

Internships in Parks, Tourism, & Recreation Mgmt. (PTRM 498)

Internships provide undergraduate students a means to integrate classroom learning with practical job experience. It allows you to get hands-on experience in Parks, Tourism & Recreation Management. PTRM 498 fulfills the internship learning requirement in the PTRM Program and can span hundreds of possible positions from being a ranger for the park service, interpretive guide for Montana Fish, Wildlife, a lead guide for a NBT company, to a camp leader for a municipal recreation program. You are required by PTRM to have already completed 400 work/volunteer documented hours in the PTRM field, as well as completion of PTRM 300, PTRM 310, and PTRM 380 before doing the formal internship. You cannot use previous work experience to satisfy your internship requirements.

Procedure for enrollment

PTRM works through the University of Montana Internship Services office. You will need to access <https://www.myinterfase.com/montana/student> (Griz eRecruiting) to get started. For information and forms you must go to the following websites: www.umt.edu/internships/ and <http://www.umt.edu/internships/forms/default.aspx>.

Once you have registered on-line you can look through the possible jobs already listed. Or, you can use an employer whom you have contacted yourself and who has agreed to supervise you as an intern from the University of Montana.

Set up a meeting with your faculty advisor. Your advisor has to approve your placement and the learning objectives you provide. Your faculty advisor can provide you with help and advice, but you have the final responsibility for arranging and organizing the internship. Your advisor will be looking for the following criteria in approving your internship: 1) there is a leadership component to your experience; 2) your two written learning objectives show a knowledge gain (new challenges) for you during this internship (you must convince your advisor of the depth and stretch this experience will provide you); 3) it provides a minimum of 400 internship work hours.

Registration time period

You will register for 3 credits of PTRM 498. If you are doing your internship in the summer and plan to graduate that summer, you need to be registered for PTRM 498 during the spring prior to the summer experience. You will receive an "N" for your grade for the spring semester which will be changed to a grade upon completion of your work experience and your paper in time for the August graduation. If you will graduate in the December or May following your summer internship, you will register for PTRM 498 in the fall semester following your summer experience.

Once you have an internship lined up that you have discussed with your faculty advisor and internship supervisor, (including submitting your two learning objectives to your advisor), the SOCON Administrative assistant (Mary Beth Horvath) can answer your questions regarding how to register for your internship.

Requirements

All of the following must be completed before a grade can be assigned.

- a) You need an initial meeting with your PTRM advisor. During this meeting you will discuss the activity you are proposing as an internship with the faculty member. The faculty member needs to approve the internship with you before you begin working. **It is your responsibility to initiate these meetings.**
- b) You will need to identify someone at the organization where your internship will take place that has agreed and will serve as the supervisor of your internship.
- c) Submit to your faculty advisor, a description of the two additional learning objectives you have written. These are the learning goals for your internship that enhance the following three learning objectives:
 1. To understand and appreciate the professional duties and responsibilities of personnel in the field as it relates to your internship.

2. To demonstrate your academic knowledge and experiences as they relate to the practical professional recreation leadership or management experiences of your internship.
 3. To identify your professional strengths and weaknesses that emerged during your internship experience and how you can build on your strengths and overcome your weaknesses.
 4. (write your own learning objective)
 5. (write your own learning objective)
- d) After your internship you will write a paper that will cover and reflect on the following aspects of your internship:
- a. Provide a short summary of your experience.
 - b. Description of the organization in which you worked.
 - c. Description of your internship job.
 - d. Description of at least three (3) personnel you worked with. How successful were they in their job? Why were they successful? How could they have improved in their position?
 - e. Issue analysis – describe and use insights from your courses to evaluate the following issues that emerged from your internship (observed or personal experience):
 1. One administrative issue
 2. One leadership issue
 3. One resource management, nature based tourism, or outdoor recreation services issue you saw or experienced during your internship. Refer back to concepts from PTRM courses for your discussion. Include a minimum of five (5) references in this section.
 - f. Reflect on your strengths and the areas you could improve upon. Provide three (3) of each as it relates to your internship experience. We are looking for depth in this answer...not, for example, how you should get better at tying knots!
 - g. Evaluate your performance during your internship. You can elaborate on your responses to the previous question if you wish. Specifically discuss:
 1. Communication issues – what worked, didn't work, and how you did or should have solved it.
 2. Taking directions – give examples
 3. Showing initiative – give examples
 4. Leadership roles – how well did you perform? Looking back on your leadership, what would you do different and why?

Paper Specs:

Double spaced, minimum of 4,000 words (do not include references in the word count), 1" margins all around, 12 pt. font, Times New Roman or Calibri. **Turn your hard copy paper into administrative assistant, Mary Beth Horvath (CLAPP 412) by Sept. 15th for those enrolled in PTRM 498 during the fall semester.**

- e) The PTRM faculty will grade your paper and evaluate your performance.

Grading

Since courses taken to satisfy the requirements of a major must be completed with a grade of C- or better, the internship must be taken with Traditional Letter Grading (A-F). The grade received in your internship will be assigned based on the following:

- 50% - your internship supervisor's evaluation;
- 40% - your paper (yes, spelling and grammar will be evaluated as well as the content);
- 10% - your professionalism (you were timely and professional in your interactions with your advisor, internship services, and paper submission).