



Department of Campus Recreation and Student Programming Internship, Practicum or In-service

Position Title: Academic Intern

Hours Per Week: TBD – based on the academic requirements, availability of student, and project opportunities within the department. The hours will be clearly defined before start of internship or practicum by Assistant Director or Program Coordinator and student.

Prerequisites: Education, Recreation, Sport Management, Exercise Science, Dance, Dietetics, Business, Communication, Nutrition, Health Education, Higher Education, or Human Resource majors preferred but not required. In addition, student must be or willing to be certified in CPR/First Aid.

General Objectives:

- Assist in the overall development, implementation, evaluation or operation of programs and facility.
- Develop, implement, and evaluate a specific program or event.
- Obtain or maintain First Aid, CPR, and AED certifications.
- Maintain certifications that are pertinent to your position.
- Attend specific area staff meetings.
- Take an active role with all program areas.
- Work with the programming staff in the promotion of programs.
- Meet weekly or as needed with Program Coordinator or Assistant Director.
- Work minimum 5-10 hours a week on a facility schedule (based on need).
- Collaborate with other intern(s), graduate assistants, and program interns in the development of programs and operations of facility.
- Shadow a minimum of 2 hours in all department areas: Andrews Front Desk, Equipment Issue, S&C, Aquatics, Programming Office, Wellness Resource Center and Adventure Rec.

Specific Objectives: TBD – based on curriculum requirements, strengths and desires of interns and current needs of the Department of Campus Recreation.

- These will be identified at the beginning of the internship and revisited during scheduled updates.

Requirements:

- An internship meeting will be scheduled for all interns prior to the start of the semester. At this time, a semester schedule will be provided with specific dates/ events that interns are required to attend. Staff shirts and manual will be provided.
- Internship students will be scheduled (during the first two weeks of the semester) to shadow each facility and program area to gain knowledge of staff responsibilities and organization of the department.
- Internship students will schedule a time to meet with each administrator to gain an understanding of their roles within the organization and how they obtained their position.
- Internship participants are required to participate in a minimum of three Campus Recreation programs in the course of the semester.

Meetings:

- All interns and direct superiors will meet at the beginning of the semester to get know each other.
- Weekly update times will be set as needed.
- Internship participants are encouraged to attend department area staff meetings.
- Work schedules will be finalized by the end of the first week.
- A mid-semester meeting will be scheduled between the Assist Director of Programs or the Assistant Director of Fitness & Facility Operations, Program Coordinator and internship participant to review experience.

Paid Internship:

- The department is not offering any paid Internships at this time.
- If not an YSU student, a parking pass will be purchased by the department.

Dress/ Attire:

- A staff shirt will be provided and to be worn when working facility hours, programs, or representing the department across campus. Causal attire is permitted during office hours.