

Post Internship Site Evaluation

This post-internship evaluation will provide valuable feedback for the Department of Recreation, Parks, and Leisure Services Administration. Please take time to answer all portions completely. Thank you for your valued input!

Student Name: _____

Facility: _____
_____ 30 week placement _____ 15 week placement

Facility Supervisor: _____

CMU Supervisor: _____

Facility's Concentration:
_____ Commercial Recreation _____ Outdoor Recreation
_____ Community Recreation _____ Therapeutic Recreation

Please respond concisely, but clearly to each of the following questions:

1. Did you receive an orientation? (Circle one) Yes No
2. How often do you meet with your site supervisor? (Check one)
1x per week _____ Every other week _____ Every three weeks _____
1x per month _____ Only when needed _____ Never _____
3. Rank order the 5 most important functions of your internship that apply. (1 being the most important)

_____ employee supervision	_____ facility operations	_____ goal development
_____ administration	_____ interpretation	_____ treatment/intervention
_____ marketing	_____ trip planning	_____ client assessment
_____ daily operations	_____ outdoor education	_____ progress notes/charting
_____ budgeting/billing	_____ group facilitation	_____ behavior management
_____ programing	_____ risk management	_____ evaluation
_____ other: _____	_____ other: _____	_____ role medications
4. What forms of compensation did you receive? (Check all that apply)
 room and board
 just housing
 hourly pay Amount \$ _____
 stipend Amount \$ _____ (weekly or monthly - circle one)
 other Please specify _____
5. Would you recommend this site to others? (By circling, please rank the level of recommendation.)
1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____

Would not recommend **Would highly recommend**
POST INTERNSHIP "CMU SUPERVISION" EVALUATION

Rating Key

5 - Strongly agree
4 - Agree
3 - Uncertain

2 - Disagree
1 - Strongly disagree
0 - Unable to judge

		<i>Circle a Response</i>					
		<u>SA</u>	<u>A</u>	<u>U</u>	<u>D</u>	<u>SD</u>	<u>UJ</u>
1.	CMU expectations for evaluations and progress reports were clearly stated.	5	4	3	2	1	0
2.	Your Letter of Agreement provided functional goals for your internship.	5	4	3	2	1	0
3.	The RPL 310 intern manual was a useful informational tool during your internship.	5	4	3	2	1	0
4.	RPL 310 provided adequate preparation for your internship.	5	4	3	2	1	0
5.	You received adequate communication and assistance from the Center for Leisure Services.	5	4	3	2	1	0
6.	You had monthly, or more frequent, phone or email contacts with your CMU supervisor.	5	4	3	2	1	0
7.	Your progress reports were functional in conveying your progress and concerns to your CMU supervisor.	5	4	3	2	1	0
8.	Your monthly progress reports assisted you in completing your final paper.	5	4	3	2	1	0
9.	You experienced difficulty in contacting your CMU supervisor.	5	4	3	2	1	0
10.	(In-state students only) You received one or more personal visitations from your CMU supervisor.	5	4	3	2	1	0
11.	Your CMU supervisor was responsive to your calls and concerns.	5	4	3	2	1	0

12. **Additional Comments or Suggestions:**
POST INTERNSHIP ACADEMIC PREPARATION EVALUATION

1. Which class(es) or content areas (i.e. leadership, assessment, programming, budgeting, etc.) In the RPL curriculum did you find particularly helpful in your internship.

2. Share 3 areas of additional training that you would recommend as part of your academic preparation? (See question 3 on page 1 for possible areas.)

3. What computer programs or skills were you required to use, or learn, during your internship? How often were they used? (1-not at all, 2-occasionally, 3-frequently)

<u>Programs</u>		<u>Skills</u>	
___ Word	1 2 3	___ Spreadsheets	1 2 3
___ Excel	1 2 3	___ Databases	1 2 3
___ Access	1 2 3	___ Publications	1 2 3
___ Powerpoint	1 2 3	___ Charts/graphs	1 2 3
___ Publisher	1 2 3	___ Internet search	1 2 3
___ Tournament Builder	1 2 3	___ Tournament Bracketing	1 2 3
___ Rec Ware	1 2 3	___ Other: _____	1 2 3

4. Was developing a portfolio useful? *If yes...how? If not... why not?*

5. Was the 30-week internship appropriate for your concentration and the skills required? If not, why?

6. Now that your internship has concluded, was RPL 310 class helpful? What areas or

assignments covered in RPL 310 class were most helpful? (Choose all the apply from the check list below)

Assignment	Lectures	Guests
<input type="checkbox"/> Resume development	<input type="checkbox"/> Site Selection	<input type="checkbox"/> Intern Panel
<input type="checkbox"/> Informal Audit	<input type="checkbox"/> Supervision	<input type="checkbox"/> Alumni House
<input type="checkbox"/> Strengths/Weaknesses	<input type="checkbox"/> Personality Video/Inventory	<input type="checkbox"/> Career Services
<input type="checkbox"/> Cover Letter	<input type="checkbox"/> Interviewing	<input type="checkbox"/> Various Alumni
<input type="checkbox"/> Mock interview	<input type="checkbox"/> Professionalism	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Goals	<input type="checkbox"/> Portfolios	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Other: _____	<input type="checkbox"/> Progress Notes/Paper	<input type="checkbox"/> Other: _____

7. What areas in your relationship did you encounter that you wish **were** covered in the RPL 310 class?