

Tourism Recreation and Adventure Leadership (TRAL)
Internship Guide
Oregon State University-Cascades



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The TRAL Internship Program at OSU-Cascades – The TRAL internship program at Oregon State University-Cascades is designed to combine academic preparation with practical experience by offering a jointly sponsored and supervised learning experience. The TRAL program works with businesses, government agencies, and other organizations (intern “hosts”) to facilitate this important professional development effort. Internship opportunities are not limited to Oregon. Students can complete their internship anywhere in the world.

TRAL Mission – The mission of the Tourism Recreation and Adventure Leadership program at OSU-Cascades is to develop competent leaders, facilitators, and managers of outdoor adventure, recreation and tourism experiences who have internationally recognized knowledge, skills, and dispositions that enable them to make effective decisions and provide safe experiences in complex and dynamic environments.

TRAL Vision – The TRAL program is a leader in outdoor adventure and tourism education. We are known for a quality, challenging, academically rigorous, and practically-applicable 4-year degree program that helps students gain competency in the outdoor adventure, recreation and tourism sectors. We attract high-quality students from local, regional, national, and international locations, based on our reputation as a leading program in the West. Our students embrace the challenge of sustainability in all that they do.

Tourism, Recreation and Adventure Leadership Program Learning Goals and Objectives

The TRAL curriculum provides the business, communication and other skills necessary for careers in tourism recreation and adventure leadership. The graduating TRAL student receives a Bachelor of Science degree from Oregon State University. As a graduate of the Tourism, Recreation and Adventure Leadership program, students will:

A: Explain the importance of tourism, recreation, and leadership in natural settings for achieving societal goals, such as community development, human health and quality of life, and sustainable use of natural resources.

B: Identify, analyze, and apply the best available information on science, management practices, and public preferences to address contemporary tourism, recreation, and outdoor leadership opportunities and issues in natural settings. In the process:

1. appropriately apply relevant disciplinary theories;
2. demonstrate critical thinking and reasoning;
3. explain issues and outcomes across experiential, economic, biophysical, and social dimensions;
4. access, analyze, and apply relevant data; and
5. locate and use expertise and resources provided by resource specialists from different organizations and constituencies.

C: Make nature-based tourism, recreation, and outdoor leadership decisions within applicable laws, policies, and regulations, and across cultural and geographical contexts.

D: Communicate effectively to a variety of audiences in appropriate formats.

E: Work effectively and professionally in groups, both as leaders and followers.

F: Understand principles and methods for successful supervision of employees and / or volunteers.

The TRAL program also provides a strong liberal arts education. It offers the educational background to begin a career or start a business in an area about which students are passionate. For more information on the TRAL program, please visit our website at:

<https://osucascades.edu/academics/tral>

The Internship Program

Credits required

Students admitted to the TRAL program prior to Fall 2019 must complete a minimum of 8 credits of TRAL 410 Internship.

Students admitted in Fall 2019 or after, must complete a minimum of 6 credits of TRAL 410 Internship.

A maximum of 16 credits in TRAL 410 is allowed for students who would like to gain more credit. Credits typically are completed in one term, but can be spread out in multiple terms.

The TRAL internship coordinator and the student work to identify an internship opportunity that meets the department's requirements and the student's objectives. *It is ultimately the student's responsibility to find an internship opportunity.* Planning for the internship occurs during the winter and spring immediately preceding the internship.

Often, the student's study option provides a focus for the job search. For example, a student whose study area is Nature Eco and Adventure Tourism might work with an operator that provides eco-tours in Peru. The possibilities are as diverse as the students' interests are.

To better assist students securing a permanent job after graduation students should finish their internship before applying for jobs upon graduation. With that in mind students are strongly encouraged to register for internship credits the summer preceding their intended year of graduation (summer before their senior year). Students enroll for TRAL 410 which is graded pass/no pass. *A minimum of 180 hours of work is required, but most students work longer (10 weeks of full-time employment is common).* Students must also allow the internship coordinator time to review relevant student paperwork.

Once students are registered, they must complete the internship and all required paperwork within one year of registration. In concrete terms, this means students must submit all completed relevant paperwork to the internship coordinator one week before dead week (week 8) of the term the student wishes to receive a grade for the internship. Failure to do this will result in a NO GRADE for the internship.

Although there are many reasons for doing your internship the summer before graduation, the main rationales are, 1) to encourage internships during that time so students are not left with an internship to complete after they are otherwise finished with coursework, 2) that students finish their internship before applying for jobs their senior year since this should aid them in securing a job, and 3) the majority of students register for some internship credits during the summer anyway.

Individual cases where a student has a conflict should be directed to the internship coordinator for consideration. Students should be actively seeking out an internship one to two terms before

they plan to do an internship and contacting the TRAL internship coordinator about possibilities and requirements.

Intern Compensation

The internship can be paid or unpaid, but compensation is strongly encouraged. The best students will have multiple internship opportunities and will make their choice on a variety of factors, including income. The host should have high performance expectations for the student, and reciprocate by providing the student a fair and reasonable income for their services less any costs incurred because of the special nature of the internship program.

Host Benefits and Responsibilities

Host Benefits

The internship is intended to benefit the host by providing them with an academically talented and energetic student who will exceed the host's expectation. The specific expectations of the host should include:

- Completion of a special project and other internship-related tasks that enhance the host's productivity
- Employment of an individual who has chosen this field as a profession and is therefore enthusiastic and motivated to perform at a high level
- Potential to find a capable permanent employee with minimal hiring risk
- Establishment of a mutually beneficial relationship between the host and Oregon State University-Cascades whereby other cooperative work relationships might evolve
- An opportunity to provide input into TRAL curriculum planning

Host Responsibilities

Overall, the most important responsibility is the willingness to assist in the professional development of those preparing for a profession in tourism recreation and adventure leadership. The host should have a sincere desire to provide meaningful, varied and representative work opportunities to the intern. More specific responsibilities include:

1. Interview the intern and decide if he/she is a good fit for the organization. The organization may want to do its normal "background check" on the intern, including asking the intern for their OSU transcripts.
2. Provide a job description that clearly indicates the scope of the work expected.
3. Designate an individual who will be the intern's supervisor. This individual is usually the student's immediate supervisor during the internship. The supervisor will communicate with the TRAL internship coordinator via telephone, email, and meetings as necessary to discuss the intern's progress.
4. Provide an orientation and/or training program that will facilitate the smooth integration of the intern into the host's work schedule. Ideally, this will include information about personnel policies and benefits, special licenses that might be required, health and safety considerations, and other pertinent new employee information.
5. Where feasible within the work schedule, allow interns to attend staff meetings, planning activities and related learning opportunities. It is understood that the intern's primary responsibility is to perform the job for which he/she was hired.

6. Review the intern's project proposal and offer constructive comments and guidance. On completion, review the project and comment.
7. Provide a mid-course evaluation, either orally or in writing, as preferred by the supervisor. This should occur midway through the internship.
8. Submit a final written evaluation using any format the supervisor wishes, i.e., host evaluation form, personal letter, other.

How the Internship Program Benefits Students

The internship allows a student to put into practice his/her academic knowledge. A successful internship will help the student:

- Supplement the academic program with meaningful work experience.
- Acquire a realistic career orientation.
- Enhance employment opportunities with the internship organization.
- Discover strengths and weaknesses.
- Gain knowledge and the opportunity to implement it.
- Gain a broad perspective of the field through exposure to a variety of management situations.

Student Requirements for an Internship

Students are eligible for the internship when the following requirements are met:

1. Registered in the College of Forestry with TRAL as a major; students with a TRAL minor may enroll for an internship after receiving permission from the TRAL internship coordinator
2. Completed 135 total credit hours of coursework (including transfer hours)
3. Completed 24 credits of TRAL upper division Core or Option coursework
4. Completed TRAL 270 Pre-Internship with a passing grade (Pass)
5. Have a cumulative minimum 2.0 grade point average
6. Cleared for the internship program by the internship coordinator and student's advisor.

Generally, students should not take in-class courses simultaneously with the internship. Exceptions to this guideline should be discussed with the TRAL internship coordinator

How the Completed Student Internship is Evaluated

The following six assignments and/or actions must be successfully completed:

1. **Job Description.** The intern must provide a complete job description to the Coordinator (see "Job Description Samples" in the Internship Form file).
2. **Progress Reports.** The intern must complete ten weekly reports explaining: accomplishments, issues, progress, and future plans. The Coordinator will provide a progress report template.
3. **Project.** The intern must complete an in-depth project. This project ideally will fit within the flow of the intern's work assignment and, on completion, be a contribution left with the host. The results of this project may take many forms, e.g., audio-visual, written, pictorial, or other. Both the host supervisor and internship coordinator will evaluate it. A project proposal form will be included in the packet of materials provided to the intern. The host supervisor and internship coordinator will approve the project proposal prior to initiation of the project. This project proposal does not have to be completed before the internship commences. Many times, it takes some time in the

internship for both parties to agree on a suitable project. This assignment goes beyond the normally assigned duties, although data collection may occur in conjunction with the intern's regular responsibilities.

4. **Individual Profile.** The intern must write a report on an individual within the host organization who is in a managerial capacity. The purpose of this task is to understand how managerial personnel function in the organization, how they perceive their jobs, their satisfactions and expectations, their personal goals, the professional route that led them to this position, their professional preparation, and related facets of their lives and jobs as these play a role in their present positions.
5. **Final Report.** On completion of the experience, the intern must prepare a final report that summarizes their accomplishments. The report will consist of three sections: Part I - Work Accomplished; Part II- Assessment of Experience; Part III - Recommendations.
 - a. Part I will be a summary overview highlighting major accomplishments and the benefits the host received.
 - b. Part II will explore the student's insights. Potential questions that the student can answer include - what did the student learn, what can the host improve, what generalizations about working for the host can be made, would the student want a long-term position with the host organization? Ideally, this should be a reflective and thoughtful appraisal of the experience, taken as a whole.
 - c. Part III would be recommendations for future students who might undertake a similar internship with this particular host.
6. **Supervisor Evaluations.** The supervisor must evaluate the intern's progress approximately halfway through the program. The supervisor must submit a final written evaluation on completion of the experience. The intern should insure the completion of the evaluations. Hopefully, this evaluation would be appropriate for inclusion in the student's portfolio or placement file.

If a situation arises, either in which the continuation of the internship is detrimental to the student or the host, the internship coordinator will discontinue the internship.