

FORM A

**Pre-Internship Verification of Hours Form**

**Instructions:** The Department of Recreation, Parks & Tourism Administration requires that all students complete 600 hours of volunteer or paid work related to the recreation field before they begin their internship experience. The student listed below has indicated that a portion or all of his/her experience took place at your agency.

Please verify the information shown in the box below and return this form to us. Feel free to make corrections as needed and any comments you wish to share with the student's major advisor or our department Internship Coordinator.

**Site Information** *(completed by student)*

NAME: \_\_\_\_\_ CSUS ID# \_\_\_\_\_

AGENCY: \_\_\_\_\_

Description of Duties: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Dates: From \_\_\_\_\_ to \_\_\_\_\_

Status:  Paid     Volunteer     Both

Total Hours: \_\_\_\_\_

**Verification** *(completed by agency/organization staff member)*

The information detailed above is correct to the best of my knowledge

YES     NO    ➔ If no, the information above should be corrected as follows:

\_\_\_\_\_

\_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_