

For RT Majors:

**Initial Steps in Planning a Recreation
and Tourism Internship**

GETTING STARTED

Internship in Recreation and Tourism

9/2023

Read this information carefully.

1. To be eligible for a RT Internship, you must:
 - a. Have senior standing in the RTTR major;
 - b. Have completed of all required RTTR core courses with a minimum grade of C.
 - c. Have a 2.50 overall GPA as it appears on your DARS.
2. The RTTR 397.02 Internship in Recreation and Tourism is 12 credits.
3. The WSU RTTR Department has determined that the RT Internship is 15 weeks at 40 hours per week for a total of 600 hours.
4. You can work no less than 20 hours a week and count no more than 45
5. Start searching for a RT Internship Site.
 - a. You must have a highly structured and professionally supervised internship.
 - b. Your primary agency supervisor should be extensively involved in the agency and may not be a relative or friend.
 - c. The RT site supervisor must complete all documentation including the midterm and final evaluations.
The site supervisor serves as liaison to the university.
 - d. It is the shared responsibility between the academic unit (WSU Academic Internship Supervisor) and the agency to assure that you receive quality internship experiences, consistent with the skills required in the fields of recreation and tourism.

- e. If there is a case of serious illness, personal emergency, or material extenuating circumstances beyond your control that causes absence or inability to work at least 20 hours a week, contact the WSU Internship Coordinator for further directions.
- f. Your internship must take place at one agency/ site.
- g. Your Internship should be completed after the majority of your Recreation coursework has been completed.
This coursework will be verified on your DARS report.
- h. You will receive academic credit and an evaluative grade (Pass/Non-Pass) for the internship as verified by the official transcript.

TIP: It might be important for some of you to decide where you will live during the 15 weeks of your internship. This means, where you do your internship may be determined by where you want to live or where you can live.

6. An “RTTR List of Internship Sites that have a Contract with WSU” is available in the RTTR office as well as from the WSU Internship Academic Supervisor.

TIP: It is okay if the Internship Site you want is not on the list. However, we need to get a contract started and this might take weeks, or in worst case scenarios, months to finish. In the past some contracts have not gone through. This has happened in instances when both parties cannot come to agreement on the legally binding language included in the contract. Therefore, there is some risk involved in pinning all your hopes on an agency with which we do not have an existing contract. It is important to tell any prospective site supervisors during the interview phase that WSU requires an existing legal contract be in place prior to the start of each internship.

- 7. Contact the potential Internship Site to see if they are accepting Interns.
 - a. If they are accepting Interns, contact the WSU Academic Supervisor
 - b. If they are not accepting Interns, move on and find another site.

8. Inform the WSU Intern Supervisor if you have been accepted by the Internship Site and wish to pursue further.
9. Check with the WSU Internship Coordinator to see if WSU has a contract with the Internship Site. **You cannot begin your internship unless WSU has a contract in place.**
10. Collect these documents and send them to the WSU Academic Supervisor. Do not send them separately. Send them all at once.
 - a. The completed application form (see below).
 - b. A copy of your Background Check from the State of Minnesota;
 - c. A copy of your most recent DARS;
 - d. Attachment A if applicable– (see WSU Internship Coordinator)
 - e. A selfie.
 - f. Student Reduced Fee Authorization if applicable (see below)
11. If your Internship Site is outside of a 35-mile radius of the WSU campus, you should complete the Student Reduced Fee Authorization Form. See “Student Reduced Fee Authorization Form” instructions below

Please remember: You cannot begin an internship until you have received full approvals and a contract for your site has been processed.

Internship Application (Required Information – Please complete and provide the WSU Internship Supervisor with a hard and emailed copy:

1. Your Name
2. Your Tech ID
3. Term and year you hope to intern (for example: Spring 2024 or Summer 2024)
4. Anticipated starting and ending dates:
5. Is this a paid internship?
6. What is your email address?
7. What is a phone number at which you can be reached?
8. What is your permanent address (hometown)?
9. Please provide the names and phone numbers for two persons we might contact in case of an emergency.
10. Legal name and address of your internship site: (Note LEGAL = how the facility or site is registered with the state.)
11. Nature of the clientele served during your internship, e.g., children in afterschool programs, families on vacation, adults in fitness programs, etc.
12. Your internship supervisor's name and title:
13. Your internship supervisor's office phone number and email address:
14. Number of years your supervisor has worked in the field:
15. Number of years your supervisor has worked in this specific setting:

16. Verify the following by placing your initials in the blank space provided.

- _____ a. I have a senior standing in the RTTR major.
- _____ b. I have completed all required RTTR core courses with a minimum grade of C.
- _____ c. I have at least a 2.50 overall GPA as it appears on my DARS and I have included a hard copy of my DARS with this submission.
- _____ d. I have included a copy of my background clearance letter with this submission.
- _____ e. I have included a selfie with this submission.
- _____ f. If eligible, I have completed the Student Fee Reduction Authorization Form (See instructions that follow)
- _____ g. I confirm that my site supervisor has worked in the field of Recreation and Tourism for at least two full years.
- _____ h. I confirm that this internship is not supervised by a friend or relative.
- _____ i. If this position is paid, I confirm that I have completed the STE form. (See WSU Internship Coordinator).
- _____ j. I understand that my internship must meet the WSU-RTTR imposed requirements of a minimum of 15 weeks and a minimum of 600 hours, working no less than 20 hours per week. Note: Students may not count more than 45 hours toward an internship in any one week. Any exceptions to this schedule for RT majors requires full RTTR Department Approval, signed off on by the Chairperson.
- _____ m. I understand that once my internship begins, I will need to submit (via D2L), my hours log and internship report once every two weeks.
- _____ n. I understand that I may not begin my internship without an existing WSU initiated contract in place. Furthermore, I understand that selecting a site with which WSU does not have a current contract constitutes a risk on my part insofar as the contract and any revisions may be rejected by either party.

STUDENT FEE REDUCTION AUTHORIZATION FORM INTERNSHIP IN RTTR

9/23

If your internship is more than 35 miles away from the Winona campus you will receive a reduced activity fee if you do the following:

Google – Winona State Reduced Student Fee Authorization Form

Click on Reduced Student Fee Request

Enter your star id and semester info

Enter designated information including the 6-digit course number (see course registration pages)

If you have problems check with the WSU Internship Coordinator or Lori Moe, RTTR Administrative Assistant

ATTACHMENT A (DO NOT FILL OUT AT THIS TIME)

NOTE: This form is to be completed if/when we have an existing contract with the agency and it is a paid position. Please request the official form. The content is included here just to let you know what information is required).

TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

(Also referred to as the STE form)

NOTE: This form is to be completed if/when we have an existing contract with the agency and it is a paid position. Please request the official form. The content is included here just to let you know what information is required).

Name of College/University: Winona State University

Course of Study ("the Program"): Recreation and Tourism

Type of Training Experience/Internship:

Dates of Training/Internship:

Student's Name: Phone #:

Average number of hours to be worked by the Student each week:

Facility Name and Address:

Location Where Training will Occur (if different from Facility's Address above):

Facility Representative's Name:

Phone #:

Activities/Job tasks and skills the Student will learn:

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: _____

Student's Name (please print):

Date:

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Parent's Print Name:

Date:

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