

Appendix – A

**EAST CAROLINA UNIVERSITY
Recreation and Leisure Studies
Internship Due Date Form for MRFS Interns**

Name: _____ Semester: _____

Agency: _____

Begin Date: _____ End Date: _____

Due Date	Date Posted	Date Received	Date Returned	Grade	Number of Hours	Comments/Items Due
1						<ul style="list-style-type: none">• Work Schedule• Visitation/Conference Call Suggestions• Map & Parking Directions• Dress Code
2						
3						Special Project Proposal (2 copies)
4						Practitioner Interview Report
5						
6						Mid-Term Progress Report
7						
8						
9*						Internship Summary Report
10						Special Project Report Projected weeks and hours

*Mail the Final Performance Report during week 10 (summer) or week 11 (fall or spring).

*Mail the Student Evaluation of the Agency/Agency Supervisor/University Supervisor during week 10.

Special Project Proposal:

Project Due:_____Received:_____Approved:_____

Practitioner Interview Report:

Due:_____Received:_____

Mid-Term Progress Report:

Due:_____Received:_____

Special Project Report:

Project Due:_____Received:_____

Internship Summary Report:

Due:_____Received:_____

Final Performance Report:

Due:_____Received:_____

Grading Plan:

Assignment	Grade	Percentage	Points
Weekly Reports		15%	
Special Project		30%	
Practitioner Interview Report		10%	
Internship Summary Report		10%	
Agency Supervisor Evaluation		20%	
Faculty Supervisor Evaluation		15%	
TOTAL			
LETTER GRADE			

Faculty Signature:_____Date:_____