Contact Bin Lizzo, the Internship Coordinator, at Lizzo@illinois.edu

300 Hours Information Sheet

What are the 300 Hours?
Pre-Internship field experiences take place outside of class settings prior to your senior internship. These field experiences may consist of work or volunteer experience, preferably at the operational level (i.e., face-to-face leadership, park maintenance, camp counselor, assistant to full time staff, etc.) in a leisure services agency. Tending bar and waiting tables in a restaurant or working in the retail industry are not acceptable pre-internship experiences. It is preferred that students accumulate several field experiences during their freshman through junior year. Field experiences are given no academic credit and are not supervised by the University. A minimum of 300 documented and verified hours of experience in at least two agencies are required as prerequisites to the internship prep class (RST 480) and the final internship (RST 485).

Why 300 Hours?
Completing 300 hours is the best way to begin to get connected and recognized by professionals in the industry. In addition, obtaining these experiences will set you apart from the competition as you begin to apply for positions. We require 300 hours prior to taking RST 480 (internship prep class) and RST 485 (12-week internship) because we want you to have the best résumés and field experiences. This is 100% for your benefit as a future professional. By participating in 300 hours within the RST industry, you will be able to apply everything you have learned in class, understand leisure services and delivery first-hand, and discover your professional strengths and weaknesses.

Rules/Regulations/Requirements
- 300 hours must be related to the field of Recreation, Sport, or Tourism
- All hours must be in the time period after high school and before your internship
- Can be volunteer or paid, part-time or full time
- You must have at least 2 different organizations/agencies for your experiences
- You must have at least 50 hours per organization
- Fill out the 300 Hours Verification Form
- The 300 Hours Verification Form is available on the RST Advising Compass page
- Your hours are subject to approval by the Internship Coordinator, Bin Lizzo

How do I know if my experience will count toward my 300 Hours?
300 Hours experiences cannot be approved in advance. This means that the only way to know for certain if your experience will count toward your 300 Hours is to have your supervisor fill out and submit the 300 Hours Verification Form to the Internship Supervisor. However, if you have stayed within the parameters stated above, your hours should be approved without issue.

Steps to Documenting and Submitting your 300 Hours:
1. Work at least 50 hours with an organization (must have at least 2 organizations)
2. Fill out your portion of the 300 Hours Verification Form
3. Send the partially completed Form to your supervisor
4. Have your supervisor sign and fill out the rest of the Form
5. Have your supervisor email the completed Form to Lizzo@illinois.edu with the subject line: 300 Hours Submission for (insert student name)