

DEPARTMENT OF RECREATION AND PARK ADMINISTRATION

REC 463

INITIAL REPORT

Instructions: To be completed and signed by the student and the agency supervisor and mailed or faxed to the department supervisor. The following is a guide for writing the initial report.

1. Basic information to be completed in list form: (Upper Left) student's name, student's complete residential address while doing practicum, student's residential phone number while doing practicum; (Upper Right) complete address of practicum agency, name of agency supervisor, complete phone number of agency supervisor.
2. Agency Structure: write a descriptive paragraph on the agency including organizational purpose, hierarchy of authority, and clientele served either through programming or services, and a paragraph on the community/locale where the agency is located.
3. Orientation/work schedule: write a descriptive paragraph on agency orientation procedures, pre-service training, and anticipated expectations and duties as a practicum student.
4. Comments, problems, requests, questions, etc.: write a critique of initial exposure to learning situations. This should include an analysis of the work environment and any personal reflections on adjusting to this environment.
5. Appendices: The student is required to append information to this report such as organizational charts, schedules of work, listings of immediate objectives, policies and procedures, etc.
6. Provide places for signatures of the student, the agency supervisor, and the department supervisor on the last page of the report. Reports are to be signed by the student and the agency supervisor before being mailed to the department supervisor. **Agency supervisors are encouraged to make written comments on reports.**
7. INITIAL REPORT IS TO BE WRITTEN IN NARRATIVE STYLE AND TYPED OR WORD PROCESSED.

