



UNC GREENSBORO

Department of Community
and Therapeutic Recreation

CTR 417

Therapeutic Recreation Internship Manual

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The Therapeutic Recreation Internship Manual was developed for students in the Department of Community and Therapeutic Recreation (CTR) obtaining a Bachelor of Science degree in Recreation and Parks Management and concentrating in Therapeutic Recreation (TR). This manual was developed to address (1) general requirements of a TR internship, (2) the requirements of an acceptable internship according to NCTRC standards, and (3) the important components of assessment, planning, implementation, and evaluation within TR/RT practice.

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INTRODUCTION

CTR 417 Internship in Recreation and Parks (12 credits) is one of the most important steps a student takes in preparing for a professional career. Students studying Therapeutic Recreation (TR) a specific concentration housed in the Department of Community and Therapeutic Recreation at the University of North Carolina Greensboro (UNCG) are required to complete a fourteen-week, 560-hour TR internship. The internship (also referred to as field placement or field experience by some internship sites/internship agencies) allows students to obtain advanced practical experience at an approved therapeutic recreation and parks agency which provides Therapeutic Recreation or Recreation Therapy services and meet national and state credentialing standards. CTR 417 Internship typically occurs during a student's senior year and counts for twelve academic credits.

An internship is one of the most important steps as student takes in preparing for a professional career in therapeutic recreation and serves as a bridge between the professional and academic worlds. It provides students with the opportunity to gain practical learning experiences by allowing for the application of classroom theory into "real world" settings. The professional growth of the student is enhanced when the internship is comprehensive in nature and provides exposure to a variety of different agency functions.

It is the competent professional recreation therapy practitioners at approved internship agencies/field placement sites that make this aspect of the curriculum possible. At the University of North Carolina Greensboro (UNCG) we are fortunate to have a number of cooperating internship agency sites and internship supervisors that are able to provide a quality experience. These internship supervisors have a thorough knowledge of the field, an interest in internship supervision and are dedicated to maintaining a high standard and hands on learning experiences for our students.

In order for a student to have a great internship experience it is essential that an open line of communication exists between the student, UNCG University Supervisor/Clinical Fieldwork Supervisor, the Internship Agency Site Supervisor, and the cooperating Internship Agency Site.

This manual is designed to provide guidance to the student and their Internship Agency Site Supervisor prior to and during the internship. It contains all relevant information pertaining to policies, procedures, responsibilities, evaluations, and assignments for the course. The UNCG Clinical Fieldwork Supervisor should be contacted for further clarification of information addressed within the manual.

UNCG's Clinical Fieldwork Supervisor contact information:

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PURPOSE OF CTR 417 INTERNSHIP IN RECREATION AND PARKS

CTR 417 is a directed field experience offered at a therapeutic recreation or park agency under the supervision of both a University Supervisor/Clinical Fieldwork Supervisor and an Internship Agency Site Supervisor. This course is an Intensive Writing Course. Therefore, some assignments are intended to develop a student's writing competencies. For the WI marker, students are required to submit multiple bi-weekly journals, one agency description report, and one final report. A student will receive feedback on written assignments from their University Supervisor/Clinical Fieldwork Supervisor.

The purpose of CTR 417 Internship in Recreation and Parks is to provide students with the opportunity to gain practical experience in an environment in which learning is the topmost objective. Under the guidance of a Certified Therapeutic Recreation Specialist (CTRS), the student will apply the APIED process, theories, concepts, philosophies and techniques acquired in the classroom. In order to maximize the professional development of the student, the internship should encompass as many aspects of the cooperating Internship Agency Site as possible.

GENERAL INFORMATION

SEARCHING FOR INTERNSHIP SITES

The most current list of internship sites is available from the department's internship database, for information or issues regarding the online database please contact Mrs. Joan Sutton. Additional resources will also be available on the Canvas course pages for CTR 251 and CTR 252. It is the student's responsibility to contact potential internship agency sites, apply to these potential internship agency sites, and accept (if offered) an internship at an appropriate agency. As students apply, it would be helpful for students to pass along information to be added to the current internship database. Please email any new information (i.e., supervisor information, site information, contact information, etc.) so that updates may be made to the database. Please email Mrs. Joan Sutton with any new information you may want to share.

NCBRTL INTERNSHIP AND INTERNSHIP SUPERVISOR REQUIREMENTS

The North Carolina Board of Recreational Therapy Licensure (NCBRTL), requires students to complete a field placement course for a major or specialization in therapeutic recreation or recreational therapy. A "field placement course," sometimes called an "internship course," is a course taken for university credit and shall require clinical education at an agency providing therapeutic recreation services to clients. The field placement or internship course shall meet the criteria for a field placement set forth by the NCTRC. NCBRTL requires that a "university supervisor" of a field placement course is defined as the university faculty assigned to supervise the student and course from the university and an "agency supervisor" is the recreational therapist or therapeutic recreation specialist, in an agency providing therapeutic recreation or recreational therapy services to patients or clients, assigned to provide clinical supervision to the field placement student from the agency. Supervisors of students completing field placements in North Carolina will be currently licensed (LRT credentials) throughout the entire internship by the North Carolina Board of Recreational Therapy Licensure (NCBRTL). "Successful

performance" in a field placement course is defined as a grade of D or Pass awarded by the university supervisor. "Successful performance from the agency supervisor" is defined by an overall rating of "Achieves Expectations" documented on the Clinical Performance Appraisal and Summary Reference Form, (CPASRF) that may be accessed at the Board's website, www.ncbrtl.org or by contacting the Board. The CPASRF includes the content and performance criteria from the ATRA's standards of practice (SOP).

UNCG TR students must complete an internship that adheres to guidelines set by the NCBRTL.

NCTRC INTERNSHIP AND INTERNSHIP SUPERVISOR REQUIREMENTS

The National Council for Therapeutic Recreation Certification states that:

Students "will need to complete a minimum 560-hour, fourteen (14) consecutive week internship in recreational therapy services that uses the recreational therapy process as defined by the current NCTRC Job Analysis Study under the supervision of both academic and agency field placement supervisors who are NCTRC CTRS certified. Make sure you complete at least 20 hours per week and no more than 45 hours per week. Your primary CTRS Supervisor must be employed full time and work a minimum of 32 hours a week at the agency with at least 50% of the job duties in TR services." (NCTRC, 2014, FAQ, www.nctrc.org)

UNCG TR students must complete an internship that adheres to guidelines set by the NCTRC.

PROFESSIONAL ORGANIZATION AND OTHER RESOURCES

ATRA (American Therapeutic Recreation Association)

Although students do not need to be members of ATRA to benefit from the resources it offers, the CTR department strongly encourages students to consider becoming a student member of ATRA. The ATRA website (www.ATRA-online.org) contains information about regional contacts, education, other resources, and research. The ATRA website includes current RT job and internship postings. In addition, information about the RT field and other resources can be found at www.recreationtherapy.com.

NCBRTL- Licensure

North Carolina Board of Recreational Therapy Licensure (NCBRTL) website provides important information related to the state licensure standards, requirements, application information, and state rules/laws. The site also offers information on compliance and ethics training (mandatory for 1st year licenses) and other helpful resources. The website for NCBRTL is <https://www.ncbrtl.org/>. Information about NCBRTL will be useful to students planning a career in therapeutic recreation/recreation therapy following graduation.

NCTRC – Professional Certification

The NCTRC website provides important information related to the certification standards, requirements, application deadlines, and the actual exam. The site also offers sample questions, news, and links to other resources. The website for NCTRC is www.nctrc.org. Information about NCTRC will be useful to students planning a career following graduation.

AHEC-HOUSING ASSISTANCE

Finding housing is the responsibility of the student. However, there are a number of resources that can facilitate finding a place to live during the field placement experience. Using search terms such as “student intern housing” and the city you are looking to move to will likely yield some good information. The CTR Department also has a relationship with AHEC please visit this site for more information: <https://www.ncahec.net/student-services/student-housing/>

CTR INTERNSHIP FORMS & Evaluations

In addition to this manual, all required forms, including evaluations and links may be found on the students Canvas page. For additional help please contact Mrs. Joan Sutton at jlsutto2@uncg.edu

STUDENT LEARNING OBJECTIVES

At the successful completion of the internship, the student will be able to:

1. Identify standard policies and procedures of a recreation agency;
2. Recognize and write in vernacular appropriate to the recreation and parks profession (WI);
3. Use formal and informal approaches to writing and prepare multiple drafts as needed to deepen their professional writing skills (WI);
4. Identify entry-level managerial and supervisory skills;
5. Identify their own professional strengths and weaknesses with regard to practice in recreation and parks work settings;
6. Demonstrate ethical principles and practices within the profession;
7. Explain the benefits of recreation and leisure play in improving the health and wellness of individuals and communities;
8. Assess the leisure needs of individuals and/or communities;
9. Plan recreation programs or events that meet identified leisure needs of individuals and/or communities;
10. Utilize group dynamics and leadership techniques to implement recreation experiences and events;
11. Evaluate the effectiveness of recreation programs or events to meet the needs of individual participants and communities; and,
12. Utilize various marketing techniques in the promotion of recreation programs or events.

CTR 417 COURSE POLICIES

SAFETY POLICY

UNCG and the CTR department aims to ensure the safety of all students in all academic-related circumstances and environments. CTR department faculty and students will follow the preparedness guidelines and recommendations to prevent and respond to emergency situations (e.g., crisis communications, incident/event response, weatherstem). Click on the following link to see specific procedures: <https://emg.uncg.edu/>

As we continue learning more about COVID-19, UNCG is steadily making progress in developing detailed action plans that balance student success, instructional requirements, and the

hallmarks of the collegiate experience with the safety and wellbeing of our campus community. For updated information students can click on the following link to see specific procedures:
<https://update.uncg.edu/>

HEALTH INSURANCE COVERAGE

Accidents or illness may occur as a result of coming in contact with the clinical and field internship environments. Medical evaluation, treatment, and follow-up care following an accident or incident are the *financial responsibility of the student*. We recommend that you obtain student health insurance if another plan is not available.

LIABILITY INSURANCE POLICY

While participating in required internships or practicums for credit, students must purchase the Intern Liability Insurance Policy, which provides professional and general liability coverage. A minimal fee will be attached to the student's account upon registering for a student teaching, practicum or internship class. This fee will cover the cost of the premiums for the insurance coverage. Once enrolled, a copy of the current coverage will be posted for a student in the canvas course. This insurance policy has \$2 Mil per incident and \$4 Mil aggregate limits and a \$0 deductible. If the student already has liability coverage from memberships to organizations that include it or privately purchased insurance, the fee may be waived by providing documented proof of coverage to the Office of Institutional Risk Management. Click on the following link to see specific professional and general liability insurance for university student interns:
https://policy.uncg.edu/university-policies/professional_general_insurance/

INCIDENT REPORTING POLICY

All incidents, injuries, and unusual occurrences in the clinical or field setting are to be reported **immediately** no matter how minor they seem. Students are to notify the University Supervisor/Clinical Fieldwork Supervisor responsible for the course.

ELIGIBILITY POLICY

In order to be eligible to enroll in CTR 417 students must meet the following requirements:

- Minimum of 2.0 cumulative GPA
- Must be a Junior or Senior
- Received a passing grade for CTR 315 and CTR 416

Additionally, students are strongly encouraged to:

- Complete both professional development courses (CTR 251 and CTR 252).
- Have a current CPR/First Aid certification

GENERAL COURSE ENROLLMENT POLICIES

Students must adhere to the following general policies:

1. **Students cannot be enrolled in another course while enrolled in CTR 417 without permission from their academic advisor.** The academic advisor must also communicate approval to the Clinical Fieldwork Supervisor.
2. **Students cannot be employed on another job while enrolled in CTR 417 without permission from their academic advisor.** Students must also communicate approval to the Clinical Fieldwork Supervisor.

3. Students in the **Therapeutic Recreation Concentration** must secure current copies of the Internship Agency Site Supervisor's national certification from NCTRC (CTRS) **and** North Carolina licensure from NCBRTL (LRT). Copies of these credentials need to be uploaded to Canvas before a student starts an internship.
4. Additionally, students studying in **Therapeutic Recreation Concentration** must be supervised by a University Supervisor (either the University Clinical Fieldwork Supervisor or other CTR TR faculty member). The University Supervisor also must be currently licensed (LRT) and certified (CTRS) during the entire internship. Any breaks in LRT/CTRS credentials will result in the student not counting those internship hours and could cause ramifications that require a student to start internship hours over (per NCTRC internship guidelines- <https://nctrc.org/wp-content/uploads/2016/11/StudentInternshipGuide.pdf>)
5. Once a student finds/obtains an internship site/agency they must contact the University Clinical Fieldwork Supervisor (Mrs. Joan Sutton) at jlsutto2@uncg.edu to confirm that an affiliation agreement between The University of North Carolina at Greensboro and the internship site is in place. If one is not in place, Ms. Sutton will pursue a contract. This can take time and it's a lengthy process in which includes a legal counsel review, agreement amendments, the collection of multiple signatures, etc. An Affiliation agreement can take two weeks to six months to attain. It is important to communicate your potential internship site to Mrs. Sutton as soon as possible. **A student may not start an internship without the affiliation agreement in place.**
6. Students must register for the correct section of CTR 417. To confirm a student's correct course section, please contact the University Clinical Fieldwork Supervisor (Mrs. Joan Sutton) at jlsutto2@uncg.edu.
7. Once registered for the correct section of CTR 417, the student will have access to all the required internship application documents (i.e., application, copy of degree works, resume, etc.) **All documents must be uploaded an approved** by the CTR 417 course instructor before you can begin your internship hours. This process can take three weeks- please make sure you plan ahead.
8. **A student may not start an internship until all student application forms have been submitted to canvas, the affiliation agreement has been signed and all documents have been approved by the University Supervisor/course instructor for CTR 417.**
9. CTR 417 follows all university guidelines and all relevant policies (i.e., honor code, payment of tuition, etc.).
10. Final grades cannot be posted until the CTR 417 course instructor has received and graded all course assignments and has documented proof that a student has met the 14 week 560 clock hours requirement. Students studying a concentration in Therapeutic Recreation are required to complete a full-time placement for a minimum of 14 consecutive weeks and 560 clock hours to comply with national and state credentialing standards. Make sure you complete at least 20 hours per week and no more than 45 hours per week. Your primary CTRS Supervisor must be employed full time and work a minimum of 32 hours a week at the agency with at least 50% of the job duties in TR services. Again, if the 560 clock hours are not met, the student will not pass the course.

PAYMENT OF TUITION POLICY

In some cases, if an Internship Confirmation form is received and approved well in advance, students will be registered for CTR 417 in time to receive a tuition bill for the course. In most cases, students will be registered for the course after the university billing cycle has passed. In

this situation, it is the student's responsibility to contact the Cashiers and Student Accounts Office (CASAO) to make arrangements for payment. If tuition payment is not satisfied before late registration, the student will be dropped from CTR 417.

DURATION OF INTERNSHIP POLICY

The student's work schedule is determined by the internship agency site supervisor and is based on the agency's needs. The student is expected to be at work when scheduled. The philosophy of attendance in this course is that the student is here to learn and is a mature adult capable of making her/his own decisions. However, a student must obey and abide by the internship agency's policies and procedure manuals. Please also refer to the section in this CTR 417 Manual concerning student performance and professional behaviors.

Students studying a concentration in Therapeutic Recreation are required to complete a full-time placement for a minimum of 14 weeks and 560 clock hours to comply with national and state credentialing standards. If the 560 clock hours are not met, the student will not pass the course.

As required by NCTRC, the internship must be a full-time position for a minimum of **fourteen consecutive weeks and 560 hours** with the cooperating Internship Agency Site. You must follow your agencies schedule regarding holidays, fall and spring breaks and vacations. You do not automatically get those days off because you are an intern.

STUDENT PERFORMANCE AND PROFESSIONAL BEHAVIORS POLICY

Students are always expected to maintain professional behaviors while completing an internship. Student's behaviors should be guided by the Recreation Therapy's Standards of Practice and Code of Ethics which can be found on the Canvas 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 UNCG University Supervisor/Clinical Fieldwork Supervisor, the students Internship Agency Site Supervisor as soon as possible.

EXPECTATIONS OF BEHAVIOR

Student interns 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 (found here at: <https://www.atra-online.com/page/Ethics>) and UNCG's Internship Manual and UNCG's Course Syllabus;
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 UNCG University Supervisor/Course Instructor and the department's Clinical Fieldwork Supervisor of the situation, providing detailed information.
2. The UNCG University Supervisor/Course Instructor and the department's Clinical Fieldwork Supervisor will discuss with the Internship Agency Site Supervisor the options that are available to the student.
3. The UNCG University Supervisor/Course Instructor and the department's Clinical Fieldwork Supervisor will work with the student and his or her Internship Agency Site 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 (ATRA-<https://www.atra-online.com/page/Ethics>) or the Standards of Practice (ATRA-<https://www.atra-online.com/page/SOP>), 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 University Supervisor/Clinical Fieldwork 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 CTR Internship Program's Manual have been violated.

CTR 417 COURSE PROCEDURES

ENROLLING IN CTR 417

The internship is one of the most significant components of the CTR department curriculum, and therefore it is essential that the experience should promote professional and personal growth and be relevant to the student's future career. **For those reasons, all internships must be approved by a University Clinical Fieldwork Supervisor before a student can begin an internship. Students are required to register by reading day of the prior semester a student plans to go out and finalize all internship paperwork three weeks prior to the internship start date.**

1. Once a student finds/obtains an internship site/agency they must contact the University Clinical Fieldwork Supervisor (Mrs. Joan Sutton) at jlsutto2@uncg.edu to confirm that an affiliation agreement between The University of North Carolina at Greensboro and the internship site is in place. If one is not in place, Mrs. Sutton will pursue a contract. This can take time and it's a lengthy process in which includes a legal counsel review, agreement amendments, the collection of multiple signatures, etc. An Affiliation agreement can take two weeks to six months to attain. It is important to communicate your potential internship site to Mrs. Sutton as soon as possible. **A student may not start an internship without the affiliation agreement in place.**
2. Students must register for the correct section of CTR 417. To confirm a student's correct course section, please contact the University Clinical Fieldwork Supervisor (Mrs. Joan Sutton) at jlsutto2@uncg.edu.
3. Once registered for the correct section of CTR 417, the student will have access to all the required internship application documents (i.e., application, copy of degree works, resume, etc.) **All documents must be uploaded and approved** by the CTR 417 course instructor before you can begin your internship hours. This process can take three weeks- please make sure you plan ahead.
4. **A student may not start an internship until all student application forms have been submitted to canvas, the affiliation agreement has been signed and all documents have been approved by the University Supervisor.**
5. Upon receiving an offer for an internship, a student needs to log into canvas and submit the following documents: internship application, upload proof of internship (either an acceptance letter or internship offer), a current resume, and current pdf of a student's degree works, HIPAA waver, and submit a request for refund of fees.
6. A student also must communicate and upload of any onboarding requirements (i.e., background check, drug screening, etc.) the internship agency requires of the intern. Electronic copies of onboarding materials will be stored to box@uncg.edu or hard copies of onboarding materials will be stored in a sealed envelope in a locked office.

A note to all who may be graduating immediately following the internship: *PLEASE lay out your timeline BEFORE YOU START YOUR INTERNSHIP with your university academic advisor so that we can all ensure that your start/end dates and assignment timelines comply with the University requirements for graduation.** Often, students who are doing an internship in the summer semester and planning to graduate in August must start their internship before final exams in Spring semester because of the length of the summer session. We can help you navigate this, but preparation is the key!

CANVAS

This course will use Canvas to communicate, and the instructor will post essential documents associated with this class (application requirements, course announcements, assignments, time logs, evaluations, etc.). Students are required to utilize CANVAS technology to review class announcements, obtain course materials, complete course assignments, access course grades, and perform other tasks as assigned. For questions regarding Canvas, go to Canvas Student guide at <https://community.canvaslms.com/docs/DOC-4121>

It is the student's responsibility to check their UNCG email account daily and UNCG Canvas 417 course weekly to stay up to date with this course. ***Please be sure your notifications setting in Canvas is set so that you receive emails when a message is sent, or a comment is made from the instructor (at minimum).***

Here are some tips for using Canvas effectively:

- DO NOT USE Safari or Internet Explorer browsers when viewing documents in Canvas. Instead, Use Firefox or Google Chrome.
- Check to make sure your Announcement settings are correctly set up. In this course, internship information will be shared through Canvas Announcements. You are responsible for following all Announcements in your Canvas courses, so please make sure that your Announcement setting is at "Notify me right away" so that you will not miss important information. To select "Notify me right away," you will need to turn your Canvas notifications "on," to do this, please click your name in the top left corner, then select "Notifications" on the left side. Then scroll down to Announcement and make sure the green checkmark is selected.
- Here is a tutorial on how to view feedback on assignments from the instructor on Canvas: <https://community.canvaslms.com/docs/DOC-10666-421254359>

RESPONSIBILITIES

CTR DEPARTMENT RESPONSIBILITIES:

- Maintain current NCBRTL license as a Licensed Recreational Therapist (LRT) and current NCTRC certification as a Certified Therapeutic Recreation Specialist (CTRS).
- Maintain resource files that are accessible to students, which contain information about potential internship locations.
- Conduct internship prep course (CTR 252) to discuss and review internship assignments, policies, etc.
- Provide students with all relevant materials that pertain to Field Placement (internship) by way of the CTR 417 Canvas site, CTR 251, and CTR 252.
- Review and approve completed internship application forms to determine the appropriateness of a potential internship location as it relates to the needs, goals, and emphasis area of the student.
- Ensure that all prerequisites have been satisfied before registering the student for CTR 417.
- Assign a UNCG University Supervisor/Clinical Fieldwork Supervisor to supervise interns.

- Provide the Internship Student with all relevant information relating to course policies, assignments, and expectations (this information should be posted in canvas).
- Maintain an open line of communication exists between the student, UNCG University Supervisor/Clinical Fieldwork Supervisor, the Internship Agency Site Supervisor, and the cooperating Internship Agency Site
- Be available to confer with the student and/or the Internship Agency Site Supervisor if the need arises.
- Review and assess all assignments submitted to the CTR Department by the student.
- If necessary, take action or make appropriate recommendations.
- If time and budgetary considerations allow, the UNCG University Supervisor/Clinical Fieldwork Supervisor will arrange for personal visits with interns and their supervisors working within a 50-mile radius of the University. If your UNCG University Supervisor/Clinical Fieldwork Supervisor is unable to visit in person, they will schedule a Zoom or telephone meeting.
- Remove an intern from a cooperating Internship Agency Site if a situation arises in which continuation of the internship is detrimental to the Agency and/or the student.
- Maintain strict confidence in all matters relating to the intern and the cooperating Internship Agency Site.
- Assign final grades at the conclusion of the semester/session.

COOPERATING INTERNSHIP AGENCY SITE RESPONSIBILITIES:

- Provide a minimum of fourteen consecutive weeks and 560 hours' internship experience for the RT intern.
- Provide the intern with a thorough orientation to the Agency, including:
 - purpose, administration, programs/services, facilities
 - policies and procedures
 - expectations and responsibilities
 - Agency staff and clientele
- In order to ensure a well-rounded experience, provide the student with a comprehensive exposure to as many aspects of the Agency operations as time will allow.

AGENCY SITE SUPERVISOR RESPONSIBILITIES:

- Complete relevant sections of the NCTRC Internship Guideline form, including:
 - internship job description
 - supervisor name
 - contact information
 - certification information.
- Be currently certified by NCTRC as a CTRS (and who will remain certified for the duration of the internship) to provide direction and guidance throughout the entire course of the internship. The supervisor assigned must be certified for at least 1 year as a CTRS.
- In the state of North Carolina be currently licensed by NCBRTL as a LRT throughout the entire course of the internship.
- Explain the internship process to the Agency staff and present the intern to the staff.

- Meet with the intern on a regular basis (once a week is recommended) to evaluate progress made, discuss problems or areas for improvement, answer questions and offer tactful and constructive feedback.
- Ensure that the student is exposed to all aspects of the APIED process, and is progressively challenged throughout the internship, eventually resulting in the student maintaining a full caseload.
- Notify the UNCG University Supervisor/Clinical Fieldwork Supervisor immediately of any problem with the intern or his/her conduct which cannot be resolved.
- Submit evaluations of the intern(s) to the UNCG University Supervisor/Clinical Fieldwork Supervisor. The midterm evaluation should be submitted around the 7th week (close to the halfway point of the internship), while the final evaluation should be submitted at the conclusion of the internship.
- Offer feedback to the UNCG University Supervisor/Clinical Fieldwork Supervisor on how the internship process could be improved.
- Meet with UNCG University Supervisor/Clinical Fieldwork Supervisor and intern via an in person visit or Zoom meeting about halfway through internship.

REMUNERATION:

Internships can be either paid or unpaid. The internship may be compensated through regular payroll, housing arrangements, stipends, etc. Students are asked to work with an Internship Agency Site Supervisor to learn more about available remuneration.

STUDENT RESPONSIBILITIES:

- Apply and obtain an internship with a internship site supervisor who is currently licensed (LRT in North Carolina) and holds national CTRS credentials.
- Submit Internship Application documents via Canvas and wait to be approved by the course instructor.
- Attend internship zoom meetings. Intro internship meeting for Summer internships are held at the end of the Spring semester, and the Fall and Spring internship meetings are held at the beginning of each corresponding semester. If the meeting occurs following the initiation of your internship you will need to schedule a meeting with the Clinical Field Work Supervisor.
- Confirm an Affiliation Agreement (contract is **required**) is in place. Please contact Mrs. Joan Sutton (jlsutto2@uncg.edu) if the CTR Department holds a current contract with the Agency.
- Pay tuition on time! If tuition isn't paid **before** late registration, you will be dropped from CTR 417 by the University.
- Read and follow the policies and procedures set forth in the CTR Internship Manual and syllabus. If there are any questions, contact Mrs. Joan Sutton for clarification. It is also necessary to provide a copy of the manual to your Agency site supervisor.
- Report to the Agency Supervisor on the established start date of the internship.
- Become familiar with and adhere to the rules and regulations of the cooperating Internship Agency Site.
- Always display professional behavior as identified in this manual.
- Keep up with your hours! In order to pass the class, **you must complete fourteen consecutive weeks AND 560 hours.**

- Maintain an open line of communication with your University Supervisor/Clinical Fieldwork Supervisor and an Internship Agency Site Supervisor. This includes meeting with your Internship Agency Site Supervisor on a regular basis to discuss the progress of the internship. Additionally, confer with the Internship Agency Site Supervisor when a situation arises in which you are unsure of the appropriate actions to be taken.
- You must have access to the internet so that you can submit your assignments and communicate with your University Supervisor in a timely manner.
- In the event of illness or emergency, notify the University Supervisor/Clinical Fieldwork Supervisor and an Internship Agency Site Supervisor of the situation and possible absence.
- Submit all assignments (i.e., evaluations, weekly reports, social media assignments, etc.) to your University Supervisor/Clinical Fieldwork Supervisor on time. All assignments must be submitted on Canvas. No other format will be accepted. Not having access to a computer or being “too busy” are not acceptable excuses for being late with assignments.
- As an intern, be a positive reflection on yourself, the cooperating Internship Agency Site, the CTR Department, and the University.
- If a problem arises that jeopardizes the continuation of the internship, contact your University Supervisor/Clinical Fieldwork Supervisor immediately.
- All TR interns are required to hold professional liability insurance, a current copy will be posted in canvas. Please alert your University Supervisor/Clinical Fieldwork Supervisor if your agency requires verification of our policy.

EVALUATION METHODS/GRADING

The student's final grade for the internship experience will be based upon the following elements: submission of correct and complete internship paperwork (submitted by reading day of the prior semester), a written assignment explaining the Student Learning Outcomes (SLOs) the student plans to achieve during the internship, bi-weekly time logs and journals, social media assignments, mid-term agency description report, the Internship Agency Site Supervisor's mid-term evaluation of student progress, the Internship Agency Site Supervisor's final evaluation of student performance, a student's final report (which includes the completion of all time logs/bi-weekly journals and report summarizing the SLO progress), and overall timeliness of final internship documents such as the submission of a final signed time log, a student's final evaluation of the agency, and the TR concentration requirement of NCBRTL documentation.

All the above assignments, such as the Internship Agency Site Supervisor's mid-term evaluation of student progress, the final evaluation of student performance, and the student assessment of the agency form, can also be accessed on your CTR 417 Canvas page. Additionally, all contractual obligations to the cooperating Internship Agency Site must be satisfied to receive credit for the course. Credit will not be awarded to students who leave their Agency before the contract is complete.

NOTE: Directions for writing the SLO's for the internship, agency description, and the final student report are available for access in your CTR 417 canvas page. Check to make sure your Announcement settings are correctly set up. In this course, internship information will be shared through Canvas Announcements. You are responsible for following all Announcements in your Canvas courses, so please make sure that your Announcement setting is at "Notify me right

away" so that you will not miss important information. To select "Notify me right away," you will need to turn your Canvas notifications "on," to do this, please click your name in the top left corner, then select "Notifications" on the left side. Then scroll down to Announcement and make sure the green checkmark is selected.

INTERNSHIP ASSIGNMENTS AND TIMELINE

SUBMISSION OF ASSIGNMENTS & LATENESS POLICY

Students are required to submit all assignments electronically via Canvas. This course has been set up to accommodate students as each internship site has a different internship start date. For this course, students are to follow a week by week module (example: week 1 of internship, week 2 of internship, etc.) as they progress each week at their internship site. Students are to submit the posted weekly assignments by the end of each workweek. Each weekly module will have the weekly assignments in a file folder with an assignment link to upload your completed work. Students are expected to submit their work **on time**. Any assignment uploaded after the deadline (day and time listed in the syllabus) will be considered **late**. Technical difficulties are not an excuse for a late submission. Give yourself at least an hour before the deadline to upload your assignments. Students **may not submit assignments via email**. If you have difficulty, contact your instructor immediately.

GRADING CRITERIA

The student's final grade for the internship experience will be based upon the following elements: submission of correct and complete internship paperwork (submitted at least three weeks prior to the internship start date), a written assignment explaining the Student Learning Outcomes (SLOs) the student plans to achieve during the internship, bi-weekly time logs and journals, social media assignments, mid-term agency description report, the Internship Agency Site Supervisor's mid-term evaluation of student progress, the Internship Agency Site Supervisor's final evaluation of student performance, a student's final report (which includes the completion of all time logs/bi-weekly journals and report summarizing the SLO progress), and overall timeliness of final internship documents such as the submission of a final signed time log, a student's final evaluation of the agency, and the TR concentration requirement of NCBRTL documentation.

All the above assignments, such as the Internship Agency Site Supervisor's mid-term evaluation of student progress, the final evaluation of student performance, and the student assessment of the agency form, can also be accessed on your CTR 417 Canvas page. Additionally, all contractual obligations to the cooperating Internship Agency Site must be satisfied to receive credit for the course. Credit will not be awarded to students who leave their Agency before the contract is complete.

NOTE: Directions for writing the SLO's for the internship, agency description report, and the final student report are available for access in your CTR 417 Canvas page.

INTERNSHIP ASSIGNMENTS

Submission of Correct/Complete Internship Paperwork

Internship paperwork must be submitted three weeks before your internship start date. To access internship paperwork, students are required to register for CTR 417 and confirm they are in the correct section by emailing (Mrs. Joan Sutton) the University Clinical Fieldwork Supervisor.

Once confirmed that the student has registered in the correct section, the student must read the CTR 417 syllabus and CTR 417 internship manual. Then the student must complete the module titled: *Part 1: Paperwork Prior To The Start Of Your Internship*. Under this module, students are required to fill out an internship application, upload a current copy of their degree works, submit/upload a current professional resume, upload an internship acceptance letter, and complete all internship agency onboarding requirements. It is the student's responsibility to confirm with the University Clinical Fieldwork Supervisor that an agency affiliation agreement is in place. Once all internship paperwork and the agency affiliation agreement in place and the University Clinical Fieldwork Supervisor has approved the internship site, a student may begin their internship and start to count internship hours *Part 2: Internship Course Assignments and Part 3: Internship Weekly Breakdown*, once all the internship weeks are completed the student will receive access to *Part 4: Final Steps In Order For A Grade Submission*.

Write Individual Student Learning Outcomes for Internship (SLOs):

During the first week at the internship and after consultation with their Internship Agency Site Supervisor, each student will prepare and submit to the University Supervisor 7-10 Student Learning Outcomes (SLOs). The SLO form is due to the University Supervisor before the start of a student's internship. Students must upload the correct SLO form to Canvas. Please refer to Canvas for more information.

Bi-Weekly Journal Reports:

Every two weeks the student will submit a bi-weekly journal report using the outline provided to students in canvas. These bi-weekly reports will help the course instructor and the Clinical Fieldwork Supervisor have a better understanding of what an intern is doing on a weekly basis. Detailed reports will help a student organize the entire internship experience when they need to reflect and write the final course report. The student will use the University Supervisor's feedback on their bi-weekly journals to reflect and improve the quality and content in their final report.

Social Media Assignments:

Students will be required to submit three social media assignments throughout the course of their internship. Students will create 1) a social media post about their internship site that will be shared with the CTR Department's Marketing Committee. 2) A student will interview an Internship Agency Site Supervisor to learn more about the field/population, and 3) a student will create a short informational video about their internship site aimed for future CTR students. More information on these three assignments will be posted on canvas.

Agency Description Report:

Each student will submit an agency description report to their University Supervisor. The Agency Description should be **at least 5 pages in length** [not including any attachments such as the organizational chart] but can be as long as you need to describe each of the requirements. It

should be neatly typed, double-spaced, and well-edited for spelling, grammar, punctuation, and word usage. **Note:** Your Agency Description format should use the headings listed in Canvas within the assignment information. Be sure to discuss your experiences and what you learned relative to each section. Students must demonstrate the ability to write using the technical language of the recreation and parks profession. The University Supervisor will provide feedback to the student for revision of content, organization, clarity of thought, the effectiveness of expression, and writing style as needed.

Final Report:

Each student will submit a final report to their University Supervisor. The final report is required to address the following criteria: professional experiences; an overall summary of each of the student learning objectives; special projects assigned by the internship agency; professional development opportunities; self-analysis of the internship experience; recommendations relative to the university, agency, and agency supervisor; and student assessment of the agency. Additional guidelines on writing the final report can be found in the CTR 417 Internship Manual and on Canvas under the final report assignment and grading rubric.

The student will use the University Supervisor's feedback on their bi-weekly journals to reflect and improve the quality and content in their final report. The final report must be written using professional language, be neatly typed, double spaced, and well-edited for spelling, grammar, punctuation, and word usage. Students must demonstrate the ability to write using the technical language of the recreation and parks profession. University Supervisor feedback will be provided to the student for content, organization, clarity of thought, the effectiveness of expression, and writing style. Students will be expected to resubmit their final reports to the University Supervisor.

Timeliness of Internship Final Assignments:

At the end of the internship Students are to complete and submit a final time log signed by the student and Internship Agency Site Supervisor, a student's final evaluation of the internship agency and for students in the TR concentration a requirement of NCBRTL Clinical Performance Appraisal Summary and Reference Form.

Evaluation and Grading:

Submission of Correct/Complete Internship Paperwork	10%
Social Media Assignments	15%
Agency Description	15%
Final Report (SLO 1-12)	25%
Final Evaluation by Agency Supervisor	25%
Timeliness of All Required Assignments	10%
 TOTAL	 100%

Students are required to keep a copy of all forms and internship documents during the course of the semester. If documents are lost for any reason, the student is responsible to produce another

copy. Falsification of weekly reports, evaluations, the final portfolio, number of hours worked, etc. will not be tolerated.