HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Recreational Therapy Internship Handbook

RECTH 5828-Recreational Therapy Internship

Revised, January 2020

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Table of Content

Introduction 3
Procedures for Recreational Therapy Internship 4
Student Prerequisites 4
Student Eligibility Requirements 4
Agency Selection and Acceptance 5
Agency Approval Criteria 6
Responsibilities 6
Student Placement at RT Agency 9
National Council for Therapeutic Recreation Certification (NCTRC) Statement 9
Confidentiality Statement 10
Complete Internship Experience 10

Appendix

Responsibilities:

Depart OTRT-RT to the OTRT-RT Student 9
Depart OTRT-RT Academic RT Supervisor to the Agency RT Supervisor 9
Depart OTRT-RT Student to Agency and Agency RT Supervisor 9
Depart OTRT-RT Student to Depart OTRT 10
Agency RT Supervisor to OTRT-RT Student 10

Forms:

Form 1: RT Internship Eligibility Form 12
Form 2: RT Internship Agency Acceptance Form 14
Internship Handbook Acknowledgement 16

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Department of Occupational & Recreational Therapies
RECTH 5828
Recreational Therapy Internship

Introduction

The Recreational Therapy (RT) Internship experience is the capstone experience of the student's academic career. Securing a professional 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 and what type of supervisor will best fit their learning style. 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 setting. The student will not only learn about the profession and practice of RT but also about themselves as a person and a professional. The student learns to identify and build on their strengths and interests, and address their limitations. This handbook is intended to guide the RT student through the process of securing and successfully completing their internship.

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 RT 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 practice of recreational therapy.
(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.

***Note: The student must enrolled in RECTH 5828 Recreational Therapy Internship within one year of the completion of all required Recreational Therapy course work.**

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Procedures for Internship in Recreational Therapy RECTH 5828
The following steps outline the procedures for the RECTH 5828 Recreational Therapy Internship. 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 Clinical Education Coordinator, Recreational Therapy.

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

Step One: Student Prerequisites

- ☐ All RECTH coursework must be completed with a C or higher prior to enrollment in RECTH 5828: RECTH 3330, RECTH 3360, RECTH 4300, RECTH 4310, RECTH 4320, RECTH 4330, RECTH 5300, RECTH 5350, & RECTH 5360;
- All supportive coursework must be completed with a C or higher prior to enrollment in RECTH 5828;
- All RT course work must be completed with a C or better grade prior to enrollment in RECTH 5828;
- All compliance requirements must be current prior to enrollment in RECTH 5828 (see all requirements in Undergraduate Handbook/Compliance Requirements: https://health.utah.edu/occupational-recreational-therapies/docs/rt-ug-handbook-rev2019sep.pdf
- Professional membership (URTA and/or ATRA);
- Minimal overall GPA of 2.5 for in-state, 3.3 for out-of-state or remote supervision, 3.7 for international placement.

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

Spring Internship: October 1st
Summer Internship: March 1st
Fall Internship: June 1st

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 Clinical Education Coordinator, Recreational Therapy (CEC-RT).

Step Three: Agency Selection and Acceptance:
The student must find and secure the recreational therapy internship placement from the preapproved agency list. This list is located in the Recreational Therapy Canvas Course/Clinical Education. Once the student has secured a placement the student must submit the *Recreational Therapy Agency Acceptance Form* (Form 2) to the Recreational Therapy Coordinator of Clinical Education, Recreational Therapy by:

Spring Internship: November 1st
Summer Internship: April 1st
Fall Internship: July 1st

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

If a student wishes to do an internship at an agency that is not currently on the pre-approved agency the student will need to:

- Email the CEC-RT and request the *Agency Information and Application Form (AIAF)*.
- Request that the agency supervisor complete the AIAF and return the form to the student.
- The student will then submit the AIAF to the CEC-RT for review. The AIAF must be submitted by the following dates:
  Spring Internship: October 1st
  Summer Internship: March 1st
  Fall Internship: June 1st

- The Internship agency and supervisor needs to 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 professional liability insurance when requested or if the internship is an out-of-state or international placement.
- If a student is seeking an out-of-state or international internship placement Form 2 is submitted to the CEC who then meets with the RT Internship Review Committee. All out-of-state or international internship placements must be approved by this faculty committee.
- The internship experience adheres to both Utah State RT licensing standards and NCTRC internship standards. NCTRC states, "The internship experience should be continuous and uninterrupted. No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience. (See NCTRC statement below.) **It is the agencies choice whether or not they offer an internship with reduced hours and extended weeks.** This arrangement would need to be clearly outlined and documented with the CEC prior to beginning the internship experience.
- The student will not be placed at an agency where they are currently employed nor can the student assume employment at the agency while completing their internship.
- Student will not be placed at an agency where they have completed more than 50 hours of volunteer work in the past three years.

After Form 2 is approved student will receive a letter from the CEC confirming placement. The letter will provide student with a ONE TIME permission code that allows the student to register for RECTH 5828-07, Recreational Therapy Internship. The student will register for 12 credit hours. If a student is completing an out-of-state or international internship the letter will also include information informing the student how to obtain professional liability insurance.

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Students who have pre-approval for an internship with extended weeks will be given a "T" grade at the end of the registered semester. The "T" will not be cleared until the internship course has been successfully completed.

Note: If a student wishes to do an internship at an agency that is not currently on the pre-approved agency the student will need to:

- Email the CEC-RT and request the *Agency Information and Application Form (AIAF)*.
- Request that the agency supervisor complete the AIAF and return the form to the student.
- The student will then submit the AIAF to the CEC-RT for review. The AIAF must be submitted by the following dates:
  Spring Internship: October 1st
  Summer Internship: March 1st
  Fall Internship: June 1st

- The agency will be reviewed to ensure it meets the University of Utah internship placement guidelines. If approved the CEC will begin the process of securing a Clinical Training Agreement between the agency and the University of Utah. Submitting the application does not guarantee the agency will be approved. The Department of OTRT reserves the right to accept or reject an agency's application.

Step Four: Student Placement at RT Agency
Student begins internship placement at the prearranged date and at the agreed upon time.

Professional Statements:

*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.

*NCTRC Statement-
The internship experience should be continuous and uninterrupted. No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience, except as may be provided in the Alternative Internship Guidelines. Additionally, the internship experience must be completed for no less than fourteen consecutive full weeks. The total minimum number of required hours is 560. For students completing only 20 hours a week, the total number of weeks will be 28 to meet the minimum 560 hour requirements. In the case where serious illness, personal emergency, or material (significant) extenuating circumstances beyond the student's control causes absence or the inability to work at least 20 hours per week, no more than 2 consecutive weeks of interrupted internship work will be accepted.

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Official documentation regarding serious illness, personal emergency, or material (significant) extenuating circumstances, and internship logs indicating evidence of completion of required 14 week, 560 hour requirement, must be submitted to NCTRC with the application. When an internship is interrupted due to one of these factors, the student should immediately contact NCTRC for Alternative Internship Guidelines. (NCTRC, 2019)
https://www.nctrc.org/wp-content/uploads/2019/08/CertificationStandards.pdf

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

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Appendix

Responsibilities:

Depart OTRT-RT to the OTRT-RT Student……..……9
Depart OTRT-RT Academic RT Supervisor to the Agency RT Supervisor……9
Depart OTRT-RT Student to Agency and Agency RT Supervisor……9
Depart OTRT-RT Student to Depart OTRT……..……..10
Agency RT Supervisor to OTRT-RT Student……..10

Forms:

Form 1: RT Internship Eligibility Form 12
Form 2: RT Internship Agency Acceptance Form 14
Internship Handbook Acknowledgement 16

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Addendum

Responsibilities:

a. Responsibilities of the Department of Occupational and Recreational Therapies, Recreational Therapy (OTRT-RT) to the RT Student:
   i. 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.
   ii. 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.
   iii. 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.
   iv. To be a resource for the internship agency and the Agency RT Supervisor.
   v. 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.
   vi. To provide prompt feedback on all assignments or concerns.
   vii. Assign grades based on university assignments and the evaluations of the Agency RT Supervisor.
   viii. Conduct evaluation to enhance the curriculum and internship experience, and create information exchanges with student to assist with career and educational opportunities.

b. Responsibilities of the Department of OTRT-RT, Academic RT Supervisor to the Agency RT Supervisor:
   i. Provide the Agency RT Supervisor with a Recreational Therapy Internship Handbook. The handbook will communicate student, agency, and OTRT-RT responsibilities, including, but not limited to the following:
      - Purpose of internship experience;
      - RT procedures for internship experience;
      - Responsibilities of OTRT-RT Program, agency and student.
   ii. Maintain open communication with the Agency RT Supervisor by periodically contacting the Agency RT Supervisor in person, electronically, or by telephone to review the student's progress.
   iii. To thank the sponsor for the time and effort spent with the student.

c. Responsibilities of the OTRT-RT Student to the Agency and Agency RT Supervisor:
   i. 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

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

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.

ii. 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.
iii. Present a professional appearance and behavior at all times including consistent and timely attendance.
iv. Become familiar with the agency's policies and procedures and conduct activities in a manner that is consistent with those policies and procedures.
v. Adhere to all professional and regulatory standards outlined by the agency.
vi. Arrange for and be in attendance at the site visit meeting with the Academic RT Supervisor and Agency RT Supervisor.
vii. Complete all assignments assigned by the agency in a professional and timely manner.
viii. 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.

d. Responsibilities of the OTRT-RT Student to the Department of OTRT-RT:
   i. Be a good citizen and representative of the University of Utah, the College of Health, and the Department of Occupational and Recreational Therapies.
   ii. Attend internship orientation meeting to determine internship timeline and review the academic requirements of the internship.
   iii. Complete and submit all assigned paperwork in a professional and timely manner.
   iv. Maintain open communication with the Academic RT Supervisor, inform supervisor immediately of any concerns or complications regarding your placement.
   v. Schedule a site visitation with the Academic Supervisor and Agency RT Supervisor which will include:
      a. Observation of facilities and programs (when appropriate)
      b. Review student's work responsibilities
      c. A face-to-face meeting (when location allows) to discuss student performance and necessary outcomes.

e. Responsibilities of Agency RT Supervisor to Student:
   i. 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.

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

ii. Facilitate learning using the NCTRC National Job Analysis and the Utah Recreational Therapy Practice Act.
iii. Provide professional and ethical recreational therapy services according to the ATRA Standards of Practice, ATRA Code of Ethics, and the Utah Recreational Therapy Practice Act.
iv. Prepare facility for the arrival of a student intern and represent the student as a learning professional within the agency.
v. Present student with an internship handbook that guides the student experience and outlines expectations, competencies, and expected work schedule.
vi. Facilitate student orientation to the agency, clinical practice, interdisciplinary team members, policies, procedures, and agency regulations.
vii. 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.
viii. Meet with the student a minimum of one time per week for clinical supervision.
ix. Conduct formal evaluations with the student.
x. 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.
xi. Encourage the highest professional standards, expose student to professional regulations, professional practice, continuing education opportunities, and the understanding of the need for continuing education.

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Form 1

Recreational Therapy
Internship Eligibility Form

Please complete Form 1 and submit to the OTRT Department Academic Advisor by:

- ☐ Spring Internship: October 1st
- ☐ Summer Internship: March 1st
- ☐ Fall Internship: June 1st

Semester and year of proposed Internship: _____

Part 1: Student Information: This form must be typed.

Student Name: _____ UNID: _____

Address: _____

Phone Number: _____

University Email Address: _____

Overall GPA: _____ RECTH GPA: _____

Please read statements below. Check box indicated that you have read and agree to the statement and sign below.

☐ I have read and understand the information provided in the Internship Handbook.

☐ I certify that all compliance requirements are current and marked as complete in CastleBranch.

Student Signature: _____ Date: _____
*Typed form represents an electronic signature.

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Part 2: For Academic Advisor Use Only

Compliance Requirement	Approved	Incomplete
3 – Step Criminal Background Check		
Measles, Mumps, Rubella (MMR)		
Varicella/Chicken Pox		
Tetanus, Diphtheria, and Pertussis (Tdap)		
Hepatitis B		
2 - Step Tuberculosis Test		
Influenza		
Health Insurance Verification		
Basic Life Support Training (BLS)		
HIPAA Certification		
Recreational Therapy Internship Handbook Acknowledgement		
C or higher in RECTH and supportive coursework		
Minimal overall GPA of 2.5 for in-state, 3.3 for out-of-state or remote supervision, 3.7 for international placement		

☐ Eligible

☐ Not Eligible

☐ Pending

OTRT Academic Advisor's Signature: _____

Comments:

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Form 2

Recreational Therapy
Internship Agency Acceptance Form

Please complete Form 2 and submit to the OTRT Department Clinical Education Coordinator by:

- ☐ Spring Internship: November 1st
- ☐ Summer Internship: April 1st
- ☐ Fall Internship: July 1st

Note: This form must be typed.

Student Name: _____ UNID: _____

Agency Information

Agency Name: _____

Agency Address: _____

City: _____ State: _____ Zip:_____

Supervisor Information

Name of Supervisor _____

Phone Number: _____

Email Address: _____

State License Number (If applicable): _____

NCTRC Certification Number: _____

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Internship Position Information

Beginning Date: _____

Ending Date: _____

Total Number of Weeks: _____

Required Number of Hours: _____ (560 Minimum)

Student Signature: _____ Date: _____

Agency RT Supervisor's Signature: _____ Date: _____
*Typed form represents an electronic signature.

HEALTH
UNIVERSITY OF UTAH

Department of Occupational and Recreational Therapies
520 Wakara Way
Salt Lake City, UT 84108
801.585.9135

Recreational Therapy Internship Handbook Acknowledgement

Dear Student:

Please read the following statement and sign the bottom of this form acknowledging you have received a copy of the Recreational Therapy Internship Handbook. This form will need to be uploaded into CastleBranch and is required to be submitted prior to your Form 1 submission.

Statement:

- ☐ I have received and read the Recreational Therapy Internship Handbook.
- ☐ I understand that it is my responsibility to understand and meet the requirements outlined in the handbook including but not limited to internship policies and form due dates.
- ☐ I understand that it is my responsibility to upload this acknowledgement into CastleBranch prior to my Form 1 Submission.

Student Name:

Student Signature: Date:

*Typed form represents an electronic signature.