

**WESTERN CAROLINA UNIVERSITY**  
**Department of Human Services: Parks and Recreation Management**  
**Capstone Internship: PRM 483 (3 credits) and PRM 484 (3 credits)**

**Course Catalog Description:**

**PRM 483 Capstone Internship in PRM I**

**PRM 484 Capstone Internship in PRM II**

**Pre-requisite for both: PRM 370: Capstone Internship Orientation**

The Capstone Internship in Parks & Recreation Management (PRM) is a culminating professional experience that allows students to connect theory and practice. Students select an agency and position that represents their professional career path of study in PRM. Students are able to build a professional network, focus their aptitude for certain types of work, and develop transferrable skills that can be applied to a new or existing job. PRM 483 Capstone Internship I (200 hours) is usually taken in conjunction with PRM 484 Capstone Internship II (200 hours) to complete the required, 400-hour internship. PRM 483 and 484 are on an A, B, C, D, F grading scale.

**How much does Summer School Cost?** <https://www.wcu.edu/learn/summer-school/tuition.aspx>

**Credit hours:**

**PRM 483 = Capstone Internship I (3 credit hours)**

**PRM 484 = Capstone Internship II (3 credit hours)**

**PRM Faculty Supervisors:**

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**I. Course Objectives for the Capstone Internship:** *During the capstone internship, students will:*

1. Apply relevant theories and principles to practical situations.
2. Demonstrate an awareness of organizational structure, techniques, and procedures.
3. Demonstrate professional behavior.
4. Exhibit effective communication skills.
5. Display effective organizational and time management skills.
6. Accept and utilize constructive suggestions to improve performance.
7. Demonstrate leadership skills.
8. Gain professional experience in an area of interest in the parks & recreation industry.

**II. Value of the Course:** The student may have the opportunity to...

1. Build a professional network
2. Gain a professional recommendation
3. Develop their aptitude for certain types of work
4. Apply theoretical coursework to “real-world” practice
5. Develop transferable skills that can be applied to a new or existing job.

**III. Work Sites:** Students are encouraged to select a site or agency, that enables them to gain a broad range of experiences. The site or agency should be tailored to the student’s interests and PRM professional career path. PRM 370: Capstone Internship Orientation will provide students with the skills, resources, and opportunities to research and secure an internship experience. The Center for Career & Professional Development (CCPD) is also an excellent resource for students to explore internship opportunities.

<https://www.wcu.edu/learn/academic-enrichment/ccpd/internships.aspx>

**IV. Required Hours of Work:**

During the capstone internship, students are required to work a minimum of 400 hours.

**V. The Internship Process:**

PRM students will be required to complete an Internship Orientation session with Dean Paulk at the Center for Career & Professional Development (CCPD), prior to beginning their capstone internship. The CCPD will coordinate all paperwork, timesheets, and evaluations for the capstone internship. Students will also be responsible for submitting academic coursework through Blackboard by the required due dates and establishing a “connection plan” with their PRM faculty supervisor.

**VI. Capstone Internship Requirements:**

1. Completion of Capstone Internship Paperwork through the JobCat2.0 online portal. (Experiential Learning Application)

- (a) Student contact information
- (b) PRM courses listed (PRM 483 and 484)
- (c) Start and ending dates; compensation, hours per week
- (d) Agreeing to the Professional & Ethical Code of Conduct
- (e) Detailed job/internship description (duties) (Internship Placement Form)
- (f) Supervisor name, title, and complete contact information

\*\*Upon completion of the initial CCPD online information, the capstone internship agency/organization will receive a contract from WCU outlining the internship agreement.

2. Consistent recording of internship hours through JobCat2.0 portal. (Timesheet)

- (a) PRM faculty will be reviewing hours on a bi-monthly (every 2 weeks) basis.

3. Complete PRM academic requirements for the capstone internship.

- (a) Submit hours worked bi-monthly (every 2 weeks) in JobCat2.0.
- (b) Answer bi-monthly reflection questions related to internship and submit online through Blackboard assignment module by the due dates.
- (c) Establish a “connection plan” with your PRM faculty supervisor and coordinate a mid-internship check in protocol.
- (d) Write a comprehensive reflection paper while adhering to all required elements and submitting online through Blackboard by the due date.

(e) Create a video presentation of your capstone internship that includes required elements and submit online through Blackboard by the due date AND present in person upon the completion of your internship.

4. Complete Evaluations of your capstone internship.

- (a) Self-Evaluation: completed at the end of your capstone internship through the JobCat2.0 portal.
- (b) Program/Agency Evaluation: complete an evaluation of the agency or organization you interned with. This evaluation will be completed through the JobCat2.0 portal.

5. Agency Evaluations

- (a) The CCPD will send reminders to your agency supervisor to complete a mid-internship and final internship evaluation of your performance.

**VII. Methods of Evaluation:** Grades for each course will be based on the following:

1. Bi-monthly reflections and time sheets 25%
2. Reflection Paper 25%
3. Internship Presentation 25%
4. Evaluations and connection plan/check in 25%

**PRM 483: Capstone Internship I**

Assignments	Points
Bi-monthly reflections and time sheets	125
Mid-Internship Evaluation from Site Supervisor	50
Mid-Internship Check in with PRM Faculty Supervisor	50
Reflection Paper	250
Total	475

**PRM 484: Capstone Internship II**

Assignments	Points
Bi-monthly reflections and time sheets	125
Self-Evaluation & Program/Agency Evaluation of internship	50
Final Evaluation from Site Supervisor	100
Internship Presentation	250
Total	525

**Overall Total Points for Capstone Internship = 1,000**

**Grading Scale:**

A	93-100%	C	73-76.9%
A-	90-92%	C-	70-72.9%
B+	87-89.9%	D+	67-69.9%
B	83-86.9%	D	63-66.9%
B-	80-82.9%	D-	60-62.9%
C+	77-79.9%	F	Below 60%

## **VIII. Evaluation Method Descriptions:**

### **1. Bi-Monthly (every 2 weeks) reflections and time sheets**

(a) Students will submit their time sheets (daily/weekly hours) online through the JobCat2.0 portal. PRM faculty will have access to review these time sheets to ensure students are on track to complete the 400 required hours of the capstone internship.

(b) Bi-monthly reflections will be submitted online through Blackboard.

*Please use complete sentences and answer in order of the format below.*

- a. Write a brief summary of your jobs, tasks and duties during the past two weeks. Include total number of hours worked during this 2-week period and your total number of hours to this date.
- b. Summarize new experiences, including a description of the skills, knowledge, and abilities you used. How did you handle problems you encountered?
- c. Identify skills and knowledge areas in which you felt deficient. Discuss plans for improving your performance.
- d. Comment on how you are feeling about the experiences so far.
- e. Describe situations you have observed during the past 2 weeks that you thought were interesting and/or beneficial to your professional development.

### **2. Reflection Paper**

As part of the capstone internship, students will be required to reflect upon their experiences. This Reflection Paper will serve as the “outline” for the Internship Presentation. The following content should be included in the reflection paper:

1. Brief history and mission of the organization
2. Description of student’s internship duties
3. Intern’s reflection on the internship experience:
  - a. Share one or more defining moments of the internship (both good and bad).
  - b. What did you learn about yourself?
  - c. Did the internship experience meet your expectations? Why or why not?
  - d. What specific skills did you develop during your internship?
  - e. What would you have done differently in pursuit of and during this internship?
  - f. Did PRM courses adequately prepare for your internship? Explain why or why not and provide examples.
  - g. What were the strengths and weaknesses of this internship?
  - h. Would you recommend this site to future interns?
  - i. Any additional reflection, comments, words of wisdom.
4. Intern’s plans post-internship
5. Conclusion

Please type using MS Word, 12-point font, double-spaced, complete sentences and paragraphs, error-free and well-written. The reflection paper should be 5-7 pages in length.

The reflection paper will be submitted in the appropriate Bb assignment module by the due date.

### **3. Internship Presentation**

Throughout the capstone internship, the student will compile photos, videos, and content to be used in the Internship Presentation. These videos will be submitted during the last week of the capstone internship to the PRM faculty supervisor to grade. The video will be shown at the PRM 495 Senior Seminar Conference (students are encouraged to attend, but it is not a requirement). The audience for this video is PRM faculty, fellow PRM majors, family and friends.

The video should be 5-7 minutes long and utilize photos/videos/graphics from the capstone internship. The video format can be a Powerpoint with voice over, Powerpoint with in-laid video, a YouTube video of the student presenting their Powerpoint, etc. **The main requirement is that the video include both visual elements of the internship experience as well as audio of the intern telling the story of their experience.** Videos will be submitted in Blackboard (students may submit the entire video file or a link to view the video on YouTube).

The video needs to include the following content:

1. Brief history and mission of the organization
2. Description of your internship duties
3. Intern's reflection on the internship experience:
  - a. Share one or more defining moments of the internship (both good and bad).
  - b. What did you learn about yourself?
  - c. Did the internship experience meet your expectations? Why or why not?
  - d. What specific skills did you develop during your internship?
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  - i. Any additional reflection, comments, words of wisdom.
4. Intern's plans post-internship
5. Conclusion

#### **4. Connection Plan and Check In Protocol with PRM Faculty Supervisor**

Students must establish a connection plan and check in protocol with their PRM Faculty Supervisor PRIOR to beginning the capstone internship. It is recommended that students meet with their PRM Faculty Supervisor during the semester preceding their capstone internship to establish these parameters.

#### **5. Agency Evaluations**

The CCPD will provide mid-internship and final internship evaluations to agency supervisors through an online reporting system. Email notifications will be sent to agency supervisors to complete the evaluations in a timely manner. PRM faculty supervisors will have access to these evaluations upon completion.

#### **6. Self & Program Evaluations**

Students will have access to a self-evaluation and a program (agency) evaluation through the CCPD JobCat2.0 portal. These evaluations will be completed near the end of the capstone internship. The CCPD will make these evaluations available to PRM faculty supervisors.

### **IX. Issues & Concerns**

Capstone Internships are a required component of the PRM curriculum and provide tremendous experience value for participants. Yet, situations may arise where a student is confronted with an issue or concern that may impact the completion of the capstone internship. This is why it is extremely important to establish a connection plan with your PRM faculty supervisor and alert them to any changes in work status.

### **X. Site Visits by PRM Faculty Supervisors**

It is not feasibly possible to visit every capstone intern, yet when you establish your connection plan and check in protocol, it is important to determine if a site visit is doable. These visits are an excellent opportunity to share your experience with PRM faculty and establish a network contact for the program.

**Academic Calendar**

This includes dates for all breaks, university closures, final exams, etc. The academic calendar can be found at <https://www.wcu.edu/learn/academic-calendar.aspx>

**Syllabus Updates**

This syllabus, with its course schedule, is based on the most recent information about the course content and schedule planned for this course. Its content is subject to revision as needed to adapt to new knowledge or unanticipated events. Updates will remain focused on achieving the course objectives and students will receive notification of such changes. Students will be notified of changes and are responsible for attending to such changes or modifications as distributed by the instructor or posted to Blackboard.

**Students must be familiar with the class attendance, withdrawal, and drop-add policies and procedures.**