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 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 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 Pre-Internship Experience Documentation and Verification Form
- This form is available from the RST Academic Advisor or the Internship Coordinator for RST.
- Your hours will be subject to approval by Bin Lizzo
- If you are unsure if your hours will count or need a verification form, contact Bin Lizzo at Lizzo@illinois.edu

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 Pre-Internship Experience Documentation and 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)