

Internship Special Project

As an intern from the Department of Recreation, Parks and Tourism at Radford University, you are expected to develop a “special project” in conjunction with your agency supervisor. The project should fulfill a specific need for the agency and may take a variety of forms, such as a report, training manual, in-service training project, video production, marketing plan, homepage construction, etc. The intention is for you to develop a long-term plan and work on a project from week to week throughout the internship. The agency supervisor should provide guidance on a regular basis and give enough support for you to complete the project. The project should be considered part of your required 600 hours and be completed in incremental stages throughout your internship. However, this is, first and foremost, your project. The variation on projects is unlimited and the intention is threefold:

- Develop your long-term planning skills;
- Devise a project that is meaningful to the agency; and
- Expand your responsibilities as an intern.

Frequently Asked Questions

Can I combine several smaller projects?

Although the Department recommends a single project, some internships lend themselves to multiple projects. For instance, some internships require a separate project for each rotation or several different types of projects. Under these circumstances it is acceptable to complete several smaller projects.

Is it O.K. to do a special event?

The Department strongly discourages against special events or programs unless required by your agency. If this is the case, the event must be consistent with time and planning requirements of other projects.

Who ultimately decides what an acceptable special project is?

Ideas for special projects should originate with the student or internship agency. Discuss alternatives with your agency supervisor and seek final approval from the Department Internship Supervisor.

How do I turn in my special project?

Whenever possible, a duplicate copy of your special project should be submitted to the Department prior to the end of your internship. It may also be acceptable to submit portions of more bulky projects or document the experience in narrative form.

When is it due?

Please send it a week prior to the end of your internship so your department supervisor has time to review it.