

FORM B
RPTA 465 – AGENCY INFORMATION AND APPROVAL FORM

I. INTERNSHIP INFORMATION

Name of student: _____ **Quarter/Yr of Internship:** _____

Name of agency: _____

Main address of agency:

Number	Street Name & Suite #
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City	State	ZIP
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Name of agency head: _____ **Title:** _____

Email Address: _____ **Agency Website:** _____

Type of Organization:

☐ **Private/Commercial** ☐ **Public/Municipal** ☐ **Non-Profit** ☐ **Special Services**

Brief Description of Agency's Programs/Services:

Agency staff member who will supervise intern:

Name: _____ **Title:** _____

Address:

Number	Street Name and Suite #
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City	State	ZIP	Fax Number:
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Phone: _____ **Extension:** _____ **Email:** _____

Phone where intern is placed: _____ **Extension:** _____

Provide the start and end dates for your 400 hour RPTA 465 internship. Please note: you may not start accruing hours toward your internship until the first day of the internship quarter; therefore, the start date may not be before the first day of the internship quarter.

The internship will begin on: _____ and end on: _____
Date (DD/MM/YY) Date (DD/MM/YY)

at which time the student will have completed a total of 400 hours.

It is agreed that the intern will receive: ☐ Wage ☐ Stipend ☐ No Pay

Will the intern be covered by the agency's liability insurance? ☐ Yes ☐ No

Will the intern be covered by the agency's workman's compensation insurance? ☐ Yes ☐ No

Has the student provided the agency with a copy of the Cal Poly Recreation, Parks, and Tourism Administration Internship Manual/Overview? ☐ Yes ☐ No

The agency manual is available at <http://www.rpta.calpoly.edu/internships.html>

Is the agency supervisor willing to participate in the written intern evaluation process? ☐ Yes ☐ No

What type and length of training/orientation will be provided for the intern?

Please indicate the areas in which the student will be involved during the experience:

- ☐ Administrative and Supervision - The student will observe and participate as appropriate in, the policies and practices of the agency. This would include the legal status of the agency, budgeting and record keeping procedures, personnel and supervisory practices, management functions, strategic planning, and the culture of the organization.
- ☐ Programming and Leadership - The student should be exposed to a broad array of program activities and services characteristic of the agency; in addition, he/she should have the opportunity to assume a leadership role in planning and implementing various types of programs and to facilitate experiences for diverse clientele.
- ☐ Facilities Planning and Operations - The student will become familiar with physical facility planning and operations. This may include exposure to long-range planning of physical facilities as well as the layout, operation, and maintenance of facilities, equipment and supplies for everyday use in the provision of visitor and customer services.
- ☐ Other Experiences - The student should gain experience in dealing with public relations and become familiar with its related techniques, issues and problems; attend board/commission and other community meetings dealing with recreation and visitor services; and perform tasks of a routine business nature.

II. STUDENT LEARNING OUTCOMES FOR THE INTERNSHIP EXPERIENCE

To be developed by mutual agreement between the agency supervisor and the intern to meet the specific needs of the student intern during the internship experience.

1. **List of goals to be accomplished during the internship** (provide three to five specific and measurable goals that reflect the desired outcomes for the experience, for example *"To gain experience in the development of a risk management plan"*).
2. **List of specific tasks to be performed during the internship** (provide at least one task for each of the goal statements, for example *"Research and develop risk management training program for part-time staff"*).

III. REVIEW OF RESPONSIBILITIES AND SIGNATURES

AGENCY SUPERVISOR, PLEASE INITIAL WHERE INDICATED:

It is our understanding that this position is included as a required internship for Cal Poly, San Luis Obispo Recreation, Parks, and Tourism Administration Program students. The student will be under the supervision of agency personnel during this experience. _____

initial

As the agency supervisor, I have received and read the Cal Poly, San Luis Obispo Recreation, Parks, and Tourism Administration Manual. _____

initial

By signing below, the agency supervisor and the student indicate they understand the following responsibilities:

Student Responsibilities:

1. Adhere to all agency policies and procedures.
2. Demonstrate professional behavior at all times.
3. To complete all required tasks to the best of their ability.
4. To notify the Agency Supervisor and/or Faculty Internship Advisor of any concerns related to the internship experience.
5. Follow Internship procedures as outlined in the RPTA 465: Internship Manual

Agency Supervisor Responsibilities:

1. Supervise student performance during the experience.
2. Review and sign student's bi-weekly reports
3. Complete the student mid-quarter progress
4. Complete the student final evaluation report
5. Meet with Faculty Internship Advisor as needed

Agency Supervisor Signature

Date

Supervisor's Name:
Position Title:
Address:
Telephone Number: () -

Student Signature

Date

Student's Name:
Address:
Telephone Number: () -
Email Address:

Internship Coordinator Signature

Date

Internship Coordinator Name:
Cal Poly
Recreation, Parks, & Tourism Administration
San Luis Obispo, CA 93407
805-756-2050