

Central Michigan University
University Recreation
Internship Opportunities Overview

Program Goal

To provide an active opportunity for students to gain exposure and experience in a wide variety of recreation programming, facilities and services opportunities in an university settings. Interns and practicum's will participate in a comprehensive program that ranges from personnel, facility, risk management; fitness/wellness, sports, special event and youth/family programming in addition to departmental orientation and professional development opportunities.

Agency Description/Mission Statement

University Recreation has been serving the university environment since 1961 and the department has been nationally recognized as a leader and innovator in the recreation sports field. Our mission is one that is *“dedicated to providing outstanding recreation, leisure and wellness programs, services and facilities for our students, members, and guests in a safe environment that promotes healthy lifestyles, values diversity and contributes to co-curricular learning and leadership opportunities.”*

Vision Statement- We are a premier recreation provider with a national reputation for excellence.

Service Theme – We create opportunities for health, fitness and fun by providing a clean, safe and friendly environment for everyone.

Position Terms

- Full-time or Part-time positions available year-round.
- No stipend available for internship/practicum. (Possible employment opportunity within department. Employment would be outside the scope of intern/practicum assignment.)
- Hours determined by the hiring supervisor, student and Academic Advisor/Internship Coordinator.
- CPR and First Aid Certification must be obtained prior to the start of internship/practicum. Interns/practicum must be willing to work late evenings and weekend
- Must attend/participate in department's orientation program and workshops.
- Evaluations conducted based upon academic requirements.

Application Process

Once candidates have determined what the internship and practicum requirements for the particular academic major, interested candidates should submit a cover letter indicating which internship position they are interested in, their academic requirements and their career goals are along with a current resume that lists three references. Please submit application materials to: University Recreation Internship Program, University Recreation, SAC 200, Mount Pleasant, MI 48859, or fax materials to (989) 774-7722.

Application Deadlines

The list of application deadlines can be found under each academic partnership.

We invite you to explore our website to learn more about CMU and University Recreation at: www.urec.cmich.edu. Our website will assist you in discovering more about our organization and our commitment to the development of emerging professionals.

For additional information contact Jennifer A. Beck Nottingham, Associate Director, Programs: beck1ja@cmich.edu (989)774-3686 Central Michigan University is an Equal Opportunity/Affirmative Action Employer.

**Academic Partnership with CMU Department of Recreation,
Parks & Leisure Services**
15 to 30 week internship program

Summer Activity Camp/Family Program Intern

Overview of responsibilities:

- Assist in the planning and implementation of recreational summer day camp
- Assist in marketing and promotion of program
- Assist in recruitment, hiring, development and supervision of camp staff
- Assist with other recreation programs or initiatives as assigned
- Attend staff meetings
- Other duties as assigned based upon skill set

Internship Period: January- August (*Preferred*)

Number of Internships Available: 1

Supervisor: Assistant Director, Intramural Sports and Summer Camps

Sports Program Intern

Overview of responsibilities:

- Assist in the planning and implementation of recreational sports programming (Special Community Events, International Sports, Individual/Dual intramural sports)
- Assist in marketing and promotion of program
- Develop and implement evaluation tool(s)
- Assist with the day-to-day operations of club sports program
- Assist with other recreation programs or initiatives as assigned
- Attend staff meetings
- Other duties as assigned based upon skill set

Internship Period: August-May or January- August

Number of Internships Available: 1

Supervisor: Assistant Director, Intramural Sports and Associate Director, Programming

Facilities/Risk Management

Overview of responsibilities:

- Assist in the coordination of Student Activity Center visits for outside groups
- Assist with managing rentals
- Complete the training process for serving as a Student Manager
- Assist in the coordination of safety and crisis training and drills
- Attend staff meetings
- Attend staff meetings
- Other duties as assigned based upon skill set

Internship Period: August-May or January- August

Number of Internships Available: 1

Supervisor: Associate Director, Facility Operations

Other internship portfolios can be created based upon the potential intern skill set and the department's needs.

**Academic Partnership with CMU Department of Recreation,
Parks & Leisure Services**
15 to 30 week internship program

Application Deadlines:

	Traditional Academic Year	Spring/Summer	Fall Semester	Spring Semester	Summer Break
Calendar	August – May	January- August	August - December	January – May	May - August
Length	30 weeks	30 weeks	15 weeks	15 weeks	15 weeks
Application Deadline	July 1 st	Currently, opened until filled	July 1 st	Currently, opened until filled	March 15 th
Start date	August 15th	1 st day of spring semester classes	August 15th	1 st day of spring semester classes	May 1st
Completion date	Last Day of on-campus spring semester	Second week in August	Last Day of on-campus fall semester	Last Day of on-campus spring semester	Second week in August

**Academic Partnership with CMU Department of Physical Education and Sports
Sport Studies/Management Program**

Club Sport Intern

15 week internship program

Overview of responsibilities:

- Enforce the established rules and regulations for program and any facility regulation to club members and spectator;
- Responsible for game day management and supervision
- Serve as liaison between clubs and URec department
- Check club members' eligibility and compliance
- Assist with equipment check-in/out
- Assist in marketing of competitions
- Attend monthly Club Sports Council meetings
- Complete written reports of nightly activities
- Conduct facility safety check for any potential hazards
- Other duties as assigned based upon skill set

Accepting Applications for: Fall Semester (August-December) or Spring Semester (January- May)

Number of Internships Available: 2 to 3 each semester

Supervisor: Associate Director, Programming

Club Sport Supervisor Field Study

45 hours field study

Overview of responsibilities:

- Enforce the established rules and regulations for program and any facility regulation determined by University Recreation to club members and spectator;
- Responsible for practice and game day management/supervision
- Check club member's eligibility
- Attend a monthly Club Sports Council meeting
- Complete all written reports of night's activities
- Conduct facility safety check for any potential hazards
- Other duties as assigned based upon skill set

Accepting Applications for: Fall Semester (August-December) or Spring Semester (January- May)

Number of Internship Available: 2 to 5 each semester

Supervisor: Associate Director, Programming

Application Deadlines:

	Fall Semester	Spring Semester
Calendar	August-December	January -May
Length	12 weeks	12 weeks
Application Deadline	July 1 st	November 15 th
Start Date	First day of classes	First day of classes
Completion Date	Last day of classes	Last day of classes

Academic Partnership with CMU
Herbert H. and Grace A. Dow College of Health Professions
School of Health Sciences

15 week (5 week rotation w/UREc) practicum program

Health Fitness Practicum (HSC 424)

Practical experience with fitness appraisals/exercise prescriptions for adults and staff functions in various campus facilities.

Overview of responsibilities:

- Conduct fitness appraisals/exercise prescriptions for adults.
- Practice the administration of fitness assessments with a URec personal trainer. (Performed in the Fitness Assessment Center)
- Work with the URec personal trainer to view techniques, programming development and the implementation of one-on-one personalized training with a variety of Student Activity Center members.
- Attend (view or participate) 5 group fitness classes and provide a report
- Assist with Fitness/Wellness marketing, planning and implementation of events.
- Attend and assist with the implementation of Wellness/Fitness events. (i.e. Homecoming 5K, Foot Fitness, Health Fairs, etc.)
- Assist with facility operations at the Residential Hall Fitness Centers (Towers and East Area Fitness Center).
- Work within facilities operations to develop a program plan for budget, equipment, staffing and other amenities for areas at the SAC or residential fitness facilities.

Application Process: Practicum must enroll in HSC 424.

Number of Internships Available: 3 to 5 each semester

Supervisor: Assistant Director, Fitness/Wellness

	Fall Semester	Spring Semester
Calendar	August-December	January -May
Length	5 weeks (UREc site location)	5 weeks (UREc site location)
Application Deadline	Must enroll in HSC 424 and work with Health Fitness Internship Coordinator to apply	Must enroll in HSC 424 and work with Health Fitness Internship Coordinator to apply
Start/Completion Date	Scheduled/coordinated and approved by each rotation supervisor	Scheduled/coordinated and approved by each rotation supervisor