Progress reports should be formatted with the following information at the top of page one:

Student Name
Name of Agency
Report #____
Date

Individual documents should be scanned together as one document, when possible, to create the Internship Progress Report and uploaded to the appropriate ICON Course Assignment prior to the deadline.


2. **Written Essay: Agency Culture**. Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.
   
   Discuss client demographics with your client/customer/patient/patron demographics. Provide a profile of individuals served by your organization – age, gender, disability, culture, etc. In what ways have changing demographics influenced your agency? Describe the culture of the agency and its surrounding community.

3. **Portfolio: Case Study**. Document the TR process (APIE) with an individual being served at your agency. Please discuss this with your agency supervisor and use a pseudonym to maintain the individual’s privacy. The case study should describe all of the following applications of the TR process as utilized or applied to the case history of an individual or client. The following materials should be included:
   
   a. **Title**. Include a descriptive title, submission date, and intern name.

   b. **Biographical and demographic information**. Begin the case study with the biographical and demographic facts. These facts should include client pseudonym or other mock identification, age, gender, diagnosis or type of disability, any relevant medications and their implications, type of program (cultural, athletic, leisure, etc. how many hours per week, per month, etc.), type of setting within the program (small group, large group, inclusive, etc.) and any other pertinent program information.

   c. **Case Content**: The content of the case study should include enough information to clearly trace the therapeutic recreation process.

      i. **Assessment**. The assessment should align with the agency’s assessment or interns can choose/create their own, when appropriate.

      ii. **Planning**. Interns should write 2 - 3 goals for the participant and 1 - 3 objectives for each goal. Goals should be written as broad statement of intent with objectives specifying the performance, condition, and criteria needed to make the goal measurable. Include a treatment plan, clarifying the type of TR services you will provide to the client to enact the goals and objectives.

      iii. **Implementation**. The implementation portion should include at least two S.O.A.P. notes.

      iv. **Evaluation**. Describe the evaluation process. Include a continuation or discharge plan that address all goals and objectives.

4. **Agency Supervisor’s Evaluation of Intern’s Progress (found on pg. 25)**. Agency supervisor completes and discusses with intern prior to submission. Be sure that both parties have signed the document before submitting.