



UNIVERSITY RECREATION

CENTRAL MICHIGAN UNIVERSITY

Internship Opportunities Overview

Program Goal

To provide an active opportunity for students to gain exposure and experience in a wide variety of even and recreation programming, facilities and services opportunities in university settings. Interns and practicums 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 unit's orientation and professional development opportunities.

Agency Description/Mission Statement

University Recreation provides diverse programs, services, and facilities, and builds partnerships to foster the development and enhance the quality of life and experiences of students, faculty, staff, and guests. *We Inspire Engagement.*

University Recreation has been serving the university environment since 1961 and the department had been nationally recognized as a leader and innovator in the recreation sports field.

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.
- Certain positions will be required to obtain CPR, AED, First Aid and/or TIPS Certification during the internship/practicum experience.
- Must attend/participate in unit's orientation program and workshops.
- Evaluations conducted based upon academic requirements.

Application Process

Once candidates have determined the internship and practicum requirements for the particular academic major, interested candidates should submit a URec Intern application (**found on University Recreation Employment webpage**) along with a **current resume that lists three references**. Please submit application materials to:

URec 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.

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

*We invite you to explore our website to learn more about CMU and University at: www.urec.cmich.edu.
Our websites 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, Director, Programs: beck1ja@cmich.edu or (989) 774-3686. Central Michigan University is an Equal Opportunity/Affirmative Action Employer.

Academic Partnership with CMU Department of Recreation, Parks & Leisure Services Administration 15 to 30 week internship program
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Facilities/Event Operation Intern

Overview of responsibilities:

- Assist with facility operations such as arena flips and small event supervision
- Coordinate maintenance and pre-event walkthrough checklists
- Develop facility initiatives such as electronic reports and task sheets
- Compile and review a comprehensive facility operational guide
- Assist with managing rentals
- Assist in the coordination of safety and crisis training and drills
- Attend staff meetings
- Other duties as assigned based upon skill set

Internship Period: August-May or January-August

Number of Internships Available: 1

Supervisor: Director, Facility Operations

Sports Program and Special Events Intern

Overview of responsibilities:

- Assist in the planning and implementation of recreational sports programming (Special Community Events, International Sports, Individual/Dual IM 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, Competitive Sports and Director, Programs and Administration

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

Application Deadlines:

	Traditional Academic Year	Spring/ Summer	Summer/ Fall	Fall Semester	Spring Semester	Summer
Calendar	August-May	January-August	May-January	August-December	January-May	May-August
Length	30 weeks	30 weeks	30 weeks	15 weeks	15 weeks	15 weeks
Application Deadline	July 1 st	November 1 st	April 1 st	July 1 st	November 1 st	April 15 th
Start Date	August 15 th	1 st day of spring semester classes	1 st day of summer schedule	August 15 th	1 st day of spring semester classes	May 1 st
End Date	Last day of on-campus spring semester	Second week of August	Last day of on-campus fall semester	Last day of on-campus fall semester	Last day of on-campus spring semester	Second week of August

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

400-hour internship program

Overview of responsibilities:

- Serve as the primary Club Sports contact for assigned teams- up to 5
- Enforce the established rules and regulations for program and any facility regulation to club members and spectator.
- Foster relationships with individual club teams to improve customer relations
- Responsible for game day management and supervision
- Serve as liaison between clubs and University Recreation
- Conduct audits records of the teams
- 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
- Assist in the planning and implementation of recreational sports programming (Special Community Events, International Sports, Individual/ Dual IM Sports)
- Assist in marketing and promotion of program
- Assist with other recreation programs or initiatives as assigned
- Attend staff meetings
- Other duties as assigned based upon skill set

Accepting Applications for: Fall/Spring Semesters (1 academic year)

Number of Internships Available: Up to 5 per year

Supervisor: Assistant Director, Competitive Sports and Director, Programs and Administration

	Traditional Academic Year
Calendar	August-May
Length	30 weeks
Application Deadline	July 1 st
Start Date	August 15 th
Completion Date	Last day of on-campus spring semester

Event Operation Intern

400-hour internship program

Overview of responsibilities:

- Assist with facility operations such as arena flips and small event supervision
- Coordinate maintenance and pre-event walkthrough checklists
- Develop facility initiatives such as electronic reports and task sheets
- Compile and review a comprehensive facility operational guide
- Attend various staff meetings
- Other duties as assigned based upon skill set

Internship Period: August-December or August-May

Number of Internships Available: 1

Supervisor: Assistant Director of Events Center Operations

	Fall Semester	Spring Semester
Calendar	August-December	January-May
Length	12 weeks	12 weeks
Application Deadline	April 30 th	November 1 st
Start Date	1 st day of classes	1 st day of classes
Completion Date	Last day of classes	Last day of classes

Competitive Sports- 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
- 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 (August-December) or Spring (January-May)

Number of Internships Available: 2 to 3 each semester

Supervisor: Director, Programs and Administration

	Fall Semester	Spring Semester
Calendar	August-December	January-May
Length	12 weeks	12 weeks
Application Deadline	July 1 st	November 1 st
Start Date	1 st day of classes	1 st 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
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Health Fitness Practicum (HSC 424)

15-week (5 week rotation w/ UREC) practicum program

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. (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 or Residence Life Fitness & Wellness Coordinator

	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

Public Health Education & Health Promotion Intern

15-week internship program

Overview of responsibilities:

- Assist in planning and implementation of University Recreation wellness programs
- Assist in marketing and promotion of wellness programs
- Assist in providing wellness services to students
- Collaborating with campus departments and organizations to promote and provide wellness programs throughout campus
- Creating and implementing and analyzing evaluations of wellness programs
- Assist with other University Recreation programs or initiatives as assigned
- Other duties as assigned based upon skill set and program offerings

Number of Internships Available: Up to 2 per semester

Supervisor: Assistant Director, Fitness/ Wellness University Recreation

Functional Supervisor(s): Residence Life Fitness & Wellness Coordinator

	Fall Semester	Spring Semester
Calendar	August-December	January-May
Length	15 weeks	15 weeks
Application Deadline	Health Promotions Internship Coordinator to apply—April 30 th	Health Promotions Internship Coordinator to apply—November 30 th
Start/ Completion Date	Scheduled/ coordinated and approved by each rotation supervisor	Scheduled/ coordinated and approved by each rotation supervisor

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

Academic Partnerships with CMU School of Business Administration

Marketing Intern

The Marketing Intern will have the responsibility to work with all staff members and assist in their areas with income generation for the department and the implementation of programs and promotions. This position will assist and manage marketing and public relations related activities; oversee the production of promotional materials; assist with public relations related material.

Overview of responsibilities:

- Assist with the publicity/ promotions of University Recreation, Events and Conferences
- Assist with Comprehensive Marketing Plan
- Assist in membership recruitment campaigns
- Update social media
- Attend bi-weekly meetings with supervisor as well as department's staff meetings
- This position will assist in maintaining a quality image projected to the public, assist the production room, membership center staff and general program staff in their respective area promotion.

Internship Period: August-December or January-April or May-August

Number of Internships Available: 1

Supervisor: Director, Marketing/ Business

	Fall Semester	Spring Semester	Summer Term
Calendar	August-December	January-May	May- August
Length	15 weeks or 200 hours	15 weeks or 200 hours	15 weeks or 200 hours
Application Deadline	July 1 st	March 1 st	April 1 st
Start Date	August 15 th	January 15 th	May 1 st
Completion Date	December 15 th	April 15 th	August 15 th

Business Intern

The Business Intern will have the responsibility to work with all staff members and assist in their areas with income generation for the department and the implementation of programs and promotions. This position will assist and manage marketing and public relations related activities; oversee the production of promotional materials; assist with public relations related material.

Overview of responsibilities:

- Assist with development and changes to the UREC Annual Report
- Create and develop templates for business functions of UREC
- Assist with budget development and revenue projections for University Recreation, Events & Conference Services, University Events
- Assist with development of new business processes that are compliant with university policies and procedures
- Assist with monthly cost center reconciliations
- Assist with development of internal orders and new general ledger structure
- Assist with special projects as assigned based upon skill set/need.

Internship Period: August- December or January- April or May- August

Number of Internships Available: 1

Supervisor: Assistant Director, Business Ops.

	Fall Semester	Spring Semester	Summer Term
Calendar	August-December	January-May	May-August
Length	15 weeks or 200 hours	15 weeks or 200 hours	15 weeks or 200 hours
Application Deadline	July 1 st	November 1 st	April 1 st
Start Date	August 15 th	January 15 th	May 1 st
Completion Date	December 15 th	April 15 th	August 15 th

Ticket Central Intern

Overview of responsibilities:

- Assist with providing customer service to events that are related to upcoming performances and events.
- Assist with management of Ticket Operators to ensure that they have the most current information about performances and events.
- Responsible for the oversight of night and weekend events for the arts and entertainment venues.
- Assist with monthly cost center responsibilities
- Assist with special projects as assigned based upon skill set/need.

Internship Period: August-December or January- April or May- August

Number of Internships Available: 1

Supervisor: Coordinator of Ticket Central

	Fall Semester	Spring Semester	Summer Term
Calendar	August-December	January-May	May-August
Length	15 weeks or 200 hours	15 weeks or 200 hours	15 weeks or 200 hours
Application Deadline	July 1 st	November 1 st	April 1 st
Start Date	August 15 th	January 15 th	May 1 st
Completion Date	December 15 th	April 15 th	August 15 th

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

<p>Academic Partnership with CMU School of Business Administration – Human Resource Management and/or Graduate Studies - Masters of Science in Administration</p>
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Human Resource Intern

Hours vary based upon academic program

Overview of responsibilities:

- Assist with training of staff (new and returning)
- Assist with recruitment and interviews,
- Assist policy development and implementation,
- Assist with department performance review system

Internship Period: August – December or January – April or May – August

Number of Internships Available: up to 2 per semester

Supervisor: Sr. Assistant Director, Student Personnel/Training and Development

	Fall Semester	Spring Semester	Summer Term
Calendar	August – December	January – May	May – August
Length	15 weeks	15 weeks	15 weeks
Application Deadline	July 1 st	November 1 st	April 1 st
Start Date	August 15 th	January 15 th	May 1 st
Completion Date	December 15 th	April 15 th	August 15 th