Internship Information Sheet

Before Taking RST 480
During the first three years of the student's academic program they should accumulate and document 300 hours of pre-internship experiences. (See the 300 Hours Info Sheet). In addition, they must follow as closely as possible the recommended course sequences. To be eligible for RST 485 (12-Week Internship) students must: have submitted verification of 300 hours of field experience, be of senior status, and have completed all required coursework for graduation (with the exception of RST 485). RST 480 will be taken during the last semester before the internship (RST 485).

*Note: Students may choose to work internships or work part-time/full-time jobs during their freshman thru junior year. However, no academic credit will be given for these experiences. The only internship that is eligible for academic credit is the RST 485 senior year internship.

RST 480 - Orientation to Practicum
This is a one credit hour course that you take the semester before your internship. As part of RST 480 you will be required to develop or update your résumé, develop or update your cover letter, apply for and select a suitable internship sites, and discuss the suitability of these sites with the Internship Coordinator. Information on potential internship sites is available on the RST Career Opportunities Compass Page and will also be available on Compass once the student is enrolled in RST 480.

RST 485 – Recreation, Sport and Tourism Practicum
The internship that takes place during the last semester. The student will work a minimum of 12 weeks, 40 hours per week.

Requirements during the internship semester:

1. Read, sign, and abide by all policies and regulations contained within the Student Acknowledgement Form- this form is available from the Internship Coordinator.
2. Complete and submit all academic assignments as required by RST 485.
3. Register and pay the appropriate fees as required by the University. You must pay full tuition.
   Make arrangements for housing. Agency supervisors may assist with this task as they are more familiar with the housing situation in their community.
4. Attend and complete any training program provided by the Agency.
5. Adhere to the policies and duties outlined by the Agency, meeting all scheduled commitments and arrangements made in connection with training assignments.
6. Check with the Agency Supervisor before any money is expended for program materials.
7. Affiliate with a professional organization in the student's area of interest or specialization, i.e., Illinois Park and Recreation Association, Resort and Commercial Recreation Association, and/or other appropriate state and national associations.
8. Arrange for personal liability insurance and present proof to the University and the Agency.
9. Perform work assignments to the best of ability.