

**Specialization
Leisure Sciences
Internship Manual
AHSC 437**

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Applied Human Sciences
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Introduction

The internship is a supervised educational experience within a professional agency related to the student's area of interest of Specialization. This experience can constitute a significant part of the student's academic preparation. It is considered a vital pre-professional experience and an important facet of the student's overall education.

The program is a cooperative arrangement between AHSC and an approved agency where the student obtains pre-professional leadership experiences of a practical nature under the supervision of qualified and experienced personnel from both the agency and Concordia University. The opportunity to engage in the practical application of theories and skills learned in the classroom is afforded each student through the internship. This program should aid students to evaluate and further develop skills and professional stature as well as solidify their professional goals.

Program Goals

The program goals are general and further developed by the needs of individual students and their placement site in consultation with Concordia University. The general internship goals are:

- To provide students with an opportunity to integrate theory and practice.
- To encourage the exchange of contemporary views on current issues and insights between the intern, agency personnel and supervisors.
- To enable the student to obtain information to be used as a basis for making choices in relation to future jobs, future learning experiences, and further areas of study.
- To enable the student to recognize personal strengths and weaknesses.
- To provide an opportunity for students to gain professional experience within an agency.
- To gain an understanding and appreciation for the role, duties and responsibilities of a full time professional.
- To provide the students with experiences that will enable development of human relations and communication skills.
- To strengthen relationships between professional agencies and the AHSC program at Concordia University.

Length of Internship

AHSC 437 (6- credits). The internship is a minimum of 240 hours over at least six weeks. A maximum of eight hours per day and 40 hours per week may be counter towards the required total.

Student may choose to extend their internship by working fewer hours per day/week over the fall and winter semesters. The internship schedule should be determined with the agency supervisor based on the needs of the agency and then approved by the course instructor.

Location and Restrictions

There are very few restrictions in terms of where and internship can be carried out. Internship placements must be at a bona fide agency. Space must be provided for internship students to work. Supervisors should hold an undergraduate degree and have significant, relevant experience. The internship and agency must be approved by the university supervisor, prior to students accepting an internship placement. In addition:

- The internship may be done in an English or French setting
- You cannot get paid for your internship
- For students seeking an internship outside of Montreal, special arrangements for supervision will be necessary. Where arrangements cannot be made, the location will be rejected.
- A location where the student works (has worked) will not be accepted.
- Two students will not be allowed to work at one location unless the agency, because of its size, can ensure that the interns will be working in completely different areas.
- A database of internship sites is available from AHSC Internships at:
http://artsandscience1.concordia.ca/ahsc/internship/lsi/Placement_Sites.shtml
 - Internships are not restricted to this list and students can propose other internship opportunities.

Internship Eligibility Requirements

Failure to meet any of the following requirements will result in rejection of the student's application for the internship course. Students must be enrolled in the Leisure Sciences Specialization. Students in the Leisure Sciences Major may be considered if there is space available.

Coursework: Students should have completed most of the core elements of their program and some courses towards their specialization. The following courses are required before enrolling in internship: AHSC 241, AHSC 361, AHSC 260 and AHSC 371. It is recommended that students complete their internship as close to graduation as possible.

This affords students the opportunity to transfer from the role of internship student to employee and the conclusion of a successful placement.

Form A- Verification of Eligibility and Form B – Confirmation of Placement/Proposal must be completed by the students and approved by the university supervisor.

Procedures for finding an Appropriate Internship

The following steps must be taken before starting the internship. The process should begin at least three months prior to the proposed start date.

Complete **Form A – Verification of Eligibility** and submit to your academic advisor when registering. This ensures that all eligibility requirements are met.

After you are registered meet with your internship supervisor to discuss potential agencies that suit your interests. You are also encouraged to consult the database of internship placement sites. This is in the moodle system which you should be able to access via your Concordia portal. We have arranged that you can have access to the database when you are registered for AHSC 371 and you will also have access once you are registered for AHSC 437.

There is no guarantee that you will find a placement from this list. It is simply a starting point to learn about internship opportunities as you begin your search.

No internship sites will be disqualified based upon geographic location. Therefore potential interns can propose sites anywhere in the world, as long as the following conditions can be met:

1. Supervision by a university graduate in an appropriate discipline
2. A means of weekly communication that will keep the professor up-to-date on the student's progress.
3. Appropriate health care insurance and travel permits.

Although interns cannot be paid, travel to and from the site, housing and meal allowances are acceptable. Students must obtain all pertinent information on the site they are interested in and present it to their professor, before accepting an internship.

Students should select the site(s) and make an appointment with the appropriate agency staff or send letter(s) of application to the agency. Letter should be brief and to the point, including an indication of interest in an internship experience with the agency, potential dates for the internship, a request for an informational meeting and an up-to-date resume. Finding an internship is similar to finding a job.

Once an agency has been selected, students must complete **Form B – Confirmation of Placement/Proposal** and submit it to the agency supervisor. The agency supervisor must sign this form, thus confirming their willingness to act as supervisor. **It is advisable to discuss your internship opportunity with your professor, before completing Form B.** To confirm your internship placement, the university supervisor must also sign Form B. Allow for a couple of weeks delay for an official approval of a new site, it will be necessary for the university supervisor to confirm that the site meets all the requirements.

Students **MUST** complete and sign **Form G – Application for Industrial Accident Coverage (CSST)** and return it to their professor **BEFORE** starting their internship.

Once all of the above has been satisfied the student is free to start the internship.

General Policies

If the student plans to complete the internship in one semester, it is expected that the internship be half-time work placement. (12 weeks x 20 hrs per week). However, this may be adjusted due to special events related to the internship job functions. Taking additional course work or working outside the internship will be to be balanced with the internship requirements.

Students can choose, with consultation with their placement supervisor, to use the full academic year to complete their internship (24 weeks x 10 hrs per week).

Student interns cannot receive financial remuneration for their internship. They may however receive stipend for living expenses, transportation, meals, and conferences. Any such benefits must be reported and approved by the university supervisor.

At the end of each day of work related to the internship, students are encouraged to spend time writing a journal. A daily journal is to be submitted for the first three weeks of the internship.

At the end of each week (starting week one) interns must complete a weekly update and a work plan for the upcoming week. The university professor will discuss submission guidelines and specific topics to be covered.

Responsibilities of the student to the agency

The intern will...

- Conform with the regulations and policies of the organization including appropriate dress code
- Plan thoroughly and in advance of all assignments

- Call out all assignments and behavior in a professional manner
- Evaluate each meeting that has been planned/conducted.
- Schedule time sensitive meetings with your site supervisor for mid-term and final evaluations and a site visit from a university representative
- Notify the agency supervisor well in advance if you cannot meet your obligations
- Accept the agency's philosophy, methods and leadership
- Be tactful, friendly, respectful and open to criticisms
- Be positive and cooperative
- Maintain appropriate confidentiality
- Ask for help in a timely manner from your agency or your professor

Responsibilities of the Agency supervisor to the student Intern

The agency supervisor will...

- Develop a working agreement with the student which clearly delineates the student's role and responsibilities in the agency. This should be developed during the first week of the internship. A copy of the agreement should be sent to the university professor. A time-line of responsibilities is very helpful, so that interns can learn to self-manage
- Provide an orientation and overview of the agency's mandate, policies, administration, philosophy and approach to program design and service delivery
- Inform interns of rules and regulations
- Present interns to agency staff as a co-worker, in order to ensure professional status for the intern student
- Orient the student to the population/community. Its value based system, basic needs, socio-economic status and special needs
- Meet as required to provide feedback and guidance. Meetings should be a minimum of once per week
- Provide practical educational experiences that broaden the student's knowledge, skill and experience. This may include, interdisciplinary meetings and assignments
- Support the student intern in their specific duties
- After completing 120 hours complete the mid-term evaluation **Form E** and review it with the student
- Complete **Form F – Final Evaluation** at the end of the internship

Responsibilities of the University Supervisor (Professor)

The university professor will...

- Ensure that the proposed experience is appropriate
- Clarify, with the agency supervisor, the expectations of the university
- Provide feedback to the student as required

- Make, when practical and appropriate, an on-site visit to observe the student
- Be available to the student and on-site supervisor on an “as needed” basis
- Ensure that the final grade assigned is equitable

Form A - Verification of Eligibility

Name: _____ Student ID #: _____

Address: _____

Email: _____

Telephone: _____

Student is enrolled in the Specialization: _____

If student is in the Major, special permission has been granted: _____

Student has completed the following courses:

Leisure Sciences Coursework	Semester Completed
AHSC 241	_____
AHSC 260	_____
AHSC 361	_____
AHSC 371	_____

It can take up to three months to find an appropriate internship site. Students are encouraged to contact the professor after registering for the Leisure Internship AHSC 437. _____ (Student initials)

Verified by: _____

Date: _____

Form B - Proposal/Confirmation of Placement

Students Name: _____ Date: _____

Telephone: _____ e-mail: _____

Proposed Agency: _____

Site supervisor: _____ Title: _____

e-mail: _____ Telephone: _____

Complete Address: _____

Starting Date: _____ Completion Date: _____

Hours (explain):

The intern should be contributing significantly to at least one definable project or special event (explain):

Note to Agency supervisor: This is a proposal only. Your signature indicates your willingness to have the student as an intern. The professor will be contacting you regarding this internship, prior to final approval.

I am willing to supervise the above-named student and assist in the mid-term and final evaluation of the internship student:

Signature of Agency Supervisor

Signature of Student

Approval by Professor

Form C - Daily Journal

Name: _____ Date: _____ Hrs From _____ to _____

Total hours completed: _____

1. What was your main activity today?

2. What was your role? What skills did you use in this role?

3. What planning did you do for today?

4. Evaluation:
 - a. Positive things

 - b. Negative things

5. What I learned:

6. What do I need to learn:

Other insights:

Form E - Mid-term evaluation (page 1 of 2)

Supervisor: _____

Agency: _____

Student: _____

Date: _____

Internship hours completed: _____

Note: The agency supervisor should rate the student in each of the following sections. Space is provided for comments. Use the following scale and place the appropriate rating in the space provided before each statement. Please use this opportunity to guide the student and provide meaningful feedback.

Grading scale

- E = Excellent:** Shows high competence (top 10%)
- G = Good:** Surpasses expectations (Top 30%)
- S = Satisfactory:** Meets minimum requirements
- P = Poor:** Needs improvements (below expectations)
- U = Unacceptable**

Section 1 Personal Competencies

- _____ 1. Demonstrates initiative and motivation.
- _____ 2. Is courteous and tactful.
- _____ 3. Displaces a sense of humor.
- _____ 4. Demonstrates enthusiasm.
- _____ 5. Is cheery and friendly.
- _____ 6. Displays concern for others.
- _____ 7. Effective working with client groups
- _____ 8. Dependable (on-time, reliable, trustworthy)
- _____ 9. Responds appropriately to constructive criticism.

General Comments and/or Observations:

Form E - Mid-term evaluation (page 2 of 2)

Section II

Professional & Work Competencies

_____1. Objectives. Based on the job description of the intern position, the student is meeting the criteria and fulfilling the agency goals.

_____2. Organizational Ability: Displays the ability to reduce abstract/complex situations and problems to systematic, organized bodies of knowledge and take appropriate action.

_____3. Leadership Qualities: Demonstrates ability to supervise, lead and direct people, programs and resources.

_____4. Adaptability: Quickly and effectively adjusts to new or different situations, clients and staff. Displays imagination, ingenuity, creativity with common sense. Has a back-up plan ready.

_____5. Communication: Communicates ideas and feelings to others in easily understandable fashion. Writes and speaks in clear, effective manner.

_____6. Professional Judgment: Ability to analyze situations and take appropriate actions. Knows when to ask for assistance.

_____7. Professional Attitude and Behavior: Ability to display positive, optimistic, and constructive attitude. Conducts her/him self in a professional manner in accord with the agency.

General Comments and Observations:

What would you like to see the intern do/learn/experience during the second half of the internship?

Signature of Supervisor: _____

Date: _____

Signature of Student: _____

Date: _____

(Return the original completed evaluation to your professor)

Form F – Final Evaluation (page 1 of 2)

Supervisor: _____

Agency: _____

Student: _____

Date: _____

Internship hours completed on: _____

The student should give you this form when they start their internship. Kindly complete this final evaluation as soon as the student completes their internship hours. You can return this completed form to the university confidentially, by fax: 514-848-2262 or by mail:

Professor Henle
Concordia University
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Montreal, Quebec. H4B 1R6

Rate the intern student in comparison with other individuals who are at the entry level of employment within your agency. Comment as needed.

Grading scale

- E = Excellent:** Shows high competence (top 10%)
- G = Good:** Surpasses expectations (Top 30%)
- S = Satisfactory:** Meets minimum requirements
- P = Poor:** Needs improvements (below expectations)
- U = Unacceptable**

Comment in general to help the student succeed as a professional in the field.

Form F – Final Evaluation (page 2 of 2)

Use the grading scale to complete this section.

Grade	Qualities	Comments
	Punctuality	
	Appropriate dress	
	Professionalism	
	Effort & motivation	
	Ability to work with superiors	
	Ability to work with peers	
	Goal setting	
	Shows initiative	
	Understand agency needs	
	Confidence	
	Ability to say no	
	Flexible	
	Considerate of others	
	Leadership	
	Creativity	
	Responsible & reliable	
	Ability to plan	
	Organizational skills	
	Completion of tasks	
	Meeting deadlines	
	Attention to details	
	Problem solving	
	Understands clients	
	Negotiating	
	Shows ability to learn	

I feel comfortable providing a letter of recommendation to this internship student based on the work they completed:

- Yes. I have confidence they will continue to learn new skills with experience.
 No. They still need to learn important skills.

Agency Supervisors Signature

Date

University Professor

Date