

OKLAHOMA BAPTIST UNIVERSITY
HANDBOOK
FOR
LEISURE SERVICE MANAGEMENT
STUDENTS
“UPWARD”

OKLAHOMA BAPTIST UNIVERSITY

UPWARD ADMINISTRATION PRACTICUM/INTERNSHIP

PLEASE FILL THIS OUT AND RETURN IMMEDIATELY!!!

STUDENT NAME:

STUDENT ADDRESS:

STUDENT PHONE: _____

STUDENT E-MAIL : _____

OBU ID NUMBER:

HOME ADDRESS:

Email: bill.buchanan@okbu.edu

or mail to: Dr. Bill Buchanan, Associate Professor
OBU Box 61160
500 West University
Shawnee, Oklahoma 74804

FAX: 405-878-2152

UPWARD PRACTICUM/INTERNSHIP REQUIREMENTS

The following format is to be utilized in the preparation of your final Internship/Practicum report. It is to be typewritten, 1-2 pages, and submitted to your college supervisor in a folder, NOT stapled or paper clipped together. Please note that NO sloppy work turned in will be graded and will result in an Incomplete or failure.

- A. Cover
 - 1. Student's Name
 - 2. Organization or Agency and Address
 - 3. Dates of Internship
 - 4. Agency Supervisor
 - 5. Course Credit Number (LEIS 2079-Freshman/Sophomore Level or LEIS 4789-Junior/Senior Level) and Name
 - 6. OBU Supervisor
 - B. Paper
 - 1. Brief description of work experience
 - 2. Brief summary of:
 - a. Any major responsibilities
 - b. Highlights of activities
 - c. Learning experiences/interesting occurrences
 - 3. Analysis of Experience
 - a. Did you feel a part of the agency/organization? Explain.
 - b. How did your responsibilities compare or contrast with personnel employed by the agency?
 - c. Did you have adequate space and equipment to carry out your responsibilities? If observing, was it adequate to the operation of the facility?
 - d. Did you have adequate agency supervision? Explain.
 - e. Did your academic training prepare you adequately for your experience? Explain.
 - f. Would you recommend this agency for another student? If so, any level, or a particular level of student?
 - g. Any suggestions from your experience to other students or our program?
 - C. Daily log of hours and experiences attached to the paper, or with the paper.
 - D. Supervisor's evaluation of intern (may be included or mailed directly).
 - E. Include any handouts/pamphlets, or other extra information obtained during your internship/practicum.
 - F. Schedule a time with your college supervisor to turn in the required work and to discuss the internship experience.
 - G. **Required reading LEIS 2079 Practicum - People Skills ISBN 06Z162248X**
 - H. **Required reading LEIS 4789 Leadership from the Inside Out 09Z52Z6506**
- All of this is due PRIOR to the Final Exam.**

LEIS 4789

GUIDELINES FOR PRACTICUM/INTERNSHIP-CAMP ADMINISTRATION

I. General Purpose of the Internship

The general purpose of the Internship is to provide the student with the advanced opportunity to continue the process of personal and professional growth that has been a part of his/her total educational experience. Opportunities for this growth will be demonstrated through practical experience in a supervised structured environment in a Leisure Service Management organization or agency. The intern may receive payment for their services, though it is not required. The intern will receive three (3) credit hours for the Summer of internship.

STUDENT RESPONSIBILITIES

1. The Internship/Practicum agreement form, student address and phone number should be turned in to the college supervisor by the end of the first week of the session.
2. Developing with the organization/agency supervisor a work program for the session. This should be developed during the first week of the session.
3. Informs the supervisor of liability coverage required by the University or facility.
4. Honors the guidelines, policies, and procedures stipulated by the organization/agency supervisor.
5. Maintains a daily log expressed clearly and concisely.
6. Completes assignments to the best of his/her ability.
7. Required reading: People Skills - LEIS 2079 Leadership from the Inside Out - LEIS 4789 (three page typed reflection paper due at the conclusion of practicum experience.)
8. Submits by end of session to the college supervisor a complete log and typed summary/evaluation of the Internship/Practicum.
9. Remembers that Internships build into future job opportunities.

C. CONFIDENTIALITY

All client and company information is confidential. Confidentiality is a responsibility which all of us share. According to the Code of Ethics, you are not permitted to discuss the affairs of clients or employees with anyone outside of the management of the company, or those without a legitimate need for information. When in doubt, check with your supervisor. When recording your daily log, omit names, only recording situations and experiences.

I. Special strengths or skills of the intern:

II. Areas needing further development:

III. What is your general assessment of this student's professional promise?

IV. If you were to assign an Internship/Practicum grade to this student, what would be your recommendation?

_____A _____B _____C _____D _____F

V. Advice or recommendations to better prepare students for this experience, or to better our program:

EVALUATOR: _____
(PRINT OR TYPE) (SIGNATURE)

Upon completion, please return to:
Dr. Bill Buchanan, Associate Professor
500 W. University
OBU Box 61160
Shawnee, OK 74804

*Sample Page

INTERNSHIP/PRACTICUM TIME LOG AND JOB SUMMARY

DATE	TIME IN	TIME OUT	NAME	SUPERVISOR INIT.

Summary of daily job responsibilities:

INTERNSHIP/PRACTICUM TIME LOG AND JOB SUMMARY

DATE	TIME IN	TIME OUT	NAME	SUPERVISOR INIT.

Summary of daily job responsibilities:

INTERNSHIP/PRACTICUM TIME LOG AND JOB SUMMARY

DATE	TIME IN	TIME OUT	NAME	SUPERVISOR INIT.

Summary of daily job responsibilities:
