



Undergraduate Internship Manual

Therapeutic Recreation Program
*Therapeutic Recreation
Internships*

TR:4190 Pre-internship Seminar.....Fall and Spring
TR:4191 Internship I..... Fall, Spring, Summer

Table of Contents

Introduction1

Purpose of Undergraduate Internship Program

Therapeutic Recreation Program

Mission1

Part I: Guidelines

TR:4190 Pre-internship Seminar 3
Prerequisite Courses and Other Credentials 3
Requirements 3
Pre-internship Volunteer and Paid Work Experiences 3
Internship Searches..... 4
Eligibility of Agency for Internship 4
Deadlines, Internship Approval & Graduation Application 4

Part II: TR:4191 Internship I

Course Description 6
Semester Hours Credit 6
NCTRC Criteria 6
Internship Coordinator and University Supervisors.....7
Sequencing of Internship 7
Internship Objectives 7
Required Resources 8
Written Reports and Assignments 8
Evaluations..... 9
Grading 9
Policy on Academic, Professional, and Ethical Misconduct 9
Student Complaints Concerning Faculty Actions 9
Infectious Diseases Immunizations 10
OSHA Standards 10
Fall, Spring, and Summer Internships..... 11
Withdrawal of Internship Supervision 11
Responsibilities of the Intern, University, and Agency 11
Risk Management 13
Compensation and Benefits 14
Institutional Affiliation Agreements 14
Student Preparation for Approved Internship 15
Deadlines during Internship 15

Part III: Checklists and Forms

Pre-internship

Student Internship Process	16
Pre-internship Experience Verification Form	17
Academic Eligibility for Internship Form	18
Student Request for Approval of Internship Position	20
Agency Acceptance of Intern	22

Internship Assignments and Reports

Internship ICON Site.....	24
Schedule of Assignments and Evaluations	25
Internship Progress Reports and Evaluations	
Agency Supervisor’s Evaluation of Intern’s Progress	26
Report #1.....	27
Report #2.....	28
Report #3.....	29
Mid-Semester Report.....	30
Agency Supervisor’s Mid-Semester Evaluation.....	31
Report #4.....	33
Report #5.....	34
Final Report.....	35
Agency Supervisor’s Final Evaluation	36
Agency Evaluation of Intern’s Project	37
Internship Portfolio.....	40
Intern’s Evaluation of Agency	41

Introduction

This manual is the course handbook for the undergraduate student interns in the Therapeutic Recreation Program at The University of Iowa. This publication is a resource for undergraduate students, potential supervising agencies, and review bodies who have interest in the undergraduate internship program.

This manual describes the purpose of the undergraduate internship program as well as its mission. Additional policies and procedures related to the internship program are listed including responsibilities of the intern, the agency, and the program, guidelines for approval of internships, deadlines, and official forms.

This manual is in effect for undergraduate students who expect to complete internships for academic credit during the spring or summer academic sessions.

Purpose of Undergraduate Internship Program

The undergraduate internship program and its academic courses are designed to provide a learning environment outside the classroom for the transfer of concepts, principles, theories and models learned by the student to the professional practice setting. While meeting the academic needs of the student, the internship program also establishes a closer relationship with agencies and practitioners, provides a conduit for the exchange of contemporary thinking and insights among the faculty, students, and practitioners, and provides service to the community. In doing so, the internship program complements the mission of the Therapeutic Recreation Program, the College of Liberal Arts and Sciences, and The University of Iowa.

Therapeutic Recreation Program

Mission

The Therapeutic Recreation Program has the closely related missions of:

- Providing effective undergraduate teaching for both majors and non-majors
- Providing premier graduate programs
- Providing national and international leadership in research and knowledge dissemination
- Making a strong contribution to the overall liberal arts mission of the College of Liberal Arts and Sciences

In pursuing the interdisciplinary study of personal and cultural behaviors related to health, leisure, and sport that enhance quality of life, we advocate individual responsibility, effective organizational policy, and transformative social action that promote healthy environments and patterns of living.

The program capitalizes on its diversity in areas of study, which focus on people with disabilities and older adults.

All students who complete their major earn a Bachelor of Science in Therapeutic Recreation from the College of Liberal Arts and Sciences.

The primary aim of the Therapeutic Recreation Program is to prepare undergraduate students for entry level positions in recreation services by improving or maintaining physical, mental, emotional, and/or social functioning in order to assist individuals in independent leisure lifestyles. Graduates serve persons with physical, mental, or emotional disabilities; persons with intellectual disabilities; individuals who are incarcerated; persons who are chemically dependent or are socially disadvantaged; as well as older adults. Completion of the degree program satisfies eligibility requirements necessary to take the National Therapeutic Recreation Certification Examination administered by the National Council on Therapeutic Recreation Certification. Students are selectively admitted to the Therapeutic Recreation Program. Therapeutic Recreation students are required to complete a 12-semester hour internship.

Part I: Guidelines

TR:4190 Pre-internship Seminar

This course is offered fall and spring semesters. Since many agencies have highly competitive internships and application deadlines at least six months before the internship starting date, students should plan accordingly. Pre-internship Seminar must be taken at least one semester prior to the semester of the internship and it is advised that students take the course two semesters in advance.

Prerequisite Courses and Other Credentials

To qualify for an internship, the student must meet all requirements stated in the Undergraduate Internship Manual edition that applies to the academic session in which the student will take the internship. Failure to meet all requirements will result in postponement of the internship for at least one academic session until all requirements are met.

Requirements

- Overall GPA of at least 2.00
- Major GPA of at least 2.00
- Completion of all Therapeutic Recreation Foundation Courses
- Completion of all Therapeutic Recreation Elective Courses
- Completion of 169:190 Pre-Internship Seminar
- Verification of at least 200 hours of volunteer or paid work experience in student's emphasis area
- For specific criteria on and distribution of volunteer or paid work experiences see the section, Pre- Internship Volunteer and Paid Work Experiences below
- Evidence of certification in CPR and First Aid at the Community and First Aid Safety Level that will extend through the internship. If certification is scheduled to expire prior to or during the internship, the student must be recertified before he or she begins the internship
- Student submits all required forms by stated deadline dates
- Adherence to the procedures and policies stated in this Manual
- Approval of internship by Internship Coordinator and appropriate faculty
- While not a mandatory requirement, infectious disease immunizations including completion of the Hepatitis B Immunization Series is strongly encouraged. For further information about immunizations see the section, Infectious Disease Immunizations, in this Manual

Pre-internship Volunteer and Paid Work Experiences (UPDATED FALL 2020)

Students must have verified a minimum of 200 hours (and suggested hours of up to 400+) of paid or voluntary experiences with individuals with disabilities prior to the stated pre-internship deadline. It is required that the student have experience in at least three different settings, with at least three different population groups. It is also advised, but not currently required, that at least one experience must be in a clinical setting where direct health care services are provided. Examples of clinical settings are hospitals, long- term care facilities, rehabilitation centers, and nursing homes.

Only volunteer and work experiences since high school graduation may be used to fulfill this requirement and at least 100 of the total 200 hours must be completed after the student has been admitted to the Program.

Each paid or voluntary experience must be verified and approved by the Internship Coordinator and by the individual that supervised the student during the volunteer or work experience. A Pre-internship Experience Verification Form should be completed for each experience. Please see the Policy on Therapeutic Recreation Pre-Internship Experience Hours located on the Therapeutic Recreation Internship Website for more information.

Students should have the form completed at the end of each experience and promptly submit it to the Internship Coordinator for review and signature. The Pre-internship Experience Verification Forms will be part of each student's internship file and should be uploaded to the TR Majors ICON site.

Internship Searches

The student is responsible for identifying and securing an appropriate internship. The prerequisite course TR:4190 Pre-Internship Seminar, addresses strategies for internship searches. Since internships are awarded on a competitive basis and are available to students throughout the country, plans must be made carefully and applications submitted early. Students should make alternative plans in case they do not qualify for or do not secure their first choice. The Therapeutic Recreation Program does not guarantee placement of an internship position.

Students are not limited to but are encouraged to pursue internships with agencies that have existing affiliation agreements with The University of Iowa.

Eligibility of Agency for Internship

For each individual student, the faculty determines the eligibility of an internship. In addition, previous approval of an internship agency for a former intern does not insure approval of the internship for the student applicant. The following factors are considered when determining internship approval:

- Intern responsibilities provide sufficient opportunity to apply foundation and emphasis area coursework to the practice setting
- The Agency Supervisor holds current certification with NCTRC and is employed by the agency at least 30 hours per week for responsibilities in Therapeutic Recreation
- The Agency Supervisor has a minimum of one year of professional experience as a CTRS
- Agency presents the student with an opportunity to experience all aspects of the TR process as described by NCTRC

The Internship Coordinator will notify the student of the approval or denial of the internship.

Deadlines for Internship Approval and Graduation Application

Program and University deadlines are set so that institutional resources can facilitate the student's success as an intern and graduate. The deadlines related to applying for the internship and for graduation follow. In addition, students should refer to the steps outlined in this Manual in the section, "Checklist for Internship".

Failure to meet the deadlines will result in postponement of the internship by at least one semester. Students who experience extended personal or family illness or other extenuating circumstances that prohibit meeting the deadlines may write a letter of appeal to the Undergraduate Curriculum Committee in the Therapeutic Recreation Program and ask the Committee to approve a deadline

extension. No other deadline exceptions will be considered.

Deadlines for Spring Internships and May Degree Candidates

October

- Communicate with Internship Coordinator concerning Student Request for Approval of Internship Position (see form, page 19)

November

- First Monday in November
 - Deadline to submit completed form, Academic Eligibility for Internship, and necessary attachments (see form, page 17) to Internship Coordinator
 - Deadline to submit completed form, Student Request for Approval of Internship Position (see form, page 19) to Internship Coordinator
- Third Monday in November
 - Deadline to submit form, Agency Acceptance of Intern (see form, page 21); copies of First Aid and CPR certifications
- Register for TR:4191 Internship I for 12 semester hours credit through academic advisor and ICON (see UI academic calendar for exact dates)

December

- Monday of Week 16/Finals Week – *HARD DEADLINE WITH NO EXCEPTIONS*
 - Deadline to submit all Pre-Internship Experience Hours Forms (see form, page 17)
- Attend mandatory orientation (date TBA by Internship Coordinator)

May Degree Candidates

- March Deadline: Submit Application for Graduation to Graduation Analysis, Registrar's Office, 1 Jessup Hall (see UI academic calendar for exact date)

Deadlines for Summer Internships and July Degree Candidates

March

- Communicate with Internship Coordinator concerning Student Request for Approval of Internship Position (see form, page 19)
- Register for TR:4191 Internship I for 12 semester hours credit through academic advisor and ICON (see UI academic calendar for exact dates)

April

- First Monday in April
 - Deadline to submit completed form, Academic Eligibility for Internship, and necessary attachments (see form, page 17) to Internship Coordinator
 - Deadline to submit completed form, Student Request for Approval of Internship Position (see form, page 19) to Internship Coordinator
- Third Monday in April
 - Deadline to submit form, Agency Acceptance of Intern (see form, page 21); copies of First Aid and CPR certifications

May

- Monday of Week 16/Finals Week - *HARD DEADLINE WITH NO EXCEPTIONS*
 - Deadline to submit all Pre-Internship Experience Hours Forms (see form, page 17)
- Attend mandatory orientation (date TBA by Internship Coordinator)

July Degree Candidates

- June Deadline: Submit Application for Graduation to Graduation Analysis, Registrar's Office, 1 Jessup Hall (see UI academic calendar for exact date)

Deadlines for Fall Internships and December Degree Candidates

April

- Communicate with Internship Coordinator concerning Student Request for Approval of Internship Position (see form, page 19)
- Register for TR:4191 Internship I for 12 semester hours credit through academic advisor and ICON (see UI academic calendar for exact dates)

May

- First Monday in May
 - Deadline to submit completed form, Academic Eligibility for Internship, and necessary attachments (see form, page 17) to Internship Coordinator
 - Deadline to submit completed form, Student Request for Approval of Internship Position (see form, page 19) to Internship Coordinator
- Monday of Spring Semester Week 16/Finals Week
 - Monday of Week 16: Deadline to submit form, Agency Acceptance of Intern (see form, page 21); copies of First Aid and CPR certifications
- Attend mandatory orientation (date TBA by Internship Coordinator)

July

- Monday of Summer Semester Week 12/Finals Week: Deadline to submit all Pre-Internship Experience Hours Forms (see form, page 17) - *HARD DEADLINE WITH NO EXCEPTIONS*

December Degree Candidates

- October Deadline: Submit Application for Graduation to Graduation Analysis, Registrar's Office, 1 Jessup Hall (see UI academic calendar for exact date)

Part II: TR:4191 Internship I

Course Description

Internship is an active service learning course designed to apply theory, concepts, models and technical/clinical skills in the professional practice setting. The internship course is usually taken during the final semester of undergraduate study in the major. The setting for the course is an agency under the close supervision of professionals who are both credentialed and practice in the student's emphasis area of study. The Agency Supervisor evaluates the Intern from the practice perspective and the University Supervisor evaluates the Intern from the academic perspective.

Successful completion of this course can help prepare a candidate for professional certification exams such as Certified Therapeutic Recreation Specialist (CTRS).

Semester Hours Credit

4169:191 Internship I is offered to eligible students for a minimum of 12 semester hours, requiring at least 14 consecutive weeks or 560 contact hours.

Tuition fees for TR:4191 Internship I are based on the College of Liberal Arts and Sciences undergraduate tuition fee schedule as established by the Iowa Board of Regents.

NCTRC Criteria

In order to satisfy NCTRC criteria, Therapeutic Recreation internships must be at least 14 consecutive weeks in length. Vacations and other release time may not occur during the 14 consecutive week period. Therapeutic Recreation students are encouraged to review guidelines for certification by the NCTRC at their website, www.nctrc.org.

Internship Coordinator and University Supervisors

Internship Coordinator

Adrienne Johnson
Internship Coordinator
318 Field House
The University of Iowa
Iowa City, IA 52242

Phone: (319) 335-3630
Fax: (319) 335-2439
adrienne-johnson@uiowa.edu

University Supervisors

University Supervisors are appointed on a semester by semester basis. Students and agency supervisors are informed of university supervisors shortly before the internships are scheduled to begin.

Sequencing of Internship

Since the internship is designed to enable the student to apply coursework to the practice setting, the internship is usually taken during the final semester of undergraduate study in the Program.

Internships are available for students in fall, spring and summer semesters. Students should plan their academic schedules accordingly.

Internship Objectives

The internship is an academic course that meets partial requirements for the Bachelor of Science Degree in the Therapeutic Recreation Program.

In order to complete the internship successfully, the student must satisfy the following course objectives.

By the end of the academic session of the internship, the student should be able to:

- Demonstrate that he or she has integrated theory with practice in his or her academic area of study
- Broaden his or her philosophy and understanding of therapeutic recreation
- Gain an understanding and appreciation of the roles, duties, legal and ethical responsibilities of a full-time professional in therapeutic recreation
- Become proficient in specific technical or clinical skills of his or her therapeutic recreation
- Observe and gain experience in leadership, supervisory, or administrative functions and in human relations
- Complete an internship project that compliments the mission of the agency
- Evaluate his or her strengths and weaknesses and develop strategies for improvement
- Refine his or her professional writing abilities
- Meet minimal competencies stated in evaluation forms
- Complete all written reports and assignments as described below

Required Resources

Therapeutic Recreation Program. Undergraduate Internship Manual. Iowa City, Iowa: The University of Iowa, <http://clas.uiowa.edu/hhp/tracks/therapeutic-recreation/internships>.

National Council for Therapeutic Recreation Certifications. Student Internship Guide. New City, New York: NCTRC, <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>.

Written Reports and Assignments

Each student will prepare progress reports (usually five), submit a midterm and final evaluation, prepare a final intern report, and complete an internship project. The Agency Supervisor will review each report before it is submitted for evaluation to the University Supervisor. Each written assignment must be typed and double-spaced.

Prior to the beginning of the internship a Schedule of Assignments and Evaluations will be scheduled by the Agency Supervisor and Intern with final approval by the University Supervisor. A typical schedule of submissions is outlined below:

Schedule of Assignments and Evaluations	By end of week 1
Progress Report 1	By end of week 2
Progress Report 2	By end of week 4
Progress Report 3	By end of week 6
Mid-Semester Report	By end of week 8
Progress Report 4	By end of week 10
Progress Report 5	By end of week 12
Final Progress Report & Internship Portfolio	Last Day of Internship
Intern's Evaluation of Agency	Last Day of Internship

Progress Reports

Progress Reports are prepared by the student. Forms for each Progress Report are located online, <http://clas.uiowa.edu/hhp/tracks/therapeutic-recreation/internships>. A maximum of six Progress Reports may be submitted during the internship. The University Supervisor may schedule reports during the internship. The deadline for the first Progress Report is preferred at the end of the second week of the internship.

Internship Project

The student must satisfactorily complete a major project during the internship. The Agency Supervisor and the University Supervisor must approve the project.

Internship Portfolio

As part of the Internship Progress Reports, students will be assigned written artifacts that document their internship experience. These documents are compiled in an Internship Portfolio that must be submitted prior to the completion of the internship.

Intern Journal or Daily Log

Keeping a journal or daily log during the internship is a highly recommended method of documentation. Many agencies require that the intern keep a journal or daily log during the internship. Recording of activities, clients served, professional contacts made, successes, challenges, reflections, application of coursework to practice, and areas for improvement facilitates the preparation of Progress Reports. It also serves as a means to document specific experiences for the student as he or she prepares for employment interviews and updates his/her resume.

Evaluations

University Supervisor's Oral Consultations and Written Comment

The University Supervisor provides feedback and written comments periodically during the internship. If the agency is within a two hours commuting distance, the University Supervisor should visit the Intern and Agency Supervisor during the internship.

Agency Supervisor's Evaluations

The Agency Supervisor completes the following evaluations and meets with the student regarding the evaluations prior to the student sending them to the University Supervisor.

- Agency Supervisor's Evaluations of Progress (maximum of six)
- Agency Supervisor's Mid-Semester Evaluation of Intern's Performance
- Agency Supervisor's Final Evaluation of Intern's Performance
- Agency Supervisor's Evaluation of Intern's Project

Forms for each evaluation are located on-line,

<http://clas.uiowa.edu/hhp/tracks/therapeutic-recreation/internships>.

Grading

The grading system for this course is the Satisfactory/Fail (S/F) system of the College of Liberal Arts and Sciences. The final course grade will be awarded as follows:

- Satisfactory = S. Met course objectives as stated in this syllabus and minimal competencies as stated in formal evaluations
- Fail = F. Did not meet course objectives as stated in this syllabus and/or minimal competencies as stated in formal evaluations

Policy on Academic, Professional, and Ethical Misconduct

Plagiarism, cheating, forgery, and violations of professional standards and ethical standards are not tolerated. Any such misconduct may result in termination of the internship, failure of the internship, and/or other serious penalties. If cheating, plagiarism, forgery, or violations of professional standards is suspected then the Internship Coordinator shall follow College of Liberal Arts and Sciences policies and procedures. Please refer to the College's Student Academic Handbook for specific information on Academic Misconduct. This policy can be accessed at Student Rights and Responsibilities; Academic Fraud, Dishonesty and Cheating: <http://www.clas.uiowa.edu/students/handbook/x/#3>.

Student Complaints Concerning Faculty Actions

A student who has a complaint against the Internship Coordinator or the University Supervisor is responsible for following the policy and procedures of the College of Liberal Arts and Sciences, which is described in the College's Student Academic Handbook. This policy can be accessed at Student Rights and Responsibilities; Student Complaints Concerning Faculty Actions at <http://www.clas.uiowa.edu/students/handbook/x/#5>.

Infectious Diseases Immunizations

Because each undergraduate emphasis area in the Program focuses on human services, nearly all students during their internships and careers will be exposed to blood and other body fluids and to communicable diseases such as tuberculosis, hepatitis, and rubella. It is to the personal and professional advantage of each undergraduate student preparing for an internship to be current in his or her immunizations for infectious diseases. Immunizations can be obtained through the student's personal physician or through Student Health Services (335-8370).

Internship agencies increasingly are requiring immunizations against selected diseases such as hepatitis B, rubella, diphtheria, tetanus, and polio. Some immunizations, such as hepatitis B require a series of three injections that span a period of six months. It is the student's responsibility to meet these professional standards.

OSHA Standards

Some internship agencies require that interns meet selected OSHA before the internship begins. Other sites take interns through an orientation and provide the needed training and procedures, sometimes at a small cost to the intern.

Fall, Spring, and Summer Internships

Therapeutic Recreation internships are offered during fall, spring, and summer semesters. Students should plan their academic schedules accordingly.

Variances in dates are usually necessary for summer internships when the internships are for 12-semester hours credit. Students who start summer internships at the beginning of the University's traditional summer session and who are progressing satisfactorily and on schedule but who will not complete their internship before the College of Liberal Arts and Sciences graduation date for summer session will receive a grade of Incomplete (I) until all internship responsibilities are fulfilled. Upon satisfactory completion of the summer internship a permanent grade will be given prior to conferring the degree for summer graduation. Should a spring semester internship extend beyond the date for graduation, this same procedure will be followed prior to conferring the degree for graduation.

Withdrawal of Internship Supervision

Frequently there is a period of time in which a student may begin an approved internship before grade reports of the academic session immediately preceding the internship are available for review by academic advisors. If the grades earned do not meet the established standards and the student has begun the internship, then university supervision will be withdrawn and no academic credit will be earned for the experience.

Missed deadlines for pre-internship paperwork may also warrant withdrawal of internship course supervision. Please review all deadlines carefully and submit completed paperwork accurately and in a timely fashion.

Examples of other situations that could warrant withdrawal of internship supervision relate to violations of the law, violations of ethical conduct, and failure to comply with the rules, regulations, and procedures set forth by the agency where the student is interning. Please refer to the section, Policy on Academic, Professional and Ethical Misconduct in this Manual.

Should internship supervision be withdrawn, then the student should contact his or her Academic Advisor to coordinate a revised academic plan of study. The student must withdraw their university registration for the internship course. Failure to withdraw registration of 4169:191 will convert to course grade(s) of F.

Responsibilities of the Intern, University and Agency

The following lists responsibilities and expectations of each party during the internship:

University to the Intern and the Agency

- Assign a University Supervisor for the internship
- Make contact with the Agency Supervisor at the beginning of the internship and periodically thereafter
- Make oral and/or written contact with the Intern periodically throughout the internship
- Evaluate and provide feedback on written progress reports completed by the Intern
- Maintain open communication with the Agency Supervisor pertaining to the internship, especially in the event that problems arise
- Make a site visit during the internship to observe the Intern at agencies within two hours commuting distance from Iowa City
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University

- Provide a Student Malpractice Professional Liability Insurance Program for the Intern with \$1,000,000 per occurrence/\$3,000,000 in the aggregate
- Provide guidance to the Agency with respect to complying with the Family Educational Rights and Privacy Act (FERPA)
- Provide a current copy of the Internship Manual via the Therapeutic Recreation website, <http://clas.uiowa.edu/hhp/tracks/therapeutic-recreation/internships>

Intern to the University

- Inform the Internship Coordinator of address, phone, e-mail and name changes. This responsibility begins at the time the student submits the Request for Academic Eligibility form and continues through the end of the internship
- Pay University bills promptly. The student must comply with financial agreements with the University, including payment of tuition, in order to be eligible to earn semester hours credit. Failure to pay a University bill will jeopardize the student's status as an intern
- Satisfy internship course objectives
- Complete all progress reports and the internship project according to the guidelines and in a timely manner
- Make revisions in written reports as suggested by the University Supervisor
- Consult with University Supervisor on issues relating to course objectives, requirements, and deadlines
- Conduct self in professional manner, both legally and ethically. The actions of the intern reflect on the Program, The University of Iowa, and the Agency.
- Comply with conditions set forth in the Internship Manual and the procedures and policies of the Program's internship program

Intern to the Agency

- Provide appropriate forms to the Agency Supervisor that are required by the Program
- Comply with conditions set forth in the Internship Manual and the procedures and policies of the Agency's internship program
- Conform with regulations pertaining to interns of the agency and carry out all assignments
- Maintain client confidentiality
- Evaluate each day's activities, interactions, and events
- Prepare for a weekly meeting with the Agency Supervisor. Ask questions and present constructive ideas
- Plan thoroughly and in advance for all assignments
- Present a copy of each Progress Report to Agency Supervisor well in advance of due dates
- Notify the Agency Supervisor well in advance in cases of absence from the internship
- Be respectful, courteous, and tactful to co-workers and clients
- Consult with the Agency Supervisor when confronted with problems that cannot be solved alone
- Consider self as a member of the Agency work team

Agency to the Intern and to the University

- Complete an agreement that delineates general responsibilities, dates and hours of work, and the student's role and responsibilities in the Agency
- Present to the Intern an overview of the Agency's purposes, policies, administration, program, and facilities
- Confer with the Intern prior to and during the internship to determine his/her responsibilities

- Inform the Intern of all regulations he or she must follow
- Present the Intern to the Agency staff as a colleague to insure his or her status
- Orient the Intern to the community including its political, religious, economic, social and ethnic background
- Gradually induct the Intern into the internship experience, beginning with observations and minor duties, adding more responsibilities as the semester continues
- Meet with the Intern on a weekly basis for the purpose of discussing the Intern's progress and the appropriateness of the Intern's responsibilities
- Maintain open communication with the University Supervisor pertaining to the internship, especially in the event of problems
- Evaluate and provide suggestions to the Intern on each Progress Report the Intern submits to the University Supervisor
- Complete the evaluations provided in the Internship Manual and review them with the Intern. The evaluations are then faxed to the University Supervisor:
- Progress Report Evaluations by Agency Supervisor (maximum of six)
- Mid-Semester Evaluation by Agency Supervisor
- Final Evaluation of Intern by Agency Supervisor
- Final Evaluation of Intern's Project by Agency Supervisor
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University
- Acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that student permission must be obtained before releasing specific student data to anyone other than the University

Risk Management

University Liability Insurance Program

The University of Iowa provides a Student Malpractice Blanket Liability Insurance Program for students in internships that are required as part of their academic program. A description of the insurance program is provided on the following page and may be copied for reference at the agency in the student intern's file. Agencies that require a certificate of insurance of the University's liability insurance program for interns should contact the Program's Internship Coordinator.

Supplementary Liability Information

Some agencies require the intern to hold professional liability coverage beyond that provided by the University. Professional liability coverage is available through many sources with varying coverage and costs. Examples of some sources include special policies through professional organizations and special plans through insurance companies. The Program Internship Coordinator has information on professional liability plans through professional organizations.

University of Iowa Student Malpractice Professional Liability Insurance Program for Students in Internships, Practicums, Externships, Training Programs

Professional liability insurance will be provided for insured students while participating in practicums, internships, and training programs required as a part of their academic program. Upon student's enrollment in the insurance program, the policy will provide up to: \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by

the student while participating in required training, practicum, or internship programs of The University of Iowa.

Professional Liability. The insurance company will pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages because of bodily injury, property damage, personal injury to which this insurance applies in the conduct of the profession of the named insured, caused by an incident which occurs during the policy period. The policy includes the cost of defense, court costs, settlements and judgments. There is no deductible. Company provides expert legal counsel and claims adjusters.

Insured. Students enrolled in the insurance, while participating in activities which are a part of or a requirement of the student's curriculum.

Exclusions. No coverage is provided for personal liability, (i.e., automobile, health) unrelated business or a profession not specifically listed on student's enrollment.

Professional liability protection is provided during the term of the student's internship as required for their academic program.

The above is only a brief summary of the coverage. For further details, please contact The University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 430 Plaza Centre One, 319-335-0010.

In the event of any incident that is likely to result in a claim, the student and/or the Program should notify the University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 319-335-0010 immediately. The insurance company requires immediate notification regarding claims, demands, summons, notice of suit, or incidents.

Compensation and Benefits

The student earns a significant number of semester hours credit for the internship and the student derives significant career growth opportunities during the internship. Therefore, the University does not endorse paid salary compensation from the agency to the student intern. The student is expected to bear all expenses incidental to living in the area of the internship and to make satisfactory housing and commuting arrangements to carry out the assignments. However, some agencies offer to assist students through honorarium stipends, housing, meals, parking, commuter expenses, insurance, membership benefits, professional meeting expenses, and other benefits. Benefits such as these may be offered to the student.

Institutional Affiliation Agreements

The University will initiate an Institutional Affiliation Agreement after the receipt of the Agency Acceptance of Intern form. This should take place at least two months before the internship is scheduled to start. This allows the document to be reviewed, amended, and approved by the Agency's and University's legal counsel before the start date of the internship.

Student Preparation for Approved Internship

Students with the most rewarding internships are those students that have prepared well for their internships. Communication is the single most important element in a successful internship experience. The following are guidelines for the student as he or she prepares for an internship that has been approved:

- Write letter of acceptance to approved internship and letters of decline to other agencies that offered internship
- Review overall responsibilities of Intern, Agency, and University stated in the Internship Manual and provided by the Agency
- Update Agency Supervisor, Internship Coordinator, and University Supervisor with phone numbers, addresses, and e-mail addresses
- Review textbooks, course notes, handouts and other course materials prior to internship. Use these resources during internship
- Review Internship Manual in its entirety including forms for progress reports, agency supervisor reports, and internship project
- Review mission statement, annual report, procedures manual, and other materials provided by Agency. Use these resources during internship.
- Draft internship goals prior to start date and seek input from Agency Supervisor and University Supervisor
- Meet with Agency Supervisor before start date to clarify responsibilities
- Meet with University Supervisor before start date to clarify responsibilities
- Plan appropriate attire for the internship. Dress professionally according to the culture of the agency
- Arrange for housing, commuting, and finances during internship

Deadlines During Internship

The Agency Supervisor and intern should work with the Internship Coordinator and University Supervisor to complete a schedule of deadlines for progress reports, evaluations, the internship portfolio, and the intern evaluation of agency. See section titled Written Reports and Assignments in this Manual. All progress reports, evaluations, agency supervisor evaluations, and the final portfolio are due prior to completion of the internship.

The student must consult with the Agency Supervisor regarding deadlines established by the Agency.

Deadlines for Certification Examinations

Students interested in professional certifications in their area of study should be very familiar with all requirements for certification prior to the internship experience so that the internship is in accordance with specified requirements. Before the internship begins students should contact faculty to obtain information on the certification processes in their profession and should request application materials from the national certifying agencies **before** the internship begins. For the CTRS credential, go to www.nctrc.org, click on “Standards” and review the description of an acceptable “Field Placement” (internship).

Part III: Checklists and Forms

Student Internship Process

Although the sequencing of events in the internship process varies among individual students, there are steps that must be accomplished in each of four phases. Students are responsible to achieve each step in a timely manner and to retain a copy of **all** documents for their personal files.

The following list outlines the steps that include, but are not limited to, each phase of the internship process. For further information on each step the student should see the corresponding section of this Manual.

Pre-Internship

- _____ Complete emphasis area foundation and emphasis area elective courses satisfying the requirements and achieve the minimum grade point averages.
- _____ Complete and secure verification of volunteer and paid pre-internship work experiences
- _____ Complete TR:4190 Pre-Internship Seminar
- _____ Actively search for internship possibilities that meet career aspirations
- _____ Complete certification in First Aid and CPR – must be current through the entire internship experience
- _____ Update resume and references
- _____ Submit Academic Eligibility for Internship form and necessary attachments for academic advisor approval
- _____ Complete search and interviews for internship position and select site
- _____ Complete Student Request for Approval of Internship Position form
- _____ Submit to agency the Agency Acceptance of Intern form and request form be returned to you
- _____ Register for TR:4191 Internship I for the semester of internship

Internship Preparation/Experience

- _____ Comply with guidelines for Student Preparation for Approved Internship
- _____ Follow Internship Manual through internship
- _____ Comply with policies and procedures of internship program during internship

Graduation Preparation

- _____ Complete outstanding degree requirements, if applicable
- _____ Make application for graduation to Registrar's Office
- _____ Graduate!

PRE-INTERNSHIP EXPERIENCE VERIFICATION FORM
Therapeutic Recreation Program
The University of Iowa

Please consult the Program's Undergraduate **Internship Manual and Pre-Internship Experience Guidelines** for more information regarding the criteria for pre-internship experiences.

A separate verification form is required for each type of volunteer and paid experience. Students should save a copy for their records once completed.

Part I (Completed by Student)

Student name _____ Current date _____

Type of setting (e.g., hospital, nursing home, park, recreation center) _____

Agency name _____

Agency director name _____ Agency phone _____

Agency street address _____

City _____ State _____ Zip _____

Description of responsibilities (use other side, if needed) _____

How did the experience relate to therapeutic recreation? _____

Experience was: (check one) _____ volunteer _____ paid

Start date _____ End date _____ (month/day/yr)

Total number of hours completed _____

Part II (Completed by Agency)

According to our records the above information:

_____ is accurate and the student's service with our agency is verified.

_____ is not accurate and service with our agency cannot be verified.

Signature _____ Date _____

Title _____

Part III (Completed by INTERNSHIP COORDINATOR)

_____ Experience satisfies partial fulfillment of volunteer and work experience requirement.

_____ Experience does not satisfy partial fulfillment of volunteer and work experience requirement.

Experience counts for: _____ Clinical hours _____ Community hours

Internship Coordinator Signature _____ Date _____

Academic Eligibility for Internship Form

Instructions: Complete this form along with the Internship Coordinator. After the form has been completed in full, it is your responsibility to submit this form (and all pre-internship paperwork) to the TR Majors ICON site.

See Deadlines for Internship Approval in the Internship Manual. There are no exceptions to these deadlines. Failure to meet the deadline may result in postponement of the internship.

Part I (Completed by student)

Intended Semester of the Internship _____
Name _____ Student ID _____
E-mail _____

List three agencies where you would like to have your internship. If no preferences, indicate type of setting and/or population group you would prefer

- 1.
 - 2.
 - 3.
-

Part II (Completed with Internship Coordinator)

TR Pre-Requisites

- Have all of the following pre-requisites been met? _____yes _____no
 - HHP:1400 Human Anatomy & Physiology or separate courses in Anatomy and Physiology
 - PSY:1001 Elementary Psychology (or equivalent or similar higher-level course)
 - PSY:2501 Intro to Social Psychology OR SOC:1010 (034:001) Intro to Sociology Principles OR SOC:1020 (034:020) Principles of Social Psychology
 - TR:1070 Perspectives on Leisure & Play

TR Foundation Courses

- Will all TR required coursework be completed by the end of the current semester? _____yes _____no
 - Has a passing grade been earned in *each* course? _____yes _____no
 - If **no** to either question, what is the plan to correct this deficiency? _____
-

TR Elective Courses

- Will the TR Elective Courses be completed by the end of the current semester? _____yes _____no
- Has a passing grade been earned in each course? _____yes _____no
- Will the following courses be completed by the end of the current semester? _____yes _____no
 - Human Development through the Lifespan (HHP:2130) **OR** Human Development & Behavior (NURS:1030),
 - Abnormal Psychology (PSY:2930 or PSY:3320)

Academic Eligibility for Internship Form

Overall Grades and Semester Hours

- Overall GPA (2.0 minimum) _____
- Major GPA (2.0 minimum) _____
- By the end of the current semester, how many semester hours will this student have earned toward a degree?
_____hours
- With the internship semester hours, will the student meet at least one of the three UI residence requirements for his or her degree? _____yes _____no
- Will the student qualify as a degree candidate during the semester that he or she intends to take the internship? _____yes _____no
- Will the student meet the College of Liberal Arts and Sciences' rules for number of "S" courses? _____yes _____no
- Will the student meet the College of Liberal Arts and Sciences' rules for no more than 56 semester hours from a single department? _____yes _____no
- CPR/First Aid certification is completed? _____yes _____no
_____unknown at this time
- Has the student completed 200 hours of pre-internship volunteer/work? _____yes _____no
_____unknown at this time

Academic Approval of Internship

_____ Granted, contingent on successful completion of current semester coursework and successful submission of pre-internship paperwork

_____ Postponed, based on deficiencies above

_____ Denied, based on deficiencies above

Comments:

Signature _____ Date _____

**Student Request for Approval of Internship Position
To be Completed by the Student**

Instructions: Complete this two-page form, attaching additional information as needed. Submit this request to the Internship Coordinator. Deadlines for this form are as follows:

For Spring Internships: Third Monday in November

For Summer Internships: Third Monday in April

For Fall Internships: Third Monday in May

Failure to meet the deadline may result in postponement of the internship.

Intended Semester of Internship _____ Spring 20____ _____ Summer 20____ _____ Fall 20____

Number of semester hours intended for internship experience: _____ 12 _____ Other, specify _____

Student Name _____

Student Address _____

City _____ State _____ Zip _____

Until when will you be living at the above address? _____

Phone where you can be reached _____

E-mail _____

Permanent Address _____

City _____ State _____ Zip _____

Permanent Phone _____

Agency Name _____

Agency Address _____

City _____ State _____ Zip _____

Agency Mission (Attach additional narrative if needed) _____

Has the Agency had experience with undergraduate interns in your area of study? _____ yes _____ no

Page 2 of 2
Student Request for Internship Position Approval

Does the agency currently have an Institutional Affiliation Agreement between the agency and the University of Iowa? _____ yes _____ no _____ unknown

Agency Supervisor _____

Agency Supervisor Title _____ Phone _____

Fax _____ E-mail _____

Qualifications of Supervisor (e.g., bachelor's degree or higher, professional degree, professional credentials, previous experience supervising undergraduate interns). Attach additional narrative if needed.

How long has this supervisor been employed at this agency? _____

Describe the responsibilities you would have as an intern at this agency. Attach additional narrative if needed.

How would these responsibilities apply to your academic background? Attach additional narrative if needed.

Student Signature _____ Date _____

**Agency Acceptance of Intern
Therapeutic Recreation Program
The University of Iowa
To be completed by the agency**

Agency name _____

Agency Address _____

City _____ State _____ ZIP code _____

Phone _____ Fax _____

E-Mail Address _____

An interview has been completed with _____ on _____

We will accept this student for an internship placement during the following time period:
_____ Spring Semester 20____ _____ Summer Session 20____ _____ Fall Semester 20____

The starting date of the internship will be _____

The ending date of the internship will be _____

The student will intern _____ weeks at a minimum of _____ hours per week. To satisfy the **12 semester hours of course credit**, the Intern will commit at least **560 contact hours over 14 consecutive weeks** to the Agency during the internship. The Intern's responsibilities are described below or are attached to this document.

What skills/certifications/licenses/vaccinations/physical exams are required for the internship position?

Agency Acceptance of Intern

Agency Supervisor

The student intern’s Agency Supervisor will be:

Name of Supervisor _____
Title _____ E-Mail Address _____
Phone Number _____ Fax Number _____

Note: The supervisor must be a Certified Therapeutic Recreation Specialist that has been certified for at least one year..

Agency Supervisor Certification ID # _____ State: _____
Initial Certification Date _____ Annual Expiration Date: _____

Institutional Affiliation Agreement

An Institutional Affiliation Agreement is required between the Agency and the University of Iowa when internships earn academic credit.

Does the Agency have a current agreement? ___yes ___no ___unknown

If no or unknown, who should the University contact to initiate such an agreement?

Name _____ Title _____

Phone _____ E-Mail _____ Fax _____

Professional Liability Insurance

The University of Iowa provides professional liability insurance for students participating in internships as a part of their academic program. Coverage includes \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required internship programs.

Does the Agency require the student to carry additional professional liability insurance? ___yes ___no

Does the Agency’s liability insurance cover interns? ___yes ___no

Other Benefits

Does the Agency provide interns with a stipend, meals, housing, parking, and/or other benefits?
___yes ___no . If yes, what specific benefits are provided?

Agency Supervisor’s Signature _____ Date _____

INTERNSHIP ASSIGNMENTS, REPORTS, AND EVALUATION

TR:4191 ICON SITE

The most recent and updated assignments, reports, and evaluations can be found on the course ICON site. The reports below provide the student an idea of coursework required during the internship; however, instructors provide regular updates and feedback on course site.

All required coursework must be in COMPLETE status on the course ICON site in order for students to receive a passing grade.

Schedule of Assignments & Evaluations
Therapeutic Recreation Program
The University of Iowa

The Intern is responsible for submitting the assignments no later than the dates listed below. This Schedule is to be completed by the Intern and Agency Supervisor with approval from the University Supervisor. Return one signed copy to the University Supervisor and retain a copy for the Agency's files.

Start Date: _____ End Date: _____

<u>Assignment or Evaluation</u>	<u>Deadline to University Supervisor</u>
Progress Report #1	_____
Progress Report #2	_____
Progress Report #3	_____
Mid-Semester Progress Report	_____
Progress Report #4	_____
Progress Report #5	_____
Final Progress Report	_____
Internship Portfolio	_____
Intern's Evaluation of Agency	_____
Agency visit by University Supervisor (if feasible and within two hour drive)	_____

Should something arise that causes delay in report submission, please contact your University Supervisor.

Intern Name: _____

Signature: _____

Agency Supervisor Name: _____

Signature: _____

Agency Supervisor's Evaluation of Intern's Progress
 Therapeutic Recreation Program
 The University of Iowa

Agency Supervisor completes and discusses with intern. Intern provides a copy to both the Agency Supervisor and University Supervisor, and retains original. Update this document to follow the student's progression. Attach any additional comments.

Based on the intern's performance and written assignment during this report period, please evaluate the student on the following criteria:
 4 = Exceeds expectations; 3 = Meets expectations; 2 = Improvement needed; 1 = Unsatisfactory; NA = Not applicable.

Evaluation Criteria	Reports					option
	#1	#2	#3	#4	#5	
Assessment. Student practices sound assessment techniques.						
Planning 1. Student utilizes assessment date to formulate goals.						
Planning 2. Student selects interventions that promote attainment of client goals.						
Implementation. Student implements interventions correctly and effectively.						
Evaluation. Student collects data to determine whether client goals are achieved.						
Documentation. Student accurately documents client response to interventions.						
Written form. Student shows competence in professional writing, grammar, and spelling.						
Academic preparation. Student relates experiences to academic preparation.						
Client relationships. Student establishes appropriate "therapeutic relationship" with clients.						
Discharge/transition planning. Student contributes to the development of discharge/transition plans.						
Professionalism. Student displays appropriate and professional attitude toward staff and colleagues.						
Time management. Student appropriately manages time and meets deadlines.						

Report #1 _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Report #2 _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Report #3 _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Report #4 _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Report #5 _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Option _____ (Supervisor Signature) _____ (Intern Signature) Date _____

Internship Progress Report #1
Therapeutic Recreation Program
The University of Iowa

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 submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Goals and Objectives.** Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.
Create a list of goals and learning objectives for your internship experience. You should include at least five goals along with their objectives that you would like to achieve by the end of your internship. The goals should relate to your development of competency as a therapeutic recreation specialist. Objectives should have a clearly defined audience, behavior, condition, and degree. They should reflect SMART formatting (specific, measurable, attainable, realistic, and timely). Discuss steps you plan to take to accomplish each goal.
3. **Portfolio: Agency Overview.** Provide a 1 to 2-page overview of your internship agency. Format your document with the appropriate headers, as listed below. Include the following:
 - a. Mission Statement.
 - b. Agency Supervisor. List your supervisor's name, title, and credentials.
 - c. Strategic/Departmental Goals. Bullet point the agency's strategic goals, if available, and/or outline the departmental goals.
 - d. Organizational Structure. Describe the structure; include the various departments/divisions and their objectives. Include an organizational chart.
 - e. Facilities. Describe the area and facilities that comprise your internship setting.
 - f. Funding. Describe the agency's funding sources.
 - g. Population. Discuss the population served by the agency and the agency's role in the community.
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.

Internship Progress Report #2
Therapeutic Recreation Program
The University of Iowa

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 submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Risk Management and Inclusion.** Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.
Highlight facility maintenance, risk management, and accessibility features you notice at your agency. Who is responsible for these aspects? What specific policies and procedures have you noted? Discuss accessibility and inclusion principles that you have seen in practice.
3. **Portfolio: Major Project Proposal and Outline.** By the end of this reporting period, students should prepare, with the Agency Supervisor, a major project proposal. The project you choose should contribute significantly to your agency and meet one or more of your internship learning objectives. Using the outline below as a general guide, prepare a 1 to 2-page proposal. This proposal should include the following:
 - a. **Project title, student's name, agency, and date.**
 - b. **Need Statement.** Describe facts and evidence to support the need and rationalize the purpose of this major project. Relate how you and your agency supervisor determined the project. Additionally, discuss how completion of the major project will enhance your career preparation.
 - c. **Outcomes.** List specific objectives that will result from the completed project.
 - d. **Program Plan.** Create an outline for a program plan for this project that includes a checklist and timeline, necessary equipment and supplies, and facility usage.
 - e. **Evaluation and Follow-Up.** Describe how the project will be evaluated in terms of its accomplishment of desired outcomes; for example, interest, attendance, participation, number of positive behavioral responses, or reduced number of negative attitudes. Be specific as to how the project's outcomes will be measured.
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.

Internship Progress Report #3
Therapeutic Recreation Program
The University of Iowa

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 submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Funding.** Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.
Briefly describe the sources of funding utilized by your internship organization (tax revenues, fees and charges, grants, private funding, waiver funding, etc.). Discuss challenges associated with funding at your agency and the strategies being implemented to address these challenges. How does funding effect, guide, and influence your agency and/or department?
3. **Portfolio: Agency Budget.** Discuss the budget and budgeting process with your supervisor. Include an example of your department/agency budget. If applicable, include a sample budget for your special project. If your special project will not require financial support, submit a sample budget for one of the program's you will be implementing at your agency.
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.

Intern Mid-Semester Progress Report
Therapeutic Recreation Program
The University of Iowa

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

Student Name
Name of Agency
Mid-Semester Report
Date

Progress reports should be scanned together as one document, when possible, and submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign until completion of final hours; however, they should review each log.
2. **Written Essay: Mid-Semester Updates.** Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.

Discuss the following topics in your mid-semester essay .

 1. Academic Preparation. What principles, concepts, models, and theories that you learned during your coursework in Therapeutic Recreation have been applied during the first half of your internship? Provide specific examples.
 2. Goal Progress. Provide an update on goal progress, to date. What steps have you taken toward goal progress? Is this experience helping you to accomplish your expected goals? How have your goals been adapted/changed? If goals are not being met, explain how you plan to evaluate, modify, change, and/or make progress towards unmet goals?
 3. Challenges. What challenges have you encountered? How have you handled these challenges? What have you learned from these situations as well as the constructive criticism of your agency supervisor that can benefit you in the future?
 4. Overall Internship Experience. How can the internship experience be more meaningful? What would you like to see given more emphasis during the remainder of your time with the agency?
5. **Major Project Updates.** Provide a brief 1-page update on progress made toward your major project. What steps have you taken to accomplish this plan? Include copies of flyers, research, checklists, plans, or other materials that you have prepared in relation to your major project.
6. **Agency Supervisor's Mid-Semester Evaluation of Intern's Performance (found on pgs. 30-31)** . This evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Agency Supervisor's Mid-Semester Evaluation of Intern's Performance
Therapeutic Recreation Program
The University of Iowa

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Intern Name _____

Agency _____ Agency Supervisor _____

Based on the intern's performance during the first one-half of the semester, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern's performance. Thank you.

NA = Not applicable
1 = Unacceptable

2 = Improvement needed
3 = Average

4 = Good
5 = Superior

Knowledge Competencies

_____ **Objectives:** Based on the job description of the intern position, the intern is meeting specified criteria and is fulfilling the Agency's goals as outlined.

_____ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion is appropriate.

_____ **Application of Knowledge:** Applies previously learned academic content to the work setting.

_____ **Processing:** Actively applies assessment, planning, implementation, and evaluation steps to work assignments.

_____ **Organization Skills:** Displays ability to analyze complex situations and problems to systematic knowledge and takes appropriate courses of action.

_____ **Technical/Clinical Skills:** Demonstrates appropriate development of technical and/or clinical skills.

_____ **Leadership Skills:** Demonstrates appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.

_____ **Evaluation Skills:** Assesses self realistically in relation to education, experience and internship experiences.

Interpersonal Competencies

_____ **Oral Communication:** Communicates ideas and feelings to others in easily understandable fashion. Oral communication is clear and effective.

_____ **Written Communication:** Presents clear, concise, and thorough written work. Grammar and spelling are appropriate

_____ **Empathy:** Displays empathy toward clients, supervisors, coworkers.

_____ **Respect:** Demonstrates respect and tact with clients, supervisors, and coworkers.

Agency Supervisor's Mid-Semester Evaluation of Intern's Performance

Professional Attitudes and Behaviors

_____ **Professional Attitude and Behavior:** Intern displays positive, optimistic and constructive attitude. Remains calm and composed, especially in times of strain and anxiety.

_____ **Adaptability:** Adjusts to new situations, new clients, new staff, changes in assignments.

_____ **Creativity:** Displays imagination, ingenuity, creativity with common sense.

_____ **Motivation, Enthusiasm, Initiative:** Demonstrates motivation and enthusiasm for work responsibilities, and initiative when appropriate.

_____ **Time Management:** Demonstrates desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

Professional Judgment

_____ **Professional Judgment:** Analyzes situations and makes appropriate comments, advice and decisions in relation to the goals of the Agency.

_____ **Constructive Criticism:** Accepts constructive criticism.

_____ **Supervision:** Seeks/accepts direct and indirect supervision when appropriate.

_____ **Ethics:** Follows ethical standards of the profession and the Agency.

General Comments and/or Observations:

Agency Supervisor Signature Date

Intern Signature Date

Internship Progress Report #4
Therapeutic Recreation Program
The University of Iowa

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 submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Professional Skills.** Write a professional report of at least 500 words on the assigned topic. All reports should be typewritten.

Define professionalism in the field. What examples have you viewed of professionalism. How do you view yourself transitioning from the role of student into that of a professional. What professional competencies have you developed through the experience and mentorship provided in this internship? Discuss areas in which you feel you have unique skills and assets, then document areas needing growth or current deficit areas. (*Required – everyone has areas of improvement.*) Analyze your performance thus far and discuss concrete steps you can take to better your internship and enhance your skill set.
3. **Portfolio: Journal Article Review.** Read and review a journal article regarding your areas of interest in therapeutic recreation. Journals that you may find helpful include: *Therapeutic Recreation Journal, Journal of Leisure Research, Disability and Society, Journal of Aging and Health, Journal of Park and Recreation Administration, Leisure Sciences, Leisure Studies.* This list is not all-inclusive but may be a useful place to start. (Use the UI Library site to gain access to these journals.) Write a 1-2 page journal article review on serious challenges facing therapeutic recreation and/or your emphasis/specialty. Document the latest issues and trends impacting your professional future. Discuss insights gained from your experience and research during the internship.
3. **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.

Internship Progress Report #5
Therapeutic Recreation Program
The University of Iowa

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 submitted to the ICON Course Dropbox prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
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.

Internship Final Progress Report
Therapeutic Recreation Program
The University of Iowa

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

Student Name
Name of Agency
Final Report
Date

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

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Overview of Internship Experience.** Write a professional narrative report of at least 500 words on the assigned topic. All reports should be typewritten.
Summarize your entire internship experience. This essay should include your goal and objective attainment/analysis, a summary of personal and professional insights gained during the internship, and any pivotal experiences. Attach any final samples of work you have completed as part of your internship – promotional materials, brochures, etc.
3. **Final Portfolio: Major Project Evaluation.** Write a 1-2 page evaluation of your major project utilizing the evaluation process described in your outline. How did the project meet its desired outcomes? What did you gain from this project? How has the agency benefited? What was the response from clients, your agency supervisor, team members, etc?
4. **Agency Supervisor's Evaluation of Intern Project (found on pg. 38).** This evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.
5. **Agency Supervisor's Final Evaluation of Intern's Performance (found on pgs. 35-37).** This evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

**Agency Supervisor's Final Evaluation
of Intern's Performance**
Therapeutic Recreation Program
The University of Iowa

This Evaluation is to be completed by the Agency Supervisor and discussed with the Intern prior to submission to the University Supervisor.

Intern Name _____

Agency _____ Agency Supervisor _____

Based on the intern's performance during the entire internship, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern's performance. Thank you.

NA = Not Applicable	2 = Improvement Needed	4 = Good
1 = Unacceptable	3 = Average	5 = Superior

Knowledge Competencies

- _____ **Objectives:** Based on the job description of the intern position, the intern met specified criteria and fulfilled the Agency's goals as outlined.
- _____ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion was appropriate.
- _____ **Application of Knowledge:** Applied previously learned academic content to the work setting.
- _____ **Processing:** Actively applied assessment, planning, implementation, and evaluation steps to work assignments.
- _____ **Organization Skills:** Displayed ability to analyze complex situations and problems to systematic knowledge and took appropriate courses of action.
- _____ **Technical/Clinical Skills:** Demonstrated appropriate development of technical and/or clinical skills.
- _____ **Leadership Skills:** Demonstrated appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.
- _____ **Evaluation Skills:** Assessed self realistically in relation to education, experience and internship experiences.

Interpersonal Competencies

- _____ **Oral Communication:** Communicated ideas and feelings to others in easily understandable fashion. Oral communication was clear and effective.
- _____ **Written Communication:** Presented clear, concise, and thorough written work. Grammar and spelling were appropriate.
- _____ **Empathy:** Displayed empathy toward clients, supervisors, coworkers.
- _____ **Respect:** Demonstrated respect and tact with clients, supervisors, and coworkers.

Professional Attitudes and Behaviors

_____ **Professional Attitude and Behavior:** Intern displayed positive, optimistic and constructive attitude. Remained calm and composed, especially in times of strain and anxiety.

_____ **Adaptability:** Adjusted to new situations, new clients, new staff, changes in assignments.

_____ **Creativity:** Displayed imagination, ingenuity, and creativity with common sense.

_____ **Motivation, Enthusiasm, Initiative:** Demonstrated motivation and enthusiasm for work responsibilities, and initiative when appropriate.

_____ **Time Management:** Demonstrated desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

Professional Judgment

_____ **Professional Judgment:** Analyzed situations and made appropriate comments, advice and decisions in relation to the goals of the Agency.

_____ **Constructive Criticism:** Accepted constructive criticism.

_____ **Supervision:** Sought/accepted direct and indirect supervision when appropriate.

_____ **Ethics:** Followed ethical standards of the profession and the Agency.

General Comments and/or Observations:

**Agency Supervisor's Evaluation
of Intern's Project**
Therapeutic Recreation Program
The University of Iowa

Intern Name _____

Agency _____ Agency Supervisor _____

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Please evaluate the intern's performance as related to the Intern Project using the guidelines listed below. Did the intern:

- Assess the need for the project?
- Plan or design the project?
- Implement the project?
- Evaluate the strengths and weaknesses of the project?
- Conduct research on the project?
- Present written work related to the project?
- Work independently on the project?
- Work cooperatively with others as necessary on the project?
- Plan his or her work in advance so that work on the project could be spaced appropriately throughout the internship?

Was the project a learning experience for the intern?

Describe how the intern's project contributes to your agency/department.

Circle the appropriate rating on the scale below.

Excellent	Project is exemplary
Above Average	Project exceeds expectations
Satisfactory	Project meets minimum standards
Below Average	Project failed to meet expectations
Poor	Project is unacceptable

Comments and/or observations: (attach on back side of this page)

Agency Supervisor

Date

Intern

Date

Internship Portfolio
Therapeutic Recreation Program
The University of Iowa

The final portfolio is a collection of artifacts that thoroughly document the work that you have done and the knowledge and skills you have acquired as an intern. Your portfolio can also provide evidence that the internship met the standards and requirements set by NCTRC. Additionally, the documents contained in this portfolio can provide potential employers with evidence of your work experience. **Therefore, it is of utmost importance that you save this portfolio with your records for future use.**

The internship portfolio should be submitted to the ICON Dropbox on or before the final day of the internship. The portfolio must include the following documents:

- a. **Cover Sheet:** Include your name, agency, agency supervisor name, and internship dates
- b. **Table of Contents**
- c. **Agency Overview**, assigned in Internship Progress Report 1
- d. **Agency Budget**, assigned in Internship Progress Report 3
- e. **Case Study**, assigned in Internship Progress Report 5
- f. **Major Project Proposal and Outline**, assigned in Internship Progress Report 2
- g. **Major Project Evaluation**, assigned in Internship Final Progress Report
- h. **NCTRC Student Internship Guide**, download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>

**Intern's Evaluation
of Agency**
Therapeutic Recreation Program
The University of Iowa

****Confidential Report – do not submit to AGENCY, submit directly to ICON Dropbox.**

Intern Name _____

Phone_ _____

NON-UI e-mail address _____

Please evaluate your internship experience and complete the following questions regarding the agency. Your feedback regarding the quality of your internship experience is extremely important and may determine if we recommend this agency to other students in the future. All of your responses will be kept confidential and access will be limited to University personnel only.

1. On the following scale, select the rating for the internship experience at this agency?

1 - P o o r 2 - F a i r 3 - A c c e p t a b l e 4 - G o o d 5 - E x c e l l e n t

2. Explain why you rated the agency in this way.

3. Would you recommend this internship position to other interns? Why or why not? Please be specific.

4. What changes would you suggest to make the internship experience more meaningful?

Congratulations!

Signature of intern _____ Date _____