

Tourism and Outdoor Leadership Internship Guide

Oregon State University-Cascades



Tourism and Outdoor Leadership (TOL)
College of Forestry
Oregon State University - Cascades
Bend, Oregon 97701

Contact: Michael Gassner Ph.D.
(541) 322-3131
michael.gassner@osucascades.edu

November 2011

Table of Contents

| | |
|---|---|
| The TOL Program..... | 2 |
| The Internship Program | 2 |
| TOL/Career Services Procedural Chart | 4 |
| Intern Compensation..... | 5 |
| Host Benefits and Responsibilities | 6 |
| Host Benefits..... | 6 |
| Host Responsibilities | 6 |
| How the Internship Program Benefits Students..... | 7 |
| Student Requirements for an Internship | 7 |
| How the Completed Student Internship is Evaluated | 8 |

Internships in Tourism and Outdoor Leadership (TOL)

The TOL internship program at Oregon State University – Cascades is designed to combine academic preparation with practical experience by offering a jointly sponsored and supervised learning experience. The TOL program works with businesses, government agencies, and other organizations (intern “hosts”) to facilitate this important professional development effort. Internship opportunities are not limited to Oregon; students can complete their internship anywhere in the world.

The TOL Program

The TOL curriculum provides the business, communication and other skills necessary for a successful career in tourism and outdoor leadership. The graduating TOL student receives a Bachelor of Science degree from Oregon State University. In meeting this educational responsibility, the program focuses on the following:

- Recreation and tourism management and policy
- Outdoor leadership
- Business training
- Specialty area theory and practice, such as tourism marketing and e-commerce
- Outdoor experiential education

The TOL program also provides a strong liberal arts education. It offers the educational background to begin a career or start a business in an area about which students are passionate. For more information on the TOL program, please visit our website at <http://www.osucascades.edu/academics/tol>

The Internship Program

To better assist students securing a permanent job after graduation students should finish their internship before applying for jobs upon graduation. With that in mind **students are required to register for all 8 (For 410) internship credits the summer preceding their intended year of graduation (summer before their senior year) whether or not they have their internship lined up yet.** Once students are registered, they must complete the internship and all required paperwork within one year of registration. A student’s graduation term will be the term the FOR 410 Internship is completed and graded.

Although there are a multitude of reasons for this, the main rationales are, 1) to encourage internships during that time so students are not left with an internship to complete after they are otherwise finished with coursework, 2) that students finish their internship before applying for jobs their senior year since this should aid them in securing a job, and 3) the majority of students register for some internship credits during the summer anyway.

Individual cases where a student has a conflict should be directed to the internship coordinator for consideration. Students should be actively seeking out an internship one to two terms before they plan to do an internship and contacting the TOL internship coordinator about possibilities and requirements.

Students enroll for eight (8) credits (FOR 410) which are graded pass/no pass. *A minimum of 240 hours of work is required, but most students work longer (10 weeks of full-time employment is common).* Students must complete the internship and all required paperwork within one year of registering for the 8 credits of FOR 410 Internship. Students must also allow the internship coordinator time to review relevant student paperwork. In concrete terms, this means students must submit all completed relevant paperwork to the internship coordinator one week before dead

Internships in Tourism and Outdoor Leadership (TOL)

week of the term the student wishes to receive a grade for the internship. Failure to do this will result in a NO GRADE for the internship.

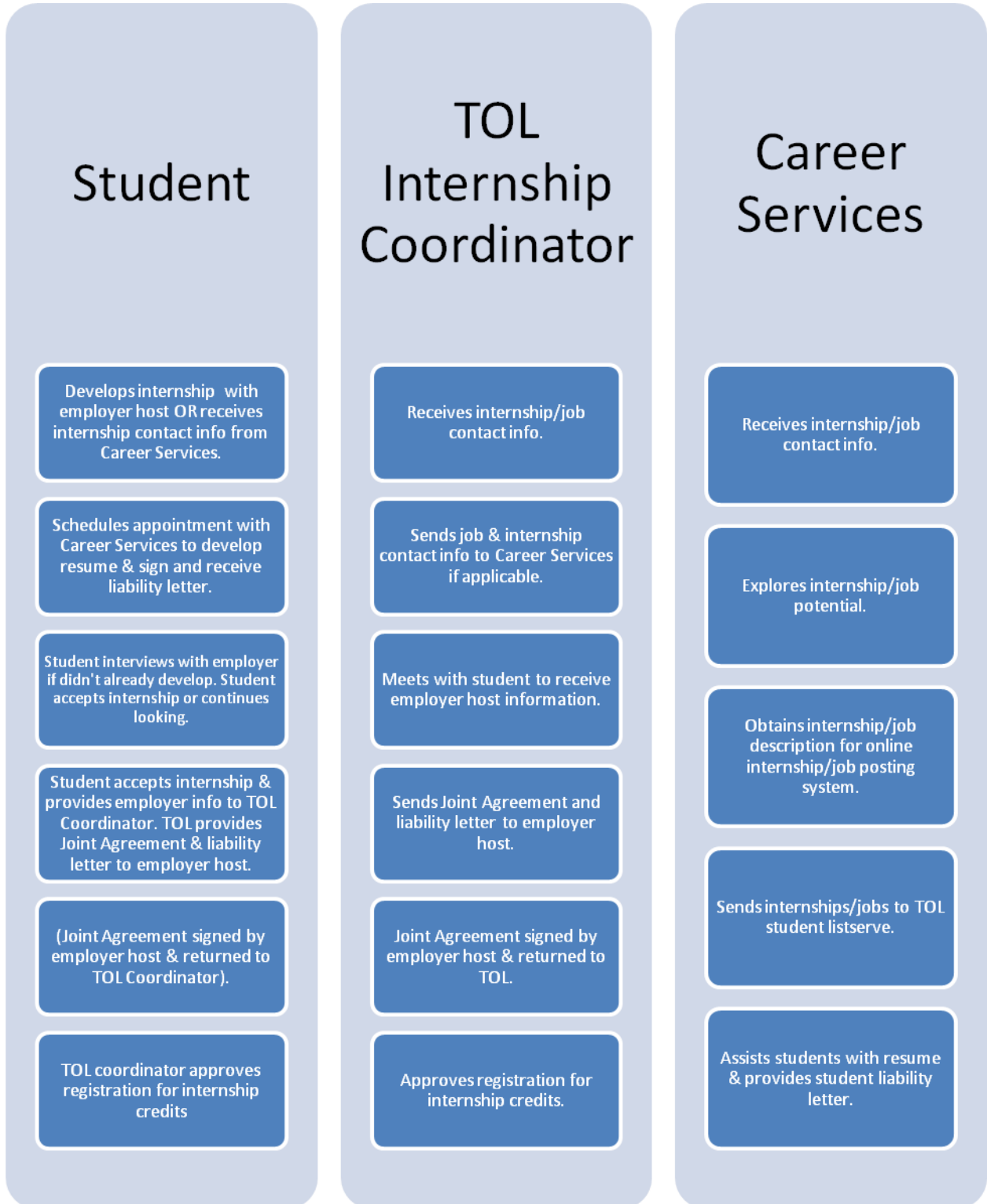
The Coordinator (a TOL faculty member) and the student work to identify an internship opportunity that meets the department's requirements and the student's objectives. *It is ultimately the student's responsibility to find an internship opportunity.* Planning for the internship occurs during the winter and spring immediately preceding the internship.

Often, the student's study option provides a focus for the job search. For example, a student whose study area is Commercial Recreation might do an internship as a marketing assistant at Sunriver Resort. Conversely, a student whose study area is International Ecotourism might work with an operator that provides eco-tours in Peru. The possibilities are as diverse as the students' interests.

Internships in Tourism and Outdoor Leadership (TOL)

OSU-Cascades

TOL/Career Services Procedural Chart



Internships in Tourism and Outdoor Leadership (TOL)

Intern Compensation

The internship can be paid or unpaid, but compensation is strongly encouraged. The best students will have multiple internship opportunities and will make their choice on a variety of factors, including income. The host should have high performance expectations for the student, and reciprocate by providing the student a fair and reasonable income for their services less any costs incurred because of the special nature of the internship program.

Internships in Tourism and Outdoor Leadership (TOL)

Host Benefits and Responsibilities

Host Benefits

The internship is intended to benefit the host by providing them with an academically talented and energetic student who will exceed the host's expectation. The specific expectations of the host should include:

- Completion of special projects and other internship-related tasks that enhance the host's productivity
- Employment of an individual who has chosen this field as a profession and is therefore enthusiastic and motivated to perform at a high level
- Potential to find a capable permanent employee with minimal hiring risk
- Establishment of a mutually beneficial relationship between the host and Oregon State University whereby other cooperative work relationships might evolve
- An opportunity to provide input into TOL curriculum planning

Host Responsibilities

Overall, the most important responsibility is the willingness to assist in the professional development of those preparing for a profession in tourism and outdoor leadership. The host should have a sincere desire to provide meaningful, varied and representative work opportunities to the intern. More specific responsibilities include:

1. Interview the intern and decide if he/she is a good fit for the organization. The organization may want to do its normal "background check" on the intern, including asking the intern for their OSU transcripts.
2. Provide a job description that clearly indicates the scope of the work expected.
3. Designate an individual who will work with the TOL Coordinator. This individual is usually the student's immediate supervisor during the internship. The supervisor will communicate with the Coordinator via telephone, email, and meetings as necessary to discuss the intern's progress.
4. Provide an orientation and/or training program that will facilitate the smooth integration of the intern into the host's work schedule. Ideally, this will include information about personnel policies and benefits, special licenses that might be required, health and safety considerations, and other pertinent new employee information.
5. Where feasible within the work schedule, allow interns to attend staff meetings, planning activities and related learning opportunities. It is understood that the intern's primary responsibility is to perform the job for which he/she was hired.
6. Review the intern's project proposal and offer constructive comments and guidance. On completion, review the project and comment.
7. Provide a mid-course evaluation, either orally or in writing, as preferred by the supervisor. This should occur midway through the internship.
8. Submit a final written evaluation using any format the supervisor wishes, i.e., host evaluation form, personal letter, other.

Internships in Tourism and Outdoor Leadership (TOL)

How the Internship Program Benefits Students

The internship allows a student to put into practice his/her academic knowledge. A successful internship will help the student:

- Supplement the academic program with meaningful work experience.
- Acquire a realistic career orientation.
- Enhance employment opportunities with the internship organization.
- Discover strengths and weaknesses.
- Gain knowledge and the opportunity to implement it.
- Gain a broad perspective of the field through exposure to a variety of management situations.

Student Requirements for an Internship

Students are eligible for the internship when the following requirements are met:

1. Registered in the College of Forestry with TOL as a major; students with a TOL minor may enroll for an internship after receiving permission from the Coordinator
2. Completed 135 total credit hours of coursework (including transfer hours)
3. Completed 24 credits of TOL upper division Core or Option coursework
4. Have a cumulative minimum 2.0 grade point average
5. Accepted into the internship program by the internship coordinator

Generally, students should not take in-class courses simultaneously with the internship. Exceptions to this guideline should be discussed with the Coordinator.

Internships in Tourism and Outdoor Leadership (TOL)

How the Completed Student Internship is Evaluated

The following six assignments and/or actions must be successfully completed:

1. **Job Description.** The intern must provide a complete job description to the Coordinator (see “Job Description Samples” in the Internship Form file).
2. **Progress Reports.** The intern must complete ten weekly reports explaining: accomplishments, issues, progress, and future plans. The Coordinator will provide a progress report template.
3. **Project.** The intern must complete an in-depth project. This project ideally will fit within the flow of the intern’s work assignment and, on completion, be a contribution left with the host. The results of this project may take many forms, e.g., audio-visual, written, pictorial, or other. Both the host supervisor and Coordinator will evaluate it. A project outline will be included in the packet of materials provided to the intern. The host supervisor and Coordinator will approve the project proposal prior to initiation of the internship. This assignment goes beyond the normally assigned duties, although data collection may occur in conjunction with the intern’s regular responsibilities.
4. **Individual Profile.** The intern must write a report on an individual within the host organization who is in a managerial capacity. The purpose of this task is to understand how managerial personnel function in the organization, how they perceive their jobs, their satisfactions and expectations, their personal goals, the professional route that led them to this position, their professional preparation, and related facets of their lives and jobs as these play a role in their present positions.
5. **Final Report.** On completion of the experience, the intern must prepare a final report that summarizes their accomplishments. The report will consist of three sections:
Part I - Work Accomplished; Part II- Assessment of Experience; Part III - Recommendations.
 - a. Part I will be a summary overview highlighting major accomplishments and the benefits the host received.
 - b. Part II will explore the student’s insights. Potential questions that the student can answer include - what did the student learn, what can the host improve, what generalizations about working for the host can be made, would the student want a long-term position with the host organization? Ideally, this should be a reflective and thoughtful appraisal of the experience, taken as a whole.
 - c. Part III would be recommendations for future students who might undertake a similar internship with this particular host.
6. **Supervisor Evaluations.** The supervisor must evaluate the intern’s progress approximately halfway through the program. The supervisor must submit a final written evaluation on completion of the experience. The intern should insure the completion of the evaluations. Hopefully, this evaluation would be appropriate for inclusion in the student’s portfolio or placement file.

If a situation arises, either in which the continuation of the internship is detrimental to the student or the host, the Coordinator will discontinue the internship.