

RECL 4F25 Internship Information & Application

What is the purpose of the internship course?

The **Community Recreation Internship** course provides the opportunity for Brock University students enrolled in their 4th year of the Community Recreation Concentration of the Bachelor of Recreation and Leisure Studies program to gain valuable practical work experience and to apply theory learned in academic classes to a hands-on experience. It is a combination of hands-on experience, combined with the development and completion of an individual academic project, relevant to the interests of the internship organization.

The internship contributes to the student's intellectual, professional, and personal development by providing opportunities to enhance their knowledge, develop practical work skills, and learn from professionals in the field. Student internship experiences can serve as a catalyst to evaluate career directions, provide excellent opportunities for networking, and provide a substantive professional experience for your résumé and references.

When is a student eligible for a Community Recreation internship?

In order to be approved to complete an internship for academic credit, a student must have a 70% major average and a minimum of 17.5 overall credits. Please view the Brock University Undergraduate Calendar for specific requirement and prerequisites. Consultation with the Recreation and Leisure Studies Academic Advisor is recommended to determine if the internship is the right choice for you.

The internship course is offered in the spring/summer (May-Aug) term.

What are the internship hours & scheduling options?

Students are required to complete a minimum of 560 hours within the internship organization during the spring/summer term. Typically, the 560 hours are over 12-15 weeks, however there will be variations depending on the needs of the organization. The scheduling of your actual daily/weekly hours of work is at the discretion of the internship organization. The internship organization has the normal expectation of

interns performing their positions with the same level of professionalism and responsibility as any employee during the period of your placement with them.

What type of organizations and positions are emphasized within the internship course?

The course emphasis is on obtaining hands-on job experience applicable to a range of positions in the field of Community Recreation. The experiences range from event planning, facility/program co-ordination, program implementation, marketing, sponsorship activities and more. The aim is to obtain work with a community recreation role, with direction/supervision from a professional in the field and through the experience, expose students to potential future employment opportunities.

Steps to obtain an internship

- a) Prior to formally applying to any organization for an internship, students must first express desire to the Department of Recreation and Leisure Studies for approval to complete an internship for academic credit. The RECL 4F25 Internship Application form, along with the steps required to apply, can be found on page 4 of this document.
- b) After receiving the Internship Application form the Experiential Education Coordinator will consult with Recreation and Leisure Studies Academic Advisor and the Faculty Supervisor to ensure that the applicant has met the requirements to be eligible to apply for the internship. Students will then be notified whether they have been approved to pursue an internship for academic credit. At that time, further instructions will be given regarding applying for positions.
- c) In early winter, the Experiential Learning Coordinator will begin advertising the available internship job postings available to students. There may be more than one due date. Students will apply for each internship position that he/she is interested in by the posted due date. In the two to three weeks following the posting due date, agencies will select the student candidates they wish to interview.
- d) Following the interview process the agency and students will complete a ranking process. The Faculty Supervisor and Experiential Education Coordinator will complete a matching process using the ranking forms.

- e) Students will be notified by the Experiential Education Coordinator if there is an offer from an agency for consideration.
- f) When the internship position has been confirmed, students will meet with the Experiential Education Coordinator and Faculty Supervisor to complete the required paperwork.

Remember to contact the Experiential Education Coordinator (via telephone, email or office meeting) to discuss any internship issues/problems any time during this process.

Where do students engage in internships?

Internship sites **vary year to year** based on the needs of the agencies. More details on organizations can be supplied by the Experiential Education Coordinator.

If you have a specific internship site you are considering, it is very important that you contact the Experiential Education Coordinator as initial contact with the internship site must come from either the Faculty Supervisor for the course or the Experiential Education Coordinator.

Will I receive compensation for my internship?

Whether the internship will have any type of compensation depends on the organization, the type of position and their budget. Many of the internships we have coordinated have offered remuneration in the form of wages or honorarium. The internship position posting will inform you what type of remuneration is being offered.

For further information, contact the Experiential Education Coordinator:

Ty Bolibruck
Brock University
Faculty of Applied Health Science
South Block 353
St. Catharines, Ontario L2S 3A1
905-688-5550 ext. 4418
tbolibruck@brocku.ca

RECL 4F25 Internship Application

APPLICATION DEADLINE: December 15th

- 1) **Personal/demographic information** (complete the details requested below)
- 2) **Complete the cover letter and résumé on-line workshops found here:**
careerzone.brocku.ca/student/overview.htm
- 3) **Write and submit a résumé and cover letter, reviewed, and approved by Career Education (submit proof of service by Career Education)**
- 4) **Write and submit an internship plan** (approximately 1-2 pages in length, APA 6.0) including:
 - a) A brief overview of your experience in the field to date and how it relates to the experiences you would like to gain during an internship
 - b) list two to three potential internship sites (and positions) of interest and state how they fit into your career plan
 - c) indicate why you would like to complete an internship (what you would like to gain from the course)

STUDENT CONTACT INFORMATION		
Name:	Student Number:	Telephone:
Brock E-mail:	Personal Email (optional)	
Street:	City:	
Province:	Postal Code:	

Please consider this application for the **RECL 4F25 Internship course.**

Student Signature:

Date:

Date Received by Experiential Education Coordinator:

Experiential Education Coordinator Signature:

Please sign and submit this fully completed application by December 15th to:

Experiential Education Coordinator,
Faculty of Applied Health Sciences, South Block 353,
Brock University, St. Catharines, Ontario L2S 3A1

Brock University protects your privacy and your personal information. The personal information requested on this form is collected under the authority of *The Brock University Act, 1964*, and in accordance with the *Freedom of Information and Protection of Privacy Act (FIPPA)* for the administration of the University and its programs and services. Direct any questions about this collection to the [Experiential Education Coordinator](#), of the [Recreation and Leisure Studies Department](#) at Brock University at (905) 688-5550, ext.4418 or tbolibruck@brocku.ca