



1. Students pursuing an internship **MUST BE REGISTERED FOR INTERNSHIP CREDIT** with Central Michigan University during their off-campus experience.

“As of January, 1984, all recreation internship students must be enrolled in the internship course(s) RPL 320 as agreed to and signed in the *Internship Letter of Agreement* during the internship experience. Any student not registered during the semester(s) they are at a placement site **will be REMOVED from the active intern list**. The student will be required to complete the length of time, paperwork, and other intern requirements at a **later date/semester for which the student IS REGISTERED**. No commitment of intern supervision and responsibility will be provided by the Center for Leisure Services at CMU to a student who is not registered. The verification of enrollment during a future semester will activate the student’s continuation of the internship experience and CMU’s commitment to the student.”

2. Under no circumstances should an intern be employed in any capacity except as a student employee of the agency with which the internship takes place. If the agency has need of a part-time employee and the intern is qualified for such position, it is appropriate for the agency to hire the internship student for that position.
3. Grades of the internship will be recorded as **deferred grades (“Z”)** until the intern has completed their obligation to the agency where internship experience took place and will have all requirements (progress reports, evaluations, paper, etc.) submitted and evaluated by the RPL Department at CMU.
4. Student who need to completed additional course work during the internship for graduation purposes may only take **ONE** university class at a time and only if **APPROVED** by both the supervising agency and the Department of Recreation, Parks, and Leisure Services Administration at Central Michigan University. **Normally this permission will NOT be granted.**