

# **Recreation Administration Fieldwork Manual**

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**SECTION ONE:**  
**FIELDWORK ORIENTATION**

**Introduction**  
**Outline of Fieldwork**  
**Basic Guidelines**  
**Fieldwork Objectives**

# INTRODUCTION

An important emphasis of the curriculum at Eastern involves opportunities to obtain practical experiences in the many facets of the recreation profession. In all of the classes, an attempt is made to provide opportunities for the student to apply classroom theories to the actual situation.

There are four classes specifically designed to provide the students with on-the-job experiences: Internship (REC 4275); Fieldwork in Recreation I (REC 3550); Fieldwork in Recreation II (REC 3551); and Independent Study (REC 4741).

The Internship (REC 4275) provides the final step from classroom to the professional field. It is intended to provide administrative and supervisory experiences for the recreation major.

The Fieldwork experiences (REC 3550 and 3551) are intended to initiate the inexperienced student into the field. Emphasis is upon the leadership role and a minimum of administrative duties. The student is able to enter the field gradually.

The Independent Study (REC 4741) provides an opportunity for the student to obtain additional practical experiences in the field. This can be done by added experience with the same kind of agency or through new experiences with an entirely different type of agency. Thus the student can better determine the most desirable field of recreation.

The university has adopted the policy that students involved in full-time Fieldwork programs may not be employed by an outside agency. Any deviation from the policy must be approved in writing by the recreation agency furnishing practical experience.

## Outline of Fieldwork

The basic purpose of the fieldwork experience is to provide an opportunity to introduce the student to the field of recreation and to expose the student to the programs and activities, which are administered by the agency. The fieldwork work experience is a lead up to the internship program.

## Basic Guidelines

All students enrolled in Fieldwork in Recreation Administration (REC 3550 / 3551) will be assisted with a Fieldwork experience structured around basic guidelines and specific assignments. Although the Fieldwork Coordinator may modify specific assignments, the following guidelines may be altered only with Recreation Administration Department approval.

It is recommended that the student receive as wide a variety of experiences as possible. It is suggested that both the student and agency expect the student to work hours in addition to the regular work schedule. It is recommended that the student be reimbursed for this time whenever possible.

### REC 3551

1. Minimum of 8-week duration and a minimum of 30 hours per week. A longer period is recommended.
2. Each Fieldwork will be initiated at the beginning of (1) of the (3) academic semesters. Duration (beginning and ending dates) of the Fieldwork will be established by the Site Supervisor, the Student, and the Fieldwork Coordinator prior to the beginning of the experience.
3. Reimbursement is permitted. The rate of pay must be determined through mutual agreement between the student and employment agency. The university requests to remain apart from this process.
4. Supervision and assistance must be provided for the student by an experienced professional staff member with a degree in parks and recreation or a degree closely related to the agency's operation.
5. Agency supervisors are reminded that this is primarily an educational experience and that the students are relatively inexperienced when assigning duties and responsibilities.
6. Evaluation of the student will be made at midterm and at the conclusion of the fieldwork experience by the agency supervisor. Appropriate forms will be provided for the evaluation.

7. A faculty member from the university will visit the agency at least one time during the term (unless distance prevents). It is recommended that student, agency and school converse by phone whenever necessary.
8. The student will file weekly reports on the fieldwork experiences describing the week's activities as briefly but thoroughly as possible. A copy of the reports should be filed with the agency supervisor.
9. The basic duties and responsibilities of the fieldwork experience should parallel those of a recreation leader or supervisor. The following kinds of duties illustrate the minimum expectations for the fieldwork: playground leader; camp counselor; craft, sports, or swimming instructor; Day Camp leader or director; Recreation Center director, Senior Citizen Center leader; scheduling of facilities and activities; maintenance operations which are varied in nature. Such activities as life guarding, officiating games, mowing grass, picking up trash, open play activities (babysitting), front desk registration activities are not acceptable unless they are included as an integral part of a variety of activities.
10. The Fieldwork Coordinator will facilitate communication between the Fieldwork agency, the Student and the University through:
  - Telephone Contacts
  - Assignments (weekly "Fieldwork summary Report")
  - Required supervisory meetings (at least one (1) scheduled meeting per week between Site Supervisor and Student)
  - Site visitation by the Fieldwork Coordinator to Students' at fieldwork organizations within the State of Illinois. Those outside this radius will receive additional telephone contacts
11. Both the Student and agency Site Supervisor are urged to contact the university immediately should problems, questions or dissatisfactions arise during the Fieldwork experience.

## **REC 3550**

1. A minimum of 15 hours per week for a period of 15 weeks. A greater number of hours is recommended.
2. Students will be required to attend one class each week for 15 weeks.
3. Reimbursement is permitted but is not recommended.
4. REC 3550 is not offered during the summer term.
5. Requirements are the same as those stated for REC 3551.

## **Basic Guidelines in Selection of an Agency**

1. The fieldwork is to be completed at a recognized public, private, or non-profit agency. Such agencies might include public parks and recreation departments, hospitals, resorts, industrial plants, Girl Scouts, Boy Scouts, YM-YWCA camps, private clubs, SRA'S or similar agencies.
2. The recreation agency must be located within or close to the borders of the State of Illinois unless extenuating circumstances dictate a more distant assignment. The faculty of the Department of Recreation Administration must approve exceptions.
3. A student may not receive academic credit for Internship (REC 4275) at an agency which was the principle assignment for Fieldwork (REC 3550 or 3551), or where extensive work was completed for Independent Study (REC 4741). This policy may be appealed to the faculty of the Department of Recreation Administration.
4. The recreation agency must:
  - a. Employ a professional in the field of recreation, education, or a specialized area of related professional work.
  - b. Have a recognized status in the field of recreation.
  - c. Have adequate areas, facilities, and equipment to operate a quality recreation program.

5. The fieldwork participant must:
  - a. Write a letter of application to the agency.
  - b. Within three weeks follow-up with a telephone call to verify the status of the application.
  - c. Arrange a personal interview as soon as possible to discuss qualifications and to evaluate the agency as a potential employer.
  - d. Inform the recreation department of progress as indicated on the registration forms provided. When hired for the fieldwork, the student must inform the Recreation Administration Department of the agency's address and the name of the supervisor.
  - e. Return a signed contract to the Recreation Administration office.
  - f. Must take steps to learn as much as possible about the agency, personnel, and the community.
  - g. Correspond with the university supervisor during the fieldwork experience.

# **Objectives of the Recreation Administration Fieldwork**

The objectives of the Recreation Administration fieldwork are to provide opportunities for the student to put into practice and to observe work experiences, thereby, evaluating those concepts, theories, and techniques which were learned in classroom situations and to gain practical experiences before accepting professional employment.

The Recreation Administration fieldwork should provide exposure in the following areas:

1. **Administrative.** Opportunities to work with and/or observe the recreation agency as the student relates to areas of administration involving personnel work, such as employment and promotional practices, staff conferences, and meetings.
2. **Program Planning and Leadership.** Opportunities to plan, develop, and promote recreation activity(ies) and programs so that the student will gain insight into the many details involved.
3. **Public Relations.** Exposure to the promotion and publicity of utilizing recreation / agency / department. Examples include press releases, speeches, radio and TV appearances, and attendance at civic and professional group meetings. In this way the student learns the importance relating with the public at large, thereby to present both the recreation agency and the program in a professional manner.
4. **Business Management.** Opportunities to observe and become involved in the business affairs of the agency. Such experiences include office operations and procedures, budgeting and financial planning, bookkeeping and accounting services, and observance of computer operations when available.
5. **Building and Maintenance Operations.** Opportunities to participate in and observe the various aspects of park and building maintenance, landscaping, and equipment up-keep.
6. **Miscellaneous.** Opportunities to observe and participate in the various affairs of the Leisure Department such as board meetings, citizen advisory council meetings, meeting with consultants and specialists employed by the agency, civic and social groups.

It is recognized that a student may have difficulty in participating in all of these experiences. However, the student should be encouraged to participate in all areas of operation.

**SECTION TWO:**  
**FIELDWORK PROCESS**

**Responsibilities**  
**Fieldwork Experience Checklists**  
**Description of Specific Tasks**

# **RESPONSIBILITIES**

The Fieldwork is an educational process, which occurs in an off-campus setting and requires continued interaction between the student, the leisure service organization, and the University. The Fieldwork is an activity in which the student accepts a large share of the responsibility for learning. The Fieldwork organization involves the student as a functional member of its leisure service system and works with the student and the University to provide a worthwhile professional learning experience. Likewise, the University is responsible for coordinating the Fieldwork as an integral part of the student's total program of professional preparation.

## **Eastern Illinois University Responsibilities**

The Department of Recreation Administration will designate a Fieldwork Coordinator who is responsible for the Fieldwork Program.

The responsibilities of the Fieldwork Coordinator are:

1. Meet with the student prior to the fieldwork experience to explain departmental and university procedures.
2. Represent the University in all official arrangements with the organization and serve as liaison with the organization.
3. Counsel and aid the Student in selecting an organization for assignment.
4. Confer with the Fieldwork organization in regard to potential Fieldwork Students and provide pertinent Fieldwork information.
5. Finalize all arrangements for each Student's program.
6. Visit and/or telephone the Student and Site Supervisor relative to the progress of the Student's experience.
7. Evaluate the Student's experience in conjunction with the Site Supervisor.
8. Evaluate the Student's completion of assigned responsibilities.

9. Submit final grade to the University Academic Office. Final grades will be based on:
  - a. Site Supervisor's evaluation
  - b. Completion of Goals, Weekly Summary Reports, and Fieldwork Documentation Manual.
  - c. Any observations made by the Fieldwork Coordinator.
  - d. Quality of required written material.
10. Provide a certificate of liability coverage from Eastern Illinois University for the Fieldwork student when requested by the Fieldwork Site.

## **Leisure Service Organization Relationships and Responsibilities**

### **A. To the University**

1. The organization should possess a strong desire to undertake the Fieldwork program with the objective in mind of improving the leisure services profession through quality training of future professionals.
2. Provide a qualified staff professional to serve as liaison with the Fieldwork Coordinator.
3. Interview and select Fieldwork Student's in conjunction with the Fieldwork Coordinator.
4. The organization may agree to provide the Student with such financial arrangements as a stipend, regular salary, tuition, housing, per diem, and/or travel consistent with the organization's and University's policies.
5. Finalize and complete the Fieldwork Agreement or affiliation agreement for each Student and return it to the Fieldwork Coordinator.
6. Provide professional experiences for the Fieldwork Student consistent with the Leisure Services Department's expectations.
7. Complete and return all forms, including midterm and final evaluations of the Student to the Fieldwork Coordinator.

## **B. To the Fieldwork Student**

1. Provide a qualified staff person to serve as site supervisor for each Fieldwork Student.
2. Train the incoming Fieldwork Student relative to organizational policies, administration, programs and the scope of the Fieldwork including assignments, responsibilities, and schedules.
3. Conduct and supervise the experiential learning program for the duration of the Fieldwork experience documented in the Fieldwork Agreement or affiliation agreement.
4. Provide the Fieldwork Student with the opportunity to experience different responsibilities in order to acquire and practice skills pertinent to the provision of leisure services.
5. Counsel, answer questions, and discuss methods and operations with the Fieldwork Student at least once per week.
6. Assist the Fieldwork Student in selecting, planning, and gaining exposure to the objectives of the Fieldwork experience.
7. Provide opportunities for the Fieldwork Student to attend staff, policy board, and/or community meetings or workshops.
8. Advise the Fieldwork Coordinator immediately (collect phone call) of any unresolved difficulties.
9. Complete the "Fieldwork Student Evaluation" form at midterm and at end of program and mail to the Fieldwork Coordinator. Discuss evaluations with the Fieldwork Student.

## **Student Intern Responsibilities**

A student planning to take Recreation Administration 3550 or 3551 – Fieldwork must have sophomore standing and at least nine (9) hours of professional recreation classes or permission of Chair.

The student engaged in the Fieldwork experience assumes certain responsibilities.

1. Complete the Fieldwork Registration form.
2. Check agency list, additional agency placements, and other student comments on fieldwork agencies. This information is on file in the Recreation Administration office.

3. Develop resume and letter of application. Meet with the Fieldwork Coordinator and discuss limitations and strengths of application and resume.
4. Contact agencies. Write to at least three agencies. Be sure to include resume.
5. If student does not hear from the agency within three weeks contact the agency again and try to arrange an interview.
6. When going for the interview, take personal data sheets, prepare possible questions, and be knowledgeable about the agency and the community.
7. After interviews, inform Fieldwork Coordinator of possible fieldwork placement and if placement has been confirmed, file Agency/ Student/University Agreement.
8. Enroll in appropriate course at the university and pay the proper fees.
9. Complete Fieldwork Checklist.
10. Maintain professional attitude and appearance.
11. Follow the policies and duties outlined by the agency, meeting all scheduled commitments and arrangements made in connection with training assignments.
12. Forward weekly reports, every week.
13. Forward Fieldwork Documentation Manual (1) week prior to completion of the Fieldwork experience.

# FIELDWORK CHECKLISTS

## Pre-Fieldwork

- A student planning to take Recreation Administration 3550-3551-Field work must have at least second semester sophomore standing and at least nine (9) hours of professional recreation classes.
- Attended meeting and/or met with faculty supervisor prior to Fieldwork.
- Thoroughly review Fieldwork Manual.
- Completed Fieldwork Registration Form.
- Prepare resume and cover letter.
- Identify possible Fieldwork organization.
- Initial contact with potential Fieldwork organizations.
- Review potential Fieldwork organization information.
- Interview with Fieldwork organizations.
- Have Agency complete *Agency-site application for Fieldwork Student in Recreation Administration*
- Discuss Fieldwork organization selection with Fieldwork Coordinator and/or advisor.
- Select Fieldwork organization.
- Confirm Fieldwork experience with Fieldwork organization.
- Contact potential Fieldwork organizations not selected and inform them of your decision.
- Initiate "Fieldwork Agreement" or affiliation agreement.
- Agreement approved and signed by Department Chair and returned to Fieldwork organization.
- Enroll for REC 3550 or 3551
- I understand that I must be enrolled in school during the semester or term in which "employed" in order to receive credit for the experience.
- I understand that I may not accept employment outside the Fieldwork agency unless approved by the Fieldwork agency in writing.

# Fieldwork Experience

- \_\_\_ Establish supervisory meeting schedule for the entire Fieldwork experience.
- \_\_\_ Review the contents of "Fieldwork Experience" with Site Supervisor.
- \_\_\_ Review the contents of the "Student Evaluation - Midterm" the "Student Evaluation - Final", and "Student Evaluation of Fieldwork - Final", with Site Supervisor.
- \_\_\_ Carry out assigned duties.
- \_\_\_ Send "Weekly Summary Reports" to Fieldwork Coordinator.
- \_\_\_ Identify areas to be documented and discuss the project with the Fieldwork Coordinator.
- \_\_\_ Site Supervisor completes "Midterm Evaluation".
- \_\_\_ Discuss "Midterm evaluation" of Fieldwork Experience Midterm" with Site Supervisor.
- \_\_\_ "Midterm Evaluation" discussion with Fieldwork Coordinator, Site Supervisor, and Fieldwork Student.
- \_\_\_ Student completes "Student Evaluation of the Fieldwork Experience - Final".
- \_\_\_ Discuss "Student Evaluation - Final" and "Student Evaluation of Fieldwork Experience - Final" with Site Supervisor.
- \_\_\_ Finalize "Fieldwork Documentation Manual" and submit to Fieldwork Coordinator one week prior to completion of Fieldwork experience.
- \_\_\_ Receive grade for Fieldwork in Recreation Administration, REC 3550 or 3551.

# **DESCRIPTIONS OF SPECIFIC TASKS**

The Fieldwork Student is expected to carry out the tasks described here prior to beginning and during the fieldwork experience.

## **Fieldwork Goals**

Establish in detail what you desire to obtain from your fieldwork experience. After reflecting on your academic preparation and consultation with your Academic Advisor or the Fieldwork Coordinator identify as specifically as possible what you wish to achieve, attain, or acquire during your fieldwork experience. Submit your "Fieldwork goals" to the Fieldwork Coordinator prior to contacting potential fieldwork organizations. You can expect to share these goals with potential Site Supervisors during the interview process.

## **University/Agency/Student Agreement for Fieldwork Assignment**

After you have selected a fieldwork organization, finalize the relationship with the fieldwork organization with the "University/Agency/Student Agreement". Complete the form in pen and submit it to the Fieldwork Coordinator for processing.

## **Weekly Internship Schedule**

In conjunction with your Site Supervisor develop a general description of each week of your fieldwork experience. Elements, which might be included in this schedule, include but are not limited to: your personal fieldwork goals, fieldwork organization activities and responsibilities, and university requirements.

## **Weekly Summary Report**

Summarize your activities at the end of each week (typically Friday). Include a summary of your tasks during the week and identify the approximate number of hours committed to each category (your hours should total to be at least 15 hours). Directly after completing this summary mail it to: Department of Recreation Administration, Room 1110 McAfee, Eastern Illinois University, Charleston, IL 61920. Provide a copy of the report to the Site Supervisor.

## **Student Evaluation - Midterm/Final**

The Student Evaluation - Midterm/Final are to be reviewed with the Site Supervisor during the first week of the fieldwork. The Site Supervisor may prefer to use another formal written evaluation approach and this is acceptable to the Recreation Administration Department. Results of these evaluations are to be forwarded to the Fieldwork Coordinator in a timely fashion. The Fieldwork Coordinator will contact the Fieldwork Student and Site Supervisors to discuss these evaluations.

## **Student Evaluation of Fieldwork Experience Final**

The Fieldwork Student is expected to provide formal feedback to the Site Supervisor and the Fieldwork Coordinator at the Final Evaluation period. If the Student Intern prefers to use another method of formal written feedback this is acceptable to the Recreation Administration Department. This written evaluation is to be discussed with the Site Supervisor and Fieldwork Coordinator.

## **Fieldwork Documentation Manual**

Each student is expected to develop a manual, which addresses the objectives of the fieldwork experience. The manual should be a growth experience for the fieldwork Student and a summary of the student's exposure to the agencies operations. The manual will be presented to the Fieldwork Coordinator one (1) week prior to completion of the Fieldwork experience.

## **SECTION THREE:**

# **FIELDWORK FORMS**

### **Department Fieldwork Registration Agency-site application for Fieldwork Student in Recreation Administration University/Agency/Student Agreement**

**Students are responsible for completing the forms in this section. The Department Fieldwork Registration form remains with the Fieldwork Coordinator. Completion of the University/Agency/ Student Agreement will require information from the Site Supervisor. It should be noted that the Department and the College of Education and Professional Studies does not view this agreement as a contract. If the Fieldwork Organization requires a contract, the initiation of such a document should occur as soon as possible.**

**DEPARTMENT FIELDWORK REGISTRATION**

Name of Student \_\_\_\_\_ S.S.# \_\_\_\_\_

School Address \_\_\_\_\_ School Telephone( ) \_\_\_\_\_

Name of Parent or Guardian \_\_\_\_\_

Home Address \_\_\_\_\_

Home Telephone ( ) \_\_\_\_\_

- Cumulative GPA: \_\_\_\_\_ REC 3550 \_\_\_\_\_ REC 3551 \_\_\_\_\_
- Accumulated Credit Hours: \_\_\_\_\_
- Semester planning to take Fieldwork: \_\_\_\_\_
- Completed (9) hours in Recreation Administration: professional and cognate courses: **yes / no**

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Past Experiences in Recreation:

1. \_\_\_\_\_

2. \_\_\_\_\_

Preferred Locations or "Settings" for Fieldwork (please list from most desired (1.) to lesser-desired (2.):  
(Include agency, agency address, agency phone number, & agency supervisor name)

1. \_\_\_\_\_

2. \_\_\_\_\_

Date of Registration: \_\_\_\_\_  
Signature of Academic Coordinator: \_\_\_\_\_

## Agency-site application for Fieldwork Student in Recreation Administration

- A student must obtain approval from the Agency-Site where they wish to do their field work.
- In order to do a field work at a pre-approved Agency-Site, each student must selectively choose an Agency-Site(s) they wish to work for and submit an “Agency-Site Application for Fieldwork Student in Recreation Administration” to each.
- Agency-Sites will receive an “Agency-Site Application for Fieldwork Student in Recreation Administration” from *each* student applying to their Agency-Site though the Agency-Site may not be required to complete the *entire* application for each student. Agency-Sites will have three application options (original application, continued practice application and change of practice application) to respond with - as discussed below.
- If an “Agency-Site Application for Fieldwork Student in Recreation Administration” (please see p. 25) *does not exist* for desired Agency-Site, the Agency-Site must submit an application, providing information for all domains / questions listed on the application.
- If an “Agency-Site Application for Fieldwork Student in Recreation Administration” (please see p. 25) *exists* for desired Agency-Site, the Agency-Site must re-submit an application for each student desiring to do an field work though following the (2) options listed below.
  - The Agency-Site may:
    - (1) check “continued practice” on top of the application, recognizing that the original application information is current and therefore no additional information is required from the Agency-Site or
    - (2) check “change of practice” on top of the application, recognizing that the original application is no longer valid thus correcting inaccurate domain(s) exhibited on the original application and resubmitting to the Academic-Unit.
- The rationales for having Agency-Sites submit applications for each student are that standards of practice, staff leadership, Agency-Site goals, etc. fluctuate frequently and such a practice ensures that a student obtains the most appropriate training possible.
- This form should be presented and approved by the Academic Coordinator (6 - 8) weeks prior to anticipated field work commencement.
- The Academic Coordinator will convey if an Agency-Site is appropriate for given student.
- It is highly recommended that the student intern photocopy this page (p. 24) and send it to *each* Agency-Site they submit an “Agency-Site Application for Fieldwork Student in Recreation Administration”.

**AGENCY-SITE APPLICATION FOR FIELDWORK STUDENT IN  
RECREATION ADMINISTRATION**

For Agency-Site Supervisor - please, check one of the following:

- Original:** No other application exists at Academic-Unit
- Continued Practice:** An application exists at Academic-Unit and no changes in practice exist from original
- Change in Practice:** An application exists at Academic-Unit though changes in practice exist for the domain(s) identified below - please, make correction(s) to change(s) only and resubmit to Academic-Unit

Agency-Site \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Agency-Site Supervisor \_\_\_\_\_  
 CPRP/CTRS Certification Number \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Number of full-time CPRP/CTRS(s) at Agency-Site: \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_ email: \_\_\_\_\_

\*The above named Agency-Site agrees to accept students for field works from Academic-Unit. The Agency-Site recognizes that the Academic-Unit's goal is to assign students according to their interests and abilities; therefore this is only an application. If such a *relationship* is perceived, the Academic-Unit will be in contact soon thereafter.

- Please indicate in the spaces provided how the student will be exposed to the following domains while attending your Agency-Site (*please attach additional information, if space provided is not sufficient*).
1. **Budget & Finance** (i.e., prepare budget, determine fees & charges, forecast revenues / expenses, pursue alternate sources of funding, cash handling practices, bidding, purchase requisitions / orders, cost control methods, etc)
  2. **Staff Development & Supervision** (i.e., write job descriptions, recruit, hire and dismiss personnel, employee performance appraisals, disciplinary actions, staff work schedules, respond to employee grievances, etc.)
  3. **Policy Formulation & Interpretation Evaluation Process** (i.e., interpret personnel policies, risk management policies & procedures, public hearings, prepare operations manual, provide input to policy making bodies, etc)
  4. **Public Relations, Customer Service, & Marketing** (i.e., network with related organizations, implement public information services, respond to customer service issues, evaluate public relations efforts, prepare packets for special issues, marketing analysis, etc.)
  5. **Assessment** (i.e., target population program needs, resources, etc.)

6. **Program Planning** (i.e., individualized behavioral objective development, develop recreation activities schedule, registrations / reservations, etc.)
  
7. **Implementing Interventions** (i.e., teach recreation skills; provide direct leadership of leisure activities; facilitate use of equipment, supplies, services or facilities, etc.)
  
8. **Evaluative Research** (i.e., conduct summative and formative program evaluations, participant evaluations, comprehensive program report, etc.)
  
9. **Resource Planning, Development, & Management** (i.e., maintain inventory, develop and implement master plan, interpret plans, comply with state & federal regulations, etc)
  
10. **Facility Operations** (i.e., develop & implement practices for opening and closing facilities, security procedures, etc.)

\*\*Additionally, please submit the following to the Academic-Unit Field work Coordinator prior to final approval of the Agency-Site being accepted as a field work Agency-Site:

- Remuneration offered by the Agency-Site (if any; i.e., salary, housing, etc.).
- A description of the mission and goals of the Agency-Site, present services offered, as well as those being developed.
- Resume(s) of Agency-Site Field work Supervisor(s)

We (Academic-Unit) appreciate 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 (Academic-Unit):

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

# UNIVERSITY/AGENCY/STUDENT AGREEMENT FOR FIELDWORK ASSIGNMENT

- It should be noted that the Academic Coordinator requires an agreement between the Academic-Unit, the Student Intern, and the Agency-Site. There only needs to be (1) approved agreement between the Agency-Site and the Academic-Unit; therefore, the following agreement may or may not be used. An Agency-Site's agreement is acceptable – as long as the Academic-Unit's legal council approves.
- The chosen agreement (enclosed on the following pages or Agency-Site's) should be presented and approved by the Academic Coordinator, the Academic-Unit Department Chair, and the Agency-Site Supervisor (4) weeks prior to anticipated internship commencement. Legal Councils for both the Academic-Unit and the Agency-Site are typically involved therefore allot needed time.

## AGREEMENT FOR FIELDWORK IN RECREATION ADMINISTRATION

This agreement is made and entered by and between \_\_\_\_\_ (“Academic-Unit”) and \_\_\_\_\_ (“Agency-Site”) on this \_\_\_\_ day of \_\_\_\_ (year).

It is agreed by the aforesaid parties to be of mutual interest and advantage that recreation administration students (“Students”) from the Department at Academic-Unit be provided the opportunity to receive a fieldwork in recreation administration under the supervisor of a recreation administration professional (CPRP preferred).

The aforesaid further agrees that:

### 1. Term of Agreement:

Student \_\_\_\_\_ agrees to complete a fieldwork experience for a minimum of {(8) consecutive (30) hour weeks – REC 3551} or {(15) consecutive (15) hour weeks – REC 3550} at the above mentioned Agency-Site. The fieldwork will commence on \_\_\_\_\_ and conclude \_\_\_\_\_.

### 2. Obligations and Responsibilities of Academic-Unit:

- a. Provide faculty or staff members to coordinate responsibility for instruction and supervision of the student's fieldwork experience.
- b. Provide Agency-Site and student intern an accessible faculty member for questions and concerns that might arise during the fieldwork (e.g., project selection, etc.).
- c. Assign students that have completed the majority of required recreation administration and general recreation coursework prior to engaging in the fieldwork.
- d. Notify each student that he or she must conform to the standards and practices established by the said Academic-Unit while training in the fieldwork Agency-Site
- e. Prepare students for a fieldwork interview/acceptance with an Agency-Site (e.g., cover letter, resume, agreements, etc.).
- f. Observe, supervise (indirectly), and counsel students, and confer with the Agency-Site Supervisor if any concerns arise during the fieldwork.
- g. Arrange on-site and / or telephone conference with Agency-Site Supervisor and student.
- h. Inform the student about necessary insurance coverage for their fieldwork experience.
- i. Professional liability insurance is provided for the Students by the Academic-Unit. Coverage provides \$1,000,000 coverage per occurrence. Written evidence of such coverage is recommended prior to Student beginning their fieldwork (i.e., proof of certificate of insurance).

### 3. Obligations and Responsibilities of Student:

- a. Complete necessary exams (i.e., physical, etc.) required by the Agency-Site, as well pertaining costs associated.
- b. Adhere to all policies, regulations and assignments outlined by the Academic-Unit and the Agency-Site providing the fieldwork experience.
- c. Complete all Academic-Unit assignments on designated dates.
- d. Complete evaluation forms and submit to Academic Supervisor on designated dates.
- e. If the Agency-Site requires additional insurance beyond provisions by the Agency-Site or Academic-Unit, it is the responsibility of the Student in obtaining required coverage.

### 4. Obligations and Responsibilities of Agency-Site:

- a. The Agency-Site shall cause a Certificate of Insurance to be issued showing the following required coverage in no less than the minimum coverage limits listed below. The insurance companies providing coverage must have a current A.M. Best rating of B++; VII or better and be duly authorized by the Department of Insurance of the State to do business in the State. The Agency-Site must agree to maintain such insurance for the duration of the agreement or the term for which services will be rendered,
  - A. Worker's Compensation (including Occupational Disease) – Statutory Limits (State)  
Employer's Liability (Part B) - \$500,000 per occurrence
  - B. Commercial General Liability (including Products & Completed Operations)  
Combined Single Limit - \$1,000,000 per occurrence OR Bodily Injury - \$1,000,000 per occurrence and  
Physical Damage - \$1,000,000 per occurrence

\* If any Student Intern will be driving any Agency-Site vehicle, evidence of the following coverage must also be provided:

C. Commercial Automobile Liability

Combined Single Limit - \$1,000,000 per occurrence OR Bodily Injury - \$1,000,000 per occurrence and Physical Damage - \$1,000,000 per occurrence

- b. Provide, if it wishes, the affiliating Student with remuneration (e.g., salary, housing, etc.).
- c. Share in the responsibility in the education, evaluation, guidance and supervision of Students in the program through the assistance of its employees and the faculty of Academic-Unit, in accordance with the Academic-Unit's Fieldwork Manual.
- d. Provide the ultimate responsibility for Agency-Site client care.
- e. Notify each student that he or she is responsible for following the administrative policies, standards, regulations and practice of the fieldwork Agency-Site, including reporting to it on time, and providing the necessary and appropriate dress required during the regularly scheduled operating hours.
- f. Provide a supervised program of applied experience.
- g. Designate and submit in writing to the Academic-Unit, for its approval, the name and professional and academic credentials of a person to be responsible for the fieldwork and who shall hold the title of fieldwork supervisor. Notice of any proposed change of the fieldwork supervisor shall be given in writing to the Academic-Unit.
- h. Improve the overall educational program of the Academic-Unit by providing opportunities for learning experiences that will progress the Student to advanced levels of performance.

**5. General Conditions:**

- a. Regulations determined by Agency-Site shall be applicable to Students while they participate in the fieldwork. Upon written notice to the appropriate Academic-Unit administrator, Agency-Site may request Academic-Unit to withdraw from the Agency-Site any Student whose appearance, conduct, or work with Agency-Site clients or personnel is not in accordance with Agency-Site policies or other acceptable standards of performance and such request shall be granted by Academic-Unit. Final action of Student withdrawal from Academic-Unit program is the responsibility of the Academic-Unit.
- b. Academic-Unit at any time may withdraw a student whose progress, work, or conduct does not meet Academic-Unit standards.
- c. During all stages of the implementation and operation of said fieldwork, including the selection of qualified applicants, the assignment of projects, the allocation of available housing and any disciplinary action required, there shall be no discrimination on the basis of race, religion, creed, gender, national origin, disability.
- d. This agreement shall be governed under the laws of the State of \_\_\_\_\_.
- e. Agency-Site shall indemnify and hold harmless Academic-Unit, its agents and employees from and against any and all claims, demands or causes of action for injury or death to persons or damage to property (including all costs and reasonable attorneys fees incurred in defending any claim, demand or cause of action) arising out of or resulting from the acts or omissions of Agency-Site, its agents or employees in the performance of their obligations hereunder. These obligations shall survive termination of this agreement.
- f. This agreement constitutes the entire agreement between the parties and supersedes all other agreements, whether oral or written, with respect to the subject matter hereof. This agreement may not be altered, amended, or modified except in writing signed by both parties.

Approved By: (Academic-Unit)

Approved For: (Agency-Site)

\_\_\_\_\_  
Chair, Academic-Unit's Department

Date: \_\_\_\_\_

\_\_\_\_\_  
(Academic Coordinator Signature)

Name /

Title

Date: \_\_\_\_\_

\_\_\_\_\_  
(Agency-Site Supervisor Signature)

Name /

Title:

Date: \_\_\_\_\_

\_\_\_\_\_  
(Student Signature)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **SECTION FOUR:**

# **WEEKLY SUMMARY REPORT**

- **Weekly Summary Report Forms (Sample)**
- The student is expected to provide a summary of experiences to the Academic Supervisor each week. The student may choose to photocopy, complete, and mail the following form weekly or draft a letter weekly that includes information to suffice questions asked on the form provided and mail it to the Academic Supervisor. The Agency-Site Supervisor is also to review a copy of this (Sample) report.

# Weekly Summary Report

NAME \_\_\_\_\_ Date \_\_\_\_\_ Discussion of week number \_\_\_\_\_

1. Describe briefly but completely the programs / activities / responsibilities to which you were assigned during the past week. Include any extra assignments such as staff meetings, committee meetings, other work assignments, etc.

2. Describe your reactions /observations to the experiences you encountered. What did you learn from them? Do not criticize or evaluate the experiences, just your reactions to them.

3. Categorize the hours that you worked based upon tasks, projects or job functions.

## **SECTION FIVE:**

# **FIELDWORK DOCUMENTATION MANUAL**

The Fieldwork Student is responsible for accomplishing the objectives represented in the Manual. The Site Supervisor is expected to provide opportunities for the student to gather information needed to satisfy the requirements of the Manual. If there are questions regarding contents of the Manual please contact the fieldwork Coordinator.

# Fieldwork Project Manual Requirements

The student is to develop a fieldwork project manual dealing with the five areas of organization covered in the objectives of the fieldwork experience; administration, program planning and leadership, public relations, business management, building and maintenance operations.

The manual is to be organized in a three ring binder with tab separation between sections. The following sections should be included;

1. Table of contents
2. Administration
3. Program Planning and Leadership
4. Public Relations
5. Business Management
6. Building and Maintenance Operations
7. Appendix's

Each objective area of the fieldwork experience (sections 2-6) is to have a summary of the topic areas a student should be exposed to in the organization. The topic area summary should explain the topic process/procedure. As an example the following is a possible summary of an organizations Administration section, topic area "recruitment".

**Recruitment:** When a new position is created or existing position is vacant the positions supervisor completes a position request form (appendix a ) and forwards the position request form along with the job analysis and job description to the Human relations office. The human relations office will advertise the position locally, regionally, or nationally depending on the skills and requirements of the position. The Human relations office then sends the applicants resume/applications to the supervisor for review. Policy states that the top three candidates will be selected for interviews. Depending on the level of position there are different requirements as to who is included in the interview process. When the supervisor selects a candidate for hire the Human relations Office is responsible for making a formal offer.

Section summaries should be typed, double spaced with one inch margins all the way around. Each section should be clearly labeled with tabs including appendix. The fieldwork project manual will be evaluated on both content and composition. The fieldwork project manual should be an individual effort by each student.

# Fieldwork Project Manual Topic Areas

Topic area's which the student could be exposed to in completion of the fieldwork project manual.

## I. Administration -

### ▪ Personnel -

- job analysis
- job description
- position requests/procedures
- recruitment
- selection/procedures
- orientation
- training
- evaluations
  - employee (part-time)
  - program
  - student's mid-term and final
- budget form(s)
- equipment facility
- check-outs and rentals
- policies and forms
- registration information and copy of brochure(s)
- manual(s)
- board meeting packet

## II. Program Planning and Leadership

- program organization/development
- completed evaluation(s) of programs
- program promotion (calendars, brochures, etc.)
- program area's
- new program development
- program types (cultural, sports)
- population served (demographics)
- program needs determination (ie. community surveys every 4 years)
- program planning sheet form
- program plan-copy of activity proposal by student (outline)
- report on activity leadership experience

### III. Public Relations

- examples of press releases
- message request form for sign
- promotional goodies
- newspaper ads
- flyers
- advertisements
- cable TV promotions-channel
- brochures
- presentations to community groups/org.
- public relations responsibilities (who)

### III. Business Management

- copy of budget
- check requests on PO's
- budget preparation/types and procedures (forms)
- budget preparation time schedule
- purchasing
  - bids., purchase orders, bid acceptance
- surplus property
- broken/damages property
- property/equipment inventories (control)
- contracting-office equipment
- evaluation of profit/loss and break-even point of their program(s)

### IV. Building and Maintenance Operations

- report on maintenance experiences
- activity checklist, opening/closing checklist
- maintenance standards for buildings, bldg. areas, grounds
- maintenance schedules, daily, periodic seasonal
- repair forms, procedure
- repair/maintenance priorities
- equipment upkeep - daily - periodic
- preventative maintenance

## **Section Six: Evaluation Forms**

- **Student Performance Evaluation - Midterm**
- **Student Performance Evaluation - Final**
- **Final Narrative Evaluation of Student**
- **Student Midterm Evaluation of Fieldwork**
- **Student Final Evaluation of Fieldwork**

- Student Evaluation(s) Midterm & Final forms are provided in the following section. The feedback obtained should be instrumental toward sound professional development.
- It is acceptable for the Agency-Site Supervisor to supplement the following evaluation forms.

## **Student Performance Evaluation - Midterm**

- Please have the Agency-Site Supervisor complete this evaluation midway through the internship. Submit this evaluation to the Academic Supervisor once completed.
- This evaluation assesses qualities commonly desired by management-based practitioners. Certification based knowledge and skill areas are reflected though not emphasized.

**Performance Evaluation Form: Fieldwork in Recreation Administration**

**Midterm**

<ul style="list-style-type: none"> <li>Please evaluate the following performance indicators:  <b>(NA= not applicable; 1 = never / poor and 10 = always / excellent)</b></li> </ul>	
A. Enthusiasm for Experience	NA - 1 2 3 4 5 6 7 8 9 10
B. Asks Appropriate Questions	NA - 1 2 3 4 5 6 7 8 9 10
C. Ability to Listen	NA - 1 2 3 4 5 6 7 8 9 10
D. Ability to Accept Criticism	NA - 1 2 3 4 5 6 7 8 9 10
E. Desires to Seek Knowledge	NA - 1 2 3 4 5 6 7 8 9 10
F. Punctuality & Attendance	NA - 1 2 3 4 5 6 7 8 9 10
G. Initiative	NA - 1 2 3 4 5 6 7 8 9 10
H. Safety Awareness	NA - 1 2 3 4 5 6 7 8 9 10
I. Performance of Duties	NA - 1 2 3 4 5 6 7 8 9 10
J. Expresses Self Accurately, Concisely, and Clearly	NA - 1 2 3 4 5 6 7 8 9 10
K. Utilizes Supportive Personnel	NA - 1 2 3 4 5 6 7 8 9 10
L. Interpersonal Relationships w/ Individuals Served	NA - 1 2 3 4 5 6 7 8 9 10
M. Capable of Motivating Others	NA - 1 2 3 4 5 6 7 8 9 10
N. Accepts Assignments Willingly	NA - 1 2 3 4 5 6 7 8 9 10
O. Displays Mature Judgment	NA - 1 2 3 4 5 6 7 8 9 10
P. Appropriately Uses Professional Terms	NA - 1 2 3 4 5 6 7 8 9 10
Q. Confronts Problems Positively and Constructively	NA - 1 2 3 4 5 6 7 8 9 10
R. Displays a Sense of Humor at Appropriate Times	NA - 1 2 3 4 5 6 7 8 9 10
S. Interprets Assessment Appropriately	NA - 1 2 3 4 5 6 7 8 9 10
T. Goal / Objective Writing	NA - 1 2 3 4 5 6 7 8 9 10
U. Appropriate Program Design	NA - 1 2 3 4 5 6 7 8 9 10
V. Ability to Modify (programs, equipment, etc.)	NA - 1 2 3 4 5 6 7 8 9 10
W. Follows Agency-Site Policy/Procedures	NA - 1 2 3 4 5 6 7 8 9 10
X. Leadership Effectiveness	NA - 1 2 3 4 5 6 7 8 9 10
Y. Respects Rights of Individuals Served	NA - 1 2 3 4 5 6 7 8 9 10
Z. Practices Infection Control / Body Fluid Precaution	NA - 1 2 3 4 5 6 7 8 9 10

- Please complete the **objective enhancements** and feel free to supplement the above performance indicators on the space provided on the back of this evaluation!

SIGNED: _____	DATE: _____
AGENCY-SITE SUPERVISOR	
SIGNED: _____	DATE: _____
STUDENT	

\*\*\*\* Please help the student understand how they may be able to improve their performance by completing the following **objective enhancements**. The following **objective enhancements** are recommended for any *performance indicator(s)* that scores below an (8) on the facing page of this evaluation.

1. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
2. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
3. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
4. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
5. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
6. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_
7. Given that \_\_\_\_\_ scored a \_\_\_\_ for element \_\_\_\_\_ of the midterm evaluation, he/she will increase their score by: \_\_\_\_\_

## **Student Performance Evaluation - Final**

- Please have the Agency-Site Supervisor complete this evaluation at the end of the fieldwork. Submit this evaluation to the Academic Supervisor once completed.
- This evaluation assesses qualities commonly desired by management-based practitioners. Certification based knowledge and skill areas are reflected though not emphasized.

**Performance Evaluation Form: Fieldwork in Recreation Administration**

**Final**

<ul style="list-style-type: none"> <li>Please evaluate the following performance indicators:  <b>(NA= not applicable; 1 = never / poor and 10 = always / excellent)</b></li> </ul>	
A. Enthusiasm for Experience	NA - 1 2 3 4 5 6 7 8 9 10
B. Asks Appropriate Questions	NA - 1 2 3 4 5 6 7 8 9 10
C. Ability to Listen	NA - 1 2 3 4 5 6 7 8 9 10
D. Ability to Accept Criticism	NA - 1 2 3 4 5 6 7 8 9 10
E. Desires to Seek Knowledge	NA - 1 2 3 4 5 6 7 8 9 10
F. Punctuality & Attendance	NA - 1 2 3 4 5 6 7 8 9 10
G. Initiative	NA - 1 2 3 4 5 6 7 8 9 10
H. Safety Awareness	NA - 1 2 3 4 5 6 7 8 9 10
I. Performance of Duties	NA - 1 2 3 4 5 6 7 8 9 10
J. Expresses Self Accurately, Concisely, and Clearly	NA - 1 2 3 4 5 6 7 8 9 10
K. Utilizes Supportive Personnel	NA - 1 2 3 4 5 6 7 8 9 10
L. Interpersonal Relationships w/ Individuals Served	NA - 1 2 3 4 5 6 7 8 9 10
M. Capable of Motivating Others	NA - 1 2 3 4 5 6 7 8 9 10
N. Accepts Assignments Willingly	NA - 1 2 3 4 5 6 7 8 9 10
O. Displays Mature Judgment	NA - 1 2 3 4 5 6 7 8 9 10
P. Appropriately Uses Professional Terms	NA - 1 2 3 4 5 6 7 8 9 10
Q. Confronts Problems Positively and Constructively	NA - 1 2 3 4 5 6 7 8 9 10
R. Displays a Sense of Humor at Appropriate Times	NA - 1 2 3 4 5 6 7 8 9 10
S. Interprets Assessment Appropriately	NA - 1 2 3 4 5 6 7 8 9 10
T. Goal / Objective Writing	NA - 1 2 3 4 5 6 7 8 9 10
U. Appropriate Program Design	NA - 1 2 3 4 5 6 7 8 9 10
V. Ability to Modify (programs, equipment, etc.)	NA - 1 2 3 4 5 6 7 8 9 10
W. Follows Agency-Site Policy/Procedures	NA - 1 2 3 4 5 6 7 8 9 10
X. Leadership Effectiveness	NA - 1 2 3 4 5 6 7 8 9 10
Y. Respects Rights of Individuals Served	NA - 1 2 3 4 5 6 7 8 9 10
Z. Practices Infection Control / Body Fluid Precaution	NA - 1 2 3 4 5 6 7 8 9 10

- Please feel free to supplement the above performance indicators on the space provided below and on the back of this evaluation!*

SIGNED: _____	DATE: _____
AGENCY-SITE SUPERVISOR	
SIGNED: _____	DATE: _____
STUDENT	

**Final Narrative Performance Evaluation of Student**

***\*\*Please have this form sent directly to the Academic Supervisor  
If you have any questions, please call: \_\_\_\_\_***

1. What additional training would have helped this intern in the Agency-Site assignment?
2. From your observations of the student, what do you consider his/her strongest attributes?
3. From your observations of the student, what do you consider his/her weakest attributes?
4. Is this student the type of person you would hire for a full-time position within your Agency-Site?  
Yes / No
5. Have you discussed this evaluation with the student? Yes / No  
If yes, date: \_\_\_\_\_
6. Please feel free to provide any additional comments concerning the student.

If you could assign the student a grade for their performance what would it be?  
*Please circle one.*  
A - Outstanding  
B - Good  
C - Average  
D - Poor  
F - Unsatisfactory

Signature of Agency-Site Supervisor: \_\_\_\_\_  
Date: \_\_\_\_\_

## **Student Midterm Evaluation of Fieldwork**

- Please complete this evaluation and discuss with Agency-Site Supervisor midway through the fieldwork. Send it to the Academic Supervisor soon thereafter.

## STUDENT MIDTERM EVALUATION OF FIELDWORK

DATE: \_\_\_\_\_ STUDENT: \_\_\_\_\_

AGENCY-SITE: \_\_\_\_\_

To be completed by the student and sent to the Academic Supervisor immediately upon completion of the sixth week of the fieldwork experience. A copy should be made and discussed with the Agency-Site Supervisor prior to mailing. Candid discussions with the Agency-Site Supervisor on a continuing basis and of your reactions expressed on this form are intended to help make your fieldwork experience more meaningful.

1. Was your orientation period adequate enough to allow you to perform comfortably and knowledgeably?
  - a. Did your on-the-job supervisor adequately acquaint you with the work / responsibilities required by the Agency-Site?
    - b. Were you introduced to all staff members?
    - c. Were relevant and needed materials provided during the orientation period?
    - d. Were rules and regulations / policies and procedures explained to you?
    - e. Other?
2. Is this experience what you expected? Explain.
3. Is the Agency-Site supervision you are getting adequate? Explain.
4. How can the fieldwork experience be more meaningful?
  - a. What can you do to make the experience more meaningful?
  - b. What can the Agency-Site and/or Agency-Site Supervisor do to make it so?
5. What experience would you like to see given more emphasis during the remainder of your time with the Agency-Site?

Student: _____	Date: _____
Agency-Site Supervisor: _____	Date: _____
Academic Supervisor: _____	Date: _____

## **Student Final Evaluation of the Fieldwork**

- Please complete this evaluation and discuss with Agency-Site Supervisor toward the end of the fieldwork. Send it to the Academic Supervisor soon thereafter.

## STUDENT FINAL EVALUATION OF FIELDWORK

DATE: \_\_\_\_\_ STUDENT: \_\_\_\_\_

AGENCY-SITE: \_\_\_\_\_

To be completed by the student and sent to the Academic Supervisor immediately upon completion of the Fieldwork experience. A copy should be made and discussed with the agency supervisor prior to mailing. Candid discussions with the Agency-Site Supervisor on a continuing basis and of your reactions expressed on this form are intended to help make your fieldwork experience more meaningful.

### **Supervision:**

1. Has your Agency-Site Supervisor provided an adequate number of new work experiences, along with optimum instruction and supervision?
2. Has he/she been available to answer questions and to review your work?
3. Has he/she met with you and given you feedback on your performance?
4. Additional Comments?

### **Activities:**

1. Were staff members helpful in providing you with a relevant experience?
2. Were you allowed to participate in many of the same activities as regular staff?
3. Were you allowed to attend staff meetings and to participate?
4. Were you given a proper amount of responsibility?

- 5. Did the staff solicit your comments and/or suggestions?
- 6. Were skills developed that might be used in professional setting(s)?
- 7. Did you feel that you received a "valuable" experience?
- 8. Additional Comments?

**Changes:**

What changes would you recommend take place within the Agency-Site so that other students would have a better experience?

**Strengths:**

What were the outstanding attributes of the Agency-Site Supervisor and the staff, which made this a successful experience?

**Additionally:**

Feel free to comment on your Academic Coordinator & Supervisor or make other constructive suggestions that you feel might be helpful in better preparing students for the fieldwork experience.

Student: _____	Date: _____
Agency-Site Supervisor: _____	Date: _____
Academic Supervisor: _____	Date: _____

# Recommendations

Your help is needed in maintaining the relevancy of this manual. We would appreciate your recommendations relative to any of the material contained in the manual. Please feel free to suggest any deletions, additions, modifications, etc..

Edition: November 2004

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Phone: \_\_\_\_\_  
E-mail: \_\_\_\_\_

- 1.
- 2.
- 3.
- 4.

THANK YOU VERY MUCH!

**Please Return to:**

John Henry Pommier, Ph.D., CTRS  
Eastern Illinois University  
Department of Recreation Administration  
600 Lincoln Avenue  
Charleston, Illinois 61920-3099  
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