

## Recreation Program Weekly Internship Report

Each week, you are required to send in a report to your advisor (Randy, Jasmine, Charlie, Keith or Jill) that asks you to reflect on your internship experience to that point. In Section I are prompts that will be included in each weekly report. Please be thoughtful and thorough in your responses to these prompts. This process is a critical element of your development as a professional.

In Section II, each week we ask you to think about and describe different elements of the organization with which you are interning. Please review these elements below so you can be actively aware of them during your internship. You may need to schedule specific meetings with your supervisor or other employees to help you learn about these different organizational characteristics. Be respectfully proactive and ask questions if you don't know the answers. Please also see the specific prompts on page 2 for your **Final Report and Evaluation**.

You can use this word document as a template if you like and just respond below the questions and weekly topic.  
**Send to your advisor as: YourName\_Week 1,2,etc. \_Report.docx**

**Your name:** \_\_\_\_\_

**Week of Internship (check one)** 1\_\_2\_\_3\_\_4\_\_5\_\_6\_\_7\_\_8\_\_9\_\_10\_\_

### Section I.

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1. Activities: Describe your experiences during this past week especially as they relate to each of the identified internship goals.
2. Problems: Identify any problem(s), both major and minor, you have had during this reporting period with some analysis on how you solved them or how you plan to solve them.
3. Insights Gained: What have you learned from your experiences during this reporting period? What specific experience do you think made you stretch and grow as a professional?
4. Leadership Opportunities: Discuss specific instances when you were in leadership positions. What went well? What didn't go so well? What could you have done differently? Why do you believe this?

### Section II. Weekly Topics

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See below for specific areas to address in each weekly report. This section should be no more than 250-500 words (approximately ½ to 1 page single spaced maximum).

**Week One Report:** Describe the Agency.

This report should familiarize both you and your Internship Advisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and legal status (private, public, nonprofit). Provide a general description of the agency's programs and services, clientele, and facilities.

**Week Two Report:** Describe the organization of the agency.

Include a copy of the agency's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional, and non-professional staff), and the role and duties each of these positions have within the agency.

**Week Three Report:** Describe the organization's personnel policies.

Discuss the agency's personnel policies: hiring practices, orientation program, in-service training, salary and benefits information, etc.

**Week Four Report:** Describe the financial structure of the agency.

(Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss their various income sources, major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

**Week Six Report:** Describe the marketing, public relations, and partnerships of the agency.

Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated? What types of partnerships does the agency have and promote?

**Week Seven Report:** Describe the program evaluation approaches utilized by the agency.

This can include both formative and summative types of evaluation. If you are unsure, speak to your internship supervisor about the types of evaluation the agency is conducting. What do you think of the strategies? Why do you believe this?

**Week Eight Report:** Describe how you feel about the overall employee culture of the agency. Is it a positive place to work? Why or why not? Do people stay in their positions a long time? What about burnout?

**Week Nine Report:** Write about whatever aspect of the organization you would like to write about that has captured your interest.

### **Final Report: Assessment of the Internship Experience**

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Assess the overall internship experience by answering the following questions.

1. Evaluation of Agency and the Internship Experience
  - Strong points
  - Weak points
  - Suggestions for improvement
2. Evaluation of Recreation Program's Internship Process and Experience
  - Strong points
  - Weak points
  - Suggestion for improvement
  - How prepared you felt given your learning to this point in the Phase system
3. Evaluation of Self
  - What goals were met during the internship experience?
  - What goals were not met and why?
  - What were some of the strengths developed during the internship experience?
  - What skills do you still need to improve and ways improvements can be made?
  - What academic courses were helpful in preparing you for this internship?
  - What academic courses would have been helpful in preparing you for this internship?