

Therapeutic Recreation Internship Manual



ITHACA COLLEGE

School of Health Sciences and
Human Performance

Department of Recreation and Leisure Studies

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Introduction

The purpose of the Therapeutic Recreation Internship Manual is to assist all parties involved in Internship or Advanced Fieldwork for the Therapeutic Recreation major to understand the nature of the programs and their responsibilities in relation to current policies, regulations, and procedures.

This manual is a companion to the Office of Experiential Learning website for the Therapeutic Recreation major, which outlines the placement process and provides all the necessary forms, at ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/therapeutic-recreation.

Description of Internship/Advanced Fieldwork in Therapeutic Recreation

The Internship and Advanced Fieldwork programs are administered through the Department of Recreation and Leisure Studies (RLS) and the Office of Experiential Learning (OEL) in the School of Health Sciences and Human Performance (HSHP) at Ithaca College. **The practicum experience must be a minimum of 14 weeks and minimum of 560 hours (usually 40 hours per week). Students pay tuition for this educational experience.** (See additional parameters for practicum placements on page 6.)

The Internship in Recreation and Leisure Studies (RLS 44100) or Advanced Fieldwork (RLS 34900) is required of every student majoring in Therapeutic Recreation. Both courses allow students to train and work in an agency providing therapeutic recreation services as defined by the National Council for Therapeutic Recreation Certification (NCTRC) National Job Analysis for a minimum of 9 hours of academic credit in the fall, spring, or summer semesters. Advanced Fieldwork is designed for students who do not meet the academic requirements to enroll in the Internship (see page 4 for Internship admission standards).

Purpose of the Internship and Advanced Fieldwork

This practicum provides a hands-on, professional learning experience in the delivery of therapeutic recreation services. This phase of professional preparation enables the student to apply knowledge of the therapeutic recreation process and to gain practical experience under the mentorship of a Certified Therapeutic Recreation Specialist® and the faculty supervisor. The experience should enable **the student** to acquire the following knowledge, awareness, and experience:

1. Gain practical experience in the therapeutic recreation process as defined by the NCTRC National Job Analysis (see <https://nctrc.org/wp-content/uploads/2015/02/5JobAnalysis.pdf>), which includes guided experiences under the supervision of a Certified Therapeutic Recreation Specialist® in the following areas:
 - a. Professional Relationships and Responsibilities
 - b. Assessment
 - c. Plan Interventions/Programs
 - d. Implement Interventions/Programs
 - e. Evaluate Outcomes of the Interventions/Programs
 - f. Document Intervention Services
 - g. Treatment Teams and/or Service Providers
 - h. Develop and Maintain Programs
 - i. Manage TR/RT Services
 - j. Awareness and Advocacy

2. Learn current methods of service delivery from expert practitioners
3. Examine their interest in therapeutic recreation as a career and to determine the essential characteristics needed to develop and exhibit as a professional
4. Determine their strengths and weaknesses and to mature both personally and professionally through constructive evaluation from the supervisor
5. Understand more fully the responsibilities and work of professional personnel in the field

The practicum is beneficial to ***the agency*** for the following reasons:

1. Provides therapeutic recreation professionals with the opportunity to train new individuals in state-of-the-art professional practices, thus advancing the profession
2. Strengthens the therapeutic recreation program through assistance provided by interns and the exchange of innovative ideas
3. Provides an opportunity to evaluate prospective staff candidates for later employment

The practicum is important to ***Ithaca College*** for the following reasons:

1. Improves the educational process and enlarges the scope of the professional curriculum
2. Sustains contact between professional educators and practitioners in the therapeutic recreation profession
3. Contributes to the continuing evaluation of the RLS curriculum in terms of its relevancy to professional practice and current societal trends

Standards for Student Admission into the Internship and Advanced Fieldwork Programs

To be eligible for an Internship in Recreation and Leisure Studies (RLS 44100), the student must meet the following prerequisites:

1. Minimum cumulative GPA of 2.0
2. Minimum GPA of 2.5 in RLS-prefix 3-credit courses
3. Minimum grade of B in Service Learning in Recreation (RLS 24800)
4. Completion of at least 24 credits of required RLS-prefix courses
5. Completion of all required therapeutic recreation courses with the exception of Research Methods (RLS 33200), Inclusive Recreation and Diversity (RLS 34000), Administration of Therapeutic Recreation (RLS 43300), and Seminar: Professional Development (RLS 45300)
6. Completion of the Application for Internship or Advanced Fieldwork Form and the GPA Calculator Spreadsheet
7. Approvals of the department chairperson, academic advisor, and internship coordinator

If a student does not meet the above standards, they must possess a minimum cumulative GPA of 2.0 to be enrolled in Advanced Fieldwork (RLS 34900). Students enrolled in Advanced Fieldwork are restricted to practicum sites within a 200-mile radius of the Ithaca College campus to facilitate closer supervision by the faculty supervisor.

Students may take no more than three additional academic credits while completing an Internship or Advanced Fieldwork. This practicum is designed to be a full-time work experience. The value of the experience to both intern and agency is jeopardized if other commitments such as extensive academic coursework consume too much of the intern's time and talent.

Procedures for the Placement of Interns and Advanced Fieldworkers

The student is advised to consult the OEL website for all the necessary forms to secure their placement: ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/therapeutic-recreation. **All information on the forms must be typed.** See Appendix A for a list of required forms and a general timeline for submitting forms. Consult the OEL website for exact due dates.

1. **Orientation to the Practicum Program.** The internship coordinator orients the student to the practicum program, which usually occurs in an internship informational meeting every fall and spring semester. To assist the student in locating potential agencies for placement, RLS has several reference materials available including a notebook of agency advertisements and a computerized internship database. The academic advisor and the internship coordinator are also valuable resources for finding an appropriate internship placement.

The student needs to become actively involved in the preliminary arrangements for a practicum no later than one full semester before it begins. Early preparation is important because agencies in high demand may make commitments to interns as far as one year in advance. Additionally, a legal Affiliation Agreement must be in place between the agency and Ithaca College before a practicum can begin. Be aware that developing a contract may take up to six months to a year.

Application for Graduation. Students are reminded to apply for graduation as early in the planning process as possible through the Office of the Registrar webpage at www.ithaca.edu/registrar/. If a student completes their practicum in the summer or fall, and has met all other degree program requirements, they may participate in the graduation ceremony in May. Please note, however, that students don't officially graduate until the practicum has been completed.

Part-Time Status Form. If a student plans to complete the practicum experience during the fall or spring semester, they will need to complete a *Part-Time Status Form* available from the Registrar at www.ithaca.edu/registrar/students (see Student Forms). *If the College does not have this form on file, the student will be charged full tuition.* The student should also consult with the **Office of Student Financial Services** at the Peggy Ryan Williams Center – 2nd floor to determine if enrollment in the practicum will affect their financial aid status.

2. **Application for Internship/ Advanced Fieldwork Form and GPA Calculator.** The student completes the *Application for Internship or Advanced Fieldwork Form* and the *GPA Calculator Spreadsheet*, and submits them to the internship coordinator. Both forms are available on the OEL website.

3. **Eligibility for Internship or Advanced Fieldwork.** Upon receipt of the *Application* and *GPA Calculator Spreadsheet* from the student, the internship coordinator, in collaboration with the department chairperson, determines the applicant's eligibility for Internship or Advanced Fieldwork, and informs the student of the status of their eligibility. The student receives a signed copy of the *Application for Internship or Advanced Fieldwork Form* from the internship coordinator confirming their eligibility for the practicum or delineating the deficiencies that must be overcome to become eligible. An internship file is started for the student.
4. **Internship Search.** Acting in consultation with the internship coordinator and academic advisor, the eligible student investigates potential agencies and arranges for interviews. See Appendix B for strategies to aid in the internship search. To meet NCTRC certification eligibility requirements, the agency must meet the following criteria:
 - a. A minimum of one full-time (32 hours/week) **Certified Therapeutic Recreation Specialist®** must work **on site**, with at least 50% of the primary supervisor's job duties within therapeutic recreation services. The agency supervisor must possess the CTRS credential for at least one year prior to supervising the intern. An agency supervisor's certification status can be checked online at nctrc.org.
 - b. The internship experience must take place at one geographical site.
 - c. The experience must take place over a minimum of 14 consecutive weeks (without vacation) with a minimum of 20 hours per week and no more than 45 hours per week, for a total of no less than 560 hours. If an agency requires a longer internship, the student will need to complete the number of hours/weeks required by the agency.
 - d. The agency must be able to provide the student with exposure to all areas of the therapeutic recreation process and professional practice as defined by the NCTRC National Job Analysis (see page 3, #1).
5. **TR Site Acceptance Form.** When a site has been identified and approved by the internship coordinator, the student and agency supervisor will complete the *TR Site Acceptance Form* and submit it to the internship coordinator. This form represents the agency's formal notification to the College of their intent to accept the intern and may be found on the OEL website for TR internships.
6. **Verification of Site Acceptance.** The internship coordinator contacts the prospective agency to determine its willingness and eligibility to participate in the program, and explores the need to establish a legal Affiliation Agreement. Should a mutual agreement for placement be reached, the coordinator informs the agency and the student. The agency supervisor is sent the link to this manual for their information and action, and the student is provided a copy of the completed *TR Site Acceptance Form*.
7. **TR Student Placement Form.** The student completes the *TR Student Placement Form* found on the OEL website for TR internships, and submits it to the internship coordinator. At least two weeks must be allowed for this form to be reviewed and approved by the internship coordinator, department chairperson, HSHP associate dean, and OEL. This form is used to register the student for the internship.

8. **Verification of Placement.** When the *TR Student Placement Form* has been approved, the internship coordinator notifies the student of their formal placement at the agency.
9. **Internship Requirements Checklist.** The student completes the *Internship Requirements Checklist* (available on the OEL website), based on their individual start and end dates, and submits it to the internship coordinator.
10. **Registration for Practicum.** OEL registers the student in either the Internship or Advanced Fieldwork.
11. **Assignment of Faculty Supervisor.** The RLS department assigns a faculty supervisor to the student, and the internship coordinator forwards the student's placement forms to the appropriate faculty member. The faculty supervisor advises the student on assignments to be completed during the experience and how communication will be facilitated.
12. **Report to Agency.** The student reports to the agency for the Internship or Advanced Fieldwork.

Regulations and Policies Governing Internship and Advanced Fieldwork Programs

1. **Student Responsibilities**

- a. Read this internship manual. A student must possess a thorough understanding of all the policies and procedures related to the Internship/Advanced Fieldwork experience.
- b. Fulfill all assignments set forth in these guidelines (see pages 12-14) and designated by the agency.
- c. Abide by all rules and regulations set forth by both the College and the cooperating agency.
- d. Notify the agency supervisor whenever illness or emergency prevents on-the-job attendance. Notify the faculty supervisor concerning absences over an extended period of time, if guidance is needed or desired, and if problems arise.
- e. Pay for personal expenses except when expenditures have been authorized by the agency.
- f. Act professionally at all times. Professional conduct encompasses ethical behavior, integrity, confidentiality, punctuality, preparedness, among other dispositions.
- g. Create a certification application folder, which contains the information below. NCTRC internship folders are available from the internship coordinator.
 - Copy of agency supervisor's certification card/certificate
 - Agency/College contract (i.e., TR Student Placement Form)
 - The NCTRC Job Analysis
 - Record/log for documenting internship hours
 - Copies of reports and projects
 - Midterm and Final Evaluations, and other agency performance evaluations
 - Documentation of special project
 - Documentation of training and/or certifications received

2. Agency Requirements and Agency Supervisor Responsibilities

The agency supervisor is the staff member designated by the agency to provide orientation, guidance, evaluation, and direction to the student throughout the internship. The agency supervisor must be a Certified Therapeutic Recreation Specialist®, a full-time employee of the agency (at least 32 hours/week), and ideally have had at least 2 years of professional work experience. Supervisors must have been a Certified Therapeutic Recreation Specialist® for at least one year and employed in their present position at least one year.

It is the policy of Ithaca College to offer equal opportunity in all matters in compliance with the Civil Rights Act of 1964, the Age Discrimination in Employment Act of 1975, Title IX of the Education Amendments of 1972, the Rehabilitation Act of 1973, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Article 15 of the Executive Law of New York State (the Human Rights Law), the Americans with Disabilities Act of 1990, and other related federal, state and local legislation, executive orders, regulations, and guidelines. In keeping with this philosophy, agencies should provide an internship experience that is free from illegal discrimination and harassment, and that promotes dignity, respect, and overall well-being for the student intern or fieldworker.

The agency and/or agency supervisor should provide the student with the following:

- a. Determine, in consultation with the student, learning experiences that are mutually beneficial and which provide stimulation, challenge, and growth for the student; plan and provide opportunities and assignments suitable for the student's attainment of the designated learning objectives
- b. Provide adequate areas, facilities, and equipment to implement the therapeutic recreation process
- c. Assign the student to an immediate supervisor who holds the CTRS® credential and who, through education and experience, is qualified to conduct and administer therapeutic recreation services
- d. Orient and train the student as required and for regularly evaluating the student's performance
- e. Help the student gain acceptance as a staff member of the agency
- f. Meet at least weekly with the student to discuss progress, problems, projects, and assignments
- g. Supply materials, equipment, and workspace needed by the student to perform assigned tasks
- h. Reimburse the student for expenses incurred in the direct performance of assigned tasks
- i. Advise the student in the selection of appropriate professional reading material such as books, journals, and manuals related to the agency's operational policies, practices, procedures, and staff training

- j. Provide the student with such benefits as agreed upon in advance by all parties (e.g., salary, wage, housing, meals, professional development opportunities, travel allowance). If a student is paid a wage or salary, it should be consistent with the local standards for personnel working in a similar capacity.
- k. Provide the student with ongoing evaluations of their performance including formal Midterm and Final Evaluations, which are available at the Office of Experiential Learning website for therapeutic recreation majors. If serious deficiencies in student performance are identified, the student and the faculty supervisor should be notified immediately. The identified problem(s) must be documented in writing and submitted to the student for signature with a copy forwarded to the faculty supervisor. A plan of remediation will be developed at this time to enable the student to develop the skills necessary to overcome the deficiency.
- l. If performance deficiency is significant enough to warrant discharge of the student from the placement, the student and faculty supervisor must be notified immediately and provided written documentation of the problem and reason for discharge.
- m. Recommend a grade for the student.

3. **Internship Coordinator Responsibilities**

The internship coordinator is the faculty member who oversees the placement of interns and advanced fieldworkers. The internship coordinator has the following responsibilities:

- a. Provide an orientation to students of the internship process .
- b. Review and approve the student's *Application for Internship*
- c. Assist students in locating and finding placements with appropriate agencies in accordance with prescribed procedures
- d. Contact agencies to determine if they meet the school, department, and professional credentialing body requirements for internships
- e. Determine if the school has a current Affiliation Agreement with the agency and, if not, contact the Office of Experiential Learning to initiate the process for establishing an Affiliation Agreement
- f. Assist the student in the completion of all required paperwork
- g. With the consent of the RLS chairperson, the Office of Experiential Learning, and the HSHP associate dean, provides final approval of all practicum placements
- h. Evaluate the internship program and make recommendations for its improvement

4. **Faculty Supervisor Responsibilities**

The faculty supervisor is the faculty member who monitors the progress and outcomes of the practicum experience. The faculty supervisor's responsibilities include the following:

- a. Maintain close liaison with the agency supervisor and student and be accessible for consultation as needed.
- b. Supervise the work of the student in the cooperating agency. If the agency is located within a 500-mile radius of Ithaca College, the faculty supervisor will visit the agency to observe the student's work. The faculty supervisor will also confer with the student and the Agency supervisor regarding the student's performance and progress made towards fulfilling the agreed-upon learning objectives. When a site visit is not feasible, these discussions will be conducted over the phone, email, or videoconferencing.
- c. Assign a final grade to the student based on established criteria.

5. **Office of Experiential Learning Responsibilities**

The Office of Experiential Learning is a centralized office in the School of HSHP that is responsible for the following Internship/Advanced Fieldwork related activities:

- a. Maintain a database of agencies that have current affiliations with the School of HSHP. This database includes information on agency requirements related to health information and other personnel matters.
- b. Develop affiliation agreements with additional agencies at the request of the internship coordinators from departments within the School of Health Sciences and Human Performance.
- c. Maintain departmental websites that describe the internship process and provide online access to procedures and related forms.
- d. Secure approval from the Dean's office on the *Site Acceptance Form* and the *Student Placement Form*. Contact the student to inform them of the approval, and provide the student with information regarding the agency's health related and other personnel requirements.
- e. When the *Student Placement Form* has been approved, register the student for the appropriate course (RLS 44100 or RLS 34900).
- f. Secure liability insurance for the student through the Bursar's Office and request that a *Certificate of Insurance* be sent to the agency.

Legal Liability:

All students enrolled in Internship or Advanced Fieldwork are required to be covered under the Ithaca College Student Professional Liability Insurance policy provided by Seabury & Smith. When OEL receives a completed Student Placement Form, a fee of

approximately \$15 will be charged to the student's account through the Office of Student Financial Services. The coverage is as follows: \$2,000,000/occurrence and \$4,000,000/aggregate. OEL can provide the facility with evidence of coverage.

Since the coverage is in effect from September 1 through August 31 of the following year, students who are registered in more than one separate experience during the policy period are charged only once. Students whose summer internships extend beyond August 31 will need to renew coverage. Any student who is paid by the agency will be covered by the agency's liability insurance as an employee and does not need insurance from Ithaca College.

6. **General Regulations**

- a. Practicums may be completed during the summer between the junior and senior years, during either semester of the senior year, or the summer following the senior year. In compliance with NCTRC guidelines for certification, students must complete the majority of their therapeutic recreation coursework before embarking on their practicum.
- b. Students may not do practicums at agencies owned or operated by their families.
- c. Should unforeseen or extenuating circumstances develop, the agency or student may terminate the internship by giving two weeks' notice to the agency and sending a letter of explanation to both the faculty supervisor and internship coordinator. No party, including Ithaca College, shall incur any obligation or liability as a result of such termination.
- d. A student dismissed from a professional practicum, by either the agency or the College, is subject to receiving a failing grade and, in that case, must complete a prescribed program of remediation prior to a second placement. The student must register and pay tuition again for the subsequent practicum. Failure to submit required forms, reports, and logs to the Faculty Supervisor by the end of the 4th week of the internship constitutes grounds for failing the internship. A student dismissed from a professional practicum a second time is subject to dismissal from the program.

7. **Regulations Specific to Internships**

- a. Internship sites should be located within an approximate 500-mile radius of Ithaca, which includes such urban areas as New York City, Boston, Philadelphia, Baltimore, Washington, D.C., Pittsburgh, Cleveland, Toronto, and Montreal. Should a student wish to intern at a site located beyond the 500-mile radius, the student must prepare a written petition indicating the justification for selecting this agency and submit it to the internship coordinator prior to completing the *Agency Acceptance Form*. This petition will be reviewed by appropriate administrative authorities for a decision. Exceptions to the restricted mileage policy will only be approved in situations where it is clearly advantageous to both the student and the College to do so. If a student is placed at a site beyond 500 miles, typically the faculty supervisor will not be able to travel for a site visit.
- b. Students may elect to register for variable hours of credit for their internship experiences ranging from 9 to 12 credit hours. Students are required to complete a minimum of 60 hours on site for every one (1) hour of academic credit they receive.

- c. Students may not enroll for more than 3 credit hours in other academic courses during the internship. In lieu of a 3-credit course, a student may enroll for an independent study in conjunction with an internship provided a work/research project is designed and approved.
- d. Students who do not meet the academic standards for an Internship, and therefore may require closer on-site supervision, must enroll in Advanced Fieldwork.

8. **Regulations Specific to Advanced Fieldwork:**

- a. Advanced Fieldwork placements should be located close to Ithaca and cannot exceed a 200-mile, one-way drive.
- b. Students must complete 9 credits of Advanced Fieldwork; no option is available to enroll in more than 9 credits.
- c. Students may enroll for no more than 3 credit hours in other academic courses during Advanced Fieldwork.

Student Assignments

WARNING! - WARNING! - WARNING!

If your faculty supervisor has not received all the required forms, reports, and logs in a timely fashion by the end of the 4th week of your Internship or Advanced Fieldwork, you are subject to removal from the practicum and a **FAILING** grade. You will subsequently need to fulfill a remediation plan, find a new placement, and register and pay tuition again for the next practicum.

- 1. Complete and submit the following papers to your faculty supervisor by the end of the first week of the Internship or Advanced Fieldwork:
 - a. **Student Information Form** (available on OEL website)
 - b. **Work Schedule:** Provide your typical work schedule.
 - c. **Learning Objectives:** The student is responsible for initiating a preliminary list of learning objectives and discussing them with the agency supervisor before submitting them to the faculty supervisor. For each of the mutually agreed-to learning objectives, indicate how and by when the objectives will be accomplished. The following example illustrates student actions to fulfill a learning objective:

By the 6th week of the practicum, I will plan and schedule an inservice program on Universal Precautions in Therapeutic Recreation, which I will present at a staff meeting during the final week.

- 2. **Daily Log.** Maintain a daily log of work and learning activities performed, and your reflections and observations about them. The log should be neatly typed and indicate the nature of the activity performed and the approximate amount of time involved in performing the activity. Log entries should reflect the student’s involvement in the therapeutic recreation process and activities related to the NCTRC job analysis.

At the end of each day's log, the student should indicate *the most important thing* they learned that day and the total number of hours they have accumulated to date. A copy of any written material a student prepares for the agency should be attached to the log. Submit a log with each Biweekly Progress Report and with the Final Evaluation Report. A sample log entry appears below:

DAILY LOG EXAMPLE
<p>Wednesday, June 18</p> <ol style="list-style-type: none"> 1. Met with my supervisor to review assigned tasks (30 min.) 2. Attended team meeting (1 hr.) 3. Conducted leisure assessment (1 hr.) 4. Wrote assessment report and reviewed it with my supervisor (1 hr.) 5. Co-led social skills group (1 hr.) 6. Documented participants' progress toward meeting social skills objectives (1 hr.) 7. Made phone calls and planned for community outing (1.5 hrs.) 8. Read articles recommended by my supervisor (1 hr.) <p>Observations and Reflections: Today I co-led the social skills group with my supervisor, who gave me suggestions on facilitating and debriefing the group. I also conducted my first assessment with supervision from my agency supervisor. I used the Leisure Diagnostic Battery to get more information on the participant's leisure preferences, and it went well. <i>The most important thing I learned today was that, with practice, I believe I will become much more confident and skilled at doing assessments and sharing results with participants and families.</i></p> <p>Total hours to date: 135 hours</p>

3. **Biweekly Progress Reports.** Submit a typewritten Biweekly Progress Report to the faculty supervisor according to the schedule on your *Internship Requirements Checklist*. The report should address the following topics:
 - a. Current progress, within the past two weeks, toward the attainment of your learning objectives and your personal growth
 - b. Major and significant experiences and/or events in which you have participated and a description of your role
 - c. Problem areas or difficulties that emerged and the actions you took or intend to take to resolve them. Students are encouraged to talk to their agency supervisor about any problems or difficulties they encounter as an intern. If a student feels a need to discuss important and sensitive matters with their faculty supervisor, they should call him or her, collect if necessary.
 - d. Annotated bibliography of readings: Maintain a reading program to keep current on professional trends, practices, and issues. The readings should be related, insofar as possible, to the agency setting and your learning objectives. Include a reading in every report, with the following information:
 - Complete reading reference (use APA format)
 - Summary of the reading content (purpose, main points, findings, conclusions)
 - Reflection (i.e., personal reaction to the reading, how the content relates to the practicum experience or your studies at Ithaca College)
 - e. Personal feelings about the practicum experience thus far. Discuss how the experience is progressing relative to your expectations and standards.
 - f. Total accumulated hours to date

4. **Final Evaluation Report.** Prepare a typewritten Final Evaluation Report of the practicum experience. Cover each of the following items in your report:
 - a. Explain the degree to which the specified learning objectives were achieved.
 - b. A summary of major contributions/accomplishments during the practicum. Include copies of any articles authored, programs developed, awards won, reports and evaluations prepared, etc.
 - c. Describe any difficulties or problems encountered and what actions were taken to resolve them. Explain how effective the corrective actions were.
 - d. Describe how the internship experience influenced your career goals or outlook. Did the experience support prior career aspirations or set you in a new direction?
 - e. Evaluate the strengths and weaknesses of the agency and its resources. Also evaluate the quality of the supervision and direction received during the practicum.
 - f. Evaluate your personal strengths and weaknesses as experienced through the practicum. In what areas of performance were you competent and confident? Where did you lack competency and/or confidence? If you are returning to school next semester, identify courses or experiences you might pursue to acquire additional skills and knowledge.
 - g. Explain how well your Ithaca College education prepared you for the practicum. Which courses were most valuable to you and why? What changes would you recommend in the Therapeutic Recreation curriculum?
5. **Special Project.** Complete a special project that benefits both the agency and your professional growth, and provide written documentation of its completion. If the project is in print form (e.g., grant proposal, in-service, manual), submit a copy along with a summary of the process used to develop the project and the project outcomes. If the project is not in print form, write a concise detailed paper (about 500 words) that describes your project goals, the process used to complete the project, and the outcomes.
6. **Agency Evaluation.** Complete this form, which is available on the OEL website for therapeutic recreation internships. This information will be used as a tool for future students as they search for an internship site.

All of the above assignments must be completed before a final grade can be assigned. The student is also responsible for assuring that the Midterm and Final Evaluations (available on the OEL website) are completed by the agency supervisor and forwarded to the faculty supervisor.

Evaluation and Grading

Points will be awarded based on the quality of the student's work, as follows:

<u>Assignments</u>	<u>Point Value</u>
1. Student Information Form and Work Schedule	5
2. Learning Objectives	5
3. Biweekly Reports 1-6 (6 reports x 5 pts. each)*	30
4. Logs 1-6 (6 logs x 5 pts. each)*	30
5. Midterm Evaluation	5
6. Special Project Report	10
7. Final Evaluation Report (10 pts.) & Log (5 pts.)	15
8. Final Evaluation	5
9. Agency Evaluation	<u>5</u>
TOTAL	110 points

For every 24 hours late, 10% of the points will be deducted.

*If an internship lasts longer than 14 weeks, the student will need to complete additional biweekly reports, logs, and hours as required.

Final Grade Evaluation

The evaluation of the student will be carried out jointly by the agency supervisor and the faculty supervisor. The final grade is the responsibility of the faculty supervisor and is based upon the following criteria:

1. Final evaluation of the student's on-the-job performance by the agency supervisor
2. Evaluation of the written assignments by the faculty supervisor

APPENDIX A

Due Dates and Forms Required for Internship or Advanced Fieldwork

Therapeutic Recreation Major

All forms are available on the Office of Experiential Learning website for TR at:
ithaca.edu/academics/school-health-sciences-and-human-performance/office-experiential-learning/recreation-and-leisure-studies/therapeutic-recreation

GENERAL DUE DATES*

<u>Forms</u>	<u>Summer Internship</u>	<u>Fall Internship</u>	<u>Spring Internship</u>
1. Application for Internship/Advanced Fieldwork	Nov., Week 4	Jan., Week 4	Sept., Week 2
2. GPA Calculator Spreadsheet	Nov., Week 4	Jan., Week 4	Sept., Week 2
3. RM/OAL Agency Acceptance Form	Apr., Week 1	Apr., Week 3	Oct., Week 4
4. RM/OAL Student Placement Form	Apr., Week 3	May, Week 1	Nov., Week 3
5. Internship Requirements Checklist	Before internship begins		
6. Student Information Form	End of week 1 of internship		
7. Agency Supervisor Midterm Evaluation Form	Midpoint of internship		
8. Agency Supervisor Final Evaluation Form	1 week after internship ends		
9. Agency Evaluation	1 week after internship ends		

*Please see the Office of Experiential Learning website for exact due dates.

APPENDIX B

TR Internship Search Strategies

- HSHP Office of Experiential Learning (OEL) database:** Search this database to locate sites where past RLS students have completed their internships (the database also includes Outdoor Adventure Leadership students):
 - Go to fmp16.ithaca.edu/logon.php
 - Log on to Site Search:
 - Student ID:** (this is your student ID#)
 - Password:** hshp (case sensitive)

If you are unable to access the database, your student information may need to be added to the RLS system. For assistance, please contact ael@ithaca.edu.

 - You may search by Site Name, City, or State

Some database information may not be current. If you discover more current information, please inform the Internship Coordinator so the database can be updated.
- IC Career Services:** See Resources at careerservices.ithaca.edu/resources
 - Use the following tools: Handshake, Linked in, Internships.com, Career Shift, Indeed.com, etc.
- RLS Internship Binder:** Throughout the year, the department collects internship advertisements that come across the internet and places them in this binder. Students may peruse the binder in the RLS Department Office (Hill G40).
- Professional Websites:**

Therapeutic Recreation Directory: www.recreationtherapy.com/members.htm

New York State Therapeutic Recreation Association (click on "Connect" and sign up to view Job and Internship Positions): www.nystra.org
- Google Search:** Google a location where you want to complete your internship along with "recreational therapy internship" or "therapeutic recreation internship," and see what pops up!

NOTE:

A legal affiliation contract needs to be in place between the agency and Ithaca College before you can start your internship. If a contract with your preferred placement doesn't exist, submit your Site Acceptance Form two months earlier than the due date so a contract can be arranged. Be aware that developing a contract may take from six months to a year.