

FORM A
RPTA 465 – INTERNSHIP APPLICATION

Instructions: Students are to complete and turn in this application two quarters prior to their internship quarter. All materials are to be placed in a file folder, labeled with the student's name, and turned in to the Internship Coordinator for review.

Quarter & Year of Internship

I. PERSONAL INFORMATION

Name: _____ Student I.D. _____

Local Address: _____

Number Street Name & Apartment/Unit # Phone

City State ZIP

Email Address: _____

Perm. Address: _____

Number Street Name & Apartment/Unit # Phone

City State ZIP

Concentration: _____ Catalog Year: _____

Anticipated Quarter of Graduation: _____

Quarter Year

II. Attachments

#1 – PREREQUISITE EXPERIENCE SUMMARY: Using the format provided to you in RPTA 110, attach your record of work experience (paid or volunteer, verifiable, 1,000 hours) required for entry into the internship program.

#2 – REMAINING COURSEWORK CHECKLIST: Attach the confirmation page you printed after you completed the remaining coursework questionnaire. Confirm that your PolyPlanner accurately reflects your plans for your remaining quarters.

#3 – RESUME & LinkedIn PROFILE: Attach a copy of your updated resume to this application and make sure your LinkedIn profile reflects your degree information and professional experience accurately. Keep in mind that you will need additional copies for upcoming agency contacts and interviews.

#4 – REFERENCE LETTERS: Attach copies of two letters of reference to this application. Keep the originals for your own use.

III. PERSONAL ASSESSMENT

The purpose of this section is to assist you in clarifying what type of experience you can expect from your internship. When answering the questions, try to think beyond the internship experience itself and toward your professional career.

- A. Based on your education and past work experience, what career skills do you have?
- B. What skills or experiences do you need to make you more marketable job candidate for a professional position in the leisure service industry?
- C. Think about your past work experiences. Which job did you enjoy most? What did you like most about this position?
- D. What type of work environment do you think you would enjoy most?
- E. What type of position and what type of organization would you like to have in five years?
- F. Review your answers to the above questions. What direction do your answers suggest you pursue for your internship experience?
- G. Write at least three goals relating to the learning opportunities you would like accomplished during your internship experience (formatted like the example below).

Example goal statements:

During my internship, I would like to:

- Be involved in the development of a market research study
- Be involved in the development and implementation of outdoor recreation programs
- Gain an understanding of the administration of an agency.
- Gain staff supervision experience.