

NPL 4900  
Preceptorship/Internship Manual  
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NPL 4900 – Internship/Preceptorship is one of the most important aspects of the Non-Profit Leadership program at Clemson University. Each student is required to complete the internship/preceptorship (a 120 hour, 3-credit experience) with an approved professional nonprofit organization. Students must complete NPL 3000 and receive approval from the instructor to be eligible to enroll in NPL 4900.

Internships/preceptorships provide valuable experiential learning that serves as a bridge between the NPL classes and the professional world. This class provides students with the opportunity to gain hands-on learning and apply knowledge gained through other coursework to real world experiences. The professional growth of the student is enhanced when the internship is comprehensive in nature and allows the student to be involved in a variety of operational functions within the organization. It is essential to keep an open line of communication between the student, the organizational supervisor, and the instructor.

This manual is designed to provide guidance to the student and the cooperating organization prior to and during the internship/preceptorship. It contains all relevant information pertaining to policies, procedures, responsibilities, evaluations, and requirements for the class.

*Purpose of the internship/preceptorship:*

The purpose of NPL 4900 is to provide students with the opportunity to gain hands-on experience in an environment in which learning about non-profit operations and management is the chief objective. Under the guidance of a qualified professional supervisor, the student will apply theories, concepts, philosophies, and techniques acquired in the classroom. To maximize the

professional development, the internship/preceptorship should encompass as many operational and management aspects of the organization as possible.

*Objectives of the Preceptorship:*

1. To provide the students the opportunity to apply classroom theories, concepts, philosophies, and techniques to “real world” situations and to gain experience in a variety of leadership and administrative functions within the non-profit field.
2. To foster greater understanding and appreciation of roles, duties, and responsibilities of professionals in the non-profit field.
3. To allow the student to identify strengths and weaknesses in professional behavior which may be developed and/or corrected before seeking permanent, full-time employment in the field.
4. To provide the student with the opportunity to define career goals and/or determine future education needs and goals.

*What to look for in an internship/preceptorship agency and experience:*

Students must secure their own internship/preceptorship for NPL 4900 and will not simply be placed in an organization. It is important that students spend their time interning in an organization that aligns with their interests and passions. Making initial contact with nonprofit organizations and inquiring about positions and interviewing is an important professional growth experience.

Students may find an organization on their own or may consult the NPL resource list posted on the PRTM/NPL website. This list includes the mission statement and contact information for nonprofits in the surrounding areas who have hosted students in the past or requested to join the list. The instructor for the course can also provide guidance in finding organizations.

When looking for an organization, students should find one that offers a comprehensive experience that will allow them to learn about the management and operational aspects of nonprofits. This includes fundraising, special event planning, donor relations, volunteer recruitment/organization, board operations, marketing and public relations, and goal/mission/program development to name a few. Internships/preceptorships may be paid or unpaid.

Once a placement has been secured, the student will complete the application form and return it to the instructor by email. Upon approval, a registration override will be provided for the student to enroll in the course.

### *Course Policies*

#### *Eligibility:*

To be eligible to enroll in NPL 4900, students must meet the following requirements:

Completed NPL 3000

Minimum of 2.0 GPA

#### *Enrollment restrictions:*

Internship/preceptorships cannot begin until the signed application is complete and the student has registered for the course.

NPL 4900 follows all University guidelines and policies (i.e. Honor Code, payment of Tuition, etc.)

For liability reasons, University policy explicitly states that students must be enrolled in the course during the semester in which the hours for the internship/preceptorship work for the course is being completed. This means that a student may not complete internship/preceptorship hours over the summer and enroll in the class for credit in another semester. There are no exceptions to this policy.

#### *Duration:*

NPL 4900 requires students to work 120 hours with an approved professional non-profit organization during the semester in which they are enrolled in the class.

#### *Grading:*

NPL 4900 is graded on a Pass/ Fail basis. All assignments, hour requirements, and commitments to the cooperating agency must be completed to receive credit for the course.

#### *Assignments:*

1. Students will be required to attend a zoom meeting with the instructor at the start of the semester to go over policies, procedures, and expectations.
2. A weekly time sheet is required to keep track of hours worked each week and roles/jobs performed. These will be signed by the cooperating supervisor on a bi-weekly basis.
3. To foster reflection, which is a valuable part of experiential learning, students will complete 3 reflection assignments throughout the semester.
4. A final video will be submitted at the end of the internship to allow students to reflect on their learning and career goals.
5. An applied project from the internship/preceptorship. This will be something students were tasked with during their internship/preceptorship that can be included in a job portfolio (e.g. – the planning documents for an event the student helped organize and operate, a grant the student researched and helped the organization apply for, revisions to policies and procedures for onboarding of volunteers, social media or website design, newsletters, etc.)

*Responsibilities of the Student:*

1. Secure an internship/preceptorship with an approved professional non-profit organization.
2. Complete the application form and submit it to the NPL instructor for the course.
3. Read the manual and reach out to the instructor with any questions.
4. Complete all assignments for the course including weekly time sheets, reflections, video, and applied project.
5. Display professional behavior in appearance, communication, and work habits including:
  - a. Dress appropriately for your organization. If you aren't sure what professional attire looks like for your specific work environment, speak with your supervisor before reporting the first day.
  - b. Report to work, meetings, and appointments promptly.
  - c. Carry out all assigned tasks and duties to the best of your ability.
  - d. Maintain confidentiality

- e. Always communicate with your instructor. If issues arise, bring them to their attention immediately.
- f. Keep up with the required work hours.
- g. Communicate with your supervisor—ask questions!!
- h. In the event of an illness or emergency, notify your supervisor and instructor of the situation and possible absence ASAP.
- i. Submit all work on time.

*Cooperating Organization Responsibilities:*

1. Complete and sign the relevant sections of the application.
2. Meet with the student at the start of the internship/preceptorship to develop a plan/schedule for working the required 120 hours.
3. Discuss professional attire and policies within the organization.
4. Provide the student with a thorough orientation of the organization, including:
  - a. Policies and procedures
  - b. Staff and clientele
  - c. Expectations
5. Meet with the student on a regular basis to evaluate progress, discuss problems or areas for improvement, answer questions, and offer feedback.
6. To ensure a well-rounded experience, provide the student with comprehensive exposure to as many aspects of the organization as possible.
7. Stay in contact with the instructor and notify them immediately of any problem with the student.
8. Submit evaluations at the end of the experience to the course instructor.
9. Offer feedback to the instructor on how the internship process could be improved.
10. Provide an opportunity for the student to take on a role/job that will allow them to create something that can serve as an applied project (something they could include in a portfolio – e.g. - the planning documents for an event the student helped organize and operate, a grant the student researched and helped the organization apply for, revisions to policies and procedures for onboarding of volunteers, social media or website design, newsletters, etc.).

*Department Responsibilities:*

1. Provide the Supervisor with all relevant information relating to the course policies, assignments, objectives, and expectations.

2. Maintain an open line of communication with the student and organization during the internship.
3. If time and budget allow, arrange for visits to the organization while the student is working.
4. Remove a student from an organization if a situation arises in which continuation of the internship is detrimental to the student and/or organization.
5. Maintain strict confidence in all matters relating to the student and organization.
6. Assign final grades (P/NP) at the conclusion of the semester.