



The Department of Recreation, Sport, and Tourism
The University of Illinois at Urbana-Champaign

PRE-INTERNSHIP EXPERIENCE DOCUMENTATION AND VERIFICATION FORM

Prior to securing an internship as the culminating academic experience for the undergraduate degree in Recreation, Sport and Tourism, University of Illinois students are required to obtain and verify 300 hours of professional experience in the leisure services industry. As an agency contributing to the professional development of our students, we ask that you verify the employment dates and hours listed below and that you provide us with a brief evaluation of their performance. Upon receipt of this form, we may contact you to follow up on your experience with this student. Thank you for being such a big part of our students' professional development.

This portion to be completed by the Student:

Student's Name _____ Student Email _____

Emphasis Area (Rec/Sport/Tourism) _____

UIN _____ Anticipated Graduation (Semester/Year) _____

Agency Supervisor _____ Job Title _____

Agency Name _____

Agency Street Address _____

Agency Phone (____) _____ Email _____

Dates of employment/volunteer work: Started: _____ Terminated: _____

This portion to be completed by the Agency Supervisor:

Approx. Hours Worked Per Week _____ Total Hours Worked _____

Student's Position/Title _____

Nature of work with the agency _____

Evaluation of Student Performance (please circle one)

Acceptable – performance was consistent with professional expectations of volunteers, interns or trainees.

Unacceptable - performance was inadequate or inconsistent and must improve. *(please provide examples)*

Agency Supervisor's Signature _____ Date _____

Return to: Bin Lizzo, Internship Coordinator •104 Huff Hall •1206 S. Fourth Street
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