

Internship Requirements Checklist

A STEP-BY-STEP CHECKLIST OF REQUIREMENTS FOR INTERNSHIP IN RTH

The Department of Recreation, Tourism, and Hospitality Management

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Detailed instructions for completing an Internship can be found in the **RPM Manual for Internship** or the **HTM Manual for Internship** which is accessible from the Fieldwork web site (www.uncg.edu/rth/fieldwork). The site also includes all of the necessary forms and resources for finding an internship agency. You can also email the Fieldwork Coordinator, Amy Chandler, at amy_chandler@uncg.edu or call 336-334-5327.

Follow the steps below to complete your internship	Requirements
Step 1	Complete the Eligibility Form for Practicum or Internship which can be found on the RTH Fieldwork web site. This form is completed by the student and submitted to Amy Chandler. THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE INTERNSHIP.
Step 2	Meet with your Faculty Advisor to discuss potential sites that would be appropriate for your Internship experience (consideration of more than one agency is encouraged). You can search for an agency in many ways including on-line at the RTH Fieldwork web site, or in the Fieldwork notebook on the table outside the main RTH office (420-J HHP Building). You can also use outside venues such as Career Services, or search on your own.
Step 3	Once you have selected an agency, contact your advisor to be sure it is an acceptable site, then complete the Request for Practicum or Internship Site Approval form which can be found on the RTH Fieldwork web site. This form is completed by the student and submitted to the student's academic advisor for approval of the internship site. THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE INTERNSHIP.
Step 4	Once your agency has been approved for internship, download and print two copies of the RPM Manual for Internship or the HTM Manual for Internship – one for you and one for your Agency Supervisor . Manuals are available on the Fieldwork Web Site at: www.uncg.edu/rth/fieldwork

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Fieldwork Website: <http://www.uncg.edu/rth/fieldwork.html>

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Step 5	<p>Purchase *Professional Liability Insurance. See the departmental secretary, Ann Venable (HHP room 420-J) for an application, or print one from the RTH Fieldwork web site.</p> <p>If the agency provides professional liability coverage, the Agency Supervisor should write a letter on official letterhead indicating that you are covered. Submit the letter to the Fieldwork Coordinator.</p> <p>THIS FORM AND THE PREMIUM PAYMENT DUE MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE INTERNSHIP.</p>
Step 6	<p>Complete the Practicum/Internship Report Calendar with your University Supervisor prior to beginning the Internship.</p> <p>THIS FORM MUST BE SUBMITTED TO RTH BEFORE A STUDENT CAN BEGIN THE INTERNSHIP.</p>
Step 7	<p><u>Register</u> and <u>pay</u> for RPM 417 – Internship in Recreation and Parks Management OR HTM 455 – Internship in Hospitality and Tourism Management either during pre-registration or general registration period for a total of 12 credit hours.</p>
Step 8	<p>After completion of 120 internship hours, submit to the University Supervisor a Mid-Term Report.</p> <p>See the RPM Manual for Internship or the HTM Manual for Internship for details on completing the Mid-Term Report.</p>
Step 9	<p>After completion of 120 internship hours, have your Agency Supervisor complete the mid-term Agency Evaluation of Student Intern form and review it with you, then submit a copy to the University Supervisor.</p> <p>This form is completed by the agency supervisor and is submitted to the university supervisor once at the mid-term of the internship, and again at the end of the internship.</p>
Step 10	<p>Upon completion of the Internship experience, submit a Final Report along with the final Agency Evaluation of Student Intern form and the Student Evaluation of the Agency form.</p> <p>See the RPM Manual for Internship or the HTM Manual for Internship for details on completing the Final Report.</p> <p>The Agency Evaluation of Student Intern form is completed by the agency supervisor and is submitted to the university supervisor once at the mid-term of the internship, and again at the end of the internship.</p> <p>The Student Evaluation of the Agency form is completed by the student and is submitted to the university supervisor at the end of the internship.</p>
	<p>CONGRATULATIONS! YOU HAVE SUCCESSFULLY COMPLETED YOUR INTERNSHIP.</p>