The Official Guide to
RST Internships
& Professional Development

A Resource for Career Preparation
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Welcome

The RST Family
Congratulations on being a part of the University of Illinois Department of Recreation, Sport, and Tourism! You are officially a member of an exclusive club – a family of thousands of alumni with access to some of the greatest faculty minds in the world. Members of the RST Family are scattered across the globe, in leadership positions spanning the spectrum of the recreation, sport, and tourism industries.

Connecting RST
The vast majority of people believe that recreation, sport, and tourism are separate fields. Those who do so fail to understand the inherent connections and overlaps that exist between the three. To be a recreation planner means to understand the dynamics of sport and travel. To work in the sport industry means to embrace the importance of tourism and leisure benefits. To study tourism means to acknowledge the recreational benefits and personal motivations of the travel experience. The RST Department recognizes those connections better than any program in the country and our diverse faculty reflects that understanding. Indeed, recreation, sport, and tourism are all one industry. Keep that in mind as you seek to bolster your resume in the coming years. After all, experience is valuable, no matter how others may label it.

RST Pride
In RST, we are often misunderstood. What others do not realize is that statistically speaking, RST graduates are among the most highly employable, adaptable, and most personally fulfilled students on the job market. The RST industry is the largest single industry in the world. It is significant for its ability to encourage economic development and for physical, psychological, and community well-being. Moreover, it spans the public, not-for-profit, and private sectors and breadth, from small neighborhood-based organizations to large multinational corporations.

The RST Vision
In addition to revenue streams and planning implications, we are ultimately tied together by one often overlooked thing: PEOPLE. We are in the business of people. No matter what aspect of R, S, or T we specialize in, we are ultimately connected by people. Being a part of the RST industry means you have the most important job in the world: helping people lead high quality lives. We do that something that no other major can brag about... we show people how to pursue better lives. Whether it is cheering on their favorite team with their friends, traveling the world with their spouse, or paddling the Grand Canyon all alone, we give people the tools to find happiness that they would not otherwise have.

We make the world better. By being in RST, YOU make the world better... and we are so happy to have you.

Jonathan Hicks,
RST Internship Coordinator
Executive Summary

Don’t have time to read this document in its entirety? Here is the (really) short version.

In order to graduate with a degree from the Department of Recreation, Sport, and Tourism you need to:

1) Complete all required coursework
2) Complete a minimum of 300 hours pre-internship work/volunteer experience
3) Complete your RST 484 final internship

Of course, the actual process involves more detail. To fully understand the rationale behind and challenges associated with completing your degree, keep reading.

RST Roots

The Department of Recreation, Sport and Tourism has a long and distinguished history at the University of Illinois at Urbana-Champaign. The first undergraduate course in recreation, Principles of Recreation, was offered in 1937. The first graduate course, Philosophy and Administration of Recreation, was offered two years later. Several other recreation classes were added over the next decade, until in 1948 under the leadership of Dr. Allen V. Sapora, a formal curriculum in recreation was developed that led to a Bachelor of Science degree in Recreation. A few years later, 1951, Charles K. Brightbill was appointed Chairman of the Recreation curriculum. A graduate program was established and the Master of Science Degree in Recreation was approved in 1953. In 1972, the Doctor of Philosophy degree was approved.

In 1957, the Recreation Curriculum was moved from a program status to departmental status as the Department of Recreation and Municipal Park Administration, with Charles K. Brightbill as the first department head. The department changed its name to Department of Recreation and Park Administration in 1967, then eventually again in 2004 to its current name, the Department of Recreation, Sport and Tourism.

Over the course of the last eight decades, the RST Department has emerged as a vital contributor and leader in the field, with its influence spanning not only the state, but the nation, and the world. Led by Department Head Dr. Laurence Chalip, the RST Department currently boasts 27 of the finest faculty members in the world, with specializations ranging across the recreation, sport, and tourism spectrum.
What Can RST do for YOU?

Every year during their pre-internship, internship, and professional experiences, RST students travel the world bringing hope and joy to people of all walks of life. RST alumni are living, breathing proof of the seemingly limitless potential attached to a degree in Recreation, Sport, and Tourism. RST students are limited only by their creativity, and are able to carve out individualized plans that are uncommon in today’s educational world. Each year, dozens of students take part in senior internships that set them forth on an unbounded journey not just toward a job, but toward a career.

In the last several years, RST students have had some of the most exciting and rewarding internship experiences imaginable. Below are just a few of those. For your reference, many more are listed in Appendix E. Don’t see the opportunity you are looking for? We will work with you to find it.

Clockwise from Upper Left:
1) Liz McMahon (RST, 2015), Major League Baseball
2) Kristen Plemons (RST, 2015) First Presbyterian Church
3) Courtney Johnson (RST 2015), Allerton Mansion Conference Center
4) Ed O’Connor (RST, 2015), Revolution Brewing
5) Christa Roome (RST, 2015), Players Sport and Social Group
6) Dan Bernstein (RST, 2016), Visit Philadelphia
**INTERNSHIP PROGRAM OVERVIEW**

In addition to your on-campus coursework, the completion of your degree in the University of Illinois Department of Recreation, Sport, and Tourism is contingent on two facets of professional or field experience: Pre-internship and Internship. Pre-internship field experiences take place during the first three years of the undergraduate program and are followed by enrollment in a professional internship practicum (RST 484) during your senior year. Completion of pre-internship hours is a requirement of participation in your senior internship.

**What's the point?**

Your coursework at The University of Illinois will provide you with the knowledge background you need to be successful in your future endeavors. However, knowledge alone does not lead to success. As such, your internship experience allows you to take what you have learned and put it to use in the setting of your choosing.

Specific purposes of the field training program for the student, agency, and the University are:

1. To provide students with experience upon which to build professional careers; an arena to practice the application of leisure theory and techniques in intern settings and an opportunity to discover their professional strengths and weaknesses.
2. To enhance the student's understanding of leisure behavior and leisure service delivery.
3. To provide the University with an applied setting for evaluating student performance.
4. To establish and enhance communication between leisure service agencies and the University.
5. To offer practitioners an opportunity to contribute to the leisure service industry through the preparation of professionals.

*Department of Recreation, Sport, and Tourism Spring 2015 Graduates*
Pre-Internship Requirements
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 484).

What's the point?
Senior internships have grown increasingly competitive. Each pre-internship experience will contribute to your professional preparation and may be later listed as professional experience on the student’s resume. In short, the better your resume, the better your senior internship… and the faster you find a job after graduation.

Necessary Form
Documenting your pre-internship hours must be done using the Pre-Internship Hours Form (Appendix A). Forms may be submitted either in person or electronically to the internship coordinator and may be done at any time prior by or before the beginning of your senior year.

Internship Requirements
In order for your degree to have the merit that the industry has come to expect from the University of Illinois, the RST Department must maintain high standards of excellence for your internship. In order to help facilitate that process, standards have been implemented that help students procure high-level internships. Below is a summary of minimum requirements. Full explanation of these requirements is explained in the Internship Policy Acknowledgment (Appendix B) as well as in RST 480.

What's the point?
Here at Illinois, we wear the Orange and Blue with pride. In the community and the professional realm, those colors inspire respect and camaraderie. As such, our senior internships must be as excellent as our reputation.

Minimum Requirements Summary
Senior internships must:
- Be at least 12 weeks in duration, with approximately 40 hours per week. Internships can be lengthier, but typically not shorter.
- Be supervised by a trained professional with a Bachelor’s degree and at least three years of experience.

Students must:
- Receive approval from the internship coordinator prior to accepting any internship position.
- Not be directly supervised by a relative or an employee of a relative.
- Once a student formally accepts placement with an agency, they will honor that commitment even if alternative opportunities become available at a later date.
**Internship-Related Coursework**

In the RST Department, we have required classes that help ensure your success in obtaining and completing your senior internship. Specifically, those courses are RST 480 and RST 484.

**RST 480 – Orientation to Internship**

Taken the first semester of your senior year, RST 480 is offered in the Fall and Spring. RST 480 meets once weekly, typically over the Friday lunch hour and is focused on helping students appropriately address the many challenges that arise in the pursuit of a senior internship. Moreover, as it is your last semester as an on-campus student, RST 480 addresses issues related to post-graduation employment and career planning. RST 480 is a prerequisite for RST 484. One credit. A sample syllabus is available upon request.

**RST 484 – Internship Practicum**

Taken the last semester of your senior year, RST 484 is offered in the Fall, Spring, and Summer. RST 484 is taken during your internship. Every internship experience has two parts: the professional component and the academic component. RST 484 is the academic component. Working remotely with the internship coordinator, you are and required to complete reflective assignments and communicate regularly. Success in RST 484 is dependent on completing the goals set forth by both your internship agency supervisor and those required by the RST Department. RST 484 may not be taken simultaneously with any other classes and all other coursework should be completed prior to enrolling in RST 484. 12 credits. A sample syllabus is available upon request.

**Internship Responsibilities**

During your senior internship (RST 484), several parties work together to help ensure success. As the intern, the bulk of those responsibilities fall to you. However, you are supported by a network that is committed to your success, including your internship coordinator and agency supervisor, among others.

**Agency Responsibilities**

1. Indicating acceptance of the student as an intern by submitting the Internship Site Confirmation Form.
2. Designing, with the University, an ongoing educational program and adapting the program to specifically address the individual educational needs of each intern.
3. Completing and submitting to the University a mid-term and final evaluation on the forms provided by the University and sharing the results of these evaluations with the student.
4. Consulting with the RST Internship Coordinator, as necessary, to review the student's progress. These consultations may be conducted in person (when in Illinois), by phone, electronic and/or mail correspondence.

**Agency Supervisor Responsibilities**

1. Have an initial conference with the intern to determine their specific needs and adapt the training program to meet those needs. Assist intern with developing internship goals and objectives and with completing the Student Reporting Schedule.
2. Review student developed goals and objectives with the purpose of verifying the feasibility of achievement. Goals and objectives that cannot be achieved within the agency should be returned to the student for revision. It is not the role of the Agency Supervisor to draft the student's goals and objectives. This is the student's responsibility.
3. Confer with the student at least once a week to arrange schedules, discuss work performance and to analyze problems.
4. Monitor the student to safeguard the quality of the agency's services as well as the student's progress and well-being.
5. Inform the student of all personnel policies and procedures.
6. Help the student understand their role in the professional practice of leisure service delivery.
7. Assist the student in meeting specific agency university requirements.
8. Evaluate the student's performance and submit the results on the forms provided.
9. Allow the student reasonable freedom so that an adequate learning experience can be experienced.
10. Provide necessary program supplies and equipment for activities conducted by interns.
11. Be the contact person and liaison between the University and the Agency with respect to the intern program.

Student Intern Responsibilities
1. Register and pay the appropriate fees as required by the University.
2. Make arrangements for housing. Agency supervisors may assist with this task as they are more familiar with the housing situation in their community.
3. Attend and complete any training program provided by the Agency.
4. Adhere to the policies and duties outlined by the Agency, meeting all scheduled commitments and arrangements made in connection with training assignments.
5. Check with the Agency Supervisor before any money is expended for program materials.
6. Submit periodic reports as required by the University and the Agency.
7. Attend periodic conferences with the Agency and University supervisors.
8. 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.
9. Arrange for personal liability insurance and present proof to the University and the Agency.
10. Perform work assignments to the best of ability.

Internship Coordinator Responsibilities
1. Overseeing the system of assuring that students have meaningful field experiences and adequate preparation prior to the internship. This responsibility is shared with the Undergraduate Academic Advisor.
2. Helping students prepare for their internship.
3. Supervising arrangements for and giving final approval of all internship placement assignments.
4. Representing the University in all official arrangements with cooperating agencies in the conduct of the internship program.
5. Monitoring the student's experience and being available for consultation with students or agency personnel. This supervisory responsibility is shared on an assigned basis.
6. Evaluate the student's written reports and assignments and assist them in completing satisfactory work.
7. Serve as a liaison between the Agency and the University.
8. Visit the student during the student's experience to observe the student's work and evaluate progress, when feasible. Students who are placed out of state are not visited in person; the student's progress will be monitored by phone, electronic, and/or mail correspondence.
9. Assign the student a final grade.
Student Compensation

During your senior internship (RST 484), while the University cannot demand that agencies pay interns a wage or a stipend, it is strongly encouraged. University of Illinois interns have performed extremely well for agencies in the past and have an excellent reputation for service. Some interns have performed vitally needed research on topics of interest. Other interns have designed and led programs with great success. With rising costs of tuition, food and housing, some interns are hard pressed to select sites other than near their hometown. Providing compensation often allows for a more appropriate match between the agency and student goals.

RST Campus Resources

Events

- **Sapora Symposium**
  - For over a decade, RST students, alumni, and friends have gathered in a unique meeting of the minds designed to provide you with valuable insights and important networking opportunities. Named for Dr. Allen V. Sapora, RST Department founder, “The Sapora” can be taken for academic credit in the form of a section of RST 199. Students should plan on registering when timetables are released using CRN #47481. For more information visit: [http://rst.illinois.edu/sapora-2015](http://rst.illinois.edu/sapora-2015)

- **RST Alumni Social**
  - Typically held in conjunction with The Sapora, the annual alumni social allows students past and present to interact on a more casual level. It is a unique networking opportunity unlike any other. Dates, times, and locations shift annually, so keep an eye on your email inbox for more information.

- **RST Career Fair**
  - Held annually the first Thursday of October, the RST Career Fair goes by many names, but always has a unique focus on RST-related careers. Agencies gather in the ARC, each seeking students for full-time, part-time, internship, and volunteer positions. Agencies in attendance will change annually, however past visitors have included The National Park Service, NCAA, Navy Pier, the Chicago Blackhawks, and Bulls/Sox Academy. Each September check your email and/or visit [http://www.campusrec.illinois.edu/careerfair/](http://www.campusrec.illinois.edu/careerfair/)

- **RST 199 Spring Trip**
  - Every Spring, RST students are invited to take part in a two-day tour of RST-related sites, offering a unique behind-the-scenes view of important venues in the Chicago area. While sites change annually, previous visits have taken place at the United Center, U.S. Cellular Field, the Ravinia Festival, and many others. Information is sent directly to students as it becomes available. Consider registering early as students are often allowed to vote on the sites they would most like to visit.
Offices/RSOs

- **Sport, Tourism, and Recreation (STAR)**
  For students seeking to embrace the wide-ranging connections of RST. STAR organizes regular social and academic events, allowing students to develop their professional skill set while doing something good for the community.
  For more information, visit: [https://www.facebook.com/staruiuc](https://www.facebook.com/staruiuc)

- **Sports Business Association (SBA)**
  For students seeking to better understand the importance of Sport in the world of business. SBA holds regular seminars and meetings with professionals, engaging practitioners in dialogues about the changing nature of sport as business.
  For more information, visit: [https://www.facebook.com/UofISBA](https://www.facebook.com/UofISBA)

- **Play For Change**
  For students seeking to use play as a source for community benefit. Play For Change meets regularly to discuss ways in which the world can be made a better place for people of all walks of life.
  For more information, contact Dr. Welty-Peachey: [JWPeach@Illinois.edu](mailto:JWPeach@Illinois.edu)

- **Office of Recreation and Park Resources (ORPR)**
  ORPR is the public engagement arm of the RST Department. They seek to:
  - Provide on-site consultation regarding community park and recreation issues.
  - Conduct applied research, community surveys and studies in public parks and recreation.
  - Provide education and training for practitioners, elected officials and residents.
  For more information, visit: [http://www.orpr.illinois.edu/](http://www.orpr.illinois.edu/)

**Key People**

Each of the RST faculty has distinctive talents and can help you in unique ways. While all of your instructors are excited to help you in any way possible, there are certain faculty members with specific areas of expertise. It would be beneficial to get to know each of them early in your academic career.

- **If you have a question about internships....**
  Jonathan Hicks, Internship Coordinator ([Hicks5@Illinois.edu](mailto:Hicks5@Illinois.edu))

- **If you have questions about classes/registration/graduation....**
  Lori Kay Paden, Academic Advisor ([LKPaden@Illinois.edu](mailto:LKPaden@Illinois.edu))

- **If you have questions about departmental policy or other concerns....**
  Laurence Chalip, RST Department Head ([LChalip@Illinois.edu](mailto:LChalip@Illinois.edu))

- **If you have questions about alumni relations....**
  Jarrod Scheunemman, ORPR Community Services and Education Coordinator ([Scheune1@Illinois.edu](mailto:Scheune1@Illinois.edu))
Other Campus Resources

Career Center
Looking for a second opinion about your career? Located at 715 S. Wright Street on campus, the Career Center is like one-stop shopping for answering questions related to resume and cover letters, job postings, and general career advice.

For more information visit: https://www.careercenter.illinois.edu/

Leadership Center
The Illinois Leadership Center at the University of Illinois provides students, faculty and staff with opportunities to develop, or enhance, essential leadership skills. Programs and services provide leadership training through both academic coursework and experiential programming.

For more information visit: http://www.illinoisleadership.illinois.edu/

Non-RST Career Fairs
In addition to the RST Career Fair, several other departments around campus host similar events. While they are not tailored specifically to RST students, there can often be valuable opportunities and/or interesting employers. Non-RST career fairs include: Engineering, Business, and ACES among others.

Specific dates/times for most career fairs are listed on the Career Center website.

Cultural Houses
The University of Illinois has four cultural houses, each serving different populations. Students seeking opportunities to enhance their cultural understandings would be well served to consider reaching out to the following:
  • Bruce D. Nesbitt African American Cultural Center (BNAACC)
  • Asian American Cultural Center (AACC)
  • La Casa Cultural Latina
  • Native American House (NAH)

For more information visit: http://www.library.illinois.edu/diversity/students.html
Japan House
Through the study of Japanese aesthetics and traditional arts, the Japan House seeks to bring about cultural understanding, to offer exposure to new perspectives and, ultimately, to give a necessary refuge for all to embrace tranquility in an immersive and experiential environment. Traditional tea ceremonies are a favorite activity, and all are welcome.

For more information visit: http://japanhouse.art.illinois.edu/en/

Women's Resources Center (WRC)
The WRC is a confidential resource center related to sexual assault/rape, sexual harassment, stalking, and abuse within a relationship. They offer confidential supportive counseling, advocacy services, resources, and referral services. Three staff members at the Women's Resources Center provide students with confidential supportive counseling and advocacy services.

For more information or to make an appointment, call (217) 333-3137. You may also visit https://oiir.illinois.edu/womens-center or http://wecare.illinois.edu/

LGBT Resource Center (LGBTRC)
The LGBTRC seeks to foster an environment that is open, safe, and inclusive for people of all sexualities and gender identities. It is a resource not only for the LGBT community but for the entire University of Illinois community.

For more information visit: https://oiir.illinois.edu/lgbt-resource-center

Illinois Abroad and Global Exchange
Also known the Study Abroad Office, IAGE helps students prepare for all aspects of a potential study abroad experience. RST students are encouraged to explore the world through their studies, however you should plan to communicate your intentions to the RST academic adviser soon after arriving in the department.

For more information visit: http://studyabroad.illinois.edu/
Center for Wounded Veterans in Higher Education
The Center for Wounded Veterans provides residential and non-residential support services to empower student veterans with disabilities to realize their potential through a world-class education experience that prepares them to lead fulfilling, meaningful, and maximally independent lives. Part of the College of Applied Health Sciences, the Center is located at 908 W. Nevada Street on campus.

For more information visit: http://woundedvetcenter.ahs.illinois.edu/

Social Sciences, Health, and Education Library (SSHEL)
Want all the perks of going to the library without leaving your laptop? SSHEL keeps a special focus on RST-related resources and maintains an enormously helpful online presence to assist students. Features include live online librarian chats and electronic access to the Illinois Library System – the sixth largest library in the United States.

For more information visit: http://www.library.illinois.edu/sshel/

The Division of Disability Resources and Educational Services (DRES)
DRES is one of the most vital resources on campus for students with disabilities. Their mission is to ensure that qualified individuals with disabilities are afforded an equal opportunity to participate in and benefit from the programs, services and activities of the University of Illinois at Urbana-Champaign through the identification and enactment of reasonable modifications to institutional policies and procedures, the provision of effective auxiliary aids and services, the establishment of innovative educational services, and the pursuit of interdisciplinary disability research.

For more information visit: http://www.disability.illinois.edu/

Registered Student Organizations (RSOs)
While RST-related RSOs are incredibly, there are more than 1,400 others on campus that can be similarly beneficial and interesting. RSOs help students connect with the community and earn valuable volunteer experience.

For a complete list of RSOs as well as more information on joining/starting an RSO, visit: http://union.illinois.edu/get-involved/office-of-registered-organizations

James Scholar Program
James Scholar is the honors program in the College of Applied Health Sciences. It is named after the fourth president of the University, Edmund J. James, who believed scholarship and research were fundamental to human progress. Students who are looking to get more out of their undergraduate academic experience or who think they may be interested in graduate school should consider applying.

For more information visit: http://advising.ahs.illinois.edu/JamesScholar/
Professional Associations/Conferences

In the RST field, there are numerous associations with specific foci that allow students an additional window into the professional world. Membership can have valuable perks such as information on career opportunities and trends in the field. Many also have electronic job boards. Moreover, many of these associations host annual conferences where members gather to network and learn from each other.

**Parks and Recreation**
- Illinois Parks and Recreation Association
- National Recreation and Park Association
- American Alliance for Health, Physical Education, Recreation, and Dance
- World Leisure and Recreation Association

**Sports**
- North American Society for Sport Management
- National Intramural-Recreational Sports Association

**Tourism and Commercial Recreation**
- Travel and Tourism Research Association
- Illinois Governor’s Conference on Tourism
- World Travel and Tourism Council
- World Tourism Organization
- Resort and Commercial Recreation Association

**Event and Meeting Management**
- International Festivals and Events Association
- International Association of Assembly Managers
- International Special Events Society
- Professional Convention Management Association

**Therapeutic Recreation**
- American Therapeutic Recreation Association
- National Therapeutic Recreation Society

**Outdoor Recreation**
- American Camp Association
- Association for Experiential Education
- National Association for Interpretation
- Student Conservation Association

STAR often organizes student trips to the Resort and Commercial Recreation Association

The Illinois Parks and Recreation Association Conference is held every January in Chicago, and has historically been strongly attended by RST students and alumni.
**Professional Certifications**

When preparing to enter the job market, there is often value in being able to demonstrate to prospective employers that you have a skill set beyond that which you procured in the classroom. Professional certifications are widely recognized ways to confirm you have a particular set of skills, and they can often make you a more marketable candidate. In the RST field, there are numerous options depending on your area(s) of interest. Below is a partial list.

**Aquatics**
- Aquatic Facility Operator
- Water Safety Instructor
- Jeff Ellis and Associates Certifications
- Certified Pool/Spa Operator

**Facilities**
- Certified Facilities Executive
- Certified Facility Management Professional

**Fitness**
- Personal trainer certifications (via the American Council on Exercise, American Fitness Professional and Associates, Aerobics and Fitness Association of America, National Strength and Conditioning Association)
- Primary Group Exercise Certification
- Group Fitness Instructor Certification

**Outdoor Recreation**
- Wilderness First Responder
- Leave No Trace Master Educator
- Wilderness Education Association National Standard Program
- American Canoe Association Instructor
- American Canoe Association Swiftwater Rescue
- American Mountain Guides Association Certification
- National Association for Search and Rescue Courses
- Professional Ski Instructor
- Certified Heritage Interpreter
- Certified Interpretive Manager
- Certified Interpretive Planner
- American Camp Association Professional Certification

**Public Parks and Recreation and Therapeutic Recreation**
- Certified Park and Recreation Professional
- Certified Playground Safety Inspector
- Certified Therapeutic Recreation Specialist
During his senior year, Trevor Murphy (RST, 2015) balanced the demands of playing for the B1G Champion Illinois Baseball Team while also setting himself up for post-graduation work with the Baltimore Orioles.

Risk Management
- Certified Risk Planner
- Fellow of Certified Risk Planner
- Certified Risk Trainer
- Certified Crisis Consultant

Sports, Meetings, and Events
- Certified Event Planner
- Certified Project Manager
- Certified Festival and Events Executive
- Certified Meeting Professional
- Certified Special Events Professional

Tourism
- Certified Destination Management Executive
- Travel and Tourism Professional
- Certified Hotel Administrator
- Certified Room Division Executive
- Certified Hotel Educator
- Certified Hotel Revenue Manager
- Certified Revenue Management Executive
- Certified Hospitality Digital Marketer
- Certified Hospitality Sales Executive
- Certified in Hospitality Sales Competencies
- Certified Meeting Professional
- Certified in Exhibition Management

Pictured in the center, Jack Kawalek (RST, 2015) not only found a senior internship with Paragon Marketing in Chicago, but also found full time employment there after graduation. Paragon and many other agencies have come to rely on Illinois RST students for jobs and internships, citing their impeccable academic training.
Resume Development

What’s the point?
More than 95% of employment decisions originate with the submission of a resume & cover letter. Whether we like it or not, the resume is often the first – and sometimes only – piece of information employers use to evaluate potential candidates. As such, it is important that you make the best possible first impression.

Categories to consider including in your resume:

- **Objective**
  - A brief statement outlining the broad purpose behind your resume/application
  - Example: “To obtain an entry level position with the intention of gaining experience in the design and implementation of game day operations at the collegiate level.”

- **Education**
  - Always include
    - Name of the University
    - Name of your Degree
    - Concentration Area(s)
    - Minor
  - Optional to include
    - GPA
    - Study Abroad Experiences
    - Community Colleges Attended
    - Relevant Coursework

- **Related Experience**
  - Should always include
    - Name of Organization
    - Agency location
    - Position Held
    - Dates of Employment
    - Functions Performed/Skills Acquired

- **Volunteer/Other Experience**
  - Same structure as with related experience
  - All other positions you have held that you are proud of, but are not necessarily directly connected with the position for which you are applying
  - Include volunteer experience here
• **Skills Summary**
  o List any skills that you have developed, or important theories or models you have learned in school
  o Examples may include: Web Design, Spreadsheet Development, Community Needs Analysis Model, SWOT Analysis, Fluent in Spanish, CPRP, Certified Event Specialist, CPR, First-Aid, etc.
  o Do not list proficiency in Microsoft Office. Those skills are expected and will not set you apart from other applicants.

• **Honors/Activities**
  o May include any of the following or others: James Scholar, Rhodes Scholar, Deans List, Study abroad experience, membership in professional or student organizations, conferences attended

• **References**
  o Should include name, title, and contact information.
  o Always contact potential references prior to listing them
  o Mix personal, professional, and academic colleagues; but no family
  o If you include references, they should not take up much space. For an example, see Appendix D

Other key takeaways:
• Update your resume at least once per semester
• A two page resume is acceptable if:
  o You fill both pages with important material. No half pages.
  o You include your name on all pages
  o Remember: It is better to have a “tight” one-page resume than a “loose” two pager
• Never use more than two fonts
• Color is acceptable, but only use colors that will still look good if printed in black and white
• Margin spacing should be the same on all four sides. Typically between 0.5-inch and 1-inch
• Convert files to PDF if sending electronically or send in both PDF and WORD formats
• When emailing to potential employers, save files/attachments using your Last name/First name (i.e. Jordan.Michael - Resume)
Cover Letter Development

What’s the point?
Cover letters are just as important as resumes. Prior to an interview, your cover letter is your best opportunity to help the potential employer understand who you are and why you might be a good fit for a position. Moreover, it helps convey your writing/communication abilities, which are critical to virtually any position in the RST field.

Your cover letter should be divided into three parts:

• Introduction
  o Use a specific contact name whenever possible
  o Specifically identify position for which you are applying
  o List time/season/dates as appropriate
  o Initiate and maintain a positive, energetic tone

• Body
  o The body of your cover letter may be divided out into as many as three paragraphs and should address the following questions, preferably in order:
    ▪ Who are you?
    ▪ What do you value?
    ▪ What do you value about the agency?
    ▪ What do they do/believe that you appreciate?
    ▪ Why are you and the agency a good match?
    ▪ Why is hiring you going to be a great move?

• Conclusion
  o Like the introduction, keep it short and sweet, with no more than 3-4 sentences.
  o Thank them for their time and consideration and let them know you are looking forward to speaking with them.
  o Do not ask for anything – not even an interview. Rest assured, they already know you want one.
  o Do not tell them about your timelines/deadlines... They won’t care and it may cause them to eliminate you from contention. If you apply early, things have a habit of working themselves out. A good rule of thumb to remember: “Lack of planning on your part does not constitute an emergency on mine.”

Other key takeaways:
• Cover letter should not simply repeat the resume; be sure to bring something new
• Do not write less than ½ page or exceed 1 page
• Use the words/phrasing from their job description in your cover letter
• Do your research. You should be intimately acquainted with the agency’s mission, leadership, programs, etc.
• Mention any attachments that you are including, such as a resume, brochure, portfolio
• Use letterhead parallel to that of your resume
• Create a digital signature for use in electronic submission
• Just as your resume is never finished, you will never write a perfect cover letter. So just be yourself, be excited, and be honest.
Suggested Benchmarks

When it comes to enhancing your resume, students often have difficulty knowing what they should be doing and when they should be doing it. The list below identifies suggested benchmarks to maximize your potential for success.

- **Freshman Year**
  - By the end of your freshman year, you should have
    - Joined at least one RST-related RSO
    - Explored interesting opportunities in other RSOs
    - Begun to gain professional experience via part-time work and/or intermittent volunteerism during the school year
    - Using your coursework, have identified strategies to improve time management
    - Identified your plans for a summer job

- **Sophomore Year**
  - By the end of your sophomore year, you should have
    - Maintained membership and increased activity within at least one RST-related RSO
    - Continued gaining professional experience during the school year by continuing to work in previous positions and/or identifying new agencies from which to work and learn
    - Begun to identify concepts from your coursework that can be applied to professional settings
    - Identified preliminary positions that may be suitable for your senior internship
    - Identified your plans for a summer job

- **Junior Year**
  - By the end of your junior year, you should have
    - Applied for at least one leadership position in at least one RST-related or other RSO
    - Continued gaining professional experience during the school year by continuing to work in previous positions and/or identifying new agencies from which to work and learn
    - Continued to identify concepts from your coursework that can be applied to professional settings
    - Narrowed your list of positions that may be suitable for your senior internship
    - Identified your plans for a summer job

- **Senior Year**
  - By the end of your senior year, you will have
    - Completed at least one term in a leadership position in at least one RSO
    - Gained valuable professional experience via school year and summer positions
    - Applied to, accepted, and completed your senior internship
    - A resume that is on par with the finest recent graduates in the country
    - Come to know the many ways in which your academic training helps you accomplish professional success
    - Identified your post-internship / post-graduation plans
    - Become uniquely prepared for the challenges that await you in your professional exploits
After Graduation

Too many students treat “The Real World” as though it is separate from your academic studies. Those students are often grossly underprepared for the life that awaits them following graduation. In the RST Department, we pride ourselves on ensuring that students have every opportunity to prepare themselves for the challenges that lie ahead.

Your first job

One of the benefits of the RST Internship Program is that students will enter the workforce with lots of experience understanding how to identify and obtain a job they are excited about. To be sure, your first job is not going to be your best job... but RST students are well-trained and well-qualified for the wide variety of opportunities that await in the post-graduation world. Depending on the strength of your resume, most RST graduates are placed at job in the field within six months of graduation... some quite a bit sooner. Your first job is likely to be an entry-level or middle management position. Both come with unique challenges. Regardless, you should plan on spending 1-2 years in your first job, at which time your experience will in many cases open doors to promotions either within or outside of your current agency.

In the first few years following graduation, students are given lots of advice. Here are my top four points:

1) **Avoid resume gaps**
   Not only is unemployment bad for your wallet, it is bad for your resume. RST majors typically have a strong background working with people, which opens a lot of doors. Don’t be afraid to take a short term position while you seek out the ideal position.

2) **Don’t jump ship too early/often**
   Just as bad as a resume filled with gaps is one that bounces around. While a six month internship is a long one, a six month JOB is not. If you jump from job to job every few months it could ultimately make you less likely to be hired. After all, employers do not want to invest time and money training someone who is going to leave a few months later. A minimum of one year in a position is usually acceptable.

3) **Keep learning**
   One of the things you learn during your internship is that every position can teach you something. Even if you are not in your dream position right away, make sure you are getting something out of the experience. Learning what to do and what not to do. Your internship encourages you to reflect upon and make meaning of your experiences. Continue to do so after you leave Illinois.

4) **Give yourself an outlet**
   RST is what we do, and very often who we are. At some point you will work a 16 hour day or work seven straight days (or more). That is okay... that is sometimes what the job will require. However, be sure to give yourself something healthy outside of work that motivates and inspires you. Spend time with family, join a club, pick up a hobby, go for a walk in the park; but no matter what, take care of yourself. Not only will you be happier, but you will actually do better work as well. It is a win-win.
Alumni Life
A common mistake that many recent graduates make is that they do not keep in touch with their home department. In RST, we pride ourselves on maintaining strong relationships with our alumni and your post-graduation accomplishments are part of how we measure our own success. As such, we maintain regular contact with our alumni, keeping you up to date on job postings, networking opportunities, and special events. Most alumni are automatically added to our email roster, but if you are ever unsure, reach out to the RST Internship Coordinator. There are thousands of RST alumni scattered across the globe. Staying involved with is not just good for your career, it can be a lot of fun too.

Alumni membership begins on graduation day, but it is a club you are a part of for life.

Graduate School
Every faculty member will have slightly different advice about whether you should go to grad school or when you should do so. As such, I would encourage you to speak with both faculty and professionals, and take or leave these thoughts as you see fit.

Graduate school is not for everyone... That is why not everyone attends. To be sure, some positions will require a Master’s degree, and in those cases it is a great option to consider. However, in recent years, a trend has emerged in which students who not get their ideal job immediately after graduation went straight back to school. This can often backfire, particularly if the reason they did not get the job was a lack of experience. Gaining professional experience prior to graduate school has three practical benefits: 1) It will help you get a promotion without attending grad school, 2) It will actually help you get accepted to grad school, and 3) Once you are in grad school, you will be able to ask better questions and be better at solving problems.

So, in other words, it is okay if you do not want to go to grad school... and it is okay if you do. However, the most successful grad students and professionals are those who do not simply attend grad school because they have no better options. Instead, they are successful because they have a clear understanding of WHY they are or are not attending grad school.
Afterword

Virtually every high school guidance counselor talks about the difference between a job and a career. A job is something you do, usually from 9 to 5. On the other hand, a career becomes part of your identity; it is not just something you do, it is part of who you are. Certainly there is truth in that dichotomy. However, I believe that if those high school guidance counselors had been RST majors, they would have added another category... your CALLING. RST is something that calls out to us. We don’t always recognize it right away... but at some point freshman or sophomore year, we find ourselves in a class, and we just know it is right. Only then can we fully understand that this field is not simply about jobs or careers. Rather, it is about the feeling that we are in the right place. Not everyone gets to feel that. Hold onto it and don’t let go. Even if not everyone around you understands it, don’t let it go.

To be a member of the RST Family is to be proud. We are proud of meeting the academic challenges set before us. We are proud to learn from those around us. We are proud to be a part of the community. We are proud of playing a vital role in making the world a better place for others. However, being part of the RST Family does not come without challenges. You will be challenged to be better than you ever thought you could... and there will be times when you do not think you can do it, or when you do not think it is worth it to try. As with any family, there will be moments that are unhappy or uncomfortable. Part of your academic training is to work through those feelings and develop strategies for success – however you define it. You are surrounded by faculty who care for you and are invested in your success. When you combine their insight and dedication with your hard work in and out of class, not only will you earn a degree, you will have found your calling. –JH

Acknowledgements

This publication would not have been possible without the direct assistance of Youyou Zhang and Chad Beyler and the indirect guidance of Dean Ryan Gower. Your insights were key in the visioning and development of this document. Thanks to each of you for all of your effort!
APPENDIX A – PRE-INTERNSHIP HOURS FORM

NOTE: PDF/Microsoft Word version available on Compass or by request

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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 ___________________________
Appendix B — Intern Policy Acknowledgement

NOTE: Microsoft Word version available on Compass

The internship program in the Department of Recreation, Sport and Tourism is a rewarding and important process requiring coordination between the student, the Internship Coordinator, and the Academic Advisor. Your understanding of this process is critical to your success as well as maintaining the integrity of the program. Below is an outline of key policies.

You are required to read these policies and sign the “Student Acknowledgement Form” provided.

GENERAL POLICIES

- RST 484 is a 12 week, 40 hour per week (minimum/maximum) internship experience.

- There are no “pre-approved” internship sites. Just because a student has interned with an organization in the past does not guarantee that the site will be approved for current students.

- Students are not permitted to accept an offer for internship until they have secured the approval of the internship coordinator. Approval may not/will not be given in the following circumstances:
  - Internship does not conform to minimum structural requirements.
  - Internship does not correlate to the students’ degree/concentration program.
  - The Site Preceptor does not have a Bachelor’s Degree and at least three years of experience in the field.
  - The internship is with an organization that is owned by/direct supervision would be given by a relative or an employee of a relative.
  - The Internship Coordinator has concerns related to the organizational structure of the organization.
  - The Internship Coordinator does not believe that the tasks identified for the proposed internship are sufficient for a senior level, progressive management internship experience.
  - The proposed duties do not seem to be a good fit with the student's specified goals.
  - The internship offer comes from an organization and/or supervisor that has previously provided a poor experience for an RST student intern.

- Students can accept internship offers that require a start date that is earlier or an ending date that is later than the Illinois academic semester. Students who do so will be on site
of their own accord and not as “agents”/students of the university. The academic internship does not begin until the first day of the Illinois semester, and student standing ends on the final day of the academic semester. You WILL NOT be covered by University insurance prior to or upon completion of the Illinois academic semester.

- Once a student formally accepts placement with an agency, they will honor that commitment even if alternative opportunities become available at a later date.

**REGISTRATION POLICIES**

- Registration in RST 484 is restricted to seniors in their final academic semester in RST. All required coursework **must** be completed prior to registration. Students seeking an exception to this policy must have the unanimous consent of the academic advisor and the internship coordinator. Petitions for which more than 6 credit hours are in question will not be considered.

- If a student does not have the minimum 2.00 cumulative grade point average required by the University of Illinois to graduate, they must complete the courses necessary to bring their cumulative GPA above 2.00 before they can register for RST 484. Students seeking an exception to this policy must have the unanimous consent of the academic advisor and the internship coordinator.

- Students who fail a required RST course in the first semester of their senior year/the semester proceeding enrollment in RST 484/Internship will not be permitted to register for RST 484. The required RST course must be completed prior to registration in RST 484. Students seeking an exception to this policy must have the unanimous consent of the academic advisor and the internship coordinator.

- Students who fail an elective course in the first semester of their senior year /the semester directly proceeding enrollment in RST 484 must receive permission of the academic advisor and the internship coordinator to register for RST 484. Students are not permitted to have concurrent enrollment with RST 484, so all elective courses will need to be taken upon completion of the internship.

- The student internship must coincide with the dates of the Illinois academic semester. In the fall and spring semesters, there is some flexibility in the start date of the internship, but the 12 week internship must conclude by the final day of the academic semester. In the summer, there is typically no flexibility in the start and ending date of an internship; the internship typically begins the Monday immediately after graduation weekend.

- In order to register for RST 484, students must have submitted a completed Site Confirmation Form to the Internship Coordinator by the first day of the academic semester in which the internship is to be completed. Students who have not submitted a Site Confirmation Form by the first day of the semester will be dropped from RST 484.
• All holds, advising or financial, must be removed from your student account prior to the start of the internship. You are not permitted to begin the internship if you are not currently registered for RST 484. If the hold preventing registration in RST 484 is not removed by the first day of the academic semester, the student loses eligibility to complete the internship in that term and will become eligible to complete the internship in the next academic semester.

GRADING POLICIES

• The determination of a passing/not-passing grade for the internship is the sole discretion of the Internship Coordinator. Details related to the specific grading scale used in RST 484 will be posted to Illinois Compass and sent to all RST 484 students electronically via their Illinois e-mail address.
• In the event of termination from the internship by the sponsoring agency, there will be two possible outcomes:
  
  o In the event that the termination is deemed appropriate by the Internship Coordinator, the student will be given a failing grade for the internship and will be eligible to complete the internship in the subsequent academic semester. All tuition and fees will be forfeit. Termination will be deemed appropriate if the student intern has failed to follow a previously specified path toward performance improvement OR in the event the intern flagrantly violates sound business principles or ethical standards (including but not limited to theft, sexual harassment, etc.)

  o In the event that the termination is deemed inappropriate by the Internship Coordinator (termination without warning or cause) every effort will be made to; (a) resolve the conflict with the agency so the internship can resume, or (b) find alternative placement/responsibilities for that semester so that the timeliness of graduation will not be impacted & tuition and fees not forfeited.

The Internship Coordinator will have sole discretion and will make the final determination in all matters related to termination, grade, and reassignment in alternative sites.

TUITION AND FEES

• All students registering for RST 484 will be required to pay full tuition for the 12 credit hour course. Students may receive a waiver on some fees depending on the proximity of the internship to the Illinois campus. Students completing and internship more than 30 miles from Urbana-Champaign can generally expect the following fees to be waived:
  o Service Fee
  o Health Service Fee
  o Transportation Fee
  o SEAL, SORF, ISG, or KCPA Fees
All other fees, including the General Fee and Health Insurance Fee (unless previously declined) must be paid. These fees will automatically be adjusted in your billing provided you have supplied the Internship Coordinator with your Site Confirmation Form in the semester immediately preceding your internship. Students who have not secured an internship by the end of the preceding semester, or who have not verified placement by providing the Site Confirmation Form, may lose their ability to have these fees waived from their tuition bill. If you have provided the Site Confirmation Form and discover a discrepancy on your tuition bill should contact Molingo Bokamba mbokamba@illinois.edu.

- Students completing their internship within 30 miles of Urbana-Champaign will be required to pay all normal tuition and fees.

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DISCLAIMER

- All other matters related to RST 480 and RST 484 will rest on the discretion of the Internship Coordinator. Students should express concerns or questions to the Internship Coordinator in writing as soon as they become known.

I _______________________________ hereby acknowledge that I have read and understand the policies outlined above.

Signed ___________________________________________ Date ________________________

NOTE: Copies of this form are available in PDF form on Compass
Appendix C – Site Confirmation Form

This section to be completed by the student

Student Name ________________________________  UIN ___________________________
Permanent Home Address ___________________________________________________________
City _________________________________ State __________________ Zip __________________
Campus Phone ______/____________________ Home Phone ______/________________________

Agency Name____________________________ Contact Person _____________________________
Address ____________________________________________________________________________
City _________________________________ State __________________ Zip __________________

This section to be completed by the Agency Supervisor

Supervisor Name _______________________________ Title _______________________________
Agency Phone ______/_______________________ Agency Fax ______/_____________________
E-mail address _____________________________________________________________________

Insurance:
Student will be covered by agency’s liability insurance................................................. ( ) Yes ( ) No
Student must secure their own personal and professional liability insurance.............. ( ) Yes ( ) No

Student will be compensated................................................................. ( ) Yes ( ) No
Amount of compensation is $ _______________________________ (hourly/weekly/monthly/stipend)
Number of work hours per week __________(40 min required/40 max unless agreed upon by student)

Internship Assignment (general - use additional sheets if necessary): _________________________
_________________________________________________________________________________
_________________________________________________________________________________

Proposed Starting Date __________________________ Terminating Date _________________________

This agency hereby accepts the above named student intern/trainee.

Agency Representative________________________ Signature Date __________________________

Return to: Jonathan Hicks, Internship Coordinator
104 Huff Hall; 1206 South Fourth Street Champaign, IL 61820
Phone: (217) 300-2261, Fax: (217) 244-1935
Hicks5@illinois.edu
APPENDIX D – RESUME EXAMPLE

Keren E. Lockwise
103 E. Anthony Drive, Champaign, IL 61820. 847-333-1000. klockwise@uiuc.edu

Career Objective
To obtain an internship in the field of Sport Management with a long-term goal of becoming experienced in the area of sport marketing and public relations.

Education
University of Illinois at Urbana-Champaign
Bachelor of Science in Recreation, Sport and Tourism Sports Management (expected August, 2008)
College of Applied Health Sciences
GPA: 3.70/4.00
Related coursework
- Administration
- Facility Management
- Human Resource Management
- Marketing
- Advertising

Work Experience
The Chicago Blackhawks, Public Relations/Communications Intern
Summer 2007
- Researched and updated 50 player and prospect profiles for the 2004-05 Media Guide
- Administered and organized donation requests
- Responded to fan mail
- Gathered and preserved media coverage
- Maintained records of funding recipients
- Executed clerical duties

University of Illinois at Urbana-Champaign, Resident Advisor
August 2004 - Present
- Founded and currently supervise a student leadership programming organization
- Coordinate and advise student leaders and volunteer groups, approximately 15 members
- Prepare and present weekly meetings
- Enforce University Housing policies
- Program floor and hall-wide educational, academic, social, and multicultural activities and events
- Excel in teamwork and leadership skills

University of Illinois Athletics, Concessions Supervisor
May 2003 - Present
- Oversee concession stand operations
- Maintain product inventory
- Responsible for reconciliation of cash revenues

 Trevian Girls Softball Association, Softball Coach
Summer 2002 - 2004
- Organized seasonal practice, game, and tournament schedules
- Administered team and individual practices
- Scouted opposing teams
- Supervised off-season batting practices
- Coordinated team budget
Appendix D – Resume Example (continued)

Related Experience

Volunteer Work
- Volunteer Board Coordinator for University Residence Halls (2004-2005)
- Relay for Life team captain and coordinator (April 2005)
- Coordinated fundraising for Medical Miracle Makers, raising over $400 (December 2004)
- Raised over $200 for the University of Illinois Library Fund (November 2004)
- Volunteer at the Dave Dawson Foundation annual golf outing (May 2004)
- Volunteer video recorder for a Lou Gehrig’s Disease Fundraiser, raising over $7,000 (April 2004)
- Job shadowed Mark Giangreco, ABC’s Sports Director/News Anchor (March 2004)
- Registration Volunteer for University of Illinois Football Family Fest (March 2004)
- Adopt-A-Family coordinator (December 2003)
- Organized and promoted campaign to raise money to support The American Red Cross (April 2003)
- Discovery cart volunteer for outpatient children at Children’s Memorial Hospital (Summer 2003)
- Constructed homes for underprivileged Mexican Families (May 2002)

Skills Summary

- Team motivation
- Planning and conducting formal meetings
- Microsoft Word, Excel, PowerPoint, and Access
- Budgeting
- Program planning
- Goldmine 6.0 Corporate Edition

Honors and Activities

University of Illinois Honors Student – James Scholar program (2003-2004)
University of Illinois Dean’s List (Spring 2003, Fall 2003)
Member of the National Dean’s List
Certified Illinois Ethics Employee
Member, American Marketing Association
Nominated for National College Scholar
Resident Advisor of the Year (2003-2004)
Resident Advising Staff of the Year (2002-2003)
Nominated/Runner-up for Resident Advisor of the Year (2002-2003)
Leadership Conferences:
- Illinois Ignite Leadership Conference (February 2003)
- Illinois Impact Leadership Conference (February 2004)
University of Illinois Varsity Softball Team (2001-2002)

References

Jane Doe
Director of Community Relations
Chicago Blackhawks
Chicago, IL 60612
312-555-1234
jdoechicagoblackhawks.com

John Smith
Investment Broker
Chicago Board of Trade
Northfield, IL 60093
312-555-5678
jsmith@hotmail.com

Michael Carter
Resident Director, Hopkins Hall
University Housing
Champaign, IL 61822
217-555-0121
mcarter@uiuc.edu

Appendix E – Partial List of Recent Internships

Every year, RST students leave campus with the knowledge and ambition necessary to succeed in internships all across the country and across the globe. Below is an abbreviated list of agencies where RST students have completed their internships in the last five years. If you are looking for an internship, and having trouble getting started, this should help.

<table>
<thead>
<tr>
<th>Agency</th>
<th>Internship Department</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>670 AM The Score</td>
<td>All Sports Series</td>
<td>Allerton Park &amp; Retreat Center</td>
</tr>
<tr>
<td>Allied PRA</td>
<td>American Red Cross</td>
<td>Baltimore Orioles Baseball</td>
</tr>
<tr>
<td>Beber Camp</td>
<td>Beverly Area Planning Association</td>
<td>Bianchi Ross Tours</td>
</tr>
<tr>
<td>Boston Red Sox Baseball</td>
<td>Bourbonnais Township Park District</td>
<td>Buffalo Bills Football</td>
</tr>
<tr>
<td>Bulls Sox Academy</td>
<td>Burns Entertainment and Sports Marketing</td>
<td>Byron Park District</td>
</tr>
<tr>
<td>Canadian Wheelchair Basketball Academy</td>
<td>Carbondale Park District</td>
<td>Carle Clinic Heart Center</td>
</tr>
<tr>
<td>Carol Stream Park District</td>
<td>Champaign Centennial Athletic Department</td>
<td>Champaign County CVB</td>
</tr>
<tr>
<td>Champaign County Forest Preserve District</td>
<td>Champaign Park District</td>
<td>Charleston Area South Carolina Convention</td>
</tr>
<tr>
<td>Charlotte Hornets Basketball</td>
<td>Chicago Bandits Softball</td>
<td>Chicago Bears Football</td>
</tr>
<tr>
<td>Chicago Fire Soccer</td>
<td>Chicago Fit 4 Life</td>
<td>Chicago Park District</td>
</tr>
<tr>
<td>Chicago Red Stars Soccer</td>
<td>Chicago Sky Basketball</td>
<td>Chicago Special Events Management</td>
</tr>
<tr>
<td>Chicago Sports Commission</td>
<td>Chicago Sports Management Group</td>
<td>Chicago Twenty Something</td>
</tr>
<tr>
<td>City of Clearwater Parks and Recreation</td>
<td>Conrad - Hilton Hotel</td>
<td>Daytona Cubs Baseball</td>
</tr>
<tr>
<td>Decatur Indoor Sports Center</td>
<td>Detroit Metro Sports Commission</td>
<td>Disabled Sports USA</td>
</tr>
<tr>
<td>Don Moyer Boys and Girls Club</td>
<td>Downers Grove Park District</td>
<td>Dundee Township Park District</td>
</tr>
<tr>
<td>DuPage Convention &amp; Visitors Bureau</td>
<td>Eastern Illinois University Athletic Department</td>
<td>EFT Sports Performance</td>
</tr>
<tr>
<td>Elite Center</td>
<td>Elk Grove Park District</td>
<td>Entertainment Cruises</td>
</tr>
<tr>
<td>ESPN</td>
<td>ESPN 1000 Radio Chicago</td>
<td>Evolve Fitness Club</td>
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<tr>
<td>Exact Sports</td>
<td>Fellowship of Christian Athletes</td>
<td>First Pitch Events</td>
</tr>
<tr>
<td>Fluid Events Center</td>
<td>Football Federation of Armenia</td>
<td>Frankfort Park District</td>
</tr>
<tr>
<td>Gateway Grizzlies Baseball</td>
<td>Gaylord Sports Management</td>
<td>Geneseo Park District</td>
</tr>
<tr>
<td>Glen Ellyn Park District</td>
<td>Glenview Park District</td>
<td>Gold Coast Tickets</td>
</tr>
<tr>
<td>Green-White Soccer Club</td>
<td>Guandu Nature Park</td>
<td>Hilton Garden Inn</td>
</tr>
<tr>
<td>Hostelling International Chicago</td>
<td>Houston Astros Basketball</td>
<td>Houston Dynamo Soccer</td>
</tr>
<tr>
<td>Huskie Athletic Scholarship Fund</td>
<td>iHotel and Conference Center</td>
<td>Illinois Junior Golf Association</td>
</tr>
<tr>
<td>Illinois Parks and Recreation Association</td>
<td>Illinois Special Olympics</td>
<td>Illinois State University Athletic Department</td>
</tr>
<tr>
<td>Illinois Wesleyan University Football</td>
<td>Indianapolis Colts Football</td>
<td>IOV Media (FanFuego)</td>
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<tr>
<td>iPower Fitness</td>
<td>Irvine Ranch Outdoor Ed. Ctr.</td>
<td>IUP Athletic Department</td>
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<tr>
<td>Iverbe Sports Camp</td>
<td>John Wood Community College</td>
<td>Kane County Cougars Baseball</td>
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<tr>
<td>Kiawah Island Golf Resort</td>
<td>Kirby Medical Center</td>
<td>Learfield Sports</td>
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<tr>
<td>Libertyville Recreation Complex</td>
<td>Lincolnshire Marriott Resort</td>
<td>Maccabi Haifa</td>
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<td>Main Street Fitness</td>
<td>Mattoon Area Family YMCA</td>
<td>McCormick Place Chicago</td>
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<td>Memphis Redbirds Baseball</td>
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<td>Minnesota Timberwolves</td>
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<td>Nashville Sports Council</td>
<td>National Collegiate Scouting Association (NCSA)</td>
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<td>Navy Pier</td>
<td>NBC - Universal</td>
<td>Next Level Pro Am Basketball</td>
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<td>Normal CornBelters Baseball</td>
<td>Northern Texas PGA</td>
<td>Nupitae Wedding and Events</td>
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<td>NY Sportimes</td>
<td>Oak Lawn Park District</td>
<td>Octagon Sports</td>
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<tr>
<td>Oregon Museum of Science and Industry</td>
<td>Palatine Park District</td>
<td>Park District of Oak Park</td>
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<td>Peoria Area CVB</td>
<td>PrimeSport</td>
<td>Red Frog Events</td>
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<td>Rios Ecuador</td>
<td>Ripken Baseball</td>
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<tr>
<td>Schaumburg Boomers Baseball</td>
<td>Sheraton Vista Joliet</td>
<td>Shimon Presents</td>
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<td>Sierra Nevada Alliance</td>
<td>SIU Carbondale Athletics</td>
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<td>Skokie Park District</td>
<td>Sleeping Bear Dunes Nat. Park</td>
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<td>Sports Council of Collier County</td>
<td>St. Ambrose University Baseball</td>
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<td>St. Louis Cardinals Baseball</td>
<td>St. Louis Rams Football</td>
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<td>Stephens Family YMCA</td>
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<td>Tempe Diablo Stadium</td>
<td>Tennessee State University</td>
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<td>Windy City Thunderbolts</td>
<td>Times Square Hospitality Group / Liberty Theater</td>
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<td>UIUC DIA - Illini Center Chicago</td>
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<td>UIUC DIA - Varsity I</td>
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<td>UIUC DIA - Wheelchair</td>
<td>UIUC DIA - Wrestling</td>
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<td>U.S. Navy Great Lakes MWR</td>
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<td>UNLV Athletics</td>
<td>Urbana Business Association</td>
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<td>Viva Wyndham Fortuna</td>
<td>Walt Disney Parks and Resorts</td>
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<td>Western Golf Association - BMW Championship</td>
<td>World Chicago</td>
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</table>
Do you want to...

Inspire healthy living?

Be a champion?

Celebrate like family?

See the world?

Save the planet?

Build something?

Help people heal?

RST DOES THAT.