**SAMPLE EMPLOYER LETTER**

**(Letter must be written on company letterhead)**

**\*For all bolded, underlined phrases please replace with specific information\***

**Date**

Should you have any questions or concerns throughout the semester, please contact:

Jake Benfield, Ph.D., Recreation, Park, and Tourism Managment Faculty Internship Supervisor: [jab908@psu.edu](mailto:jab908@psu.edu)

Career and Professional Development: internships-ab@psu.edu

**Student Name**

**Student ID#**

Dear Dr. Benfield & CPD Staff:

This letter serves as official notice that we have offered **Student Name** an internship position for the **Fall/Spring/Summer Year** semester. The position will be structured to accommodate receiving 12 credits. The internship will begin on **date** and end on **date**, totaling 480 hours.

Duties will focus on the following: (List all Recreation, Park, and Tourism Management - related activities and learning objectives in bulleted format)

**Job Duty #1 & Learning Objective(s)**

**Job Duties #2 & Learning Objective(s)**

**Job Duties #3, 4, etc. & Learning Objectives**

If you have any questions pertaining to the internship position, please do not hesitate to contact me at **employer phone number and/or email address**.

By signing here, I also certify that I am not a parent or guardian of this student intern.

Sincerely,

**Supervisor’s PHYSICAL signature**

**Supervisor’s Name**

**Title**

**E-Mail**

**Phone**

**Recreation, Park, and Tourism Management (RPTM) Program**

**Goals & Learning Objectives**

**Reference Sheet Only – Not to be included with employer letter**

 (This page is used for reference of what the student should be learning during the internship. Please consider these learning objectives when listing the duties on Page 1)

**Content Knowledge and Application**

* Demonstrate knowledge of the fundamental concepts in RPTM including social & behavioral science models, leadership, programming, facility design & management, evaluation, inclusion of diverse populations, marketing, and operations & strategic management.
* Demonstrate an understanding of the roles and significance of leisure and recreation in past and present societies.

**Effective Communication (Writing and Speaking)**

* Demonstrate effective oral and written communication skills through writing and public speaking in a manner that conveys professional competence and technical expertise.
* Demonstrate their understanding of marketing principles useful to designing and selling recreation experiences and the ability to apply marketing principles to the development of effective marketing strategies and tactics.

**Critical Thinking and Analytical Skills**

* Apply critical thinking, analytical, and deductive reasoning skills to evaluate and synthesize information from diverse sources and to make appropriate decisions and/or take appropriate action.
* Develop strategic management decisions for non-profit and for-profit recreation/tourism organizations grounded in the analysis of market, financial, legal, and political environment.

**Management**

* Use leadership and management skills to design, implement, and evaluate an initiative.
* Demonstrate an understanding of the societal, definitional, and theoretical contexts of recreation/leisure service leadership and group facilitation by demonstrating effective group leadership and interpersonal communication.
* Work collaboratively to design, promote, implement, and evaluate a special event that will benefit participants and the sponsoring agency of the event.

**Professionalism, Ethics, and Inclusion**

* Demonstrate a consistent ability to work autonomously in a professional manner and manage complex ethical and professional issues in accordance with current professional and/ or ethical codes of practice.

**RPTM Program Level Assessment:**

**Community Recreation and Commercial Recreation Program Descriptions and Program Goals**

**Reference Sheet Only – Not to be included with employer letter**

**Program Description**

The program prepares students for supervisory and administrative positions with park systems, environmental centers, commercial recreation and tourism agencies, golf courses, hospitals and assisted living facilities, private voluntary agencies, schools and colleges, and other commercial, nonprofit, and public organizations that provide recreation and leisure services. The program combines a broad educational foundation with specific courses designed to accommodate career interests in recreation, park, and tourism management. The program helps students gain the theoretical, managerial, technical, and experiential skills they need to become the next generation of leaders in the field. Additionally, students obtain real-world experience through our internship experiences.

**Commercial Recreation and Tourism Management Option**

This option focuses on management in the private/commercial, non-profit, and public sectors of recreation/leisure services. The private/commercial focus will be of interest to students seeking careers in a variety of commercial settings such as resorts; theme parks, convention centers; sports and fitness facilities, including arenas and stadiums; tourism promotion/planning agencies; and employee recreation departments within corporations. This focus will also appeal to students wishing to become entrepreneurs.

**Community Recreation Management Option**

For those interested in the community, public, or non-profit sectors for positions within municipal, state, and federal government agencies; recreation divisions of the armed services; YMCA agencies; United Way agencies; scouting organizations; university-affiliated units such as student unions, intramural and alumni services; and other non-profit organizations.

For the B.S. degree in Recreation, Park, and Tourism Management, a minimum of 120 credits is required.