our student body and internship process that all other programs are measured by.

The purpose of this handbook is to direct interns to specific areas of concern and to systematically identify each of the procedural steps necessary to successfully complete the internship assignments.

Special thanks to: Dr. Keith Roys, Sr. for his early work in the development of this document and his years of dedication to the professional development of Parks, Recreation and Sport students. Dr. David Vaught for his additional efforts in developing the coursework for the internship and pre-internship courses.

Accreditation Topics:

Students will gain skills to prepare themselves for a full-time job in Park, Recreation, Sport and Tourism agencies by the end of their internship.

Students will gain experience in developing and leading a special project at a Parks, Recreation, Sport or Tourism agency.

Students will be able to compare and contrast different Parks, Recreation, Sport and Tourism organizational structure, management and events.

Students will complete at least 480 internship hours over 16 weeks at Parks, Recreation, Sport and Tourism agencies.
**INTRODUCTION**

The internship is intended to give students an:

1. Experience in direct face-to-face leadership situations
2. Experience in routine administrative responsibilities, such as, but not limited to, acquisition, planning, development, budgeting, and staff meetings
3. Opportunity to participate in external activities, such as hearings, board meetings, committee meetings, conferences and workshops
4. Opportunity to assume increasing responsibility as the internship progresses

**Undergraduate Parks, Recreation and Sport majors register for PRST 4940, Parks, Recreation and Sport Internship which are related to their emphasis area for 12 semester hours of credit requiring a minimum of 12 weeks full-time professional practice (40 hours a week). This internship practicum is considered a full academic semester.**

**ACADEMIC INTEGRITY:**

Keep in mind, if you copy and paste in efforts to re-use previous journal entries or assignments, this is a form of plagiarism and it will be turned over to the Academic Integrity office. It could result in receiving a zero for the assignment and failing the course.

Furthermore, if you are caught falsifying your recorded hours, signatures, or anything related to your internship experience or being physically on site at your internship location, it can result in automatically failing the course, or expulsion. If you fail the internship, you cannot complete it with the same organization as your original internship.

Although two or more students may work at the same internship location, all coursework should be done individually as they are not group assignments. For example, although you may learn about the organization’s structure, budget procedures or policies together and the information you are reporting is the same, you should not duplicate and share your documents; your work must be your own, in your own individual words and style.

All University policies outlined in the M-Book (Student Code of Conduct) are still in effect while enrolled in the internship course. Violation of any policy in the M-Book could result in failing the course or even expulsion from the University of Missouri.

**UNIVERSITY POLICY STATEMENTS**

**Academic Dishonesty:** Academic integrity is fundamental to the activities and principles of a university. All members of the academic community must be confident that each person's work has been responsibly and honorably acquired, developed, and presented. Any effort to gain an advantage not given to all students is dishonest whether or not the effort is successful. The academic community regards breaches of the academic integrity rules as extremely serious matters. Sanctions for such a breach may include academic sanctions from the instructor, including failing the course for any violation, to disciplinary sanctions ranging from probation to expulsion. When in doubt about plagiarism, paraphrasing, quoting, collaboration, or any other form of cheating, consult the course instructor.

**Students with Disabilities:** If you anticipate barriers related to the format or requirements of this course, if you have emergency medical information to share with me, or if you need to make arrangements in case the building must be evacuated, please let me know as soon as possible.

If disability related accommodations are necessary (for example, a note taker, extended time on exams, captioning), please register with the Office of Disability Services (http://disabilityservices.missouri.edu), 55 Memorial Union, 882-4696, and then notify me of your eligibility for reasonable accommodations. For other MU resources for students with disabilities, click on "Disability Resources" on the MU homepage.

**Intellectual Pluralism:** The University community welcomes intellectual diversity and respects student rights. Students who have questions or concerns regarding the atmosphere in this class (including respect for diverse opinions) may contact the Departmental Chair or Divisional Director; the Director of the Office of Students Rights and Responsibilities (http://osrr.missouri.edu/); or the MU Equity Office (http://equity.missouri.edu/), or by email at equity@missouri.edu. All students will have the opportunity to submit an anonymous evaluation of the instructor(s) at the end of the course.
PREREQUISITES, REQUIREMENTS, AND POLICIES

BASIC REQUIREMENTS FOR PARTICIPATING ORGANIZATIONS
Organizations that meet the following basic criteria are invited to participate in the practicum program.

1. The internship should be 12 consecutive weeks, resulting in a minimum of 480 hours, ideally averaging 40 hours per week. Although the internship is designed to be a 12 week, 480 hour internship, the internship must take place between 10 and 16 weeks, ideally 12, (no less than 10, no longer than 16 to reach 480 hours). The student must reach 480 hours within 16 weeks to pass. The student may stay longer at the internship agency, if desired. After the initial 12 weeks, if the coursework & hours are complete, it will be up to the employer and student’s agreement to determine a length of supervision/employment. After the first 12 weeks are recorded (480 hours), and all coursework is complete, the remaining work will not factor into the final grade of the student.

2. Be professionally recognized as competent in a specific area of Parks, Recreation, Tourism and/or Sport, such as municipal recreation, outdoor recreation, in the travel or tourism industry, or sport industry. The internship must be directly related to the student’s emphasis area(s). If a connection to an internship is not directly related to the students emphasis area(s) the student would need to complete an emphasis connection form (200 words or less) to keep their emphasis designator or be re-designated to PRS generalist.

3. The internship must take place within a single organization. However, a student may rotate through different departments within the single organization to gain a broad experience within the agency. For example, a student may spend 2-4 weeks with youth sports, 2-4 weeks with special events, and 2-4 weeks with maintenance within one organization. If the student quits an internship without fault of the agency, the student will automatically fail the course. If the student is fired from an internship for good reason, the student will automatically fail the course.

4. Have extensive, active and well-balanced programs and/or sound business practices, with a sound moral and professionally ethical reputation.

5. Provide: a) a comprehensive orientation; and, b) opportunities for students to observe and participate in all of their programs, operations and administrative procedures.

6. Have adequate facilities and equipment for a comprehensive learning experience. It cannot take place at a home office, nor an entrepreneurship or sole-proprietor organization

7. Have qualified staff through education and experience to supervise capstone students, with a min. of 3 Full-Time Staff Members. The staff member supervising the student must be a full-time, year round professional, and possess a bachelor degree or equivalent experience to meet the needs of the internship. This person must have been with the agency a minimum of one year as a full-time tourism, recreation and/or sport professional unless the supervisor has experience through another agency.

8. Have sound administrative procedures in the areas of budget, public relations, personnel policies, operations, maintenance and in-service training programs.

9. Current Internship Setting Supervisor Data Sheet (C) and Application for Interns (D) (Forms C and
D) must be completed and on file with the Director of Internships. These forms outline opportunities of the agency and describe the qualifications of the staff person(s) supervising the student. These forms are to be completed by the Internship Setting Supervisor.

10. At the time of an internship, there must be an Agency Agreement Form (Form E) for each student with this agency on file with the Internship Coordinators, University of Missouri-Columbia, Parks, Recreation and Sport. No internship may begin without a completed Form E. This form must be typed and completed by the student. Failure to do so will result in rejection of Form E and a possible delay in the starting date of the internship.

11. All students enrolling in the school from fall semester 2008 and there forward will be required to complete 100 hours of volunteering prior to beginning your internship.

12. Internship must take place on-site and cannot be completed remotely, on-line, or from home.

13. Internships under the direct supervision of a relative, immediate family member, friend or any person who may not be able to provide objective evaluation of the student will not be authorized for enrollment in the internship course.

14. All internship approvals are up to the discretion of the Internship Instructors & Director

Additional Policies:

International Students- if you are an international student, there are certain limitations to the internship program based on policies set for by the international center. Due to these policies, you may be limited to completing your internship in Columbia, MO, on campus or in your home country. You will need to notify your Academic Advisor and Internship Coordinator as soon as possible to discuss your options.

Termination- students are being hosted by an internship site at the discretion of the staff at that agency. Students are expected to follow the policies of the agency as if they were employed by that agency. If for any reason an agency determines that it is in the best interest of the agency or its clientele to terminate a student, the student will leave the agency without incident. The student should then contact his/her internship coordinator to discuss the situation and determine future direction. In many cases, given the circumstances, it can result in receiving a failing grade for the course.

Additional Employment – Do not try to work another job outside of your internship. If you chose to do so, based on previous student history, performance is impacted, and have caused students to earn below average grades or fail. As a reminder, this course is equivalent to 12 credit hours and will influence your GPA.

Faxing or E-mailing Policy- No homework should ever be faxed or e-mailed to the PRS office. Faxed & E-mailed assignments will not be graded. However, if your supervisor or you need to fax in Forms (such as C,D,E), they can be received by the PRS office.

General Liability coverage is not provided for free by the University of Missouri. However, a student may purchase this coverage at his/her own expense. It is possible that the student is already covered under his/her parent’s or other general liability coverage plans.
General liability coverage applies to claims for bodily injury or property damage that students may be responsible for. Homeowners and renters policies may offer liability coverage to policyholders for locations other than their residence. It is recommended that students speak to their own insurance agent or their parent’s insurance agent to determine if this applies to their situation.

The university does not routinely provide general liability coverage for students. This coverage is available for students to purchase if needed for internship type placements, called Experiential Liability. All enrolled students participating in internships that require general liability insurance and where the University has an agreement with the site are eligible to apply for coverage. The program provides protection to students against general liability claims at their clinical sites. All students must be current for the entire academic year. The cost of coverage for August, 2016 to August, 2017 is $17.00 per student.

Policy details:
- Liability coverage for students enrolled in course offerings, off-campus internships, or other work experience where there are agreements between the University and the cooperating employer, subject to carrier review
- Limits of $1 million per covered student with a $3 million annual aggregate limit for all covered students
- Proof of insurance can be provided to meet cooperating employer requirements
- Coverage for property damage is included and applies to tangible property and loss of use, whether or not it is caused by physical property damage.

For more information on the university's program:

Student Health Insurance information is available from Aetna Insurance. You can speak with the Student Health Center more about this if you are in need of health insurance per the requirements of your internship location. This determination is made by the agency where the internship will be conducted. Time should be allowed for the insurance to take affect prior to the start of the internship.

Contracts and Signatures by University Officials - In addition, some sites require contracts. By University of Missouri policy, your Academic Advisors and Internship Coordinators are not allowed to sign documents produced by external organizations without being approved by the University’s business office and legal counsel. Additional coordination between the agency and the university may be necessary and could result in a delay of your internship starting date. Please note the contract process could require six to eight months for resolution. In the past, many agencies have been willing to work with us if we provide a letter of confirmation or the internship documents (Forms C,D,E), produced through our program.

Specific List of Organizations that will not be approved (additional sites may be included):

- Basic Membership Gyms: Organizations such as Wilson’s Gym, Anytime Fitness, Gold’s gym, Yoga studios will not be approved. Many of these facilities/organizations do not have comprehensive and extensive programs to satisfy the requirements of the internship. Recreation facilities such as the ARC (Columbia, MO), The LINC (Jefferson City, MO), MizzouRec, (Columbia, MO), or other recreation type facilities with extensive programs are typically accepted, pending the job description meets the qualifications AND all other requirements are met.
- **Sport Medicine/Physical Therapy Organizations**: Many of these organizations require employees to have certifications and licenses to work in their facilities. Students without proper licenses to intern within these facilities will have difficulty being assigned tasks. Therefore they do not provide enough opportunity to satisfy the requirements of the internship course.

- **Start-up Companies, Sole-Proprietorships, Entrepreneur Organizations, and/or Home Offices**: The internship needs to take place at a facility with adequate accommodations that can provide a learning experience. As mentioned above, the organization needs to have a minimum of 3 full-time staff members.

- **Be cautious of organizations that make you pay for an internship**: Over the years we have noticed a handful of organizations offering internships in exotic or foreign locations, all you have to do is pay them $5,000 and they will connect you with an internship. Typically these organizations are in the business of taking advantage of students and the benefit of doing one is minimal.
Curriculum Pre-Requisites to Qualify for Internship

You must have completed with a C- or better, at least the following courses to be eligible to enroll in PRS 4940 - Parks, Recreation and Sport Internship, and PRS 3189-Pre-Internship Seminar:

- PRST 1010 - Introduction to Leisure Studies
- PRST 1011 - Career Orientation in Recreation, Parks and Leisure Services
- PRST 2281 - Business of Sport
- PRST 3189 - Pre-Internship Seminar
- PRST 4000 - Parks, Health and Wellness OR
  OR Contemporary Issues in Sport
- PRST 2750 - Methods in Research and Evaluation
- PRST 3210 - Personnel Management and Leadership in Leisure Services
- PRST 3215 - Program Development in Leisure Services
- PRST 3800 - Diversity Course
- PRST 4208 - Administration of Leisure Services

In addition to the course work listed above:

- You must have completed a minimum of 100 hours of volunteer and/or paid PRS industry experiences. It is recommended that at least some of these experiences be in the same area you wish to do the internships (e.g. municipal, state park, private industry, sport). Volunteer experiences must be approved by the Internship Coordinators.
- Finally, you must have a minimum of 2.0 cumulative grade point average (GPA) at the start of internship or 2.5 GPA if you are accepting a position out of state.

The Internship Instructors & Director must approve variation from these requirements listed above.

Please note: All students who have completed 90 academic hours MUST complete the Course Plan for Graduation and have it signed by his/her advisor. A graduation form must be completed if you want to graduate. Contact the SNR Undergraduate Office at 573-882-7045 for details about this form.
FOR THE INTERN’S ATTENTION

1. Completion of the forms in this manual and the Agency Agreement Form (Form E) does not enroll you with the University. You must also register and pay the tuition. Permission will be required for enrollment into PRS 4940. The completion of all forms (C, D & E) and coursework is a prerequisite to the issuance of a permission number.

2. An internship related to your emphasis provides you the opportunity to test what you have learned and gain new perspectives. You are to observe and participate as opportunities present themselves.

3. Do not limit your selection of internship sites to just those that pay. Keep your options open. Educational Opportunity should be your prime consideration in selecting an internship site. This internship can be crucial to your career development and can be an opportunity to acquire full-time employment.

4. Ask questions and seek information to better acquaint yourself with your organization and to gain proficiency in what is expected of you.

5. It is your responsibility to inform your Internship Setting Supervisor of the various reports and evaluations required. Note that your Internship Setting Supervisor is given a link to the Internship web site with information similar to your manual for their use.

6. You should, however, provide your Internship Setting Supervisor with the completed Form E for them to sign.

7. A letter will be sent to the Internship Setting Supervisor informing them about your course work homework requirements.

8. Complete all reports and submit them through the Mizzou Online course webpage by the date and time indicated in the course. Internship Journals should be submitted every week. Late reports will not receive full credit. Late reports will be reduced by 35% for each week or portion of week late (5% per day). All homework should be submitted through Mizzou Online.

9. It is difficult to turn in outstanding work when interning with a mediocre agency. By selecting an outstanding setting and performing in an exemplary manner, you will have better preparation for the field and will have increased your chances for a better grade.

10. Two weeks prior to completion of the internship, you are to give a letter of resignation to your Internship Setting Supervisor and submit a copy on Mizzou Online. However, if you have been offered a position and plan to continue at the internship location do not submit your letter of resignation to your Internship Setting Supervisor, but you still submit one for the assignment.

11. You must complete a PowerPoint presentation as described in the assignment directions. The presentation is due by the end of the tenth week of internship unless other arrangements have been made with the Internship Coordinators.

12. The Internship Coordinator(s) will try to visit interns at their internship locations (if within 500 miles of Columbia, MO) or at least communicate with interns by phone or Skype at least once during the internship. Advance notice will be provided for scheduling of site visit or other communication methods.

13. Due to travel constraints, visitations must often be coordinated with more than one agency, however, all efforts will be made to schedule site visits when they will cause the least disruption of assigned duties.

a. If the Internship Coordinator(s) does a site visit, this person will want to see the facilities and discuss the internship experience with you and your Internship Setting Supervisor both together and
individually. In most circumstances, the visitation will not be longer than an hour. If you are interning outside of Missouri, communication will be by phone, Skype, and/or e-mail.

SPECIAL NOTE:

Any student requiring any type of special arrangement for their internship must provide to the Director of Internships or Internship Coordinators a written request stating the nature of their situation. This includes, but is not limited to, any issues regarding enrollment, starting dates or absence from the internship.

Internship Website:  https://online.missouri.edu/exec/data/PRST_4940/students.html

The web site is provided for both you and your Internship Setting Supervisor’s use. The Mizzou Online website and professional internship handbook are also provided for your use. These resources provide you a quick source for answering most questions regarding your internship. You are encouraged to look here first before contacting the Internship Coordinators. If you have not reviewed these sources, you will be directed to them to answer your questions. Please take the time to review these resources. The Internship website is also a great place for your Internship Setting Supervisors to gain information about the requirements of the PRS program’s internship.
INTERNSHIP APPROVAL PROCESS

1. Successfully complete all PRST core and emphasis courses with a C- or better, including PRST 3189, prior to beginning the capstone internship, PRST 4940.
2. Complete Application to Graduate
3. Submit Form A* (100 self-reported Volunteer and Experience hours document)
4. Submit Forms** at least two weeks prior to anticipated start date:
   - Form C, Internship Supervisor Data Form, (if needed). This is only needed if your supervisor has not previously hosted Mizzou PRS students.
   - Form D, Internship Agency Data Form, (if needed). This is only needed if your agency has not previously hosted Mizzou PRS students.
   - Form E, Internship Agreement Form. This is your agreement between the agency and yourself and will include details such as your start date, job description, hours worked, and agreed terms of the internship.
5. Wait for approval PRS Internship Coordinator and/or Faculty for permission to enroll to start your internship course requirements.
6. Once enrolled log into Mizzou Online to access your course work and to submit all homework.

Once accessing the PRST 4940 Mizzou Online website you can download all the information necessary for the internship. This site should be your main source for internship information. It is a good idea to copy the forms and save them somewhere accessible. Be sure to save a copy of the files you upload to Mizzou Online for your own records to track your hours, and keep a record of skill and experience gained during your internship. Be sure to get approval of the Internship Setting Supervisor prior to downloading these files to a work computer, if you intend to do this.

*Provide a list of all your volunteer experiences with a total number of hours for each, (Form A). In addition, you must list the type of volunteer work you did at that site. These volunteer experiences should have occurred since high school and it is recommended that many of them should be in a similar type of experience in which you wish to do your internship. If no volunteer experiences have occurred the Internship Coordinator will assist you finding suitable opportunities. Please complete the Pre-Internship Experience form (Form A).

**Forms C, D and E are available at https://online.missouri.edu/exec/data/PRST_4940/students.html prior to you registering and having access to the PRS 4940 Mizzou Online website.

***Please note: All students who have completed 90 academic hours MUST complete the Course Plan for Graduation and an Application for Graduation, have them signed by his/her advisor and turn in the completed, signed form to the Academic Programs Office in room 124 ABNR.

You are again reminded that a minimum of 2.0 cumulative GPA at the time of internship is required and if you are planning an out of state internship, a 2.5 GPA is required.
You must register and pay tuition for the internship course. For registration dates or to register, go to http://online.missouri.edu/enrollment-procedures/registration-dates.aspx, Mizzou Online’s website.

After you complete all the necessary forms above, the Internship Coordinator(s) will give you permission to register for the course. As mentioned above, PRS 4940 carries 12 credit hours.

Below is a screen shot of how to select a start day in MyZou.

You must select this date based upon your Form E agreed upon start date.

If you have questions pertaining to financial aid you can visit the financial aid advisor link http://financialaid.missouri.edu/contact/find-your-adviser.php.

If you are enrolling in the internship during the summer, you will also need to get permission to take more than 6 hours. If you have problems enrolling once you have permission, contact your academic
advisor.

If you are a **graduating senior**, you must be sure to complete your internship prior to grades being due or you may have to change your graduation date if you are not finished with your internship. Since the summer semester is not 12 weeks and if you are completing your internship during the summer as your final semester, your official transcripts will processed in December. During the fall and winter/spring semester, because the semesters are 16 weeks in length; you need to complete your internship prior to grades being due for the semester in order to graduate in either December or May.

If you fail to complete your internship during the semester, you will receive an Incomplete or “F” depending on your situation. During your graduating semester, Incompletes automatically turns into an “F” and you cannot graduate with an “F” as your internship grade.

If you plan to order transcripts, be sure to wait until your grade is showing up in MyZou so that your final grades for your transcript are complete prior to you purchasing your transcript.
**INTERNSHIP COURSEWORK**

A final grade will be turned in after ALL of the following assignments are completed. **Please note that if you are to graduate during the semester of your internship you must completed ALL the required assignments prior to the date that grades are due. This ensures your graduation date.** Examples of the forms and assignment sheets are provided in your pre-internship class. ALL homework is to be submitted on Mizzou Online rather than by fax or email.

**1a. Internship Journals – 350 points (35 points each week)**

The first internship journal begins with your arrival at the internship site. There is an internship journal for each week of the internship program. For Weeks 1-10, you will either be asked to annotate your hours worked or reflect upon a set of questions. You will also be asked to report your hours worked over Weeks 11 and 12 during the last week of internship. There are no points awarded for completing this report; however, you must submit it to assure that you have completed a minimum of 480 hours of work at your agency.

The **Internship Journal** will be used to document the hours you have worked the final two weeks of your internship. You must have a minimum **480 hours documents over 12 weeks**.

**Annotations:** When asked to annotate your hours worked, you should keep a daily log of: (1) activities (highlight duties), (2) reflections on what was learned (values gained). Experience has shown that the quality of annotations improve with each effort. You should strive to tell what you did, and what value was gained physically or personally. Report the good, however also be aware of and report efforts that go wrong. See the Grading section for rubric for more information.

**Reflection Questions:** On requested weeks you will have reflection questions to answer using complete sentences to reflect on your internship thus far. These questions should be read prior to the week you answer to allow preparation for the questions ahead of time. See the Grading section for rubric for more information.

**Each internship journal** is to be completed by you, then reviewed and **signed** by your **Internship Setting Supervisor**. The internship journal is to be turned in **by the date and time specified on the Mizzou Online course page. Late journals will be reduced 35% for each week or portion of the week they are late (5% per day)**. Do not call your instructor requesting an extension because your Internship Setting Supervisor is not available to sign your assignment. If your supervisor is not available to sign your journal in a particular week, acquire an alternative supervisor’s signature for that week and note the situation in your journal. If you will be submitting your homework late due to a missing signature you **should notify your Internship Coordinator prior to the deadline.** While phone calls may be useful in explaining the need for an extension of time, they are not acceptable in excusing you of the deadline. **The only way to gain an extension is in writing.**
1b. Updated Resume (Week 10) - 20 points (along with submitting an Internship Journal)

1c. New Cover Letter (Week 10) - 30 points (along with submitting an Internship Journal)

In addition to the internship journals, you must submit an updated resume and cover letter. Please note this is an updated resume and not a copy of the one required in PRST 3189. Both the cover letter and resume should clearly detail the benefits, experiences and knowledge gained through your internship. Also note that these submissions will not be edited and returned, but will be graded using the typical criteria for such work. It is suggested that you have these documents reviewed and edited for correct grammar, spelling and content by your Internship Setting Supervisor. You have been given the tools necessary for this requirement in PRS 3189.

2. Internship Site Evaluations (3) – Total 115 points

Internship Site evaluations are required along with the Internship Journals for Weeks 1, 2, and 3.

3. Case Studies – 225 points (75 points each)

Three (3) case studies are required. A coversheet is provided for the each case study. Write these case studies as a paper explaining what you learned from your experience. You should have an introduction, body and conclusion paragraph that allow the paper to flow and explain the case according to the three parts. Be sure to explain how you see yourself applying what you learned from your experience in another situation.

The case studies are spread out over the period of the internship. See the timetable for a complete list of due dates. Case studies reflect on new skills or techniques gained, new experiences, a connection between coursework and your internship or incidents and problems you have observed. Problems or incidents may also include situations or procedures you see as problematic. Generally, these are not textbook items or what you would expect in a classroom lecture. If you do not feel comfortable using real names, the case studies may be written using first initials or fictitious names.

Write case studies in three parts:
- Part I- a detailed description of the experience;
- Part II- what you learned from the experience; and,
- Part III- how you see yourself applying this experience to future situations, you may be in.

Case studies should be limited to 750-1000 words and double-spaced. (See Grading section for rubric)

4. Special Project - 200 points total (125 points Proposal/75 points for Final report)

The Special Project must be planned early in the internship. Internship Journals should document plans for this assignment. There is a due date in Mizzou Online this is just the latest the proposal
must be submitted for feedback. **To receive full credit, the proposal must be submitted two weeks prior** to your project taking place (if your project is a tangible event) or two weeks prior to presenting an intangible product.

The Special Project is designed in conjunction with the Internship Setting Supervisor. The proposal is submitted to Director of Internships and the Internship Setting Supervisor prior to any work beginning. The purpose of this special project is to contribute to the organization and to provide an opportunity and authority to display independent ability. The project should allow you to implement your ideas and review the outcomes and effectiveness of the project. Ideally, this project should be something that you create; however, in some situations, this may be something that the organization already has in place, pending you have the opportunity to take ownership of the project and lead the efforts. **This proposal should be more like a business proposal and less like a term paper should be a quick read with great detail (not pages of long paragraphs).** The proposal should include headers, bullet points, visual aids, charts, graphs, pictures, diagrams, layouts, tables and more.

**This proposal is an opportunity for you to make a lasting impression on the organization and produce something that will be beneficial to you in future job interviews.** This is a chance to showcase your skills.

Special Projects should be something that is different from your everyday tasks. There are primarily two different ways you can approach this assignment:

1) **Tangible Project**
2) **Non-Tangible Project/Idea with Presentation**

A **tangible project** would be you creating a something tangible within your 12 weeks of the internship. Examples of this might be events, research projects, physical objects, etc... In this case you will either produce something that can be turned in or executed during your 12 weeks. You will need to create a proposal outlining the details, execute the project and provide a final report on your tangible project.

A **non-tangible project** would be creating an idea and giving a 5-10 minute presentation of your idea and collecting feedback from your supervisor and others. Since you may not be producing something tangible within your 12 weeks, this will require you to create and give a presentation complementing your proposal. This non-tangible project should be an original idea, (at least to the organization), and not something they already have in place. A professional proposal should be created in MS Word covering all of the details, then you will need to create and deliver a presentation (using a presentation software such as Powerpoint, Canva, Prezi), and provide a final report on the feedback from your idea.

The Special Project Proposal Report should include:

a) Title of project (cover page) (5pts)

b) Detailed description of the project (40pts)
   
   o Overview introducing project
Step-by-step details of the project (written in a way that someone else could pick up the document and know exactly how to execute it the way you intended) [This will be the longest part of your project]

c) Facilities and equipment required include photos/diagrams of unique items or spaces including set up details (5pts)
d) SMART Goals (one descriptive sentence each goal) and objectives of the project (10pts)
e) List of individuals who will be involved and how they are involved (include name, titles and responsibilities; this list should include yourself) (10pts)
f) Tentative timetable (include details about the use of all time dedicated to the project, from planning to execution, and evaluation) (15pts)
g) Line Item budget showing expenses and potential revenue, categorized and itemized (Be sure to include employees time as part of the budget, so is the cost to replace existing supplies and any other costs that may be incurred) (15pts)
h) Evaluation plan based on your goals and objectives showing how you will measure your results (15pts)
i) Description of the anticipated impact on the organization (10pts)

Upon completion of the special project, each student will either turn in the presentation or their tangible item (if possible) and write an After Action Report based on your special project.

After Action Report
• Title, Date of Project execution, Name (3pt)
• Brief recap of the project after execution (7pts)
• Evaluation of Project based on goals and objectives measuring outcomes (15pts)
• What did you learn from your project? (15pts)
• What would you do differently if you did it again? (10pts)
• Explain adjustments made to your timeline and budget because things do not always go as planned (5pts)
• Describe the actual impact your project had on the organization, by showing revenue, participations rates, news articles, formal supervisor feedback, future implications, etc… (5pts)
• Submit actual project, or photos (at least 3)/a video within annotation of what is captured. In addition a collection of documents, flyers, presentation, forms used to create/implement the project should also be submitted. (15pts)

The special project itself needs to have something submitted showing the project. If you gave a presentation, submit the PowerPoint, if you made a handbook submit the document, if you held an event, submit flyers, press release, photos during event, etc.

NOTE: THE EXAMPLES ON MIZZOU ONLINE ARE NOT TEMPLATES, THEY ARE FOR IDEAS. They are not the best, they have flaws too. IF YOU COPY AND PASTE ANY PORTION FROM THE EXAMPLES YOU WILL RECEIVE A ZERO AND A REPORT WILL BE FILED FOR ACADEMIC DISHONESTY THAT COULD YIELD A PUNISHMENT.
Some students may work at the same agency and choose to complete similar or the same project. However, the Special Project assignment is an individual assignment and must be your own work. Although some content may be the same, such as stats, figures, and data, the design, descriptions, accounts, and verbiage should not be duplicated. For example, two students may report that budget is $1,000 (which may be true), however, the design of the table the budget is created in should not be identical.

A short list of project ideas may include:

- Create a public relations brochure or slide presentation
- Develop and administer a needs assessment or organizational evaluation
- Plan, organize and implement a fundraising event
- Write a manual for staff, volunteers, interns, etc.
- Develop a video for in-service training
- Conduct a feasibility, accessibility, or risk management study
- Plan, conduct, and evaluate a special event or tournament

5. Visitation to another facility – 75 points

During the latter half of your internship (mid-point or later), you should arrange for at least one visit to another agency in the industry of Parks, Recreation, Sport and/or Tourism. It should be made after you have become familiar with the operations of your internship site. A visitation gives you the opportunity to observe common practices among agencies in the industry. This assignment should be a great networking opportunity as well.

Prior to the visitation, make a list of questions (minimum 3) to be asked. Following the visitation, a summary of observations and comparisons should be submitted. This report should be professionally written and not just a list of bullet points answering the questions below.

The visitation report should include:

1. Title Page (1pt)
2. When you completed your visit to the site (1pt)
3. Who was seen (name and title when appropriate) (1pts)
4. Where you visited, organization name, department, location (2pts)
5. Amount of time involved and a description of what was done during visit (5pts)
6. Description of the agency (e.g., purpose, physical description, physical location, program offerings, resources and any other meaningful information) (10pts)
7. Make comparisons with internship agency on areas such as employee policies (think back to your site evaluations) probationary periods, budgets, benefits, facilities, customer service, mission, goal, demographics, marketing, organizational structure, management style, etc... This should be the most important part of your report. Consider similarities and differences not just of the physical structures, but of the organizations practices, business model, etc.. These are ideas, you can expand on more topics. (30pts)
8. Explain why did you choose the Parks, Recreation and Sport related location you visited and how did you find out about it and/or who to speak with? (5pts)
9. Include any questions you asked along with the answers given should be at least two questions (10pts)
10. Note any observations that you found to be valuable for future use (5pts)
11. If you are allowed to take any photos during visit, include them in the report (5pts)
As with other assignments, the grade will be determined by the detail and quality of the report. Keep in mind the experience at your current location and compare strengths and weaknesses of each organization.

Imagine this assignment as an opportunity that will benefit you and your career goals, not an obligation.

6. PowerPoint Presentation – 350 points

PowerPoint Presentation must be submitted via the Mizzou Online course webpage. For late work, 35% will be deducted for every week the presentation is late or 5% per day late. Any extension of time must be submitted in writing. You must make every effort to deliver the presentation on time.

The objective of the PowerPoint presentation is to provide you with a valuable reference tool after graduation to show off your internship. (350pts Total)

The presentation may be posted on a website or displayed on Mizzou Online for others to view so it should be able to stand alone and be used during a possible internship fair.

Sections and sequence of presentation for the PowerPoint presentation, use these to organize this presentation

1. Title page including name, agency name and date of internship (5pts)
2. Overview of Internship including basic job description and major tasks of the internship (15pts)
3. Purpose of organization (goals and objectives). (10pts)
4. List and describe (photos should be included): (15pts)
   a) Programs and services
   b) Facilities
5. Describe the population considered when developing programs, services and facilities. Include enough demographics to closely describe the population. (10pts)
6. Included should be a comprehensive collection of what was learned. It is suggested that each item be placed on a separate page. For example, you may have pages titled Purchase Procedures, Assessment Procedures, Check In Procedures, Use of Computer in Developing New Brochure, How To Develop a Round Robin Tournament and/or Swimming Pool Maintenance. Include enough detail so you can look at one of the pages a few years from now and recall how you carried out the process. Note: This should be the largest section of the PowerPoint presentation with the possible exception of the appendix. (75pts)
7. A summary of transferrable knowledge and skills acquired. (List and explain each skill and important transferrable knowledge gained) (45pts)
8. Describe how the internship assisted you regarding:
   a) Personal awareness of your strengths and weaknesses (pinpoint specific areas and detail how you are working to improve your weaknesses) (50pts)
   b) Future career interests and how your internship helped you determine these (25pts)
   c) Plans immediately following internship and a five year plan of where you want to be at that time (25pts)
9. Photos/video clips of activities and facilities (minimum of 3 photos and the student should be in at least one. Prior to securing the photographs, make sure your organization does not have a policy against taking pictures.) (25pts)

10. An appendix. A collection of forms, fliers, records, policy statement, etc. along with the collection of documents you MUST detail what the document is exhibiting about your internship experience so only include information pertaining to you and explain the appendices (50pts)

7. Internship Snapshot & LinkedIn- 50 points

This is a two-fold assignment. You will need to create an Internship Snapshot from the template provided AND update your LinkedIn page with your new internship experience. The Internship Snapshot is designed to provide a quick reference of your internship experience. It may be used by future students in order to help the internship search process. Any pictures or descriptions may also be used to promote positive internship experiences through the PRS website or Facebook page. Depending on the quality of this report and its content, it may be placed in the file for the agency thus becoming an aid to future students. You will need to include a link (URL) for your LinkedIn page (AFTER you have updated it) on your Internship Snapshot.

8. Mid (H) and Final (I) Evaluations (Forms H and I) - 550 points

Before the end of the fifth week of the internship, the Mid Experience Evaluation (Form H) by Internship Setting Supervisor will be emailed to your Internship Setting Supervisor by Mizzou Online. This form must be completed despite no points awarded for completion. The mid-experience evaluation is a crucial part of your learning experience. Also, it is required to complete this course. Your Internship Setting Supervisor will receive this form via an automated email from Mizzou Online and, once submitted, it will be forwarded to the Director of Internships through Mizzou Online.

The Final Evaluation by the Internship Setting Supervisor (Form I), emailed to your Internship Setting Supervisor in Week 10, will be worth 550 points. Your Internship Setting Supervisor will receive this form via an automated email from Mizzou Online and, once submitted, it will be forwarded to the Director of Internships through Mizzou Online.

9. Letter of Resignation- 10 points

A letter of resignation (see appendix) should be given to the Internship Setting Supervisor at the beginning of the tenth week unless there are plans to remain with the organization for a longer period of time. You will still need to create a sample letter if you are not leaving. You will submit a copy of this letter through Mizzou Online. Be sure to not plagiarize (or copy and paste from examples) in this letter. This letter should be a personal and meaningful statement from you, indicating your appreciation for the learning opportunity and mentorship from your supervisor. Save a copy of this as a PDF.

Under no circumstances are you to leave the agency even after 12 weeks if you have not completed all assignments for the agency.
10. Your Evaluation of the Experience (Forms F and G) - 40 points each/80 points Total

Final Evaluation of Internship Setting Supervisor (Form F) and Final Evaluation of Agency (Form G) are to be completed by the student. These forms allow the student to reflect on the agency and the supervision.

11. Internship Survey/Report- 65 points

Fully complete the Mizzou Online survey and give comments to elaborate on the ranking scores given to receive full credit on this survey.

12. Coordinator of Internship Evaluation- 200 points

You will be evaluated based on your regular communication with your Internship Coordinator and your diligence towards both your coursework and your internship responsibilities. This grade will be applied once you have completed all the course work at the end of the semester prior to your final grade being totaled. It is up to the Internship Coordinators discretion to assign appropriate points based upon multiple factors throughout the internship, including performance, communication, supervisor’s point total, depth of internship experience, and other factors. The point total up to 200 is not an indication of a final grade, but acts as a component when factoring the final grade.
**Grading**

All assignments are due by 12:00 p.m. (noon) Central Time on the date assigned on the Mizzou Online course webpage, unless otherwise noted.

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points Possible</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Each week you will complete an <strong>Internship Journal</strong>. It will be due on the first day of each week. Open your Week 1 Journal assignment and Site Evaluation assignment on your first day and begin completing the coursework. It will be due the 1st day of your 2nd week.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Week 1 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internship Site Evaluation 1</td>
<td>20</td>
<td>Remember to have your supervisor sign your internship journal.</td>
</tr>
<tr>
<td>3</td>
<td>Week 2 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internship Site Evaluation 2</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Week 3 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Internship Site Evaluation 3</td>
<td>65</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Week 4 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Case Study 1</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mid-Experience Review by Internship Setting Supervisor (Form H). This will be emailed directly to your supervisor. See the course website and syllabus for details.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>Week 5 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Visitation to Another Facility Report (becomes available)</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Week 6 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Case Study 2</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Special Project Proposal</td>
<td>125</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Week 7 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Week 8 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Case Study 3</td>
<td>75</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Week 9 Internship Journal</td>
<td>35</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Letter of Resignation</td>
<td>10</td>
<td>Under <strong>no circumstances</strong> are you to leave the agency, even after 12 weeks, if you have not completed all assignments for the agency.</td>
</tr>
<tr>
<td></td>
<td>Updated Resume</td>
<td>20</td>
<td></td>
</tr>
</tbody>
</table>
**Late Assignment Policy:** Late reports will not receive full credit. A 35% point-per-week deduction (5% per day) will apply to late reports.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points Range</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100-96.5</td>
</tr>
<tr>
<td>A</td>
<td>96.4-92.5</td>
</tr>
<tr>
<td>A-</td>
<td>92.4-89.5</td>
</tr>
<tr>
<td>B+</td>
<td>89.4-86.5</td>
</tr>
<tr>
<td>B</td>
<td>86.4-82.5</td>
</tr>
<tr>
<td>B-</td>
<td>82.4-79.5</td>
</tr>
<tr>
<td>C+</td>
<td>79.4-76.5</td>
</tr>
<tr>
<td>C</td>
<td>76.4-72.5</td>
</tr>
<tr>
<td>C-</td>
<td>72.4-69.5</td>
</tr>
<tr>
<td>D+</td>
<td>69.4-66.5</td>
</tr>
<tr>
<td>D</td>
<td>66.4-62.5</td>
</tr>
<tr>
<td>D-</td>
<td>62.4-59.5</td>
</tr>
<tr>
<td>F</td>
<td>At or Below 59.4</td>
</tr>
</tbody>
</table>

**Factors that Affect the Grade**
- Depth of experience (how involved were you?)
- Breadth of experience (how much did you learn?)
- Level of experience gained (Note: it is important to be with an agency that will provide you with the opportunity for both depth and breadth of experience).
- Quality of reporting (how complete were your thoughts while completing assignments?)
  - Did your homework tell:
    1) what you did;
    2) why you did it;
    3) what you got out of it; and
    4) your impressions of the experience overall
- Date submitted. Late assignments (unless beyond control of the student) will receive only partial credit 35% per week will be deducted or 5% per day

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<table>
<thead>
<tr>
<th>Week</th>
<th>Assignment</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>11</td>
<td>Week 10 Internship Journal</td>
<td>35</td>
</tr>
<tr>
<td></td>
<td>Internship Snapshot &amp; LinkedIn</td>
<td>50</td>
</tr>
<tr>
<td></td>
<td>PowerPoint Presentation</td>
<td>350</td>
</tr>
<tr>
<td>12</td>
<td>Week 11 Internship Journal</td>
<td>0, but required</td>
</tr>
<tr>
<td></td>
<td>Internship Survey/Report</td>
<td>65</td>
</tr>
<tr>
<td></td>
<td>Evaluation of Experience (Form F and G)</td>
<td>80</td>
</tr>
<tr>
<td></td>
<td>Special Project Final</td>
<td>75</td>
</tr>
<tr>
<td></td>
<td>Week 12 Internship Journal</td>
<td>0, but required</td>
</tr>
</tbody>
</table>

**Total Points:** 2320
FACTORS THAT AFFECT THE GRADE CONTINUED
✓ Appropriate format- follow format given in the assignment direction and forms when applicable
✓ Quality of technical writing skills (sentence structure, spelling, etc.)
✓ Review the Internship requirements for all format and specific question about each assignment
✓ Be sure all your documents can be opened using PC programs such as Microsoft Office (so if you have a Mac be sure to save them in a compatible format)

GRADING RUBRICS:

INTERNSHIP JOURNAL 35 points per Internship Journal
3 points:
✓ Follow format including filling and completing the provided time sheet (on first page of the journal)
21 points Total: approximately 4 points per day for an average 5 day work week
✓ Specific details of daily annotated description of work completed including specific tasks done throughout the total schedule work day for each day worked in the 40 hour period
✓ Thoughtful description of values gained each day related to specific tasks or events that occur each day
11 points:
✓ Quality of technical writing skills
  o Uses complete thoughts so that no assumptions need to be made about what you are trying to describe
  o Mechanics, grammar, spelling, and proof reading your work for clarity of assignments that represent professional writing skills

CASE STUDIES 75 points per Case Study
5 points:
✓ Completing and updating cover sheet form to create a running list of each case study completed thus far
10 points:
✓ Format:
  o Minimum 500 – maximum 1000 words
  o Double spaced
  o Paragraph format, using introduction, body and conclusion paragraphs
45 points:
✓ Complete thoughts in answering the three parts requested in directions
  o Write about a minimum of 1 problem or incident that occurred during your internship and have a creative solution to the problem or incident
15 points:
✓ Quality of technical writing skills
  o Mechanics, grammar, spelling, and proof reading your work for clarity of assignments that represent professional writing skills
  o Paper flows so that you can clearly understand
ATTENDANCE DURING THE INTERNSHIP

Interns are required to complete a 12-week internship. Work schedules will be specified by the Internship Site Supervisor. Therefore, academic schedules will not apply. This means you are expected to work during holidays if scheduled. You will not be eligible for Thanksgiving, Christmas, or Spring breaks if your internship occurs during any of those holidays. If your internship site is closed for a holiday and you are not required to work those days, then you may take the holiday.

It is possible, however, to earn time off. This can occur if you have exceeded the normal workweek of 40 hours and it is approved by your Internship Site Supervisor. For example, if your supervisor asked you to work 48 hours in a workweek, they may request you take a day off during the next week. Be sure to note any changes to your normal workweek schedule in your Internship Journal.

Note that this is a continuous internship that last 12 weeks. THERE ARE NO BREAKS. Unless overtime is noted, there are no exceptions to this rule.

GRADUATION

If you are completing your internship during your final semester of school, prior to graduating, you must make it a priority to stay on schedule with your assignments according to the timetable provided.

If you fall behind on your internship and it causes to miss a graduation deadline, you will need to remove your name from the graduation list. To remove your name from the graduation list you must contact Laura Hertel her office is located in the Office of Academic Programs in 124 ABNR (882-7045). You can also email her at HertellL@missouri.edu with your student ID requesting her to move your graduation date back one semester.
APPENDIX

All letters should be typed following business letter format.

NOTE: DO NOT COPY AND PASTE THESE SAMPLES. DOING SO WILL RESULT IN A ZERO FOR THE ASSIGNMENT AND YOU COULD BE REPORTED TO THE OFFICE OF ACADEMIC INTEGRITY FOR PLAGARISM.

A. SAMPLE LETTER OF RESIGNATION

Sender’s address
Date
Organization’s Address

Dear Mr(s).:

It has been a rewarding experience as an intern in your department. I appreciate having had the opportunity and I look forward to entering the field. As per the internship agreement, __________ is my last scheduled day.

Thank you.

Sincerely,

SIGN YOUR NAME

Type your name

You can view examples of cover letters, resume and thank you letters at the CAFNR Career Services webpage http://cafnr.missouri.edu/career-services/resumes/. These letters are only examples and should not be copied. You should individualize your own letter to fit your situation.
Jon Cates, Natural Resource Management emphasis, leading volunteers at Sanctuary One, a care farm dedicated to rescuing domesticated animals, facilitating health and wellness for people and promoting environmental stewardship, located in Southwest Oregon.

Mary Kate Bartlett, Leisure Service Management emphasis, assisting with a promotional game with the minor league baseball team, River City Rascals during a game in O’Fallon, Missouri.

Jimmy Burge, Leisure Service Management emphasis, assisting with an archery tournament sponsored by the National Archery in the Schools Program.
SAMPLE PHOTOS OF STUDENTS DURING THEIR INTERNSHIPS

Video Clip of a MWR internship Experience in Italy

Kaitlin Hinkle, Sport Management emphasis, completing a room set up for an event in the Memorial Union at the University of Missouri, as an Event Operations Intern