



Recreational Therapy

Field Placement Manual and Syllabus

Carmen Hawkins, CTRS/CCLS
cbh@clemson.edu
(864)207-3361 (cell)

PRTM 4050 & 8050

**Department of Parks, Recreation & Tourism Management
Recreational Therapy
Clemson University
263 Lehotsky Hall
Clemson, SC 29634-0735
(864) 656-3400**

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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 4050 & 8050) 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 who does not have certification as a CTRS 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 4050 & 8050 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 APIED 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 (2017, see <https://nctrc.org/wp-content/uploads/2015/07/JobAnalysisReport.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 4050 & 8050 Course Policies

Eligibility:

In order to be eligible to enroll in PRTM 4050 & 8050 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 3260, 3270, and 3280.

Enrollment Restrictions:

Students may not enroll in more than one additional 3-credit course during the semester they take PRTM 4050 & 8050. 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 4050 & 8050 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 4050 & 8050 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 4050 & 8050.

Duration for RT Students:

As required by NCTRC, the internship must be a full-time position for a minimum of **fourteen consecutive weeks and 560 hours** with the Cooperating Agency.

Grading:

PRTM 4050 & 8050 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.

Canvas and Email:

This course will use Canvas to communicate and post important documents associated with this class (announcements, assignments, exam reviews, class notes, etc.). It is your responsibility to check Canvas on a weekly basis and your email on a daily basis to stay up to date with this course. *Please be sure your notifications setting in Canvas is set so that you receive emails when a message is sent from the instructor (at minimum).*

Here are some tips for using Canvas effectively:

- DO NOT USE Safari or Internet Explorer browsers when viewing your graded documents in Canvas. Instead, Use Firefox or Google Chrome.
- Here is a tutorial on how to view feedback on assignments from the instructor on Canvas: <https://community.canvaslms.com/docs/DOC-10666-421254359>

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).

Health Insurance Coverage

Accidents or illness may occur as a result of coming in contact with the clinical and field internship environments. Medical evaluation, treatment, and follow-up care following an accident or incident are the *financial responsibility of the student*. We recommend that you obtain student health insurance if another plan is not available.

Incident Reporting

All incidents, injuries, and unusual occurrences in the clinical or field setting are to be reported immediately no matter how minor they seem. Notify the instructor responsible for the course.

Responsibilities for the Student, Cooperating Agency and the Department

Following are the responsibilities for all parties involved in PRTM 4050 & 8050:

Student Responsibilities:

1. Complete an Internship Pre-Application and an Internship Confirmation form and submit to Carmen Hawkins for approval. Make sure that all sections of the form are completed before it is submitted to the Internship Supervisor (see pp. 17-20).
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. If the meeting occurs following the initiation of your internship, you are still required to document your observation of the internship video.
3. An Affiliation Agreement (contract) is **required** by Clemson University so you must complete the Pre-Application and submit it to Carmen Hawkins by the date listed on the form. Please contact Carmen Hawkins (cbh@clemson.edu) or Bianca Schuster (Bianca@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 4050 & 8050 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. 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. You must have access to the internet so that you can submit your assignments and communicate with your University Supervisor in a timely manner.
12. In the event of illness or emergency, notify the Agency Supervisor and the University Supervisor of the situation and possible absence.
13. Submit all assignments (i.e., evaluations, weekly reports, final portfolio) to the Clemson University RT Internship Supervisor on time. All assignments must be submitted on Canvas. No other format

will be accepted. Not having access to a computer or being “too busy” are not acceptable excuses for being late with assignments.

14. As an intern, be a positive reflection on yourself, the Cooperating Agency, the PRTM Department, and Clemson University.
15. If a problem arises that jeopardizes the continuation of the internship, contact your University Supervisor immediately.
16. 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.
17. 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 University Supervisor if your agency requires verification of our policy.

Cooperating Agency Responsibilities:

1. Complete relevant sections of the Internship Confirmation form, including:
 - a. internship job description
 - b. supervisor name, contact information and certification 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. The supervisor assigned must be employed for at least 1 year as a CTRS.
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 APIED process, and is progressively challenged throughout the internship, eventually resulting in the student maintaining a full caseload.
8. In order 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 via the Qualtrics survey. The midterm evaluation should be submitted around the 7th week, while the final evaluation should be submitted at the conclusion of the internship.
Evaluation link: https://clemsontech.qualtrics.com/jfe/form/SV_5pROuQRbSqpgs7j
11. Offer feedback to the University Supervisor 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 4050 & 8050 Canvas site, PRTM 3230, and the pre-internship meeting.
4. Review completed Internship Pre-Application and Internship Confirmation 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 APIED process and can demonstrate this through a comprehensive internship description.
5. Ensure that all prerequisites have been satisfied before registering the student for PRTM 4050 & 8050.
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. During the spring and fall semesters, the University Supervisor may arrange for a telephone conference with the intern and Agency Supervisor instead of an in person visit.
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 4050 & 8050

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 RT 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 Confirmation Form (p. 19).
2. Upon receiving an offer for an internship, complete Section I of the Internship Confirmation form. 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 Confirmation form to ensure that all sections are complete, and then submit the form to Carmen Hawkins via email (cbh@clermson.edu) or her box in the graduate assistant lab. The form will be reviewed for 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 Clemson Fieldwork Coordinator does not approve of the internship, or needs further clarification, the student will be contacted by email.
6. A note to all who may be graduating immediately following the internship: ***PLEASE lay out your timeline BEFORE YOU START YOUR INTERNSHIP with your university supervisor so that we can all ensure that your start/end dates and assignment timelines comply with the University requirements for graduation. Often, students who are doing an internship in the summer semester and planning to graduate in August must start their internship before final exams in Spring semester because of the length of the summer session. We can help you navigate this, but preparation is the key!

INTERNSHIP ASSIGNMENTS AND TIMELINE

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.

Table 1 lays out your timeline for when assignments are due for the Internship. Detailed information about these assignments are on the pages following Table 1.

At the beginning of your internship, write the exact due date in the blank space beside the due date. Go over these dates with your agency supervisor to be sure they will work with your work schedule. If your site schedule is different, please discuss this with your Clemson internship supervisor immediately. This is essential for making sure things are turned in on time. Be sure to give your agency supervisor a copy of the manual and specific due dates.

Table 1:

Week # and due date	Assignments due	Points Available
Week 1- Due the Monday following week 1 Due date: _____	Weekly report answering questions 1-5 and hours. This report also includes your goals and objectives. You will also need to document that you watched the orientation video or attended the meeting. If you watched the video, ask 2 questions about the video in your report.	10
Week 2- Due the Monday following week 2 Due date: _____	Weekly report answering questions 1-5 and hours. This report will also include your revised goals and objectives if needed. Your supervisor will give you feedback for these in your week 1 report.	10
Weeks 3 & 4- Due the Monday following week 4 Due date: _____	Weekly report answering questions 1-5 and hours. In addition, you must identify 2 sites that have a CTRS that you could shadow.	10
Weeks 5 & 6- Due the Monday following week 6 Due date: _____	Weekly report answering questions 1-5 and hours. Discuss in your report your plan to visit the sites identified in last report. Be sure to discuss these with your agency supervisor. Your portfolio is also due now. This is a lot of work so start it early!	10 10
Week 7- Project Proposal Due the Monday following week 7 Due date: _____	Your project proposal is due. Be sure to follow the template outlined in the manual.	10

Week # and due date	Assignments due	Points Available
Week 7 & 8- Due the Monday following week 8 Due date: _____	Weekly report answering questions 1-5 and hours. Agency midterm evaluation and Student Reflection are also due.	10 10
Week 9 & 10- Due the Monday following week 10 Due date: _____	Weekly report answering questions 1-5 and hours. Your case study is also due now.	10 10
Week 11 & 12- Due the Monday following week 12 Due date: _____	Weekly report answering questions 1-5 and hours.	10
Week 13- Project Summary. Due the Monday following week 13 Due date: _____	Your project summary is due now. This is where you will answer the last question on the Project Proposal template. Be detailed in your answer and submit proof of the project if possible.	10
Week 13 & 14- Due the Monday following week 14 (earlier if graduating this semester) Due date: _____	Weekly report answering questions 1-5 and hours. You will also evaluate your progress toward your initial goals and objectives. Include this review in your report. Final evaluations (both agency and student) and Final Reflection are due.	10 15

Weekly Reports

Reports should be submitted through Canvas. Reports should be turned in on the Monday following the last week worked. Each report must include the answers to questions 1-5 (see example on the next page) as well as your weekly hours and cumulative internship hours. Some of the reports will also need to include additional information which is specified in the table above. Please refer to this table for each report to make sure that you are including everything.

The **first student report must include five personal goals (3 short term goals with 2 objectives each and 2 long-term goals) related to the internship** experience. All interns must include the NCTRC goal and objectives below as their first goal. The week 1 report will also include the start date, and the anticipated end date. **Please confirm that your dates do not overlap with the University policy on grade submission for graduation** (see Academic Calendar for the academic year or talk with your University supervisor. ****See TABLE 1-** for all Assignments and their due dates.

The second week's report should include the information below, and the revised goals and objectives, as needed, based on feedback from the internship supervisor. The remaining reports will report on two weeks at a time (see Table 1 for information on the timeline of all requirements). 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.

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.

Things to remember when writing goals and objectives

Goals are general outcome statements that state what you want to achieve. Objectives address how you will achieve your goal. Objectives must be measurable and observable and must include a condition, behavior and criteria.

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

***Goal:** 1.0 To develop skills necessary for recreational therapy practice as defined by the NCTRC Job Analysis.*

Objectives

1.1 By the end of the internship, with 100% accuracy, I will be able to verbally independently identify at least 2 professional job skills at the agency in the following areas: organizing and managing services, outreach/ advocacy/ publications, and advancement of the profession.

1.2 By the end of the internship, I will be able to independently demonstrate entry-level practitioner skills in 5 of the 6 following areas: 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 five questions that will be answered (beyond the name/email questions). Use the template on page 23 of this manual when completing weekly and biweekly reports.

Rubric for Weekly Report

You will be graded using the following criteria:

1. Responses are clear and professionally written (2 points)
2. Responses are thoughtful and comprehensive (4 points)
3. Responses address all aspects of the questions (4 points)

Mid-term and Final Evaluations

You will submit a total of 3 evaluations and 2 reflections during your internship. The intern will submit a student midterm and final reflection (pp. 23-25) and a final evaluation. The agency supervisor will submit a midterm and final evaluation. The links to the evaluations are found below as well as on the Clemson University Recreational Therapy website. It is the intern's responsibility to make sure these are completed in a timely manner.

Intern supervisors will use the Qualtrics link below for midterm and final evaluations.

https://clemson.ca1.qualtrics.com/jfe/form/SV_5pROuQRbSqqs7j

Clemson interns will use the Qualtrics link below for final evaluations.

https://clemson.ca1.qualtrics.com/jfe/form/SV_5tAAdR1U2zWu2Vf

These evaluation forms are used because they address specific components of the APIED 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 the link to this evaluation at the beginning of the internship so the supervisor is aware of what areas to address throughout the learning process.

The completed agency midterm evaluation and student midterm reflection must be submitted along with the seventh and eighth weekly report. The final evaluations (both student and the supervisor) and final student reflection must be submitted with final report.

*******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 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. These visits are not mandatory but are recommended.

Professional Project

Recreational therapy students are required to complete an additional project that includes all four areas of assessment, planning, implementation, and evaluation (APIED). 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 30 for the proposal and reporting guidelines. The proposal is due to the University supervisor by the Monday following week 7. The report of the completed project is due to the University supervisor by week 13. Note: Interns must complete this project on their own and may not partner with another intern for their project.

Portfolio

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). You will need to maintain this information to use in the RT Management course so be thorough. 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 Canvas for a grade. You may use the exact words from the agency documents, however, we ask that you only answer the questions below (i.e., do not scan in a 200-page document and expect us to search for the information). Please provide a detailed table of contents that identified the question number and the page it is located on.

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, in detail, the adaptive techniques, equipment, and assistive technology used by your facility.
10. Identify and provide a detailed description each of the interventions 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).

Grading and Timeliness of Assignments

The only record the University and your University Internship supervisor has of your internship is the work you turn in. We are required to verify to NCTRC that you have met the requirements as set forth for the internship. Thus, turning in ALL assignments in a timely manner is ESSENTIAL! The first time that

an assignment is late, you will receive a warning and you will receive a zero, but the 2nd time you may be dropped from the internship class because we can't verify that you are doing the necessary work. Please stay in frequent touch with your University supervisor to avoid these kinds of situations.

Case Study

This outline is intended to be a general guide for preparing a case study. Modifications can be made as needed to explain specifics about your client and setting.

1. Personal Information
 - a. Name (first name only/pseudonym), age, gender, ethnicity, etc...
2. Medical-Social History
 - a. Medical/Psychiatric History
 - b. Vocational History
 - c. Educational History
 - d. Family History (family, parents, siblings, etc.)
 - e. Social Environment (community, family, church, etc.)
 - f. Leisure Experience or Play Behavior
3. Admission Information
 - a. Date
 - b. Type of Facility and Length of Stay
 - c. Type of Admission (voluntary, court ordered, emergency, etc.)
 - d. Client's Reactions/Perceptions to Admission
4. Present Diagnosis/Status
 - a. Definition/Nature of Health Condition
 - b. Cause(s) of Health Condition
 - c. Current Level of Functioning
 - i. Medical-Physical Condition
 - ii. Motor Skills (gross motor, fine motor, sensory motor)
 - iii. Play/recreation Skills (identify play patterns, skills, interests)
 - iv. Self-help (level of dependency-independency)
 - v. Adaptive Care (type of care needed to function)
 - vi. Behavior Patterns (most predominant positive and negative behaviors)
 - vii. Communication Patterns (describe social contact and interaction including expressive and receptive communication, verbal/nonverbal)
 - viii. Attitudes towards self, others, and the environment
 - ix. Intellectual/Cognitive Abilities
 - x. Other (e.g. spiritual attitudes, beliefs, or emotional considerations not identified elsewhere)
5. Treatment/Intervention Plan
 - a. General Health Care Team Plan (goals, procedures, special concerns)
 - b. Recreational Therapy Plan
 - i. 2 Long Term Goals
 - ii. 2 Short Term Goals
 1. 1 objective for each short-term goal
 - iii. Activity/Intervention/Facilitation Technique and rationale used to achieve goals
 - iv. Assessment and Evaluation tools used (you don't have to use them, just discuss what you WOULD use)
6. Recommendations for Future Recreation Involvement
 - a. RT-specific goals and objectives for the client (at least 2 goals and 3 objectives per goal)
 - b. Specific Recommendations

General Information

Searching for Internship Sites

The most current list of internship sites is available from Carmen Hawkins. It will also be available on the Canvas 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.

CURT Internship forms: In addition to this manual, all required forms, including evaluations and links may be found at: <https://www.clemson.edu/cbshs/departments/prtm/academics/undergraduate-degrees/recreation-therapy/index.html>



INTERNSHIP PRE-APPLICATION FORM

Deadlines for pre-application form submission:

Summer internships: Feb 1

Fall Internships: May 15

Spring Internships: September 15

***Please attach a copy of your degree works with the submission of this pre-application.*

Internship semester and year student is applying for: _____

Date of pre-application form submission: _____

Student Name: _____

Student ID#: _____

Student email: _____

Student advisor: _____

Top internship choice for application

Agency name: _____

Agency location (city/state): _____

CTRS Supervisor at agency: _____

CTRS phone number: _____

CTRS email address: _____

Please provide a detailed description of the proposed job duties for the internship. If possible, attach a copy of the job description.

Second choice for internship application:

Agency name: _____
Agency location (city/state): _____
CTRS Supervisor at agency: _____
CTRS phone number: _____
CTRS email address: _____

Please provide a detailed description of the proposed job duties for the internship. If possible, attach a copy of the job description.

*Please provide information for up to two back-up internship sites:**

Backup agency # 1 name: _____
Backup agency #1 location (city/state): _____
Backup agency #1 CTRS Supervisor name/email address: _____

Backup agency # 2 name: _____
Backup agency #2 location (city/state): _____
Backup agency #2 CTRS Supervisor name/email address: _____

**After student is approved to apply for top two choices, student must contact Carmen Hawkins (cbh@clermson.edu) before applying to backup sites.*

**Internship Confirmation 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 Carmen Hawkins, cbh@clermson.edu

I. Student Information: (Completed by Student)

Name: _____

Student ID #: _____

Local Address: _____

City: _____ State: _____ Zip Code: _____

Internship address (if different than above): _____

City: _____ State: _____ Zip Code: _____

Phone: () _____ Email: _____

Student medical insurance carrier: _____

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 (required): 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: _____

Supervisor active CTRS #: _____ **Supervisor # of years as a CTRS:** _____

Supervisor has at least 1 year RT experience: ___yes ___no

Address: _____

City: _____ **State:** _____ **Zip:** _____

Phone: (____) _____ **FAX:** (____) _____

Email Address: _____

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

III. Signatures:

Student: _____

Date: _____

Agency Supervisor: _____

Date: _____

Approved: _____

Date: _____

University Supervisor

**Student Weekly Report
Recreational Therapy
Department of Parks, Recreation and Tourism Management
Clemson University**

Student Name: _____
Agency Name: _____
Internship Supervisor Name and Email: _____
Report #: _____
Dates in this Report: _____

Weekly reports should be submitted every other Monday (see Table 1 for clarification on timeline) and include work done during the previous fourteen days. Reports should be submitted to the appropriate drop box.

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

- 1) Give a detailed description of your activities for the past (week or two) which were *directly related* to RT practice (APIED). 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.

Example:

Activity log 1 (Covering: dates)
Observed 4 client assessments (2 hours)
Attended 2 case conferences (2 hours)
Developed treatment goals and interventions for assigned 3 clients (3 hours)
Observed community reintegration outing twice, each for 3 hours (6 hours)
Documented clients participation in outing (5 hours)
Met with clinical supervisor for 60 minutes (1 hour)
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) *NOTE: Be specific here! We want to know exactly what you are doing and WHY!

For questions 2-5, be sure to **fully develop ideas using thoughtfully constructed paragraphs.**

- 2) Imagine you are on an interview, and your potential employer has asked you to explain 2 meaningful learning experiences from your internship this week and apply them directly to the APIED process. What would you say? Be detailed in your explanation.
- 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:

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____
Total hours this week: _____
Cumulative Internship Hours: _____

Monday _____
Tuesday _____
Wednesday _____
Thursday _____
Friday _____
Saturday _____
Sunday _____
Total hours this week: _____
Cumulative Internship Hours: _____

Student Midterm Reflection

Complete this reflection and submit it along with your seventh weekly report. If necessary, use additional pages for your responses. You are strongly encouraged to discuss the contents of the reflection 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. How would you describe your experience with each step of the APIED process so far?
4. Is the agency supervision adequate? How can it be improved?
5. Is the university supervision adequate? How can it be improved?
6. What can you do to make the remainder of the internship more meaningful?
7. What can the Agency do to make the remainder of the internship more meaningful?
8. What activities would you like to become more involved with during the second half of your internship?
9. Additional comments:

Student Final Reflection

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 able 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. 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]
- 1) Brief description (including an explanation of what makes the project original)
- 2) 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.
- 3) Goals of the project – use functional goals and objectives.
- 4) 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?
- 5) Timeline for implementation that includes estimated dates/weeks and specific tasks.
- 6) Key advice from your agency supervisor/personnel involved in the project.
- 7) 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?]
- 8) Comprehensive description of what your final project looked like, describing it in great detail. Describe also what you learned from the major project experience and provide a detailed assessment of the results. What worked in making the project successful? What did NOT work that contained a lesson for you? Please provide evidence of the project, the APIED process, and the evaluation of the project. [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.

CARTE Standards met by this course:

1.a.22	Skill in applying the principles of the RT process in individual and group treatment programs (service delivery).
1.a.23	Skill in applying techniques of evidence-based practice to recreational therapy practice.
1.b.10	Skill in defining and measuring a variety of functional behaviors relevant to specific disabling conditions and to the practice of RT.
1.b.11	Skill in the use of behavioral observations.
1.b.12	Skill in the use of a variety of standardized and non-standardized instruments, batteries and rating systems.
1.b.13	Skill in the use of functional performance testing.
1.b.14	Skill in the use of rapid assessment instruments (RAI) and their application to Recreational Therapy practice.
1.b.15	Skill in gathering and use of relevant information from records, charts, family, significant others, and other professionals.
1.c.7	Skill in constructing treatment plans that incorporate patient/client strengths, resources and preferences.
1.c.8	Skill in designing discharge/transition plans relevant to patient/client resources, support systems and needs.
1.c.9	Skill in activity and task analysis.
1.c.10	Skill in integrating systematic methods of patient/client evaluation and program evaluation into treatment/program plans.
1.d.9	Skill in establishing an effective therapeutic/helping relationship.
1.d.10	Skill in designing evidence-based treatment interventions to implement the individual treatment plan of the patient/client.
1.d.11	Skill in effective oral and written communication.
1.d.12	Skill in applying individual and group leadership/helping techniques.
1.d.13	Skill in assisting the patient/client to process the treatment intervention, thereby enhancing self-awareness and formulating conclusions relevant to treatment goals and objectives.
1.d.14	Skill in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes.
1.d.15	Skill in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes.
1.f.6	Skill in designing and using a variety of evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions.
1.g.12	Skill in using computers/systems for managing information and data.
1.g.13	Skill in applying ethical and conduct standards to practice.
1.g.14	Skill in practicing safety, emergency, infection control and risk management procedures.
1.g.15	Skill in scheduling, time management, and prioritization of tasks and decisions.
1.g.16	Skill in managing productivity and labor resources.
1.h.2.e	Skill in recognizing the developmental requirements of patients/clients and activities in the planning of treatment interventions.
1.h.3.k	Skill in understanding and interpreting categories included in the current edition of the Diagnostic and Statistical Manual (DSM) of the American Psychiatric Association (APA).
1.h.3.l	Skill in facilitating a variety of treatment interventions designed to address issues within the psychological domain.

1.h.3.m	Skill in assisting the patient/client in processing and applying knowledge and skills learned to meet individual needs.
1.h.4.e	Skill in use of standard charting signs, symbols and abbreviations.
2.b.6	Skill in establishing, maintaining, and terminating therapeutic relationships.
1.9.1	The recreational therapy/therapeutic recreation curriculum must include provision for clinical experiences, including clinical education/practicum and clinical internship/field placement, under the direct supervision of a qualified clinical instructor in an appropriate setting.
1.9.2	Clinical education experiences must provide students with opportunities to practice and integrate the cognitive learning, with the associated psychomotor skills requirements of the profession, in accordance with professional standards of practice, to develop entry-level clinical proficiency and professional behavior as a recreational therapist/ therapeutic recreation specialist as defined by professional guidelines for competencies necessary for safe and effective recreational therapy practice.
1.9.3	The clinical internship or field placement experience must meet the requirements of the national credentialing organization and state laws and regulations for certification, registration or licensure. Competencies for practice as a recreational therapist must be a focus of development during the clinical internship or field placement experience. In order to establish consistency in practice, competencies for practice as a recreational therapist and performance of duties of a recreational therapist during the clinical internship or field placement must be assessed on the CARTE approved, "Clinical Performance Appraisal Summary Form"(Revised) (ATRA, 2013, pp. 115-116). It is also recommended that agencies utilize the "Competency Self-Assessment Detail Form" (ATRA, 2008, pp. 31-54) for student self-assessment of competencies following the internship/field placement experience.