



New Internship Agency Approval

I. The following information will be reviewed by the faculty as an aid in evaluating agencies for student intern placements.

Agency name: _____

Phone: _____ Fax: _____

Email: _____ Website: _____

Agency address: _____

City: _____ Zip: _____

Contact person: _____

Title: _____

II. Submit the following documents. All items must be submitted by the agency before the student can interview for the internship placement:

- A. A description of the facilities, programs and services offered.
- B. 12-Week Plan outlining the specific content and experiences related to the required five core areas of the internship: Administration, Supervision, Programs, Facilities, and Marketing/Public Relations.
- C. Name and background of the student's supervisor
 - 1. Current resume or brief description of supervisor's professional experience.
 - 2. Include relevant training, certifications, and professional memberships.

III. The agency agrees to provide a twelve (12) week, forty (40) hours per week, placement for the student as described in the Internship Agency Summary.

IV. Please indicate whether your agency participates in the following:

_____ Yes _____ No Member of Florida Recreation and Park Association (FRPA) and/or National Recreation and Park Association (NRPA)

_____ Yes _____ No Member of Resort and Commercial Recreation Association (RCRA)

_____ Yes _____ No Member of Florida Festivals and Events Association (FFEA)

_____ Yes _____ No Member of other professional association
Name: _____

_____ Yes _____ No This agency provides coverage under Workers Compensation for student interns.

_____ Yes _____ No The agency provides a paid internship. If yes, please indicate the amount.

_____ Total number of paid hours per week	(amount _____)
_____ Monthly stipend	(amount _____)
_____ Mileage	(amount _____)
_____ Room/board	(amount _____)
_____ Conference fees	(amount _____)

I have read the Internship Agency Eligibility Requirements and have indicated below whether I will accept the intern. I understand most students are interviewing at more than one agency and final acceptance on their part will be done following careful examination of all information.

_____ The agency accepts the student for internship.

_____ The agency does not accept the student for internship.

Supervisor's signature

Student is applying for a _____ Fall/Term _____ Spring/Term _____ Summer/Term internship.

Comments on student's interview:

Mail or email to:
Donna G. Trafford
dtrafford@fsu.edu
Recreation, Tourism and Events
Florida State University, Panama City
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Tallahassee, FL 32306-1272