Recreation Therapy Program
Undergrad/Grad Internship Manual
May 7th to August 10th 2018

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Introduction

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

The second component pertains directly to the Recreation Therapy knowledge areas as determined by the National Council for Therapeutic Recreation Certification (NCTRC) and professional organizations (ATRA). Students are expected to complete course work in the areas which relate to anatomy and physiology; human growth and development across the lifespan, leisure theories and concepts; diagnostic groupings; basic concepts and models of RT/TR; assessment, observation and interviewing; developing and implementing individual intervention plans; working with groups; documentation and evaluation, organizing and managing services and professionalism (NCTRC, 2014). They also complete ten hours of course work in a variety of interventions such as stress management; adapted aquatics; relaxation; animal assisted therapy and therapeutic arts.

The last component is the experiential component which includes volunteer work, five (5) clinical courses with differing populations and an Internship experience. Before being accepted into the major, the student must complete a minimum of 40 hours with persons with disabilities in the community. Prior to the Internship students are also expected to complete five (5) clinical courses within five (5) different settings and populations (rehabilitation, psychiatric, pediatrics, geriatrics and developmental disabilities deficits) for a total of 250 hours prior to the Internship. The Internship is the last segment of the experiential component and the student's education at the University of Toledo. The student must complete 560 hours/14 weeks at one agency under the supervision of a certified Therapeutic Recreation Specialist (CTRS). Upon graduation, the recreation therapy student will have completed over 750 hours of volunteer/paid experiences in the field of recreation therapy.

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

Clinical Instructor (CI) Requirement:
All Clinical Instructors (CI) are required to complete an informational training session about the Internship experience or hard copy review of the RT Program Internship Manual about the University of Toledo Recreation Therapy Website prior to the start of mentoring a UT student Internship. Once the Agency selects the UT student for his/her Internship the Clinical Instructor will be contacted in the spring via email with instructions regarding the Clinical Instructor Manual and review verification. CI's are expected to completely read the Clinical Instructor Manual prior to May 1st.

THE UNIVERSITY OF TOLEDO RECREATION THERAPY PROGRAM

Accreditation Status

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

Definitions used within this manual and during the Internship

Internship Coordinator is responsible for overseeing the development of the student-training program prior to the Internship which begins in the RCRT 4850 Internship Preparation course. She is responsible for establishing the written agreement between the Internship agency and the University of Toledo, verifying CTRS credentials and student readiness in conjunction with academic advising in Student Services.

Affiliation Agreement is a legal document/contract between the academic entity (University of Toledo) and the agency. If the student does not receive compensation for the Internship then a previously date sensitive signed current contract or a new signed contract will be required at minimum one week prior to the start date of the Internship. Ideally, a signed contract should be in effect at minimum two months or more prior to the start of the Internship experience.

Clinical Instructor (CI) is anyone at the Internship site who is responsible for the recreation therapy student on a day-to-day basis. This person communicates with the University if the student is having problems during the Internship and completes all evaluation documents of the student. This person must be a CTRS who is certified by NCTRC at the professional level and have a minimum of one (1) year experience in the field as a CTRS from the date of the official notification from NCTRC not the date that the NCTRC Exam was taken. S/he must be employed full-time and on-site at the agency during the entire field placement experience and with the population at the Internship site. The CTRS must provide a copy of his/her credential to the student on the first day of the placement or earlier and be in good standing.

University Supervisor (US) is a faculty member of the University of Toledo and is responsible for the implementation and monitoring of the Internship. It is the responsibility of the US to ensure that all Internship experiences comply with the standards established by the University of Toledo Recreation Therapy Program and the NCTRC. At the University of Toledo this is a shared responsibility with one faculty member supervising the first 7 weeks beginning on May 7th (Summer Session I) and another faculty member supervising the second 7 weeks ending on August 10th (Summer

Session II). Both faculty members hold current certification by the NCTRC as a CTRS in good standing.

Internship: this is a highly structured field and practice-centered 14 week, 560 hour full time experience in an agency or hospital which has a full time certified recreation therapist on staff and on-site. During this time the student learns to work in a specific setting that provides recreation therapy. The experiences are determined by the Internship site and the University Internship Supervisor and are consistent with those skills required by an entry level CTRS.

Intern is a student currently enrolled at UT, pursuing a Bachelor of Science degree with a major in recreation therapy. The student is expected to be an active participant in the learning and supervisory process. The student is responsible for initiating the Student/Agency Agreement which requires signatures and should be submitted to the Internship Coordinator in the RCRT 4850 Internship Preparation course.

Graduate Students:

If you are a graduate student and did not enroll in the Internship Preparation course you will need to provide the Internship Coordinator your information in to Wendy Maran by Feb. 1, 2019.

Student Agency Agreement is a signed agreement between the student and the agency representative which contains student and agency information. The Agreement should contain the certification number, name and contact information for the Clinical Instructor. If the CI has not been assigned yet, the Agreement should contain the name and contact information for the professional who is responsible for RT Staff Services at the Agency. The Agreement also provides information for start and end dates and any benefits that may be provided to the student. The Agreement should be updated with any changes prior to the beginning of the Internship.

Purpose of Internship

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

Internship Objectives

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

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

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

Schedule of Internship

1. A minimum of 14 consecutive weeks, 40 hrs. per week is required, not to exceed 45 hours weekly or 10 hours per day.
2. Internship will be completed after a student has completed all major requirements.
3. Internships for the University of Toledo Recreational Therapy program will be completed during the summer beginning on May 7, 2018 (Summer Session I) and ending on August 10, 2018 (end of Summer Session II).
4. All students must enroll for both SS I and II and begin on May 7, 2018.

Requirements of Internship Experience

1. Students must have a cumulative GPA of 2.70 and no grade earned below a "C" in recreation and leisure/recreation therapy courses in order to begin their full-time Internship. Exceptions may be approved by the Director of RT.
2. Students must have all academic course work including course work required by NCTRC, clinical experiences, and interventions successfully completed before they will be approved to begin an Internship.
3. Students will be supervised by a certified therapeutic recreation specialist with at least one year of work experience in that agency and certified for one or more years, in the event that the CTRS has not been employed for a minimum of one year at the agency, this may be discussed and may be approved by the Director of RT. NCTRC stipulates that the first year begins the day the CTRS credential is granted by NCTRC and not the Exam test date that the Exam was taken and passed.

4. All Internship experiences must be completed within 24 months of the didactic course work. Failure to complete the Internship within 24 months may result in having to complete additional courses within the curriculum or repeating the RCRT 4850 Internship Preparation course.
5. During the Internship the **undergraduate RT intern** must complete requirements for both Internship courses and RCRT 4770 Project Design and RCRT 4780 Project Evaluation.

Graduate Students: ***Graduate students do not take the Project Design or Project Evaluation Courses.***

ROLES AND RESPONSIBILITIES OF PARTICIPANTS

1. **University Supervisor (US): Summer Session** responsibilities include, but are not limited to:

   a. developing and coordinating the selected Internship Sites with the center coordinators of clinical education;
   b. developing Internship education compatible with the program's curricular goals, the unique opportunities of the Internship Agency and the NCTRC standards;
   c. enforcing all program policies after application to the Internship component of the curriculum;
   d. arranging students' placements with consideration for the needs of all participants;
   e. apprising students of and collaborating with Internship Clinical Instructors on expectations through meetings, telephone communications, and mailings of course-related materials; and advising students on non-academic matters, professional behaviors, and communication issues associated with Internship;
   f. assisting student with problem resolution at the Internship site by phone consultation or by scheduled and as-needed site visits;
   g. facilitating agency Internship Clinical Instructor development and communications relating to the Internship education of recreation therapy students;
   h. teaching the Modules of the two required courses per summer session (either Internship and Project Design or Internship and Project Evaluation);
   i. posting appropriate questions on the Discussion Board weekly and responding as necessary;
   j. collecting all completed Module work and responding with comments and grades in a timely fashion;
   k. informing the Clinical Instructor of FERPA regulations;
   l. notifying the student of the designated faculty NCTRC Certification number required for the NCTRC Academic Field Placement Verification Form.

2. **Clinical Instructor (CI)**

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

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

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

a. identifying, organizing, and coordinating the specific learning experiences within the clinical education facility;
b. orienting students to the Agency and to the departmental policies and procedures, and ensuring student compliance with administrative standards;
c. assigning clients and duties that offer pertinent clinical experiences and facilitate students' achievement of desired competencies, clinical reasoning, and reflective practice;
d. assuming responsibility for the implementation of treatment and being physically present for supervision for a majority of the Internship during the Internship, supervision may be flexible as indicated by the skill level of the student at the Clinical Instructor's discretion;
e. supervising, evaluating, and providing ongoing feedback to the student, and contacting the University Supervisor immediately if problems arise;
f. serving as a role model for students representing professional behaviors and clinical skills as they carry out their professional duties in a manner that supports the ATRA *Code of Ethics* and the *Standards of Practice* for the specific service delivery area, and ensuring the student's assimilation of professional behaviors and ethics into practice;
g. providing the University Supervisor with a written Mid-Term Assessment (TRIE) and a Final Evaluation (TRIE) of the student's performance using the forms required by the University;
h. supporting the comprehensive educational curriculum to provide clinical learning experiences which reflect mutual curricular goals that are compatible with students' learning levels and the attainment of learning outcomes;
j. Assisting students in identifying and planning a project that can be completed before the conclusion of the Internship.
i. Sign the student's "Time Log of Hours" sheet.

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

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

a. reviewing information concerning the assigned agency that may be found on the internet or through contact with the Agency;
b. reviewing the responsibilities of the student, the academic education facility, and the clinical education facility as stated in the agreement for;
c. adhering to the policy regarding malpractice insurance;
d. completing all medical tests, procedures, and other special requirements of the Agency (e.g. interviews, current CPR certification, rubella titer test, health insurance, etc.);
e. acquiring proper attire as required by the agency (e.g. Lab coat, name tag);
f. sharing and reviewing academic assessments that require consultation with the CI;
g. downloading and printing the "Student Internship Guide" which is located on the NCTRC.org http://nctrc.org/wp-content/uploads/2016/08/NCTRCInternshipGuide2016-INTERACTIVE.pdf
h. completing all agency required in-services or special trainings (OSHA).

DURING the Internship, the student is responsible for:

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

eligibility-application.pdf (page 3 and 5) in preparation for submitting your professional eligibility application.

END of the Internship, the student is responsible for:

a. completing the "RT Student Self-Assessment" survey;
b. completing the "Time Log of Hours" form and submitting it to the CI for signature.

STUDENT REQUIREMENTS PRIOR TO INTERNSHIP

In the fall semester of the undergraduate senior year, the students are required to take the course RCRT 4850: RT Internship Preparation and earn a "C" or higher in the course. This course provides information on resumes and cover letters, interviews, developing a personal belief statement or philosophy, NCTRC Exam and certification information and general information about the Internship process. It is during this course that students begin to search for an Internship for the upcoming summer.

In this course the student completes an Internship application and is given a general timeline for the Internship search. When the student has determined where s/he would like to complete his/her Internship, the student requests that a contract be sent from the university to the agency. The Instructor for this course is considered the Internship Coordinator until the Internship experience begins. *If you are a graduate student you will need to meet with the University Internship Coordinator to provide Internship information to her.*

The student will provide the University Internship Coordinator with the name of the person to whom the contract should be sent, his/her email address, and the agency name. At the same time the student should give the potential Clinical Instructor the information packet that must be completed. When all paper work is completed and the contracts are in place the student will be notified by the University Supervisor that the Internship at that agency can occur. If it is not possible to complete the contract between the University and the Agency the student is responsible for finding another Internship site. All signed contracts must be in place prior to the beginning of the Internship.

The Internship Agency may require the student to agree to a Background Check, this requirement may be paid for by the Internship Agency or it will be the financial responsibility of the student. Additionally, the Internship Agency may request that finger printing, OSHA training or additional vaccinations be completed prior to the start of the Internship which will be validated by the assigned University of Toledo faculty member.

INTERNSHIP EDUCATIONAL EXPERIENCE

Transportation and Lodging

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

Dress Code

The students will be required to follow the dress code of the assigned Agency. Students are expected to present a professional appearance at all Agencies. If the student violates the agency dress code the student's grade for the current session will be reduced by one-half to one letter grade.

Attendance

1. Students are expected to attend their Internship for 560 hours and 14 weeks. There are to be no breaks during the 14 consecutive weeks. If a student is ill or sustains a serious injury which incapacitates the student for a week or more, the Internship may be canceled and the student must begin the Internship again depending upon when the illness/injury occurs. (NCTRC will be contacted and it will be determined what will happen following consultation). Students will not be excused for family vacations, reunions, etc. Any Internship that is interrupted will be re-scheduled to be completed the next summer. Students are expected to adhere to the schedule set forth by the CI.

2. If serious illness or injury occurs, the University Supervisor is to be contacted at once to determine the status of the Internship. This determination will occur through discussion with the student and the University Supervisor taking into consideration the requirements of the NCTRC. The CI will be consulted for input.

3. If the student completes 560 hours before the end of the 14 weeks, the fourteen weeks must still be completed.

4. NCTRC **does not** recognize more than 45 hours in one week as a work week or less than 4 hours a day as a work day or more than 10 hours a day.

5. At no time should you arrive for your Internship with a child or individual that is not an employee of the agency in which you are completing your Internship You should not have friends or family members visit you at your Internship site. No pets should be brought to your Internship site unless you have obtained written approval in writing from your CI in advance of the pet's visit.

Professionalism

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

At no time should a student participate in any social media (Face Book, Instagram, Snap Chat, etc.) positive or negative postings which would directly name or identify through a description a faculty member, clinical instructor, patient or employee of the agency where the student is completing an Internship. Failure to comply with the UT RT social media policy will result in an immediate suspension of the Internship experience to investigate the situation. Any suspended time will not be counted in the overall Internship hours. If the student is found to have violated this policy the student may be kicked out of the RT program, have to begin another Internship in the summer of 2019 which will delay graduation and receive a failing grade for the Internship in progress or receive a reduction of two letter grades for the final Internship grade. The consequence will be determined by the severity of the violation and it may involve consultation with the Director the UT Office of Student Conduct.

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

ACADEMIC INFORMATION

Verbal and Written Warnings and Decision Making Leave

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

Verbal Warning

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

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

Written Warning

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

Students Name:

Date of Meeting and specific dates of "incidents":

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

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

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

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

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

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

Decision Making Leave

The CI should contact the US for a phone or in person meeting (if possible) to discuss the "Final" chance. At this stage of student performance improvement it should be noted that there is often more emotion involved than expected and often one or both parties has decided that the Internship placement is not working out and a decision has to be made whether or not to continue the Internship experience. The Decision Making Leave is a one day leave for the Intern (Scheduled hours not worked on the DML day must be made up if the Internship continues). It is usually best if the DML discussion takes place at the end of a scheduled shift and the student will be on the DML day the following scheduled day. During the day off, the Intern must make a choice and fully commit to demonstrating acceptable performance in every aspect of Internship expectations or decide to discontinue the Internship. If the Intern decides to discontinue the Internship it is the responsibility of the Intern to contact the CI and the US immediately. If the Intern decides to continue the Internship, the Intern will have scheduled weekly meetings with the CI to discuss his/her performance and observed commitment. It is important to consistently meet once a week to provide specific feedback to the student, so it is best to

pre-arrange the specific meeting dates and times. A summary of the DML meeting and student decision should be sent to the US via email.

Termination

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

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

Withdrawal from Internship

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

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

1. Unsatisfactory student performance.
   According to the CI, the student's performance is detrimental to the agency in fulfilling its own health care responsibilities and/or the US has determined that the quality of the assignments associated with the Internship, effort in complying with the specific agency requirements and/or lack of effort in completing the Internship may warrant dismissal from the Internship experience. Student performance is below a "C" grade.

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

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

Procedures

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

Grades

Policy

A letter grade is assigned by the University Supervisor with input from the agency Clinical Instructor based on the evaluation methods stated in the course outline. Conference Requirements will be calculated in the Internship Final Grade.

A student's performance must be deemed average "C" or above average from the agency Clinical Instructor on the midterm and final evaluation form in order to pass the course in SSI and SSII. Any student not performing above at a "C" or better will not pass the Internship and will be withdrawn from the Internship and be required to repeat the Internship the following summer.

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Procedures

1. The University Supervisor and the agency Clinical Instructor each provide components of the teaching/learning experiences that enable the student to complete assignments and obtain objectives established by the course syllabus and the student.
2. The University Supervisor instructing the course follows the University scholastic policy in determining, assigning, and reporting course grades.
3. When Internship dates deviate from the scheduled University term, completion dates may deviate from the University schedule for that term. Internship experiences that are not completed or final evaluations that have not been returned by the date on which grades are due to the Office of the Registrar's will be recorded as "Incomplete."

4. When the assignment is completed and evaluations received, the University Supervisor will complete the necessary paperwork, obtain the necessary signatures and send it to the Office of the Registrar and request a conversion of the "Incomplete" to a letter grade. In the event the Internship is scheduled for more than 14 weeks, the Final grade may be issued at the end of the 14th weeks or a grade of "Incomplete" may be issued and changed upon completion of the Internship experience.

Dismissal from the Program

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

Remedial Internship Experiences

Policy

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

Procedure

1. The University Supervisor will work closely with the student and the agency Clinical Instructor to design remedial assignments or add additional weeks if the student's performance is unsatisfactory. The Final grade will be issued upon completion of the additional weeks; a grade of "Incomplete" may be issued and changed when the Internship is completed.
2. If efforts to remediate the deficit(s) are unsuccessful, the student will be dismissed from the program or the student will complete a new 14 week Internship the following summer. No hours previously accrued will count in the new Internship experience the following summer.

Student Grievances

Policy

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

Procedures

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

Risk Management

University Liability Insurance Program

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

Supplementary Liability Information

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

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

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

Professional liability insurance will be provided for insured students while participating in Internships required as a part of their academic program. Upon student's enrollment in the insurance program, the policy will provide up to $1,000,000 per occurrence/ $3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required Internship programs of UT.

Professional Liability

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

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

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

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

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

STUDENT WRITTEN REPORTS AND ASSIGNMENTS: Ugrads and *Grads*

Summer Session I--Goals

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

Summer Session I--Standards of Practice

- Using the ATRA Standards for the Practice of Therapeutic Recreation manual the student with the assistance of the agency supervisor must complete (2015) pp. 9-46, or and transfer the scores to the "Scoring Summary Worksheet" (2015) pp. 53-54 with explanations of scores.
- All completed forms must be sent to the University Supervisor via the U.S. Postal Service or dropped off in the department.

Summer Session II– Case Study

- The purpose of a Case Study is to bring to life the functioning characteristics of people with particular disabling conditions and the use of TR as an intervention. The Case Study helps to illustrate the intent and desired outcomes of TR and provides a picture of the TR process and considerations required of TRS's who work with the population.

Summer Session II- NCTRC Job Analysis Task Domains

- Refer to the NCTRC Job Task Domains document which is located in the Student Internship Booklet page 2 or at http://nctrc.org/wp-content/uploads/2016/08/NCTRCInternshipGuide2016-INTERACTIVE.pdf Review the 2014 NCTRC Job Analysis Task Domains. There are 10 job domain areas (A-J) and 69 Job Tasks divided among the job domains (A-J). Complete Module 2: NCTRC Job Analysis Task Domains according to the directions in Module 2. You may ask for assistance from your Clinical Instructor.

Summer Session II--Evaluations

- Evaluation and competency is an important component of programming. This will require the student to step back and evaluate his/her performance as an intern using the *Competency Assessment* found in the ATRA Standards of Practice Manual (2015)

pp. 95-97. The CI will review and discuss the Job Analysis Codes with the student. Students will complete the "RT Student Self-Assessment Survey" and submit it.

Discussion Board (DB)

- The course instructor will post questions for discussion (DB) on dates indicated within the course Syllabus on Monday morning at 11:00am. Students are expected to respond to each question or statement reflecting thought. They are also expected to respond to their fellow students postings before Sunday evening at 7:00pm. Students should review the Discussion Board Rubric embedded within the course.

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

- The Project Design (SSI) and Project Evaluation (SSII) courses are separate courses from the Internship course, each course has specific assignments to be completed.
- The student with his/her Clinical Instructor will decide on a project that will be designed and completed during the Internship.
- The project should be something that the Clinical Instructor feels will benefit the facility while providing the student with an educational experience of his/her interest. Projects such as typing policy and procedure manuals will not be approved.
- The final project topic must also be approved by the University Supervisor and a proposal must be turned in by the end of the 5th week of Summer Session I
- After acceptance of the proposal by the University Supervisor, the student may begin to work on the project.
- Following implementation the student must provide an in- service on the project for staff and evaluate the effectiveness of the project. A written report of the implementation and evaluation must be turned in along with a power point presentation which is presented to the University Supervisor during the last week few weeks of Summer Session II.

Competency Demonstration Project (*Graduate Students Only*)

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

EVALUATIONS BY CLINICAL INSTRUCTOR

Summer Session I –Midterm TRIE Evaluation

At the end of the first 5weeks, the University Supervisor will contact the CI either by phone or email to discuss the Intern's mid-term progress utilizing the TRIE and evaluate the student's mid-term progress, please review this with the student. The CI should keep in mind where he/she believes the student should be at mid-point in the Internship. Students should not be compared to previous or current students.

Summer Session II – Final TRIE Evaluation

Using the Final TRIE Evaluation, the CI will review the appraisal and Job Task Areas with the student during the 12th week of the Internship prior to sending it to the University Supervisor during the 13th week.

SUGGESTED INTERNSHIP TIMETABLE

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

Week	Learning Tasks	Reports/Tasks Due
Monday Week 1 May 7th SS I	Intern: Orientation to the facility, department, and program. Observe the recreation therapist and other therapies. Read written plan of operation and policy and procedures manual. Meet with CI and review the Internship Manual. Clinical Instructor (CI): Orient Intern and meet daily to answer questions, Intern should observe supervisor and other therapists completing daily tasks.	Open Distance Learning course and read all documents, review UT RT Internship Manual and discuss with agency Clinical Instructor. Record assignment due dates and times in your personal and professional calendars.
Week 2	Intern: Begin assisting in leading groups and assessments. Practice documentation. Attend treatment planning meetings. Supervisor: Review documentation with student. Model assessing patients, planning programs and group/individual leadership. Meet with Intern to discuss possible goals for Internship and begin discussing Project ideas. Provide Feedback.	Respond to DB #1 by t the due date and time. Complete Module 1: Goals and Objectives submit via the Assignment Drop Box.
Week 3	Intern: Assess and document a patient. Plan and lead a group with a new activity. Continue with assisting supervisor and necessary paperwork. CI: Provide feedback to Intern.	Respond to DB#2 by the due date and time. Module 1: If necessary, revise and return Internship goals and objectives and re-submit by the date indicated within Module 1. Read Module 2: ATRA Standards of Practice. ***Graduate Students Only:*** Read Module 3: Competency Demonstration Project.
Week 4	Intern: Assess and document 1–3 patients. Lead groups. Continue with assisting supervisor and necessary paperwork. Work on Standards of Practice assignment. CI: Provide feedback to Intern. Review Standards of Practice with Intern.	Undergraduate Students Only: Submit Project Proposal for Project Design course.
Week 5	Intern: Continue assessing, documenting and leading groups. Evaluate effectiveness of treatment on patients. Begin reporting in treatment team meetings. CI: Complete Midterm Evaluation, review with Intern and send in to University Supervisor, provide feedback to Intern. Begin discussion on budgeting and reimbursement. Provide feedback.	Respond to DB #3 by the due date and time. Undergraduate Students Only: Via the United States Postal System send or drop off at UT send Module 2: ATRA Standards of Practice assignment by the date indicated within Module 2. Revise and return Project proposal. Respond to the University Supervisor either on the phone or in writing regarding the student's Mid-term progress. ***Graduate Students Only:*** Submit Module 3: Submit a title and brief description of the project you are proposing.

Week 6	Intern: Continue assessing, documenting and leading groups. Evaluate effectiveness of treatment on patients. Begin reporting in treatment team meetings. CI: Provide feedback.	Respond to DB #4 by the due date and time.
Week 7	Intern: Work with assigned patients, advocating for their needs, etc. CI: Assign Intern two patients to be totally responsible for and one patient for Case Study. Discuss quality improvement. Provide feedback.	
Monday Week 8 June 25th SS II	Intern: Work with assigned patients. Lead groups and activities. Implement marketing project for TR. Clinical Instructor (CI): Assign Intern four (4) patients to be responsible for. Discuss other management issues with intern. Begin planning for and developing Case Study.	Respond to DB #1 by the due date and time.
Week 9	Intern: Work with assigned patients. Lead groups and activities. Begin preparation for project implementation. CI: Increase patient caseload. Discuss Project needs and progress with Intern.	Respond to DB #2 by the due date and time. Submit Module 1: Case Study
Week 10	Intern: Responsible for a recreation therapist's case load. Implement project. CI: Supervise intern. Provide feedback. Evaluate project.	Give the *Clinical Performance Appraisal* in the ATRA Manual (2015) pages 101-114 to your CI Implement Project and evaluate according to Project evaluation Module 1.
Week 11	Intern: Responsible for a Recreation Therapist's case load. Provide in-service on TR project. CI: Supervise Intern. Provide feedback.	Submit Module 2: The *NCTRC Job Analysis Task Domains.*
Week 12	Intern: Responsible for a recreation therapist's case load. Present brief overview of agency and project to University Supervisor and other Interns. Complete required evaluations. Provide your CI with the Final TRIE Evaluation to complete. CI: Supervise Intern. Provide feedback.	Respond to DB #3 by the due date and time. Undergraduate Students Only: Project Evaluation Module due: Submit "Call for Session Proposal" and Power Point presentation and complete Evaluation paper.
Week 13	CI: Complete the Final TRIE Evaluation and review it with Intern and send to University Supervisor.	Intern: Complete the C*ompetency Assessment* and review it with your CI. Complete the RT Student Self-Assessment August 2018. Undergraduate Students Only: Peer Review Project Power Point. Evaluate accomplishment of Summer Session I, Module 1: Goals.
Week 14	August 10, 2018: Completion of Internship	Intern: Complete forms: "Log of Hours," "Professional Eligibility Application," pages 3 and 5 of the Professional Application. Make two copies, give one copy to your University Supervisor, keep one copy and send originals of the NCTRC if requested.

Intern Evaluation Information

Summer Session I:

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

Summer Session II:

Student:
Evaluate your performance as an Intern using the *Competency Assessment* found in the ATRA Standards of Practice Manual (2015) pp. 95-97 and review with your agency Clinical Instructor. Complete and submit the RT Student Self-Assessment August 2018. At the conclusion of the Internship, make two copies and submit one copy of the Internship Hours Log and NCTRC Application to the US. Failure to submit copies of the Documentation of Internship Log of Hours, "Academic Internship Verification Form" and "Agency Internship Verification Form" will delay the completion of the Academic Internship Verification form by the University Supervisor.

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

Submit the CEU Request form for Internship supervision if desired.