

## **Recreation, Tourism & Events - Florida State University**

### **AGENCY ELIGIBILITY REQUIREMENTS**

#### **Agency**

The faculty continually seeks quality internship sites and invites interested agencies to complete an application and submit materials for approval. The following criteria are used to evaluate agencies applying for internship students:

1. The agency is willing to commit to the internship as an educational experience for the student.
2. The agency has qualified staff members to supervise the internship students. (See Agency Supervisor section for internship supervisor's qualifications.)
3. The agency is capable of designing a 12 week internship to include duties, responsibilities, and authority comparable to that of full-time, entry-level employees.
4. The agency is professionally recognized and reputable in the field of recreation/parks/ tourism/ special events.
5. The agency has an extensive, active, and well-balanced program and administrative structure.
6. The agency is capable of offering the student opportunities for observation and participation in all appropriate aspects of its program, operation, and administrative procedures.
7. The agency has adequate resources for the delivery of comprehensive services.
8. The agency has sound policies and procedures in the areas of administration, fiscal management, personnel management, planning and training.
9. The agency has submitted the following materials for the RTE internship file (*Materials may be submitted electronically or in print.*):
  - a. Sample outline of duties and responsibilities for a twelve week internship
  - b. Agency website, brochure or program literature (if available)
  - c. Copies of forms required by the agency for accepting internship students (job application form, etc.)
  - d. A resume that includes any appropriate certifications and professional association membership for the person directly supervising interns.
10. The agency is willing to collaborate with the Internship Coordinator during the student's internship.

#### **Agency Supervisor –**

The qualifications for the "Agency Supervisor" who will have primary responsibility for internship students are:

1. At least one degree in recreation /parks/tourism /special events or related field from a college or university and a minimum of one year of full-time supervisory experience at the designated agency.

**OR**

A minimum of three years of full-time supervisory and/or administrative experience in a specific area such as special events management, outdoor recreation, sports management, recreation programming, tourism etc.

\***[NOTE:** Exception to this policy may be agreed upon between the university's Internship Coordinator and the agency head.]

2. Active members of their respective professional associations such as NRPA, FRPA, RCRA, IFEA, ISES and other such organizations and preferably certified at the state or national level if applicable.

3. Strongly committed to professional excellence and ethics and development of students.

**FINANCIAL SUPPORT OF INTERNSHIP STUDENTS**

The RTE program does not require that agencies compensate internship students, however it is permitted. Agencies should not reject the idea of having interns because of their inability to pay. In some way, many students find the money to support themselves for quality internship placements. Some agencies take different approaches to help students defray internship expenses. Examples include: paying stipends, paying minimum wage for internship hours, paying wages for work performed but not for observation/cross training time, furnishing housing and/or meals, paying transportation costs, assisting students with finding part-time work that does not interfere with internship work.