

INTERNSHIP AGENCY DESCRIPTION GUIDELINES

During the first few weeks at the Internship site, the student should be gaining a thorough understanding of the agency and its operations. The agency description assignment enables the student to demonstrate this understanding, and provides a typewritten (double space) resource for future Penn State Internship students. **Two** copies of this report are to be submitted.

At the conclusion of the semester, a copy of the student's agency description will be placed into the agency's Internship file. It is important, therefore, that the agency supervisor review and sign the agency description prior to its submission. If necessary, the agency supervisor may wish to add handwritten comments that clarify or expand upon the student's efforts.

It is essential that the agency description include a **thorough** presentation of information that would be helpful to students considering this agency for an Internship experience. The completed assignment should include:

1. Title Page

Provide the title of the report, name and address of the agency, student's name, date and a signature block for the agency supervisor. It is important that the agency supervisor sign the title page after reviewing and approving the final form of the Agency Description. (2.5 pts)

2. Table of Contents

Give all headings and subheadings and their corresponding page numbers. (2.5 pts)

3. Overview of Agency

Provide an in-depth overview of the agency (or department of the agency, if the agency is exceptionally large). This section should include:

- a. Introductory Statement - Give the name of the agency and briefly describe the type of park, recreation or leisure service that this agency (or unit) represents. (5 pts)
- b. History/Development - From an historical perspective, how has this agency evolved into what it is today? What were its stages of development and growth? When and why was it originally founded in its present location? Etc... (10 pts)
- c. Purpose/Philosophy - What is the mission or purpose of the agency? What is the agency's philosophy as it relates to providing recreation services to its clientele? Etc... (10 pts)
- d. Organizational chart - Provide an organizational chart of the agency and its departments, plus your department and its personnel. (5 pts)
- e. Personnel - What are the job titles of personnel with whom a Internship student might interact on a regular basis? Give one sentence job descriptions for these individuals, and include whether they are part-time, full-time, seasonal, and/or volunteers. (10 pts.)
- f. Services – What services or activities are offered? How are these services organized and programmed (e.g., when, where, how often, types of program, group structures, etc.)? Etc... (10 pts)

- g. Clientele - What populations are served (e.g., general public, youth, persons with disabilities, economically disadvantaged, etc.)? What restrictions are there, if any? What are the demographics of the clientele? Etc... (10 pts)
- h. Funding - What are the funding sources for the agency? What is the relationship with respect to funding between recreation services and other aspects of the agency? What are major areas of expenditures? What type of budgeting is done? Etc... (10 pts)
- i. Problem Areas - What are the major areas of concern for the agency (e.g., growing demand for services, increased user fees, vandalism, legal liability issues, funding shortages, job freezes, etc.)? How are they addressing these issues? Etc... (10 pts)

4. Summary of Internship Opportunities

Describe, in detail, the potential experiences that may be available for Internship students. Information should be included regarding job responsibilities, salary (if any), expenses that might be anticipated, availability of housing, need for personal transportation, special clothing requirements, certifications required (e.g., CPR, Senior Life Saving, etc.) and any other information that would be helpful for a potential Internship student to know. The student should also differentiate between Fall Semester, Spring Semester, and Summer Session in terms of potential Internship experiences. Finally, a list of recommended books, resources, courses, etc., should be provided that would help a Internship student prepare for the experience. (15 pts.)