FORM C

RPTA 465 – BI-WEEKLY SUMMARY REPORT

Instructions:

During your internship, you will complete and submit five biweekly summary reports. These reports should help you learn about the overall operation of your internship agency. In addition, the reports are a method of documenting and communicating to your Internship Advisor your experiences during your internship. Each report consists of your assessment about your internship experience and information about the agency. The due dates for the reports are:

 First Report: Beginning of the 3rd Week

 Second Report: Beginning of the 5th Week

 Third Report: Beginning of the 7th Week

 Fourth Report: Beginning of the 9th Week

 Fifth Report: At the end of the final internship week.

**All reports are to be typed and signed by your Agency Supervisor.** Either use the Biweekly Summary Report form available on the Recreation, Parks, and Tourism Administration website, or recreate the form on your computer. Each report will provide the following information:

(Fill in the following page and print)

FORM C

**RPTA 465 – BI-WEEKLY SUMMARY REPORT**

Student's Name:

Weeks covered in report:       through       Dates:       through

Total Hours for Weeks Reporting:       Total Hours to Date:

Agency Supervisor

 *(Signature)*

Agency Supervisor Comments:

**I. STUDENT’S ASSESSMENT** (Minimum one page long, to be included with each biweekly summary report)

This assessment should consist of a critical analysis and interpretation of each week’s events, not just a list of accomplished tasks.

1. Activities: Describe your experiences during these tow weeks as they relate to each of the goals and/or tasks listed in the Agency Information and Approval Form.

2. Problems: Identify any problem(s), both major or minor, you have had during this reporting period with some analysis on how you did or how you plan to solve them.

3. Insights Gained: What have you learned from your experiences during this reporting period? What specific experience do you think made you stretch and grow as a professional?

**II. GENERAL AGENCY INFORMATION REPORTS**

**First Report: Describe the Agency.**

Due: Beginning of the 3rd Week

This report should familiarize both you and your Internship Advisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and legal status (private, public, nonprofit). Provide a general description of the agency’s programs and services, clientele, and facilities. Do not provide copies of pre-written agency documents, but rather describe your own understanding about the agency.

**Second Report: Describe the organization and administration of the agency.**

Due: Beginning of the 5th Week

Include a copy of the agency’s organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the agency. Discuss the agency’s personnel policies: hiring practices, orientation program and in-service training, salary and benefits information. Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.

**Third Report: Describe the financial structure of the agency.**

Due: Beginning of the 7th Week (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss what are the various income sources; major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

**Fourth Report: Describe the marketing and public relations of the agency.**

Due: Beginning of the 9th Week

Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated?

**Fifth Report: Assessment of the Internship Experience.**

Assess the overall internship experience by answering the following questions. Include Form F with the final bi-weekly report.

**Internship Evaluation and Assessment**

 1. Evaluation of Agency Internship Program

 Strong points

 Weak points

 Suggestions for improvement

 2. Evaluation of Cal Poly Internship Program’s Policy and Procedures

 Strong points

 Weak points

 Suggestion for improvement

 3. Agency Evaluation of Student (Form E)

 4. Evaluation of Self

 a. What goals were met during the internship experience?

 b. What goals were not met and why?

 c. What were some of the strengths developed during the internship experience?

 d. What skills do you still need to improve and ways improvements can be made?

 e. What academic courses were helpful in preparing you for this internship?

 f. What academic courses would have been helpful in preparing you for this internship?

 5. Include Form F with final report.

 6. Include Student Assessment Survey (see next page)

Student Assessment Survey

Professional skills include the ability to communicate effectively, work well in groups, and solve problems creatively. Consider the following list of professional skills and reflect on your own abilities. Then, rate your ability to perform the following:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| ***I am able to…*** | **Strongly Disagree** | **Disagree** | **Agree** | **Strongly Agree** | **Not Applicable** |
| verbally communicate and explain ideas. |  |  |  |  |  |
| write effectively and explain ideas. |  |  |  |  |  |
| think critically and creatively. |  |  |  |  |  |
| make decisions based on accepted professional practices. |  |  |  |  |  |
| design and implement programs/services. |  |  |  |  |  |
| interpret data to evaluate programs and services. |  |  |  |  |  |
| effectively supervise program staff. |  |  |  |  |  |
| understand basic management functions: planning, organizing, staffing, leading, motivating, directing, controlling. |  |  |  |  |  |
| work in groups effectively. |  |  |  |  |  |
| apply marketing concepts and processes. |  |  |  |  |  |
| interpret basic financial documents. |  |  |  |  |  |
| facilitate/lead experiences for diverse populations. |  |  |  |  |  |