GENERAL INFORMATION

The 300 point work/volunteer requirement verification must be completed PRIOR to the Internship Site Selection Form deadline for Internship-RPTM 495A and verification Forms must be attached to the Internship Site Selection Form PRIOR to submission.

300 HOUR GUIDELINES

1. Students can use from one to six experiences to complete 300 points but must complete a minimum of 50 points with an agency in recreation service delivery.

2. For the mandatory 50 hour minimum requirement, one hour of on-site equals one point.

2. Each experience used must be a minimum of 50 ON-SITE agency points. A variety of experiences can be used to reach the 50 point minimum provided that they occurred at the same agency and were supervised by an agency professional.

3. Each experience must be under the direct supervision of a full-time supervisory-level employee of the agency.

4. Prior work and volunteer experiences can be used provided that the experience(s) occurred following the student’s matriculation at Penn State or any other university/college.

6. Work and/or volunteer experiences should be within the parameters of the career options within the field of Recreation, Park and Tourism Management under advisement of the academic advisor. Students should consult with their academic advisor (prior to participating in the experience) to verify that their work and/or volunteer experiences meet the intent of the 300 hour work/volunteer requirement.

Experiences that DO NOT COUNT toward volunteer/work requirement include:

Working retail in a sport-related store (e.g. Dicks, Appalachian Outdoors)

Working in restaurants, unless the student time was largely spent coordinating and implementing special events.

Working on-line or from home for an agency

7. Students should also use this form to document hours working on a research project with faculty as well.

IMPORTANT NOTE: Students are strongly encouraged to seek the approval of their academic advisor prior to completing any portion of the 50 point work/volunteer requirement to ensure that the experience will count toward the requirement.
Instructions

All three sections of this form must be completed (Part A by the student, Part B by the professional supervisor, and Part C by the student’s academic advisor). The student should make a copy of the completed form for his or her records and then submit the original to the Internship Staff Assistant when submitting the Internship Site Selection form for Internship.

PART A: STUDENT’S EXPERIENCE (Please type information)

<table>
<thead>
<tr>
<th>Student’s Name:</th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Dates of Work/Volunteer Experience:</td>
<td>Start Date:</td>
</tr>
<tr>
<td>Agency Name:</td>
<td></td>
</tr>
<tr>
<td>Department Name (if applicable):</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Professional Supervisor:</td>
<td></td>
</tr>
<tr>
<td>Supervisor’s Title:</td>
<td></td>
</tr>
<tr>
<td>Title of your Work Position:</td>
<td></td>
</tr>
<tr>
<td>Description of your Experience</td>
<td></td>
</tr>
<tr>
<td>Total Hours:</td>
<td></td>
</tr>
</tbody>
</table>

Student’s signature: ________________________________ Date: ____________________

After completing PART A: Please print and complete PARTS B and C

PART B: SUPERVISOR’S EVALUATION AND VERIFICATION

This section should be completed by the professional who was responsible for the student’s supervision during the experience.

Please rate the student’s overall performance (check one):

Outstanding _____ Very Good _____ Good _____ Satisfactory _____ Poor _____

As the student’s supervisor, I verify that the Student’s Experience Information provided in PART A of this form is accurate:

Supervisor’s Signature: ________________________________ Date: ____________________

PART C: ACADEMIC ADVISOR’S APPROVAL

The experience outlined above (PARTS A and B) may be applied toward the completion of the student’s

300-hour work/volunteer requirement. Total hours for this experience = ___________ hours.

Academic Advisor’s Signature: ________________________________ Date: ____________________