



Department of Occupational and
Recreational Therapies

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Recreational Therapy Internship Handbook

RECTH 5828

Fall 2017 – Summer 2018

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Department of Occupational & Recreational Therapies
Recreational Therapy Internship Handbook
RECTH 5828

Introduction

The Recreational Therapy Internship experience is provided through RECTH 5828. This experience is the critical connection between academia and practice and is designed to combine practical professional experience with the theoretical and philosophical foundations studied in traditional academic settings. Through the internship experience students grow professionally, intellectually and personally. The student learns to identify and build on their strengths and interests, and address their limitations. The student also gains an appreciation of roles, responsibilities, and the actual practice of recreational therapy (RT). This handbook is intended to guide the RT student through the process of securing and successfully completing their internship.

RECTH 5828 is considered the internship and the capstone experience of the student's academic career. Securing an appropriate internship is critical and takes extensive, advanced research, and preparation. The student will want to explore what population and setting is of the greatest interest to them and what type of supervisor will best fit their learning style. The purpose of the recreational therapy internship is:

- (1) To assist students in gaining an understanding and appreciation of the roles, duties, and responsibilities of a RT professional.
- (2) To comply with the internship requirements of both the Utah Recreational Therapy Practice Act <http://le.utah.gov/xcode/Title58/Chapter40/58-40.html> & <http://dopl.utah.gov/laws/R156-40.pdf> and the National Council for Therapeutic Recreation Certification (NCTRC) <http://nctrc.org/>
- (3) To expose the student to the implementation of the TR process and all areas of the current NCTRC National Job Analysis. <http://nctrc.org/wp-content/uploads/2015/02/CS5-v-nctrc-national-job-analysis.pdf>
- (4) To evaluate the student's competencies for practice in recreational therapy.
- (5) To obtain evaluation by an Agency RT Supervisor as to the level of practical competency obtained and the potential to further develop as a clinician in the profession of therapeutic recreation.
- (6) To learn the process of self-evaluating personal performance regarding professional competencies both knowledge and tasks, in the practice of recreational therapy.
- (7) To provide the student with experiences that increase the understanding of people and human relations, and to develop the skills and abilities to work effectively with patients, clients, residents, and/or participants.
- (8) To introduce the student to professional commitments such as professional membership and involvement in local, state, and national organizations.

- (9) To engage the student in professional leadership and advocacy opportunities.
- (10) To prepare the student for future professional practice in recreational therapy.

Procedures for Internship in Recreational Therapy RECTH 5828

The following steps outline the procedures for recreational therapy internships. Any exceptions to these procedures will be reviewed on a student-by-student basis and all determinations will be provided in writing to the student by the Recreational Therapy Coordinator of Clinical Education.

NOTE: All forms and assignments submitted by the student must be typed and be professional in appearance.

Step One: Student Prerequisites

- RECTH 3330, RECTH 4300, RECTH 3360, RECTH 4310, RECTH 4320, RECTH 4330, RECTH 5300, RECTH 5350, & RECTH 5360;
- It is highly recommended that all supportive course work be completed with a minimum grade of C-;
- All RT course work must be completed with a C or better grade prior to enrollment in RECTH 5828;
- Current First Aid and CPR;
- Evidence of current immunizations;
- Evidence of health insurance;
- Current background check;
- Current drug screen;
- Professional membership (URTA and/or ATRA);
- Minimal overall GPA of 2.5 for in-state, or 3.0 for out-of-state or remote supervision or 3.2 for international placement;
- The student is responsible for verifying with their clinical site, any other medical/health or legal requirements and documentation needed. Many sites may ask the student to complete a current TB test, hepatitis B immunization, criminal background check and/or drug screen;
- Evidence of liability insurance if completing an out-of-state or international internship;
- Departmental approval.

Step Two: Student Eligibility Requirements:

The student must complete and submit, *Recreational Therapy Internship Eligibility Form* (Form 1) to the OTRT Academic Advisor by:

- Fall Semester, October 1, (proposed internship, Spring)
- Spring Semester, March 1, (proposed internship, Summer)
- Summer Semester, June 1, (proposed internship, Fall)

The Academic Advisor will review and notify student of eligibility. When the student meets all requirements and is eligible, the Academic Advisor will forward the *Recreational Therapy Internship Eligibility Form* (Form 1) to the Coordinator of Clinical Education.

Step Three: Agency Selection and Acceptance:

The student must find and secure the recreational therapy internship placement from the preapproved agency list. Once the student has secured a placement the student must submit the *Recreational Therapy Agency Acceptance Form* (Form 2) to the Coordinator of Clinical Education by:

Fall Semester, November 1, (proposed internship, Spring)
Spring Semester, April 1, (proposed internship, Summer)
Summer Semester, July 1, (proposed internship, Fall)

- The student will not be placed at an agency where they are currently employed.
- Student will not be placed at an agency where they have completed more than 50 hours of volunteer work.
- Internship site should be selected carefully. Once you have agreed to the academic/professional work experience you must fulfill your commitment for the duration of the placement agreement. If the internship is terminated before completion date (by the agency, the academic supervisor or the student) no credit will be earned.
- The student is responsible for expenses incurred during the placement: food, housing, transportation, and living arrangements.
- When compensation is a part of the internship agreement it is negotiated between the student and the agency and must be documented prior to the beginning of the internship.
- The student will provide her or his own liability insurance when requested or the internship will be completed out-of-state.
- The internship is equivalent in hours to a full-time position, therefore it is highly suggested that the experience is completed during the summer months, or over a class-free semester.
- Under special circumstances and departmental approval, an internship can be split between two consecutive semesters. All assignments must be completed within the arranged timeframe determined at the beginning of the semester. Failure to complete the assignments will result in the student failing the course and subsequently beginning the internship over.

Note: If an agency has not been preapproved the student may submit an *Agency Information and Application Form* to the Coordinator of Clinical Education who will consult with the Director of Recreational Therapy Program for approval (application can be obtained from the Coordinator of Clinical

Education). This must be completed one full semester prior to the desired internship learning experience. The Department of OTRT reserves the right to accept or reject an agency's application.

Agency Approval Criteria:

- 1) Agency Recreational Therapy Supervisor:
 - a) Must hold a current Utah State license as a Therapeutic Recreation Specialist (TRS) or a Master Therapeutic Recreation Specialist (MTRS) and be nationally certified by the National Council for Therapeutic Recreation Certification (NCTRC) as a Certified Therapeutic Recreation Specialist (CTRS). If the student is seeking an out-of-state placement the supervisor must hold the CTRS credential along with any state mandated credentials;
 - b) Must have a minimum of one year of work experience at the agency and a minimum of one year of professional experience as a licensed and/or certified recreational therapist;
 - c) Must be employed as a full-time professional, which is defined as no less than 30 hours per week at that agency and 50% of their hours must be in the provision of recreational therapy;
 - d) Must be available and willing to meet weekly with the student to provide clinical supervision and evaluate performance;
 - e) Must be willing to meet a minimum of one time during the academic semester with the student and the Academic RT Supervisor.
- 2) Provide a comprehensive student orientation program.
- 3) Encourage the student to participate in agency-wide functions.
- 4) Provide a student internship handbook that includes expectations of the student and competencies according to the NCTRC Job Analysis.
- 5) The internship handbook must include the State of Utah Recreational Therapy Practice Act.
- 6) Provide RT services according to the American Therapeutic Recreation Associations (ATRA) Standards of Practice and ATRA Code of Ethics.

Responsibilities:

- 1) Responsibilities of the Recreational Therapy Program to the Student:
 - a) To prepare student for an internship experience through academic preparation by discussing experiences one may expect to encounter, review reports and paperwork required to document the experience, and ensure students' understanding of professional standards of conduct they will be expected to observe.
 - b) To assist students with internship placements by assisting with agency selection, processing internship paperwork and requests, assisting in communication with agencies when necessary, and providing academic supervision when necessary.

- c) To maintain open communication with the Agency RT Supervisor and student through email, personal site visits, and telephone conversations to review student progress and solve any problems that may arise.
 - d) To be a resource for the internship agency and the Agency RT Supervisor.
 - e) To conduct an onsite visit during the internship experience for all students who complete the experience within the Greater Wasatch Front. Telephone, internet or other media communication contact is used for students who complete experience outside the State of Utah.
 - f) To provide prompt feedback on all assignments or concerns.
 - g) Assign grades based on university assignments and the evaluations of the Agency RT Supervisor.
 - h) Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges with student to assist with career and educational opportunities.
- 2) Responsibilities of the Recreational Therapy Program, Academic RT Supervisor to the Agency RT Supervisor:
- a) Provide the Agency RT Supervisor with a Recreational Therapy Internship Handbook. The handbook will communicate student, agency, and RT program responsibilities, including, but not limited to the following:
 - Purpose of internship experience;
 - RT procedures for internship experience;
 - Responsibilities of RT program, agency and student;
 - Required forms for the internship experience.
 - b) Maintain open communication with the Agency RT Supervisor by periodically contacting the Agency RT Supervisor in person or by telephone to review the student's progress.
 - c) To thank the sponsor for the time and effort spent with the student.
- 3) Responsibilities of the Student to the Agency and Agency RT Supervisor:
- a) Complete and document the minimum 560 clock hours, in a minimum of 14 consecutive weeks during the semester or a maximum of 28 weeks. A minimum of 20 hours and maximum of 45 hours per week throughout the internship are the hourly guidelines.
*If agency requires additional hours those hours must also be documented and established when placement is finalized.
 - b) Maintain a positive attitude and willingness to learn for the entire semester. This is a critical piece for your professional future. It must be noted that the internship comes with a variety of experiences some more challenging than others. It is up to the student to evaluate each situation and seize the learning opportunity.
 - c) Present a professional appearance and behavior at all times including consistent and timely attendance.
 - d) Become familiar with the agency's policies and procedures and conduct activities in a manner that is consistent with those policies and procedures.

- e) Adhere to all professional and regulatory standards outlined by the agency.
 - f) Arrange for and be in attendance at the site visit meeting with the Academic RT Supervisor and Agency RT Supervisor.
 - g) Complete all assignments assigned by the agency in a professional and timely manner.
 - h) Thank the Agency RT Supervisor in person, and by formal letter, for providing the opportunity of the internship experience. Provide copy of letter to Academic supervisor for student's records.
- 4) Responsibilities of the Student to the RT Program:
- a) Be a good citizen and representative of the University of Utah, the College of Health, and the Department of Occupational and Recreational Therapies.
 - b) Attend internship orientation meeting to determine internship timeline and review the academic requirements of the internship.
 - c) Complete and submit all assigned paperwork in a professional and timely manner.
 - d) Maintain open communication with the Academic RT Supervisor and inform them immediately of any concerns or complications regarding your placement.
 - e) Schedule a site visitation with the Academic Supervisor and Agency RT Supervisor which will include:
 - i. Observation of facilities and programs (when appropriate)
 - ii. Review student's work responsibilities
 - iii. A face-to-face meeting (when location allows) to discuss student performance and necessary outcomes.
 - b) Attend and present at final meeting.
- 5) Responsibilities of Agency RT Supervisor to Student:
- a) Agency RT Supervisor will be licensed in the State of Utah as a TRS or MTRS and nationally certified by NCTRC as a CTRS throughout the entire internship placement. If student has an out-of-state placement all state credentials and national certification by NCTRC as a CTRS must be maintained throughout the entire internship.
 - b) Facilitate the learning in the NCTRC National Job Analysis.
 - c) Provide professional and ethical recreational therapy services according to the ATRA Standards of Practice and ATRA Code of Ethics, and the Utah Practice Act.
 - d) Prepare facility for the arrival of a student intern and represent the student as a learning professional within the agency.
 - e) Present student with an internship handbook that guides the student experience and outlines expectations, competencies, and expected work schedule.

- f) Facilitate student orientation to the agency, clinical practice, interdisciplinary team members, policies, procedures, and agency regulations.
- g) Provide access to administrative support and office resources such as phone, fax, email, professional publications and meetings; as appropriate and in direct relationship to student responsibilities.
- h) Meet with the student a minimum of one time per week for clinical supervision.
- i) Conduct formal evaluations with the student.
- j) Attend one time per semester a meeting with student and Academic RT Supervisor scheduled by the student, with the Agency RT Supervisor to be held at the agency.
- k) Encourage the highest professional standards, expose student to professional regulations, professional practice, continuing education opportunities and the understanding of the need for continuing education.

Step Four: Student Placement at TR Agency

Student begins internship placement at the prearranged date and at the agreed upon time.

1) *Submit Recreational Therapy Bi-Weekly Report: (Form 3)*

- i) Week 2
- ii) Week 4
- iii) Week 6
- iv) Week 8
- v) Week 10
- vi) Week 12
- vii) Week 14

*If the internship is extended beyond the prescribed 14 weeks, bi-weekly reports will be required until the internship is completed.

- 2) Submit completed *Recreational Therapy Mid-Term Evaluation of Student* to Academic RT Supervisor: (no later than week 8) (Form 4- (M));
- 3) Schedule Agency RT Supervisor/Academic RT Supervisor/Student meeting: no later than week 4).
- 4) Attend the Agency RT Supervisor/Academic RT Supervisor/Student meeting: no later than week 8).
- 5) The NCTRC statement below has been adopted by the Recreational Therapy Program for the purposes of completing the (RECTH 5828) internship. These guidelines will be strictly enforced.

NCTRC STATEMENT-

"The field placement experience should be continuous and uninterrupted. In the case where serious illness or personal emergency causes absence or the inability to work at least 20 hours per week, no more than 2 consecutive weeks of interrupted field placement work will be accepted. Official documentation regarding extreme emergencies or severe illness, and field placement logs indicating evidence of completion of required 14 week, 560 hour requirement,

must be submitted to NCTRC with the application. When a field placement is interrupted due to one of these factors, the student should immediately contact NCTRC for Alternative Field Placement Guidelines" (NCTRC, 2015).

*Student should also contact the university RT Academic supervisor to inform them of the circumstances.

CONFIDENTIALITY STATEMENT-

As a student and a future professional it is your ethical duty to protect each person, client, resident, or participant. Confidentiality includes not using or discussing the names and personal information of clients outside of the agency, where your internship experience has taken place. If you use information about clients within your internship assignments you must insure to remove any and all information that may identify that person or persons.

Step Five: Complete Internship Experience

- 1) Submit completed *Recreational Therapy Final Evaluation* to the Academic RT Supervisor, (Form 4-(F) TBD, (see internship timeline in course syllabus);
- 2) Complete *Student Evaluation of Internship Experience* (Form 5) submit to the Academic RT Supervisor (according to established internship timeline in course syllabus);
- 3) Submit an official time log with Agency Supervisor signature to the Academic RT Supervisor according to established internship timeline;
- 4) Submit Professional Portfolio; (see Form 6 for Portfolio Description);
- 5) Final Class Meeting and Presentation: A final professional portfolio presentation is planned on or around the last day of classes. Students need to be prepared to present a unique and creative representation of their RT course work and RT internship experience. All of your presentation should last no longer than 15 to 20 minutes. Please send your presentation to Academic RT Supervisor one week prior to this meeting.

*Details of all student assignments and responsibilities are presented in the RECTH 5828 Syllabus.

*See appendix for all forms.

"Always walk through life as if you have something new to learn and you will."

Vernon Howard

Appendix

**Form 1
Recreational Therapy Internship Eligibility Form**

Note: This form must be typed. Application (Form 1) materials must be submitted to the OTRT Department Academic Advisor by:

- Fall Semester, October 1 (proposed internship, Spring)
- Spring Semester, March 1 (proposed internship, Summer)
- Summer Semester, June 1 (proposed internship, Fall)

Semester and year of proposed internship: _____

Part 1: Student Information

Student Name: _____ uNID: _____
 Address: _____
 Phone: _____
 Email: _____
 Overall GPA: _____ RECTH GPA: _____

Part 2: Academic Information: Please complete the following table.

Requirement	Semester and Year	Grade Received
RECTH 3330		
RECTH 4300		
RECTH 3360		
RECTH 4310		
RECTH 4320		
RECTH 4330		
RECTH 5300		
RECTH 5350		
RECTH 5360		
Requirement	Date Completed	Approved Y/N/NA
First Aid/CPR		
Professional Membership		
Student Health Insurance		
HIPPA		
Compliance		
Tuberculosis Test (TB)		
Hepatitis B Vaccines		
MMR		
Varicella (Chicken Pox)		
T-dap immunization		
Influenza		

Liability Insurance		
Background Check		
Drug Screen		

I have read and understand the information provided in the Recreational Therapy Internship Handbook

Student's Signature _____ Date _____

Eligible

Not Eligible

OTRT Academic Advisor's Signature _____ Date _____

Comments:

Form 2
Recreational Therapy Internship Agency Acceptance Form

Note: This form must be typed. Agency acceptance form must be submitted to the Coordinator of Clinical Education by:

- Fall Semester, November 1 (proposed internship, Spring)
- Spring Semester, April 1 (proposed internship, Summer)
- Summer Semester, July 1 (proposed internship, Fall)

Student Name: _____

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip: _____

Telephone: () _____ Fax: () _____

Agency TR Supervisor: _____

Supervisor's Email: _____

Supervisor's Telephone Number: _____

Supervisor's Utah State License Number: _____

Supervisor's NCTRC Certification Number: _____

Note: A current copy of the supervisor's license and certification is required.

A copy of the Agency Acceptance letter is required.

Internship Position Information:

Beginning Date: _____ Ending Date: _____ Total Number of Weeks: _____

Required number of hours: _____ minimum 560

Agency RT Supervisor's Signature _____ Date _____

**Form 3
Recreational Therapy Bi-Weekly Report**

Student Name: _____ uNID _____

Agency: _____

Supervisor: _____

Internship Hours: Bi-weekly Total: _____ Cumulative Hours to Date:

Bi-Weekly Report: (circle or highlight)

Week 1 & 2	Week 3 & 4	Week 5 & 6
Week 7 & 8	Week 9 & 10	Week 11 & 12
Week 13 & 14	Week 15 & 16	Week 17 & 18

1. Discuss the most challenging experience of these two (2) weeks.

2. Discuss the most positive experiences of these two (2) weeks.

3. Discuss something that you learned from clinical supervision.

4. What are topics and or skills you need to further research or explore to increase your learning experiences?

5. Mark the NCTRC National Job Analysis Task Domains you have been introduced to in the past two (2) weeks. Briefly discuss what you have learned in relationship to the job tasks you marked.

NCTRC Job Analysis Task Domains

Professional Relationships and Responsibilities

1. Establish/maintain effective working relationships
2. Create/maintain a safe/therapeutic environment
3. Maintain CTRS/required state credential(s)
4. Participate in in-service training/staff development
5. Maintain knowledge of current TR/RT trends
6. Enhance professional competence/additional credentials
7. Enhance professional competence
8. Support the development of evidence-based practices
9. Adhere to professional standards of practice and code of ethics
10. Participate in quality improvement process
11. Participate in agency/professional committees

Comments:

Assessment

12. Request/secure referrals/orders
13. Obtain/review pertinent information
14. Select/develop assessment methods/setting
15. Establish therapeutic relationship
16. Conduct assessments
17. Analyze/interpret results
18. Integrate/record/disseminate results

Comments:

Plan Interventions and/or Programs

19. Discuss results of assessment
20. Develop/document intervention plan
21. Develop/select interventions/approaches
22. Develop/select protocols
23. Utilize activity/task analysis
24. Select adaptations/modifications/assistive technology

Comments:

Implement Interventions and/or Programs

25. Explain purpose/outcomes of the intervention/program
26. Implement individual/group sessions(s)
27. Use leadership/facilitation/adaption techniques
28. Monitor/address safety
29. Observe for response to intervention/program
30. Monitor effectiveness of intervention/program

Comments:

Evaluate Outcomes of the Interventions/Programs

31. Evaluate changes in functioning
32. Determine effectiveness of individual intervention plan
33. Revise individualized intervention plan
34. Evaluate for additional/alternative/discharge of services
35. Determine effectiveness of protocols/programs

Comments:

Document Intervention Services

36. Document participation/adherence to intervention
37. Document behavioral observations
38. Document occurrences related to risk management
39. Document protocols/modalities
40. Document program effectiveness

Comments:

Treatment Teams and/or Service Providers

41. Identify the treatment team/community partners
42. Provide information to team/community partners
43. Communicate information
44. Coordinate/integrate intervention plan
45. Develop/provide collaborative services

Comments:

Develop and Maintain Programs

46. Maintain equipment/supply inventory
47. Plan/coordinate support services
48. Maintain program budget/expense records
49. Develop/distribute schedules
50. Identify funding sources

51. Conduct needs assessment
52. Conduct ongoing program evaluation
53. Follow risk management practices

Comments:

Managing TR/RT Services

54. Comply with standards/regulations
55. Prepare/update written plan of operation
56. Confirm programs are consistent with agency mission
57. Recruit/train/educate/supervise/evaluate staff
58. Provide staff development/mentorship
59. Develop/implement/maintain internship program
60. Prepare/implement/evaluate/monitor annual budget
61. Support research programs/projects
62. Develop/conduct quality improvement plan
63. Write summary reports of TR/RT services
64. Identify/obtain/manage supplemental funding

Comments:

Awareness and Advocacy

65. Establish/maintain network with organizations/advocates
66. Advocate for rights of person(s) served
67. Provide education to the internal/external stakeholders
68. Promote marketing/public relations
69. Monitor legislative/regulatory changes

Comments:

***CONFIDENTIALITY STATEMENT-**

As a student and a future professional it is your ethical duty to protect each person, client, resident, or participant. Confidentiality includes not using or discussing the names and personal information of clients outside of the agency, where your cooperative education experience has taken place. If you use information about clients within your internship assignments you must insure to remove any and all information that may identify that person or persons.

Form 4 (M)

Recreational Therapy Mid-Term Evaluation of Student

This mid-term evaluation is designed as a working tool for the Agency RT Supervisor to provide clinical evaluation of the student at the mid-point of the internship experience. It is important that your evaluation is as accurate as possible so that the student knows the areas where she or he can improve.

Intern's Name: _____

Internship Agency: _____

Agency RT Supervisor: _____

Rating Scale

- 1 Does not meet expectations
- 2 Needs improvement in meeting expectations
- 3 Meets expectations
- 4 Frequently exceeds expectations
- 5 Consistently exceeds expectations
- na Job task has not be introduced

Part One: Performance Criteria

	Professional Relationships and Responsibilities	1	2	3	4	5	na
1	Establish/maintain effective working relationships						
2	Create/maintain a safe and therapeutic environment						
3	Maintain CTRS/required state credential(s)						
4	Participate in in-service training/staff development						
5	Maintain knowledge of current TR/RT trends						
6	Enhance professional competence/additional credentials						
7	Enhance professional competence						
8	Support the development of evidence-based practices						
9	Adhere to professional standards of practice and code of ethics						
10	Participate in quality improvement process						
11	Participate in agency/professional committees						
	Assessment	1	2	3	4	5	na
12	Request/secure referrals/orders						
13	Obtain/review pertinent information						
14	Select/develop assessment methods/setting						

15	Establish therapeutic relationship						
16	Conduct assessments						
17	Analyze/interpret results						
18	Integrate/record/disseminate results						
	Plan Interventions and/or Programs	1	2	3	4	5	na
19	Discuss results of assessment						
20	Develop/document intervention plan						
21	Develop/select interventions/approaches						
22	Develop/select protocols						
23	Utilize activity/task analysis						
24	Select adaptations/modifications/assistive technology						
	Implement Interventions and/or Programs	1	2	3	4	5	na
25	Explain the purpose/outcomes of the intervention/program						
26	Implement individual/group sessions(s)						
27	Use leadership/facilitation/adaption techniques						
28	Monitor/address safety						
29	Observe for response to intervention/program						
30	Monitor effectiveness of intervention/program						
	Evaluate Outcomes of the Interventions/Programs	1	2	3	4	5	na
31	Evaluate changes in functioning						
32	Determine effectiveness of individual intervention plan						
33	Revise individualized intervention plan						
34	Evaluate for additional/alternative/discharge of services						
35	Determine effectiveness of protocols/programs						
	Document Intervention Services	1	2	3	4	5	na
36	Document participation/adherence to intervention						
37	Document behavioral observations						
38	Document occurrences related to risk management						
39	Document protocols/modalities						
40	Document program effectiveness						
	Treatment Teams and/or Service Providers	1	2	3	4	5	na
41	Identify the treatment team/community partners						
42	Provide information to team/community partners						
43	Communicate information						
44	Coordinate/integrate intervention plan						
45	Develop/provide collaborative services						
	Develop and Maintain Programs	1	2	3	4	5	na
46	Maintain equipment/supply inventory						

47	Plan/coordinate support services						
48	Maintain program budget/expense records						
49	Develop/distribute schedules						
50	Identify funding sources						
51	Conduct needs assessment						
52	Conduct ongoing program evaluation						
53	Follow risk management practices						
	Managing TR/RT Services	1	2	3	4	5	na
54	Comply with standards/regulations						
55	Prepare/update written plan of operation						
56	Confirm programs are consistent with agency mission						
57	Recruit/train/educate/supervise/evaluate staff						
58	Provide staff development/mentorship						
59	Develop/implement/maintain internship program						
60	Prepare/implement/evaluate/monitor annual budget						
61	Support research programs/projects						
62	Develop/conduct quality improvement plan						
63	Write summary reports of TR/RT services						
64	Identify/obtain/manage supplemental funding						
	Awareness and Advocacy	1	2	3	4	5	na
65	Establish/maintain network with organizations/advocates						
66	Advocate for rights of person(s) served						
67	Provide education to the internal/external stakeholders						
68	Promote marketing/public relations						
69	Monitor legislative/regulatory changes						

Part Two: Personal and Professional Development Criteria

	The Therapeutic Recreation Intern Demonstrates:	1	2	3	4	5	na
1	Positive Attitude						
2	Enthusiasm						
3	Self-confidence						
4	Empathy						
5	Flexibility						
6	Willingness to learn						
7	Judgment						
8	Initiative						
9	Respect and courtesy						
10	Cooperation						
11	Ability to evaluate personal strengths and weakness						
12	Ability to accept constructive criticism						
13	Professional dress according to setting						
14	Work habits (timeliness, completeness, consistent quality of work)						

15	Planning and organizational skills (time management, management of space and materials)						
16	Interpersonal relationships (with supervisor, staff, customers)						
17	Effective verbal communication skills (assertiveness, clarity, organization)						
18	Effective written communication (skills grammar, spelling, legibility)						
19	Uses available computer						
20	Use of medical terminology and abbreviations						
21	Maintenance of professional boundaries (personal space, relationships, language)						
22	Ability to seek direct and indirect supervision						
23	Ability to accept direct and indirect supervision						

Part Three: Comments

1. In what areas does the intern excel?

2. In what areas does the intern need further development?

Date of Evaluation: _____ Agency Supervisor Signature _____

Student Signature _____

Adapted from American Therapeutic Recreation Association-Therapeutic Recreation Intern Evaluation

Form 4 (F)
Recreational Therapy Final Evaluation of Student

Intern's Name: _____

Internship Agency: _____

Agency RT Supervisor: _____

Please read this evaluation in its entirety as it will be your source of assigning a letter grade for your intern. It is important to be as accurate as possible.

Rating Scale

- 1 Does not meet expectations
- 2 Needs improvement in meeting expectations
- 3 Meets expectations
- 4 Frequently exceeds expectations
- 5 Consistently exceeds expectations
- na Job task has not be introduced

Part One: Performance Criteria

	Professional Relationships and Responsibilities	1	2	3	4	5	na
1	Establish/maintain effective working relationships						
2	Create/maintain a safe and therapeutic environment						
3	Maintain CTRS/required state credential(s)						
4	Participate in in-service training/staff development						
5	Maintain knowledge of current TR/RT trends						
6	Enhance professional competence/additional credentials						
7	Enhance professional competence						
8	Support the development of evidence-based practices						
9	Adhere to professional standards of practice and code of ethics						
10	Participate in quality improvement process						
11	Participate in agency/professional committees						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (11 Items Minus The Number of NA'S)							

	Assessment	1	2	3	4	5	na
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12	Request/secure referrals/orders						
13	Obtain/review pertinent information						
14	Select/develop assessment methods/setting						
15	Establish therapeutic relationship						
16	Conduct assessments						
17	Analyze/interpret results						
18	Integrate/record/disseminate results						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (7 Items Minus The Number of NA'S)							

Comments:

	Plan Interventions and/or Programs	1	2	3	4	5	na
19	Discuss results of assessment						
20	Develop/document intervention plan						
21	Develop/select interventions/approaches						
22	Develop/select protocols						
23	Utilize activity/task analysis						
24	Select adaptations/modifications/assistive technology						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (6 Items Minus The Number of NA'S)							

Comments:

	Implement Interventions and/or Programs	1	2	3	4	5	na
25	Explain the purpose/outcomes of the intervention/program						
26	Implement individual/group sessions(s)						
27	Use leadership/facilitation/adaption techniques						
28	Monitor/address safety						
29	Observe for response to intervention/program						
30	Monitor effectiveness of intervention/program						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (6 Items Minus The Number of NA'S)							

Comments:

	Evaluate Outcomes of the Interventions/Programs	1	2	3	4	5	na
31	Evaluate changes in functioning						
32	Determine effectiveness of individual intervention plan						
33	Revise individualized intervention plan						
34	Evaluate for additional/alternative/discharge of services						
35	Determine effectiveness of protocols/programs						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							

Comments:

	Document Intervention Services	1	2	3	4	5	na
36	Document participation/adherence to intervention						
37	Document behavioral observations						
38	Document occurrences related to risk management						
39	Document protocols/modalities						
40	Document program effectiveness						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							

Comments:

	Treatment Teams and/or Service Providers	1	2	3	4	5	na
41	Identify the treatment team/community partners						
42	Provide information to team/community partners						
43	Communicate information						
44	Coordinate/integrate intervention plan						
45	Develop/provide collaborative services						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							

Comments:

	Develop and Maintain Programs	1	2	3	4	5	na
46	Maintain equipment/supply inventory						
47	Plan/coordinate support services						
48	Maintain program budget/expense records						
49	Develop/distribute schedules						
50	Identify funding sources						
51	Conduct needs assessment						
52	Conduct ongoing program evaluation						
53	Follow risk management practices						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (8 Items Minus The Number of NA'S)							

Comments:

	Managing TR/RT Services	1	2	3	4	5	na
54	Comply with standards/regulations						
55	Prepare/update written plan of operation						
56	Confirm programs are consistent with agency mission						
57	Recruit/train/educate/supervise/evaluate staff						
58	Provide staff development/mentorship						
59	Develop/implement/maintain internship program						
60	Prepare/implement/evaluate/monitor annual budget						
61	Support research programs/projects						
62	Develop/conduct quality improvement plan						
63	Write summary reports of TR/RT services						
64	Identify/obtain/manage supplemental funding						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (11 Items Minus The Number of NA'S)							

Comments:

	Awareness and Advocacy	1	2	3	4	5	na
65	Establish/maintain network with organizations/advocates						
66	Advocate for rights of person(s) served						
67	Provide education to the internal/external stakeholders						

68	Promote marketing/public relations						
69	Monitor legislative/regulatory changes						
Count Number of NA's							
Add Total of Each Column							
Add Total Score of Five Columns							
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							

Comments:

Part Two: Personal and Professional Development Criteria

	The Therapeutic Recreation Intern Demonstrates:	1	2	3	4	5	na
1	Positive Attitude						
2	Enthusiasm						
3	Self-confidence						
4	Empathy						
5	Flexibility						
6	Willingness to learn						
7	Judgment						
8	Initiative						
9	Respect and courtesy						
10	Cooperation						
11	Ability to evaluate personal strengths and weakness						
12	Ability to accept constructive criticism						
13	Professional dress according to setting						
14	Work habits (timeliness, completeness, consistent quality of work)						
15	Planning and organizational skills (time management, management of space and materials)						
16	Interpersonal relationships (with supervisor, staff, customers)						
17	Effective verbal communication skills (assertiveness, clarity, organization)						
18	Effective written communication (skills grammar, spelling, legibility)						
19	Uses available computer						
20	Use of medical terminology and abbreviations						
21	Maintenance of professional boundaries (personal space, relationships, language)						
22	Ability to seek direct and indirect supervision						
23	Ability to accept direct and indirect supervision						
Count Number of NA's							
Add Total of Each Column							

Add Total Score of Five Columns	
Average Score: Total Score Divided By (23 Items Minus The Number of NA'S)	

Outcome Scoring

Part One: Performance Criteria	Average Score
Professional Roles and Responsibilities	
Assessment	
Planning Interventions and/or Programs	
Implementing Interventions and/or Programs	
Evaluate Outcomes of the Interventions and/or Programs	
Documenting Intervention Services	
Working with Treatment and/or Service Teams	
Organizing Programs	
Managing TR/RT Services	
Public Awareness and Advocacy	
Final Score (Add all average scores and divide by 10)	
Part Two: Personal and Professional Development	Average Score
Final Average Score (Average the two scores in part one and part two)	
Final Grade (see scale below)	

Grading Scale:

The following grading scale is intended as a reference for the Agency RT Supervisor to assign a letter grade for the student. The supervisor may choose to score the student differently than the suggested point distribution but still feel the student completed the internship at a higher or lower letter grade. Please indicate the letter grade you feel student has earned if different than point value. **Letter Grade:**_____

Score of:

5.0 – 4.3	Grade A			
4.2 – 3.5	Grade B		2.6 – 1.9	Grade D
3.4 – 2.7	Grade C		1.8 – 1.0	Grade F

Part Three: Comments

List and give specific examples in which the intern excel?

List and give examples or situations in areas the intern need further development?

Date of Evaluation:_____ Agency Supervisor Signature _____

Student Signature_____

Adapted from American Therapeutic Recreation Association-Therapeutic Recreation Intern Evaluation

Form 5
Student Evaluation of Internship Experience

Please take a few moments to reflect on your internship experience and complete the following questions regarding the agency. Answer each question professionally and honestly as possible. Your feedback regarding the quality of your internship experience is extremely important to us and may determine if we recommend this agency to other students in the future. All of your responses will be kept confidential and access will be limited to University of Utah Recreational Therapy personnel only.

Agency: _____

Agency Supervisor: _____

Please rate each of the following areas using the scale provided:

1-Poor 2-Fair 3-Acceptable 4-Good 5-Excellent

Recreational Therapy Clinical Supervisor and Department:

1. Were professional and welcoming into the department and overall facility:

	1 2 3 4 5			
a. Provided orientation			1	2 3 4 5
b. Provided necessary trainings			1	2 3 4 5
c. Provided adequate work space			1	2 3 4 5
d. Provided necessary work equipment/resources			1	2 3 4 5
e. Introduced you to relevant co-workers and staff			1	2 3 4 5

2. Provide assignments that challenged my knowledge, skills and abilities:

	1 2 3 4 5			
a. Assignment one (1) _____			1	2 3 4 5
b. Assignment two (2) _____			1	2 3 4 5
c. Assignment three (3) _____			1	2 3 4 5
d. Assignment four (4) _____			1	2 3 4 5

3. Provided adequate time, information, and explanations for successful:

a. Assignment completion			1	2 3 4 5
b. Engagement or blending in with co-workers			1	2 3 4 5
c. Encouragement of presenting new ideas			1	2 3 4 5
d. Opportunity for independent thought and decision-making			1	2 3 4 5
e. Professional growth (i.e. exposure to different departments/managers)			1	2 3 4 5

4. The Recreational Therapy staff and department:

a. Were appropriate role models			1	2 3 4 5
b. Were highly competent and qualified as recreational therapists			1	2 3 4 5
c. Showed enthusiasm and motivation			1	2 3 4 5
d. Were well organized as a department/team			1	2 3 4 5
e. Were organized as individuals			1	2 3 4 5

- f. Demonstrated dedication to the RT profession 1 2 3 4 5
5. The Recreational Therapy staff and department:
- a. Worked well with each other (i.e. supportive, teamwork) 1 2 3 4 5
 - b. Were effective in their communications 1 2 3 4 5
 - c. Were effective problem solvers 1 2 3 4 5
 - d. Advocated for themselves, their department & the RT profession 1 2 3 4 5
 - e. Demonstrated efficient time management skills 1 2 3 4 5
6. What was the strongest aspect of this internship placement?
7. Was the internship well structured? Why or why not?
8. Did the internship provide you with the opportunity to address all areas of the NCTRC Job Analysis?
- a. Which areas were strong?
 - b. Which areas needed more exposure?
9. Was your work and opinion valued by your RT supervisor and the department/agency?
10. What would you recommend to improve this internship?
11. Would you recommend this internship to other students? Why or why not?
12. Do you have comments about this internship that is not covered in this evaluation?
Please be specific.

Student's Signature: _____ Date _____

Form 6 Professional Portfolio Description

Each student will complete a *Professional Electronic Portfolio*. An e-portfolio is a collection of artifacts that demonstrate your knowledge, understanding, and application of the principles of Therapeutic Recreation and practice of Recreational Therapy. . This is not a scrapbook; it is a professional document. It requires you to collect pertinent information, reflect on the information or artifacts, analyze the relevancy of the items, and consider the message that is communicated by the overall presentation.

Your e-portfolio can be a virtual self-promotional tool or an evaluation tool. As a self-promotional tool, a portfolio provides evidence of knowledge, skills, and experiences that are not evident in a resume. Employers today want more than a summary of what candidates say they have done. As an evaluation tool, the collection of artifacts and reflections provides evidence of knowledge, understanding, and the ability to apply the principles beyond the classroom. It should also be noted that in the process of building an e-portfolio, you will learn about yourself, for some, a sense of pride in accomplishments, for others, perhaps an awareness of areas that need improvement and the setting of new goals.

***Failure to complete the *Professional Electronic Portfolio* will result in a grade no higher than a C for the entire internship. ***

Form 6A Portfolio Outline

Your portfolio should have no typographical errors, misspelled words or misaligned charts and should be neat and easy to read.

E-portfolio General Information-

Select your desired platform (weebly.com is recommended)

Original work (final product)

No typographical errors, misspelled words or misaligned charts

Neat and easy to read

Positive overall impression

A. Home Page

1. Home page:
 - a. Relevant photo or graphic
 - b. Personal information (your name)
 - c. Introduction or abstract to your portfolio
 - d. Links or tabs with drop-down menus

B. Home page tabs

1. Professional
2. Education
3. Employment
4. Contact

C. Professional

1. Cover letter
2. Resume (updated with final internship included)
3. Professional memberships
4. License and or certifications

D. Education

1. Coursework
 - a. General Education coursework minimum of two (2) items:
 - i. Management philosophy, Diversity paper, Financial Plan etc.
 - ii. Each artifact must have a reflective caption which includes its function and purpose.
 - b. Recreational Therapy specific coursework minimum of (2) items:
 - i. Intervention Protocol, Semi-system Design, Internship Project etc.
 - ii. Each artifact must have a reflective caption which includes its function and purpose.
 - c. Internship
 - i. Agency description (may include the agencies URL)
 - ii. Rationale of internship selection
 - iii. Goals and Objectives
 - a) Three (3) goals with two (2) objectives for each goal
 - b) Evidence of level of completion of each goals
 - iv. Internship Artifacts
 - a) Projects, case studies, program development & delivery, assessments, progress notes, evaluations, discharge plans and original or creative products.

v. Evaluations

vi. Reflection

- a) Overall Experience- Using a professional style of writing, explain what your role was during the internship. Please provide as much detail as possible in this summary. Imagine that your audience is a future employer who is trying to understand what you did during your internship and has little or no knowledge about your specific roles. Include a list of project(s). Be sure to explain what your impact was on these projects-how and why you have been a valuable asset to the organization.
- b) Use the following questions as a jumping off point to reflect on your internship:
 - How do you feel you benefited from the experience?
 - Discuss problems that you encountered specific or general, related to the overall internship experience.
 - Provide a self-analysis of your shortcomings and strengths with recommendations for improvement.
 - Would you like to continue with the type of work you experienced in your internship or would you prefer something entirely different?
 - What did you learn about yourself, co-workers and the profession in general?
 - What are your plans following the internship?
 - What in the experience of the internship will contribute to your future employment?
 - What advice can you give future interns regarding any and all stages of the internship process: leadership hours or experiences, resume writing, prospecting, interviewing, working, and securing a job?
 - Would you recommend this agency to future interns? Why or why not?

2. If one of your accomplishments is confidential and information cannot be shared for legal reasons, summarize your work and carefully share enough evidence that it really occurred.

E. Employment

1. Employment
2. Volunteer
3. Extracurricular or Related Experience

F. Contact information

- a. Email
- b. Social media
- c. Cell phone (optional)

Form 6B Portfolio Scoring

Criteria	Full Marks	Partial Marks	Partial Marks	Partial Marks	Pts.
Home page content: (A) A photograph or graphic that represents the student in a professional manner. (B) Page is aesthetically pleasing. (C) Student name is in a prominent position. (D) Overall professionalism.	A, B, C & D are all present 10	A, B & C are present 7	A, & B are present or A & C are present 5	Home page is unprofessional 3	
Home page includes: Tabs with drop-down menus (A) Education (B) Professional (C) Employment (D) Contact information. All tabs should take the reader to materials that correspond to tab	A, B, C & D are present and have corresponding materials 10	A, B, C & D are present not all of the tabs contain corresponding materials 7	Two tabs are present with minimal corresponding material 4	No tabs all information is on one (home) page 3	
Home page includes: an introduction or abstract introducing the reader to the portfolio	Introduction or abstract is present and sets the stage 5	Introduction or abstract is present 3	Introduction is present but poorly written 1	No introduction or abstract 0	
Professional contains: (A) Current resume (internship included) (B) Cover letter (C) Professional membership identifier (D) First Aid/CPR cards (E) Certifications special licenses (F) Scholarships & Awards (G) Letters from employer/ supervisor	A, B, C & D are all present 15	A, B, C & D are all present resume not current 11	A & D are present resume not current or other possible combinations are missing 8	A is the only artifact present 4	
Education page contains: (A) Link to OTRT home page. (B) Four (4) examples of relevant course work from RT courses. (C) Each assignment has a caption describing the assignment and purpose.	A, B & C are present and have all corresponding materials 15	B & C & are present with three (3) examples of course work 11	B & C are present with 2-3 examples or course work 8	B & C are present without captions 4	
Internship contains: (A) Agency description or (link) (B) Job or internship title (C) General responsibilities (D) Goals and objectives (E) Internship project(s) with caption explaining project (F) Reflection of internship experience (G) Evaluations	A, B, C, D, E, F & G are all present, complete and professional 15	One of A, B, C, D, E, F & G are missing 11	Two or three of A, B, C, D, E, F & G are missing 8	Four of A, B, C, D, E, F & G are missing 2	
Contact page includes: (A) Name (B) Email address (C) Social media links (optional)	A & B are present 5			No contact page 0	
Overall evaluation: A subjective evaluation of the electronic portfolio. Although all of the artifacts are present the quality of work is important if not more important than the quantity	Student's work demonstrates effort and has produced professional work 5	Student's work demonstrates good effort and approaches professional work 3	Student's work demonstrates effort 2	Student's work demonstrates minimal effort and is somewhat unprofessional 1	

TOTAL PTS. = _____ (80 pts. poss.)

Comments:

Form 7

Final Class Meeting and Presentation:

A final class meeting and professional portfolio presentation is planned on or around the last day of classes. Students need to be prepared to present a unique and creative representation of their RT coursework and RT internship experience. All of your presentation should last no longer than 15 minutes. Please submit your PowerPoint/Prezi 24 hours prior to the final meeting.

1. Power Point / Prezi Presentation that covers your internship experience
 - a. Introduction
 - i. Self
 - ii. Internship site/agency
 1. Population served
 - b. Body of Presentation
 - i. Description of your specific experience
 - ii. Roles you played
 - iii. Your responsibilities
 - iv. Relationships
 1. Supervisor
 - a. Clinical supervision
 2. Co-workers or Interdisciplinary Team
 3. Clients, Patients, Participants, or Residents
 - v. Recreational Therapy
 1. Describe the agencies philosophy or methodology
 2. Practice of recreational therapy as an intern
 - a. APIED Process
 - b. Interventions
 - c. Advocacy
 - d. Service
 - c. Conclusion
 - i. Overall experience
 1. Pros & Cons
 2. Recommendations
2. Professional Portfolio
3. Dress appropriately

Your portfolio should be complete and submitted 24 hours before the last class meeting. You can post it on Canvas and it may be a good idea to send it to me through email. Your presentation of your internship (PowerPoint/Prezi) can be embedded in your portfolio if you choose to keep all of your work in one place.

The discussion of your RT experience will need to reflect of your learning, growth, challenges and your accomplishments. You have the freedom to be creative e.g. songs, posters, videos, rope time-lines, poetry. *Please do not feel over pressured with the suggestions and or this assignment.* Although you can be creative this is something that you should be proud of and willing to share with those who are important to you and potential employers. Plan on a 15 minute presentation.