

**University of Toledo
Recreation Therapy**

2019 RT Internship Agency Clinical Instructor Manual

**Ruthie Kucharewski, Ph.D., CTRS
Professor and Chair
Director, Recreation Therapy
School of Exercise and Rehabilitation Sciences
University of Toledo
Mail Stop 119
Toledo, OH 43606
r.kucharewski@utoledo.edu
419-530-2762**

**March 5, 2019
(T)**

Table of Contents

Introduction.....	3
Clinical Instructor Requirements.....	4
UT RT PROGRAM.....	5
Accreditation Status.....	5
Terminology.....	5-6
Academic Internship Requirements.....	6-7
Internship Interruption/Disruption.....	7
RT Course Sequence (Pre-Professional Sequence).....	8
RT Course Sequence (Professional Sequence).....	9
Purpose of Internship, Objectives, Schedule.....	10-11
Requirements of Internship Experience.....	11
ROLES AND RESPONSIBILITIES OF PARTICIPANTS.....	11-14
Internship Coordinator (IC) and University Supervisor (US).....	11
Clinical Instructor (CI).....	12-13
Student Intern.....	13-14
CONFIDENTIALITY.....	14-15
HEALTH AND SAFETY ISSUES.....	15-16
CPR, Background Check, Immunizations.....	15-16
Agency Policies, Illness, Inappropriate Relationships.....	16
INTERNSHIP EDUCATIONAL EXPERIENCE.....	17-18
Transportation and Lodging, Dress Code.....	17
Attendance.....	17-18
Professionalism and Communication.....	18-19
ACADEMIC INFORMATION: Progressive Discipline.....	20-23
Withdrawal from Internship.....	23
Grades, Dismissal from the Program.....	23-24
Remedial Internship Experiences, Student Grievances.....	24
Risk Management and Professional Liability.....	25-26
STUDENT ASSIGNMENTS.....	26-28
EVALUATIONS BY CLINICAL INSTRUCTOR.....	28-29
STUDENT INTERN EVALUATION INFORMATION.....	29-30
2019 INTERNSHIP TIMETABLE.....	30-33
Clinical Instructor Manual Review and Certification Verification Form.....	34

INTRODUCTION

It is a belief of the faculty in the Recreation Therapy program at the University of Toledo that there are three important components of undergraduate education in Recreation Therapy. The first component is a strong foundation in the basic sciences and liberal arts. This component contains course work in fine arts, humanities, diversity and communication.

The second component pertains directly to the Recreation Therapy knowledge areas as determined by the National Council for Therapeutic Recreation Certification and professional organizations. Students are expected to complete course work in the areas which relate to anatomy and physiology; human growth and development across the lifespan, leisure theories and concepts; diagnostic groupings; basic concepts and models of RT/TR; assessment, observation and interviewing; developing and implementing individual intervention plans; working with groups; documentation and evaluation, organizing and managing services and professionalism (NCTRC, 2018). They also complete ten hours of course work in a variety of interventions such as stress management; adapted aquatics; relaxation; assistive technology; animal assisted therapy and arts and crafts.

The last component is the experiential component that includes volunteer work, five (5) clinical courses with differing populations and an Internship experience. Before being accepted into the major, the student must complete a minimum of 30 hours with persons with disabilities in the community. Prior to the Internship, undergraduate students are also expected to complete five (5) clinical courses with five (5) different settings and populations (rehabilitation, psychiatric, pediatrics, geriatrics and intellectual deficit/developmental disabilities) for a total of 250 hours prior to the Internship. *Graduate students* complete three (3) clinical courses in three (3) different settings. The Internship is the last segment of the experiential component and the student's education at the University of Toledo. The student must complete 560 hours/14 consecutive weeks at one Agency that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis Study under the supervision of both academic and Agency field placement supervisors who are NCTRC Certified Therapeutic Recreation Specialists' (CTRS) and who has been certified for one or more years. An acceptable Internship must have one identified primary Agency supervisor (Clinical Instructor); this supervisor should work with the student on a consistent basis and should coordinate all other secondary supervision and complete all evaluation materials and weekly updates, which pertain to the Internship. Upon graduation, the recreation therapy student will have completed over 800 hours of volunteer/paid experiences in the field of recreation therapy.

Because of the belief of the importance of experiential hours in the education of the recreation therapy student, this manual is developed to answer questions, outline required experiences and provided necessary measures of evaluation. We appreciate your willingness to participate in this important educational component and we hope that your experience will also be valuable to you.

Clinical Instructor (CI) Requirements:

All Clinical Instructors (CI) are required to read the UT RT Agency Internship CI Manual about the Internship experience on the University of Toledo Recreation and Recreation Therapy Website prior to the start of a UT students Internship. A copy will also be sent to all assigned Agency Internship CI's prior to the start of the Summer Internship. Once the Agency selects the UT student for his/her Internship, the Clinical Instructor will be contacted in the spring via email by the assigned University of Toledo faculty member with directions regarding the UT RT Agency Clinical Instructor Manual availability. All Clinical Instructors are expected to read the Clinical Instructor Manual prior to the student beginning the Internship and send in the "*Agency Clinical Instructor Manual Review and Certification Verification*" form on Page 31 via email or by sending an email to the faculty member who sends it to him/her indicating that he/she has read the CI Manual. By signed the form the Agency Clinical Instructor's must also verify that they are currently certified by NCTRC and in good standing.

THE UNIVERSITY OF TOLEDO RECREATION THERAPY PROGRAM

Accreditation Status

The University of Toledo's Recreation Therapy program is the only accredited program in Ohio. It embraces and recognizes the importance of a quality accreditation program. It is currently accredited by the National Recreation and Park Association's Council on Accreditation for Parks, Recreation, Tourism and Related Professions (COAPRT), which ensures quality undergraduate education in the profession. In addition, the faculty recognizes the development of standards for education programs in therapeutic recreation and has used those specific standards and the NCTRC Knowledge areas for the development of the curriculum. The University of Toledo also meets the Committee on Accreditation in Recreational Therapy Education (CARTE) standards on Clinical Education Experiences.

Terminology

The following terms will be utilized consistently throughout the *Recreation Therapy Student Internship Manual* and the *Internship Clinical Instructor Manual*.

Internship Coordinator (IC) is responsible for overseeing the development of the student-training program prior to the Internship. This individual is assigned by the University of Toledo and is responsible for establishing the written *Affiliation Agreement* between the Internship site and the University of Toledo Academic Unit. This individual also assists students in finding Internship sites as well as assists students in completing the *Student Agency Agreement Contract*. The IC teaches the "Internship Preparation in RT" course in the fall of the senior year.

Affiliation Agreement is a legal document/contract between the academic entity (University of Toledo) and the Agency. If the student does not receive compensation for the Internship, then a previously date sensitive signed contract or a newly signed contract will be required at minimum two weeks prior to the start date of the Internship. Ideally, this document is executed and signed at least three months prior to the start of the Internship. Upon receipt of the signed Affiliation Agreement between both entities, the IC will retain a copy and mail a signed copy to the Agency representative. If the student is an employee or becomes an employee of the Agency during the Internship experience, no Affiliation Agreement is required.

Clinical Instructor (CI) is anyone at the Internship site (also referred to as "Agency") who is responsible for the recreation therapy student consistently on a day-to-day basis. This person communicates with the University if the student is having problems or identifies issues during the Internship and completes all evaluation documents for the student. This person must be a full-time employee and work a minimum of 32 hours per week at the sponsoring Agency/Internship site. Seasonal or temporary employment is not acceptable. Consultants or other types of preceptors are also not acceptable. This person must be certified by the NCTRC at the professional level and have a minimum of one (1) year experience in the field as a CTRS from the official notification date received from the NCTRC, not the date that the NCTRC Exam was taken and with the population at the Internship site. S/he must be employed full-time and on-site at the Agency during the entire field placement experience. This person must provide a

copy of the credential to the student on the first day of his/her placement. Any change in certification status of the CI during the field placement shall not affect the certification eligibility of an applicant. The CI must also sign the NCTRC Internship Placement Form (Internship) verification.

University Supervisor (US) is the assigned faculty member employed by the University of Toledo and is responsible for the implementation and monitoring of the Internship. It is the responsibility of the US to ensure that all Internship experiences comply with the standards established by the University of Toledo Recreation Therapy Program, COAPRT and the NCTRC. At the University of Toledo, this is a shared responsibility with one faculty member supervising the undergraduate students the first 7 weeks beginning on May 6th (Summer Session I) and another faculty member supervising them second 7 weeks ending on August 9th (Summer Session II). Both faculty members must be certified by the NCTRC as a CTRS in good standing. The US is required to complete the final *Field Placement Verification Form* signifying that the student completed all state components of the NCTRC field placement requirements. We recognize that shared supervision is not ideal for consistent University Intern supervision, but due to University employment policies, the shared supervision of Intern students must occur over the 14-week Internship. The graduate students will have one faculty member supervise them their entire 14-week Internship experience

Internship (Field Placement or Clinical Affiliation) is a highly structured field and practice-centered 14 consecutive week, 560 hour full time experience in an Agency or hospital which has a full time certified recreation therapist on staff and on-site. During this time the student learns to work in a specific setting that provides recreation therapy. The experiences are determined by the Internship site and the University Internship Supervisor. The total number of hours may not be split between different agencies or accumulated over multiple sites, unless the site is within the same Agency, and under the direct supervision of the CTRS per NCTRC.

Intern is enrolled at the University of Toledo, pursuing a Bachelor of Science or a Master of Arts degree with a major in recreation therapy. The student is expected to be an active participant in the learning and supervisory process. Prior to the start of the Internship, the student is responsible for initiating the *Student/Agency Agreement Form*, which requires signatures from the assigned CI, The University of Toledo RT Program Director or representative and the student. Once the signatures are obtained, the student should submit the *Student/Agency Agreement Form* to the Internship Coordinator.

Program Director is the faculty member assigned by the University of Toledo to oversee the Recreation Therapy educational program. The Program Director may be consulted with by the IC, CI or US to discuss concerns about the RT program educational curricula, Internship practices and assignments or any concern involving the Intern if the issue or concern cannot be resolved with the student or US.

.....

University Student Academic Internship Requirements include entry-level knowledge, skills, and activities (KSA's) that must be achieved by every RT student during the formal and practical RT educational curricula. In addition to the 560-hour Internship requirement, the student will

have academic requirements, which will begin the first week of the Internship experience. These requirements require the student to be an active and engaged member in the on-line RCRT4940/5940 course Internship Discussion Board and to complete and submit all assigned Learning Modules. The Learning Modules can be discussed with the CI and the CI may assist the student in obtaining Agency specific information that may be included within the Learning Module assignment. Students are expected to complete assignments on their own time and not during assigned Internship hours at the Agency. Additionally, the undergraduate Intern student will be enrolled in RCRT 4770 Project Design in Summer Session One (SSI) and he/she will be expected to be actively engaged on the Project Design Discussion Board and meet with the CI to discuss ideas for a Project that will be proposed to obtain approval for implementation which will be completed throughout the remaining seven weeks of the Internship. During Summer Session Two (SS II) the undergraduate Intern student will be enrolled in RCRT 4780 Project Evaluation, during this time, with minimal assistance from the CI, the student will plan, implement, and evaluate the effectiveness of the Project. The student will also evaluate his/her performance using the *Competency Assessment* found in the ATRA Standards of Practice Manual (pp. 95-97) and he/she is required to review the information with the Agency CI. The student must achieve a “C” or higher on assigned academic requirements in order to successfully pass the Internship, Project Design, and Project Evaluation. Failure to do so will result in the student repeating the Internship or RCRT4770 Project Design or RCRT4780 Project Evaluation. **Graduate Students:** Do not enroll in RCRT 4770 or 4780, but they do have to complete a “Competency Demonstration Project” in order to meet NCTRC requirements and in order for the CI to be granted Continuing Education credit for Internship Supervision.

Internship Interruption/Disruption may occur due to unforeseen illness or a personal emergency, which may cause an absence or inability to work at least 20 hours per week, but not more than two (2) consecutive weeks will be accepted. Official documentation regarding extreme emergencies or severe illness, and Internship Time Log of Hours verification logs indicating evidence of completion of the required 14 consecutive weeks (560 hours) requirement must be submitted to NCTRC with the Exam application. In the event that the Internship is interrupted due to an extreme emergency, the student should refer to NCTRC’s “Information for New Applicants”: What to do if an Internship is interrupted due to an emergency and contact the NCTRC immediately for information about options. The student must inform the US of any emergency or illness immediately and provide frequent updates either by self or if not possible by a family member. In the event of an interruption/disruption of an Internship, no hours will be counted in the overall Internship experience hours and any hours missed will need to be made up in accordance with NCTRC requirements.

RECREATION THERAPY COURSE SEQUENCE

(Subject to change pending curricula changes submitted)

Pre-Professional Sequence

Undergraduate Freshman and Sophomore Years

Freshman Year		Sophomore Year	
Natural Science Elective	1 Hour	Multicultural Elective (Non-US)	3 Hours
Humanities/Fine Arts Elective	3 Hours	HEAL 1800 Medical Terminology	3 Hours
HSHS 1000 HSHS Orientation	3 Hours	PSY 2200 Abnormal Psychology	3 Hours
PSY 1010 Principles of Psychology	3 Hours	Multicultural Elective	3 Hours
SOC 1010 Introduction to Sociology	3 Hours	KINE 2560/2460 Anatomy & Physiology I + Lab or KINE 1460/1560 Foundations of Anatomy & Physiology and Lab	4 Hours
ENGL 1110 College Composition I	3 Hours	KINE 2570/2470 Anatomy & Physiology II + Lab	4 Hours
MATH 1180 – 2600 Elective	3 Hours	RCRT 3310 Inclusive Recreation	3 Hours
RCRT 1300 Introduction to Recreation & Leisure	3 Hours	RCRT 4720 Introduction to Therapeutic Recreation	3 Hours
HEAL 1400 Personal Health (May be taken Fr. or Soph.)	3 Hours	HEAL 1400 Personal Health (May be taken Fr. or Soph.)	3 Hours
RCRT 1310 Recreation Programming	3 Hours	Total Credit Hours	29 Hours
PSY 2510 Lifespan Developmental Psychology	3 Hours	Note: Submit Professional Sequence Study Application to RT PD	
ENGL 2960 Organizational Report Writing or COMP II	3 Hours		
Total Credit Hours	34 Hours		

Professional Sequence
Undergraduate Junior and Senior Years

Junior Year		Senior Year	
RCRT 4000 Community Event Planning: Online	3 Hour	Track Elective	3 Hours
RCRT 4340 Leisure Recreation & Aging	3 Hours	Track Elective	3 Hours
RCRT 4730 Medical & Clinical Aspects of Therapeutic Rec.	3 Hours	Humanities/Fine Arts Elective	3 Hours
RCRT 4740 Assessment & Documentation in Therapeutic Rec.	3 Hours	RCRT 3710 Leadership & Administration in Outdoor Pursuits	3 Hours
RCRT 4750 Group Dynamics in Recreational Therapy	3 Hours	RCRT 4330 Administration in Recreation & Rec. Therapy	3 Hours
RCRT 4790 Medical & Clinical Aspects of Therapeutic Rec. II	3 Hours	RCRT 4450 Research Applications in Recreation & Rec. Therapy	3 Hours
RCRT Intervention	1 Hour	RCRT 4870 Program Planning in Recreational Therapy	3 Hours
RCRT Intervention	1 Hour	RCRT 4850 Internship Preparation: RT	1 Hour
RCRT Intervention	1 Hour	RCRT Intervention	1 Hour
RCRT Intervention	1 Hour	RCRT Intervention	1 Hour
RCRT Intervention	1 Hour	RCRT Intervention	1 Hour
RCRT Intervention	1 Hour	RCRT Intervention	1 Hour
RCRT 4800 Physical Rehabilitation (Summer Only)	1 Hour	RCRT Clinical	1 Hour
RCRT 4840 Pediatrics (Summer Only)	1 Hour	RCRT Clinical	1 Hour
Total Credit Hours	26 Hours	RCRT Clinical	1 Hour
Note: Submit Culminating Experience Application		RCRT 4770 Project Design: RLS (Summer Only)	2 Hours
		RCRT 4940 Senior Internship (Summer Only)	4 Hours
		RCRT 4940 Senior Internship (Summer Only)	4 Hours
		RCRT 4780 Project Evaluation: RLS (Summer Only)	2 Hours
		Total Credit Hours	41 Hours

INTERNSHIP

Purpose of Internship

The Internship experience is designed to integrate a student's academic knowledge with clinical practice through experiential learning in a context critical to therapeutic application of that knowledge. It provides opportunities for the development and practice of appropriate clinical skills, effective communication, and professional behaviors. Students experience the supervised delivery of recreation therapy services.

Internship Objectives

The Internship is an academic course that meets partial requirements for the Bachelor of Science Degree in Recreation Therapy. In order to complete the Internship successfully, the student must satisfy the following course objectives.

At the completion of the Internship, the student will be able to:

- articulate therapeutic recreation practice to others, including patients/clients, colleagues, and the public
- demonstrate ethical practice and conduct
- demonstrate the ability to effectively utilize the therapeutic recreation process with clients
- use relevant information from records, charts, other professionals and family/significant others
- analyze, interpret and summarize data to determine patient/client strengths and limitations
- design interventions and programs based on patient/client need, activity, and task analysis consistent with diagnosis, precautions and/or contraindications
- use a variety of interventions/programs to improve physical, cognitive, social, emotional, and behavioral functioning and independence in life activities and leisure functioning
- analyze and evaluate data to modify the individualized treatment/program plan, the intervention/program or to recommend discharge plans/aftercare
- transition from the academic world to the career world
- meet minimal competencies stated in evaluation forms
- complete all written reports and assignments
- identify and coordinate the NCTRC Analysis of Task Domains with the tasks completed by the Recreation Therapist.

Schedule of Internship

1. Per NCTRC, the Internship is 14 weeks, 40 hrs. a week, not to exceed 45 hrs. alternatively, 10 hrs. per day and no less than 4.0 hrs. per day.
2. Internship will be completed after a student has completed all major requirements.

3. Internships for the University of Toledo Recreational Therapy program will be completed during the summer beginning on May 6, 2019 (Summer Session I) and ending on August 9, 2019 (end of Summer Session II).
4. All students must enroll for both SS I and II and begin on May 6, 2019. If a student is not enrolled on May 6, 2019, the student cannot report to the Internship site and will then be scheduled to begin the Internship experience the following summer.

Requirements of Internship Experience

1. Students must have a cumulative GPA of 2.70 and no grade below a “C” in recreation and leisure/recreation therapy courses in order to begin their full-time clinical affiliation. The UT RT Program Director may approve exceptions.
2. Students must have all academic course work including course work required by NCTRC, clinical experiences, and interventions successfully completed before they will be approved to begin an Internship.
3. Students will be supervised by a certified therapeutic recreation specialist with at least one year of work experience in that Agency and certified for one or more years, in the event that the CTRS has not been employed for a minimum of one year at the agency, this may be discussed and approved by the RT Director. NCTRC stipulates that the first year begin the day the CTRS credential is awarded and not the Exam test date that the Exam was passed and taken.
4. All Internship experiences must be completed within 24 months of the didactic course work. Failure to complete the Internship within 24 months may result in having to complete the additional courses within the curriculum or repeating the RCRT 4850 Internship Preparation course.
5. During the Internship the undergraduate Intern must complete requirements for both Internship courses (SS I and SS II and RCRT 4770 Project Design and RCRT 4780 Project Evaluation. *Graduate students do not complete RCRT 4770 or RCRT 4780.*

ROLES AND RESPONSIBILITIES OF PARTICIPANTS

1. **Internship Coordinator and University Supervisor** responsibilities include, but are not limited to:
 - a. developing and coordinating the selected Internship sites with the center coordinators of clinical education;
 - b. developing Internship education compatible with the program’s curricular goals, the unique opportunities of the Internship Agency and the NCTRC standards;
 - c. enforcing all program policies after application to the Internship component of the curriculum;
 - d. arranging students’ placements with consideration for the needs of all participants;
 - e. apprising students of and collaborating with the Internship CI on expectations through meetings, telephone communications, and mailings of course-related materials; and advising students on non-academic matters, professional behaviors, and communication issues associated with Internship;

- f. assisting student with problem resolution at the Internship site by phone consultation or by scheduled and as-needed site visits;
- g. facilitating Agency Internship CI development and communications relating to the Internship education of recreation therapy students;
- h. teaching the modules of the two (undergraduate only) required courses per summer session (either Internship and Project Design or Internship and Project Evaluation);
- i. assisting the graduate student in identifying and implementing a “Competency Demonstration Project;”
- j. posting appropriate questions on the Discussion Board weekly and responding as necessary;
- k. collecting all completed Module course work and responding with comments and grades in a timely fashion;
- l. informing the Agency Clinical Instructor of FERPA regulations;
- m. notifying the student of the designated faculty the NCTRC Certification number required for the NCTRC *Academic Field Placement Verification Form*.

2. Clinical Instructor

Administrative responsibilities as Clinical Instructor includes but is not limited to:

- a. collaborating with the University Supervisor in the development of a program which offers the best opportunity for application of academic theory and specific Internship objectives for items on the *ATRA Clinical Performance Appraisal*;
- b. providing to the University Supervisor current information about the Clinical Instructor, including Internship data forms, mission and philosophy statements, qualifications of Internship CI’s, Internship objectives, and other requirements for student assignment;
- c. periodically reviewing the *Affiliation Agreement* for appropriateness and validity, and, when applicable, budget for student stipends, housing, or meals.

Direct supervisory responsibilities as a Clinical Instructor include but are not limited to:

- a. identifying, organizing, and coordinating the specific learning experiences within the clinical education facility;
- b. orienting students to the Agency and to the departmental policies and procedures, and ensuring student compliance with administrative standards;
- c. assigning clients and duties that offer pertinent clinical experiences and facilitate students’ achievement of desired competencies, clinical reasoning, and reflective practice;
- d. assuming responsibility for the implementation of treatment and being physically present for supervision for a majority of the Internship. During the last two weeks of the Internship, supervision may be flexible as indicated by the skill level of the student at the Clinical Instructor’s discretion;

- e. supervising, evaluating, providing ongoing feedback to the student, and contacting the University Supervisor immediately if problems arise;
- f. serving as a role model for students representing professional behaviors and clinical skills as they carry out their professional duties in a manner that supports the ATRA or NTRS *Code of Ethics* and the *Standards of Practice* for the specific service delivery area, and ensuring the student's assimilation of professional behaviors and ethics into practice;
- g. providing the University Supervisor with a written Mid-Term TRIE Assessment and a Final Evaluation (TRIE) of the student's performance using the forms required by the University;
- h. supporting the comprehensive educational curriculum to provide clinical learning experiences which reflect mutual curricular goals that are compatible with students' learning levels and the attainment of learning outcomes;
- i. assisting students in identifying and planning a project that ideally can be completed before the conclusion of the Internship and
- j. signing the student's "Time Log of Hours" sheet.

3. Student Intern responsibilities include, but are not limited to:

PRIOR to the Internship assignment, the student is responsible for:

- a. reviewing information concerning the assigned Agency that may be found on the internet or through contact with the Agency;
- b. reviewing the responsibilities of the student, the academic education facility, and the clinical education facility as stated in the agreement for;
- c. adhering to the policy regarding malpractice insurance;
- d. completing all medical tests, procedures, and other special requirements of the Agency (e.g. interviews, current CPR certification, rubella titer test, health insurance, etc.);
- e. acquiring proper attire as required by the Agency (e.g. footwear, Lab coat, name tag);
- f. sharing and reviewing academic assessments that require consultation with CI and
- g. Downloading and printing the "*Internship Booklet*" which is located on the NCTRC.org Website under "Forms and Applications" in the "*Helpful Tools*" Section on the bottom of the page
<https://nctrc.org/publications-forms/>

DURING the Internship, the student is responsible for:

- a. responding to posted Discussion Board questions and statements and completing all Module assignments and submission of Evaluative forms by or before the due date and time;
- b. participating in professional activities of the Agency as requested by the Clinical Instructor and in accordance with the policy established between the Agency and the University;
- c. adhering to the rules and regulations of the Agency and the Recreation Therapy Department;
- d. adhering to the rules and regulations The University of Toledo's Recreation Therapy program;
- e. arranging for health/medical service in the event of illness or accident with the policy of The University of Toledo;
- f. participating in the evaluation of the mastery of the recreation therapy competencies for the entry-level recreation therapist;
- g. evaluating the effectiveness of the clinical experience at the Internship site and returning a copy of the *Student Evaluation of the Internship Form* to the University Supervisor by the assigned date and time;
- h. exhibiting professional behavior at all times (cell phones are not to be utilized) and responding to the University Supervisor within 24 hours of contact from the University Supervisor either by course email or phone and
- i. printing a copy of the “Professional Eligibility Application” form to the Internship: <http://nctrc.org/wp-content/uploads/2015/02/FA2-professional-eligibility-application.pdf> (page 3 and 5) in preparation for submitting your professional eligibility application.

CONFIDENTIALITY

HIPAA (Health Insurance Portability and Accountability Act): is a Federal law that protects personal medical information and recognizes the rights to relevant medical information of family caregivers and others directly involved in providing or paying for care. The U.S. Department of Health and Human Services (HHS) Department enforces the Federal privacy regulations. All University of Toledo Interns have received information regarding HIPAA and the importance of maintaining confidentiality. It is the expectation of the University of Toledo that any student assigned to an Agency will receive further information from that Agency regarding HIPAA as appropriate.

FERPA (Family Educational Rights and Privacy Act of 1974): is Federal legislation in the U.S. that protects the privacy of students’ personally identifiable information, this act applies to

all educational institutions that receive Federal funds. The U.S. Department of Education (DOE) enforces compliance and adherence to the FERPA. Once a student reaches 18 years of age or attends a post-secondary institution all rights formerly given to parents are transferred to the student. The student has a right to access his or her education records, has the right to seek amendment of the records, and has the right to control disclosure of personally identifiable information from the records. Under FERPA, a school may not disclose personally identifiable information about the student's record unless the student has provided written consent. This act is complicated in that a student who is claimed as a "dependent student" on the parent's most recent income tax statement, the school may non-consensually disclose the eligible student's education records to both parents under this exception. CI's or US's should not disclose any information to anyone regarding the student's personally identifiable information. It would be helpful if the CI did not solicit personal information about the Intern from the US since the US is not authorized to disclose the information without the written consent from the student. The University of Toledo receives Federal funding and therefore requires all CI's to respect and adhere to FERPA regulations. Specific information about FERPA may be found on the U.S. Department of Education website: www.ed.gov

If at any time you have any questions about FERPA, please contact the University Supervisor assigned to your student.

HEALTH AND SAFETY ISSUES

CPR

All students will be certified in CPR prior to the start of their Internship. Students should present a copy of their certification card to the Clinical Instructor prior to the beginning of the Internship.

Background Check or Finger Printing

An Agency may require a Background Check or finger printing; it is up to each individual Agency to determine whether the student must consent to a Background Check or fingerprinting. If the Agency requires a Background Check or finger printing it may be at the expense of the student or the Agency may provide it free of charge. It is suggested that if a Background Check or finger printing is required by an Agency that it be conducted a minimum of three months prior to the start of the Internship date. Agencies may require that a student is finger printed per the governing policies of that agency. The student is expected to comply with agency requirements or the student will need to find a new Internship placement.

Immunizations

The following information is required of all University of Toledo RT students and all students must provide written documentation of compliance with the requirements prior to beginning their clinical rotation courses the summer following their junior year.

Mantoux Test (Tuberculin Skin Test)

Two Step test to determine the presence of tuberculosis infection based on positive reaction of subject to tuberculin.

Rubella Titer or MMR Vaccine (German Measles)

Two Step process for this serology test to determine immune status to rubella.

Hepatitis B Vaccine (Hep B)

Three-step process, which is administered to prevent HBV infection, administration, is usually over a six-month period.

Varicella Vaccine (Chickenpox)

Verification of the vaccine or medical documentation verifying contraction of chicken pox.

Agency Policies

It is expected that all Interns will be oriented to all Agency policies regarding HIPAA, patient rights, blood borne pathogens, emergency evacuation procedures, emergency preparedness, hazardous materials, Standard and Universal Precautions, etc. to ensure their safety and the safety of others.

Illness

If a student reports to the Internship site and appears to be ill, it is up to the discretion of the Clinical Instructor as to whether or not to send the student home for the day or the remainder of the day. Any hours missed during time off for illness must be made-up.

Inappropriate Relationships

Students have been educated about initiating or engaging in inappropriate relationships with other Interns, staff or patients/participants. If a Clinical Instructor suspects that a student has violated this policy, the Clinical Instructor should discuss the situation with the Intern and then contact the University Supervisor so that the US can intervene and determine a course of action.

INTERNSHIP EDUCATIONAL EXPERIENCE

Transportation and Lodging

The student is responsible for providing his/her own transportation and lodging for all learning experiences associated with the Internship. The Agency will occasionally offer extra benefits, which are listed on the agreement form on the *Student Agency Agreement Contract*.

Dress Code

The students will be required to follow the dress code of the assigned Agency. Students are expected to present a professional appearance at all Agencies. If the student frequently (three or more times) violates the Agency dress code policy, the student's grade for the current session will be reduced by one-half to one letter grade. If there is an issue with the student wearing improper attire the CI should address the issue by discussing it with the Intern and identify specific requirements, if the student fails to comply after the discussion with the CI the US should be notified and the US will intervene at that time. Any student who presents in an inappropriate manner may be asked by the CI to return home to dress properly and return to the Internship site. Any student who is asked to return home to dress appropriately will not be allowed to count the hours associated with travel time and changing clothes. It is recommended that the Agency dress code be reviewed with the Intern the first week of the Internship. The CI according to Agency policy should address visible tattoos and body piercings.

Attendance

1. Students are expected to attend their Internship for 560 hours/14 consecutive weeks. There are to be no breaks during the 14 weeks, students should not be granted vacation or personal time unless the University Supervisor approves it. If a student is ill or sustains a serious injury, which incapacitates the student for a week or more, the Internship may be canceled and the student must begin the Internship again depending upon when the illness/injury occurs. (NCTRC will be contacted and it will be determined what will happen following consultation). Students will not be excused for family vacations, reunions, etc. Any Internship that is interrupted will be re-scheduled to be completed the next summer. See "*Internship Interruption/Disruption*" on Page 7 of the *CI Manual*.
2. If serious illness or injury occurs the University Supervisor is to be contacted immediately to determine the status of the Internship. This determination will occur through discussion with the student and the University Supervisor taking into consideration the requirements of the NCTRC. The CI will be consulted for input.
3. If the student completes 560 hours before the end of the 14 consecutive weeks, the student must continue to report the remainder of the Internship according to the UT SS II schedule.
4. The NCTRC does not recognize more than 45 hours in one week as a workweek or less than 4 hours worked in a day or working in excess of 10 hours in one day.

5. Per the NCTRC guidelines, students may attend professional conferences and the hours of attendance may be counted in the 560 hours.
6. Lunch hours or half-hour lunch times are not to be counted and are not to be documented as hours worked. Break time is essential in having a more balanced workday and students should not be working during lunch and counting the time to complete Internship hours sooner.
7. If an Agency is closed due to a holiday (Memorial Day/July Fourth) the student is expected to make up the hours in accordance with the NCTRC requirements.
8. Often times the student may indicate that he/she would like to adjust his/her schedule to accommodate a job interview or special event. This at the discretion of the CI with no obligation to approve such request. In the event that the Intern schedule is adjusted to accommodate a special request, the US should be notified prior to the absence or schedule adjustment. The University of Toledo views the Internship commitment very seriously and supports the Agency in first meeting the Agency consumer's needs and secondly meeting the Intern's needs. If the Intern requests frequent schedule adjustments, the CI should contact the US for consultation.
9. Employment during the Internship is discouraged due to the demands of the Internship experience; however, the University of Toledo recognizes and understands that students may need to maintain employment in order to complete the Internship due to the financial burden that may be experienced due to the unpaid academic requirement (Internship). Employment is discouraged on days that the student is scheduled to be at his/her Internship. Understandably, weekend employment may be necessary and may not interfere with the Internship experience.

Professionalism

The student is expected to exhibit professional behavior. The student is expected to arrive on time daily for the Internship and all meetings. If the student is a no call/no show or is habitually, the University Supervisor should be contacted immediately. If the student does not exhibit professional demeanor and it has been discussed with the student, the student can be terminated from the Internship after discussions between the CI, US, and student. The student's grade may be reduced by one-half to one letter grade for the current summer session. Assigned Internship homework (Discussion Board, Learning Modules, etc.) **should not** be completed at the Agency. All academic assignments shall be completed at home by the student, but may be reviewed at the Agency with the CI.

No student should bring family, friends or pets to the Internship site at any time nor should family or friends visit the student during the Internship experience unless the individual is an employee of the agency.

The student Intern is expected to abide by all agency confidentiality policies including HIPAA. If a student is employed by the agency in which they are completing their Internship experience, at no time should the student access their own electronic health (EHR) records or EHR's of any

family members or friends because it is not a requirement of the Internship experience. Additionally, if a student Intern does violate this policy, the agency may take disciplinary action against the student as an employee and the agency may request that the student Intern be dismissed from the Internship placement. If a student is dismissed by an agency due to a confidentiality violation, the RT faculty will meet with the student and terminate the Internship. The UT RT faculty may also seek to impose University of Toledo discipline for violation of any confidentiality policy. Depending on the violation, the UT RT faculty may issue a grade of “F” for the Internship course, which will delay graduation, and the student will complete the Internship the following summer and will have to pay to register again for all courses associated with the Internship experience.

At no time should a student participate in any social media (Face Book, Instagram, Snap Chat, etc.) positive or negative postings, which would directly name or identify through a description of a faculty member, clinical instructor, patient, employee of the agency where the student is completing an Internship. Failure to comply with the UT RT social media policy will result in an immediate suspension of the Internship experience to investigate the situation. Any suspended time will not be counted in the overall Internship hours. If the student is found to have violated this policy, the student may be kicked out of the RT program, have to begin another Internship 2020 which will delay graduation and receive a failing grade for the Internship in progress or receive a reduction of two letter grades for the final Internship grade. The consequence will be determined by the severity of the violation and it may involve consultation with the Director of the UT Office of Student Conduct.

The student Intern should exhibit professional conduct, which encompasses ethical behavior, confidentiality, integrity, punctuality, preparedness and other dispositions.

Communication

Students are expected to communicate openly and honestly with the CI and the US regarding issues or concerns related to the Internship experience. It is also the expectation that the CI communicate openly and honestly, with the student, the CI and the US regarding any student issues or concerns related to the Internship experience. Many times the CI tries to work with the student to address concerns or opportunities for improvement, but does not share these concerns with the US. It would be helpful if concerns were shared related to student achievement regarding entry-level skills in relation to professional development and mastery of skills. The US can also assist the student by helping to mentor the student or specifically state what the expectations are and assist in developing a plan to help the student achieve success. Intervening early will provide the CI and the US more time to work with the student in acquiring the necessary skills or changing unacceptable behaviors.

ACADEMIC INFORMATION

Progressive Discipline

Verbal and Written Warnings and Decision Making Leave

We try to adopt a positive approach to student performance improvement to assist the student in being able to achieve the greatest degree of success possible through the Internship experience. Understandably, some students learn at different rates and through a variety of teaching methodologies, some students have geographically relocated to complete an Internship and need time to adjust to an unfamiliar environment. Some students return home to their parents' home and also need to adjust to a once familiar environment and occasionally we have a student who finds it difficult to transition from the "student" role to the "professional" role. As a result, we implemented a process to improve student performance through corrective action. The Clinical Instructor (CI) or University Internship Supervisor (US) will be responsible for beginning the corrective process by first coaching the student as long as the behavior does not warrant a more serious disciplinary action or termination for a first offense. The process is a three-part process: Verbal, Written and Decision-Making Leave.

Verbal Warning

The Verbal Warning most resembles a "coaching" and it may be executed in person in a meeting by the CI or through a telephone conversation or meeting with the University Internship Supervisor. The specific behavior issue should be identified and recommended necessary corrective actions should be discussed. At the conclusion of the discussion, the student should be informed about the next step in the student performance improvement process, which is the "Written Warning" if the identified behavior does not improve by a specific date. Prior to the end of the conversation, the student should summarize what was discussed so that the CI can ascertain whether the student understands, what the behavior is that needs to be corrected. The Verbal Warning is implemented to help the student correct an issue and it is typically utilized when a student needs a reminder about policy or is not aware of a problem or has a personal issue that is affecting his/her performance. No formal written documentation is provided to the student, but the CI or US should keep a written record of the Verbal Warning and expected corrective action(s) that was discussed with the student. The CI should contact the US to inform the US that a Verbal Warning was issued, as appropriate, the US should inform the CI of any Verbal Warning issue that may have an impact on the student's performance at the Internship site.

The benefit of a Verbal Warning is that it is less confrontational and no written record is handed to the student which indicates that it is a less serious offense and the student is given an opportunity to improve his/her behavior. If improvement is noted, it should be recognized and the student should be praised for the improvement in his/her behavior.

Written Warning

In a progressive behavior improvement model, the Written Warning is recognized as a more serious offense and a formal meeting should be arranged to discuss any issue(s) to identify inappropriate behavior(s), corrective actions to be demonstrated by a specific date and an explanation of the next step “Decision Making Leave” if the behavior does not improve. During the meeting, the CI or US should provide very specific behavior that needs to be corrected with future expectations that are very specific. It is recommended that the CI enlist the support of another staff member and have the staff member present in the meeting with the student. The CI or US should provide a written document to the student that includes the following information:

Students Name:

Date of Meeting and specific dates of “incidents”:

Information about specific “incident(s)”: A description of the performance problem(s) or violation(s) and the consequences to the student if his/her behavior or work does not improve within a specified period.

Corrective Action(s) and specific date by which improvement should be observed: The next meeting date and time should be set up to discuss improvement observed.

Next Step if behavior does not improve: Decision-Making Leave (Explain to the Student)

Summary of the Discussion: Both parties should sign the document.

The CI should contact the US to inform the US if a Written Warning is going to be issued, as appropriate, the US should inform the CI of any Written Warning issued that may have an impact on the student’s performance at the Internship site. After the document is signed, a copy of the documentation should be given to the student and the US and the original should be kept by the CI. It is important for the CI to contact the US prior to setting up the meeting date and time for the Written Warning discussion.

Because the Written Warning is a serious disciplinary matter, the student should contribute some ideas to improve behavior and the student should understand that the next level of progressive discipline is the Decision Making Leave.

Decision Making Leave

The CI should contact the US for a phone or in person meeting (if possible) to discuss the “Final” chance. At this stage of student performance improvement, it should be noted that there is often more emotion involved than expected and often one or both parties have decided that the Internship placement is not working out and a decision has to be made whether or not to continue the Internship experience. The Decision Making Leave is a one-day leave for the Intern (Scheduled hours not worked on the DML day must be made up if the Internship continues). It

is usually best if the DML discussion takes place at the end of a scheduled shift and the student will be on the DML day the following scheduled day. During the day off, the Intern must make a choice and fully commit to demonstrating acceptable performance in every aspect of Internship expectations or decide to discontinue the Internship. If the Intern decides to discontinue the Internship, it is the responsibility of the Intern to contact the CI and the US immediately. If the Intern decides to continue the Internship, the Intern will have scheduled weekly meetings with the CI to discuss his/her performance and observed commitment. It is important to consistently meet once a week to provide specific feedback to the student, so it is best to pre-arrange the specific meeting dates and times. A summary of the DML meeting and student decision should be sent to the US via email.

Termination

If the CI does not observe improved performance or commitment the CI should contact the US via mail or phone to indicate that the agency will terminate the Intern's placement. Specific information should be provided to the US. After consulting with the US the CI will be guided to meet with the Intern to discuss reasons for termination, again, specific information should be provided to the Intern. The CI should have a staff member present to serve as a witness to the discussion. Any University of Toledo Intern who is terminated from an Internship placement will receive a letter grade of "F", the student will be expected to re-enroll for the Internship, and any related courses (Project Design and/or Project Evaluation) the following summer to complete the requirements to obtain the TR degree from the University of Toledo. If a student is terminated from the Internship placement, the Project Design or Project Evaluation course may be suspended or a failing grade may be earned. An Internship Placement Termination is a difficult task to implement because the CI is traditionally a coach and mentor. It is also a learning opportunity for the student and it protects patients/clients from receiving care from an individual who is not committed to deliver quality care or who is not proficient or competent in demonstrating entry-level skills in patient care. The US will make every effort to discuss options with the CI and the Intern throughout the entire process and it is important that the CI make good decisions for the care and safety of his/her patients.

*Students should review the "Academic Information" section in the UT RT Program Internship Manual. If the student commits a serious infraction, violation or crime, the three step process (Verbal, Written and Decision Making Leave) may be not be implemented due to the necessity to enlist the assistance of the appropriate legal authorities and their recommendations.

Withdrawal from Internship

Policy: A withdrawal for academic reasons should occur during Summer Session One after remediation interventions have occurred and have not been successful.

Student withdrawal from an Internship may occur for the following reasons:

1. Unsatisfactory student performance.

According to the CI, the student's performance is detrimental to the Agency in fulfilling its own health care responsibilities.

2. Unsatisfactory Internship educational experience.

According to the CI, the UT RT Program Director, and the student, the Internship experience does not meet the educational needs of the student. A student may be required to complete additional assignments or additional weeks if it is deemed academically necessary.

The student is required to make up/repeat the Internship experience from which he/she was withdrawn. However, if the student is withdrawn from more than one Internship experience then that student may be dismissed from the program.

Procedures

1. University Supervisor is notified and a withdrawal conference is scheduled for all parties.
2. The specific problems, intervention, and counseling strategies attempted, and consequences of the request are documented and signed by the student, University Supervisor and the Clinical Instructor.
3. When a student is withdrawn from the Internship experience, he/she must be made aware of the consequences. i.e. there may be a delay in graduation thereby postponing eligibility to sit for the national certification examination for the therapeutic recreation specialist.

Grades

Policy

A letter grade is assigned by the University Supervisor with input from the Agency Clinical Instructor based on the evaluation methods stated in the course outline. Conference Requirements will be calculated in the Internship Final Grade. Only the US can assign an earned grade to a student Intern.

A student's performance must be deemed average "C" or above average from the Agency Clinical Instructor on the final evaluation form in order to pass the course in SSI and SSII. Any student not performing at a "C" or higher will not pass the Internship.

Procedures

1. The University Supervisor and the Agency Clinical Instructor each provide components of the teaching/learning experiences that enable the student to complete assignments and obtain objectives established by the course syllabus and the student.

2. The University Supervisor instructing the course follows the University scholastic policy in determining, assigning, and reporting course grades within deadlines.
3. When Internship dates deviate from the scheduled University term, completion dates may deviate from the University schedule for that term. Internship experiences that are not completed or final evaluations that have not been returned by the date on which grades are due to the Office of the Registrar's will be recorded as "Incomplete."
4. When the assignment is completed and evaluations received, the US will submit a written report to the Office of the Registrar and request conversion of the "Incomplete" to a letter grade. An extension may be granted through the next summer.

Dismissal from the Program

Students may be dismissed from the Recreation Therapy Program at the University of Toledo during an Internship for any of the reasons stated previously. In addition, a student may be dismissed from the RT program if he/she is withdrawn from two Internship experiences.

Remedial Internship Experiences

Policy

The academic RT faculty reserves the right to require an extended or an additional Internship experience if it has been determined that the student does not possess skills adequate for successful completion of the program.

Procedure

1. The University Supervisor will work closely with the student and the Agency Clinical Instructor to design remedial assignments or add additional weeks if the student's performance is unsatisfactory.
2. If efforts to remediate the deficit(s) are unsuccessful, the student will be dismissed from the program or the student will complete a new 14-week Internship the following summer. No hours previously accrued will count in the new Internship experience the following summer.

Student Grievances

Policy

The Recreation Therapy Program abides by the policies of The University of Toledo in cases of academic grievances. It is the policy of the program to support each student's right to a fair and impartial evaluation of his/her academic work.

Procedures

1. The student must follow lines of authority while at the Agency. If an issue cannot be resolved with the Clinical Instructor and arbitration by the University Supervisor or academic Program Director has been unfulfilling, the student may file a grievance.
2. Students who wish to file a grievance regarding an Internship experience must follow established procedures in the university catalog.

Risk Management

University Liability Insurance Program

The University of Toledo provides a Student Malpractice Blanket Liability Insurance Program for students in Internships that are required as part of their academic program. A description of the insurance program is provided to every student and is available to the Agency. Upon request, Agencies that require a Certificate of Insurance of the University's liability insurance program for interns should contact the Program's Internship Coordinator.

Supplementary Liability Information

Some agencies require the intern to hold professional liability coverage beyond that provided by the University. Professional liability coverage is available through many sources with varying coverage and costs.

Examples of some sources include special policies through professional organizations and special plans through insurance companies. The Program Internship Coordinator has information on professional liability plans through professional organizations.

The University of Toledo Student Malpractice Professional Liability Insurance Program for Students in Internships

Professional liability insurance will be provided for insured students while participating in Internships required as a part of their academic program. Upon student's enrollment in the insurance program, the policy will provide up to \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required Internship programs of UT. Students have written documentation regarding University coverage and it is available from the student upon your request.

Professional Liability

The insurance company will pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages because of bodily injury, property damage, personal injury to which this insurance applies in the conduct of the profession of the named insured, caused by an incident which occurs during the policy period. The policy includes the cost of defense, court costs, settlements and judgments. There is no deductible. Company provides expert legal counsel and claims adjusters.

Insured: Students enrolled in the insurance, while participating in activities which are a part of or a requirement of the student's curriculum.

Exclusions: NO coverage is provided for personal liability, (i.e., automobile, health) unrelated business or a profession not specifically listed on student's enrollment.

Professional liability protection is provided during the term of the student's Internship as required for their academic program.

The above is only a brief summary of the coverage. In the event of any incident that is likely to result in a claim, the student and/or the Program should notify The University of Toledo immediately. The insurance company requires immediate notification regarding claims, demands, summons, notice of suit, or incidents.

STUDENT ASSIGNMENTS

STUDENT WRITTEN REPORTS AND ASSIGNMENTS: Ugrads and Grads

Summer Session I

Module 1: Conference Verification Documentation

The student will submit Conference Verification Documentation.

Summer Session I

Module 2: Goals

- The student is to identify a minimum of four personal or professional (Job Analysis Task Domains), measurable outcome goals that s/he would like to achieve by the completion of her/his Internship experience. Each goal should include two objectives.
- Goals must encompass the entire Internship experience (14 weeks).
- Goals must be measurable and include the following format: condition, behavior and criteria.

Summer Session I

Module 3: Standards of Practice (Standards 1-5)

- Referring to the [ATRA Standards for the Practice of Recreational Therapy \(2015\)](https://www.atra-online.com/page/SOP), <https://www.atra-online.com/page/SOP>

the student, with the assistance of the Clinical Instructor will complete Module 3 according to the directions.

Summer Session I

Competency Demonstration Project Proposal and Evaluation Assignment

Summer Session II

Module 1: Case Study

- The purpose of a Case Study is to bring to life the functioning characteristics of people with particular disabling conditions and the use of TR as an intervention. The Case Study helps to

illustrate the intent and desired outcomes of TR and provides a picture of the TR process and considerations required of TRS's who work with the population.

Summer Session II

Module 2: Standards of Practice (Standards 6-12)

- Referring to the [ATRA Standards for the Practice of Recreational Therapy \(2015\)](https://www.atra-online.com/page/SOP),
<https://www.atra-online.com/page/SOP>
The student, with assistance of the Clinical Instructor will complete Module 2 according to the directions.

Summer Session II

Module 3: Goal Achievement and NCTRC Job Analysis Task Domains

- Referring to Summer Session I: Module 2, the student will provide a summary of goal achievement according to Module 3 directions.
Refer to the NCTRC Job Task Domains document, which is located in the Student Internship Booklet page 2 and 3 at <https://nctrc.org/wp-content/uploads/2016/11/Student-Internship-Guide-Final-7-25-17.pdf>
- Review the current NCTRC Job Analysis Task Domains. There are 10 Task Domains areas (A-J) and 69 Job Tasks divided among the job domains (A-J). Complete Module 3: NCTRC Job Analysis Task Domains according to the directions in Module 3. The CI will review and discuss the Job Analysis Task Domains with the student.

Graduate Students Only: Competency Project Demonstration Evaluation

Refer to the Competency Project Demonstration Proposal and Evaluation assignment, respond to the Section "Learning Experiences and Activities" and respond to Summer Session Two questions.

Summer Session II

Evaluations

- Evaluation and competency is an important component of programming. This will require the student to step back and evaluate his/her performance as an intern utilizing the document provided in the "Evaluation" section within your Blackboard course. Students will complete the "RT Student Self-Assessment Form" and submit it and the UT RT curriculum evaluation.

Discussion Board (DB)

- The course instructor will post questions for discussion (DB) on dates indicated during Weeks 1, 4, and 5 within the course Syllabus on Monday morning at 11:00am. Students are expected to respond to each question or statement reflecting thought. They are also expected to respond

to their fellow students postings before 7:00pm on Sunday evening. Students should review the Discussion Board Rubric embedded within the course.

Project Design/Evaluation (*Undergraduate RT Students only*)

- The Project Design (SSI) and Project Evaluation (SSII) courses are separate courses from the Internship course, each course has specific assignments to be completed.
- The student with his/her Clinical Instructor will decide on a project that will be designed and completed during the Internship.
- The project should be something that the Clinical Instructor feels will benefit the facility while providing the student with an educational experience of his/her interest. Projects such as typing policy and procedure manuals will not be approved.
- The final project topic must also be approved by the University Supervisor and a proposal must be turned in by the end of the 6th week of Summer Session I
- After acceptance of the proposal by the University Supervisor, the student may begin to work on the project.
- In Summer Session II, the student will work on Project Evaluation Module 1: Part Three according to the directions and submit prior to the due date and time.

Competency Demonstration Project (*Graduate Students Only*)

Since graduate students do not take the Project Design or Project Evaluation courses, per NCTRC requirements, you are to complete a special project that demonstrates competency in the RT process (APIED). Your project may benefit you personally and professionally, as well as your Internship agency and provide written documentation of its completion. Your project may be mutually beneficial; it can be a program implementation, grant proposal, in-service training manual, etc. It would be best to develop your project with your Internship Clinical Instructor and determine the Project outcomes, benefit to the agency/clients/profession/self, timeline for implementation through completion and evaluation of the Project. A written detailed summary should be submitted prior to the completion of your Internship. Module 3 in Summer Session I provides more specific information and grading criteria.

EVALUATIONS BY CLINICAL INSTRUCTOR

Summer Session I –Monday, May 06, 2019-Friday, June 21, 2019

Midterm TRIE Evaluation

The CI will be given a copy of the TRIE by the student upon arrival at the Internship. The student is expected to provide a copy of the TRIE evaluation for your review in advance of your filling it out. The Intern Mid-term Progress Report should be discussed with the student at the end of the first five weeks of the Internship and information should be reported to the University Supervisor via a phone conversation or email correspondence. Any deficiencies or concerns, which require remediation, should be identified and reported to the University Supervisor by Week 4 so that appropriate remediation interventions can occur. Any student not exhibiting at minimum average work will not be permitted to continue the Internship beyond Summer Session One and the University Supervisor should be contacted so that a discussion may take place prior

to Week 6. It is the expectation that the CI will provide remedial interventions and opportunities in order to assist the student in mastering required entry-level skills.

If issues are of concern, it is important for the Clinical Instructor to contact the University Supervisor by the end of the first five weeks. The University Supervisor will likely contact the CI by either phone or email to discuss the Intern's mid-term progress within this Manual and evaluate the student's mid-term progress. It is imperative that this information is discussed with the student prior to a conversation with the University Supervisor and those opportunities for professional development and improvement are stated in writing on the evaluation tool. The CI should keep in mind where he/she believes the student should be at mid-point in the Internship. Students should not be compared to previous or current Internship students.

Summer Session II – Monday, June 25, 2019-Friday, August 9, 2019

Final TRIE Evaluation

Using the Final TRIE Evaluation and the NCTRC National Job Analysis Task Areas

<https://nctrc.org/wp-content/uploads/2016/11/Student-Internship-Guide-Final-7-25-17.pdf>

<https://nctrc.org/wp-content/uploads/2015/02/FA4-academic-internship-verification-form.pdf>.

The CI will review the appraisal and Job Analysis Task Areas with the student during the 12th week of the Internship prior to sending it to the University Supervisor during the 13th week.

Student Intern Evaluation Information

Summer Session I:

Agency Clinical Instructor:

Intern Mid-term Progress Report: Discuss Mid-term progress (TRIE) with the student and report information to the University Supervisor via a phone conversation or email correspondence. Due to busy schedules, you the CI may email a request for a teleconference with the University Supervisor. Any deficiencies or concerns, which require remediation, should be identified and reported to the University Supervisor in writing by the end of Week 4 so that appropriate remediation interventions can occur. Any student not exhibiting at minimum average work will not be permitted to continue the Internship beyond Summer Session One and the University Supervisor should be contacted so that a discussion may take place prior to Week 7. It is the expectation that the CI will provide remedial interventions and opportunities to develop the skills necessary to overcome any deficiencies. If a remediation plan is developed, it will need to be signed in writing by the Clinical Instructor, Student and Faculty University Supervisor. If any performance deficiencies are identified and they are significant enough to warrant termination of the Internship, the student and faculty supervisor must be notified immediately and provided written documentation from the Clinical Instructor specifically describing the problem and reason for discharge.

Summer Session II:

Student:

Evaluate your performance as an Intern, complete the RT Student Self-Assessment form, and review it with your agency Clinical Instructor. Complete the UT RT Curriculum Evaluation and submit it. At the conclusion of the Internship, make two copies and submit one copy of the Internship Hours Log. Failure to submit copies of the Documentation of Internship Log of Hours may result in delaying completion of the Internship course, which may delay graduation and possibly the permission from NCTRC to use the CTRS credential.

Clinical Instructor:

Evaluate the student Intern using the Final (TRIE) Evaluation during the 12th week of the Internship, complete an evaluation of the Intern and review it with the Intern prior to sending it to the University Supervisor during the 13th week.

Submit the CEU Request form for Internship supervision if desired.

SUGGESTED INTERNSHIP TIMETABLE

DISCLAIMER: Timetable due dates and times are subject to change based on the discretion of the University Faculty Supervisor, students will receive appropriate advance notice of any changes.

Week	Learning Tasks	Reports/Tasks Due
SS I Monday Week 1 May 6th	<p><u>Intern:</u> Orientation to the facility, department, and program. Observe the recreation therapist and other therapies. Read written plan of operation and policy and procedures manual. Meet with CI and review the Internship Manual.</p> <p><u>Clinical Instructor (CI):</u> Orient Intern and meet daily to answer questions, Intern should observe supervisor and other therapists completing daily tasks.</p>	<p>Open Distance Learning course and read all documents, review UT RT Internship Manual and discuss with agency Clinical Instructor. Record assignment due dates and times in your personal and professional calendars.</p> <p>Submit Module 1: Conference Verification Documentation and submit via the Assignment Drop Box.</p>
Week 2	<p><u>Intern:</u> Begin assisting in leading groups and assessments. Practice documentation. Attend treatment-planning meetings.</p> <p><u>Supervisor:</u> Review documentation with student. Model assessing patients, planning programs and group/individual leadership. Meet with Intern to discuss possible goals for Internship and begin discussing Project ideas. Provide Feedback.</p>	<p>Respond to DB #1: Site Discussion by the due date and time.</p> <p>Submit Module 2: Professional Goals and submit via the Assignment Drop Box.</p>

<p>Week 3</p>	<p><u>Intern:</u> Assess and document a patient. Plan and lead a group with a new activity. Continue with assisting supervisor and necessary paperwork.</p> <p><u>CI:</u> Provide feedback to Intern.</p>	<p>Respond to DB #2: Orientation by the due date and time.</p> <p>Module 2: If necessary, revise and return Professional Goals re-submit by the date indicated within Module 2.</p> <p>Read Module 3: ATRA Standards of Practice (Standards 1-5).</p> <p>Graduate Students Only:</p> <p>Read Module 4: Competency Demonstration Project.</p>
<p>Week 4</p>	<p><u>Intern:</u> Assess and document 1–3 patients. Lead groups. Continue with assisting supervisor and necessary paperwork. Work on Standards of Practice assignment.</p> <p><u>CI:</u> Provide feedback to Intern.</p> <p>Review Standards of Practice with Intern.</p>	<p>Undergraduate Students Only: Submit Project Proposal for Project Design course.</p>
<p>Week 5</p>	<p><u>Intern:</u> Continue assessing, documenting and leading groups. Evaluate effectiveness of treatment on patients. Begin reporting in treatment team meetings.</p> <p><u>CI:</u> Complete Midterm Evaluation, review with Intern and send in to University Supervisor, provide feedback to Intern. Begin discussion on budgeting and reimbursement. Provide feedback.</p>	<p>Respond to DB #3: Assessments by the due date and time.</p> <p>Submit Module 3: ATRA Standards of Practice assignment by the date indicated within Module 3.</p> <p>Revise and return Project proposal.</p> <p>CI: Respond to the University Supervisor either on the phone or in writing regarding the student’s Mid-term progress.</p> <p>Graduate Students Only:</p> <p>Submit Module 4: Submit a title and brief description of the project you are proposing.</p>
<p>Week 6</p>	<p><u>Intern:</u> Continue assessing, documenting and leading groups. Evaluate effectiveness of treatment on patients. Begin reporting in treatment team meetings.</p> <p>CI: Provide feedback.</p>	<p>Respond to DB #4: Shared Experiences by the due date and time.</p> <p>Submit Student Mid-term Self-Assessment</p> <p>CI: Submit Mid-term TRIE</p>

<p>Week 7</p>	<p><u>Intern</u>: Work with assigned patients, advocating for their needs, etc.</p> <p><u>CI</u>: Assign Intern two patients to be very responsible for and one patient for Case Study. Discuss quality improvement. Provide feedback.</p>	
<p>SS II Monday Week 8 June 24th</p>	<p><u>Intern</u>: Work with assigned patients. Lead groups and activities. Implement marketing project for TR.</p> <p><u>Clinical Instructor (CI)</u>: Assign Intern four (4) patients to be responsible for. Discuss other management issues with intern. Begin planning for and developing Case Study.</p>	<p>Read Internship Module 1: Case Study and submit according to the due date and time.</p> <p>Respond to DB #1 by the due date and time.</p> <p>Read Project Evaluation Module One: "Evaluation Tool" and submit by the due date and time. Part One Project Evaluation Optional DB Opens.</p>
<p>Week 9</p>	<p><u>Intern</u>: Work with assigned patients. Lead groups and activities. Begin preparation for project implementation.</p> <p><u>CI</u>: Increase patient caseload. Discuss Project needs and progress with Intern.</p>	<p>Submit Internship Module 1: Case Study.</p> <p>Read Project Evaluation Module 1: Part Two: "Call for Presentation" and submit according to the due date and time.</p>
<p>Week 10</p>	<p><u>Intern</u>: Responsible for a recreation therapist's caseload. Implement project.</p> <p><u>CI</u>: Supervise intern. Provide feedback. Evaluate project.</p>	<p>Respond to DB #2 by the due date and time.</p> <p>Read Module 2: ATRA SOP (Standards 6-12) and submit by the due date and time.</p> <p>Optional Project Evaluation "Draft" is due.</p>
<p>Week 11</p>	<p><u>Intern</u>: Responsible for a Recreation Therapist's caseload. Provide in-service on TR project.</p> <p><u>CI</u>: Supervise Intern. Provide feedback.</p>	<p>Implement Project and evaluate according to Project Evaluation Module 1: Part One.</p>

<p>Week 12</p>	<p><u>Intern:</u> Responsible for a recreation therapist’s caseload. Present brief overview of agency and project to University Supervisor and other Interns. Complete required evaluations. Provide your CI with the Final TRIE Evaluation to complete.</p> <p><u>CI:</u> Supervise Intern. Provide feedback.</p>	<p>Read Internship Module 3: Goal Achievement Summary and NCTRC Job Analysis Task Domains, submit by due date and time.</p> <p>Respond to DB: Power Point Presentation Evaluation by the due date and time.</p> <p>Undergraduate Students Only: Project Evaluation Module 1: Part Two, submit “Call for Session Proposal” by due date and time.</p>
<p>Week 13</p>	<p><u>CI:</u> complete the Final TRIE Evaluation, review it with Intern, and send it to University Supervisor.</p>	<p><u>Intern:</u> Complete the RT Student Self-Assessment and UT RT Curriculum August 2019.</p> <p>Respond to DB #3 by due date and time.</p> <p>Undergraduate Students Only: Project Evaluation Module 1: Part Three: Peer Review Evaluation Power Point submit by the due date and time.</p> <p>Graduate Students Only: <i>SS One:</i> Competency Demonstration Project Summary due by date and time indicated within the Module.</p>
<p>Week 14</p>	<p><u>August 9, 2019: Completion of Internship</u></p>	<p><u>Intern:</u> Complete forms: “Log of Hours” and submit upon completion of the Internship experience.</p>

Clinical Instructor Manual Review and Certification Verification Form

(To be signed, dated, and sent to the US either by email (scan))

Beginning on May 6, you may send an email to the University Supervisor assigned to your student indicating the information below; the email will then be printed and put on file.

I, _____ (print your name) have thoroughly read and reviewed The University of Toledo 2019 RT Agency Clinical Instructor Internship Manual.

I understand that I am fully responsible for being knowledgeable of the contents of the University of Toledo 2019 RT Agency Clinical Instructor Internship Manual.

I am also currently certified by NCTRC in good standing as of the date below.

_____ **(Print your name)**

_____ **(Sign your Name)**

_____ **(Date)**