

## Recreation, Tourism & Events - Florida State University

### INTERNSHIP RESPONSIBILITIES

#### Student

Student responsibilities during internship are as follows:

- 1) Complete all required reports posted on the Internship Blackboard site.
- 2) Meet with the Agency Supervisor the first week of the internship to:
  - a. Determine dress code requirements.
  - b. Obtain information for the **Internship Information Sheet** which specifies how to contact the student and Agency Supervisor.
  - c. Decide which dates the student will turn in time sheets for approval.
  - d. Arrange for a day to have a weekly conference with the Agency Supervisor.
  - e. Discuss the duties and responsibilities associated with the internship experience.
  - f. Request exposure to various sections/departments to get a broad understanding of the agency when applicable.
  - g. Provide the Agency Supervisor with copies of the **Mid-term, Final evaluations** and **The Special Project Evaluation form** a schedule of the due dates.
- 3) Meet with the Agency Supervisor no later than the second week to negotiate a special project or program responsibility to be completed during the internship.
- 4) One week prior to the due date for the evaluation (midterm and final), request a meeting with the Agency Supervisor to review and discuss the evaluation.
- 5) Complete a minimum of 12 consecutive weeks AND 480 hours during the prescribed dates, or longer if the agency requested additional time. **NOTE:** During the internship, the agency's holidays and/or times off will be observed, not FSU's holidays. (No spring break)
- 6) Students will conduct themselves as a professional at all times. Students will dress conservatively and appropriately for the internship. It is expected that students will maintain the FSU and RTE image as the university with students who are self-motivated and conduct themselves in a professional manner.
- 7) Students should take time for their own leisure. It is important to make new friends and get to know the community where the student is living.
- 8) Students are expected to check their FSU email account regularly along with the Internship Blackboard sites for announcements and information.