

4. **Customer Service & Marketing** (examples include: network with related organizations, understand organization's vision and mission, exposure to promotional materials, implement public information services, respond to customer service issues, evaluate public relations efforts, prepare packets for special issues, understand agency's market, etc.)

5. **Assessment** (examples include: individual participant needs, program needs, resources, etc.)

6. **Program Planning** (examples include: develop program and participant goals/objectives, comply with ADA standards, program development including activities, logistics, & scheduling, etc.)

7. **Program Implementation** (examples include: provide direct leadership of leisure activities including teaching & using equipment, supervision, exposure to registrations/reservations, inclusion practices and related paperwork, etc.)

7. **Program Evaluation** (examples include: conduct program evaluations, participant evaluations, program reports, etc.)

8. **Planning & Management** (examples include: exposure or understanding of agency's strategic plan, understanding of partnerships, facility operations, etc.)

9. **Maintenance Management** (examples include: understanding of agency's maintenance standards and plan, exposure to energy efficient procedures and preventive maintenance, etc.)

10. **Facility Operations** (examples include: understand practices for opening/closing facilities, safety, security, & management procedures, etc.)

**Additionally, please submit the following to the Academic-Unit Internship Coordinator prior to final approval of the Agency-Site being accepted as an internship Agency-Site:

- Remuneration offered by the Agency-Site (if any; i.e., salary, housing, etc.).
- Resume(s) of Agency-Site Internship Supervisor(s)

Eastern Illinois University Department of Recreation Administration appreciates your cooperation and support. Again, our goal is to assign students according to their interests and abilities. If such a *relationship* is perceived, we will be contacting you very soon with additional information. If you have any questions, please do not hesitate to call (217) 581-3018. Please submit this application to Eastern Illinois University, Department of Recreation Administration.

Date Submitted _____	Approved: yes / no
Signature of Academic Coordinator _____	Date _____

***Please return completed form to:
Department of Recreation Administration
Eastern Illinois University
600 Lincoln Avenue
Charleston, IL 61920
Phone: (217) 581-3018
Fax: (217) 581-7804***