VERIFICATION OF EXPERIENCE AS PREREQUISITE TO ACCEPTANCE IN RECREATION 589 -- INTERNSHIP AND RECREATION 589M -- MERIT INTERNSHIP

INSTRUCTIONS: Student completes Side 1 (questions 1 through 14) and signs top of Side 2. Return to Recreation, Hospitality & Parks Management office (Yolo 173). Department staff will mail to your former supervisor at the agency.

SECTION I. To be completed by student. (Must be completely filled out to be processed. Form must be legible. Template is available in Computer Lab and RECR website: csuchico.edu/recr.)

1. Student’s Name______________________________ 2. Date________________________
3. Student’s Email ___________________________ Phone/Cell _________________________
4. Faculty Adviser ___________________________ Academic Option(s) ___________________
5. Agency/Company Name______________________________
6. Street Address ______________________________
7. City ___________________________ State ________Zip ________Phone/Cell _________________
8. Student's immediate supervisor__________________________________________
9. Supervisor’s title________________________________________________________
10. Title of student's position________________________________________________
11. Dates of experience ______________________________________________________
12. This experience was approximately _____ hours per week for a duration of _____ weeks. Approximate total hours: _______.
13. The employment experience was designated as a volunteer/paid position (circle one). As a paid position, the rate was $_______ per ______.
14. Description of duties/responsibilities in agency (be as detailed as possible).

Approval of adviser_________________________________________ Date _________________________
I authorize release of the following information in SECTION II for academic purposes:

Student’s Name (printed) Student’s Signature

SECTION II. To be completed by the agency supervisor.

Thank you for taking the time to complete this form; it is very important to the student’s education and professional career. A student must complete 700 to 1,000 hours of acceptable field experience before he/she can enroll in his/her last semester of work and fulfill a full-time internship. Please respond to the following questions freely, accurately and concisely.

1. Are the dates and hours worked accurate? Yes___ No___.
   If no, what do you estimate as the total hours?__________
   Is the stated type of experience (paid or volunteer) and pay rate, if paid, accurate? Yes___ No___.
   Is the stated description of duties/responsibilities accurate? Yes___ No___. If not, what are the errors?

2. The student's performance in this experience was:
   Acceptable___; Non-acceptable___. If the quality is designated non-acceptable, a comment is necessary. The student must receive a rating of acceptable to gain credit for experiential work hours.

3. Please comment briefly on the student's dependability, initiative, knowledge, skills, personal attributes (appearance, habits, etc., creativeness, judgment, probability for success in the field of recreation and parks). Please attach a second page if necessary.

Print Name __________________________________________ Date __________________________

Signed________________________________ Title__________________________

Again, thank you for your time and assistance.

Please mail to:
Internship Coordinator
Dept. of Recreation, Hospitality and Parks Management
California State University, Chico
Chico, CA 95929-0560
Fax: 530-898-6557
Email eseagle@csuschico.edu

Official RHPM Dept. use only:
These hours have been approved for the following:
- General Hours
- Community/Commercial & Tourism
- Resort/Lodging Management
- Park & Natural Resources
- Therapeutic Recreation
- Event Management