The internship experience may be a substitute for the capstone experience or taken in addition to the capstone classes. Only exceptional students, who will represent Western in a positive light, will be given the opportunity to do an internship. These students must seek excellent internship sites that will provide added opportunities for their careers.

The faculty of the ROE Program meet to consider internship applications approximately two weeks prior to registration for a given semester. This allows students who do not receive permission to do an internship to register for the necessary classes. A Student’s proposed internship may be denied due to an incomplete application and/or due to a poor fit to the internship site. All decisions by the committee are final. Those students not chosen to complete an internship MUST complete ROE 490 and ROE 491 as their capstone experience.

The following materials are **required** in the application:

- Letter of application (including time of proposed internship)
- Current résumé
- Transcripts (Western and transfer, if any) – GPA will be a consideration
- Information about the proposed internship site
- Complete internship description (including hours/week or percentage of time in various job duties). Do not make any commitments to the people at the internship site until you have been approved for an internship.
- Updated General Studies Evaluation Form
- Updated ROE Program Evaluation Form
- Completed Appendix A forms showing completion of 600 hours of recreation related work experience (minimum of two approved sources).

Applicants may also include letters of recommendation or other materials they believe will increase their opportunities for receiving permission to complete the proposed internship.

**Due Date**
Registration must be completed one month prior to the start of the internship.