

Intern Manual

springfield park district



Springfield Park District

www.springfieldparks.org

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Welcome the Springfield Park District

As a prospective student interested in completing a junior and/or senior internship and/or practicum the Park Board of Trustees, staff and residents of our community are excited about the internship program here in Springfield.

Our intent of the internship is to provide students interested in the field of parks and recreation with a comprehensive experience within the agency's operation that will allow the para-professional with the opportunities that are available to them once they become a professional. Throughout this manual you will find helpful information to make your decision if Springfield Park District is right for you, if so, it will also assist you in understanding our organization from all facets of the Park District. Please feel free to visit any of our parks or facilities or call us at 217-544-1751, or visit our website at springfieldparks.org.

Once again thank you for your interest in the Springfield Park District and we hope to be working together soon!

Purpose

Over the years the Springfield Park District has participated in intern/job marts and recruitment activities at various universities and colleges from around the state. The Park District is a supporter of the Illinois university and college programs related to the study of the park and recreation industry. We have made the commitment to further the effort and secure the future of the park and recreation industry and feel preparing future professionals through internships and fieldwork experiences is a great way to solidify this commitment. Through the Illinois Park and Recreation Association (IPRA) and other professionally related groups the Springfield Park District remains in touch with the universities and colleges and is proud to present this manual as the guideline to the internship opportunities at the Springfield Park District.

The Park Board of Trustees and staff of the Springfield Park District soundly believe that a comprehensive on-the-job training program serves the advantage of the student, university/school, the park district and the community at large. It is with the educational interest of the student in mind that this internship program has been designed around and implements over the years.

The purpose of this manual is to acquaint the student with the Springfield Park District, its history, present operations, community, facilities, program and services, and staff. Additionally, the intent of this internship program is designed to assist the student in securing and being successful with an entry level job within the industry. It is further the intent of this manual that after reading the document the intern will gain insight and appreciation for the agency and the intern program. Moreover, the intent is to also answer several questions that typically will surface during the start of an internship. This information is provided so that the school and student may gain the information he/she needs to start the program off on the right foot and be ready to hit the ground running. This will allow the student to maximize the effort and the experience in the relatively short time with the Park District.

Questions and confusion will occur throughout the program and students are encouraged to ask questions and communicate with all staff. No questions are irrelevant in an internship program. If you do not ask now you will need to ask your first employer.

We hope you will find this manual helpful and please feel free to reference this at any time during your internship.

Agency Internship Coordinator

Send or contact all inquiries and correspondences to:

Derek Harms, CPRP
Director of Recreation
Internship Coordinator
Springfield Park District
2500 S. Eleventh St.
Springfield, IL 62703

Phone: 217-544-1751 (mainly M-F 8:00 – 4:30 p.m.)

Fax: 217-544-1811

E-Mail: dharms@springfieldparks.org

About the Springfield Park District

The Springfield Park District was organized on February 8, 1900. It was the second Park District organized in the state of Illinois (Peoria was first). Its boundaries encompass the greater portion of the Springfield metropolitan area, covering approximately 60 square miles, 2,500 acres, and 13 miles of bike trails. The Park District also manages four golf courses, two indoor ice rinks, botanical Garden, two outdoor pools, an indoor pool, zoo, carillon, tennis complex, and numerous parks.

The Springfield Park District offers a variety of educational and recreational programs, classes and events for people ranging in age from 6 months to seniors. The Park District partners with several local organizations and clubs to provide athletic programming such as youth baseball/softball, men's soccer, disc golf leagues, cricket, youth football, bicycling clubs and related clubs/groups. Additionally, the Springfield Park District also maintains intergovernmental/cooperative agreement with the City and County Police Departments, School District and local colleges.

The Springfield Park District is managed by an elected board of Trustees. The governing board is composed of an elected President and six additional elected Trustees all serving four year terms. The district employs and Executive Director to execute Board policies, manage the agency's affairs, implement strategies for park and recreation development and develop goals to accomplish the agency mission.

Mission Statement

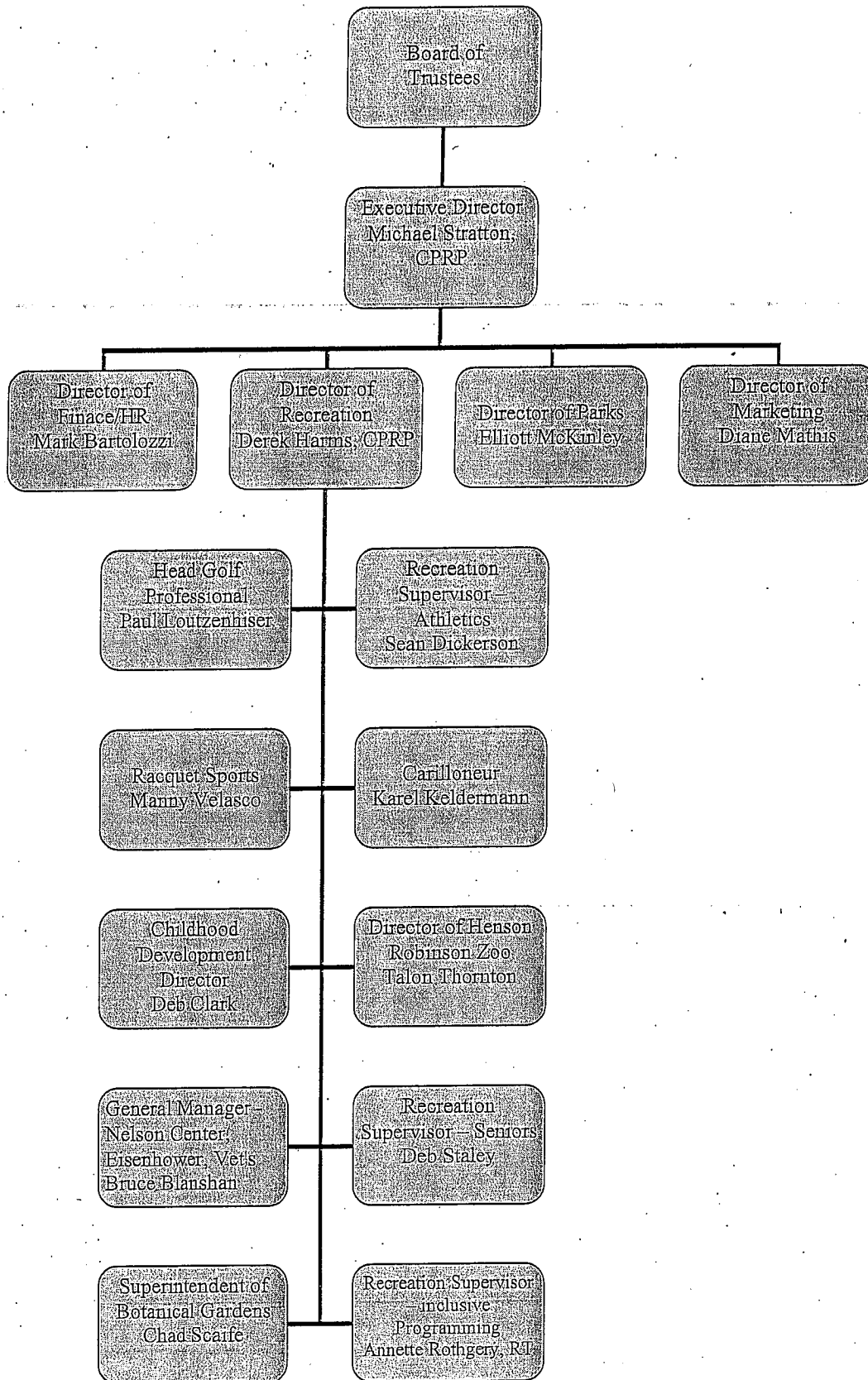
The mission of the Springfield Park District is to develop an outstanding park and recreation system for Springfield and environs!

Marketing Campaign

... The benefits of Parks and Recreation are endless ...

*endorsed by the National Recreation and Parks Association

Organizational Chart – (Recreation Department)



Springfield Park District

Map No.	Park / Facility	Acres	Baseball	Cycling	Disc Golf Course	Rugby	Soccer	Tennis	BMX Bike Track	Boce Ball	Dog Run	Horseshoe Pit	Ice Rink (Indoor)	Shuffle Board	State Park	Band Shell	Camping	Open Shelter	Parking Lot	Playground	Restrooms	Hiking Trails	Natural Area	Postman Paths	Location	Zip Code
1	Blue & Black	4	•																					1000 N. 11th Street 200 Eastlake 62702	62702	
2	Bergen Park	2																						200 Eastlake 62707	62707	
3	Carpenter Park (Nature Preserve)	434.4																						Carpenter Park Trail 5751 Bunker Hill Road, New Berlin 63670	63670	
4	Centennial Park	190																						5751 Bunker Hill Road, New Berlin 62703	62703	
5	Conner Cox Park	6																						301 Martin Luther King Dr. 200 N. MacArthur 62703	62703	
6	Douglas Park	26																						2300 31st Avenue 62703	62703	
7	Dreamland Park	102																						2300 31st Avenue 62703	62703	
8	Eisenhower Park	21.3																						2300 31st Avenue 62703	62703	
9	Elms Park	3.5																						2300 31st Avenue 62703	62703	
10	Fairview Park	9.4																						2351 East Cornell 62703	62703	
11	Gairmann Park	2.5																						1000 North 7th 62703	62703	
12	Glenn Park	11.7																						1901 North 19th Street 62702	62702	
13	Gurgens Park (Nature Preserve)	27.0																						1000 30th North 23rd Street 62702	62702	
14	Hobbs Park	7.2																						1900 Stanhope Road 62702	62702	
15	Iles Park	10.5																						1112 1/2 and Loop 1555 N. 875 Springfield Rd 62707	62707	
16	Indian Hills Park	9.1																						2851 Fox Bridge Road 62703	62703	
17	Jaycee Park	12.5																						2000 South 6th Street 62703	62703	
18	Jefferson Park	15.2																						Miami Trail and Tonica Drive 2400 E. Monroe 62703	62703	
19	Kennedy Park	22																						300 South Oxford 62704	62704	
20	Kiwanis Park	10																						401 Walnut Valley Drive 62702	62702	
21	Lake Victoria Park	7																						3050 Slantony Drive 62703	62703	
22	Lanphier Park	2																						3055 Normandy Road 62703	62703	
23	Lincoln Greens (Park Study)	2.2																						1415 North Grand Avenue East 62702	62702	
24	Lincoln Park	88.4																						700 East Lake Drive 62711	62711	
25	Lindbergh Park	16																						1601 North 5th Street 62702	62702	
26	Patrick J. Codigan Park	4.3																						2419 Lindbergh Boulevard 62704	62704	
27	Riverside Park	47.0																						2300 Colony Park 62704	62704	
28	Rotary Park	40																						7000 Perona Road 62707	62707	
29	Seville Park	5																						4501 West Iles Avenue 62711	62711	
30	Stuart Park	35																						1000 1st Avenue 62704	62704	
31	Timberbrook Park	18.4																						1800 Winch Lane 62702	62702	
32	Vredenburgh Park	8.5																						2003 West Washington Street 62704	62704	
33	Washington Park	150																						100 Crusaders Road 62704	62704	
34	Westchester Park	10.9																						1501 South Grand West Westchester Blvd and Danbury Drive 62704	62704	
35	Bergin Golf Course (9)	2651 yds																						200 Eastlake 62703	62703	
36	Bunn Golf Course (18)	6104 yds																						2500 South 11th Street 62703	62703	
37	Lincoln Greens Golf Course (18)	6489 yds																						700 East Lake Drive 62711	62711	
38	Pasfield Golf Course (9)	2299 yds																						1700 West Lawrence 62704	62704	
39	Eisenhower Hidden Pool																							2351 East Cornish Avenue 62703	62703	
40	Nelson Center Pool																							1601 North 5th Street 62702	62702	
41	Veterans Pool																							2300 31st Avenue 62702	62702	
42	Henson Robinson Zoo	11																						1100 East Lake Drive 62711	62711	
43	Nelson Center Ice Rinks (2)	85 sites																						1601 North 3th Street 62702	62702	
44	Riverside Campground	85 sites																						4115 Sandhill Road 62707	62707	
45	Thomas Rees Memorial Carillon																							Washington Park 62704	62704	
46	Washington Park Botanical Garden																							1740 W Fayette Ave 62704	62704	
47	Washington Park Tennis Complex	2 courts																						1501 South Grand Ave E 62704	62704	
48	Bunn To Lost Bridge Trail	1.5 Miles																						Trail Head: Abundant Faith Christian Chr Parking Lot 62703	62703	
49	Eisenhower Trail	5 Miles																						Trail Head: Wabash Ave and Park Ave 62703	62703	
50	Lost Bridge Trail	5 Miles																						Trail Head: IDOT parking lot on Driskon Pkwy 62703	62703	
51	Wabash Trail	3 Miles																						Trail Head: Wabash Ave and Park Ave 62703	62703	
52	Chamberlain Ball Park	2500 Cap.																						319 South McCreary 62703	62703	
53	Robert Roberts Stadium	\$200 Cap.																						1115 North Grand Avenue East 62702	62702	

Springfield Park District Facilities

Bergen G.C
2900 Clear Lake ave.
Springfield, IL 62702
Phone 753-6211
Fax - 753-6239

Henson Robinson Zoo
1100 East Lake Drive
Springfield, Il 62712
Phone: 753-6217
Fax: 529-8748

Pasfield G.C
1700 West Lawrence
Springfield, Il 62704
Phone: 753-6226
Fax: 726-6725

Botanical Gardens
1740 W Fayette
Springfield, IL 62704
Phone: 753-6228
Fax: 546-0257

Lincoln Greens G.C
700 East Lake Shore Dr
Springfield, Il 62712
Phone: 786-4111
Fax: 786-4122

Riverside Campgrounds
4105 Sandhill Road
Springfield, IL 62702
Phone: 753-0630
Fax: N/A

Bunn Admin Office
2500 S 11th St
Springfield, IL
Phone: 217-544-1751
Fax: 217-544-1811

Lincoln Pavilion
1605 North 5th Street
Springfield, Il 62702
Phone: 522-5431
Fax: N/A

Thomas Rees Carillon
1800 W Fayette Ave.
Springfield, Il 62703
Phone: 753-6219
Fax: 546-3139

Bunn G.C.
2500 South 11th Street
Springfield, IL 62703
Phone: 522-2633
Fax: 544-9506

Nelson Rec Center
1601 North 5th Street
Springfield, Il 62702
Phone: 753-2800
Fax: 753-4766

Veterans Memorial Pool
2700 East Ely
Springfield, Il 62702
Phone: 753-3030
Fax: N/A

Eisenhower Pool
2351 East Cornell Ave
Springfield, Il 62703
Phone: 525-8847
Fax: 522-7946

Park Maint Head
301 Eastdale Ave.
Springfield, Il 62703
Phone: 753-6212
Fax: 753-6237

Velasco Tennis Center
1501 S. Grand West
Springfield, IL 62704
Phone: 753-6225
Fax: 753-6238

Funshop
1601 North 5th Street
Springfield, Il 62702
Phone: 753-6234
Fax: 753-3750

Park Police
1508 W Fayette Ave.
Springfield, Il 62704
Phone: 753-6221
Fax: 689-7456

Washington Pavilion
1400 Williams Blvd.
Springfield, Il 62704
Phone: 753-6224
Fax: 726-5523

Internship Program

Objectives

The following objectives have been established for the student during the internship program.

1. To introduce prospective park and recreation professionals to the various aspects of operations during the internship at the Springfield Park District.
2. To provide an opportunity for the student to apply classroom concepts in a practical setting through involvement and interaction in a variety of designated assignments.
3. To give the student the opportunity to communicate and network with other professionals in the field.
4. To actively assist the successful student in the pursuit of part-time or full-time employment upon completion of the internship experience.
5. To satisfy the requirements set forth by the school or university to successfully complete the internship program.

Requirements

1. Internship candidates shall complete an internship application and attach a resume. Internship candidates shall follow normal professional staff hiring procedures including resume, references, and an interview.
2. The Springfield Park District is supportive of the university/college profession and related assignments given to the student, but we will only conduct interviews with students genuinely interested in the internship program at the Springfield Park District and not as a formality to complete an interviewing assignment.
3. Upon acceptance of an internship at the Springfield Park District, it will be the responsibility of the student to provide the Park District supervisor with any correspondence as required by the university/college.
4. Approximately 50% of the internship will be devoted to areas of concentration. The other 50 % will be devoted to the final project and the other departments within the Park District. The specified sequence, duration, and related schedules will be determined mutually between the intern and the Park District supervisor.
5. Exposure to the hierarchy of operations at the Park District will be emphasized in order for the student to experience all facets of a park district system. The philosophy of the District is to provide an overall understanding of the operations so interns can make decisions based on interest and also to realize the coordination it takes for departments and other areas to complete towards a successful operation.

Timeline and Work Schedule

Each internship is a minimum 12-week period, and the student can expect to work a minimum of 8 hours per day. Regular office hours are from 8:00 AM to 4:30 PM, but the Park District supervisor may request a variation of those hours due to the nature of the program. Students should realize this is the minimum requirement of hours and other evening and weekend hours may be assigned due to attendance at meetings or events that occur beyond the scope of "normal" office hours. Each intern will also be required to attend department meetings and Park Board meetings as determined by the Park District supervisor.

During the first two weeks, the intern will receive general orientation to the Springfield Park District and spend time with the leadership of the organization, including the Executive Director, the Department Directors and the managers of each facility.

The remaining weeks will be spent with assignments at one or more facilities to gain a hands-on experience in areas of concentration. During this time, the intern will also be developing a final project. This is discussed in the "Assignments" section of this manual. The sequence in which areas of concentration are assigned will be mutually agreed upon by the student and the Park District supervisor. However, the supervisor will mandate some sequencing due to the learning process, staff availability within the area of concentration, and schedules of major events or related programs that are already plan for the community. The basis of the areas of concentration is to allow a well rounded experience to occur. It permits the student to experience all aspects of an agency even if they are not interested in becoming involved with a specific area as a professional. It is extremely beneficial to experience what professionals deal with in all areas of an agency. The intern must experience human service and daily ethical situations. Thus, the student must understand that each area of concentration is not just to see if it is what they want to do in the future, but respect the coordination and extra effort it takes to be part of a team.

Special Events

The intern and the District Supervisor will determine what the intern's role will be during special events and how many special events will be mandatory.

Compensation

The Springfield Park District and the intern student have entered into a partnership. The intern receives the required knowledge and experiences to fulfill the internship standards of the university/college, and the Park District enjoys the benefit of additional personnel for special projects.

Roles and Responsibilities

Of the Student

- To meet minimum qualifications for acceptance into the internship program.
- To be familiar of all requirements, including work schedule, policies, procedures, and regulations pertaining to the Park District.
- To ask for advice from the Park District supervisor regarding any problems you may not be able to solve alone.
- To report on time for all assignments.
- To notify the Park District supervisor in the event you will be absent from work.
- To be dressed appropriately for all assignments.
- To perform all work assignments to the best of your ability.
- To become involved in any and every opportunity presented to you.
- To communicate in a tactful, friendly, courteous, and professional manner to all co-workers and the general public at all times.
- To consider yourself an employee of the Park District, not someone with special privileges.
- To complete weekly reports, submit them to the Park District supervisor on a timely manner, and discuss observations of that week.
- To complete a special project at the conclusion of the internship program to be collaboratively determined by you and your supervisor.

Of the Park District Supervisor

- To establish and maintain a formalized internship program by developing a comprehensive plan and assignments for the proposed intern.
- To receive and review applications, interview candidates, and select the intern.
- To provide an overview of the entire internship process, including an orientation of the Park District policies, procedures, expectations, assignments, tours, programs, services, and facilities.
- To inform the intern of all policies and procedures with which the intern must abide.
- To provide the student with opportunities that will lead to professional growth, achievement, and success.
- To offer helpful and constructive feedback to the intern in a professional manner to elevate performance where needed.
- To encourage self-evaluation by the student.
- To have scheduled meetings with the intern to discuss weekly reports.
- To communicate with the university/college supervisor periodically to discuss the student's progress.
- To complete a mid-way and final performance evaluation.
- To assist the student in networking opportunities, and provide assistance, if desired, in securing an entry level professional job position.

Of the Park District Organization

- To coordinate an exchange of information with the candidate and the university/college.
- To engage the intern in daily operations while at the same time exposing the intern to “big picture” administrative challenges.
- To provide the intern with meaningful and specific assignments that can be accomplished in the assigned timeframe.
- To evaluate the field experience and make necessary adjustments when needed.

Of the University/College Advisor

- To be knowledgeable of the internship program of the Springfield Park District.
- To identify potential candidates.
- To promote the internship program of the Springfield Park District as a viable learning experience.
- To assist students with the application process.
- To observe, supervise, and evaluate the student during the internship through visitation (local students) or by communication (telephone, email).

Assignments

The internship will have many assignments for the student to complete during their experience. The following general assignments are part of the internship experience.

Meetings

- Park Board Committee meetings are typically on the first and second Wednesday of each month at noon. Park board meetings are typically the third Wednesday of each month at 5:30 PM. Meetings are generally held at the Bunn Administrative Offices. Attendance is highly suggested unless previous commitments conflict.
- Recreation Department meetings are held on the first Friday of each month at 8:15 A.M. The location of the meeting will vary depending on who is facilitating the meeting. Attendance is highly suggested unless previous commitments conflict.
- The student shall attend at least one sports association meeting with either the Recreation Supervisor – Athletic Programs or the Nelson Center General Manager.
- The student shall attend at least one Springfield Parks Foundation Meeting.
- The student is encouraged to attend at least one IPRA Board section meeting during the internship.
- It is suggested that the student attend a City Council Board meeting for observation purposes.

Reports

- Weekly Reports -At the conclusion of each learning week, the student will be required to prepare a written report for the Park District supervisor and the college supervisor. Students should be concise and professional in their report writing. The report should consist of an introduction of the area(s) learned, followed by the highlights of the educational experience(s) and a description of why it was beneficial. This report should be typed and submitted to the supervisor on a timely manner.
- A verbal report is required at each Recreation Department staff meeting and basically can recap your weekly report to the Park District supervisor.
- All reports that are required by the university/school to receive academic credit should be copied for the Park District supervisor as well.
- Program evaluations of any program that the student was involved with or conducted should be submitted the Park District supervisor.

Evaluations

The student will be evaluated by himself /herself and by the Park District supervisor. The Park District supervisor, with the intern, will complete the mid-term evaluation and the final evaluation. Weekly reports will also assist in evaluating the progress of the intern.

- Internship Self-evaluation - The student will complete a self-evaluation three times during the internship: the first week of the orientation, mid-way through the internship, and the final self evaluation at the end of the internship. This process will aid in:
 - 1) Setting direction for the student and supervisor beginning the first week.
 - 2) Providing the District supervisor with goals the student wants to accomplish during the program.
 - 3) Provide an opportunity for change or improvement mid-way through the internship.
 - 4) Provide necessary feedback for both the student and the Park District.

The three forms are available at the end of this section.

- Mid-term Evaluation - The mid-term evaluation will provide feedback and direction from the Park District Supervisor to the student mid-way through the program in order to keep interest and focus in the program. If a college form has been developed for this purpose, that form shall be used, if not, a mid-term evaluation form at the end of this manual may be used.
- Final Evaluation - The final evaluation form will be completed by both the Park District supervisor and the student. An evaluation form developed by the university/college may be used. If one is not provided, then the form at the end of this manual may be used.

Final Project

The student is required by the Park District, and typically the university/college to complete a final project which demonstrates and effort from start to finish and relates to academic concepts taught at the university/college, but placed in a professional setting. A list of final project ideas can be found in the appendix of this manual. However, the student can develop their own final project idea if approved by the agency and the university supervisors.

Application and Selection

Requirements

Candidates must be currently enrolled at a college or university studying Parks & Recreation or a related field, and have a signed agreement from the university/college supervisor. Examples would be marketing, landscape architecture, horticulture, etc. Candidates must successfully complete our application and interview process. In addition, qualified applicants must have a reliable transportation; secure his/her own housing accommodations and meals.

Selection Process

Candidates are selected by a Park District interview team. As stated earlier, upon acceptance, it will be the responsibility of the student to provide the District supervisor with an agreement or correspondence as required by the college or university.

Listing of Past Interns of Springfield Park District

<u>Student Name</u>	<u>University/School</u>	<u>Term</u>
Nathaniel Desch	Southern Illinois University	Summer 2007
Michael Lennen	Illinois State University	Spring 2008
Richard Beck	Western Illinois University	Spring 2009

Appendix

Appendix

List of Final Project Ideas

Below is a list of possible final project ideas that the student can choose from and designate as their contribution to the agency and fulfill their academic requirements through the school. This is by no means an all inclusive list and the student may choose one differently than those on this list with approval from the agency and/or school supervisors. Please note that some projects are case sensitive and are only available during certain months depending on the time of year for the internship.

Special Events

- Develop a new special event or revise a current one being done by the agency.
- Develop new birthday party themes or partnership opportunities.
- Develop a marketing campaign for a designated special event.
- Plan and implement a portion of the Music in the Park concert series.
- Develop and implement a volunteer recognition party.

Programming

- Develop an athletic program portfolio
- Create a recreation department program portfolio and data base.
- Develop a Day Camp summer lesson plan
- Develop a database for day off activities, trips, and contact and fee information.
- Plan and implement a Youth Discovery Challenge event.

Facilities and Parks

- Develop plats of athletic field layout and rotation schedule on park plats.
- Develop inventory and internal audit program for pool concession operations.
- Prepare and implement a bid specification
- Develop space requests to school district for the year of programming.
- Revise facility request procedures and forms.
- Develop facility usage schedule and compare to potential managing capacity.
- Develop annual athletic field allocation spreadsheet system

Personnel/Management

- Develop Recreation Center Building Supervisor training manual.
- Revise and update staff training manual for day camp program.
- Revise and update any staff training manual or Employee Handbook.
- Update job descriptions to new format for all part-time and seasonal job positions.
- Catalog and create central file of all Employee Manuals and Handbooks.

Customer Service

- Develop a new instrument/tool that can be incorporated into the Customer Service Campaign. Test instrument and revise the survey or measurement tool.
- Develop or revise a Parent/Participant handbook for one of the programs.
- Create a Front Desk Survey piece, test new format and implement into Customer Service Campaign.
- Develop a "new resident" mailer program.
- Develop a "Who Ya Gonna Call" publication to incorporate into the seasonal brochure and other publications.
- Develop a Park District "Finance 101" presentation to youth sports associations and various community groups.

Public Relations/Marketing

- Develop marketing plan and related operations for birthday parties.
- Develop an all inclusive marketing piece illustrating all facility/park rentals.
- Develop and catalog a Park District video library.
- Manage and implement a marketing campaign to sell dasher boards at the Nelson Center.
- Develop process to constantly inform public about capital projects including status and progress reports.

Policies and Procedures

- Develop revenue policy and proposal for purchase of a bus.
- Develop a program budget format database
- Develop policy regarding the use of advertisements at Park District events or printed materials.
- Develop policy regarding the use of sponsorships at Park District events or printed materials.
- Develop policy regarding records management and update current catalog of record keeping.

INITIAL SELF EVALUATION

To be complete by student the first week and submitted to Park District Supervisor.

1. Assess your strengths both personally and professionally.
2. List areas you believe you need further development both personally and professionally. How may this internship assist you in this development?
3. What do you hope to do after graduation?
4. What do you aspire to be doing five years from now?

Intern Signature

Park District Supervisor

Date

MID-TERM SELF EVALUATION

To be completed by the student mid-way through internship prior to the mid-way evaluation by the Park District Supervisor.

1. Is this experience what you expected? Please explain by using examples.

2. What goals have you met so far?

3. Is the supervision you are receiving adequate? Please explain and use examples.

4. What contributions are you making to the agency thus far?

5. Are there any areas in which you hoped to get experience with that has not occurred yet?

6. Additional Comments:

Intern Signature

Park District Supervisor

Date

FINAL SELF EVALUATION

To be completed by the student and submitted to the Park District Supervisor prior to the final evaluation by the Supervisor.

1. Assess your knowledge of the job requirements. Did you understand the job requirements, did you display knowledge and skill essential for the position, and did you seek to gain more knowledge of the position?
2. Assess your organizational skills. Were you on time for assignments, were you able to meet deadlines, were you able to plan work and correlate with others, were you able to efficiently put plans into action, were you able to multi-task, and were you able to see your final project through from start to finish?
3. Assess your quality of work. Were you thorough and complete in your assignments, were you able to use financial resources wisely, were you neat and accurate, were you conscious of safety at all times, and were you able to accomplish the required amount of work?
4. Assess your customer service. Did you present a good public image to the internal and external customer, did you rationally and intellectually manage customer situations, and did you accept and implement Park District policies and values?

MID-TERM EVALUATION

Completed by the Park District Supervisor and Intern

1. Status of goals and objectives.
2. Assess demonstration of Park District values, policies, and procedures.
3. Assess job knowledge.
4. Assess organizational skills.
5. Assess quality of work.
6. Assess customer service.

7. Assess communication.

8. Progress of final project.

9. Comments:

Intern Signature

Park District Supervisor

Date

FINAL EVALUATION

To be completed by Park District Supervisor after Final Project.

1. Assess the intern's knowledge of the job requirements. Did he/she understand job requirements, did he/she display knowledge and skill essential for the position, and did he/she seek to gain more knowledge of the position?
2. Assess the intern's organizational skills. Was he/she on time for assignments, was he/she able to meet deadlines, was he/she able to plan work and correlate with others, was he/she able to efficiently put plans into action, was he/she able to multi-task, and was he/she able to see the final project through from start to finish?
3. Assess the intern's quality of work. Was he/she thorough and complete in his/her assignments, was he/she able to use financial resources wisely, was he/she neat and accurate, was the intern conscious of safety at all times, was he/she able to accomplish the required amount of work?
4. Assess the intern's customer service. Did he/she present a good public image to the internal and external customer, did he/she rationally and intellectually manage customer situations, and did he/she accept and implement Park District policies and values?

5. Assess the intern's communication. Did he/she use communication effectively, did he/she express himself/herself in a clear and concise manner, and did he/she listen to others and gain understanding of other's needs?

6. Assess the intern's final project. As a supervisor, were you pleased with the process from start to finish, were you able to implement the project to help the Park District, and were you pleased with the outcome?

7. Final comments:

Intern Signature

Park District Supervisor

Date

INTERN EVALUATION OF AGENCY

Intern Name: _____

Dates of Internship: _____

Agency Supervisor: _____

College University Advisor: _____

DIRECTIONS: Please evaluate the strengths and weaknesses concerning the site in terms of meeting your needs as an intern. Use this rating scale:

1 – excellent 2 – more than adequate 3 – adequate 4 – fair 5 – poor

1. _____ Agency's willingness to cooperate with the guideline of the field placement as provided by the university.

2. _____ Ability of agency to provide an opportunity for the intern to experience the learning objectives and personal goals developed for the experience.

3. _____ Acceptance of intern as a functional member of the staff; willingness to integrate intern into all appropriate levels in activities, programs and projects.

4. _____ Cooperation of staff to provide professional growth experiences through on-site training programs, seminars, and conferences.

5. _____ Provision of assistance in helping intern meet both personal and professional goals and plan for the future.

6. _____ The agency supervisor was willing and available to supervise intern.

7. _____ The agency supervisor provided ongoing observation and evaluation.

8. _____ The agency supervisor was willing to listen to suggestions and recommendations, to discuss them with intern, explain rationale for acceptance, rejection, use and /or modification.

9. _____ The agency supervisor displayed interest in the individual as a person as well as an intern.

10. _____ An adequate orientation and training was provided.

11. _____ The agency supervisor was flexible in arranging intern tasks in light of changing situations within the internship site and within the intern.

12. _____ The internship manual was useful to the internship experience.

13. _____ Overall assessment of the internship experience.

Please utilize the space below for any additional comments:

