

# INTERNSHIP & ADVANCED FIELDWORK MANUAL

## Outdoor Adventure Leadership Major



ITHACA COLLEGE

School of Health Sciences and  
Human Performance  
*Department of Recreation and Leisure Studies*

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## **Introduction**

The purpose of this manual is to assist all parties involved in Internship or Advanced Fieldwork for the Outdoor Adventure Leadership (OAL) major to understand the nature of the programs and their responsibilities in relation to current policies, regulations, and procedures.

This manual is a companion to the Office of Experiential Learning (OEL) website, which outlines the placement process and provides all the necessary forms, at [ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/outdoor-adventure-leadership](http://ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/outdoor-adventure-leadership).

## **Description of Internship and Advanced Fieldwork**

The Internship and Advanced Fieldwork programs are administered through the Department of Recreation and Leisure Studies (RLS) in the School of Health Sciences and Human Performance (HSHP) at Ithaca College. The internship experience must have a minimum of 12 weeks and a minimum of 480 clock hours (usually 40 hours per week). A minimum 12-week internship is required to allow the student to have a sustained mentored experience in which they can be a part of the culture and day-to-day operations of an agency, as well as to experience a breadth of programmatic and administrative responsibilities. The 12-week duration is also required to meet the accreditation standards of the Council on Accreditation of Parks, Recreation, Tourism and Related Professions.

Students are enrolled in a minimum of 8 hours of academic credit in the fall, spring, or summer semester. **Students pay college tuition for this educational experience.** (Summer tuition rates are generally less than tuition rates for the fall and spring semesters.)

Internship in Recreation and Leisure Studies (RLS 44100) or Advanced Fieldwork (RLS 34900) is required of every RLS major. Both courses allow students to train and work in a leisure services agency (*leisure services* refers to all sectors of the recreation profession – e.g., leisure, recreation, outdoor, park services, tourism). Advanced Fieldwork is designed for students who do not meet the academic requirements to enroll in the Internship (see p. 4 for the Internship admission standards).

## **Purpose of Internship and Advanced Fieldwork**

This practicum provides a hands-on, professional learning experience in the delivery of leisure services. Under the supervision of an experienced Agency Supervisor and the college Faculty Supervisor, this phase of professional preparation enables the student to assume leadership in a variety of recreation activities and programs, and to perform administrative tasks in support of such activities. The experience should enable **the student** to complete the following activities:

1. Put learned theories and activities into practice under the supervision of a leisure services professional
2. Understand more fully the responsibilities and work of professional personnel in the field
3. Determine the essential characteristics that are needed to develop and exhibit as a professional
4. Learn current methods of service delivery from expert practitioners

5. Examine their career goals and aspirations in the leisure services profession
6. Determine their strengths and weaknesses and to mature both personally and professionally through constructive evaluation from the supervisor

The practicum is important to ***the agency*** for the following reasons:

1. Provides leisure services professionals with the opportunity to train new professionals in best professional practices, thus advancing the profession
2. Strengthens the organization's offerings through assistance provided by interns and the active exchange of ideas
3. Provides an opportunity to evaluate prospective candidates for employment

The practicum is important to ***the College*** for the following reasons:

1. Enhances the educational experience of students and enlarges the scope of the professional curriculum
2. Sustains contact between educators and practitioners in the leisure services profession
3. Contributes to the continuing evaluation of the RLS curriculum in terms of its relevance to professional practice and current societal trends

### **Standards for Student Admission into Internship and Advanced Fieldwork Programs**

To be eligible for an **Internship** (RLS 44100, 8-12 credits), the student must meet the following prerequisites:

1. Minimum cumulative GPA of 2.0
2. Minimum GPA of 2.5 in RLS-prefix 3-credit theory courses
3. Minimum average grade of 3.0 (B) in RLS 24800 Service Learning in Recreation
4. Completion of at least 24 credits of RLS-prefix required coursework
5. Completion of the appropriate forms on the OEL website and approval of the department chairperson, academic advisor, internship coordinator, HSHP associate dean, and OEL

If a student does not meet above standards #2 and #3, they will be enrolled in **Advanced Fieldwork** (RLS 34900, 8 credits). They must maintain a minimum cumulative GPA of 2.0. **Students enrolled in Advanced Fieldwork are restricted to practicum sites within a 200-mile radius of Ithaca College to facilitate closer supervision by the Faculty Supervisor.**

Students may take no more than three additional academic credits while completing an Internship or Advanced Fieldwork. This practicum is designed to be a full-time work experience. The value of the experience to both the intern and the agency is jeopardized if other commitments such as extensive academic coursework consume too much of the intern's time and talent.

## **Procedures for the Placement of Interns and Advanced Fieldworkers**

The student is advised to consult the OEL website for all the necessary forms to secure their placement. **All information on the forms must be typed.** See Appendix A for a list of required forms and a general timeline for submitting forms. Please consult the OEL website for exact due dates.

1. **Orientation to the Practicum Program.** The Internship Coordinator orients the student to the practicum program, which usually occurs in an internship informational meeting every fall and spring semester. The student needs to become actively involved in the preliminary arrangements for a practicum no later than one full semester before it begins. Early preparation is important because agencies in high demand may make commitments to interns as far as one year in advance. Students should communicate with both their academic advisor and the Internship Coordinator, who are valuable resources for finding an appropriate internship placement.

***Application for Graduation.*** Students are reminded to apply for graduation as early in the planning process as possible through the Office of the Registrar webpage at [www.ithaca.edu/registrar/](http://www.ithaca.edu/registrar/). If a student completes their practicum in the summer or fall, and has met all other degree program requirements, they may participate in the graduation ceremony in May of the same year. Please note, however, that students do not officially graduate until the internship has been completed.

***Part-Time Status Form.*** If a student plans to complete the practicum experience during the fall or spring semester, they will need to complete a Part-Time Status Form available from the Registrar website at [www.ithaca.edu/registrar/students](http://www.ithaca.edu/registrar/students) (see Student Forms). *If the College does not have this form on file, the student will be charged full tuition.* The student should also consult with the **Office of Student Financial Services** at the Peggy Ryan Williams Center – 2<sup>nd</sup> floor to determine if enrollment in the practicum will affect their financial aid status.

2. **Application for Internship/Advanced Fieldwork Form and GPA Calculator.** The student completes the Application for Internship or Advanced Fieldwork Form and the GPA Calculator Spreadsheet, and submits them to the Internship Coordinator. Both forms are available on the OEL website.
3. **Eligibility for Internship or Advanced Fieldwork.** Upon receipt of the Application and GPA Calculator Spreadsheet from the student, the Internship Coordinator, in collaboration with the department chairperson, determines the applicant's eligibility for Internship or Advanced Fieldwork and informs the student of the status of their eligibility.
4. **Internship Search.** Acting in consultation with the Internship Coordinator and academic advisor, the eligible student investigates potential agencies and arranges for interviews. See Appendix B for helpful websites to aid in the internship search.
5. **Site Acceptance Form.** When a site has been identified and approved by the Internship Coordinator, the student and Agency Supervisor will complete the OAL Site Acceptance Form and submit it to the Internship Coordinator. This form represents the agency's formal notification to the College of their intent to accept the intern.
6. **Verification of Agency Acceptance.** The Internship Coordinator contacts the prospective agency to determine its willingness and eligibility to participate in the program. Should a mutual agreement for placement be reached, the coordinator informs the agency and the student. The Agency Supervisor is sent the link to this manual for their information and action.

7. **Student Placement Form.** The student completes the Student Placement Form and submits it to the Internship Coordinator. At least two weeks must be allowed for this form to be reviewed and approved by the Internship Coordinator, department chairperson, HSHP Associate Dean, and OEL. This form is used by the Registrar to register the student for the practicum.
8. **Verification of Placement.** When the Student Placement Form has been approved, the Internship Coordinator notifies the student of their formal placement at the agency.
9. **Internship Requirements Checklist.** The student completes the Internship Requirements Checklist (available on the OEL website) based on their individual start and end dates, and submits it to the Internship Coordinator.
10. **Registration for Internship.** The Registrar registers the student in either the Internship or Advanced Fieldwork (student do not register themselves).
11. **Assignment of Faculty Supervisor.** The RLS department assigns Faculty Supervisors to students, and the Internship Coordinator forwards the student's placement forms to the appropriate faculty member. The Faculty Supervisor advises the student on assignments to be completed during the experience and how communication will be facilitated.
12. **Report to Agency.** The student reports to the agency for their Internship or Advanced Fieldwork.

#### **Regulations and Policies Governing Internship and Advanced Fieldwork**

##### **1. Agency Requirements and Agency Supervisor Responsibilities**

The Agency Supervisor is the staff member designated by the agency to provide orientation, guidance, evaluation, and direction to the student throughout the internship. The Agency Supervisor must be a full-time employee of the agency and ideally have had at least 2 years of professional work experience conducting and administering leisure services programs, and have been employed in their present position at least 12 months.

It is the policy of Ithaca College to offer equal opportunity in all matters in compliance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Article 15 of the Executive Law of New York State (the Human Rights Law), the Americans with Disabilities Act of 1990, and other related federal, state and local legislation, executive orders, regulations, and guidelines. In keeping with this philosophy, agencies should provide an internship experience that is free from illegal discrimination and harassment, and that promotes dignity, respect, and overall well-being for the student intern or fieldworker.

The agency and/or Agency Supervisor provide the student with the following:

- a. Determine, in consultation with the student, learning experiences that are mutually beneficial and which provide stimulation, challenge, and growth for the student; plan and provide opportunities and assignments suitable for the student's attainment of the designated learning objectives

- b. Orient and train the student as needed to perform assigned tasks
- c. Provide adequate areas, facilities, and equipment to conduct a broad leisure services program
- d. Help the student gain acceptance as a staff member of the agency
- e. Meet at least weekly with the intern to discuss progress, problems, projects, and assignments
- f. Supply materials and workspace needed by the student to perform assigned tasks, and reimburse for any expenses incurred in the direct performance of these tasks
- g. Advise the student in selecting appropriate professional reading material such as books, journals, and manuals related to staff training and the agency's operational/personnel policies and procedures
- h. Provide the student with such benefits as agreed in advance by all parties. The agency may provide the student a salary, wage, or other benefits such as housing, meals, and travel allowance. When a student is paid a wage or salary, it should be consistent with the local standards for personnel working in a similar capacity.
- i. Provide the student with ongoing evaluations of their performance, including formal midterm and final evaluations (available on the OEL website). If serious deficiencies in student performance are identified, the student and the Faculty Supervisor should be notified immediately. The identified problem(s) must be documented in writing and submitted to the student for signature with a copy forwarded to the Faculty Supervisor. A plan of remediation will be developed at this time to enable the student to develop the skills necessary to overcome the deficiency and meet the practicum expectations.
- j. If performance deficiency is significant enough to warrant discharge of the student from the placement, the student and Faculty Supervisor must be notified immediately and provided written documentation of the problem and reason for discharge.

## 2. **RLS Internship Coordinator Responsibilities**

The RLS Internship Coordinator is the faculty member who oversees the placement of interns and advanced fieldworkers. Their responsibilities include:

- a. Assist students in locating and finding placements with appropriate agencies in accordance with prescribed procedures
- b. With the consent of the RLS Chairperson and the HSHP Associate Dean, provide final approval of all practicum placements
- c. Evaluate the internship program and make recommendations for its improvement

## 3. **RLS Faculty Supervisor Responsibilities**

The RLS Faculty Supervisor is the faculty member who monitors the progress and the outcomes of the practicum experience. Their responsibilities include:

- a. Maintain close liaison with the Agency Supervisor and the student, and to be accessible for consultation as needed
- b. Supervise the work of the student in the cooperating agency. If an agency is located within a 500-mile radius of Ithaca College, the Faculty Supervisor will visit the agency to observe the student's work and confer with the student and Agency Supervisor regarding the student's performance and progress towards fulfilling the agreed-upon learning objectives. When a site visitation is not feasible, a telephone or video conference will be conducted.
- c. Assign a final grade to the student based on established criteria (see pp. 9-11)

4. **Student Responsibilities**

- a. Fulfill all assignments as set forth in this manual (see pp. 9-11) and designated by the agency
- b. Abide by all rules, regulations, policies, and procedures as set forth by both Ithaca College and the cooperating agency
- c. Notify the Agency Supervisor whenever illness or emergency prevents on-the-job attendance. Notify the Faculty Supervisor concerning absences over an extended period of time, if guidance is needed or desired, and if problems arise.
- d. Pay for personal expenses except when expenditures have been authorized by the agency
- e. Act with integrity and in a professional manner at all times

5. **General Regulations**

- a. Practicums may be completed during the summer between the junior and senior years, during either semester of the senior year, or the summer following the senior year, provided eligibility for the practicum has been met.
- b. Students may not complete practicums at agencies owned or operated by their family members or relatives.
- c. Should unforeseen or extenuating circumstances develop, the agency or student may terminate the internship by giving two weeks notice to the other party and sending a letter of explanation to both the Faculty Supervisor and Internship Coordinator. No party, including Ithaca College, shall incur any obligation or liability as a result of such termination.
- d. A student dismissed from an internship, by either the agency or the College, is subject to receiving a failing grade and, in that case, must complete a prescribed program of remediation prior to a second placement. The student must register and pay tuition again for the subsequent practicum. Failure to submit required forms, reports, and logs to the Faculty Supervisor by the end of the 4<sup>th</sup> week of the internship constitutes grounds for failing the internship. A student dismissed from a professional practicum a second time is subject to dismissal from the program.



### **Regulations Specific to Internships**

1. The internship experience must have a minimum of 12 weeks and a minimum of 480 hours (usually 40 hours/week).
2. Internship sites should be located within an approximate 500-mile radius of Ithaca, which contains such urban areas as New York City, Boston, Philadelphia, Baltimore, Washington, D.C., Pittsburgh, Cleveland, Toronto, and Montreal. Should a student wish to intern at a site located beyond the 500-mile radius, the student must prepare a written petition indicating the justification for selecting this agency at least two months prior to the end of the semester before the student plans to participate in the practicum. This petition will be reviewed by appropriate administrative authorities for a decision. Exceptions to the restricted mileage policy are approved only in situations where it is clearly advantageous to both the student and the college to do so. If a placement is located over 500 miles from campus, budget restrictions usually preclude a site visit by the Faculty Supervisor.
3. Students may not enroll for more than 3 credit hours in other academic courses during the internship. A student may enroll for independent study in conjunction with an internship provided a work/research project can be designed and approved.
4. Students may elect variable hours of credit for their internship experiences ranging from 8 to 12 credit hours.

### **Regulations Specific to Advanced Fieldwork**

1. Advanced Fieldwork placements cannot exceed a 200-mile, one-way drive from Ithaca College, to facilitate close supervision by the Faculty Supervisor.
2. Students may elect variable hours of credit for their Advanced Fieldwork ranging from 8 to 9 credits per semester and must complete at least 8 total credits.

### **Legal Liability**

All students enrolled in Internship or Advanced Fieldwork are required to be covered under the Ithaca College Student Professional Liability Insurance policy provided by Seabury & Smith. When OEL receives a completed Student Placement Form, a fee of approximately \$15 will be charged to the student's account through the Office of Student Financial Services. The coverage is as follows: \$2,000,000/occurrence and \$4,000,000/aggregate. OEL can provide the facility with evidence of coverage.

Since the coverage is in effect from September 1 through August 31 of the following year, students who are registered in more than one separate practicum experience during the policy period are charged only once. Students whose summer internships extend beyond August 31 will need to renew coverage. Any student who is paid by the agency will be covered by the agency's liability insurance as an employee and does not need insurance from Ithaca College.

## Student Assignments

### **WARNING! - WARNING! - WARNING!**

If your Faculty Supervisor has not received all the required forms, reports, and logs in a timely fashion by the end of the 4<sup>th</sup> week of your Internship or Advanced Fieldwork, you are subject to removal from the practicum and a **FAILING** grade. You will subsequently need to fulfill a remediation plan, find a new placement, and register and pay tuition again for the second practicum.

1. Complete and submit the following papers to your Faculty Supervisor by the end of the first week of the Internship or Advanced Fieldwork:

- **Student Information Form** (available on OEL website)
- **Work Schedule:** Provide your typical work schedule.
- **Learning Objectives:** The student is responsible for initiating a preliminary list of learning objectives and discussing them with the Agency Supervisor before submitting them to the Faculty Supervisor. For each of the mutually agreed-to learning objectives, indicate *how* and *when* the objectives will be accomplished. Examples of learning objectives follow:
  - a. By Week 2, I will read the agency's Policies and Procedures Manual.
  - b. By Week 5, I will independently lead an interpretive nature program for agency participants.
  - c. By Week 9, I will develop and schedule an in-service program on risk management, which I will present at a staff meeting during the final week of the internship.
  - d. By Week 10, in consultation with my agency supervisor, I will complete my special project.

Here are examples of other types of activities you may wish to include in your learning objectives:

- Program special events and tournaments
- Conduct research related to agency operations and clientele preferences
- Develop administrative policies
- Assist with the planning and design of a new or renovated facility
- Prepare publicity or perform other functions related to public relations
- Lead and debrief an outdoor adventure activity
- Recruit, train, and supervise part-time staff
- Schedule and assist with maintenance tasks
- Attend staff meetings
- Attend professional conferences and trainings
- Prepare a budget for an outdoor recreation program
- Perform record keeping functions
- Evaluate sites for safety
- Learn to request and purchase gear
- Prepare a grant proposal

2. **Daily Log.** Maintain a daily log of work and learning activities performed and your reflections and observations about them. The log should be typed, indicate the nature of the activity performed, and include the approximate amount of time involved in the activity. At the end of each day's observations and reflections, the student should indicate *the most important thing* they learned that day and the total number of hours accumulated to date. Submit the log for the past two weeks with every biweekly report and with the final evaluation report. A sample log entry appears below.

SAMPLE LOG ENTRY
<p><b>Wednesday, July 15</b></p> <ol style="list-style-type: none"> <li>1. Met with my supervisor to review assigned tasks (30 min.)</li> <li>2. Drafted press release and flyers for Youth Programs (1.5 hrs.)</li> <li>3. Attended staff meeting (1 hr.)</li> <li>4. Reviewed guidelines for grant applications (1 hr.)</li> <li>5. Led and debriefed ropes course activity (3 hrs.)</li> <li>6. Etc.</li> </ol> <p><b>Observations and Reflections:</b> Writing a grant proposal had seemed overwhelming to me at first. I now realize that, if I understand all the requirements, I can write one with my supervisor's help. I was pleased with all the positive comments participants gave me at after the ropes course activities and now feel more confident leading them in the future. The staff meeting was well run, and I learned more about everyone's role at the agency. <i><b>The most important thing I learned today was to take the initiative to speak up during staff meetings when I think I have a good idea.</b></i></p> <p><b>60 total hours to date.</b></p>

3. **Biweekly Progress Reports.** Submit a typewritten biweekly progress report to the Faculty Supervisor according to the schedule on your Internship Requirements Checklist. In the report, address the following topics:
  - a. Current progress, within the past two weeks, toward the attainment of the student's learning objectives and personal growth.
  - b. Major experiences and/or events in which the student has participated and a description of their role.
  - c. Problem areas or difficulties that emerged and the actions the student took or intends to take to resolve them. Students are encouraged to talk to their Agency Supervisor about any problems or difficulties they encounter as an intern. If a student feels a need to discuss important and sensitive matters with their Faculty Supervisor, they should call him or her, collect if necessary.
  - d. Annotated bibliography of readings: Maintain a reading program to keep current on professional trends, practices, and issues. The readings should be related, insofar as possible, to the agency setting and learning objectives. Include the following with every report:
    - Complete reference (use APA format)
    - Summary of the reading content (purpose, main points, findings, conclusions)
    - Reflection (i.e., personal reaction to the reading, how the content relates to the practicum experience or the student's studies at Ithaca College)

- e. Personal feelings about the practicum experience thus far. Discuss how the experience is progressing relative to the student's expectations and learning objectives.
  - f. Total accumulated hours to date
4. **Final Evaluation Report.** Prepare a typewritten final evaluation report of the experience, which covers the following areas:
- a. Explain the degree to which the specified learning objectives were achieved.
  - b. A summary of major contributions/accomplishments during the practicum. Include copies of any articles authored, programs developed, awards won, reports and evaluations prepared, etc.
  - c. Describe any difficulties or problems encountered and what actions were taken to resolve them. Explain how effective the corrective actions were.
  - d. Describe how the internship experience influenced your career goals or outlook. Did the experience support prior career aspirations or set you in a new direction?
  - e. Evaluate the strengths and weaknesses of the agency and its resources. Also evaluate the quality of the supervision and direction received during the practicum.
  - f. Evaluate your personal strengths and weaknesses as experienced through the practicum. In what areas of performance were you competent and confident, and where did you lack competency and/or confidence? If you're returning to school next semester, identify courses or experiences that might be pursued to help acquire additional skills and knowledge.
  - g. Explain how well your Ithaca College education prepared you for the practicum. Which courses were most valuable to you and why? What changes would you recommend to the OAL curriculum?
5. **Special Project.** Complete a special project that benefits both the agency and your professional growth, and provide written documentation of its completion. If the project is in print form (e.g., grant proposal, in-service, manual), submit a copy along with a summary of the process used to develop the project and the project outcomes. If the project is not in print form, write a concise detailed paper (about 500 words) that describes your project goals, the process used to complete the project, and the outcomes.
6. **Agency Evaluation.** Complete this form, which is available on the OEL website. This information will be used as a tool for future students as they search for an internship site.

All of the above assignments must be completed before a final grade can be assigned. The student is also responsible for assuring that the Midterm and Final Evaluations (available on the OEL website) are completed by the agency supervisor and forwarded to the faculty supervisor.

## **Evaluation and Grading**

Points will be awarded based on the quality of the student's work, as follows:

<b><u>Assignments</u></b>	<b><u>Point Value</u></b>
1. Student Information Form and Work Schedule	5
2. Learning Objectives	10
3. Biweekly Reports 1-5 (5 reports x 10 pts. each)*	50
4. Logs 1-6 (5 logs x 10 pts. each)*	50
5. Agency Supervisor Midterm Evaluation	5
6. Special Project Report	10
7. Final Evaluation Report & Log (10 pts. each)	20
8. Agency Supervisor Final Evaluation	5
9. Agency Evaluation	<u>5</u>
TOTAL	160 points

For every 24 hours late, 10% of the points will be deducted.

\*If an internship lasts longer than 12 weeks, the student will need to complete additional biweekly reports, logs, and hours as required.

## **Final Grade Evaluation**

The evaluation of the student will be carried out jointly by the Agency Supervisor and the Faculty Supervisor. The final grade is the responsibility of the Faculty Supervisor and is based upon the following criteria:

1. Final evaluation of the student's on-the-job performance by the Agency Supervisor
2. Evaluation of the written assignments by the Faculty Supervisor

## APPENDIX A

### Due Dates and Forms Required for Internship or Advanced Fieldwork

#### *Outdoor Adventure Leadership Major*

All forms are available on the Office of Experiential Learning website for TR at:  
[ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/outdoor-adventure-leadership](http://ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/outdoor-adventure-leadership)

#### GENERAL DUE DATES\*

<u>Forms</u>	<u>Summer Internship</u>	<u>Fall Internship</u>	<u>Spring Internship</u>
1. Application for Internship/Advanced Fieldwork	Nov., Week 4	Jan., Week 4	Sept., Week 2
2. GPA Calculator Spreadsheet	Nov., Week 4	Jan., Week 4	Sept., Week 2
3. RM/OAL Agency Acceptance Form	Apr., Week 1	Apr., Week 3	Oct., Week 4
4. RM/OAL Student Placement Form	Apr., Week 3	May, Week 1	Nov., Week 3
5. Internship Requirements Checklist	Before internship begins		
6. Student Information Form and Work Schedule	End of week 1 of internship		
7. Agency Supervisor Midterm Evaluation Form	Midpoint of internship		
8. Agency Supervisor Final Evaluation Form	1 week after internship ends		
9. Agency Evaluation	1 week after internship ends		

\*Please see the Office of Experiential Learning website for exact due dates.

## APPENDIX B

### OAL Internship Search Strategies

1. **HSHP Office of Experiential Learning (OEL) database:** Search this database to locate sites where past RLS students have completed their internships (the database also includes Therapeutic Recreation interns):

- Go to [fmp16.ithaca.edu/logon.php](http://fmp16.ithaca.edu/logon.php)
- Log on to Site Search:

**Student ID:** (this is your student ID#)

**Password:** hshp (case sensitive)

If you are unable to access the database, your student information may need to be added to the RLS system. For assistance, please contact [ael@ithaca.edu](mailto:ael@ithaca.edu).

- You may search by Site Name, City, or State

Some database information may not be current. If you discover more current information, please inform the Internship Coordinator so the database can be updated.

2. **IC Career Services:** See Resources at [careerservices.ithaca.edu/resources](http://careerservices.ithaca.edu/resources)

- Use the following tools: Handshake, Linked in, Internships.com, Career Shift, Indeed.com, etc.

3. **RLS Internship Binder:** Throughout the year, the department collects internship advertisements that come across the internet and places them in this binder. Students may peruse the binder in the RLS Department Office (Hill G40).

4. **Professional Websites:**

Association for Experiential Learning: <http://jobsclearinghouse.aee.org/>

Bluefish: <http://www.bluefishjobs.com> – search “internship” or “outdoor”

BackDoorJobs: <http://www.backdoorjobs.com/>

Cool Works (on Yellowstone River): [www.coolworks.com](http://www.coolworks.com)

NOLS: <https://www.nols.edu/en/alumni/alumni-benefits/jobsnetwork/>

Subscribe to the NOLS email List: “NOLS Job Announcements” (you don’t need to be a NOLS alum to subscribe). This listserv advertises both jobs and internships.

Outdoor Education LLC: <http://www.outdoored.com/Jobs/oe/Search.aspx>

5. **Google Search:** Google a location where you want to complete your internship along with “outdoor adventure leadership” or “outdoor education” or something similar, and see what pops up!