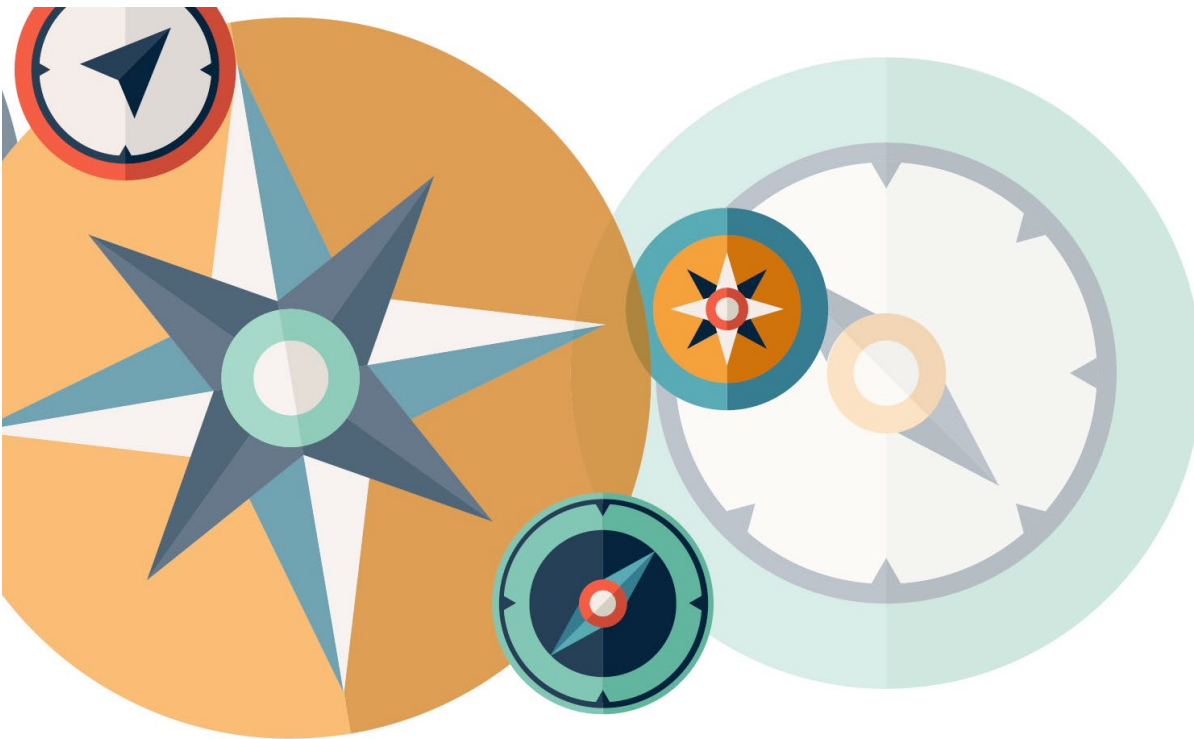


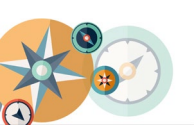
**RECREATION STUDIES**

# **Internship Preparation**

**RECR 2388**



**STUDENT NAME:**  
**7/9/2020**



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## INTERNSHIP PREPARATION DELIVERABLES CHECKLIST

\*All of the documents listed should be completed in a fillable PDF and uploaded to the Dropbox on Brightspace

Forms, Documents and Paperwork # of Copies Required	
<input type="checkbox"/> Letter of Acceptance from the Agency	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Internship Contract with Agency Supervisor	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Internship Contract with Student	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Student Mission Statement, Goals & Objectives Form	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Student Job Description	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Address and Schedule Form	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Student-Agency Planning Sheet	→ original to 2388 instructor → one copy for student → one copy for agency
<input type="checkbox"/> Current Student Resume	→ original to 2388 instructor → one copy for student → one copy for agency

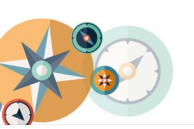
☐ Note: Although it is not required, it is **HIGHLY RECOMMENDED** that prior to the start of Internship (possibly in late December), the student takes time to visit the agency again and MEET as many staff/personnel as appropriate. This will allow for a smoother transition to the work environment in January, and allow the student to feel more comfortable.



## STUDENT COMMITMENTS & RESPONSIBILITIES

### The STUDENT'S commitments and responsibilities are:

- I.
  - a. To register in RECR 2388 (Internship Orientation and Portfolio Development) in the fall term preceding Internship.
  - b. To download their Internship Manual from the Brightspace.
- II.
  - a. To read and understand the expectations for Internship outlined by the College.
  - b. To study the Internship Manual and raise questions in areas of concern.
  - c. To attend all classes as directed and to complete any further assignments or requirements.
- III. To ensure they have a current personal resume available.
- IV. To look for and connect with possible internship agencies. (A copy of a Letter of Introduction and an overview: Internship Manual are included in the next sections of this manual.) **Potential agencies must be located in the lower mainland between Horseshoe Bay and Abbotsford (unless otherwise approved by the instructor).**
- V. To obtain the following information from prospective Agency Supervisors (the majority of this information will be included in agency postings):
  - a. Name of agency, contact person, address, and email and telephone numbers.
  - b. General description of agency including, if possible, recent program brochures, statement of philosophy, goals, and objectives of the agency.
  - c. Statement of possible duties and responsibilities of the internship including activities, general time schedule, place of operation, and so forth.
  - d. Nature and description of the participants with who work will be done.
  - e. Available facilities, equipment, and similar factors.
  - f. Does the potential Agency Supervisor have time to properly supervise a student for thirteen weeks?
- VI. To research each prospective agency thoroughly; to study the materials given to them by the prospective agencies and make a preliminary decision on two or three possibilities to have an interview with. Students should take time to consider what their values of the organization to make sure they align.
- VII. To schedule meetings (interviews) with the potential Agency Supervisors to discuss the possible internship of that student with the agency. Students should consider which agencies can provide the experiences they are looking for and that shares their values. The student should allow prospective supervisors to study their copy of the manual in order to fully understand the meaning of internship.
- VIII. To contact the Portfolio Instructor (once the student has been offered an internship) to conditionally approve the internship of the student at the agency. Signed copies of the **Letter of Acceptance from the Agency** and **Internship Contracts with the Agency Supervisor and the Student** must be forwarded to the Portfolio Instructor. (Please see the following section of this manual for a sample letter and the two contract forms.)
- IX. To schedule a second meeting with the Agency Supervisor (once the internship is conditionally approved), to discuss the **Student Mission Statements, Goals and Objectives Form** and to draft a **Job Description** for the student (please see Appendix B for completed samples of these forms.) Once completed, a copy of these documents is to be given to the Portfolio Instructor for review. An **Address and Schedule Form**, a **Student-Agency Planning Sheet**, as well as a **current resume** must be turned in at this time by the student (please also see Appendix B for completed samples of these forms).
- X. To notify the agency as to their acceptance As students have interviewed and may be accepted to more than one agency, it is the students responsibility to contact all agencies they have interviewed with as soon as a contract has been signed/they have been accepted to a single agency. The Portfolio Instructor gives final approval to all students for internships. Once accepted, the student will be given an Internship Manual to pass along to their Agency Supervisor. **Langara College's Contract Insurance and Risk Consultant will work with each Agency Supervisor to review and have a representative sign an Internship Agreement document for their practicum student.**



### WEEKLY INTERNSHIP OVERVIEW

This overview will provide a condensed version of the requirements for the Internship Manual. During the thirteen-week period of work experience 25 - 30 hours will be spent on practical agency work and 5 - 10 hours will be used for academic work (completion of assignments in this manual). The following is a synopsis of the thirteen weeks:

#### **WEEK 1 Introduction to Internship**

- obtaining information regarding facility
- reviewing office procedures

#### **WEEK 2 Human Resources Management**

- review hiring, payroll, job descriptions, scheduling, discipline procedures, and personnel evaluations

#### **WEEKS 3 & 4 Program Services**

- review and discuss programs
- attend, observe and evaluate programs in progress
- discuss liaisons with other agencies
- evaluation of services

#### **WEEKS 5 & 6 Financial Management**

- related procedures; such as budgeting, accounting, fees and charges
- purchasing, inventories, tendering procedures
- insurance information
- mid-term evaluation of the student

#### **WEEK 7 Marketing and Public Relations**

- public relations issues regarding marketing, promotion, annual reports, policies, etc.

#### **WEEK 8 Volunteer Services**

- investigate and discuss the role of volunteers at the agency

#### **WEEK 9 Sponsorships and Partnerships, and Community Development**

- investigate and discuss the community development and partnerships process in place at the agency

#### **WEEKS 10 & 11 Facility Management/Operations**

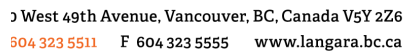
- facility design, operations and maintenance

#### **WEEKS 12 & 13 Wrap-up**

- finish and submit required reports and assignments
- overall evaluation
- two seminar days for students (away from the agency)
- internship luncheon at the college

### **MODULES**

Modules are major projects submitted to the Agency Supervisor. They are designed to incorporate both written and practical components which require more time than those identified under the focus areas and are also to be completed during the Internship term.



**Langara.**  
THE COLLEGE OF HIGHER LEARNING



## Internship Contract with Agency Supervisor

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

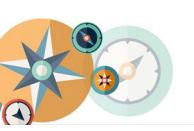
1. I will be available from the beginning of January to the last day of week 14 to act as the Agency Supervisor for the above mentioned student.
2. I will ensure that the agency's commitments and responsibilities are met before and during Internship.
3. I will ensure that the student is properly evaluated as per the evaluation and grading policies of Internship.
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 one or more major 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.
6. I understand that the student will miss up to 5 days at the work site due to College-related obligations:
  - \* Week 1 –Internship seminar one
  - \* Week 8– Internship seminar two
  - \* Week 14 – Internship seminar three
  - \* Week 14 – Camp Day
  - \* Week 14 –Luncheon

(Dates are listed on the weekly internship calendar)

***\*All of these dates are mandatory attendance for the students.***

***\* The Langara College Spring Break (including Family Day), Students away from their Internships***

Date	Signature of Agency Supervisor



## **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 Week 14.

I will, to the best of my ability:

1. Undertake a full-time work schedule 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

Date	Signature of Student

## **Student Vision, Mission and Goals**

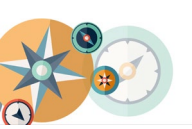
Student:	
Agency Supervisor:	
Agency:	

**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?**

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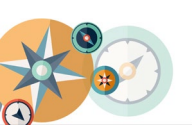
**My Mission Statement for Internship: How will my internship help me achieve my vision?**

**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.	



## Internship Preparation | Fall 2020

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

Date	Signature of Student	Signature of Agency Supervisor

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

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



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Objectives:	1.	
	2.	
	3.	

Date	Signature of Student	Signature of Agency Supervisor

### Student Job Description

Student:	
Agency Supervisor:	
Agency:	

**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:	
------------	--

### 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):



## Internship Preparation | Fall 2020

1. Special Event	
------------------	--

Choose one of 2, 3, or 4:

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

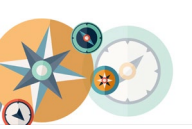
Date	Signature of Student	Signature of Agency Supervisor

### Address and Schedule Form

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

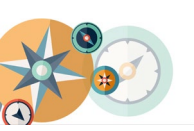
<b>STUDENT:</b>		
ADDRESS:		
EMAIL:		
PHONE:	Work:	
	Cell:	

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



**STUDENT WORK/DUTY SCHEDULE:** (list the “typical” schedule for a week, subject to change)

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



### Suggested Weekly Internship Calendar and Weekly Focus Area Detail Sheets

**Introduction:** The "Suggested Weekly Internship Calendar" outlines 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. Please utilize the "Student-Agency Planning Sheet" which follows.*

**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.

**Focus area topics will form a major basis for discussion between the student and the Agency Supervisor.** Therefore, it is essential that the student complete all research and assignments and have them signed off by the Agency Supervisor prior to reporting back to their Faculty Supervisor.

**Modules:** Module projects are to be completed in consultation with the student's Agency Supervisor and the Faculty Supervisor. The projects should be identified by the end of the third week in January.

Modules are designed to incorporate both written and practical assignments which require more time than those identified under the "weekly focus area" topics.



## Student-Agency Planning Sheet for Weekly Internship Calendar

The following is a 13-week outline, highlighting all the important dates for assignments, holidays, college-related seminars, etc.

WEEK	"SUGGESTED" FOCUS AREA	IMPORTANT TO REMEMBER
<b>COMMENCING:</b>		
1 January 4	Introduction to Internship	<b>Seminar 1</b> , January 4, 12:30 pm – 3:30pm ( <b>mandatory</b> )
2 January 11	<u>Human Resources</u> <u>Management*</u>	
3 January 18	<u>Program Services*</u>	
4 January 25	<u>Program Services*</u>	February 1 <sup>st</sup> – last day to apply for diplomas for graduation in June
5 February 1	<u>Financial Management*</u>	
6 February 8	<u>Financial Management*</u>	Mid-term evaluation
<b>February 15-19</b>	<b>Langara College Spring Break</b> <b>(including Family Day)</b>	<b>Students away from their Internships</b>
7 February 22	<u>Marketing and Public Relations*</u>	<b>Seminar 2</b> , February 26 <sup>th</sup> , 9:30 am – 12:30 pm ( <b>mandatory</b> )
8 March 1	<u>Volunteer Services*</u>	
9 March 8	<u>Sponsorship and Partnerships and Community Development*</u>	
10 March 15	<u>Facility Management/Operations*</u>	
11 March 22	<u>Facility Management/Operations*</u>	
12 March 29	Wrap up week	
13 April 5	Wrap up week (cont.)	Week of Final Evaluation <b>Seminar 3</b> , April 14, 9:30 am – 12:30 pm ( <b>mandatory</b> ) <b>Seminar 4</b> , April 15, 9:30 am – 3:00 pm ( <b>mandatory</b> ) <b>Seminar 5</b> , April 16 – INTERNSHIP LUNCHEON; 12:00 – 2:30 pm ( <b>mandatory</b> )

\*All focus areas that are underlined may be completed in alternate weeks, as long as you notify your faculty supervisor



## APPENDICES

### Sample Letter of Acceptance from the Agency



**Learnmuch Community Centre**  
200 Mentorship Street, Burnaby, BC V4S 2A3 (604) 294-6000 Email: learnmuch@burnaby.ca

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

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

Dear **Erin**:

Subject: **Learnmuch Community Centre Internship – Jane Smith**

On behalf of the **Learnmuch Community Centre**, I would like to inform you that we will accept **Jane Smith** as an internship student as outlined in the Recreation Leadership Diploma Program's Internship Manual.

The **Learnmuch Community Centre** understands the responsibilities of the agency, college and students as well as the goals of the internship. We accept the student for the thirteen-week term commencing Wednesday, January 2<sup>nd</sup>, 2021 and concluding on Friday, April 12<sup>th</sup>, 2021 with the understanding that she will devote 25 - 30 hours per week to practical work and the remaining 5 - 10 hours to academic work.

**Jane** will generally be expected to work **9 am to 5 pm, Monday to Friday** except on occasion where curriculum or special events would require **Jane** to perform shift or weekend work.

**Jane** would begin her placement at the **Learnmuch Community Centre**, but her projects may also include **Learn-Even-More Education Complex**. The schedule and projects will be organized in a manner that will be the most benefit to the student in completing her weekly focus areas.

As the agency supervisor, I look forward to working with **Jane**, during her placement with the **Learnmuch Community Centre**. I am sure we can provide **Jane** with a valuable learning experience.

The attachments include the internship contracts for myself and **Jane**, 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 an Internship Agreement with Langara College once we are confirmed to host **Jane Smith**.

Please contact me at **604-294-6000** if you have any questions regarding this matter.

Sincerely,

**Bill Jones**  
Program Manager

cc. **Sylvester Hobbes, Felix Garfield, Bob Katt**





## Example of a Completed Mission, Vision and Goals Form

### Student Mission Statement, Goals and Objectives Form

STUDENT:	Jodi Appleton
AGENCY SUPERVISOR:	Doug Taylor
AGENCY:	Kitsilano War Memorial Community Centre

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

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

My vision is to be working or volunteering part-time within a recreation agency next year while taking good care of the wellness of myself and my family.

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

To have a positive experience, to learn from others, and to be an asset to an agency.

### **My Career Development Goals for Internship:**

- Write 3 - 4 broad-based, general, non-specific goals that you would like to accomplish during internship (i.e. find a mentor, increase # of personal contacts in outdoor recreation).
- Underneath each goal, **tentatively** 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).
- 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.

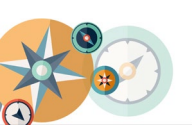
Goal #1:	Make new contacts within the field of recreation	
Objectives:	1.	Work closely with at least 3 people by end of term.
	2.	Know at least 5 staff by end of term.
	3.	Work with at least 2 volunteers for my special event.

Goal #2:	Be an asset to the agency	
Objectives:	1.	Decide at weekly meeting my tasks for the week and be sure to fulfill these.
	2.	Use my graphics and/or cartooning skills in at least one project for the agency.
	3.	Use my creativity to design one new program for the agency.

Goal #3:	Assist with a successful special event	
Objectives:	1.	Begin working on special event preparation within 2 <sup>nd</sup> week of January.
	2.	Schedule an event for early February.
	3.	Begin marketing campaign (posters/Facebook/emails, etc.) 2 weeks in advance of special event.

Goal #4:	Hand in all reports on time	
Objectives:	1.	Schedule all due dates for reports in my calendar.
	2.	Finish reports one day in advance of due dates.
	3.	Keep backup copies of all reports in two places so if something goes wrong, I do not lose my work and can still submit on time.

Student:	Jodie Appleton	Date:	Nov 1, 2011
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## Internship Preparation | Fall 2020

Agency Supervisor:	Doug Taylor	Date:	Nov 1, 2011
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### My Personal Development Goals for Internship:

- Write 3 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, **tentatively** 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.

Goal #1:	Manage my stress levels during internship		
Objectives:	1.	Take at least 2 Sundays off per month to spend with my family.	
	2.	Ride my bike 2 times per week.	
	3.	Take steps to ensure a good night's sleep on weeknights.	

Goal #2:	Eat healthy during internship		
Objectives:	1.	Pack a lunch at least 4 times per week.	
	2.	Include 1-2 fruits or veggies with every meal.	
	3.	Reduce coffee intake to one coffee per day and drink tea instead.	

Goal #3:	Ask for support from others		
Objectives:	1.	Call my mom once per week.	
	2.	Ask my boys for at least one extra hug each day.	
	3.	Spend 1 hour on Friday evening talking to my husband on how my week went.	

Student:	Jodie Appleton	Date:	Nov 1, 2011
Agency Supervisor:	Doug Taylor	Date:	Nov 1, 2011

### Example of a Completed Student Job Description

STUDENT:	Jodie Appleton
AGENCY SUPERVISOR:	Doug Taylor
AGENCY:	Kitsilano War Memorial Community Centre

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



## Internship Preparation | Fall 2020

any questions arise after reviewing the guidelines contained in the Internship Manual and related material distributed by the College.

<b>Job Title:</b>	Intern Recreation Developer
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### Primary duties and responsibilities of the position:

1.	To learn the job responsibilities of all positions in the community centre.
2.	To do a marketing project with the website.
3.	To do a special event.
4.	To work on a program area and do a cycle from creation to evaluation.
5.	To research human resource policies and learn processes of coaching through to discipline.

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

1.	Written and verbal communication skills
2.	Time management
3.	Analytical abilities
4.	Organizational skills
5.	Budgeting skills
6.	Problem solving skills
7.	Creativity
8.	Marketing skills

**Internship Module activities identified that will be able to be completed in association with this Job Description (Please see pages 43 to 48 of the Internship Manual for details on these modules):**

1. Special Event	Spring Break Kick-Off – March 9, 2011 create event and budget and present to the program committee and board for resources.
------------------	---

Choose one of 2, 3, or 4:

2. Program Development	Locate a local need in the community and develop a program pulling together resources, setting up and executing a marketing plan, registration system, implementing the program and evaluating it.
3. Program Leadership	
4. Preventative Maintenance	

Student:	Jodie Appleton	Date:	Nov 1, 2011
Agency Supervisor:	Doug Taylor	Date:	Nov 1, 2011

### Example of a Completed Address and Schedule Form

<b>AGENCY SUPERVISOR:</b>	Bill Jones		
<b>AGENCY:</b>	Learnmuch Community Centre		
<b>AGENCY ADDRESS:</b>	200 Mentorship Street Burnaby, BC V4S 2A3		
<b>EMAIL:</b>	bjones@burnaby.ca		
<b>PHONE:</b>	Work:	(604) 294-6000	
	Cell:	(778) 294-6000	



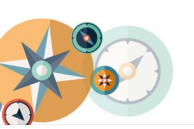
## Internship Preparation | Fall 2020

<b>STUDENT:</b>	Jane Smith	
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<b>PHONE:</b>	<b>Work:</b>	(604) 529-6000
	<b>Cell:</b>	(778) 529-6000

<b>INTERNSHIP FACULTY SUPERVISOR:</b>		
<b>ADDRESS:</b>	Note to students: Please leave this section blank for faculty to fill in.	
<b>EMAIL:</b>		
<b>PHONE:</b>	<b>Work:</b>	
	<b>Home:</b>	

**STUDENT WORK/DUTY SCHEDULE:** (list the “typical” schedule for a week, subject to change)

<b>Sunday:</b>	Off
<b>Monday:</b>	9 am to 5 pm
<b>Tuesday:</b>	9 am to 5 pm
<b>Wednesday:</b>	9 am to 5 pm
<b>Thursday:</b>	9 am to 5 pm
<b>Friday:</b>	9 am to 5 pm
<b>Saturday:</b>	Off



## Example of a Completed Weekly Internship Calendar

The following is a 13-week outline, highlighting all the important dates for assignments, holidays, college-related seminars, etc.

WEEK COMMENCING:	"SUGGESTED" FOCUS AREA	IMPORTANT TO REMEMBER
1 January 4	Introduction to Internship	<b>Seminar 1</b> , January 4, 12:30 pm – 3:30pm ( <b>mandatory</b> )
2 January 11	<u>Human Resources Management*</u>	
3 January 18	<u>Program Services*</u>	
4 January 25	<u>Program Services*</u>	February 1 <sup>st</sup> – last day to apply for diplomas for graduates in June
5 February 1	<u>Financial Management*</u>	
6 February 8	<u>Financial Management*</u>	Mid-term evaluation
<b>February 15-19</b>	<b>Langara College Spring Break (including Family Day)</b>	<b>Students away from their Internships</b>
7 February 22	<u>Marketing and Public Relations*</u>	<b>Seminar 2</b> , February 26 <sup>th</sup> @ Langara College, 9:30 am – 12:30 pm ( <b>mandatory</b> )
8 March 1	<u>Volunteer Services*</u>	
9 March 8	<u>Sponsorship and Partnerships and Community Development*</u>	
10 March 15	<u>Facility Management/Operations*</u>	
11 March 22	<u>Facility Management/Operations*</u>	
12 March 29	Wrap up week	
13 April 5	Wrap up week (cont.)	Week of Final Evaluation <b>Seminar 3</b> , April 14, 9:30 am – 12:30 pm ( <b>mandatory</b> ) <b>Seminar 4</b> , April 15 9:30 am – 2:30 pm ( <b>mandatory</b> ) <b>Seminar 5</b> , April 16 INTERNSHIP LUNCHEON; 12:00 – 2:30 pm ( <b>mandatory</b> )



## Recreation Leadership Diploma Agencies

Please note that the contact person at the listed agencies, especially those listings that are more than 2 years old, may have changed since this manual was printed.

DATE	AGENCY TYPE	AGENCY NAME	AGENCY SUPERVISOR	STUDENT
2020	Municipal	City of Surrey - Grandview Heights Aquatics Centre	Connie Hawke	Karina Tung
2020	Municipal	Ladner Leisure Centre	Laura Grandison	Karlee Grant
2020	Municipal	Vancouver Parks Boards	Jennifer Taylor	Hana Hekal
2020	Municipal	Sunset Community Centre	Mawi Bagon	Jeffrey Legaspi
2020	Municipal	Bonsor Community Centre	Terry Keller	Alexandra Pastega
2020	Municipal	Cloverdale Recreation Centre	Sandon Fraser	Kaitlin Morgan
2020	Municipal	Britannia Community Centre	Tom Hagashi	Ben Caviglia
2019	Municipal	City of Vancouver - False Creek Community Centre	Chapman Ng	Tara Morin
2019	Municipal	City of Vancouver - Sunset Community Centre	Mawi Bagon	Jackson Key
2019	Municipal	City of Vancouver - Templeton Community Centre	Shannon Antunes	Dave Leach
2019	Municipal	City of Burnaby - Bonsor Community Centre	Teri Sabot	Hannah Glavin
2019	Municipal	City of Vancouver - Britannia Community Centre	Tom Higashio	Amy Vieira
2019	Societies/Not for Profit Agencies	YMCA Joyce	Alex Ngai	Cheylene Kunz
2019	Societies/Not for Profit Agencies	Burnaby Neighborhood House	Sara Shaw	Kayla Woodward
2019	Societies/Not for Profit Agencies	Lifesaving Society	Cheryl Sibany	Nicole Bodnar
2019	Societies/Not for Profit Agencies	Jewish Community Centre	Lisa Quay	Paul Chen
2019	Societies/Not for Profit Agencies	BC Recreation and Parks Association	Janet Rerecich	Jewel Dimayuga
2019	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Miranda Zimmer
2018	Municipal	City of Burnaby	Laurie Bedford	Chelsea Pereira
2018	Municipal	Queensborough Community Centre	Rene Chadwick	Nicole Smith
2018	Municipal	South Surrey Recreation Centre	Sue Tomino	Jared Hulme



<b>2018</b>	Municipal	Thompson Community Centre	Darren Asuncion	Renata Turick
<b>2018</b>	Municipal	Vancouver Parks Board	Adam Romanick	Arieta Beckett
<b>2018</b>	Municipal	Newton Recreation Centre	Lana French	Sandip Gill
<b>2018</b>	Municipal	Richmond Arts Centre	Rhoda Okonu-Obineche	Camyar Chaichain
<b>2018</b>	Municipal	Sunset Community Centre	Arnel Santiago	Joe Wong
<b>2018</b>	Municipal	Trout Lake Community Centre	Michele Cole	Eva Srobotnjak
<b>2018</b>	Municipal	West End Community Centre	Sean MacDougall	Darko Kulic
<b>2018</b>	Societies/Not for Profit Agencies	BC Blind Sports	Jane Blaine	Graham Foxcroft
<b>2018</b>	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Megan Knight	Michelle Ingall
<b>2018</b>	Societies/Not for Profit Agencies	Jewish Community Centre	Lisa Cohen Quay	Emily Duncan
<b>2018</b>	Societies/Not for Profit Agencies	Tong Louie YMCA	Cidalia Martin	Alexandra Specogna
<b>2018</b>	Commercial	SFU Recreation	Daniel Josok	Jason Stockley
<b>2018</b>	Commercial	SFU Recreation	Sue Armitage	Mikayla Wong
<b>2018</b>	Commercial	Whitecaps Community Relations	Megan Forsyth	Amy Cornish
<b>2017</b>	Municipal	City of Burnaby Bonsor/Cameron	Laurie Bedford	Amanda Parliament
<b>2017</b>	Municipal	Creekside Community Centre	Chris Podlecki	Jonathan Chou
<b>2017</b>	Municipal	Marpole Oakridge Community Centre	Tony Syskakis	Curtis Scholcz
<b>2017</b>	Municipal	Minoru Seniors Centre	Melanie Burner	Joshua Harms
<b>2017</b>	Municipal	Pinetree Community Centre	Michael Fox	Jillian McCartney
<b>2017</b>	Municipal	Queensborough Community Centre	Rene Chadwick	Matthew Sung
<b>2017</b>	Municipal	Sunshine Coast Regional District	Adrianne Gadd	Brooke Nattal
<b>2017</b>	Municipal	Surrey Sports and Leisure Centre	Traci Rennie	Teelah Logan
<b>2017</b>	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Tara Silva
<b>2017</b>	Municipal	West End Community Centre	Darko Kulic	Anson Siu
<b>2017</b>	Municipal	West Vancouver Recreation Centre	Melanie Redlich	Carli Illingworth
<b>2017</b>	Societies/Not for Profit Agencies	Jewish Community Centre	Leah Deslauries	Michael Han
<b>2017</b>	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Melissa Enno
<b>2017</b>	Societies/Not for Profit Agencies	South Granville Seniors Centre	Alex Korotchenko	Samantha Jones
<b>2017</b>	Societies/Not for Profit Agencies	South Vancouver Neighbourhood House	Tanya Findlater	Josie Pearce





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2017	Societies/Not for Profit Agencies	Tupper Community Schools	Teri Corcoran	Zachary Bodnar
2017	Commercial	Langley Events Centre	Darcy Rhodes	Lydia Ferguson
2017	Commercial	Vancouver Whitecaps FC	Megan Forsyth	Amy Cornish
2016	Municipal	Thunderbird Community Centre	Matt Charan	Emily Hoang
2016	Municipal	Britannia Community Services Centre	Tom Higashio	Lovelle Castro
2016	Municipal	Champlain Heights Community Centre & Killarney Community Centre	Kari Ward	Thien Nguyen
2016	Municipal	City of Maple Ridge	Kathryn Baird	Ryan MacLeod
2016	Municipal	City of Surrey – Aquatic Leadership & First Aid	Yue-Ching Cheng	Tara Boggs
2016	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Nicola Basi
2016	Municipal	Hillcrest Centre	Peter Fox	Vanessa Ling-Lee
2016	Municipal	Hyde Creek Recreation Centre	Sherry Patrick	Kendra Weir
2016	Municipal	Kensington Community Centre	Michael Herrin	Steven Craig
2016	Municipal	Mount Pleasant Community Centre & Creekside Community Centre	Darwyn Hermann	Ayesha Namiranian
2016	Municipal	North Vancouver Recreation & Culture Commission	Jaimie Brown	Hanna Heath
2016	Municipal	Pinetree Community Centre	Michael Fox	Kayla Raimondo
2016	Municipal	Poirier Recreation Complex	Chill Lee	Alexandra Storry
2016	Municipal	Queensborough Community Centre	Renee Chadwick	Danielle Mageau
2016	Municipal	Richmond Arts Centre	Camyar Chaichian	Kathy Wong
2016	Municipal	South Surrey Recreation and Arts Centre	Corrie Elliott	Dustin Mackenzie
2016	Municipal	Sunset Community Centre	Joe Wong	Olga Podshivalova
2016	Municipal	Surrey Sports and Leisure Complex Fitness & Weight Room	Traci Rennie	Courtney Nicholls
2016	Municipal	The District of West Vancouver	Steve Kellock	Jennifer Folkersen
2016	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Jessica Lani De Jesus
2016	Municipal	West End Community Centre	Darko Kulic	Kelsey Ware
2016	Municipal	West Vancouver Community Services	Jill Lawlor	Paul Radnidge
2016	Societies/Not for Profit Agencies	Augustine House	Tim Bowman	Chanelle Gunderson
2016	Societies/Not for Profit Agencies	Basketball BC	Ross Tomlinson	Alfred Lee
2016	Societies/Not for Profit Agencies	Jewish Community Centre of Greater Vancouver	Leah Deslauriers	Kyle Kemp
2016	Societies/Not for Profit Agencies	Options Community Services	Daniel Anctil	Jessica Freer





2016	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Ingall	Sam Ahlgren
2016	Societies/Not for Profit Agencies	Sasamat Outdoor Centre	Kristen Hyodo	Gabriela Otoyá
2016	Societies/Not for Profit Agencies	Tupper Community Programs	Teri Corcoran	Cathleen Zimmer
2016	Societies/Not for Profit Agencies	Telus World of Science	Dale Minchin	Lily Cheung
2016	Commercial	Vancouver Whitecaps FC	Sunny Erfan	Nicole Currie
2015	Municipal	Carnegie Community Centre	Sharon Belli	Franklin Alexcee
2015	Municipal	Centennial Community Centre	David Creighton	Jeffrey Au-Yeung
2015	Municipal	False Creek Community Centre	Josh Hensman	Jennifer Sine
2015	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Emily Solorzano
2015	Municipal	Hastings Community Association	Eric Yu	Garrett Wong
2015	Municipal	Lord Byng Pool	Danny Hui	Amman Bhogal
2015	Municipal	Minoru Place Activity Centre	Heather Muter	Laranda MacDonald
2015	Municipal	North Vancouver Recreation & Culture Commission	Jaimie Brown	Kelley Hindley
2015	Municipal	Surrey Sports and Leisure Complex	Layna Neilson	Taylor Venner
2015	Municipal	The District of West Vancouver	Davida Witala	Jennifer Lines
2015	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Hiroko Shinozaki
2015	Municipal	West Point Grey Community Centre	Danita Noyes	Lisa Egan
2015	Societies/Not for Profit Agencies	Augustine House	Tim Bowman	Brynna Symons
2015	Societies/Not for Profit Agencies	Basketball BC	Ross Tomlinson	Larisa Cesaretti
2015	Societies/Not for Profit Agencies	Burnaby Neighbourhood House	Kimberly Barwich	Autumn Mattu
2015	Societies/Not for Profit Agencies	Jewish Community Centre of Greater Vancouver	Leah Deslauriers	Jitinder Lohcham
2015	Societies/Not for Profit Agencies	Marine Drive Golf Club	Ron Pauls	Alex Ngai
2015	Societies/Not for Profit Agencies	Pacific Riding for Developing Abilities	Michelle Meacher	Salina Costa
2015	Societies/Not for Profit Agencies	PacificSport	Linda Palm	Keltie Post
2015	Societies/Not for Profit Agencies	Shaughnessy Golf and Country Club	Crystal Sanca	Allison Smith



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2015	Societies/Not for Profit Agencies	Vancouver Art Gallery	Susan Rome	Nicole Lau
2015	Societies/Not for Profit Agencies	YWCA	Helen Chan	Mateo Jose Estacio
2015	Commercial	Vancouver Whitecaps FC	Efrat Gal-Or	Cameron Nakata
2014	Municipal	Britannia Community Services	Tom Higashio	Matthew Bains
2014	Municipal	City of New Westminster	Ron Booth	Jerome Oregas
2014	Municipal	City of New Westminster – Parks, Culture and Recreation	Ruby Campbell	Kurtis Balogun
2014	Municipal	Coal Harbour Community Centre	Britany Walsh	Harriett Medel
2014	Municipal	Creekside Recreation Community Centre	Stephanie Chow	Krissy Marasigan
2014	Municipal	False Creek Community Centre	Joshua Hensman	Melissa Tang
2014	Municipal	Fleetwood Community Centre	Kerri Van Eaton	Emiko Angus
2014	Municipal	Minoru Activity Place Centre	Renata Turick	Melissa Lebus
2014	Municipal	Minoru Aquatic Center	Debi Jones	Leah Wait
2014	Municipal	Pinetree Community Centre	Michael Fox	Zara Quek
2014	Municipal	South Arm Community Centre	Debbie Clavelle	Stacey Smith
2014	Municipal	Steveston Community Centre	Steve Baker	Tejinder Shukla
2014	Municipal	Surrey Sport and Leisure Complex	Traci Rennie	Caitlin Davies
2014	Municipal	The City of Port Coquitlam	Glenn Mitzel	Sherry Patrick
2014	Municipal	Trout Lake Community Centre	Eva Srobotnjak	Barbara Vadovicova-Fong
2014	Societies/Not for Profit Agencies	Delta Gymnastics Society	Ana Arciniega	Maddie Parks
2014	Societies/Not for Profit Agencies	Gordon Neighbourhood House	Ana Maria Bustamante	Emily Nowicki
2014	Societies/Not for Profit Agencies	Jewish Community Centre of Greater Vancouver	Leah Deslauriers	Riyaz Jamal
2014	Societies/Not for Profit Agencies	KinVillage West Court	John Lusted	Dylan Ang
2014	Societies/Not for Profit Agencies	Marine Drive Golf Club	Ron Pauls	Lynn McDonald
2014	Societies/Not for Profit Agencies	Marpole Curling Club	Melinda Michalak	Denis Laferriere
2014	Societies/Not for Profit Agencies	South Burnaby Neighbourhood House	Sara Shaw	Alicia Myton
2014	Societies/Not for Profit Agencies	South Vancouver Neighbourhood House	Jessica Moerman	Russell Lee
2014	Societies/Not for Profit Agencies	Take a Hike: Youth at Risk Foundation	Pete Prediger	Tara Perkins



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<b>2014</b>	Commercial	Langley Events Centre	Tiffany Vellios	Stacey Bridal
<b>2014</b>	Commercial	Vancouver Whitecaps FC	Wendy Wait	Jillian Mutch