Recreational Therapy

Field Placement Manual and Syllabus

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PRTM 405

The Recreational Therapy Field Training Manual was developed for students in the recreational therapy (RT) concentration area. The Recreational Therapy Field Training Manual was developed to address (1) general requirements of a PRTM internship, (2) the requirements of an acceptable internship according to NCTRC standards, and (3) the important components of assessment, planning, implementation, and evaluation within RT practice.
Introduction

Field Placement (PRTM 405) is one of the most important aspects of the Recreational Therapy (RT) Concentration housed in the Parks, Recreation and Tourism Management (PRTM) program at Clemson University. Each RT student is required to complete a fourteen-week, 560-hour Field Placement experience through an approved professional agency providing RT services. Field Placement typically occurs during the summer before or the summer after the senior year and counts for six academic credits.

Field Placement (also referred to as “the internship”) serves as a bridge between the professional and academic worlds. It provides students with the opportunity to gain practical learning experiences by allowing for the application of classroom theory into “real world” settings. The professional growth of the student is enhanced when the internship is comprehensive in nature and provides exposure to a variety of different agency functions. It is essential that an open line of communication exists between the RT Internship Coordinator at the University in the PRTM Department, the student, and the Cooperating Agency.

This manual is designed to provide guidance to the student and their Cooperating Agency prior to and during the internship. It contains all relevant information pertaining to policies, procedures, responsibilities, evaluations, and assignments for the course. The Internship Supervisor should be contacted for further clarification of information addressed within the manual.

Purpose of Field Placement (Internship)

The purpose of PRTM 405 is to provide students with the opportunity to gain practical experience in an environment in which learning is the chief objective. Under the guidance of a Certified Therapeutic Recreation Specialist (CTRS), the student will apply the APIE process, theories, concepts, philosophies and techniques acquired in the classroom. In order to maximize the professional development of the student, the internship should encompass as many aspects of the Cooperating Agency as possible.

Objectives of Internship

1. To provide students with the opportunity to apply classroom theories, concepts, philosophies and techniques to practical “real world” situations.

2. To foster greater understanding and appreciation of roles, duties and responsibilities of recreational therapists.

3. To consistently use critical thinking and problem solving while acquiring competencies in the jobs tasks of recreational therapy through a supervised internship experience.

4. 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.

5. To offer the student experiences that promote the development and refinement of human relations and interpersonal skills.

6. To gain practical experience in the recreational therapy process as defined by the NCTRC National Job Analysis (2007, see http://nctrc.org/documents/5JobAnalysis.pdf). This includes guided experiences under the supervision of a Licensed Recreational Therapist (NC, NH, and UT) and a Certified Therapeutic Recreation Specialist in the following areas:

   a. Professional Role and Responsibilities
   b. Assessment
   c. Planning Interventions and/or Programs
d. Implementing Interventions and/or Programs  
e. Evaluate Outcomes of the Intervention and/or Program  
f. Documenting Intervention Services  
g. Working with Treatment and/or Service Teams  
h. Organizing Programs  
i. Managing RT Services  
j. Public Awareness and Advocacy  

7. To learn current methods of service delivery from expert practitioners.  
8. To examine his/her interest in recreational therapy as a career and to determine the essential characteristics s/he needs to develop and exhibit as a professional.  
9. To determine his/her strengths and weaknesses and to mature both personally and professionally through constructive evaluation from the supervisor.  
10. To understand more fully the responsibilities and work of professional personnel in the field.  

**PRTM 405 Course Policies**  

**Eligibility:**  
In order to be eligible to enroll in PRTM 405 students must meet the following requirements:  
- minimum of 2.0 cumulative GPR  
- received a grade of “P” for PRTM 2060, PRTM 2070 (Field Experiences 1 & 2)  
- received a grade of C or better in PRTM 3230 (Professional Preparation for Recreational Therapy Practice)  
- completed anatomy and physiology, abnormal psychology, lifespan development/developmental psychology, and PRTM 326, 327, and 328.  

**Enrollment Restrictions:**  
Students may not enroll in more than one additional 3-credit course during the semester they take PRTM 405. This may affect financial aid and/or athletic eligibility, therefore exceptions must be pre-approved. Exceptions to this policy are left completely to the discretion of the Internship Supervisor(s).  

Internships cannot begin until written permission from a University Supervisor has been received and the student is registered for the course. Previous work will not be accepted.  

PRTM 405 follows all university guidelines and all relevant policies (i.e., honor code, payment of tuition, etc.).  

**Payment of Tuition:**  
In some cases, if an Internship Application is received and approved well in advance, students will be registered for PRTM 405 in time to receive a tuition bill for the course. In most cases, students will be registered for the course after the university billing cycle has passed. In this situation, it is the student’s responsibility to contact the Bursar’s Office to make arrangements for payment. If tuition payment is not satisfied before late registration, the student will be dropped from PRTM 405.  

**Duration for RT Students:**  
The internship must be a full-time position for a minimum of fourteen consecutive weeks and 560 hours with the Cooperating Agency.
**Grading:**
PRTM 405 is graded on a Pass/Fail basis. Agency evaluations and satisfactory completion of all assignments will be considered in determining the final grade of the intern.

Additionally, all contractual obligations to the Cooperating Agency must be satisfied to receive credit for the course. Credit will not be awarded to students who leave their Agency before the contract is complete.

**Remuneration:**
Internships can be either paid or unpaid. The internship may be compensated through regular payroll, housing arrangements, stipends, etc. It is expected that the Cooperating Agency will cover any expenses incurred by the Agency Supervisor.

**Assignment of University Supervisor to RT students:**
Students are assigned to a RT faculty University Supervisor who is required to currently hold certification as a Certified Therapeutic Recreation Specialist (CTRS).

**Responsibilities for the Student, Cooperating Agency and the Department**

*Following are the responsibilities for all parties involved in PRTM 405:*

**Student Responsibilities:**

1. Complete an Internship Application form to submit to an Internship Supervisor for approval. Make sure that all sections of the form are completed before it is submitted to the Internship Supervisor (see pp. 14-15).

2. Internship students **must** attend an internship orientation meeting. The meeting for Summer internships is held at the end of the Spring semester, and the Fall and Spring internship meetings are held at the beginning of each corresponding semester.

3. If an Affiliation Agreement (contract) is required by the Cooperating Agency, notify the PRTM Department **at least two months prior** to the start of the internship. The PRTM Department does NOT require a contract with an agency; however, MOST agencies that provide RT internships DO require a contract. Please contact Sabrina McCall (SABRINA@clemson.edu) to determine if the PRTM Department holds a current contract with the Agency.

4. Pay tuition on time! If tuition isn’t paid **before** late registration, you will be dropped from PRTM 405 by the University.

5. Read and follow the policies and procedures set forth in the Field Training Manual. If there are any questions, contact a University Supervisor for clarification. Print a copy of the TRIE Manual from the PRTM 405 website keep with you during your internship. It is also necessary to provide a copy of the manual to your Agency site supervisor.

6. Report to the Agency Supervisor on the established start date of the internship.

7. Become familiar with and adhere to the rules and regulations of the Cooperating Agency.

8. Always display professional behavior, including:
a. being properly groomed and appropriately dressed,
b. reporting to work, meeting, appointments, etc. in a timely manner,
c. carrying out all assigned duties to the best of your ability,
d. preparing carefully and well in advance for all assignments,
e. maintaining confidentiality, and
f. displaying appropriate personal and professional conduct at all times.

9. Keep up with your hours! In order to pass the class, you must complete fourteen consecutive weeks AND 560 hours.

10. Maintain an open line of communication with your Agency Supervisor. This includes meeting on a regular basis to discuss the progress of the internship. Additionally, confer with the Agency Supervisor when a situation arises in which you are unsure of the appropriate actions to be taken.

11. In the event of illness or emergency, notify the Agency Supervisor and the University Supervisor of the situation and possible absence.

12. Submit all assignments (i.e., evaluations, weekly reports, final portfolio) to the Clemson University RT Internship Supervisor on time. Not having access to a computer or being “too busy” are not acceptable excuses for being late with assignments.

13. As an intern, be a positive reflection on yourself, the Cooperating Agency, the PRTM Department, and Clemson University.

14. If a problem arises that jeopardizes the continuation of the internship, contact your University Supervisor immediately.

15. If your internship experience requires you to travel outside of the continental US, you must purchase International Travel Insurance from the University. It is your responsibility to contact the Office of International Affairs (864-656-3614) to purchase this insurance.

16. All RT interns are required to hold liability insurance. Right now, all RT Juniors and Seniors are covered by our group policy ($2 million individual/$5 million aggregate). Please alert your Clemson fieldwork supervisor if your agency requires verification of our policy.

**Cooperating Agency Responsibilities:**

1. Complete relevant sections of the Internship Application, including:
   a. internship position description
   b. supervisor name and contact information
   c. dates of employment
   d. appropriate signatures.

2. Provide a minimum of fourteen consecutive weeks and 560 hours’ internship experience for the RT intern.

3. Assign a supervisor who is currently certified by NCTRC as a CTRS (and who will remain certified for the duration of the internship) to provide direction and guidance throughout the entire course of the internship.
4. Explain the internship process to the Agency staff and present the intern to the staff.

5. Provide the intern with a thorough orientation to the Agency, including:
   a. purpose, administration, programs/services, facilities
   b. policies and procedures
   c. expectations and responsibilities
   d. Agency staff and clientele

6. Meet with the intern on a regular basis (once a week is recommended) to evaluate progress made, discuss problems or areas for improvement, answer questions and offer tactful and constructive feedback.

7. Ensure that the student is exposed to all aspects of the APIE process, and is progressively challenged throughout the internship, eventually resulting in the student maintaining a full caseload.

8. To ensure a well-rounded experience, provide the student with a comprehensive exposure to as many aspects of the Agency operations as time will allow.

9. Notify the University Supervisor immediately of any problem with the intern or his/her conduct which cannot be resolved.

10. Submit evaluations of the intern(s) to the University Supervisor. The midterm evaluation should be submitted around the 7th week, while the final evaluation should be submitted at the conclusion of the internship.

10. Offer feedback to the Clemson University RT Internship Coordinator on how the internship process could be improved.

**PRTM Department Responsibilities:**

1. Maintain resource files that are accessible to students, which contain information about potential internship locations.

2. Conduct a pre-internship meeting to discuss assignments, policies, etc. for each semester.

3. Provide students with all relevant materials that pertain to Field Placement (internship) by way of the PRTM 405 blackboard site, PRTM 323, and the pre-internship meeting.

4. Review completed Internship Application forms to determine the appropriateness of a potential internship location as it relates to the needs, goals, and emphasis area of the student. This includes that the Agency offers an internship that follows the APIE process and can demonstrate this through a comprehensive internship description.

5. Ensure that all prerequisites have been satisfied before registering the student for PRTM 405.

6. Assign a PRTM RT Faculty Member to supervise interns.
7. Provide the Cooperating Agency with all relevant information relating to course policies, assignments, and expectations.

8. Maintain an open line of communication with the intern and the Agency during the duration of the internship. Be available to confer with the student and/or the Agency Supervisor if the need arises.

9. Review and assess all assignments submitted to the PRTM Department by the intern. If necessary, take action or make appropriate recommendations.

10. If time and budgetary considerations allow, the University Supervisor will arrange for personal visits with interns working within a 250-mile radius of the University. Typically, visits occur during summer session only. During the spring and fall semesters, the University Supervisor will arrange for a telephone conference with the intern and Agency Supervisor.

11. Remove an intern from an Agency if a situation arises in which continuation of the internship is detrimental to the Agency and/or the student.

12. Maintain strict confidence in all matters relating to the intern and the Cooperating Agency.

13. Assign final grades at the conclusion of the semester/session.

**Enrolling in PRTM 405**

The internship is one of the most significant components of the PRTM curriculum, and therefore it is essential that the experience should promote professional and personal growth, and be relevant to the student’s future career. For those reasons, all internships must be approved by a University Supervisor before a student can be registered for the course.

1. Print a copy of the Internship Application Form (p. 15).

2. Upon receiving an offer for an internship, complete Section I of the Internship Application. Have an appropriate representative from the Cooperating Agency (i.e., internship coordinator, internship supervisor, human resources officer) complete Sections II and III. The form must be signed by the Agency representative and the student.

3. Review the Internship Application to ensure that all sections are complete, and then submit the form to the PRTM Main Office (Sabrina McCall). The form will be forwarded to a RT faculty Internship Supervisor who will consider the appropriateness of the internship and determine if all prerequisites have been satisfied.

4. If the internship is approved, the PRTM Department will let the student know when the student can go into iRoar and register for the course.

5. If the Internship Supervisor does not approve of the internship, or needs further clarification, the student will be contacted by email.

**INTERNSHIP ASSIGNMENTS**
Students are required to keep a copy of all forms and papers. If documents are lost for any reason, the student is responsible to produce another copy.

Falsification of weekly reports, evaluations, the final portfolio, number of hours worked, etc. will not be tolerated.

**Bi-Weekly Reports**

Bi-weekly reports should be submitted through Blackboard. Reports should be turned in on the Monday following the last week worked.

The **first student report must include five personal goals and appropriate objectives related to the internship experience**. The final week’s report must then address these goals by evaluating if the goals have or have not been met and what could have been changed to successfully achieve the goals. We recommend that students reflect on their personal goals in each report (see p. 17).

It is the primary responsibility of the student to initiate a preliminary list of learning objectives and then discuss these with the clinical supervisor. For each of the mutually agreed-to learning objectives, it should also be determined how and by when these objectives will be accomplished.

All Clemson University RT interns MUST include the following goal as the first goal of their internship:

**Goal:** To develop skills necessary for recreational therapy practice as defined by the NCTRC Job Analysis.

**Objectives**

By the end of the internship, I will have gained basic exposure to professional job skills at the agency/RT service planning, organizing and managing services, outreach/advocacy/publications, and advancement of the profession.

By the end of the internship, I will have gained entry-level practitioner skills in assessment of individual client needs, planning the individualized intervention plan, implementing RT services, evaluation of the individualized intervention plan, documentation, and working with the interdisciplinary treatment team.

This goal and the related objectives represent the purpose of completing an internship in recreational therapy. Interns must gain exposure to ALL areas of the NCTRC Job Analysis to demonstrate entry-level competence in recreational therapy by the conclusion of your internship and for the internship to meet the eligibility requirements for the NCTRC National Certification Exam.

For each report, there are four questions that will be answered. These are:

1) Give a detailed description of your activities for the past two weeks, which were *directly related* to RT practice (APIE). The description should outline tasks completed at the agency and should indicate the nature of the RT service performed and the approximate amount of time involved in performing the service. Note: this example may not reflect what you do at your agency, but your bi-weekly reports should only include what you did at your agency. Be sure to **fully develop ideas using thoughtfully constructed paragraphs**.
Example:

<table>
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<th>Activity log 1 (Covering: dates)</th>
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<tr>
<td>Observed 4 client assessments (2 hours)</td>
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<td>Attended 2 case conferences (2 hours)</td>
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<td>Developed treatment goals and interventions for assigned 3 clients (3 hours)</td>
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<td>Observed community reintegration outing twice, each for 3 hours (6 hours)</td>
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<tr>
<td>Documented clients participation in outing (5 hours)</td>
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<td>Met with clinical supervisor for 60 minutes (1 hour)</td>
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<tr>
<td>Led 5 interventions: aquatic therapy to improve gross motor function; jenga to work on fine motor function; adaptive water skiing to address community reintegration; leisure education to improve knowledge of healthy leisure activities; and crafts to improve fine motor skills. (5 hours)</td>
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</table>

2) Please describe the most meaningful learning experiences directly related to the APIE process that you encountered over the past two weeks.

3) Please describe an example of new learning and/or additional personal and professional development that you experienced over the past two weeks (and please indicate if related to your original goals).

4) Please describe how your supervisor (and/or other CTRSs at the agency) provided mentorship and support to you over the past two weeks.

5) Discuss a challenge that you encountered as an intern this week, and explain how you handled it.

Please provide a breakdown of the total number of hours you worked each day this week:

<table>
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Mid-term and Final Evaluations

Recreational Therapy intern supervisors will use the Supervisor Evaluation Form for Midterm and Final Evaluations (page 18). These evaluation forms are used because they address specific components of the APIE process and therapeutic skills a CTRS must possess. There are specific items and sections of the evaluation form that may not apply to all internship sites, and these items may be left blank. Please give the internship supervisor a copy of this evaluation form at the beginning of the internship so the supervisor is aware of what areas to address throughout the learning process.

The completed midterm evaluation must be submitted along with the sixth or seventh weekly report AND the midterm evaluation completed by the student (p. 23). The final evaluation must be submitted with the portfolio with the final evaluation completed by the student (pp.24-25).

*****Keep in mind that the Agency Supervisor is required to submit a Mid-session and Final Evaluation. If necessary, tactfully remind him/her of the evaluations and their due dates.

Visits to Recreational Therapy programs outside of their internship agency

Recreational Therapy are encouraged to visit at least 2 recreational therapy programs outside of their own internship agency that provide services for different populations and that have a CTRS onsite. Visits can be scheduled during work hours with agreement from the internship supervisor. Materials from site visits should be included in part “IV. Programs and Services” of the portfolio. Further, the agency visits should be described in the weekly report during the week they occurred. This assignment will broaden the students’ understanding of how various recreational programs are organized.

Professional Project

Recreational therapy students are required to complete an additional project that includes all four areas of assessment, planning, implementation, and evaluation (APIE). Some internship agencies may require an additional project that fits the criteria for this assignment and such a requirement may be submitted to the University for fulfillment of this assignment. Students may also elect to develop their own project. Approval for this project must be secured from both the agency and university internship supervisors. See page 26 for the proposal and reporting guidelines. The report of the completed project is due to the CU RT supervisor by week 13.

Portfolio

The Portfolio format has changed as of Fall, 2015. You will be researching various aspects of your internship agency, and should start collecting this information early in your internship. The portfolio will be created as a digital document (Microsoft Word, Times New Roman 12pt font, double-spaced), and you will need to maintain this information to use in the RT Management course. You have permission to collaborate with other interns at your site during the same semester to gather this information. Even if you choose this path, each intern must submit a portfolio (even if identical) to Blackboard for a grade.

Portfolio Requirements

1. Introduction to the facility; include the facility’s name, vision, mission, description of the clients, age, nature and severity of disability, potential for independent living, and goals for the agency. Provide detail on each disability served by your agency- or the primary disabilities served (up to 10)
2. Identify the state and /or federal regulations that govern the facility. Identify any standards, accreditation or certifications that may affect delivery services.
3. Identify other departments that exist in the facility (ex. transportation, social services, continuing education, etc). Include other therapies that provide services in the facility, or contracted out.
4. Organizational chart of the facility.
5. RT Department mission and vision statement, and program philosophy
6. RT department goals and objectives.
7. Organizational chart for RT department. Include information in full-time, part-time, on-call, and per diem positions.
8. Policies and procedures for RT department. What are the standards that must be followed? General policies: A few examples: Meet standards, follow ratios, trained staff, safe environment, substance policy. Specific policies: Documentation (initial, progress, discharge, evaluation); Risk management policies (activity specific [aquatics, outings, high ropes course, crafts, exercise, etc…], facility & equipment inspection).
9. Describe adaptive techniques and assistive technology used by your facility.
10. Identify each of the facilitation techniques used in the RT department.
11. Describe how program and activities are evaluated.
12. Describe the quality assurance system.
13. Include job descriptions for all RT staff-including interns and volunteers.
14. Include performance evaluation policies and forms. Include: policies related to performance appraisal, and forms for each type of personnel evaluation (director, therapists, intern, volunteer)
15. Include departmental/facility specific internship manual.
16. Include personnel policies such as: Responsibilities and expectations; Reward system (wages, probationary period, recognition); Fringe benefits (vacation, holidays, sick days, bereavement, conferences/cont. ed, health insurance, workers comp, retirement, etc…); Termination (voluntary, involuntary, immediate d/c, retirement, etc); Grievance procedures; Recruitment and selection (advertising, identifying fit/screening, recruitment, selection, verifying fit).

General Information

Searching for Internship Sites
The most current list of internship sites is available from Drs. Lewis, Van Puymbroeck, Hawkins or Townsend. It will also be available on the blackboard website. It is the student’s responsibility to contact the site to make sure the information is current (supervisor requirements are met, site is accepting interns, contact information is updated, etc.).

NCTRC Internship and Internship Supervisor Requirements
The National Council for Therapeutic Recreation Certification states that:

“You will need to complete a minimum 560-hour, fourteen (14) consecutive week internship in recreational therapy services that uses the recreational therapy process as defined by the current NCTRC Job Analysis Study under the supervision of both academic and agency field placement supervisors who are NCTRC CTRS certified. Make sure you complete at least 20 hours per week and no more than 45 hours per week. Your primary CTRS Supervisor must be employed full time and work a minimum of 32 hours a week at the agency with at least 50% of the job duties in TR services.” (NCTRC, 2014, FAQ, www.nctrc.org)

Clemson University RT students must complete an internship that adheres to the guidelines set by the NCTRC.
Professional Organization and Other Resources

ATRA (American Therapeutic Recreation Association)
Although students do not need to be members of ATRA to benefit from the resources it offers, we recommend that you become a student member of ATRA. The ATRA website (www.ATRA-online.org) contains information about regional contacts, education, other resources, and research. The ATRA website includes current RT job and internship postings. In addition, information about the RT field and other resources can be found at www.recreationtherapy.com.

NCTRC – Professional Certification
The NCTRC website provides important information related to the certification standards, requirements, application deadlines, and the actual exam. The site also offers sample questions, news, and links to other resources. The website for NCTRC is www.nctrc.org. Information about NCTRC will be useful to students for planning an RT career following graduation.

Housing Assistance
Finding housing is the responsibility of the student. However, there are a number of resources that can facilitate finding a place to live during the field placement experience. Using search terms such as “student intern housing” and the city you are looking to move to will likely yield some good information.
Internship Application Form
Recreational Therapy Internship
Department of Parks, Recreation and Tourism Management
Clemson University

**Instructions**: Form should be completed by the intern and internship supervisor from the potential internship site. Please type or print clearly. Completed form should be submitted by the student to the PRTM Main Office, 263 Lehotsky Hall.

**I. Student Information: (Completed by Student)**

Name: 

Student ID #: 

Local Address: 

City: _______ State: _______ Zip: _______

Phone: (_____) _______ Email: 

**Concentration Area**: Recreational Therapy  **Advisor**: 

Semester Registering for Internship:

Fall____  Spring____  Summer____  Year: _______

II. **Information on Proposed Internship Location: (Completed by Agency)**

Name of Agency: 

Address: 

City: _______ State: _______ Zip: _______

Phone: (_____)  FAX: (_____)
**Dates of Internship:** From__________________ to ____________________

**Job Description:** Please provide a detailed description of the proposed job duties for the internship in the space below. If possible, attach a copy of the job description.

---

**Name of Supervisor**: __________________________________________________________

**Title**: ______________________________________________________________________

**Address**: _____________________________________________________________________

City:________________________ State:_______ Zip:_____________________

**Phone**: (____)__________________ **FAX**: (____)_____________________

**Email Address**: ______________________________________________________________

**If supervisor has a business card, please attach to application.**

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**III. Signatures:**

**Student**: ____________________________________________ Date:___________________

**Agency Supervisor**: __________________________________ Date:_________________

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**Department Use Only:**

Number of credit hours completed:__________ GPA:______________

PRTM 206: __________________

PRTM 207: __________________

PRTM 323: __________________

BIOSC 222/223: ______________

Lifespan Psychology: ______________

Abnormal Psychology: ______________

PRTM 326, 327, 328: ______________

Approved:________________________________ Date:_____________________

University Supervisor
Bi-Weekly Student Report
Recreational Therapy
Department of Parks, Recreation and Tourism Management
Clemson University

Student: ____________________________
Agency: ________________________________
Report #: _______________ Dates Worked: ________________________________

Weekly reports should be submitted every other Monday and include work done during the previous fourteen days. Reports should be submitted to the appropriate drop box.

1) Give a detailed description of your activities this week. The description should outline tasks completed at the agency and should indicate the nature of the RT service performed and the approximate amount of time involved in performing the service. Note: this example may not reflect what you do at your agency, but your weekly reports should only include what you did at your agency.

2) Please describe the most meaningful learning experiences directly related to the APIE process that you encountered over the past two weeks.

3) Please describe an example of new learning and/or additional personal and professional development that you experienced over the past two weeks (and please indicate if related to your original goals).

4) Please describe how your supervisor (and/or other CTRSs at the agency) provided mentorship and support to you over the past two weeks.

5) Discuss a challenge that you encountered as an intern this week, and explain how you handled it.

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Total hours this week: __________
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Total hours this week: ______
Cumulative Internship Hours: ______
Agency supervisors are asked to complete the evaluations at the mid-point and at the end of the student’s internship. It is important that sufficient time is given to complete this evaluation. Agreeing to supervise interns is a significant professional commitment made by a Certified Therapeutic Recreation Specialist who wants to make a contribution to the advancement of recreational therapy. We appreciate the time you will spend supervising our student interns, completing the evaluation on each student intern, and then discussing the evaluation with the respective student intern.

**Clemson University Recreational Therapy Curriculum**

<table>
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<tr>
<th>Student Name:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Number of Internship Hours Completed To Date:</td>
<td></td>
</tr>
</tbody>
</table>

**INSTRUCTIONS FOR FIELDWORK SUPERVISORS:** Place a check (√) in the appropriate box using the range of descriptors provided. At the end of each section, support your evaluative check marks with written comments. Provide an overall grade of “A+” through “F” at the end of form. Please discuss your evaluation with the intern, ask them to sign the document as verification that a discussion has taken place, and allow the intern to provide comments in the section provided, if they choose. When completed, please send the evaluation form to the Clemson University RT Internship Coordinator by email or regular mail.

## I. QUALITY OF WORK

<table>
<thead>
<tr>
<th>Description</th>
<th>Distinguished</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accuracy of completed work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Thoroughness/attention to detail</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Presentation, neatness of work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>

**Evidence of Quality of Work:**

## II. PRODUCTIVITY

<table>
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<th>Satisfactory</th>
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</thead>
<tbody>
<tr>
<td>Achieves internship objectives</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Effective use of time</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Quantity of work</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
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<tr>
<td>Prompt completion of projects</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
<td>☐</td>
</tr>
<tr>
<td>Effective application of knowledge and skills</td>
<td>☐</td>
<td>☐</td>
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</tbody>
</table>
### Evidence of Productivity:

#### III. WORK HABITS, TALENTS & SKILLS

<table>
<thead>
<tr>
<th>Description</th>
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<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate attire</td>
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<tr>
<td>Adheres to policies, procedures</td>
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<tr>
<td>Attendance and punctuality</td>
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<tr>
<td>Communicates effectively</td>
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<tr>
<td>Ability to think independently</td>
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<tr>
<td>Displays mature judgment and decision making/prob</td>
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<tr>
<td>Displays initiative</td>
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<tr>
<td>Displays creativity</td>
<td></td>
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</table>

### Evidence of Work Habits, Talents and Skills:

#### IV. INTERPERSONAL WORK RELATIONSHIPS

<table>
<thead>
<tr>
<th>Description</th>
<th>Distinguished</th>
<th>Commendable</th>
<th>Satisfactory</th>
<th>Marginal</th>
<th>Not Applicable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Displays positive relationships with agency personnel</td>
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<tr>
<td>Relates effectively with agency clients in a friendly, courteous manner</td>
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<tr>
<td>Accepts suggestions, directions and constructive criticism</td>
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<tr>
<td>Cooperative – team player</td>
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<tr>
<td>Leadership Skills – ability to lead clients/participants</td>
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</tbody>
</table>

### Evidence of Interpersonal Work Relationships:

#### V. PROFESSIONAL COMPETENCIES IN RECREATIONAL THERAPY

<table>
<thead>
<tr>
<th>Competency Description</th>
<th>Very high competence</th>
<th>High competence</th>
<th>Average competence</th>
<th>Little competence</th>
<th>No competence</th>
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<tbody>
<tr>
<td>Professional Role and Responsibilities</td>
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<tr>
<td>Assessment</td>
<td></td>
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<tr>
<td>Planning Interventions and/or Programs</td>
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<td></td>
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<tr>
<td>Implementing Interventions and/or Programs</td>
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<td></td>
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<tr>
<td>Evaluate Outcomes of Intervention &amp;/or Program</td>
<td></td>
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</tbody>
</table>
Evidence of Professional Competencies in Recreational Therapy:

DEFINITIONS OF EVALUATION CATEGORIES

1. **Agency and RT Service Plan**
   a. Identify and analyze the population served. Demonstrates knowledge and understanding of the diverse patient populations, in the areas of age, cultural, diagnostic and economic differences.
   b. Develop specific programs consistent with agency mission as well as the RT Service philosophy and goals. Develops programs that are appropriate to the specific diagnostic, age related, cultural and economic needs of patients.

2. **Assessment for the Purpose of RT Intervention**
   a. Interview the person served and relevant others to assess physical, social, and emotional, cognitive, leisure, and lifestyle needs and functioning.
   b. Observe behavior of the person served to assess physical, social, emotional, cognitive, leisure, and lifestyle functioning.
   c. Analyze and interpret results from assessment procedures.
   d. Integrate the information collected for use in planning services for the person served and report results to the treatment team.

3. **Individualized Intervention Planning**
   a. Discuss results of assessment and involve the person served or relevant others in the design of an individualized intervention program.
   b. Develop and document individualized intervention goal and plan based on assessment, consistent with legal requirements and professional guidelines.

4. **Implementation of RT Services**
   a. Implement individualized intervention plan.
   b. Collect and document significant information regarding the treatment process.
   c. Serve as an educator, therapist, leader, facilitator and/or resource in the delivery of RT services.

5. **Evaluation of Individualized Intervention Plan**
   a. Evaluate functioning and progress of the person served.
   b. Revise individualized intervention plan as necessary with input from the person served, relevant others, and treatment/service team.

6. **Documentation**
   a. Record progress, functioning, and intervention outcomes of the person served.
   b. Prepare and report quality improvement data.

7. **Treatment/Service Teams**
   a. Provide information to team members concerning the range of RT services.
   b. Coordinate or integrate intervention plan with other disciplines for the person served.
   c. Convey information regarding person served to team members in a timely and appropriate manner.
   d. Develop and provide collaborative services with other team members as necessary.

8. **Organizing and Managing Services:** Maintain and expand professional competence, knowledge of current RT trends, techniques, methods, issues and professional and legal standards.

9. **Outreach, Advocacy, Public Relations, and Professional Development:** Maintain and expand professional competence, knowledge of current RT trends, techniques, methods, issues and professional and legal standards.
Additional Questions

1. In what areas does the intern excel?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

2. In what areas does the intern need further improvement?
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________
___________________________________________________________________________________

THE FOLLOWING QUESTIONS ARE TO BE ANSWERED ONLY AS PART OF YOUR FINAL EVALUATION

3. FINAL EVALUATION: If you had an opening for an entry-level, full-time CTRS position in your agency, would you hire this intern?

        ______ Yes          ______ No

4. FINAL EVALUATION: What is the overall grade of the intern’s performance?

        ______ A
        ______ B
        ______ C
        ______ D
        ______ F

5. FINAL EVALUATION: How can our department better prepare students for employment in your agency? What aspects should receive more emphasis in the classroom?
6. **FINAL EVALUATION:** How can the department improve the administrative aspects of the internship process (i.e., paperwork, evaluations, etc.)?

---

**OVERALL GRADE**

☐ A+  ☐ A  ☐ A-  ☐ B+  ☐ B  ☐ B-  ☐ C+  ☐ C  ☐ C-  ☐ C-  ☐ D+  ☐ D  ☐ D-  ☐ F

**INTERNSHIP PLACEMENT INFORMATION**

Agency Name: _____________________________________________________________

Clinical supervisor’s Name: ___________________________ NCTRC Cert. No. _____

Signature: ______________________________________________________________

Agency’s Address & Phone #: _____________________________________________

Student’s Name: ___________________________ Signature: _____________________

Dates of Internship: Beginning ________  End _________

Total Hours to Date __________

☐ Mid-term evaluation

☐ Final evaluation

**PLEASE RETURN THIS EVALUATION FORM ELECTRONICALLY AS AN EMAIL ATTACHMENT TO:** Dr. Stephen Lewis, Ph.D., CTRS at stlewis@clemson.edu
Midsession Evaluation by Student

Complete the evaluation and forward it to the Clemson University RT Internship Supervisor along with your seventh weekly report. If necessary, use additional pages for your responses. You are strongly encouraged to discuss the contents of the evaluation with your Agency Supervisor.

Name: ____________________________

CU ID#: __________________________

Agency: ____________________________

Supervisor: __________________________

1. Please summarize your internship experience so far. What are your major duties? What have you learned? Have you had any problems/challenges, and if so, how were they resolved? What is your overall impression?

2. Is this experience what you expected? Why or why not?

3. Is the agency supervision adequate? How can it be improved?

4. Is the university supervision adequate? How can it be improved?

5. What can you do to make the remainder of the internship more meaningful?

6. What can the Agency do to make the remainder of the internship more meaningful?

7. What activities would you like to become more involved with during the second half of your internship?

8. Additional comments:
Final Evaluation of Field Training by Student

Name: ___________________________________________  CU ID# _______________________

Date:____________________________________________

Internship Site:_____________________________________________________________________

Supervisor:_________________________________________________________________________

Please rate the statements below using the following scale:  5) Strongly Agree, 4) Agree, 3) Undecided, 2) Disagree, 1) Strongly Disagree

1. Overall, my internship was a valuable learning experience. 1 2 3 4 5

2. My internship provided opportunities to grow professionally. 1 2 3 4 5

3. The experience allowed me to meet internship goals and objectives established in PRTM 404. 1 2 3 4 5

4. My internship provided experiences which will better enable me to obtain a job in my field. 1 2 3 4 5

5. My training/orientation to the Agency was adequate. 1 2 3 4 5

6. I was treated as a professional by the Agency staff. 1 2 3 4 5

7. I was satisfied by the level of supervision given to me by my Agency Supervisor. 1 2 3 4 5

8. I felt comfortable discussing any problems that arose with my Agency Supervisor. 1 2 3 4 5

9. I was satisfied by the level of supervision given to me by the PRTM Department. 1 2 3 4 5

10. I felt free to contact my University Supervisor for feedback. 1 2 3 4 5

11. My academic coursework prepared me for this internship. 1 2 3 4 5

12. Overall, I feel that I made a contribution to the Agency during my internship. 1 2 3 4 5

13. The internship experience is worth 6 college credits. 1 2 3 4 5

14. I would recommend this Agency to future interns. 1 2 3 4 5
Please answer the following questions. Your response is confidential. If necessary, use extra paper.

1. What was the best part of the internship?

2. How could the internship have been improved? What could you have done? The Agency? The PRTM Department? The RT Program?

3. Did you feel academically prepared for the internship? Why or why not?

5. Name three classes that you have taken that were most helpful to you during your internship.

6. How could you have been better prepared for this internship (work experience and academically)?

7. Have your career goals changed or been altered as a result of your internship? Explain.

8. How could the PRTM Department or RT Program improve the internship process?

The following questions are for informational purposes only. Your responses will allow the PRTM Department to provide useful information regarding internships at this location to future interns.

1. Did the Internship Agency provide housing? If so, what type?

2. How far away did you live from your internship site?

3. Does this Agency require interns to have a personal vehicle?

4. Was this a paid internship? If so, how were you paid (monthly, weekly, lump sum, etc.)

5. Are there any significant living expenses associated with living in this area?

6. Were you provided with any fringe benefits (i.e., free meals) as an intern?
Major Project PROPOSAL and REPORTING Template

1) Title of the project, your name, your agency's name
   [center this information as the heading of your document]

2) Brief description (including an explanation of what makes the project original)

3) Statement of how the project will benefit the agency/participants/and/or your growth as an intern. Identify the need for the project and how it connects to your identity as a competent certified therapeutic recreation specialist.

4) Goals of the project – use functional goals and objectives.

5) Describe specific tasks of the project including:
   a) What do I need to do independently?
   b) What do I need to solicit help or information about?
   c) What do I need to do cooperatively with RT participants, supervisor, or staff?
   d) What financial, personnel, technology, or physical resources do I need?

6) Timeline for implementation that includes estimated dates/weeks and specific tasks.

7) Key advice from your agency supervisor/personnel involved in the project.

8) Describe specific measurement of the success of the project [Who will evaluate it? What kind of data gathering will you create and use for evaluating the project?]

9) Reflective summary statement of what you learned from the major project experience and a detailed assessment of the results. What worked in making the project successful? What did NOT work that contained a lesson for you? [This will be completed at the end of the project and submitted to your Clemson University RT supervisor along with a copy of the major project.]

Suggested Guidelines
1. Have an original idea that is carried out with persistence and flexibility.
2. Work cooperatively with others when necessary or desirable.
3. Work independently when necessary or desirable.
4. Cultivate a shared vision of your project with your agency supervisor in assuring that your project is of value to the agency/program/participants but also satisfies your desire to create a manageable and memorable contribution.
5. Carry out necessary research for the project; plan in advance, and make smart decisions.
6. Seek help and information when necessary; assertively ask for what you need.
7. The project should be a genuine learning opportunity that contributes to the intern's competence.
8. Written work should be perfectly accurate, efficient, concise, and timely.
9. Space out the project appropriately throughout the internship with advance planning.