



# Template for a Camp-Initiated Field-Experience Manual

One thing that most university programs find useful is an Internship (Practicum or Independent Study) Manual prepared by a camp, which can be shared with the student and their faculty advisor. By creating this type of resource camps are demonstrating their readiness to work with interns (or practicum or independent study students) and their commitment to helping students achieve their academic goals while working in the field. While not all camps will include all the information suggested in this document, having a coherent set of written materials will be beneficial to all involved.

## WHAT TO INCLUDE IN A CAMP-BASED INTERNSHIP/PRACTICUM/INDEPENDENT STUDY MANUAL

### 1. Basic camp information

- a. Mission, vision, values, goals, history
- b. Clientele served
- c. Location, facilities, program areas

### 2. Types of positions/experiences available

- a. Internship
- b. Practicum
- c. Independent study

### 3. Job descriptions for each type of position (experience) offered (a camp may have multiple position descriptions depending upon the types of students being recruited/retained)

### 4. Identify the number of weeks and total hours available for the experience

*Note: Most university programs will not allow overnight/sleeping hours to count toward the required course hours  
Most universities will allow pre- and post-camp experiences and tasks to count toward the required course hours (e.g., camp set-up/ take-down, staff training)*

### 5. On-site supervisor(s) credentials, experience in the field (a resumé often suffices)

### 6. Identify potential special/capstone project ideas

- a. Must be significant
- b. Student-created, led, developed, evaluated
- c. Can be programmatic, administrative, facilities-based
- d. Should benefit the camp

## VALUE-ADDED ELEMENTS TO A FIELD-BASED EXPERIENCE

### 1. Offer professional trainings and certifications

### 2. Help students translate camp experience to resume

### 3. Provide resume workshops at camp

### 4. Heavily train (and emphasize) the 21st-century skills (creativity, collaboration, communication, critical thinking, adaptability)

### 5. Cover costs of some or all academic credits in which students are enrolled (offer a partial scholarship)

## PARTIAL LIST OF MAJORS TO TARGET WHEN RECRUITING COLLEGE STAFF AND PROVIDING FIELD EXPERIENCES

- Adaptive sports • Business • Child life • Communication • Construction management • Counseling • Dance
- Education (K–12) • Environmental education • Grounds management • Hospitality management • Marketing
- Music • Medical disciplines • Nursing • Outdoor leadership • Parks and recreation • Psychology • Science education
- Sociology • Special education • Sports management • Sports studies • Social work • Theatre
- Therapeutic recreation/recreational therapy • Videography/film making