

Internship Instructions

1.	<p>Attend mandatory pre-experience orientation session as outlined in the deadlines below.</p> <ul style="list-style-type: none"> ▪ Communication will be sent out regarding upcoming pre-experience orientation sessions in the Rec Weekly newsletter. If you do not receive the Rec Weekly newsletter emails, contact us at recfield@gmu.edu. ▪ Note: Failure to complete the mandatory pre-experience orientation session will make students ineligible to complete their internship during the applicable semester. <p>Deadlines</p> <ul style="list-style-type: none"> ○ Spring Internship: You must attend the pre-experience orientation session in the preceding Fall semester. ○ Summer Internship: You must attend the pre-experience orientation session in the preceding Spring semester. ○ Fall Internship: You must attend the pre-experience orientation session in the preceding Spring semester.
2.	Prepare resume and identify a minimum of 3 potential internship sites
3.	Before accepting a job offer submit all official job descriptions and Internship Eligibility Form (Appendix 2) to the Internship Coordinator by the deadline identified in the mandatory pre-experience meeting.
4.	<ul style="list-style-type: none"> ▪ Submit the following to the Internship Coordinator for approval after they have been completely filled out, signed, and dated: <ol style="list-style-type: none"> 1. As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> a. Consent Agreement (Appendix 3) b. Site Confirmation Form with start and end dates (Appendix 4) c. Internship job description 2. Experiential Learning Agreement with start and end dates (Appendix 5) as <u>1 separate PDF Doc.**</u> <p>**All changes made to Appendix 5 by a site <u>must be approved</u> by the GMU's Office of University Counsel</p>
5.	Receive notice from Internship Coordinator that you can register for PRLS 490. PRLS 490 registration is controlled until individual authorization is given to register
6.	Review PRLS 490 blackboard after registration. Familiarize yourself with course content, discussion boards, and syllabus.
7.	Begin internship on stated start date and begin submitting weekly reports (Appendix 6) via blackboard.
8.	<ul style="list-style-type: none"> ▪ Immediately after 200 hours for POR and 280 for TR sit with site supervisor to complete and sign Midpoint Performance Assessment (Appendix 7). Intern submit via blackboard, site supervisor email to recfield@gmu.edu. ▪ Provide site supervisor with Midpoint Performance Assessment via blackboard ▪ Submit Special Project Proposal Appendix 8 via blackboard. ▪ Then coordinate mandatory Site Visit with Faculty Supervisor.
9.	Immediately after 400 hours for POR and 560 hours for TR sit with site supervisor to complete and sign Final Performance Assessment (Appendix 7). Interns submit via blackboard, site supervisors submit to recfield@gmu.edu .
10.	▪ Create PowerPoint for, and participate in, mandatory Final Internship Presentations . See Appendix 9 for final presentation rubric.
11.	Complete the Student Evaluation (Appendix 11), at the final internship presentation.
12.	Complete and submit Internship Portfolio by the deadline indicated by the faculty supervisor.

1/31/2018