Department: Campus Recreation at The University of Montana

Mission Statement: The Mission of Campus Recreation is to provide an inclusive active environment for social interaction.

Responsibilities
Expectations:

- Complete all hours according to schedule arranged with internship supervisor
- Regular meetings and exit interview with internship supervisor
- May involve training or work in addition to main project
- Commitment to Campus Rec Mission and Values
- Participate in team projects and independent research which allow intern to develop a better understanding of Campus Recreation and Student Affairs
- Project examples: 10k Intramural Run, Dance a thon, or various other department projects.
- Tour Campus Recreation facilities, meet department managers.
- Discuss with individual managers, roles, position responsibilities, education.

Gain a better understanding of Campus Rec programs (i.e. climbing wall competitions, swim meets, golf tournaments, fitness programs, outdoor programs)

Weekly Schedule*

Week One
1. Participate in an introductory meeting with the Business Manager
   a. Review mission and office structure (org chart), staffing, etc.
   b. Discuss strategic plan and core values
   c. Participate in a new employee “orientation”
2. Tour facilities.
3. Establish work schedule and establish four week plan
4. Provide access to resources and reading material

Week Two
1. Start project or projects determined previous week.

Week Three
1. Continue assigned projects, job shadowing etc.

Week Four
1. Attend an exit meeting with the Business Manager to clarify any questions, review the Supervisors Evaluation of the Intern,

*Weekly schedule plans are included for comparison purposes only. Schedules may change based on events, student intern availability, and specific interests.
Observation and Job Shadow Opportunities
Interns will shadow a variety of management and classified staff depending on interests.

Recommended Reading
- Campus Recreation Web site.
- Employee Manuals
- Campus Recreation Operation Plan

Learning Outcomes
Learning Outcomes:

During the final project presentation at the conclusion of the internship, intern will be responsible for demonstrating how they have met learning outcomes.

Learning Outcomes

1. Be able to identify and relate how your internship has directly related to the mission and values of Campus Rec. (Creative and Critical Thinking)
2. Be able to identify at least two ways your internship experience has increased your career preparedness. (Professional Development)
3. Meet with key Campus Rec managers and departments; develop a better understanding of how decisions are made and how Campus Rec operates.

Individual Intern Learning Outcomes

Individual learning outcomes may be developed in the areas of:

- Disciplinary Expertise and/or Professional Development
- Creative and Critical Thinking
- Communication and/or Collaboration
- Ethics and Social Responsibility
- Diversity, Internationalization and/or Multicultural Competence
- Engagement and/or Citizenship
- Sustainability and/or Healthy Living

Assessment
Assessment will include, but is not limited to, the department’s evaluation of the SAIL intern following the four week rotation and the intern’s evaluation of the department.
Terms of Employment
This is a four week rotation with the option of continuing the next semester. The 15 – 20 hours per week schedule is flexible and is based on classes and availability. Students will be compensated at $10.00 per hour and receive an in-state tuition waiver.

How to Apply
Application process is through the SAIL program. For application and additional information, go to the Student Affairs website at www.umt.edu/sa

Department Contact Information
1. Contact the Campus Recreation SAIL liaison, Kevin Verlanic at 406-243-2823 or kevin.verlanic@umontana.edu
2. Contact the SAIL Coordinator Byron Drake at 406-243-4139 or byron.drake@mso.umt.edu