

# **RECREATION THERAPY**



**UNIVERSITY OF NORTH CAROLINA  
WILMINGTON**

## **Internship Manual**

### ***RTH 497: CLINICAL PLACEMENT IN RECREATION THERAPY***

**Prepared by the Faculty of the  
Recreation Therapy Degree Program  
School of Health and Applied Human Sciences  
College of Health and Human Services**

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Internship is one of the most important steps a student takes in preparing for a professional career in recreation therapy. It is the competent professional recreation therapy practitioners in cooperating agencies that make this aspect of the curriculum possible. At the University of North Carolina Wilmington (UNCW) we are fortunate to have a number of cooperating internship agencies that are able to provide qualified agency clinical supervisors. These supervisors have a thorough knowledge of the field, an interest in internship supervision, and are dedicated to maintaining high standards for the recreation therapy profession.

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## Introduction

The primary purpose of the Recreation Therapy Internship is to provide students with practical, field-based learning experience that encompasses their undergraduate Recreation Therapy degree program. In an effort to clarify the essential aspects of the RT Internship, the following manual is a guide for students to follow. Any questions should be referred to student's faculty internship supervisor.

### Nature and Scope of the RT Internship

The primary emphases of this internship are on demonstration of knowledge, skills, and abilities needed to assume the responsibilities of a RT professional. This includes involvement in the assessment of clients, planning and delivering RT services to clients, and evaluating these decisions. In addition, the student's behavior and skills are discussed during clinical supervision with his/her clinical supervisor. Assignments are designed so that students can demonstrate their knowledge and insights into illness and disabling conditions, the role and function of RT in client care, and professional growth.

### Required Length of the RT Internship

Clinical Placement in Recreation Therapy: RTH 497 requires 560 hours of direct, full-time RT service that is completed within 14 **consecutive** weeks. It is a 12-credit hour, senior level course. Students **may not** enroll in other coursework during the period of the internship without written permission from their RT academic advisor, the coordinator of the RT program, and their clinical supervisor

During this 14-week experience, students may work **no more than 45 hours per week or fewer than 20 hours on-site for any week; falling below 20 hours a week** or working more than 45 hours a week jeopardizes acceptance of internship by NCTRC. See [www.NCTRC.org](http://www.NCTRC.org) for details. It is not unusual however, that some placements require a 15-week, 600-hour internship. It is the student's ultimate decision as to whether they wish to select the agency knowing that additional hours will be required by the internship site.

### Student Performance and Professional Behaviors

Students are expected to maintain professional behaviors at all times. Student's behaviors should be guided by the Recreation Therapy's Standards of Practice and Code of Ethics which can be found on the BlackBoard Course page for the student's reference. Failure of any student to follow these guidelines can result in verbal warnings, written warnings, and up to and including dismissal from the internship site. If a student is having difficulties it is imperative that you talk with **both** your clinical supervisor at the agency and your faculty supervisor at the University as soon as possible.

#### Expectations of Behavior

Intern students are expected to:

1. Listen and obey instructions of the agency staff;
2. Respect and support the decisions of agency staff;

3. Respect fellow interns, volunteers, clients and staff;
4. Abide by all guidelines by the agency including appropriate dress;
5. Stay informed of and follow agency policies, rules and procedures;
6. Keep safety for all in mind at all times for clients, volunteers, staff and self;
7. Focus on the mission and needs of the organization;
8. Complete assignments by due dates and come prepared to do your assigned duties;
9. Fulfill responsibilities for planning and implementing program following the agency guidelines and standards of excellence; and
10. Maintain professionalism at all times.

### **Reasons for Warnings and Dismissal from the Internship**

Interning at your agency is a privilege. There may be times where it is necessary to remove an intern from the internship experience. If you are not abiding by the rules, professional code of ethics and/or are not performing your duties as assigned, you may be discharged from your internship for the safety and best interests of the program and clients. Possible reasons for discharge include:

1. Breaching the agency's confidentiality policy;
2. Creating an unsafe situation through careless behavior, disregard for agency rules or ignoring instructions from any staff person (including your clinical supervisor) at the agency;
3. Threatening or abusive behavior towards clients, volunteers or staff;
4. Non-compliance with the ATRA Code of Ethics and UNCW RT Program's Technical Standards;
5. Failing to report to work when scheduled without proper notification (follow agency guidelines); and
6. Failing to complete assignments in a timely manner that impacts the program's operations and/or safety of the clients.

### **Action Steps**

If you receive a verbal or written warning in regards to any behaviors listed above you should take the following steps:

1. Immediately inform your faculty supervisor at UNCW of the situation, providing detailed information
2. The faculty supervisor will discuss with the clinical supervisor the options that are available to the student.
3. The faculty supervisor will work with the student and his or her clinical supervisor to identify remediation and identify possible actions to be taken by the student to rectify and/or change their performance.
4. If a student violates client safety, recreation therapy Code of Ethics or the Standards of Practice, the agency has the right to protect their clients and program and can choose to remove the student from the internship experience.

### **Student Removal from Internship and/or Recreation Therapy Program**

Depending on the infraction/action of the student, the faculty supervisor may;

1. Report the student conduct to the Dean of Students for infractions to the student code of ethics; and/or

2. Review the infraction to determine if the Recreation Therapy Program’s Technical Standards have been violated.

## Student Learning Outcomes

Based on the Committee on Accreditation of Recreational Therapy Curriculum (CARTE) standards, the following student learning outcomes have been established for students in *RTH 497: Clinical Placement in Recreation Therapy*.

CARTE STANDARD	STUDENT LEARNING OUTCOMES Students will:	ASSIGNMENTS
Knowledge of the role and responsibilities of a recreational therapist working as an integral part of the interdisciplinary treatment process. (1.1.10)	<ul style="list-style-type: none"> <li>• Participate as an active member of a treatment team</li> <li>• Articulate the roles of each member including RT</li> <li>• Analyze their role on the treatment team</li> </ul>	Bi-Weekly Report #3  Internship agency assignment(s)/duties
Skill in applying the principles of the RT process in individual and group treatment programs (service delivery). (1.1.22)	<ul style="list-style-type: none"> <li>• Assess client needs and interests</li> <li>• Plan group-based interventions based on assessed needs/interests, goals and objectives</li> <li>• Implement group-based interventions</li> <li>• Evaluate outcomes of group-based interventions</li> </ul>	Internship agency assignment(s)/duties
Skill in applying techniques of evidence-based practice to recreational therapy practice. (1.1.23)	<ul style="list-style-type: none"> <li>• Use evidence-based interventions</li> </ul>	Bi-Weekly Report #6  Internship agency assignment(s)/duties  Evidence-Based Treatment Protocol
Knowledge of the nature and function of documentation procedures and systems related to client assessment. (1.2.8)	<ul style="list-style-type: none"> <li>• Describe the documentation procedures used on their internship site related to client assessment</li> </ul>	Bi-Weekly Report #5  Internship agency assignment(s)/duties
Skill in defining and measuring a variety of functional behaviors relevant to specific disabling conditions and to the practice of RT. (1.2.10)	<ul style="list-style-type: none"> <li>• Define and measure functional behaviors of clients/patients seen on their internship</li> </ul>	Internship agency assignment(s)/duties Case Study
Skill in the use of behavioral observations. (1.2.11)	<ul style="list-style-type: none"> <li>• Use behavioral observations in assessing and evaluating clients’ skills, behaviors, strengths and needs.</li> </ul>	Internship agency assignment(s)/duties
Skill in the use of a variety of standardized and non-standardized instruments, batteries and rating systems. (1.2.12)	<ul style="list-style-type: none"> <li>• Use of a variety of standardized and non-standardized instruments, batteries and rating systems</li> </ul>	Internship agency assignment(s)/duties

Skill in gathering and use of relevant information from records, charts, family, significant others, and other professionals. (1.2.15)	<ul style="list-style-type: none"> <li>Gather and use relevant information from records, charts, family, significant others, and other professionals to develop an appropriate treatment plan for the client.</li> </ul>	<p>Internship agency assignment(s)</p> <p>Case Study</p>
Skill in constructing treatment plans that incorporate patient/client strengths, resources and preferences. (1.3.7)	<ul style="list-style-type: none"> <li>Construct treatment plans that incorporate patient/client strengths, resources and preferences as determined by clinical supervisor</li> </ul>	<p>Internship agency assignment(s)</p> <p>Case Study</p>
Skill in designing discharge/transition plans relevant to patient/client resources, support systems and needs. (1.3.8)	<ul style="list-style-type: none"> <li>Design a discharge/transition plan for a client relevant to his or her resources, support systems and needs as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p> <p>Case Study</p>
Skill in activity and task analysis. (1.3.9)	<ul style="list-style-type: none"> <li>Utilize activity and task analysis in designing and implementing interventions</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in integrating systematic methods of patient/client evaluation and program evaluation into treatment/program plans. (1.3.10)	<ul style="list-style-type: none"> <li>Describe how they integrate systematic methods of patient/client evaluation into treatment plans.</li> </ul>	<p>Bi-Weekly Report #5</p> <p>Internship agency assignment(s)/duties</p> <p>Case Study</p>
Knowledge of goals and mission of the institution/agency/organization as determinants for treatment/program intervention. (1.4.1)	<ul style="list-style-type: none"> <li>Identify the goals and mission of their internship agency and discuss how these determine for type of RT services delivered.</li> </ul>	<p>Weekly Report #1</p>
Knowledge of the role of the recreational therapist as a member of the interdisciplinary treatment team. (1.4.3)	<ul style="list-style-type: none"> <li>Explain the role of the recreational therapist as a member of the interdisciplinary treatment team at their internship site.</li> </ul>	<p>Bi-Weekly Report #3</p> <p>Internship agency assignment(s)/duties</p>
Skill in establishing an effective therapeutic/helping relationship. (1.4.9)	<ul style="list-style-type: none"> <li>Establish effective therapeutic/helping relationships with clients/patients on his or her internship as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in designing evidence-based treatment interventions to implement the individual treatment plan of the patient/client. (1.4.10)	<ul style="list-style-type: none"> <li>Design an evidence-based treatment intervention to implement the individual treatment plan of the patient/client.</li> </ul>	<p>Evidence-based Treatment Protocol</p>
Skill in effective oral and written communication. (1.4.11)	<ul style="list-style-type: none"> <li>Plan, implement and evaluate an in-service training for internship agency/department</li> <li>Demonstrate proficiency in all documentation procedures required of internship site</li> </ul>	<p>In-service Training Assignment</p> <p>Internship agency assignment(s)/duties</p>
Skill in applying individual and group leadership/helping techniques. (1.4.12)	<ul style="list-style-type: none"> <li>Demonstrate effective individual and group leadership/helping techniques as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in assisting the patient/client to process the treatment intervention, thereby enhancing self-awareness and formulating conclusions relevant to treatment goals and objectives. (1.4.13)	<ul style="list-style-type: none"> <li>Assist the patient/client to process the treatment intervention to enhance self-awareness and formulate conclusions relevant to treatment goals and objectives as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>



Skill in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes. (1.4.14)	<ul style="list-style-type: none"> <li>Describe how evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., are used to reach treatment outcomes at the internship site.</li> <li>Demonstrate proficiency in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes as determined by clinical supervisor.</li> </ul>	Bi-Weekly Report #6 Evidence-Cased Treatment Protocol Internship agency assignment(s)/duties
Skill in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes. (1.4.15)	<ul style="list-style-type: none"> <li>Describe how facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., are used to reach treatment outcomes at the internship site.</li> <li>Demonstrate proficiency in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes as determined by clinical supervisor.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of methods for interpreting client/patient progress and outcomes as a basis for program evaluation. (1.6.4)	<ul style="list-style-type: none"> <li>Evaluate treatment programs/interventions using client progress and outcomes as determined by clinical supervisor</li> </ul>	Internship agency assignment(s)/duties Case Study
Knowledge of evaluation requirements of regulatory agencies. (1.6.5)	<ul style="list-style-type: none"> <li>Identify and discuss the evaluation requirements of regulatory agencies relevant to his or her internship site</li> </ul>	Bi-Weekly Report #2
Skill in using a variety of evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions. (1.6.6)	<ul style="list-style-type: none"> <li>Use at least one evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions as determined by clinical supervisor.</li> </ul>	Internship agency assignment(s)/duties Case Study
Knowledge of the organization and delivery of health care and human services. (1.7.1)	<ul style="list-style-type: none"> <li>Explain the organization and delivery model of health care or human services at his or her internship site</li> </ul>	Bi-Weekly Report #2
Knowledge of practices of managing resources including personnel, facilities, supplies, and equipment. (1.7.6)	<ul style="list-style-type: none"> <li>Describe how their internship site manages resources including personnel, facilities, supplies, and equipment.</li> <li>Describe the RT department's budget.</li> </ul>	Bi-Weekly Report #7 Internship agency assignment(s)/duties
Knowledge of principles and requirements for safety and risk management. (1.7.7)	<ul style="list-style-type: none"> <li>Describe and give examples safety and risk management procedures used at his or her internship site.</li> </ul>	Bi-Weekly Report #4 Internship agency assignment(s)/duties
Knowledge of legal requirements pertaining to delivery of health care and human services and recreational therapy. (1.7.10)	<ul style="list-style-type: none"> <li>Describe legal requirements pertaining to delivery of health care or human services relative to his or her internship site.</li> </ul>	Bi-Weekly Report #2
Skill in applying ethical and conduct standards to practice. (1.7.12)	<ul style="list-style-type: none"> <li>Demonstrate ethical and conduct standards.</li> </ul>	Internship agency assignment(s)/duties

Skill in practicing safety, emergency, infection control and risk management procedures. (1.7.13)	<ul style="list-style-type: none"> <li>• Demonstrate safety, emergency, infection control and risk management procedures during internship site as determined evaluate by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Skill in scheduling, time management, and prioritization of tasks and decisions. (1.7.14)	<ul style="list-style-type: none"> <li>• Demonstrate time management, and prioritization of tasks and decisions at his or her internship site as determined by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Skill in managing productivity and labor resources. (1.7.15)	<ul style="list-style-type: none"> <li>• Demonstrate effective and efficient management of his or her time and resources at his or her internship site as determined by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Knowledge in providing education to staff and students (1.7.16)	<ul style="list-style-type: none"> <li>• Provide education to staff and/or other interns and/or volunteers at his or her internship site.</li> </ul>	In-Service Training Assignment
Skill in recognizing the developmental requirements of patients/clients and activities in the planning of treatment interventions. (1.8.11)	<ul style="list-style-type: none"> <li>• Demonstrate an ability to recognize, and appropriately respond to, the developmental needs of clients when planning and facilitating interventions</li> </ul>	Internship agency assignment(s)/duties
Knowledge of psychology of adjustment including models of attachment, coping skills, stress reduction strategies, family/patient/child relationships. (1.8.16)	<ul style="list-style-type: none"> <li>• Demonstrate the ability to facilitate treatment interventions that focus on adjustment, coping, or stress reduction.</li> </ul>	Internship agency assignment(s)/duties
Skill in assisting the patient/client in processing and applying knowledge and skills learned to meet individual needs. (1.8.24)	<ul style="list-style-type: none"> <li>• Demonstrate the ability to assist the patient/client in processing and applying knowledge and skills learned to meet individual needs.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of medical and disabling conditions, disorders, and impairments affecting an individual's physical, cognitive, emotional, and social functioning across the lifespan. (1.8.25)	<ul style="list-style-type: none"> <li>• Demonstrate ability to define and describe medical and disabling conditions, disorders, and impairments affecting an individual's physical, cognitive, emotional, and social functioning across the lifespan and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of the following for disabling conditions: (a) prevalence, (b) etiology, (c) diagnostic criteria, (d) pathology & symptomology, (e) recommended course of treatment, (f) prognosis. (1.8.26)	<ul style="list-style-type: none"> <li>• Demonstrate ability to identify the following for disabling conditions: (a) prevalence, (b) etiology, (c) diagnostic criteria, (d) pathology &amp; symptomology, (e) recommended course of treatment, (f) prognosis, and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of the bio-psycho-social impact of disabling conditions/disabilities on the individual's health status, self-concept, quality of life, and functional independence in life activities. (1.8.27)	<ul style="list-style-type: none"> <li>• Demonstrate the ability the bio-psycho-social impact of disabling conditions/disabilities on the individual's health status, self-concept, quality of life, and functional independence in life activities and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of word root, prefixes, and suffixes used in medical and psychiatric vocabulary. (1.28)	<ul style="list-style-type: none"> <li>• Synthesize, comprehend and use proper medical terminology in both verbal and written formats.</li> </ul>	Internship agency assignment(s)/duties

Skill in use of standard charting signs, symbols and abbreviations. (1.8.29)	<ul style="list-style-type: none"> <li>• Demonstrate use of standard charting, signs, symbols, and abbreviations.</li> </ul>	Internship agency assignment(s)/duties
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It is the student’s responsibility to confirm with the clinical supervisor, preferably prior to accepting an internship, that these opportunities to develop these skills will be available during the internship experience. During the first week of the internship the student and the clinical supervisor will meet and develop learning activities to address each of these outcomes. See Appendix A.

### Faculty Visits to Internship Sites

Faculty supervisors maintain routine contact with the students and clinical supervisors through periodic telephone calls, e-mail and Skype scheduled meetings. Students also communicate to the faculty supervisor through their reports and assignments. No site visits for the purpose of supervision will occur unless circumstances indicate that such a visit is in the best interest of the student.

### Clinical Supervisor’s Responsibilities

The clinical supervisor is responsible for the day-to-day observation, direction, management, and evaluation of the student during his or her internship. As such, the clinical supervisor assists the student in the integration of theory and practice specific to the Student Learning Outcomes identified above, provides timely and ongoing feedback, and conducts formative and summative evaluations of the interns as she or he develops clinical reasoning and intervention implementation skills, and professional behaviors necessary to function as a recreation therapist in health care and/or human service agencies. The clinical supervisor serves as the liaison between the agency and the RT program at UNCW by completing the tasks listed below:

- Within the **first week** of the internship, meet with the student and establish a set of learning activities using **Student's Learning Objectives** format as found in Appendix A.
- **Meet with the student weekly** to review/process the previous week's performance and plan the week ahead.
- Review, provide written comments and sign the intern’s biweekly reports and weekly logs.
- After six weeks, prepare a midterm evaluation of the student's performance using the **Clinical Performance Appraisal (CPA)** (ATRA, 2013). You will be sent a link by the student’s faculty supervisor to complete the CPA using Survey Monkey. Please have the student with you when you complete the evaluation so you can discuss it with him or her. A copy of the CPA is found in Appendix. J. At the same time, the student is expected to do a self-evaluation of his or her performance using the same form. The faculty supervisor will compute the student’s grade (based on your Average Overall Performance Rating) and post it on Blackboard.
- During Week 14 prepare and discuss a final evaluation of performance following the procedure outlined above.

- Complete the required field placement verification forms as designated by NCTRC and NCBRTL.

**Clinical Supervision:** Clinical supervision is defined as “supervision . . . that is provided by a senior member of a profession to a junior member or members of that same profession. The relationship is evaluative, extends over time, and has the simultaneous purpose of enhancing the professional functioning of the junior member(s), monitoring the quality of professional services offered to the clients she, he, or they see(s), and serving as a gatekeeper of those how are to enter the particular profession” (Bernard & Goodyear, 1998).

We strongly encourage that in addition to the administrative and programmatic supervision, a student also receives weekly clinical supervision to discuss any issues regarding client-therapist relationships, the APIE process, questions regarding the progress of the clients in the intern’s case load, etc. An excellent resource on clinical supervision by the Center for Credentialing Education can be found at [http://www.i-counseling.net/pdfs/clinical\\_supervision\\_overview.pdf](http://www.i-counseling.net/pdfs/clinical_supervision_overview.pdf).

## Faculty Supervisor’s Responsibilities

- Maintain open lines of communication with the clinical supervisor and intern through phone calls, email, Skype, etc.
- Review and grade assignments, reports and evaluations from and of the student and take action if problems arise.
- Assign a letter grade to the student based on assignments and the clinical supervisor’s and student’s self-evaluations.

## Student Responsibilities

First and foremost, the student must adhere to all policies and procedures of the internship agency, the ATRA Code of Ethics, and the NCTRC Job Task Analysis. The following is a list of UNCW’s RT program REQUIREMENTS that the student must meet to complete the internship.

### Note:

- All assignments MUST be submitted via BlackBoard. Email attachments will not be accepted without prior approval.
- All assignments MUST be either directly uploaded to BlackBoard using the latest version of Word (which can be purchased at the UNCW’s Binaries Technology Store) or scanned and uploaded. No photos of assignments will be accepted.
- Use the Assignment Log on BlackBoard to keep track of assignment due dates.

### **Requirement I: Learning Outcomes and Learning Activities (Appendix A)**

**Learning activities** are a cooperative, joint effort between the intern, the clinical supervisor, and the faculty supervisor. These activities form the basic contract between the intern and clinical supervisor in which the intern's learning outcomes and the agency's expectations and capabilities are identified for the **560-hour** placement. The learning activities should be designed to address the Student Learning Outcomes in such a way that students gain competency in the skills identified in the *CARTE Competencies*, experience or exposure to the job tasks for an entry level CTRS as identified by the *NCTRC 2014 Job Analysis*.

Interns are to submit the completed and signed (by both intern and clinical supervisor) Learning Outcomes and Activities (Appendix A of the Internship Manual) no later than after the completion of the first week of the internship.

### **Requirement II: Reports and Weekly Time Logs (Appendices B-I)**

Reports and time logs are used to document the student's work and progress towards meeting the Student Learning Outcomes established for the internship. These documents also serve as proof to the credentialing bodies that the internship meets their criteria and the intern as had exposure to RT job tasks. As such, the reports should include details of the activities the intern engaged in as well as an analysis of how the student performed in those activities. We highly recommend that students maintain a daily journal of their internship activities to use as a guide when writing their reports.

No report will be accepted later than two weeks after the timeframe reported on. The format for the initial and subsequent bi-weekly reports is contained in the Appendices B through I of this manual. It is important that the student use the correct form for the correct week since each report is different.

#### **All reports MUST be:**

- Discussed with and signed by the clinical supervisor prior to submission on BlackBoard;
- Word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted; and
- Submitted on BlackBoard **within one week of the end of the timeframe reported on** for full credit. No reports will be accepted later than two weeks after the timeframe reported on.

**Time Logs** are to be completed using the Excel spreadsheet on BlackBoard. Students must keep a copy of their time logs for credentialing purposes. **Each Time Log is to be submitted on Blackboard with the accompanying Weekly or Biweekly report.**

- **Initial Report and Time Log (Appendix B)** covers the first week of the internship and should be turned in with the Student Learning Outcomes and Activities on BlackBoard after completion of the first week and no later than within one week after the completion of Week 1. No report will be accepted later than two weeks after the timeframe reported

on. The format for the initial and subsequent bi-weekly reports is contained in the Appendix B of this manual. Weekly time logs are on BlackBoard.

- **Bi-Weekly Reports and Weekly Time Logs (Appendices C-H)** are to be submitted on BlackBoard every two weeks. Using the bi-weekly report forms found in the Appendices B through I of this manual (and on BlackBoard), prepare and submit reports on the following schedule: Weeks 3, 5, 7, 9, 11, and 13. The most important part of these reports is your analysis and reflection of what you learned and how this relates to the RT process, the NCTRC Job Analysis and the student learning outcomes for this internship.
- **Final Report and Time Log (Appendix I)** covers the last week of the internship and should be turned in on BlackBoard after completion of the first last and no later than within one week after the completion of the interns last week. No report will be accepted later than two weeks after the timeframe reported on. The format for the final report is contained in the Appendix I of this manual. Weekly time logs are on BlackBoard.

### **Requirement III: Teleconference or Skype/Web-ex Meeting**

- Students are to schedule and hold a tele- or video-conference with his or her clinical supervisor and faculty internship supervisor between Weeks 7 & 10 to review the student's progress and development plan for the rest of the internship. Students are to provide the faculty supervisor with at least 3 times he or she and his or her clinical supervisor are available to meet.

### **Requirement IV: Mid-Term Student Performance Evaluations—Clinical Performance Appraisal (Appendix J)**

- **Clinical Supervisor Evaluation:** It is the student's responsibility to see that the *Clinical Performance Appraisal (CPA)* is completed by the clinical supervisor and to schedule a date for completion of the evaluation with the clinical supervisor.
- **Student Self-Evaluation:** The intern must also complete the CPA on him or herself, discuss it with the clinical supervisor using the Survey Monkey link provided by the faculty supervisor

Student Performance Evaluations are reviewed by the faculty supervisor with special attention given to any area of performance evaluated as "needing improvement" or "unacceptable". Such ratings raise concern and may result in a non-passing grade or extension of the internship experience.

The CPA is located in Appendix J and must be completed using the form on SurveyMonkey. A link to the CPA is located in the Midterm and Final Evaluations folder on Blackboard, and will be emailed upon request. Photo copies of the CPAs will not be accepted.

The student's grade will be based on the student's Average Overall Performance Rating (see Blackboard for points) and posted on Blackboard by the faculty supervisor.

### **Requirement V: Clinical Case Study (Appendix K)**

The intern must complete the requirements for a *Clinical Case Study*, which can be found in Appendix K. The student is required to present his/her case review as a professionally prepared document and submitted on BlackBoard by the date indicated on the syllabus. **(Caution: protect client confidentiality by omitting the use of last names and any other identifying information.)**

The case study outline is to be used in organizing and preparing a clinical case for review, unless the agency requires a different format. The purpose of the case review is to increase your understanding of therapeutic recreation as a treatment modality. It will also allow you to take an objective look at your work with clients so that your clinical knowledge and insights can increase.

Keep in mind when you organize and present a case study that you are describing a relationship with an individual based on mutual respect and achievement of desired outcomes (goals). The successes and failures, accomplishments and limitations will be influenced by the relationship you have with the client. Make your presentation interesting yet accurate, and allow your listeners/readers to learn from your experience.

Since treatment interventions are not an exact science, it is acceptable to present a case that did not work out or go as well as you had intended. Many times, this outcome can be the best learning experience for everyone. If this is the case, the outcomes should be described in detail and the student should explore possible suggestions of how treatment could be changed to elicit desired outcomes. It may make for lively conversation among your peers and faculty to identify potential solutions for working with this particular client.

### **Requirement VI: Evidence-Based Treatment Protocol (Appendix L)**

The intern must develop, implement, and evaluate an evidence-based intervention protocol appropriate to his or her internship site and approved by their clinical supervisor. After implementing and evaluation the effectiveness of the protocol, the intern will submit the protocol and the detailed evaluation of the protocol on BlackBoard. Assignment details are located in Appendix L.

### **Requirement VII: In-Service Training (Appendix M)**

The intern must develop and present an in-service training of no less than 20-minutes to staff (RT/TR and/or others), other students or volunteers at his or her internship agency. The topic and format of the in-service should be developed in collaboration with the clinical supervisor. After the in-service has been delivered the intern will submit via BlackBoard:

1. The outline of the in-service (see attachment),
2. The Powerpoint presentation and any handouts used during the in-service,
3. A self-evaluation of the in-service, and
4. The internship supervisor's evaluation of the in-service.

**Requirement VIII: Final Student Performance Evaluations—Clinical Performance Appraisal (Appendix J)**

- **Clinical Supervisor Evaluation:** It is the student’s responsibility to see that the *Clinical Performance Appraisal (CPA)* is completed by the clinical supervisor and to schedule a date for completion of the evaluation with the clinical supervisor.
- **Student Self-Evaluation:** The intern must also complete the CPA on him or herself, discuss it with the clinical supervisor using the Survey Monkey link provided by the faculty supervisor

Student Performance Evaluations are reviewed by the faculty supervisor with special attention given to any area of performance evaluated as “needing improvement” or “unacceptable”. Such ratings raise concern and may result in a non-passing grade or extension of the internship experience.

The CPA is located in Appendix J and must be completed using the form on SurveyMonkey. A link to the CPA is located in the Midterm and Final Evaluations folder on Blackboard, and will be emailed upon request. Photo copies of the CPAs will not be accepted.

The student’s grade will be based on the student’s Average Overall Performance Rating (see Blackboard for points) and posted on Blackboard by the faculty supervisor.

**Requirement IX: Narrative Self-Evaluation of Learning Outcomes (Appendix N)**

At the completion of the internship, the student will write a self-evaluation of his or her experience. The evaluation should detail what the student did and learned related to the NCTRC Job Task Analysis (<http://nctrc.org/wp-content/uploads/2015/02/RP1-MM6-nctrc-job-analysis-report.pdf>). The format for this final narrative evaluation is in Appendix N.

**Requirement X: Site and Clinical Supervisor Evaluation (Appendices O & P)**

Evaluations of the Agency and the clinical supervisor provide a valuable source of information for future students. Therefore, the evaluations should reflect a fair, accurate, and professional portrayal of the internship experience. All evaluations will be filed for use by future students evaluating and searching potential internship sites. The forms for Evaluation of Internship Supervisor and Site can be found as *Appendices O & P* in this manual. These evaluations are confidential and should be submitted by the intern on BlackBoard.

**Requirement XI: Documentation**

It is the student’s responsibility to keep copies of all enrollment information, forms, reports, performance evaluations, etc., related to RTH 497 until such time as the student has been awarded initial certification and/or licensure. **These records will NOT be maintained by the**



## University.

### **Requirement XII: 560 Hours at the Internship Site**

Complete a *minimum of 560 hours* for the internship during a **minimum of 14 consecutive weeks**. Completion of a minimum of 560 hours implies that the student demonstrates punctuality and responsibility regarding the work/time schedule developed with the clinical supervisor. Failure to adequately perform in terms of attendance and punctuality are sufficient grounds for failing the RT Internship experience.

Inherent in the completion of a minimum of 560 hours is the demonstration of professionalism in complying with the agreed upon work schedule. **NO VACATIONS: The 560 hours must be continuous (no break in service) over the 14-week period (e.g., no vacations during this period of time).**

The student should not work more than 45 hours, nor less than 20 hours within a week's time.

If a student is unable to complete at least 20 hours in a given week due to illness or weather (e.g., hurricane, snow/ice), he or she **MUST** contact the clinical supervisor and the faculty supervisor ASAP. The student will be required to also contact NCTRC and provide them with appropriate documentation.

**Failure to complete at least 560 hours will result in a failing grade for the internship.**

### **Requirement XIII: Credentialing Applications—see Blackboard**

Students should complete the applications for both national certification as a CTRS, and North Carolina state licensure as a LRT prior to completing their internship with their clinical supervisor.

The complete copy of the NCTRC Candidate Bulletin can be downloaded by accessing [www.nctrc.org](http://www.nctrc.org). The NCBRTL application can be found at [www.ncbrtl.org](http://www.ncbrtl.org).

Students are encouraged to apply during internship to sit for the NCTRC Exam. For deadlines & a description of this procedure see [www.nctrc.org](http://www.nctrc.org).

### **Requirement XIV: Exit Interview**

It is the student's responsibility to schedule and hold an exit interview with either the faculty internship supervisor or his or her academic advisor at the completion of the internship.

### **Requirement XV: Cumulative Time Log**

Students are to turn in a cumulative time log (Appendix R) of all their hours during their internship. These hours must match the weekly and bi-weekly time logs.

## Grading Policies and Procedures

1. Students must accomplish **ALL** of the following in order to receive a passing grade:
  - Complete **ALL** required reports, logs, projects, assignments, surveys, performance evaluations and submit them in a timely manner on BlackBoard;
  - Complete 560 hours within 14 consecutive weeks; **AND**
  - Receive a cumulative rating on required assignments/requirements of not less than 72% (1,044 points).
2. The final course grade is evaluated on a 1450 pt. scale as follows:

Performance and Attitudes as evaluated by Clinical Supervisor—400 points:

Midterm evaluation (CPA)	= 100 points
Final evaluation (CPA)	= 300 points

Performance and Attitudes as evaluated by the Student—250 points:

Midterm self-evaluation (CPA)	= 50 points
Final self-evaluation (CPA)	= 50 points
Student self-evaluation of SLOs	= 150 points

Assignments & Reports as evaluated by Faculty Supervisor—700 points:

Learning Objectives & Activities	= 50 points
Weekly/Bi-Weekly Reports & Logs	= 180 points
Case study	= 100 points
Evidence-Based Protocol	= 100 points
In-Service Training	= 100 points
Site & Clinical Supervisor Evaluation	= 70 points
NCTRC Student Internship Guidelines	= 50 points
CHHS Exit Survey	= 10 points
Cumulative Time Log	= 40 points

Teleconference = 50 points

Exit Interview = 50 points

3. Although the evaluation of student achievement may be a collaborative effort between supervisory individuals, the faculty supervisor for the internship has full responsibility and accountability for the assignment of a course grade.
4. The student should use the RTH 497 course syllabus in a conjunction with the information in this manual for description of the grading process.

An Internship Assignment Log can be found in Appendix Q. Interns should use this form to record both the due and submitted dates of all assignments for their records.

**Late assignments:** All reports, time logs, and evaluations are due within one week of the reporting time frame. All other assignments are due as noted on the syllabus and Assignment Log (Appendix Q). Assignments posted on BlackBoard after that time will receive only up to 50% credit. No assignments will be accepted two weeks past the due date.

## References

American Therapeutic Recreation Association (ATRA) (2013). *Standards for the practice of recreation therapy & self-assessment guide*. ATRA.

Bernard, J. M. & Goodyear, R.K. (1998). *Fundamentals of clinical supervision*. Boston: Allyn and Bacon.

## Appendix A

### Learning Outcomes and Activities

**Instructions:** For each learning outcome identify how (job tasks, experiences) in the Learning Activities column the intern will gain exposure and proficiency in that area or skill (you do not need to identify when the intern will gain the knowledge or skill).

CARTE STANDARD	STUDENT LEARNING OUTCOMES Students will:	ASSIGNMENTS
Knowledge of the role and responsibilities of a recreational therapist working as an integral part of the interdisciplinary treatment process. (1.1.10)	<ul style="list-style-type: none"> <li>• Participate as an active member of a treatment team</li> <li>• Articulate the roles of each member including RT</li> <li>• Analyze their role on the treatment team</li> </ul>	Bi-Weekly Report #3  Internship agency assignment(s)/duties
Skill in applying the principles of the RT process in individual and group treatment programs (service delivery). (1.1.22)	<ul style="list-style-type: none"> <li>• Assess client needs and interests</li> <li>• Plan group-based interventions based on assessed needs/interests, goals and objectives</li> <li>• Implement group-based interventions</li> <li>• Evaluate outcomes of group-based interventions</li> </ul>	Internship agency assignment(s)/duties
Skill in applying techniques of evidence-based practice to recreational therapy practice. (1.1.23)	<ul style="list-style-type: none"> <li>• Use evidence-based interventions</li> </ul>	Bi-Weekly Report #6  Internship agency assignment(s)/duties  Evidence-Based Treatment Protocol
Knowledge of the nature and function of documentation procedures and systems related to client assessment. (1.2.8)	<ul style="list-style-type: none"> <li>• Describe the documentation procedures used on their internship site related to client assessment</li> </ul>	Bi-Weekly Report #5  Internship agency assignment(s)/duties
Skill in defining and measuring a variety of functional behaviors relevant to specific disabling conditions and to the practice of RT. (1.2.10)	<ul style="list-style-type: none"> <li>• Define and measure functional behaviors of clients/patients seen on their internship</li> </ul>	Internship agency assignment(s)/duties Case Study
Skill in the use of behavioral observations. (1.2.11)	<ul style="list-style-type: none"> <li>• Use behavioral observations in assessing and evaluating clients' skills, behaviors, strengths and needs.</li> </ul>	Internship agency assignment(s)/duties
Skill in the use of a variety of standardized and non-standardized instruments, batteries and rating systems. (1.2.12)	<ul style="list-style-type: none"> <li>• Use of a variety of standardized and non-standardized instruments, batteries and rating systems</li> </ul>	Internship agency assignment(s)/duties

Skill in gathering and use of relevant information from records, charts, family, significant others, and other professionals. (1.2.15)	<ul style="list-style-type: none"> <li>Gather and use relevant information from records, charts, family, significant others, and other professionals to develop an appropriate treatment plan for the client.</li> </ul>	<p>Internship agency assignment(s)</p> <p>Case Study</p>
Skill in constructing treatment plans that incorporate patient/client strengths, resources and preferences. (1.3.7)	<ul style="list-style-type: none"> <li>Construct treatment plans that incorporate patient/client strengths, resources and preferences as determined by clinical supervisor</li> </ul>	<p>Internship agency assignment(s)</p> <p>Case Study</p>
Skill in designing discharge/transition plans relevant to patient/client resources, support systems and needs. (1.3.8)	<ul style="list-style-type: none"> <li>Design a discharge/transition plan for a client relevant to his or her resources, support systems and needs as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p> <p>Case Study</p>
Skill in activity and task analysis. (1.3.9)	<ul style="list-style-type: none"> <li>Utilize activity and task analysis in designing and implementing interventions</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in integrating systematic methods of patient/client evaluation and program evaluation into treatment/program plans. (1.3.10)	<ul style="list-style-type: none"> <li>Describe how they integrate systematic methods of patient/client evaluation into treatment plans.</li> </ul>	<p>Bi-Weekly Report #5</p> <p>Internship agency assignment(s)/duties</p> <p>Case Study</p>
Knowledge of goals and mission of the institution/agency/organization as determinants for treatment/program intervention. (1.4.1)	<ul style="list-style-type: none"> <li>Identify the goals and mission of their internship agency and discuss how these determine for type of RT services delivered.</li> </ul>	<p>Weekly Report #1</p>
Knowledge of the role of the recreational therapist as a member of the interdisciplinary treatment team. (1.4.3)	<ul style="list-style-type: none"> <li>Explain the role of the recreational therapist as a member of the interdisciplinary treatment team at their internship site.</li> </ul>	<p>Bi-Weekly Report #3</p> <p>Internship agency assignment(s)/duties</p>
Skill in establishing an effective therapeutic/helping relationship. (1.4.9)	<ul style="list-style-type: none"> <li>Establish effective therapeutic/helping relationships with clients/patients on his or her internship as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in designing evidence-based treatment interventions to implement the individual treatment plan of the patient/client. (1.4.10)	<ul style="list-style-type: none"> <li>Design an evidence-based treatment intervention to implement the individual treatment plan of the patient/client.</li> </ul>	<p>Evidence-based Treatment Protocol</p>
Skill in effective oral and written communication. (1.4.11)	<ul style="list-style-type: none"> <li>Plan, implement and evaluate an in-service training for internship agency/department</li> <li>Demonstrate proficiency in all documentation procedures required of internship site</li> </ul>	<p>In-service Training Assignment</p> <p>Internship agency assignment(s)/duties</p>
Skill in applying individual and group leadership/helping techniques. (1.4.12)	<ul style="list-style-type: none"> <li>Demonstrate effective individual and group leadership/helping techniques as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>
Skill in assisting the patient/client to process the treatment intervention, thereby enhancing self-awareness and formulating conclusions relevant to treatment goals and objectives. (1.4.13)	<ul style="list-style-type: none"> <li>Assist the patient/client to process the treatment intervention to enhance self-awareness and formulate conclusions relevant to treatment goals and objectives as determined by clinical supervisor.</li> </ul>	<p>Internship agency assignment(s)/duties</p>

Skill in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes. (1.4.14)	<ul style="list-style-type: none"> <li>Describe how evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., are used to reach treatment outcomes at the internship site.</li> <li>Demonstrate proficiency in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes as determined by clinical supervisor.</li> </ul>	Bi-Weekly Report #6  Evidence-Cased Treatment Protocol  Internship agency assignment(s)/duties
Skill in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes. (1.4.15)	<ul style="list-style-type: none"> <li>Describe how facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., are used to reach treatment outcomes at the internship site.</li> <li>Demonstrate proficiency in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes as determined by clinical supervisor.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of methods for interpreting client/patient progress and outcomes as a basis for program evaluation. (1.6.4)	<ul style="list-style-type: none"> <li>Evaluate treatment programs/interventions using client progress and outcomes as determined by clinical supervisor</li> </ul>	Internship agency assignment(s)/duties  Case Study
Knowledge of evaluation requirements of regulatory agencies. (1.6.5)	<ul style="list-style-type: none"> <li>Identify and discuss the evaluation requirements of regulatory agencies relevant to his or her internship site</li> </ul>	Bi-Weekly Report #2
Skill in using a variety of evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions. (1.6.6)	<ul style="list-style-type: none"> <li>Use at least one evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions as determined by clinical supervisor.</li> </ul>	Internship agency assignment(s)/duties Case Study
Knowledge of the organization and delivery of health care and human services. (1.7.1)	<ul style="list-style-type: none"> <li>Explain the organization and delivery model of health care or human services at his or her internship site</li> </ul>	Bi-Weekly Report #2
Knowledge of practices of managing resources including personnel, facilities, supplies, and equipment. (1.7.6)	<ul style="list-style-type: none"> <li>Describe how their internship site manages resources including personnel, facilities, supplies, and equipment.</li> <li>Describe the RT department's budget.</li> </ul>	Bi-Weekly Report #7  Internship agency assignment(s)/duties
Knowledge of principles and requirements for safety and risk management. (1.7.7)	<ul style="list-style-type: none"> <li>Describe and give examples safety and risk management procedures used at his or her internship site.</li> </ul>	Bi-Weekly Report #4  Internship agency assignment(s)/duties
Knowledge of legal requirements pertaining to delivery of health care and human services and recreational therapy. (1.7.10)	<ul style="list-style-type: none"> <li>Describe legal requirements pertaining to delivery of health care or human services relative to his or her internship site.</li> </ul>	Bi-Weekly Report #2
Skill in applying ethical and conduct standards to practice. (1.7.12)	<ul style="list-style-type: none"> <li>Demonstrate ethical and conduct standards.</li> </ul>	Internship agency assignment(s)/duties

Skill in practicing safety, emergency, infection control and risk management procedures. (1.7.13)	<ul style="list-style-type: none"> <li>• Demonstrate safety, emergency, infection control and risk management procedures during internship site as determined evaluate by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Skill in scheduling, time management, and prioritization of tasks and decisions. (1.7.14)	<ul style="list-style-type: none"> <li>• Demonstrate time management, and prioritization of tasks and decisions at his or her internship site as determined by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Skill in managing productivity and labor resources. (1.7.15)	<ul style="list-style-type: none"> <li>• Demonstrate effective and efficient management of his or her time and resources at his or her internship site as determined by the clinical supervisor</li> </ul>	Internship agency assignment(s)/duties
Knowledge in providing education to staff and students (1.7.16)	<ul style="list-style-type: none"> <li>• Provide education to staff and/or other interns and/or volunteers at his or her internship site.</li> </ul>	In-Service Training Assignment
Skill in recognizing the developmental requirements of patients/clients and activities in the planning of treatment interventions. (1.8.11)	<ul style="list-style-type: none"> <li>• Demonstrate an ability to recognize, and appropriately respond to, the developmental needs of clients when planning and facilitating interventions</li> </ul>	Internship agency assignment(s)/duties
Knowledge of psychology of adjustment including models of attachment, coping skills, stress reduction strategies, family/patient/child relationships. (1.8.16)	<ul style="list-style-type: none"> <li>• Demonstrate the ability to facilitate treatment interventions that focus on adjustment, coping, or stress reduction.</li> </ul>	Internship agency assignment(s)/duties
Skill in assisting the patient/client in processing and applying knowledge and skills learned to meet individual needs. (1.8.24)	<ul style="list-style-type: none"> <li>• Demonstrate the ability to assist the patient/client in processing and applying knowledge and skills learned to meet individual needs.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of medical and disabling conditions, disorders, and impairments affecting an individual's physical, cognitive, emotional, and social functioning across the lifespan. (1.8.25)	<ul style="list-style-type: none"> <li>• Demonstrate ability to define and describe medical and disabling conditions, disorders, and impairments affecting an individual's physical, cognitive, emotional, and social functioning across the lifespan and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of the following for disabling conditions: (a) prevalence, (b) etiology, (c) diagnostic criteria, (d) pathology & symptomology, (e) recommended course of treatment, (f) prognosis. (1.8.26)	<ul style="list-style-type: none"> <li>• Demonstrate ability to identify the following for disabling conditions: (a) prevalence, (b) etiology, (c) diagnostic criteria, (d) pathology &amp; symptomology, (e) recommended course of treatment, (f) prognosis, and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of the bio-psycho-social impact of disabling conditions/disabilities on the individual's health status, self-concept, quality of life, and functional independence in life activities. (1.8.27)	<ul style="list-style-type: none"> <li>• Demonstrate the ability the bio-psycho-social impact of disabling conditions/disabilities on the individual's health status, self-concept, quality of life, and functional independence in life activities and apply to practice.</li> </ul>	Internship agency assignment(s)/duties
Knowledge of word root, prefixes, and suffixes used in medical and psychiatric vocabulary. (1.28)	<ul style="list-style-type: none"> <li>• Synthesize, comprehend and use proper medical terminology in both verbal and written formats.</li> </ul>	Internship agency assignment(s)/duties



Skill in use of standard charting signs, symbols and abbreviations. (1.8.29)	<ul style="list-style-type: none"> <li>• Demonstrate use of standard charting, signs, symbols, and abbreviations.</li> </ul>	Internship agency assignment(s)/duties
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Intern's Signature:

Date:

Clinical Supervisor's Signature:

Date:

## Appendix B

### Internship Report #1

#### Week 1

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 1 and within one week of the end of Week 1 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical Supervisor.

Name: \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Total/Cumulative hours to date: \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Week 1 (*these must be spelled out*).
2. **Analyze** your past week's assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Identify the goals and mission of your internship agency** and discuss how these determine the type of RT/TR services delivered.
4. **Explain** the organization and delivery model of health care or human services (e.g., medical model, social model etc.) at your internship site.
5. **Describe** the interactions you have had with your clinical supervisor (i.e., meetings, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_ to \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix C

### Internship Report #2 Weeks 2-3

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 3 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical Supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 2 & 3 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Identify and discuss** the evaluation requirements of regulatory agencies relevant to your internship site.
4. **Describe** legal requirements pertaining to delivery of health care or human services relative at your internship site.
5. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix D

### Internship Report #3 Weeks 4-5

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 5 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 4 & 5 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Describe** the roles of each member including RT and analyze RT's role on the treatment team at your internship site.
4. **Explain** the role of the recreational therapist as a member of the interdisciplinary treatment team at your internship site.
5. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix E

### Internship Report #4 Weeks 6-7

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 7 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 6 & 7 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Describe** and give examples of at least four safety and risk management procedures used at your internship site.
4. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).



Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix F

### Internship Report #5 Weeks 8-9

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 9 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 8 & 9 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Identify and describe** all the assessment tools used by the RT/TR program and the documentation procedures used your internship site related to client assessment. **Attach a copy of each tool.**
4. **Describe** how you integrate systematic methods of patient/client evaluation into treatment plans.
5. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix G

### Internship Report #6 Weeks 10-11

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 9 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 8 & 9 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Identify** the evidence-based interventions used at your internship site.
4. **Describe** how evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., are used to reach treatment outcomes at your internship site.
5. **Describe** how facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes at your internship site.
6. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

## Appendix H

### Internship Report #7 Weeks 12-13

**Instructions:** Report **MUST** be submitted on Blackboard after the completion of Week 13 and within one week of the end of Week 3 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.

Reports **MUST** be signed by the Clinical supervisor.

**Name:** \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

**Total/Cumulative hours to date:** \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Weeks 12 & 13 (*these must be spelled out*).
2. **Analyze** your past two weeks assignments & responsibilities in terms of their learning value and accomplishing the learning objectives listed above. Provide as much detail as possible and address each outcome you worked on as well as other tasks you accomplished or issues you encountered (*this should include not just the details of what you did during that time period, but who you did it—what did you do well, and what would you do differently.*)
3. **Describe** the RT/TR department's budget—provide an example if possible.
4. **Describe** how your internship site manages resources including personnel, facilities, supplies, and equipment.
5. **Describe** your interactions with your clinical supervisor (e.g., meeting, discussion topics, field trips together, directed readings, meetings attended together, etc.).

Dates of the next 2 weeks are: \_\_\_\_\_; \_\_\_\_\_

**Tentative schedule for upcoming 2 weeks** (ID scheduled hours & brief description of what you will be doing – scheduling, planning, assessment, etc.):

Week#	Sun	Mon	Tues	Wed	Thurs	Fri	Sat
_____							
_____							

**\*Note: hour limitations (no less than 20 hours per week, no more than 45 hours per week)**

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)

Appendix I

**Internship Report #8**  
**Week 14**

*Instructions: Report **MUST** be submitted on Blackboard after the completion of Week 14 and within one week of the end of Week 1 for full credit. No reports will be accepted later than two weeks after the timeframe reported on. All reports **MUST** comply with the format below. Reports **MUST** be word-processed using the latest version of Word. No handwritten reports will be accepted. Photos of reports will not be accepted.*

Reports **MUST** be signed by the Clinical supervisor.

Name: \_\_\_\_\_

Beginning/ending dates for first week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Beginning/ending dates for second week of this report: \_\_\_\_\_ # of hours on-site: \_\_\_\_\_

Total/Cumulative hours to date: \_\_\_\_\_/560

**\*Also complete the weekly Log chart; submit one chart for each week; identify number of hours spent in each category**

1. **Identify** your **student learning outcomes** that you worked on for Week 14 (*these must be spelled out*).
2. **Provide** an in-depth summary and analysis of your internship experience:
  - a. What did you learn related to your learning outcomes?
  - b. What did you learn that you didn't expect to learn?
  - c. What didn't you learn on your internship that you wanted to learn?
  - d. How did your course work at UNCW prepare or not prepare you for your internship?
  - e. What do you need to develop more to be an effective recreation therapist?
  - f. How are you going to further develop those skills?

**Clinical Supervisor's Comments** (Brief statements of student's progress):

\_\_\_\_\_  
(Student's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Clinical Supervisor's Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Faculty Supervisor's Signature)

\_\_\_\_\_  
(Date)



## Appendix J

### Midterm and Final Evaluation: Clinical Performance Appraisal<sup>1</sup>

(Must be completed and submitted via SurveyMonkey)

**Thank you for your support and mentorship! Your evaluation of our student intern is extremely valuable to us. Please complete and discuss results with your intern.**

Name of Intern

Name of Clinical Supervisor

Internship Agency

Agency Phone Number

Placement Dates: From: \_\_\_\_\_ To: \_\_\_\_\_

Evaluation Period Midterm or Final

Person Completing Evaluation: Student or Clinical Supervisor

#### **INSTRUCTIONS**

Please indicate the rating that best describes the intern's overall performance at this point in her or his internship. If this is the final evaluation, please indicate the rating that best describes the intern's overall performance in comparison to her or his readiness to practice.

#### **Rating Scale:**

5=Exceeds Expectations

4=Above Expectations

3=Achieves Expectations

2=Below Expectations

1=Does Not Meet Expectations

BLANK= N/A

#### **INDIVIDUAL PERFORMANCE RESULTS**

1. Receives & responds to requests, including referrals & physician's orders for assessment & treatment, & conducts individualized assessments
2. Plans treatment interventions
3. Implements treatment
4. Re-assesses & evaluates treatment
5. Develops discharge/transition plans
6. Plans & practices to reduce risks, prevent injuries & improve safety
7. Practices in compliance with ATRA Codes of Ethics
8. Practices in compliance with policies, procedures, standards, laws & regulations
9. Maintains qualifications, credentials (i.e., CPR/First Aid, BBP, etc.) & improves competencies

---

<sup>1</sup> Adapted from the *ATRA Standards for the Practice of Recreational Therapy*, 2013

10. Contributes to quality improvement to improve safety & treatment outcomes
11. Uses resources efficiently & effectively
12. Conducts program evaluations & applied research

### **BEHAVIORAL PERFORMANCE RESULTS**

- 1. Judgment:** Weighs alternative actions and makes decisions that reflect the facts of a situation. Decisions are based on logical assumptions
- 2. Adaptability:** Remains effective while dealing with different people, situations, tasks, & responsibilities.
- 3, Attention to Detail:** Is thorough in accomplishing tasks & demonstrates appropriate concern for all details no matter how small.
- 4, Initiative:** Actively attempts to influence events to achieve goals, originates action instead of passively waiting for others to initiate.
- 5. Teamwork:** Actively participates in & embraces team effectively, demonstrates concern & consideration for needs & feelings of team members.
- 6. Professional and Technical Knowledge:** Demonstrates knowledge of technical and professional information and trends in recreation therapy practice.

**Average Overall Performance Rating: (See scale above)**

**Intervention Skills:** List the treatment interventions and level (introductory, intermediate, advanced) demonstrated by the intern at this time.

**Strengths:** Please identify the intern's strengths.

**Development Plan:** Identify practice competencies to be develop \* by the intern.  
Would you consider this intern for a vacant position?

**I verify that the internship covered the content areas of the ATRA Standards of Practice and the intern's performance demonstrated minimum competency to practice.**

**Signature of Student Intern** *(By typing your name you verify the above)*

Date

**Signature of Clinical Supervisor** *(By typing your name you verify the above)*

Date

THANK YOU

Please feel free to add any additional feedback, suggestions and/or concerns you have.

## Appendix K

### Case Study

#### CASE STUDY GUIDELINES & FORMAT (each section is worth 10 points)

1. **Identifying Data.** Present pertinent background information on the client while maintaining confidentiality (do not use actual names). Data should include age of client, gender, educational level, residence, occupation, reason(s) for hospitalization or treatment, diagnosis, and anticipated length of stay. State where you obtained the information (e.g., interview, use of client chart/record, other professionals, and/or family member).
2. **Reason for Referral to RT.** Indicate whether the attending physician formally referred the client to RT with the specific reason for the referral, or whether you initiated contact with the individual other than a referral. In the case of community based programs, the reason for referral could be enrollment of the client into the program.
3. **Initial Encounter.** Describe the nature of your initial encounter with the client and give the essential nature of the individual's response to you. Describe the type of services that you discussed with the client and the reason you gave for approaching the client. Give your impressions regarding how the client responded to your approach including his/her level of awareness, trust, and receptiveness to working with you.
4. **Formal Assessment Process.** Briefly describe the full assessment process indicating when, what, how (describe specific assessment tools used), and why you performed these activities during the assessment process. Include any relevant information regarding the person's level of participation in this process. Did the assessment yield helpful information? If good information was obtained describe the helpful information and if not, why not. Also, it would be very useful to describe any feelings you had developed at this point in your relationship with the client. Were you comfortable working with the client and with the interactions you had with the client? Did you have any particular concerns or apprehension related to working with this client?
5. **Major Concerns.** Describe the primary concerns (problem areas) you or the client developed as a result of the assessment process. Were the concerns relevant to the overall reason for treatment or hospitalization? Are these concerns necessary for recovery and/or intervention efforts? For example, you may find out that the client has problems with his interaction with family members. This may or may not be a part of the presenting problems that need to be addressed by the treatment team. An example that may be part of the presenting problem would be if your client had a recent spinal cord injury and needs to identify leisure resources in his community. This would enable the client to remain active after discharge and/or learn or adapt new activities based on his/her level of functioning.

6. **The Plan.** Indicate the specific *goals, objectives, and interventions* that were developed for the client's treatment plan that directly relate to RT services.
7. **Documentation/Progress Notes.** For **each meeting** you have with your client, you are to document your session using the agency's standard documentation requirements. If the agency does not have a standard way of documenting you should use either the SOAP or DAP method of documenting. Include the date and time of the intervention as well.
8. **Progress to Date.** Describe how the plan is progressing or how it proceeded if the client has been discharged. Describe your relationship with the client as the treatment progressed. Highlight key developmental, psychosocial, and/or psychological issues pertinent to this relationship. Describe how the use of activities was used as therapeutic, educational, and/or recreational modalities. If the case has been completed, include the discharge summary and describe the termination process (how were RT services terminated?) What discharge plans were made?
9. **Discharge Plan.** Develop a discharge or transition plan for your client. This can either be a discharge from the facility or from the RT department/program, or from a specific RT treatment intervention; or transition to a different program. A plan is required for your case study regardless of whether your agency requires one or not. The plan should include (a) current status, (b) progress towards goals, (c) reason for discharge/transition, (d) recommendations for new or continuing goals, (e) where client is being discharged/transitioned to, and (e) recommended resources to be able to meet new goals.
10. **Discussion and Evaluation.** Using the above information as background, review your involvement with this client by answering all of the following. How did your thoughts and feelings influence the actual services you provided or encouraged the client to participate in? What went well? What did not? Would you have done anything differently after reviewing this case? Were any of your expectations (goals or objectives) unmet? Why? What was the most difficult part of the RT process for you? Explain. What needs to be done with this client in the future? What areas do you anticipate the client will have difficulties? What are the major questions you have about the RT process as it relates to this client or to other similar clients? What questions, feedback or input would you like to have answered regarding this client? What have you learned from this experience?

## Appendix L

### Evidence-Based Treatment Protocol

#### GUIDELINES & FORMAT

- **Develop:** Using the protocol template below (or one supplied by your internship agency that includes all the items in the attached form), you are to develop a treatment intervention using at least three sources of appropriate evidence to support your protocol that is appropriate to your internship site. **The protocol should be developed to be implemented over at least four sessions**, but should be guided by the evidence used to support it.
- **Implement:** After your protocol is approved by your clinical supervisor and your faculty supervisor, you are to implement your protocol as appropriate.
- **Evaluate:** After you implement your protocol, you should evaluate (a) the effectiveness of the protocol for meeting the outcomes/objectives identified in the protocol (including how you know the outcomes/objective were met or not and why), and (b) whether or not the protocol was implemented as planned—if not, what should be changed.
- **Report:** Your written report should include:
  - a. The treatment protocol
  - b. The detailed evaluation of the protocol (see above)

**Recreation Therapy Evidence-Based Protocol Template**

**Intervention Title:** \_\_\_\_\_

**Target Population/Cientele (Age/Diagnosis; i.e. Adolescents with Autism Spectrum Disorder):**

**Referral Criteria:**

**Goals & Objectives:**

- G1:
  - O1.
  - O2.
  - O3.
- G2:
  - O1.
  - O2.
  - O3.

**Entrance Criteria (pre-requisite skills that client will need (at minimum) to participate in the activity):**

**Client Risks/Concerns & Safety Considerations (physical, social, emotional, environmental, etc.):**

**Risk Management Plan (how you will prevent and/or respond to safety issues should they occur):**

**Recommended session length/frequency:** \_\_\_\_\_

**Recommended facility space:** \_\_\_\_\_

**Equipment/Resources Needed (attach additional resources if applicable; i.e. pictures, cards, worksheets, etc.):**

- 
- 
- 

**Description of Sessions (expected outcomes and general information about activities of each session):**

**Process (step-by-step instructions for facilitating each session):**

**Potential Modifications/Adaptations to Consider:**

- 
- 
- 

**Evaluation Measures (how you will measure program/session outcomes; determine if progress towards goals/objectives has been made):**

- 
- 
- 

**Credentials (what certifications and/or training must the CTRS and/or volunteers/interns have in order to successfully facilitate program/session):**

**List of Evidence-Based References (APA citation); including a 3-5 sentence summary of research evidence supporting program/session (at minimum, you must have three peer-reviewed, EBP articles):**

**Article 1:**

- **Citation:**

**Article 2:**

- Citation:

Article 3:

- Citation:

**Back-up Plan (in the event the intervention flops and/or ends earlier than you anticipated):**

**References (those used for EBP, but also any that informed the content and/or facilitation plan for the program/session):**



## Appendix M

### In-Service Training

#### GUIDELINES & FORMAT

You are to develop and presents an in-service training of no less than 20-minutes about staff (RT/TR and/or others), other students or volunteers at your internship agency.

#### **Written Plan**

The plan for your presentation should include:

- Name of the Agency
- Title of in-service—should be catchy, appealing, and descriptive
- Purpose of in-service—why you are doing this in-service—for example: (a) to explain to the staff what RT/TR is and what RTs do, (b) showcase a new evidence-based intervention RT will be using
- Audience for in-service—for example: (a) all staff at the facility, (b) all allied health staff, (c) all the nurses' aides
- Learning outcomes for the session—at least 2 written as behavioral objectives (these must be measurable and written from the perspective of what the audience members will learn from the in-service)
- Detailed outline of the session—including allotted time and who will be doing what

#### **Presentation**

Your presentation should include:

- Multi-media (PowerPoint or Prezi)
- An activity or demonstration

#### **Evaluation**

- Self-evaluation of your in-service, and
- Clinical supervisor's evaluation of your in-service training based on the following (must be completed and signed by clinical supervisor):
  - Was content
    - Appropriateness to the audience,
    - Accurate and
    - Informative (new)?
  - Were the learning outcomes met?
  - Was presentation
    - Interesting,
    - Engaging and
    - Professional?

*Appendix N*

*Student Self-Evaluation of Learning Outcomes*

**Level of Proficiency**

**3=Proficient; 2=Developing Proficiency; 1=Not Proficient; 0=No opportunity to practice skill**

Student Learning Outcome	Narrative Evaluation (Examples of what you did and how well you did it)	Level of Proficiency
1. Knowledge of the role and responsibilities of a recreational therapist working as an integral part of the interdisciplinary treatment process.		
2. Skill in applying the principles of the RT process in individual and group treatment programs		
3. Skill in applying techniques of evidence-based practice to recreational therapy practice		
4. Knowledge of the nature and function of documentation procedures and systems related to client assessment		
5. Skill in defining and measuring a variety of functional behaviors relevant to specific disabling conditions and to the practice of RT		
6. Skill in the use of behavioral observations		
7. Skill in the use of a variety of standardized and non-standardized instruments, batteries and rating systems		
8. Skill in the use of rapid assessment instruments (RAI) and their application to recreational therapy practice		
9. Skill in gathering and use of relevant information from records, charts, family, significant others, and other professionals		

10.	Skill in constructing treatment plans that incorporate patient/client strengths, resources and preferences		
11.	Skill in designing discharge/transition plans relevant to patient/client resources, support systems and needs		
12.	Skill in activity and task analysis		
13.	Skill in integrating systematic methods of patient/client evaluation and program evaluation into treatment/program plans		
14.	Skill in establishing, maintaining, and terminating therapeutic relationships		
15.	Knowledge of goals and mission of the institution/agency/organization as determinants for treatment/program intervention.		
16.	Knowledge of the role of the recreational therapist as a member of the interdisciplinary treatment team		
17.	Skill in establishing an effective therapeutic/helping relationship		
18.	Skill in designing evidence-based treatment interventions to implement the individual treatment plan of the patient/client		
19.	Skill in effective oral and written communication		
20.	Skill in applying individual and group leadership/helping techniques		
21.	Skill in assisting the patient/client to process the treatment intervention, thereby enhancing self-awareness and formulating conclusions relevant to treatment goals and objectives		
22.	Skill in facilitating a variety of evidence-based treatment interventions or modalities, such as games, exercise, community reintegration, etc., to reach treatment outcomes		

23.	Skill in using a variety of facilitation techniques, such as social skills training, cognitive learning theories or behavioral theories, etc., to reach treatment outcomes		
24.	Knowledge of methods for interpreting client/patient progress and outcomes as a basis for program evaluation.		
25.	Knowledge of evaluation requirements of regulatory agencies.		
26.	Skill in using a variety of evaluation methods to analyze client/patient outcomes and the effectiveness of the treatment interventions		
27.	Knowledge of the organization and delivery of health care and human services.		
28.	Knowledge of practices of managing resources including personnel, facilities, supplies, and equipment.		
29.	Knowledge of principles and requirements for safety and risk management.		
30.	Knowledge of legal requirements pertaining to delivery of health care and human services and recreational therapy.		
31.	Skill in applying ethical and conduct standards to practice		
32.	Skill in practicing safety, emergency, infection control and risk management procedures		
33.	Skill in scheduling, time management, and prioritization of tasks and decisions		
34.	Skill in managing productivity and labor resources		
35.	Skill in providing education to staff and students		

36.	Skill in recognizing the developmental requirements of patients/clients and activities in the planning of treatment interventions		
37.	Knowledge of psychology of adjustment including models of attachment, coping skills, stress reduction strategies, family/patient/child relationships.		
38.	Skill in assisting the patient/client in processing and applying knowledge and skills learned to meet individual needs		
39.	Knowledge of medical and disabling conditions, disorders, and impairments affecting an individual's physical, cognitive, emotional, and social functioning across the lifespan		
40.	Knowledge of the following for disabling conditions: (a) prevalence, (b) etiology, (c) diagnostic criteria, (d) pathology & symptomology, (e) recommended course of treatment, (f) prognosis		
41.	Knowledge of the bio-psycho-social impact of disabling conditions/disabilities on the individual's health status, self-concept, quality of life, and functional independence in life activities.		
42.	Knowledge of word root, prefixes, and suffixes used in medical and psychiatric vocabulary.		
43.	Skill in use of standard charting signs, symbols and abbreviations		

## Appendix O

### Evaluation of Internship Site

(To be completed by the student at the conclusion of the internship.)

#### INTERNSHIP SITE EVALUATION

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Agency: \_\_\_\_\_

**Instructions:** Rate the strengths and weaknesses of the internship site in terms of meeting your needs as an Intern Student. Using the following scale, place an “X” in the appropriate column to denote your rating of each item.

<b>4 = Excellent</b>	<b>3 = Above average</b>	<b>2 = Average/Adequate</b>	<b>1 = Fair</b>	<b>0 = Poor</b>
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<b>ITEM</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>
1. Provided an in-depth orientation and training to the agency and program.					
2. Provided you the opportunity to “shadow” your supervisor at the beginning of the internship to observe, question, and learn the routine of the program.					
3. Provided adequate and competent supervision during your internship					
4. Provided you with adequate resources to prepare for your duties (library, materials, supplies, equipment, and facilities).					
5. Provided exposure to administrative duties and responsibilities (staffing, budgeting, reports)					
6. Offered the opportunity and encouragement to put classroom theory into practice and provided opportunities for learning and leadership.					
7. Assisted you in achieving your personal and professional goals.					
8. Provided adequate supervision meetings where evaluation of your performance was given in concrete and specific feedback.					
9. Opportunities for, and openness to, suggestions for new programs or services were encouraged.					
10. Staff conducted themselves in a professional manner and they were good role models for me.					

**On the back of this form, provide some comments regarding whether you would recommend this site to future interns.** Specifically comment on the strengths and limitations of this agency for RT Internships. Your comments will help other students make decisions about internship sites.

**Appendix P**

**Evaluation of Internship Clinical Supervisor**

(To be completed by the student at the conclusion of the internship.)

**INTERNSHIP SUPERVISOR EVALUATION**

Intern: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor: \_\_\_\_\_

Agency: \_\_\_\_\_

**Instructions**

Please evaluate the quality of the supervision you received during the internship experience. Using the following scale, place an “X” in the appropriate column to denote your rating of each item.

<b>5 = Strongly Agree</b>	<b>4 = Agree</b>	<b>3 = Neutral</b>	<b>2 = Disagree</b>	<b>1 = Strongly Disagree</b>
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<b>ITEM</b>	<b>5</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>
1. My supervisor was interested in me as a person and as an intern.					
2. My supervisor was willing to discuss the full range of my duties at the agency.					
3. My supervisor responded to problems I presented and assisted me in finding solutions.					
4. The weekly supervision meetings were productive and added to my knowledge and insight as a future professional.					
5. I had a thorough orientation to the agency and the program.					
6. My supervisor was sensitive to my work assignments that needed to be completed for the University requirements.					
7. My supervisor was sincere in his/her interactions and encouraged me to do my best.					
8. My supervisor had a good understanding of philosophy and practices in the TR profession.					
9. My supervisor was a good role model for me.					
10. My supervisor was flexible in arranging my duties as situations arose at the agency or in my personal life.					
11. My supervisor was open to change, innovations and new techniques and challenged me to be creative.					

**Please use the back of this form to write any additional comments you feel regarding the supervision you received while an intern student.**

**Appendix Q**

**Internship Assignment Log**

Assignment	Due Date	Date to Submit	Date Submitted
Student Learning Activities (Appendix A) (50 points)	With Week 1 Report and Weekly Time Log and within one week of completing Week 1		
Week 1 Report (Appendix B) and Weekly Time Log (on Blackboard) (15 points)	With Student Learning Outcomes and within one week of completing Week 1		
Week 3, 5, 7, 9, 11, 13 Reports(Appendices C-H) and Weekly Time Logs (on Blackboard) (25 points each)	Within one week of completing the two week timeframe		
Week 14 Report (Appendix I) and Weekly Time Log (on Blackboard) (15 points)			
Mid-Term Clinical Supervisor (150 points) and Student Self-Evaluations (50 points) (CPA link on Blackboard)	Within one week after completing Week 7		
Teleconference (50 points)	Between Week 7 and Week 10		
Evidence-Based Protocol	By the end of Week 12		
In-Service Training	By the end of Week 12		
Case Study (Appendix C) (100 points)	By the end of Week 13		
Final Clinical Supervisor (250 points) and Student Self-Evaluations (100 points) (CPA link on Blackboard))	Within one week after completing Week 14		
Week 14 Report and Weekly Time Log (Appendix B & on Blackboard) (15 points)	Within one week after completing Week 14		
Narrative Evaluation of Student Learning Outcomes (Appendix E) (150 points)	Within one week after completing Week 14		
Student Evaluation of Internship Site (Appendix E) (45 points)	By the end of Week 14		
Student Evaluation of Clinical Supervisor (Appendix F) (45 points)	By the end of Week 14		
NCTRC Student Internship Guide (on BB) (50 points)	By the end of Week 14		
CHHS Survey (on BB) (10 points)	By the end of Week 14		
Exit Interview	At completion of internship		



*Appendix R*

**Cumulative Internship Time Log**

Week	Dates	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
	<b>TOTAL HOURS</b>	

Student's Signature:

Date:

Clinical Supervisor's Signature:

Date