

**PRE-INTERNSHIP EXPERIENCE
DOCUMENTATION FORM**

Each undergraduate student in the major is required to complete a minimum of 100 hours of pre-internship experience in at least 2 leisure service agencies or businesses prior to being approved to register for the internship. This experience can come through volunteer or paid field experiences that have occurred after high school and before registering for the internship. This can include part time and summer jobs as well as volunteering.

A number of courses in the Recreation major include volunteer opportunities, which can be part of the 100 required hours. Students document this experience by completing a copy of this Documentation Form for each experience. Advisors are to verify that students acquired the 100 hours of experience prior to the advisor approving the student's request to begin an internship.

Student's Name: _____

Phone Number: _____ Email: _____

Name of Agency/Business Where Experience Occurred

Agency/Business Address: _____

Agency/Business Phone _____ Fax: _____

Agency/Business Supervisor Name: _____

Job Title of Supervisor: _____

Dates of employment/volunteer work: (indicate month & year; i.e. 6//01)

Starting: _____ Terminating: _____

TOTAL HOURS WORKED: _____

Nature of work with the agency/business: _____

This form needs to be completed by the student and submitted to the internship coordinator prior to receiving approval to register for internship. The coordinator may contact the agency to verify the work/volunteer experience.