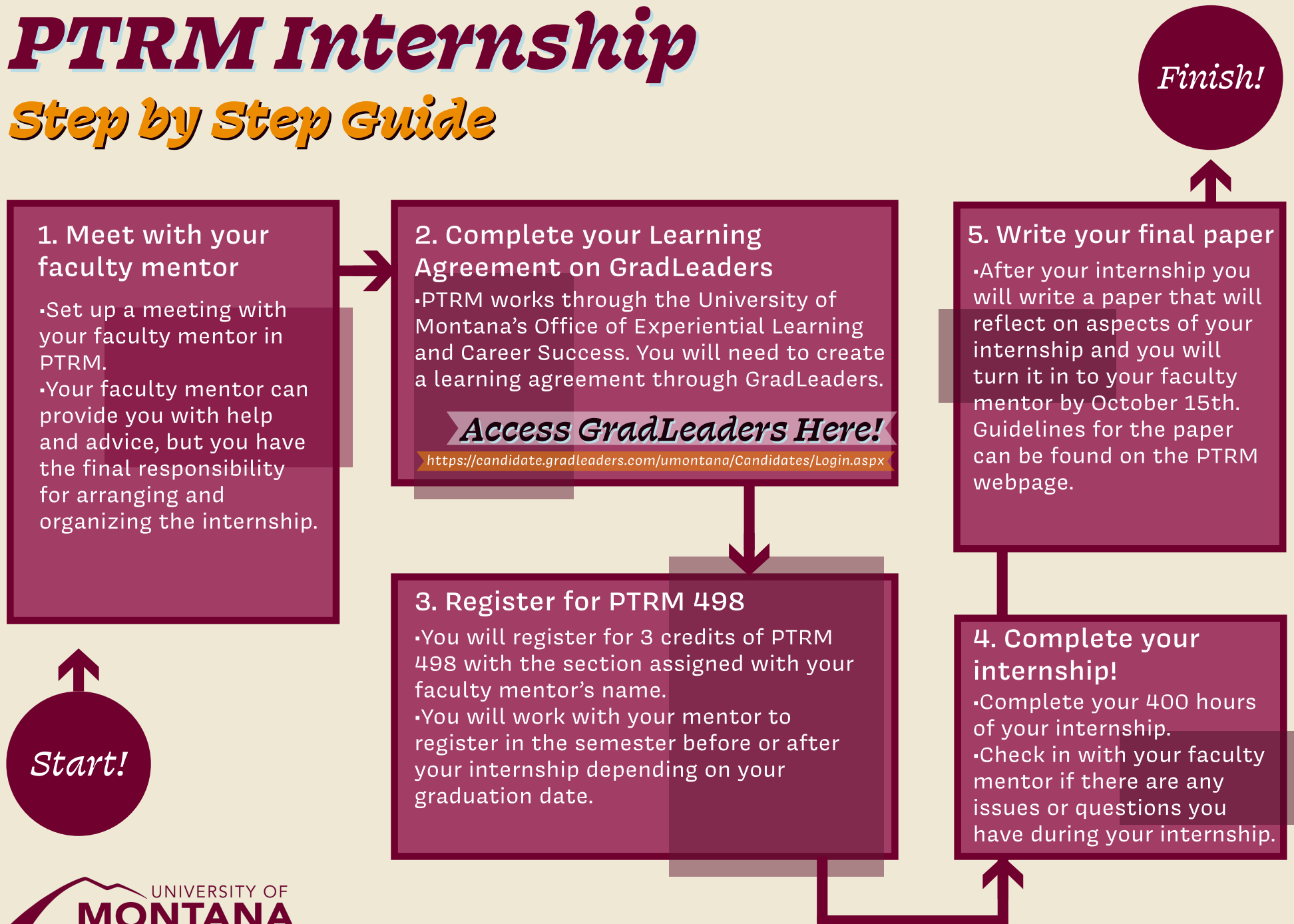


PTRM Internship

Step by Step Guide



Internship in Parks, Tourism, & Recreation Management PTRM 498 (3 credits)

Internships provide undergraduate students a means to integrate classroom learning with practical job experience. It allows you to get hands-on experience in Parks, Tourism & Recreation Management. PTRM 498 fulfills the internship learning requirement in the PTRM Program and can span hundreds of possible positions from being a ranger for the park service, interpretive guide for Montana Fish, Wildlife, and Parks a lead guide for a NBT company, to a camp leader for a municipal recreation program. You are required to complete PTRM 380 before doing the formal internship. You cannot use previous work experience to satisfy your internship requirements.

Setting Up Your Internship

Meet with faculty mentor

- Set up a meeting with your faculty mentor in PTRM (if you do not know who this is, email Jenn Thomsen or Nola Moudry).
- Your faculty mentor can provide you with help and advice, but you have the final responsibility for arranging and organizing the internship. Your faculty mentor will be looking for the following criteria in approving your internship: 1) there is a leadership component to your experience; 2) your two written learning objectives show a knowledge or skill gain; 3) it provides a minimum of 400 work hours.
- Good places to look for jobs are [Handshake](#), [College Career Page](#), or scheduling an appointment with [Career Services](#).

Complete a learning agreement on GradLeaders

- PTRM works through the University of Montana's Office of Experiential Learning and Career Success. You will need to create a learning agreement through [GradLeaders](#). Please create a Handshake profile and follow the steps for the learning agreement.

Register for PTRM 498

- You will register for 3 credits of PTRM 498 with the section assigned with your faculty mentor's name
- If you are doing your internship in the summer and plan to graduate that summer, you need to be registered for PTRM 498 during the spring prior to the summer experience. You will receive an "N" for your grade for the spring semester which will be changed to a grade upon completion of your work experience and your paper in time for the August graduation.
- If you will graduate in the December or May following your summer internship, you will register for PTRM 498 in the fall semester following your summer experience.

Complete your Internship

- Complete your 400 hours of your internship.
- Take some notes and reflections throughout your experience that can help you in your final paper.
- Check in with your faculty mentor if there are any issues or questions you have during your internship. We want this to be a rewarding and enjoyable experience for you.

Submit your Reflection Paper

- After your internship you will write a paper that will reflect on the following aspects of your internship and you will turn it in to your faculty mentor by October 15th. Guidelines for the paper can be found here:
 - a. Paper should be a minimum of 4,000 words and should including headings/subheadings to reflect on the topics below.
 - b. Provide a short summary of your experience.
 - c. Description of the organization in which you worked.

- d. Description of at least three (3) personnel you worked with. How successful were they in their job? Why were they successful? How could they have improved in their position?
- e. Issue analysis – describe and use insights from your courses to evaluate the following issues that emerged from your internship (observed or personal experience):
 - 1. One administrative issue
 - 2. One leadership issue
 - 3. One resource management, nature based tourism, or outdoor recreation services issue you saw or experienced during your internship. Refer back to concepts from PTRM courses for your discussion.
- f. Reflect on your strengths and the areas you could improve upon. Provide three (3) of each as it relates to your internship experience. Specifically discuss:
 - 1. Communication issues – what worked, didn't work, and how you did or should have solved it.
 - 2. Taking directions – give examples
 - 3. Showing initiative – give examples
 - 4. Leadership roles – how well did you perform? Looking back on your leadership, what would you do different and why?

Grading

Since courses taken to satisfy the requirements of a major must be completed with a grade of C- or better, the internship must be taken with Traditional Letter Grading (A-F). The grade received in your internship will be assigned based on your completion of 400 hours in the internship, our professionalism during the internship, and completion of your reflection paper.