

**University of Florida  
Department of Tourism, Recreation and Sport Management  
LEI 3921**

**Agency Sign-Up Approval Form**

**Student Information:**

**Name** \_\_\_\_\_

**Telephone Number** \_\_\_\_\_

**E-mail** \_\_\_\_\_

**Student I.D. Number** \_\_\_\_\_

**Emphasis Area** \_\_\_\_\_

**Agency Information:**

**Name** \_\_\_\_\_

**Address\*** \_\_\_\_\_  
Include Zip, etc

**Telephone Number** \_\_\_\_\_

**Fax Number** \_\_\_\_\_

**Supervisor's Name** \_\_\_\_\_

**Supervisor's E-mail** \_\_\_\_\_

**Most convenient time to reach the supervisor:**

\_\_\_\_\_

**On reverse side, report agreed-upon work schedule and weekly responsibilities.**

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Agreed-upon work schedule:**

Days \_\_\_\_\_ Time \_\_\_\_\_

Total hours per week \_\_\_\_\_

**General Duties (ask agency supervisor to complete with you):**

Week 1 \_\_\_\_\_

Week 2 \_\_\_\_\_

Week 3 \_\_\_\_\_

Week 4 \_\_\_\_\_

Week 5 \_\_\_\_\_

Week 6 \_\_\_\_\_

Week 7 \_\_\_\_\_

Week 8 \_\_\_\_\_

Week 9 \_\_\_\_\_

Week 10 \_\_\_\_\_

Week 11 \_\_\_\_\_

Week 12 \_\_\_\_\_

Week 13 \_\_\_\_\_

Week 14 \_\_\_\_\_

Week 15 \_\_\_\_\_

***\*Final evaluations should be mailed by your supervisor in a sealed envelope no later than the last day of class.***