

# **INTERNSHIP MANUAL**

**LEI 4940 and 4941  
LEI 6922**



## **RECREATIONAL THERAPY CURRICULUM**

**FLORIDA INTERNATIONAL UNIVERSITY  
Revised December 2019**

## **PREFACE**

Fieldwork experience is one of the most important steps a student takes in preparing for a professional career in Recreational Therapy (RT). It is the competent professional practitioners in cooperating agencies that make this aspect of the curriculum possible. At Florida International University (FIU), we are fortunate to have a number of cooperating internship agencies who are able to provide qualified agency internship supervisors. These supervisors have a thorough knowledge of the field, an interest in internship instruction, and are dedicated to high standards in recreational therapy.

We--the faculty of FIU, Department of Counseling, Recreation and School Psychology--deeply appreciate the opportunities afforded our students in carrying out their fieldwork assignments. We want to express to all those involved our collective and sincere thanks and gratitude.

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## **INTRODUCTION**

The Recreational Therapy Program at Florida International University currently employs a dual internship program (LEI 4940 & LEI 4941) requiring students to do two internships.

**\*\*\*It is important to note that students are responsible for finding and securing internship placements. Students are not guaranteed to complete an internship in their preferred location, city, or setting. \*\*\***

### **INTERNSHIP I (LEI 4940) - 6 credits; For All Tracks (Pre-RT and RT):**

Internship I provides students with the opportunity to gain field experiences at **2 different sites for 4-6 weeks each** (160 hours at each site; 320 total hours). At least one site must be considered a clinical site and must be under the supervision of a Certified Therapeutic Recreation Specialist (CTRS). Students have the option of completing all 320 hours at one site, **if and only if** the site is out of area **and** the supervisor is a CTRS.

Students enroll in LEI 4940 for 3 credit hours PER rotation (a total of 6 credits hours). Students may complete both of their internship I rotations in the same semester OR may choose to complete each rotation in a different semester. If a student completes their internship at an *out of area* site, the 320 hours must be completed in one semester.

Internship I serves several important functions: (a) offer students a diverse experience to assist with career decisions, (b) provide an orientation to the practice of RT in diverse settings, and (c) provide agencies with opportunities to screen students for future placement.

**INTERNSHIP II (LEI 4941 & 6922) - 12 credits; Only for RT and 4+1 Students:**

Internship II involves a minimum of **14 consecutive weeks** (560 hours) of field experience at one setting in which RT services are provided by Certified Therapeutic Recreation Specialists (CTRS). **During internship II, per NCTRC rules, students cannot go under 20 hours a week or over 45 hours a week at any time during their internship. If this happens, students must begin the internship over!**

Students enrolled in the RT curriculum register for LEI 4941 (Internship II) for 12 semester hours of credit their senior year. All other coursework must be completed prior to enrolling in the final internship. Graduate students are required to register for 6 semester credit hours. Each student is assigned to an approved cooperating fieldwork agency for a minimum of 560 hours of professional practice. **Approved internships must be supervised by a full-time Certified Therapeutic Recreation Specialist (CTRS) who has been working at the agency for a minimum of one year.**

Internship II should include three distinct aspects: (1) direct service delivery; (2) routine RT services including assessment treatment planning, patient services, and evaluation and administrative responsibilities--acquisitions, planning, long range development, treatment meetings, staff meetings, etc.; (3) extra-mural activities, such as hearings, board, committee and allied health meetings, conferences, workshops and state meetings. At first, the student is expected to observe and assist until she/he is somewhat familiar with the staff, the clientele, general policies, procedures, organizational pattern, facilities, and equipment, rules, and regulations. Later, the student should assume increasing responsibilities and, eventually, under supervision, be in charge of his/her own program or programs. Keeping individual differences in mind, each student should be led into greater and greater responsibility as the semester progresses.

**Affiliation Agreements for Internship Sites:** FIU requires an affiliation agreement with every agency that accepts student interns. The affiliation agreement is a legal contract that has to be approved by the both the agency's and FIU's legal counsel. In some situations, an affiliation agreement with an agency is unable to be signed due to legal issues, differences in state laws, or agency policy. In these circumstances, even if a student was accepted as an intern not currently on the RT Internship Site List (which can be accessed at [recreationaltherapy.fiu.edu](http://recreationaltherapy.fiu.edu)), it is not guaranteed that the agreement can be signed. If this happens, it is still the student's responsibility to find another internship site.

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## **Purpose of Manual**

This manual is intended to enable effective communication among internship students, cooperating agency internship supervisors, and the University. Policies and procedures are suggested as guidelines to assist with placing, supervising, and evaluating internship students.

**Definition of Terms:**

The term, "Internship", is used to stand for an upper level undergraduate instructional program that includes supervised pre-professional practice in approved RT or health care service agencies. The practical experience aspect of the program involves observation and participation in planning, conducting and evaluating at the face-to-face, supervisory and executive levels of professional responsibility. Internship includes many field experiences, but it is a particular program with academic credit requiring a considerable amount of planning and analysis on the part of the student, and supervision from the internship agency and the University.

**Purpose of Field Work:**

The overall purpose of the internship is to help students grow personally and professionally. Although specific objectives are expected to vary for each student and each agency, the internship should provide:

- (a) Students with opportunities for practical experience in the organization and administration of recreational, leisure and health care services in various program areas and to increase his/her knowledge and skill at the face-to-face, supervisory, and executive levels of leadership;
- (b) Students with an understanding and appreciation for the professional duties and responsibilities of personnel in the field;
- (c) Students with opportunities to determine his/her professional strengths and weaknesses;
- (d) The University with (a) an evaluation of student performance, and (b) opportunities for the faculty to interact with field professionals and confront practical problems in the field, and
- (e) Permit agencies and interns to exchange new and updated concept of leisure programming and service delivery.

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## **RESPONSIBILITIES**

**I. The University will:**

- a) Determine eligibility of students for internship;
- b) Approve cooperating internship agencies;
- c) Approve internship placements in consultation with the student and the agency;
- d) Provide the agency recommendations upon request;
- e) Assist the agency, upon request, in developing study programs and materials, and selecting appropriate experiences to meet the needs of particular students, and;
- f) Assign a University internship supervisor to:

1. Help students prepare for internship;
2. Visit the agency, observe the student, and confer with the student and the agency supervisor at least once (only during Internship II - subject to the availability of funding);
3. Evaluate the field work reports and discuss the reports with the students and the agency supervisor in person and via the phone;
4. Evaluate the student's internship performance and professional potential and assist the student in self-evaluation and in consultation with the agency supervisor, assign the student's final grade for internship.

II. The agency will:

- a) Obtain official agency approval (Appendix A) and complete a formal contract of agreement as a cooperating internship agency and affiliation agreement (provided by RT faculty);
- b) Interpret the aims and outcomes of the internship program to the agency's managing authorities and its community;
- c) Interview and select students in consultation with the University;
- d) Interpret the internship program to the agency staff and help the student gain acceptance as a member of the staff;
- e) Orient, introduce and identify the student as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the clientele of the agency;
- f) In consultation with the University, assign a qualified work supervisor for each student

**All LEI 4941 & 6922 RT internship supervisors must possess current professional Certification as a CTRS by the National Council for Therapeutic Recreation Certification (NCTRC);**

- g) Help each student develop a sound plan of study and experiences to meet his/her individual needs as well as contribute to the agency;
- h) Evaluate and assist in grading the student, and
- i) Participate in periodic evaluation conferences with university personnel to improve the internship program.

III. The Student will:

- a) Attend pre-internship meetings the semester preceding internship;
- b) Attend at least one on campus or online meeting during internship;
- c) In consultation with the University internship supervisor, secure placement in an approved cooperating internship agency after a thorough search including interviews at two or more agencies;
- d) Secure a copy of the internship manual for the agency and one for their personal use;

- e) Discharge his/her work responsibilities in a professional manner, participate in all training and study sessions, attend scheduled conferences and submit all reports as required by the agency;
- f) Visit, observe, and participate in all phases of the agency operation other than those to which he/she is assigned;
- g) Prepare a notebook that includes information, such as field work meeting and supervisory conference notes, agency policy statements, forms, brochures, worksheets, records, reports, outlines;
- h) Develop with the help of her or his supervisor a plan of study and experience, and
- i) Prepare and submit required reports and assignments to a University supervisor (See Appendix for Forms and/or assignment descriptions). Assignments include:

***LEI 4940 (Internship I):***

- 1. Behavioral Contract (Appendix O)
- 2. Weekly Field Work Logs (Appendix D, E)
- 3. Final Field Work Evaluations (1 per agency) (Appendix K)

***LEI 4941 & 6922 (Internship II & Graduate Internship):***

- 1. Behavioral Contract (Appendix O)
- 2. Field Work Bi-Weekly Reports (Appendix D, F)
- 3. Case Study Report (Appendix G)
- 4. Major Project Guidelines (Appendix H)
- 5. In-Service Project (Appendix I)
- 6. Final Field Work Report (Appendix J)
- 7. Mid-Semester Internship Evaluations (Appendix L)
- 8. Final Internship Evaluations (Appendix K)

***\*\*\*NOTE:*** All reports should be typed, double spaced and follow American Psychological Association (APA) guidelines.

- j) **All students are required to attend an end of internship meeting (either on campus or via digital platform depending on where the internship is being completed) which is scheduled by the FIU internship supervisor.**

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## **POLICIES AND PROCEDURES**

## **I. Approved Cooperating Internship Agencies:**

Although it is a distinct honor to be selected as an approved cooperating internship agency, it is not something that should be entered into without serious deliberation on the part of agency personnel and policy makers. Considerable professional sacrifice, expense and time are necessary to make this contribution to the professional preparation of future Recreational Therapists. The following criteria and procedures are used in selecting agencies and placing students.

### **Criteria for Selection**

1. A sincere desire to participate in an educational program to improve the preparation of quality personnel for the profession.
2. Professionally prepared staff to supervise students - staff with competence, a thorough knowledge of the field, supervisory experience, an interest in field instruction, ability to analyze and evaluate practice, an understanding of professional preparation curriculum, and an interest in improving and maintaining the specialization areas.
3. Evidence of a sound professional philosophy of human service delivery.
4. Adequate resources to afford broad and varied programs and services.
5. Sound administrative procedures such as personnel policies including in-service training.
6. Evidence of adequate facility and community acceptance and support.

### **Procedures for Selection**

1. Agencies desiring approved status will indicate that there is policy and administrative approval for participating in the internship program by means of completing the Agency Approval Application (Appendix A) and Agency Agreement forms (Appendix B).
2. A Joint Contract of Agreement (Appendix B) should be received at the University at the earliest possible date prior to the placement of interns.
3. The University will inform agencies of their status as soon as possible after application following consideration.
4. Selection as an "approved cooperating internship agency" does not insure that a student will be assigned to the agency, but only that the agency will be on the list from which the assignments are to be made.

**\*Agencies are held to ethical principles that operate in the best interest of their consumer and the student when entering a commitment to engage in internship responsibilities.**

## **II. Internship Students:**

Students must complete specific academic requirements and preliminary field experiences prior to Internship.

- a. **Selection:** Students must:

1. Have completed all academic course work prior to enrollment in LEI 4941 – must make an appointment with College of Education Advisor and complete *Advising Approval Form* (Appendix N) and submit to internship coordinator.
2. Possess a 2.5 overall grade point average and be officially accepted into the RT program prior to internship (for both LEI 4940 and LEI 4941).
3. Have secured student professional liability insurance through [www.hpsso.com](http://www.hpsso.com) (for both LEI 4940 and LEI 4941).
4. Complete any facility requirements prior to beginning (e.g., physical, CPR, first aid) (for both LEI 4940 and LEI 4941).

**b. Placement:**

1. Students planning to do field-work will attend the Pre-internship meeting scheduled prior to registration for LEI 4940, 4941, & 6922.
2. **Students will keep the University Field-Work supervisor informed of all contact with potential internship agencies regarding internship.**
3. A current list of approved cooperating internship agencies will be maintained online. Students may access this list via [www.recreationaltherapy.fiu.edu](http://www.recreationaltherapy.fiu.edu).
4. In consultation with a University supervisor, the student will contact and interview with at least two agencies. The student's first contact with an agency should be a formal letter including a resume indicating an interest in interviewing for an internship placement with the agency. This written communication should be followed up by a telephone call to set a time for an appointment.
5. Students shall keep the University supervisor informed of all interviews and indicate those agencies with which s/he would like to do his/her internship. The student should not give a definite commitment to any agency without consulting the University internship supervisor.
6. Agencies will interview students for internship positions and decide what students they are willing to accept based upon their own criteria.
7. A University internship supervisor in conjunction with the student and the agency supervisor will make the placement decision taking into account, as much as possible, the interests and preferences of the agency and the student.
8. The agency will notify the University and the student of the student's acceptance by means of written communication. An "Agency Internship Placement Confirmation Letter" is available for use in this manual (Appendix C).
9. When the student learns of his/her acceptance for internship placement, she or he is expected to contact the agency fieldwork supervisor to make further arrangements.

**III. Registration and Evaluation:**

- a. The University supervisor will clear students to pre-register for LEI 4940 Internship I (3 credits per rotation for a total of 6 credits), LEI 4941 Internship II (12 credits), or LEI 6922 (6 credits) once all paperwork has been received. Students must pay all regular



tuition and fees. During Internship II, students will normally carry no other course work throughout the semester without special permission from the University supervisor.

- b. Internships are graded on a Pass/Fail basis. **Failure is considered a grade of C- or less, and is determined by the University supervisor. Grading should not be confused with the Rating Sheet that the agency supervisor completes and discusses with the student.** A grade of "P" or "F" will be given to students based on the quality and timeliness of written reports, field observation and conferences with the student, agency and University supervisors.
- c. The agency supervisor's grade is based on fulfillment of position responsibilities and potential as a future professional. The Rating Sheet, which the agency supervisor completes and discusses with the student, is used primarily to help the student discover strengths and weaknesses and should not be confused with final grades (See Appendix K).
- d. It is the responsibility of the student to turn in all required reports and assignments to the University supervisor in a timely manner. **Reports and assignments are to be turned in throughout the internship (due dates are posted on Canvas), rather than at one time toward the end of the internship. Failure to turn-in reports and assignments in a timely manner will result in a grade of "F" for the internship. Students will not pass the internship if they are missing reports or assignments.** All reports and assignments (including the Final Evaluation form) requiring the agency supervisor's consultation and signature must be completed and signed prior to returning the report or assignment to the University supervisor.
- e. The University supervisor is under no obligation to allow any work to be redone or resubmitted. If the University supervisor allows for the resubmission of work, it will be allowed only **one time** during the course of the internship. The student is responsible for seeking consultation with the University supervisor if she or he has concerns about the quality of her or his work. Work found to be of marginal or poor quality will be returned to the student. The student will be permitted to resubmit the work no later than five (5) days (weekends included) after the University supervisor returns it to the student.
- f. **LEI 4940:** Weekly Field-Logs must be received by the University supervisor each week for the duration of the internship rotation. The weekly reports are typically due the Tuesday following the week being reported on. **Each section of the Weekly Field-Log must be completed.** Questions should be taken seriously, thus, answered thoughtfully and thoroughly. Evaluations by the agency supervisor must be received no later than seven days (including weekends and holidays) after completion of the rotation. Students will not pass rotation sites without the Final Evaluation completed and signed by the agency supervisor. **A grade of "F" for any rotation will result in a failing grade for the entire internship, or other disciplinary action.**
- g. **LEI 4941 & 6922:** Bi-weekly Reports are to be completed and submitted to the

University supervisor no later than one day after the beginning of the next bi-weekly time period. **It is not permissible to skip any of the sections of the Bi-Weekly Reports.** Each section should be taken seriously, and answered thoughtfully and thoroughly. The University supervisor must receive all assignments and work no later than the last day of the internship. Evaluations by the agency supervisor must be received no later than seven days (including weekends and holidays) after completion of the internship. Students will not pass the internship without the Final Evaluation completed and signed by the agency supervisor.

#### **IV. Unsatisfactory Performance During internships or Removal from Internships**

##### **Policy:**

Each student will sign a behavioral contract (Appendix O) prior to starting their internship, acknowledging the importance of professionalism at the internship sites. Violations of the behavioral contract may result in temporary or permanent removal from an internship rotation. If this is to occur, you must immediately schedule a group meeting with your site and university supervisors. Severe (as judged collaboratively by your site and university supervisor) and/or multiple violations of the behavioral contract will result in termination of the internship and automatic failure of the course.

Students performing unsatisfactory work (C minus or less) during internship, and/or who have been removed from an internship placement for behavioral or reasonable cause will be placed on full probation from the program until a full review of the circumstances can be completed. Professional behavior includes issues related to dress code determined by agency policy, as well as personal conduct and interpersonal interactions with staff and clients. Students are expected to be polite, respectful, self-motivated and willing to assume tasks. Students performing at an unsatisfactory level and/or removed for a second time will be discontinued from the RT program.

##### **Rationale:**

It is the responsibility of University to educate students for professional careers while at the same time protecting the health and well-being of the consumers served by the preprofessional in training.

##### **Procedures:**

- a. In the event of an unsatisfactory performance report from an agency during an internship the University supervisor will discuss the issues and problems with the agency supervisor and develop an appropriate plan of corrective action.
- b. In the event a student's behavior or actions create concerns for the well-being of the agency's consumers or personnel, the University internship supervisor, program coordinator or departmental chair, and agency fieldwork supervisor will meet to determine an appropriate course of action. Behavior or conduct demonstrated by the student that places consumers at-risk is grounds for immediate dismissal.
- c. Students receiving an unsatisfactory grade or removed for conduct reasons:

1. Will not be permitted to resume another placement until the next internship cycle, and
2. Will not be allowed to re-enroll without the permission of an internship supervisor and the RT program coordinator.

## **V. Disability Resource Center (DRC) and the Office of Inclusion, Diversity, Equity & Access (IDEA)**

### **Policy:**

#### **DRC:**

Students with disabilities who need accommodations should make an appointment with the Disability Resource Center (DRC), to discuss specific needs **prior** to the start of the internship. The DRC is located in GC 190 (Modesto Maidique Campus) and WUC 131 (Biscayne Bay Campus). The DRC can be contacted via email or telephone at [drc@fiu.edu](mailto:drc@fiu.edu); 305-348-3532 (for MMC Campus) and [drcbbc@fiu.edu](mailto:drcbbc@fiu.edu); 305-919-5211 (for BBC campus). For more information regarding the DRC services please visit: <https://studentaffairs.fiu.edu/get-support/disability-resource-center/>.

#### **IDEA:**

Students needing assistance with any issues of inclusion, diversity, equity or access should contact the Office of Inclusion, Diversity, Equity & Access (IDEA). The office is located in PC 321 (Modesto Maidique Campus). IDEA can be contacted via email or telephone at [idea@fiu.edu](mailto:idea@fiu.edu); 305-348-2785. For more information regarding the services provided by IDEA please visit: <https://diversity.fiu.edu/>

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## **CONCLUSION**

The purpose of this manual has been to facilitate three-way understanding among INTERNSHIP STUDENTS, COOPERATING INTERNSHIP AGENCIES, and the UNIVERSITY so that each student majoring in recreation may become all that s/he is personally and professionally capable of being.

The discussions, forms, suggested policies and procedures are intended to serve students and supervisors. Criticism and recommendations concerning this manual and the internship program are solicited and welcomed.

## **APPENDICES**

<b>APPENDIX A</b>	Agency Approval Application
<b>APPENDIX B</b>	Affiliation Agreement
<b>APPENDIX C</b>	Agency Field Work Confirmation Letter
<b>APPENDIX D</b>	Field Work Cover Sheet
<b>APPENDIX E LEI 4940</b>	Weekly Field Work Report
<b>APPENDIX F LEI 4941/6922</b>	Bi-Weekly Field Work Report (1-3; 5-7; Alternate)
<b>APPENDIX G</b>	Case Study Guidelines
<b>APPENDIX H</b>	Major Project Guidelines
<b>APPENDIX I</b>	Guidelines for In-Service Project
<b>APPENDIX J</b>	Final Field Work Report
<b>APPENDIX K</b>	Internship Evaluation Form
<b>APPENDIX L</b>	Mid-Semester Internship Evaluation Form
<b>APPENDIX M</b>	Insurance Information
<b>APPENDIX N</b>	LEI 4941 Advising Approval Form
<b>APPENDIX O</b>	Behavioral Contract
<b>APPENDIX P</b>	NCTRC Certification Guide



**APPENDIX A:**  
**REQUEST FOR AGENCY APPROVAL**  
**RECREATION THERAPY INTERNSHIP PLACEMENT**

**Instructions:** The following application provides insights into the ability and willingness of an agency to serve as an internship site for the placement of RT students. Please briefly answer each question and provide documentation when possible. Participation as a field placement agency is a significant professional commitment that is appreciated.

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**AGENCY INFORMATION:**

Agency Name:	
Agency Address:	
Agency Contact Person:	
Agency Phone #:	
Agency Email:	
Agency Website:	

**What is the primary mission of the agency?**

**Which best describes your agency? (Check all that apply)**

- |  |  |
|--|--|
| <input type="checkbox"/> Physical Rehabilitation | <input type="checkbox"/> Psychiatric Rehabilitation        |
| <input type="checkbox"/> Extended Care Services  | <input type="checkbox"/> Substance Abuse Rehabilitation    |
| <input type="checkbox"/> Educational Setting     | <input type="checkbox"/> Developmental Disability Services |
| <input type="checkbox"/> Corrections             | <input type="checkbox"/> Other (please specify) _____      |

**Who is/are the *primary* population(s) served by the agency? (Check all that apply)**

- |   |  |
|---|--|
| <input type="checkbox"/> Senior Adult (65 yrs+)       | <input type="checkbox"/> Mid Adult (30-64 yrs)         |
| <input type="checkbox"/> Young Adult (18-29 yrs)      | <input type="checkbox"/> Adolescent (13-18 yrs)        |
| <input type="checkbox"/> Youth (5-12 yrs)             | <input type="checkbox"/> Pre-School (less than yrs)    |
| <input type="checkbox"/> Pre-School (less than 5 yrs) | <input type="checkbox"/> Other (Please Specify): _____ |



**APPENDIX A:**  
REQUEST FOR AGENCY APPROVAL  
RECREATION THERAPY INTERNSHIP PLACEMENT

**Please explain the role of recreational therapy within the service delivery structure of the agency. Please attach appropriate documentation.**

**How long has the agency provided recreational therapy services? \_\_\_\_\_Years.**

**Has the main supervisor(s) of RT interns been certified and worked in RT/TR at the facility at least one year?**

☐ **Yes**

☐ **No**      *(Please also complete the table below)*

**Identify the number of staff allocated to provide recreational therapy services at the agency:**

CTRS:		Non-certified Personnel:		Other:	
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**PLEASE PROVIDE INFORMATION ON RECREATION THERAPY'S ROLE IN EACH OF THE FOLLOWING AREAS:**

**CLIENT ASSESSMENT:** *(Please attach pertinent assessment instruments and documentation.)*



**APPENDIX A:**  
REQUEST FOR AGENCY APPROVAL  
RECREATION THERAPY INTERNSHIP PLACEMENT

**CLIENT TREATMENT/CARE/DEVELOPMENTAL TRAINING:** *(Please provide titles or descriptions of services and documentation where possible)*

**DOCUMENTATION AND PROGRESS CHARTING:** *(Please briefly describe recreational therapy's role in the charting of client progress.)*

**PROGRAM/OUTCOME EVALUATION:** *(Please provide a description of the means used to evaluate program effectiveness. Offer documentation where appropriate.)*

**Please list specific opportunities and experiences that will be provided to enhance the professional development of the intern.**



**APPENDIX A:**  
REQUEST FOR AGENCY APPROVAL  
RECREATION THERAPY INTERNSHIP PLACEMENT

**PLEASE IDENTIFY WHETHER YOUR AGENCY IS WILLING TO PARTICIPATE IN BOTH INTERNSHIP I AND/OR INTERNSHIP II.**

**INTERNSHIP I:** *(IN SOUTH FLORIDA AREA: Students are required to complete two different internship rotations – 160 hours at each rotation. OUT OF SOUTH FLORIDA: Students complete one internship rotation – 320 hours total).*

Internship I occurs following the student's completion of FIU Introduction to Recreation Therapy Course and is designed to orient students to the practice of RT in diverse settings. For students completing 160 hour rotations: These placements occur between 4-6 weeks (minimum of 27 hours/week; maximum of 40 hours/week). For students completing 320 hour rotations: These placements occur between 8-12 weeks.

*Please check one:*

- ☐ YES (160 hour rotation)
- ☐ YES (320 hour rotation – if out of South Florida area)
- ☐ NO Internship I

*Please identify number of students that can be accepted per semester:*

\_\_\_\_\_ 160 hour rotation

\_\_\_\_\_ 320 hour rotation *(If out of area)*

**INTERNSHIP II: (560 Hours Total):**

Internship II occurs at the end of the student's senior year of education and involves a full-time (40 hours/week) highly structured field experience of at least fourteen weeks in duration. Students are expected to complete a minimum of 560 hours during the field work experience. Internship II should serve to refine the knowledge areas and practice skills of the pre-professional. (There should be no more than 1:2 ratio of agency internship supervisor to full-time intern students).

*Please check one:*

- ☐ YES
- ☐ NO

*Please identify number of students that can be accepted per semester:*

\_\_\_\_\_ Students





**APPENDIX A:**  
REQUEST FOR AGENCY APPROVAL  
RECREATION THERAPY INTERNSHIP PLACEMENT

**LIST THE NAMES OF AGENCY PERSONNEL WHO SERVE AS INTERNSHIP SUPERVISORS.**

*Please attach verification of each person's professional certification status.*

NAME	NCTRC Certification #: <i>(Or other type of credential)</i>	Date Initially Certified	Exp. Date	Date Started Agency

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Agency Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR UNIVERSITY USE ONLY**

- ☐ Approved  
☐ Not Approved

University Signature \_\_\_\_\_ Date: \_\_\_\_\_

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## **APPENDIX B:**

### **AFFILIATION AGREEMENT**

FIU requires an affiliation agreement with any new internship site that is not already listed on the approved FIU Internship Site List. The affiliation agreement is a legal contract that has to be approved by both the agency's and FIU's legal counsel. In some situations, an affiliation agreement with an agency is unable to be signed due to legal issues, differences in state laws, or agency policy. In these circumstances, even if a student were accepted as an intern at an agency not listed on the RT Internship Site List, it is not guaranteed that the agreement can be signed. If this happens, it is the student's responsibility to find another internship site.

Currently FIU is unable to sign any affiliation agreements with agencies located in the state of North Carolina. This restriction is due to new NC state licensure law passed in August of 2015. FIU still accepts eligible students into the RT program who are residents of NC, but these students must complete their internships in a different state.

The affiliation agreement must be started several months in advance of the proposed internship. To get additional information about the affiliation agreement process and to receive a copy of FIU's template agreement, please contact the RT Internship Coordinator.

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**APPENDIX C**  
**FLORIDA INTERNATIONAL UNIVERSITY**  
**RECREATIONAL THERAPY CURRICULUM**  
***AGENCY FIELD WORK CONFIRMATION LETTER***

**Instructions: The top portion of this form should be completed by the agency fieldwork representative who is responsible for field work when the field work placement letter is received and then returned to the University.**

This is to certify that (the RT student name) \_\_\_\_\_ has been accepted as a field work student with (agency name) \_\_\_\_\_.

It is understood that he/she is expected to work a minimum of \_\_\_\_\_ hours per week beginning (date) \_\_\_\_\_ and ending (date) \_\_\_\_\_, with the following exceptions:

Agency Holidays \_\_\_\_\_

Other \_\_\_\_\_

Please note, the students are on the agency schedule, not the university holiday schedule.

The following University approved person from our staff is familiar with the **FIU- RT Internship Manual** and has agreed to serve as agency internship supervisor for this student.

Agency Fieldwork Supervisor (Print Name): \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

E-Mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date \_\_\_\_\_

**Instructions: The STUDENT must complete the following section:**

Student PID: \_\_\_\_\_ Student email: \_\_\_\_\_

Check/complete all that apply:

\_\_\_\_ Internship I: Semester/Session \_\_\_\_\_ & year \_\_\_\_\_ Rotation #1 \_\_\_\_ or Rotation #2 \_\_\_\_ or Combined \_\_\_\_

\_\_\_\_ Internship II: Semester/Session \_\_\_\_\_ & year \_\_\_\_\_

**Instructions: The STUDENT must also sign the statement below in the presence of the agency fieldwork representative and before turning it into the FIU-RT Internship Coordinator:**

I, (print name) \_\_\_\_\_, will commit to interning at this site and will commit to the policies and procedures of the above fieldwork agency and other policies and procedures as outlined by the agency fieldwork representative.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

\*\*\*\*\*

Return to: Lauren Ortega, M.S., CTRS, ATRIC  
Florida International University  
MMC, 11200 SW 8th Street, ZEB 335A, Miami, FL 33199  
Phone: 305-348-3905; E-mail: [lalfonso@fiu.edu](mailto:lalfonso@fiu.edu)



# **APPENDIX D (LEI 4940):** WEEKLY REPORT COVER SHEET

<b>DATE/WEEK OF REPORT</b>	Week # ____ Dates: ____ / ____ / ____ to ____ / ____ / ____
<b>TOTAL HOURS THIS WEEK:</b>	
<b>CUMULATIVE HOURS TO DATE:</b>	

Student Name:	
Panthersoft ID (PID):	
Student Email:	
Student Phone#:	

Name of Agency:	
Agency Phone#:	

Name of Supervisor:	
Supervisor Email:	
Supervisor Phone#:	

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\*\*Upon getting the appropriate signatures, scan this form and save as a PDF (NO PHOTOS!) and submit to Canvas with your other required documentation.*



# **APPENDIX D (LEI 4941):** BI-WEEKLY REPORT COVER SHEET

<b>DATE:</b> <i>(List start &amp; end date of days worked for this reporting period)</i>	____ / ____ / ____ to ____ / ____ / ____
<b>TOTAL HOURS</b> <i>(for 2 Week Period)</i>	
<b>CUMULATIVE HOURS TO DATE:</b>	

---

Student Name:	
Panthersoft ID (PID):	
Student Email:	
Student Phone#:	

Name of Agency:	
Agency Phone#:	

Name of Supervisor:	
Supervisor Email:	
Supervisor Phone#:	

---

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Agency Signature: \_\_\_\_\_ Date: \_\_\_\_\_

University's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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*\*\*Upon getting the appropriate signatures, scan this form and save as a PDF (NO PHOTOS!) and submit to Canvas with your other required documentation.*



**APPENDIX E:**  
FIELD- WORK WEEKLY REPORT  
LEI 4940: INTERNSHIP 1

Date/Week of Report:	Week # ____ Dates: ____ / ____ / ____ to ____ / ____ / ____	
Name of Student:		
Panthersoft ID (PID):		
Name of Agency:		
Name of Supervisor:		

***To complete your weekly report, type directly into this word document. You must then print it out, have your supervisor read and sign each page, and then scan the entire document in ONE PDF attachment (NO PHOTOS!) and submit on Canvas. If you can only scan and save your report one page at a time, you can merge your files using the website: [www.pdfmerge.com](http://www.pdfmerge.com)***

***Make sure to attach Appendix D (signed cover sheet with correctly weekly/cumulative hours) with the same corresponding dates to accompany each of your written reports. You will not get credit if the two are not together. Therefore, make sure you complete it in a timely manner for your agency supervisor to review before the submission due date in your folder.***

**\*PLEASE NOTE EVERY PAGE OF YOUR REPORT MUST BE SIGNED BY YOUR SUPERVISOR!!!**

***This written report must be typed (double spaced) and should cover at least 2 full pages. Please answer the following with thoughtful, thorough and insightful answers.***

- 
1. List professional practice activities in which you participated this week.
  2. Consider the APIED process – which components of the process did you gain experience in, and through which activities?
  3. What problems did you face this week? How did you handle the problems?
  4. Among the various activities in which you participated, which activity do you consider the most valuable and why?
  5. Identify at least one new professional insight you experienced this week?
  6. Generally, what were the most important things you learned this week?

Signature of Supervisor:		
Printed Name of Supervisor:		Date:



## APPENDIX F:

FIELD- WORK BI-WEEKLY REPORT (Reports 1 – 2)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

Date/Week of Report:	
Name of Student:	
Panthersoft ID (PID):	
Name of Agency:	
Name of Supervisor:	

*To complete your bi-weekly report, type directly into this word document. You must then print it out, have your supervisor read it and sign each page, and then scan the entire document into ONE PDF attachment (NO PHOTOS!) and submit on Canvas. If you can only scan and save your report one page at a time, you can merge your files using the website: [www.pdfmerge.com](http://www.pdfmerge.com)*

*Make sure to attach Appendix D (signed cover sheet with correctly weekly/cumulative hours) with the same corresponding dates to accompany each of your written reports. You will not get credit if the two are not together. Therefore, make sure you complete it in a timely manner for your agency supervisor to review before the submission due date in your folder.*

***\*PLEASE NOTE EVERY PAGE OF YOUR REPORT MUST BE SIGNED BY YOUR SUPERVISOR!!!***

---

**Instructions:** To ensure consistency with the standards set by NCTRC, all RT interns must engage in a specific set of activities and this template is designed to offer structure to your experience. The following outline is to be used to generate the bi-weekly reports for all RT internships. **All reports should be returned to the University supervisor within three (3) days of the end of the two week period. Please address the following categories.**

### I. CLIENT ASSESSMENT:

- Population assessed:
- What type(s) of assessment instrument are used at the agency? (Provide example if possible):
- Personal observation or experience gained participating in the assessment process:
- Personal evaluation of the instrument and process (i.e. is it thorough, effective, etc.):
- Personal insights:

**APPENDIX F:**  
FIELD- WORK BI-WEEKLY REPORT (Reports 1 – 2)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

**II. CLIENT TREATMENT/CARE PLANNING:**

- a. Description of the Recreational Therapist's role in the client's treatment process:
- b. Description of RT treatment/care plan that is created based on client assessment:
- c. How are client treatment outcomes evaluated:
- d. Personal insights:

**III. PROGRAM IMPLEMENTATION:**

- a. What types of RT programs are offered at the agency?
- b. What types of outcomes are achieved during these programs:
- c. Personal evaluation of RT program offerings (comprehensive enough, good resources, etc.):
- d. Personal insights:

**IV. DOCUMENTATION**

- a. What is the documentation process used at the agency?
- b. Experiences gained in the documentation of client participation in RT:
- c. Other forms of documentation experiences gained:
- d. Personal insights:

**V. SERVICE/PROGRAM EVALUATION**

- a. Are there methods in place to evaluate the RT program and services provided at the agency? (i.e. client feedback, surveys, quality improvement measures?)
- b. Personal insights:

Signature of Supervisor:		
Printed Name of Supervisor:		Date:



**APPENDIX F:**  
FIELD- WORK BI-WEEKLY REPORT (Reports 1 – 2)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

**VI. PARTICIPATION IN OTHER ACTIVITIES**

- a. What experiences existed for participation in other types of activities sponsored by the agency?
- b. Describe interactions with other disciplines:
- c. What experiences existed for in-service or additional training?

Signature of Supervisor:		
Printed Name of Supervisor:		Date:



## APPENDIX F:

FIELD- WORK BI-WEEKLY REPORT (Reports 3-7)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

Date/Week of Report:	
Name of Student:	
Panthersoft ID (PID):	
Name of Agency:	
Name of Supervisor:	

*To complete your bi-weekly report, type directly into this word document. You must then print it out, have your supervisor read it and sign each page, and then scan the entire document into ONE PDF attachment (NO PHOTOS!) and submit on Canvas. If you can only scan and save your report one page at a time, you can merge your files using the website: [www.pdfmerge.com](http://www.pdfmerge.com)*

*Make sure to attach Appendix D (signed cover sheet with correctly weekly/cumulative hours) with the same corresponding dates to accompany each of your written reports. You will not get credit if the two are not together. Therefore, make sure you complete it in a timely manner for your agency supervisor to review before the submission due date in your folder.*

***\*PLEASE NOTE EVERY PAGE OF YOUR REPORT MUST BE SIGNED BY YOUR SUPERVISOR!!!***

---

**Instructions:** To ensure consistency with the standards set by NCTRC, all RT interns must engage in a specific set of activities and this template is designed to offer structure to your experience. The following outline is to be used to generate the bi-weekly reports for all RT internships. **All reports should be returned to the University supervisor within three (3) days of the end of the two week period. Please address the following categories.**

---

### **I: GENERAL INFORMATION:**

- Population worked with during two week reporting period:
- Assessment/Evaluation Instrument Used:

### **I. CLIENT ASSESSMENT:**

- How many client assessments did you complete during the two week reporting period?

**APPENDIX F:**  
FIELD- WORK BI-WEEKLY REPORT (Reports 3-7)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

- b. Are there any barriers you experienced while completing assessments? (i.e. communication difficulties, disinterest, mood/behavioral problems?)
- c. Describe one of the clients that you assessed this week: (i.e. what is their diagnosis, what are their interests, what was your experience like interacting with the patient, what goals did you set?)
- d. Personal insights – what has been the biggest challenge you have had to overcome to complete client assessments?

**II. CLIENT TREATMENT/CARE PLANNING:**

- a. What are some of the factors you had to consider when planning patient programs during the two week reporting period?
- b. Have you had to adapt or change any of your plans in the middle of a program?
- c. Personal Insights - What are some of the biggest challenges that you experience when planning activities/programs/events?

**III. PROGRAM IMPLEMENTATION:**

- a. List all of the programs/activities that you participated in, facilitated or observed during this two week reporting period:
- b. Did any problems arise during your programs? If there were no problems, what are some of the factors that led to a successful program?
- c. Describe one client's specific experience during a program you facilitated. What outcomes did that client experience from the program? Why do you think this client enjoyed (or did not enjoy!) the program?
- d. Personal insights – what was the most valuable thing you learned these past weeks while working with your clients?

**IV. DOCUMENTATION**

Signature of Supervisor:		
Printed Name of Supervisor:		Date:

**APPENDIX F:**  
FIELD- WORK BI-WEEKLY REPORT (Reports 3-7)  
LEI 4941: INTERNSHIP II & LEI 6922: GRADUATE INTERNSHIP

- a. Write an example of a treatment note/documentation that you made during the past two weeks:

**V. SERVICE/PROGRAM EVALUATION**

- a. Give an example of feedback or a comment from at least one client who participated in a program you facilitated/participated in.
- b. What indicators do you use to judge the success/outcomes of a program/group/outing? (i.e. comments, body language, etc.)

**VI. PARTICIPATION IN OTHER ACTIVITIES**

- a. What experiences existed for participation in other types of activities sponsored by the agency?
- b. Describe interactions with other disciplines:
- c. What experiences existed for in-service or additional training?

Signature of Supervisor:		
Printed Name of Supervisor:		Date:

LEI 4941  
Alternative Bi-Weekly Report #6

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*Still turn in Appendix D with your hours and supervisor signature. Your supervisor does NOT have to read and sign this report, so please be open and candid about what you share! This is IN PLACE of completing Bi-Weekly Report #6, NOT in addition to it! Please answer each question thoroughly, in complete sentences.*

1. What has been your favorite moment of your internship so far?
2. What was the most challenging moment/experience during your internship?
3. During the first two weeks of the semester, you completed an online training about the following four job skills: adaptability, self-awareness, empathy, and resilience. Please provide an example of at least two of those skills applied during your internship.
4. Describe one of your favorite clients/patients that you worked with during your internship.
5. What were you most surprised about during your internship? (i.e. was the internship what you expected? Was it different? Etc.)
6. Did you feel that your previous coursework and Internship I experiences adequately prepared you for your final internship? If not, what would have helped you feel more prepared?
7. How did this internship compare to your first internship(s)?
8. What do you think is your best quality as a future recreational therapist? (i.e. what are your strengths?)
9. What is your favorite program/activity to facilitate?
10. What do you think you need to work on to become a more effective recreational therapist? (i.e. what are your weaknesses?)

LEI 4941  
Alternative Bi-Weekly Report #6

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11. What are your supervisor's best quality as a CTRS?
12. Do you feel you received adequate instruction and supervision from your agency supervisor? Is there any other type of mentorship you would find helpful?
13. Do you plan on sitting for the NCTRC exam? If so, when do you plan on taking the exam? If not, what is your rationale for the decision?
14. Describe your 'dream job'.
15. What's next for you? (i.e. Finding a job, grad school, vacation....)



**APPENDIX G:**  
CASE STUDY  
LEI 4941: INTERNSHIP II

**Instructions:** *Choose one patient/client to complete an in-depth case study report. You may need to work with your agency supervisor to identify an appropriate individual. You should spend several sessions and a significant amount of time with the patient/client you choose – the goal is to get to know this person’s specific situation/case in-depth (typically on a deeper level than other patients). You may use the below template to complete your report, however each section must be answered in complete sentences IN YOUR OWN WORDS. (Do not copy information directly from the patient’s chart). You can gather information from medical charts, other healthcare providers and family members. Each section needs to be addressed.*

**Objectives:**

- To demonstrate mastery of the APIE process as it relates to your assigned client.
  - To demonstrate documentation skills and ability to gain information from other service providers.
  - To create a professional relationship with assigned client
  - To understand the role of a CTRS for a client with a specific diagnosis
- 

**Content:**

1. Identifying information: patient's initials, age, gender, and racial/ethnic background.
2. Diagnosis:
  - a. Patient's diagnosis as stated in the medical chart/agency records
  - b. Brief description of case, including:
    1. Signs and symptoms the patient presents with
    2. Clinical course and prognosis
    3. Medical and/or surgical management
  - c. Date of onset and date of admission.
  - d. Patient’s chief complaints, signs, and symptoms on admission.
3. Personal history: Discuss pertinent information in the following areas: social, medical, educational, and vocational.

4. Treatment plan other than recreational therapy: medical, nursing, social service; physical, occupational and speech therapies, dietary, psychological, home health care. (Obtain this information from appropriate personnel as well as the chart.)
5. Recreational Therapy Program
  - a. Referral: Note date of onset and special information precautions and/or restrictions.
  - b. Initial RT Evaluation: include evaluation procedures and results in the following areas based on an evaluation YOU complete:
    1. Physical status
    2. Cognitive status
    3. Social interaction skills
    4. Psychosocial, mental status, mood, cooperation, motivation, social problems
    5. Past social, leisure, and recreational involvement
    6. Barriers to progress including: physical, attitudinal, financial and social
    7. Patient's goals with regard to community living.
  - c. Summary of patient's assets and deficits.
  - d. RT treatment objectives and goals.
  - e. Implementation: Give a detailed description of entire treatment process including:
    1. Program/activities/sessions completed with the patient
    2. Methods/techniques and equipment used with patient
    3. Therapist's role in treatment process
    4. Patient's response and progress made
    5. Modification of goals and/or methods
  - f. Discharge Plans
    - a. Discharge summary



1. Patient's prognosis
2. Plans for the patient
3. Specific role of RT specialist in discharge planning
4. Family involvement and training



**APPENDIX H:**  
**MAJOR PROJECT**  
**LEI 4941: INTERNSHIP II**

**Instructions:** *Each study will complete a major project that will be of benefit to yourself as an intern/student AND to the agency. The project is to be discussed with the agency supervisor. There is no one correct format for completing the major project. Some students may choose to implement a new program, put on a special event, create a relevant display, etc. Regardless of the format of the major project, it must be relevant to your agency.*

**All students must turn the following items:**

- ☐ Completed (typed) Appendix H (see sections below)
  - ☐ A copy/documentation of the Major Project (photos, PowerPoint, brochures, etc.)
- 

**Please complete the following sections:**

**Rationale for the Major Project:** *Provide a written rationale for why you choose your specific project. This should include background information, benefits to the agency and supporting research.*

**Objectives:** *List at least 3 objectives of your Major Project:*

- 1.
- 2.
- 3.

**Description of Major Project:** *Provide a verbal description of your project in addition to documentation of the finished product.*

**Outcomes:** *How successful was your major project at your agency? In what capacity have clients/patients benefitted or participated as a result? Is this something that will continue to be utilized after you complete your internship?*



**APPENDIX I:**  
**IN-SERVICE PROJECT**  
**LEI 4941: INTERNSHIP II**

**Instructions:** *Each student will complete an in-service presentation to a designated group at your internship agency. An 'in-service' project/workshop means that you are presenting and educating other colleagues/disciplines at the agency on a topic related to your area in Recreational Therapy (i.e. RT services, programs, techniques, policies, etc.) You should first discuss your ideas with your agency supervisor and together decide upon a topic, date, and the audience for your presentation.*

**All students must turn the following items:**

- ☐ Completed (typed) Appendix I (see sections below)
- ☐ A copy/documentation of the In-Service presentation (whether this is a PowerPoint, handout, display, etc.)
- ☐ Evaluation of your in-service from attendees (This may be written feedback from participants or your supervisor, a short survey at the end, etc.). It is a good idea for students to create a feedback form to hand out to their participants.

---

**Please complete the following sections:**

In-Service Topic:	
Date of In-Service:	
# of Attendees:	
Length of Presentation:	

**Rationale for the In-Service Project:** *Provide a written rationale for why you choose to present on the identified topic. This should include background information, benefits to the agency and supporting research.*

**Objectives:** *List at least 3 objectives of your presentation:*

- 1.
- 2.
- 3.

**Description of the In-Service:** *Discuss the format you presented in, the location, etc.*

**Evaluation:** *How was your in-service evaluated by others? Provide a self-evaluation of your performance – would you have changed anything? Were you comfortable presenting to a group? Be sure to include any forms/feedback you received.*



## APPENDIX J

### ***LEI 4941 & 6922 FINAL REPORT***

#### **INSTRUCTIONS:**

Each fieldwork student must complete a final report describing and evaluating his/her total field work experience. This should be started early in the semester since it should be reviewed by the Agency Supervisor and submitted to the University Supervisor on the day after the last day of fieldwork.

(Suggested Outline)

A. TITLE PAGE - date, name of student, name of agency and agency supervisor, and internship Dates

B. PREFACE - Purpose of the report and acknowledgments.

C. TABLE OF CONTENTS

D. STUDENT'S AIMS AND OBJECTIVES

E. AGENCY DESCRIPTION - participants, objectives, organization, program, facilities, leadership-personnel, fiscal, and general administrative procedures.

F. STUDENT ACCOMPLISHMENTS - summary of duties and responsibilities, assignments, etc.

G. SELF-ANALYSIS OF PERFORMANCE - strengths, shortcomings, problems, questions.

H. CONCLUSIONS AND RECOMMENDATIONS - future career, interests, and needs, type of setting, and level of leadership desired; courses, books, institutes, workshops desired; recommendations to the Agency and the to the University.

I. APPENDICES - attach copies of materials to illustrate report, such as project reports, flyers, programs, and news releases (especially project materials developed by the student) Please attach or deliver with the report any materials available from the agency that would be useful for post fieldwork seminars or other classroom instruction at the University.



## APPENDIX K: FINAL INTERNSHIP EVALUATION FORM

Student Name:	
Supervisor Name:	
Agency:	
Evaluation Period:	_____ / _____ / _____ to _____ / _____ / _____

**The FIU RT Program asks agency supervisors to grade the student's overall performance as an intern. In order for a student to receive a passing grade for the associated internship course, he/she must have completed the required number of internship hours AND receive a grade of a C or better from both their internship supervisor and their university supervisor.**

**Students should be graded in all the categories outlined below. Please reflect carefully upon the student's work and make an honest judgement of the qualities of the student intern. Judgment should be based on the entire internship, rather than upon an isolated incident. Please evaluate the student using the following grading scale.**

<b>A</b>	<b>OUTSTANDING</b>	<i>Student does extremely high quality and comprehensive work. No room for improvement.</i>
<b>B</b>	<b>GOOD</b>	<i>Student does good work, but could demonstrate some improvement in identified area. No outstanding issues.</i>
<b>C</b>	<b>AVERAGE</b>	<i>Student does the minimal amount of work possible to meet requirements. Room for improvement.</i>
<b>D</b>	<b>POOR</b>	<i>Student does low quality work and does not meet expectations.</i>
<b>F</b>	<b>UNSATISFACTORY</b>	<i>Student fails to meet any expectations and requirements.</i>
<b>N/A</b>	<b>NOT APPLICABLE</b>	<i>Grading category not applicable to internship.</i>
<b>DNO</b>	<b>DID NOT OBSERVE</b>	<i>Grading category was not observed at any time during internship.</i>

**When the entire evaluation is completed (with the agency supervisor's comments and signature and the student's comments and signature), the student will keep the original, scan it, and submit it in the appropriate folder in his/her Canvas course. It is recommended that the agency supervisor keep a copy of this completed form for his/her records as well.**

---

## APPENDIX K:

### FINAL INTERNSHIP EVALUATION FORM

Please provide a letter grade for each identified area:

#### PROFESSIONAL PERFORMANCE

*Grade*

Established work goals:	
Succeeded in achieving goals:	
Planned work to be accomplished:	
Completed assignments by due date:	
Was critical of own performance and quality of work:	
Conducted self well before groups:	
Strove for quality in written expression:	

#### PROFESSIONAL KNOWLEDGE:

*Grade*

Displayed ability to integrate conceptual knowledge and activity skills:	
Displayed knowledge and understanding of program principles and methods:	
Showed an ability to apply knowledge in a practical manner:	
Showed grasp of total field:	
Possessed a wide variety of interests:	

#### PROFESSIONAL PERSONALITY:

*Grade*

Was enthusiastic:	
Was courteous and tactful:	
Voice quality, speech presentation, tone and inflection:	
Displayed sense of humor:	
Displayed mature judgement:	
Displayed concern for others:	

## FINAL INTERNSHIP EVALUATION FORM

*Grade*

Space is provided below for additional comments regarding the student's overall performance, identified strengths and areas of growth. If more space is needed, please attach a sheet or use the back of this form.

[illegible][illegible]

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_





## APPENDIX L: MID-SEMESTER INTERNSHIP EVALUATION FORM

Student Name:	
Supervisor Name:	
Agency:	
Evaluation Period:	_____ / _____ / _____ to _____ / _____ / _____

**The FIU RT Program asks agency supervisors to grade the student's overall performance as an intern. In order for a student to receive a passing grade for the associated internship course, he/she must have completed the required number of internship hours AND receive a grade of a C or better from both their internship supervisor and their university supervisor. If the intern is not performing at a C or better in any of the below categories, the supervisor and student should make an action plan to increase performance and meet goals.**

**Students should be graded in all the categories outlined below. Please reflect carefully upon the student's work and make an honest judgment of the qualities of the student intern. Judgment should be based on the entire internship, rather than upon an isolated incident. Please evaluate the student using the following grading scale:**

<b>A</b>	<b>OUTSTANDING</b>	<i>Student does extremely high quality and comprehensive work. No room for improvement.</i>
<b>B</b>	<b>GOOD</b>	<i>Student does good work, but could demonstrate some improvement in identified areas. No outstanding issues.</i>
<b>C</b>	<b>AVERAGE</b>	<i>Student does the minimal amount of work possible to meet requirements. Room for improvement.</i>
<b>D</b>	<b>POOR</b>	<i>Student does low quality work and does not meet expectations.</i>
<b>F</b>	<b>UNSATISFACTORY</b>	<i>Student fails to meet any expectations and requirements.</i>
<b>N/A</b>	<b>NOT APPLICABLE</b>	<i>Grading category not applicable to internship.</i>
<b>DNO</b>	<b>DID NOT OBSERVE</b>	<i>Grading category was not observed at any time during internship.</i>

**When the entire evaluation is completed (with the agency supervisor's comments and signature and the student's comments and signature), the student will keep the original, scan it, and submit it in the appropriate folder in his/her Canvas course. It is recommended that the agency supervisor keep a copy of this completed form for his/her records as well.**

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**APPENDIX L:**  
**MID-SEMESTER INTERNSHIP EVALUATION FORM**

**Please provide a letter grade for each identified area:**

**PROFESSIONAL PERFORMANCE:** *Grade*

<i>e.g. The student establishes work goals, completes assignments by due date, shows an ability to communicate ideas, and strives for quality in written expression.</i>	
COMMENTS:	

**PROFESSIONAL KNOWLEDGE:** *Grade:*

<i>e.g. The student shows an ability to apply knowledge in a practical manner and possesses a wide variety of interests and skills.</i>	
COMMENTS:	

**PROFESSIONAL PERSONALITY:** *Grade:*

<i>e.g. The student is enthusiastic, courteous and tactful; demonstrates appropriate voice quality and speech presentation with tone and inflection; displays a sense of humor, mature judgment, and concern for others.</i>	
COMMENTS:	

**PROFESSIONAL ATTITUDE:** *Grade:*

<i>e.g. The student displays initiative, imagination, and enthusiasm for the profession; accepts assignments willingly and upholds departmental policy.</i>	
COMMENTS:	

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **APPENDIX M:**

### **LIABILITY INSURANCE INFORMATION**

As a student intern, your professional responsibilities increase; therefore, your chances of being named in a lawsuit increase as well. Professional liability insurance is an important safeguard for you as a recreational therapy intern.

All interns must purchase individual student professional liability insurance through Healthcare Providers Service Organization website: <http://www.hpsa.com>

Students may not begin any internship without proof of insurance submitted to the Recreational Therapy Internship Supervisor at FIU.

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**APPENDIX N**  
**LEI 4941 Advising Approval Form**

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I, \_\_\_\_\_ (name of student), met with my academic advisor,  
\_\_\_\_\_ (name of advisor), on \_\_\_\_\_ (date).

---

Advisors please check one:

\_\_\_\_Cleared

\_\_\_\_Missing Courses (if so list below)

Courses Needed:

---

---

---

---

---

Signature of Student

---

Date

---

Signature of Advisor

---

Date



## APPENDIX O: Behavioral Contract

The Florida International University Recreational Therapy (FIU RT) Program values our reputation of quality and excellence among our students, faculty, RT agencies, and other internal and community stakeholders. In order to maintain this reputation, it is important that students recognize their roles as representatives of the FIU RT program when engaged in the community during field experiences (such as Internship I and Internship II). In accordance with the ATRA Code of Ethics, all members of the FIU RT program will honor the principles of beneficence, non-maleficence, autonomy, justice, fidelity, veracity, informed consent, confidentiality and privacy, competence, and compliance with laws and regulations when performing duties with external agencies and clients.

All students agree to uphold these principles, and continue our legacy of excellence by adhering to the following behavioral guidelines:

- Report on time and ready to begin work on all assigned dates, and stay for duration of assigned time
- Accept responsibility for transportation to and from internship sites
- Contact your agency supervisor immediately if you experience an emergency that will cause you to miss a site visit
- Contribute to the creation of a safe therapeutic environment
- Maintain open and honest communication with your academic and agency supervisors
- Work cooperatively with your supervisors, site staff, clients, and other students assigned to your site
- Utilize textbooks and other resources outside of your internship times to bring ideas and make ties between academic learning and professional practice
- Complete all required planning duties as assigned by your agency supervisor prior to the start of the new work day
- Adhere to the agency's dress code, presenting a neat, clean, and professional appearance at all times.
- Understand and adhere to all site rules and regulations
- Create and maintain professional boundaries with clients, client family members, and staff at sites
- Practice person-first language and philosophy at all times
- Demonstrate courtesy and utilize professional communication at all times
- Display tolerance, sensitivity, and impartiality toward others' beliefs, cultures, backgrounds, and behaviors
- Never use phones or other electronic devices during your internship hours, unless given permission to do so
- Try to resolve any problems directly with your agency supervisor, and contact your academic supervisor if you still need assistance, or to schedule a group meeting
- Adhere to all rules, regulations, and policies specific to your internship site
- Read the FIU RT Program's Internship Manual prior to starting your internship
- Comply with the Florida International University code of conduct, and all local and federal laws

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Student Name (Printed)

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Student Signature

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Date



## **APPENDIX P:** NCTRC CERTIFICATION STANDARDS

For information regarding the National Council for Therapeutic Recreation Certification's (NCTRC) standards please visit:

<https://www.nctrc.org/about-certification/certification-standards/>

All students interested in becoming a Certified Therapeutic Recreation Specialist (CTRS) must comply with all NCTRC certification standards.