



## REQUIRED PAPERWORK

### Letter of Acceptance from the Agency

\_\_\_\_\_  
**(Name and address of the Agency)**

November \_\_\_\_, 20\_\_

**Erin Wilkins**  
Portfolio Instructor  
Langara College  
100 West 49<sup>th</sup> Avenue  
Vancouver, BC V5Y 2Z6

Dear **Erin**:

Subject: \_\_\_\_\_ **(Name of Agency) Internship** - \_\_\_\_\_ **(Name of Student)**

On behalf of the \_\_\_\_\_ **(Name of Agency) ('Agency')**, I would like to inform you that we will accept \_\_\_\_\_ **(Name of Student) ('Student')** as an internship student as outlined in the Recreation Leadership Diploma Program's Internship Manual.

The Agency understands the responsibilities of the agency, college and students as well as the goals of the internship. We accept the student commencing the first week of January, and for the duration of the internship thereafter, with the understanding that the Student will devote – 80% of their weekly hours to practical work and the remaining – 20% of their weekly hours to academic work.

The Student will generally be expected to work \_\_\_\_\_ **(Day and Times of Typical Weekly Schedule)** except on occasion where curriculum or special events would require the **Student** to perform shift or weekend work.

The Student would begin their placement at the \_\_\_\_\_ **(Name of Facility)** but their projects may also include \_\_\_\_\_ **(Name of Alternate Facilities if Applicable)**. The schedule and projects will be organized in a manner that will be the most benefit to the student in completing their weekly focus areas.

As the agency supervisor, I look forward to working with the Student, during their placement with the Agency. I am sure we can provide the Student with a valuable learning experience.

The attachments include the internship contracts for myself and the Student, student mission statement, goals and objectives form, a student job description, address and schedule form, and student-agency planning sheet, which could vary slightly before the beginning of the internship.

I understand that our Agency will be reviewing and a representative signing a Practicum Placement Agreement with Langara College once we are confirmed to host the Student. I understand that this agreement is subject to the terms and conditions as set forth by the Practicum Placement Agreement.

Sincerely,

\_\_\_\_\_  
**(Name of Agency Supervisor)**  
\_\_\_\_\_  
**(Title of Agency Supervisor)**



## Internship Contract with Agency Supervisor

I, \_\_\_\_\_ (Agency Supervisor's name) as the Agency Supervisor for \_\_\_\_\_ (student's name) (the "Student"), do agree to the following terms and conditions with respect to the Recreation Leadership Diploma Program Internship (the "Internship").

1. I will be available from the beginning of January to the last day of the Internship to act as the Agency Supervisor for the Student.
2. I will ensure that the agency's commitments and responsibilities are met before and during Internship.
3. I will ensure that the student is properly evaluated and provided with ongoing feedback.
4. I will assist the student to access all applicable resources and agency personnel as required to complete the weekly focus areas and modules, and have read the relevant sections of the Internship Manual.
5. I will assign the student projects to complete while they are on site at our agency. I will ensure the project(s) will be of benefit to both the student and the agency.



**Internship Contract With Student**

I, \_\_\_\_\_ as the student for \_\_\_\_\_ (name of agency), and \_\_\_\_\_ (name of Agency Supervisor), do accept the following Terms and Conditions for my Internship, from the beginning of January to the last day of the Internship.

I will, to the best of my ability:

1. Undertake a full-time work schedule full-time hours as defined by the “Agency” (must be minimum of 35 hrs per week) at the agency for this time period, as outlined in the Student Mission Statements, Goals and Objectives Form, and Student Job Description.
2. Undertake to complete all designated and agreed upon duties and tasks as scheduled.
3. Meet weekly with the above Agency Supervisor to discuss assignments, activities, learning experiences, timelines, and seek feedback on my performance and learning.
4. In case of illness, notify my Agency Supervisor as soon as possible.
5. Learn, ask questions, and act ethically and responsibly as a student, such that I carry a positive image of the college, and the agency, above, into the internal agency, and the external community

**Student Vision, Mission and Goals**

**Directions:** The Agency Supervisor and Student are to outline mission statements, student goals and objectives to be undertaken during the placement term.

**My Vision: Preferred Future. A description of myself one year after Internship. What am I doing?**



**My Mission Statement for Internship: How will my internship help me achieve my vision?**

**My Career Development Goals for Internship:**

1. Write 3 specific goals that you would like to accomplish during internship (i.e. find a mentor, increase # of personal contacts in recreation).
2. Underneath each goal, list 3 SMART objectives that will help you reach your goals, (i.e. for the goal “find a personal mentor,” an objective may be to interview 3 potential candidates by end of term).
3. Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

<b>Goal #1:</b>		
Objectives:	1.	
	2.	
	3.	
<b>Goal #2:</b>		
Objectives:	1.	
	2.	
	3.	
<b>Goal #3:</b>		
Objectives:	1.	
	2.	
	3.	

**My Personal Development Goals for Internship:**

1. Write 3 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. improve time management skills; learn to manage emotions under stressful conditions).



- Underneath each, list 3 SMART objectives that will help you reach your goals (i.e. for the goal “manage emotions under stress,” an objective may be to take a meditation course next month and continue to practice daily, or to go for a 30-minute walk every lunch hour).
- Goals and objectives should be flexible, and may be revised at the beginning of Internship. Be prepared to discuss and formalize your goals and objectives with your Agency and Faculty Supervisor during the first or second week of Internship.

<b>Goal #1:</b>		
Objectives:	1.	
	2.	
	3.	
<b>Goal #2:</b>		
Objectives:	1.	
	2.	
	3.	
<b>Goal #3:</b>		
Objectives:	1.	
	2.	
	3.	

**Student Job Description**

**Directions:** The Agency Supervisor and student are to prepare a “job description” outlining internship student responsibilities to be undertaken during the term. Both parties are urged to consult the student’s Portfolio Instructor during this process should any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

Job Title:	
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**Primary duties and responsibilities of the position:**

1.	
2.	
3.	
4.	
5.	

**Primary skills/core competencies anticipated to be required to be successful in the position:**

1.	
2.	
3.	
4.	
5.	



**Internship Module; please identify the activities that the student will complete if they are known at this time (see internship manual for details on this module):**

1. Special Event	
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**Choose one of 2, 3, or 4:**

2. Program Development	
3. Program Leadership	
4. Preventative Maintenance	

**Address and Schedule Form**

<b>AGENCY SUPERVISOR:</b>		
AGENCY: _		
AGENCY ADDRESS:		
EMAIL:		
PHONE:	Work:	
	Cell:	

<b>STUDENT:</b>		
ADDRESS:		
EMAIL:		
PHONE:	Work:	
	Cell:	

<b>INTERNSHIP FACULTY SUPERVISOR:</b>		
LANGARA ADDRESS		
EMAIL:		
PHONE:	Work:	
	Cell:	



**STUDENT WORK/DUTY SCHEDULE:** (list the “typical” schedule for a week, and identify if there is a virtual component required) this is a tentative schedule and is subject to change if agreed upon by both parties

<b>Sunday:</b>	
<b>Monday:</b>	
<b>Tuesday:</b>	
<b>Wednesday:</b>	
<b>Thursday:</b>	
<b>Friday:</b>	
<b>Saturday:</b>	



## Internship Calendar

The following calendar outlines important dates, and the topics to be covered by each student in the form of a weekly focus area. *The order of the focus areas is flexible and is determined by the agency and the student, with approval of the Faculty Supervisor.*

WEEK	COMMENCING:	“SUGGESTED” FOCUS AREA	IMPORTANT TO REMEMBER
1	January 6, 2025	<u>Introduction to Internship</u>	<ul style="list-style-type: none"> <li><b>Seminar 1</b>, Mon January 6<sup>th</sup> - (mandatory) - 0930-1230 – IN-PERSON</li> </ul>
2	January 13	<u>Introduction to Internship</u>	
3	January 20	<u>Human Resources Management</u>	
4	January 27	<u>Program Services</u>	<ul style="list-style-type: none"> <li>February 1<sup>st</sup> – last day to apply on time for diplomas for graduation in June</li> </ul>
5	February 3	<u>Program Services</u>	<ul style="list-style-type: none"> <li>Mid-term evaluation (Due Week 6)</li> </ul>
6	February 10	<u>Financial Management</u>	<ul style="list-style-type: none"> <li><b>Seminar 2</b>, Wed February 12<sup>th</sup> - (mandatory) - 0930-1230 - ONLINE</li> </ul>
	<b>February 17</b>	<b>Langara College Spring Break (including Family Day)</b>	<ul style="list-style-type: none"> <li><b>Students away from their internships</b></li> </ul>
7	February 24	<u>Marketing and Public Relations</u>	
8	March 3	<u>Volunteer Services</u>	
9	March 10	<u>Sponsorship and Partnerships</u>	
10	March 17	<u>Community Development</u>	
11	March 24	<u>Facility Management/ Operations</u>	
12	March 31	<u>Wrap Up</u>	<ul style="list-style-type: none"> <li>Final Evaluation (Due Week 13)</li> </ul>
13	April 7	<u>Seminars</u>	<ul style="list-style-type: none"> <li><b>Seminar 3</b>, Wed April 9<sup>th</sup> (mandatory) - 0930-1230 - ONLINE</li> <li><b>Seminar 4</b>, Thur April 10<sup>th</sup> (mandatory) - 0930-1430 – IN-PERSON</li> <li><b>Seminar 5</b>, Fri April 11<sup>th</sup> (mandatory) - INTERNSHIP LUNCHEON; 1200–1430 – IN-PERSON</li> </ul>





The scope and depth of the student's exposure will, naturally, vary according to the nature of the internship agency and the student's assigned responsibilities. Ongoing consultation with the student, the Agency Supervisor and the Faculty Supervisor is seen to be of major importance in ensuring that the overall student exposure to the areas of focus is one which challenges the student and expands his or her present level of understanding and experience.

**Focus Areas:** Assignments appear in each of the weekly focus areas. The student and Agency Supervisor should review each focus area and make necessary adaptations specific to the agency, where necessary, to assure maximum learning. **The student should complete each focus area in consultation with the Agency Supervisor and/or appropriate staff person in the agency.**

**Modules:** Module projects are to be completed in consultation with the student's Agency Supervisor who will be signing off on the completion of the module. The projects should be identified as early as possible and discussed with your Faculty Supervisor if there are questions or concerns about a proposed project.

Date	Signature of Student	Signature of Agency Supervisor