Special Note: It is the student’s responsibility to read this entire handbook prior to meeting with the faculty internship coordinator or the internship administrative assistant.

January 2011
7th Edition
Internships provide students the opportunity to develop career interests and skills in professional settings.

This handbook provides an overview of the internship process.

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Introduction

This handbook has been designed to assist Recreation, Tourism and Therapeutic Recreation (RTTR) Majors in the procedural aspects involved in successful acquisition and completion of the “capstone” internship experience.

The internship experience has been designed to serve as a practical vehicle of transition for students to make the change from classroom to recreation/tourism/therapeutic recreation settings. Within the structured environment of a university approved agency/site and under the direct supervision of a university approved professional in the field, the student receives guidance in transitioning from the academic setting to the role of an employee in a “real life” worksite.

QUESTIONS OR ADDITIONAL INFORMATION?

CONTACT

Dr. Lorene Olson, Ph.D., Professor
Faculty Internship Coordinator
Telephone: 507-457-5499/800-242-8978
E-Mail: lolson@winona.edu
Fax: 507-457-5606

Violet Belter
Internship Administrative Assistant
Telephone: 507-457-5202
E-Mail: vbelter@winona.edu
Fax: 507-457-5606
Checklist of student responsibilities:

1. Obtain an Internship Handbook from the internship administrative assistant in Memorial (ME) 123 (READ THOROUGHLY BEFORE PROCEEDING).
2. Schedule a pre-internship meeting with Dr. Lorene Olson.
3. Locate potential internship sites. (Note: A file of internship sites where previous RTTR students have interned is available in Dr. Olson’s office (ME 122a), as well as the Administrative Assistant’s (ME 123).
4. Contact various sites of interest to arrange for a site visit and interview.
5. Meet with potential internship supervisors. Ask about:
   a. Nature of internships available (i.e. TR/RT)
   b. Required intern qualifications (i.e. CPR/First Aid Certification)
   c. Previous internship supervisory experience on the part of the site supervisor
6. If a contacted site appears of interest to you, it is time to obtain the following pieces of information to present to Dr. Olson during your second individual meeting regarding your internship:
   a. A detailed description of your duties and responsibilities as an intern at the desired agency.
   b. Information pertaining to the credentials and former intern supervisory experience of your potential site supervisor (Note: Internship site supervisor must be a full-time employee of the selected agency.)
   c. TR interns must obtain a current copy of their potential site supervisor’s NCTRC certificate. Note: It is the student’s responsibility to ensure that the site supervisor’s CTRS certification is current and will remain current throughout the course of his/her internship experience. All TR Supervisors must have held the CTRS credential for at least two years prior to accepting an intern.
   d. A current copy of your WSU Degree Audit Report (Note: Students must have a 2.5 GPA overall prior to enrolling in his/her internship.)
   e. A copy of any affiliation agreements and/or clinical contracts required by the agency. (Note: For the protection of our students, the WSU Legal Affairs Department must review the language in all affiliation agreements or clinical contracts. This can sometimes slow the internship registration process by two weeks or more.) Students should be aware that there have been incidents in the past where contract language has resulted in unsuccessful contract negotiation. Therefore, we recommend early processing of paperwork requiring affiliation negotiations. It would be wise not to schedule travel arrangements prior to successful contract negotiations.
7. Upon approval of the information submitted to Dr. Olson, schedule a meeting with the Internship Administrative Assistant (457-5202) to complete your internship registration paperwork. The following forms will be completed at this time:
   a. Internship Data Sheet
b. Internship Agreement form

c. Class Permit ‘Blue Card’ form

d. Reduced Student (Activity) Fee Authorization. (if site is beyond the 50 mile radius from the Winona campus)

e. Other information that must be submitted at this time includes: a copy of your internship duties and responsibilities (with Dr. Olson’s approval signature), a current copy of your transcripts indicating a 2.5 or better g.p.a. and a copy of your supervisor’s current NCTRC certificate (if you are a TR major).

8. Register for your internship. Remember to obtain your access code from your advisor.

9. Begin internship. Please remember the following minimums – 480 hours, 12 continuous and uninterrupted weeks for 10 credit internships OR 600 hours, 15 continuous and uninterrupted weeks for 12 credit internships. (Note: All TR students must complete 600 hour internships for certification purposes.) Interns may not work less than 20 hours in any one week nor may they count more than 45 hours in any one week toward the 480/600 hour minimums. Fewer than 40 hours in any one week will necessitate additional weeks at the intern site. **NOTE: A student may not decrease the required number of consecutive internship weeks by consistently working 45 hours/week.** In addition to the 480/600 hour minimums, each intern will be required to return to WSU and present a multimedia presentation on his/her internship experience. (See #14 for content.) In the rare instance where serious illness or personal emergency causes absence or the inability to work at least 20 hours per week, no more than two consecutive weeks of interrupted field placement work will be accepted. When a field placement (internship) is interrupted due to these factors, the student must immediately contact NCTRC for Alternative Field Placement Guidelines.

10. ***VERY IMPORTANT*** Submit timely reports every two weeks via e-mail attachment. If you do not readily have computer access, hard copies by mail or fax will suffice. Please see pages 19-21 for the RT and TR note outlines. Make sure you utilize the correct form. (Note: It is the student’s responsibility to maintain signed hard copies of each bi-monthly work summary. As they are completed, each bi-monthly report should be reviewed with and signed by the site supervisor.) It is extremely important to keep lines of communication open during your internship experience. Your University supervisor should be contacted immediately when any questions or concerns arise.

11. Initiate a midterm conference with internship site supervisor for purposes of reviewing the midpoint evaluation form. This form should then be mailed to Dr. Lorene Olson by the site supervisor. (Address: 122a Memorial Hall, Winona State University, Winona, MN 55987).

12. Initiate a final conference with internship site supervisor for purposes of reviewing your final evaluation form. Follow same instructions as #11 above.
13. Prepare and schedule a multimedia presentation of your internship experience. Presentation should use PowerPoint format. Additional requirements include selecting, modifying and inserting graphics from video, digital photography, Internet and/or scanning. Material to be covered in this 20-minute presentation should include the following:

a. A brief overview of the agency in which you completed your internship, including: the nature of the clientele served, the budgetary processes you were exposed to, your duties and responsibilities as an intern, special projects and/or highlights of your internship.

b. Personal and professional growth experiences and/or new insights you have gained as a result of your intern experience.

c. Please share with the underclassmen any assessment and/or documentation activities you were required to complete during your internship. For TR majors only, showcase samples of any assessment, planning and/or evaluation forms you utilized. Also include an actual assessment and progress note that you wrote and your supervisor reviewed. Be sure to use a fictitious name when you present these items to students.

d. What you consider to be the strengths and weaknesses of the WSU RTTR program with regard to preparing you for your internship.

e. How you might have better prepared yourself for your internship experience. What you consider your own strengths and weaknesses to be as you enter the field.

f. What things does the agency do that are unique and that you might want to emulate someday? (ie. programs, partnerships, therapeutic approaches, fundraisers)

(Remember confidentiality issues and be sure to discuss the contents of your WSU presentation with your site supervisor in advance. When feasible, site supervisors are invited to attend and participate in your WSU presentation.)

14. Upon return to WSU for your final presentation, the student must submit the following:

a. RTTR Quality Improvement Survey (Page 26)

b. Student evaluation of the on-site supervisor (Page 27)

c. Seven Principles for Good Practice in RTTR Questionnaire (Pages 28-31)

d. Final Evaluation from Site Supervisor (Page 24)

e. Hard copies of all bi-monthly reports signed and dated by your site supervisor. (Note: TR students must retain signed copies of the bi-monthly reports for use when applying to sit for their national exam).

****A reminder – as per University guidelines, double majors (RT and TR) may not enroll in more than 21 internship total credits.
Purpose of Internships
The Recreation & Tourism/TR Internship Program provides experiential learning opportunities valuable to a student’s professional development. The field experience (internship) also provides a means of reinforcing and enhancing academic preparation. Through experiential involvement, interns actively apply classroom knowledge and skills in a real work environment. In partnership with cooperating internship agencies, the Department offers the following internships to eligible degree candidates:

- RTTR 397 Recreation and Tourism – 10 S.H. (must complete 480 hours)
- RTTR 397 Recreation and Tourism – 12 S.H. (must complete 600 hours)
- RTTR 399 Therapeutic Recreation – 10 S.H. (must complete 600 hours)
- RTTR 399 Therapeutic Recreation – 12 S.H. (must complete 600 hours)

Objectives
The capstone field experience affords student interns opportunities to:
1) Participate in productive work activities as cooperative, contributing team members.
2) Actively apply previously acquired leadership, managerial, program planning, evaluation presentation and technological skills in meeting site/agency job requirements and expectations.
3) Develop strong interpersonal skills as applied to on-the-job oral and written communications.
4) Exercise decision-making and problem-solving abilities in performance of self-directed work assignments.
5) Evaluate personal expertise and academic achievements in relation to agency needs and performance standards.
6) Assess career plans and aspirations in relation to field experience.
7) Gain practical experience in assessing the needs and interests of clientele served.
8) Gain practical experience in setting and monitoring individual and/or group goals and objectives.
9) Gain practical experiences in program implementation and evaluation.

Pre-requisites
1) A minimum 2.5 GPA overall as it appears on the Degree Audit Reporting System (DARS) at the conclusion of the semester preceding the internship experience.
2) Senior standing.
3) TR Majors must obtain, read and agree to follow all the rules and regulations contained in the NCTRC Candidate Bulletin. This is available through the office of the NCTRC, 7 Elmwood Drive, New City, NY 10956, Telephone 845.639.1439; Fax 845.639.1471; e-mail: nctrc@NCTRC.org; website: www.nctrc.org.
4) All internships are taken on a pass/no credit basis.
5) The maximum number of credits that can be combined in internships is 21 (see current university catalog).
6) The full-time, on-site agency supervisor of TR interns must possess the CTRS credential for two years prior to supervising an intern.
QUALIFYING POSITION

1) Since the internship experience is designed to include experiences related to the job search process, one should use appropriate job search procedures to locate a “qualifying” internship position.

2) The responsibility for establishing and verifying the quality of an internship position is a responsibility that is shared between the student and designated faculty internship coordinator. For a meaningful experience, qualifying positions must meet the following guidelines:
   - Interns are to report to an on-site internship supervisor who is an experienced management-or supervisory-level employee. TR intern supervisors must possess current CTRS certification and have been credentialed for two years prior to accepting an intern.
   - Work experience must involve a challenging variety of recreation-related responsibilities rather than repetitive, routine tasks in order to qualify for an internship. Therapeutic Recreation students must obtain experiences as outlined in the most current NCTRC National Job Analysis.
   - Special work assignments delegated to a Recreation & Tourism/Therapeutic Recreation major intern may include special projects, administrative management and/or supervisory responsibilities consistent with the intern’s academic preparation and background.

3) If the student has a double major, each with an internship requirement, two distinct internships are required. Please note that the University does not allow more than 21 credits (See current WSU Catalog) for internship experience.

4) A student may intern with a current employer provided the position meets the usual internship guidelines and quality criteria. The work assigned must include challenging work experiences and involve responsibilities beyond the scope of an employee’s present position. A special project is required and is designed by the employee-intern and on-site supervisor. A Special Project Report is submitted with the other internship requirements as previously described.

5) An internship supervised by a student’s friend and/or relative is normally not approved because of a potential conflict of interest.

6) Students involved in a Therapeutic Recreation Internship are responsible for obtaining a photocopy of the internship site supervisor’s certification credentials. TR internships will not be approved until this information is submitted to the TR Internship Administrative Assistant.

INTERVIEW

Internship interviews should be treated as a job interview. The student should enter the internship interview in a prepared, organized fashion. He/She should be ready to discuss his/her academic and volunteer experiences which qualify him/her for the internship position. Further, the student must have familiarized himself/herself with the WSU Internship Handbook prior to the interview. This will ensure that the student provides the potential site supervisor with accurate information. Prior familiarization with the internship handbook will ensure that the student obtains all the internship site related information which will later be required to be submitted to the WSU Internship Supervisor. Students must not accept an internship placement without the WSU Internship Supervisor’s final approval.
NOTE:  *On-Site Supervisor – The person at the internship site responsible for
supervising and evaluating the intern.

**RTTR Internship Administrative Assistant – Assists with paperwork and
processing.

***RTTR Internship Coordinator – Faculty member assessing and evaluating
student intern.

COPIES
1) Please keep a copy of each form you file through the Internship Administrative
Assistant.
2. Obtain copies of all your evaluations from your site supervisor.
4. Keep copies of your internship review and evaluation summary.
INTERNSHIP SEARCH TIPS

The following information may be helpful as you begin your internship search process.

1. View the internship search process as a learning experience that will provide insights into your future job searches. The RTTR Department considers it the responsibility of prospective interns to initiate contact with internship sites, much as if one were seeking professional employment. Your faculty internship coordinator will assist you in this process, as needed.

2. Check the resources that are available. Many internship and career placement resources are listed on the internet (see sample sites, page 10). Also, check with the internship administrative assistant for a copy of a compiled list of previous internships our students have obtained.

3. After compiling a list of possible sites that interest you, you may want to meet with the RTTR internship coordinator to discuss them.

4. Internship applications will usually proceed in one of two ways. If time permits, a cover letter and resume should be sent to the potential internship sites. A sample cover letter and resume are available in this handbook or can be created on the computer. The WSU Career Services Office is a useful contact when it comes to writing cover letters and resumes. This may then be followed up with a phone contact. If time is limited, direct telephoning may be your initial contact with the internship site. At all times during the search process, it is important to project a professional image. Sending a thank you note after the interview is customary.

5. Always remember to keep in touch with your RTTR internship coordinator during the search process. Your RTTR internship coordinator may have information about potential internship sites and can provide coaching prior to the interview.

6. Once a site supervisor has tentatively agreed to accept you as an intern, meet with the RTTR internship coordinator for approval of your site related duties and responsibilities. Remember that you cannot officially accept the offer until your duties and responsibilities have been approved by the RTTR internship coordinator.
WEB RESOURCES

The attached list of websites contain information about professional organizations, as well as some links to job postings for RTTR majors.

Professional Organizations (some have job links)

www.nrpa.org (National Recreation and Park Association)
www.nctrc.org (National Council for Therapeutic Recreation Certification)
www.aee.org (Association for Experiential Education)
www.recreationtherapy.com (Therapeutic Recreation Directory)

Internship Sites

www.msu.edu/~rasmusse/intern2.htm (Michigan State University Recreation Dept.)
www.recnparks.com/jobs/index.html (Parks and Recreation Resources)
www.resortinternconnection.com (Resort Intern Connections)
www.sru.edu/studentlife/campusrec/Pages/PracticumsInternships.aspx (Slippery Rock University)
www.hper.indiana.edu/careers/ (Indiana University)
www.internshipprograms.com
www.internships.com
www.monstertrak.com
www.iowatra.org/internships.html
www.rileyguide.com/hosp.html
www.acacamps.org/jobs summer and year round camp jobs
www.ymca.net/career-opportunities YMCA jobs
www.ihiresportsandrecreation.com/t-Recreation-jobs iHireSportsandRecreation jobs
www.usajobs.opm.gov/EI/jobsbycollegemajor.asp Federal jobs by college major
SAMPLE RTTR INTERNSHIP COVER LETTER

(DATE)

(ADDRESS)

Dear (        ):

I am currently a (senior) at Winona State University majoring in Recreation and Tourism/Therapeutic Recreation. As a part of my academic program, I am required to complete an internship which will allow me to utilize the skills I am developing in my coursework. I would like to do this internship with (name of agency).

Ideally, the greatest benefit would be if I were given the opportunity to work in your __________________________________ program. To date, I have completed coursework in (______________________) as well as (______________________). My minor in (______________________) further enhances my (______________) degree by giving my (______________________) program a direct focus on (______________). To date, I have earned a (3.5) grade point average on a 4.0 scale.

As a part of my internship contract, I would need to work a minimum of 480 hours over 12 consecutive weeks for your agency between the dates of (_____________ and______________). These dates can be altered to accommodate any special projects you might be working on which I might be of assistance. During the time period, I will (have no other obligations/list any other obligations).

If you would be willing to consider the possibility of sponsoring an intern, please contact me, and I will forward letters of recommendation and a transcript of my coursework. At that time, I could also set up an appointment to talk with you further about my qualifications for an internship with (______________________).

I have enclosed a resume for your review. I look forward to the possibility of interning with your program/agency/organization and hope to hear from you in the near future.

Sincerely,

(Name)

(Address)

(Phone Number)

(E-mail Address)
OBJECTIVE: To obtain employment within a government environmental agency in the western United States

EDUCATION
Winona State University, Winona, MN
Bachelor of Science degree May 2011
- Major: Recreation/Tourism Major GPA: 4.0
- Relevant Coursework: Outdoor Pursuits, Leisure in Cultures, Recreation Programming, Foundations of Tourism, Wilderness Ethics, Safety and Survival, Adventure Travel, Tourism Development

SPECIAL SKILLS
- ARC Info & ARC View GIS software
- Trimble Global Positioning Systems hardware and software

WORK EXPERIENCE
Geographic Information System (GIS) Intern May – August 2010
Yellowstone National Park, CO
- Charted habitat for endangered species at different spatial scales
- Assessed land cover changes for ranges of endangered species
- Created a GIS model to determine intact forest tracts using data from large-scale remote sensing of forests
- Trained wildlife management professionals in application of Global Positioning Systems, GIS, and remote sensing

Outdoor Recreation Assistant May – August 2009
Arthur Temple College of Forestry, Nacogdoches, TX
- Developed specific skills and knowledge related to delivery of recreation and leisure services
- Assisted in developing, planning, implementing, and evaluating programs
- Mapped state-owned recreational facilities for user studies
- Prepared detailed report on recreational use of forested tracts of state-owned land

HONORS/ACTIVITIES
- Environmental Club Treasurer 2009 – Present
- Dean’s List 2007 – Present
- Eagle Scout, BSA 2007 – Present
- WSU Outdoor Club 2007 – Present
Department of Recreation, Tourism and Therapeutic Recreation
Recreation and Tourism/Therapeutic Recreation Internship Agreement

Name_________________________________________ Semester ____________20__

Internship Site ___________________________________________________________________________

On-Site Supervisor _________________________________ Telephone_____________

Dates of Internship: Start ___________________ End _____________________

Hours/Week_____________________ Number of Credits _______________________

Is there compensation for this internship? [ ] Yes [ ] No  Type:___________

Intern's Responsibilities:
1. Follow each of the steps on the Flow Sheet in the Internship Manual (Page 3-5).
2. Perform the work assignments and position responsibilities according to internship site expectations as discussed with the on-site supervisor and agreed upon by the RTTR internship coordinator.
3. Complete accurate internship logs and two-week (bi-monthly) work summary sheets. Submit via e-mail to the RTTR internship coordinator.
4. Contact the RTTR internship coordinator by phone whenever an issue or concern becomes apparent. In her absence, contact the internship administrative assistant.
5. Complete all internship requirements specified in the manual and submit required material to the RTTR internship coordinator.
6. Formally meet at least bi-monthly with the on-site supervisor to review internship logs and receive performance feedback and appropriate supervisory guidance. Document the same in daily logs.
7. Maintain current CPR and/or First Aid certification if required by the internship site.
8. TR Majors must obtain and submit a copy of agency supervisor’s NCTRC certificate.
9. Present internship experience to underclassmen.

On-Site/Agency Supervisor's Responsibilities
1. Provide a meaningful, comprehensive, qualifying internship experience exposing the student to the following:
   a. Agency and departmental values, vision, mission and plan
   b. Assessment processes
   c. Individualized and group planning processes
   d. Program implementation and evaluation processes
   e. Evaluation of individualized intervention plan for TR majors
   f. Documentation processes
   g. Organizing and managing services
   h. Outreach, advocacy and public relations
   i. Professional development opportunities
2. Brief the intern on company policies and procedures regarding safety, production expectations, daily work schedule, performance standards, and other job factors normally covered for new employee orientation.
3. Provide whatever on-the-job instruction normally is provided for a new employee.
4. Review the intern's bi-monthly log/work reports and sign.
5. Submit the Intern Evaluation Forms to the RTTR internship coordinator at the midpoint and completion of the internship.
6. Notify the faculty internship coordinator of any internship-related problems on a timely basis.
7. Meet regularly with the intern to plan work assignments/projects, provide instructions and discuss performance.
8. TR on-site supervisors must agree to expose interns to the typical job tasks of a TR Specialist as outlined in the most current NCTRC National Job Analysis Study, the findings of which are reported in the NCTRC Candidate Bulletin.
9. Complete NCTRC Field Placement Verification Form with or on behalf of the WSU TR intern.
10. SPECIAL NOTE: All on-site supervisors who accept TR interns are asked to provide the University with proof of current CTRS certification and evidence that he/she has held the CTRS credential for at least two years prior to accepting an intern.

Internship Faculty Coordinator/Administrative Assistant Responsibilities
1. Review and approve the internship proposal including total credits, job description, work hour total, general internship conditions and qualifying internship characteristics.
2. Provide any pre-assignment counseling and instruction as required.
3. Assist in solving any internship-related problems.
4. Consult as needed with the on-site supervisor to secure information on the progress of the intern.
5. Receive all required forms, reports, summaries and other internship requirements for a final evaluation.
6. Coordinate all phases of the internship, respond to requests for information, and provide assistance to the intern in meeting internship requirements.
7. Upon request, submit to site/agency a Memorandum of the MnSCU Student Liability Insurance Contract.
8. Maintain e-mail/phone contact with intern.
9. Read and respond to intern’s bi-monthly progress notes (RTTR internship coordinator only).

Miscellany
1. a) CPR certification is [ ] required, [ ] suggested, [ ] N/A.
   b) First Aid certification is [ ] required, [ ] suggested, [ ] N/A.
   c) Other ___________________________________________________________________

2. An affiliate agreement by the internship site/agency will be sent:
   [ ] Yes, [ ] No, [ ] N/A.
3. Specific agency site goals/objectives and learning outcomes will be sent:
   [ ] Yes, [ ] No, [ ] N/A.
4. Describe all intern duties and responsibilities plus any special project assignments below: (Attach additional sheets if necessary)

As indicated by the following signatures, all parties have read the preceding statement of responsibilities and agree to those internship provisions.

INTERN __________________________________________ Date _________________________
Phone __________________________________________ E-Mail _________________________

ON-SITE SUPERVISOR ____________________________ Date _________________________
If TR, CTRS Cert.# ____________________________ Phone _________________________
Credentialed since ____________________________ E-Mail _________________________

RT/TR INTERNSHIP FACULTY COORDINATOR ____________________________ Date _________________________
Phone __________________________________________ E-Mail _________________________

-14-
| **Name:** | ___________________________ | **Date:** | __________________________ |
| **Tech ID#:** | ___________ | **E-Mail:** | ___________________________ |
| **Address:** | ___________________________ | **Phone:** | __________________________ |
| **Permanent Address:** | ___________________________ |
| **Major/Option:** | ___________________________ |
| **RTTR Internship Coordinator:** | ___________________________ |
| **Internship Site:** | ___________________________ | **Phone:** | __________________________ |
| | | **Fax:** | ___________________________ |
| **Address:** | ___________________________ |
| **On-Site Supervisor:** | ___________________________ | **Title:** | ___________________________ |
| **E-Mail Address:** | ___________________________ |
| **Nature of Clientele Served:** | ___________________________ |
| | | | ___________________________ |
| | | | ___________________________ |
| | | | ___________________________ |
| **Internship Start Date:** | ___________________________ | **End Date:** | ___________________________ |
| **Hours Per Week:** | ___________________________ | **Paid:** | ___________________________ |
| **Number of Credits Sought:** | ___________________________ | **Semester:** | ___________________________ |

**Student Signature:** ___________________________ **Date:** __________________________

**Faculty Internship Advisor Signature:** ___________________________ **Date:** __________________________
INSERT
Student Fee authorization fee form (front & back)

-16-
Student Professional Liability Insurance

All WSU students enrolled in internships and/or practicums must purchase professional liability insurance. It is an industry standard that any individual involved with the well-being of another must carry malpractice insurance.

Therefore, MnSCU requires and makes available to WSU students a policy of liability insurance. Currently, the price is $13.00 per academic year; however, this is subject to change by the provider. A policy summary is located on page 18 of this handbook.
DEPARTMENT OF RECREATION, TOURISM AND THERAPEUTIC RECREATION
BI-MONTHLY WORK SUMMARY - RECREATION AND TOURISM MAJORS
(To be completed every two weeks by all Recreation and Tourism Interns)

Name ____________________________ Weeks of ______________ - ______________

Agency ____________________________________________________________________

(SAMPLE)

Hours Logged:         Date        Shift        Hours Worked
Monday    1/6/11  8:30-4:30  8
Tuesday ___________ ___________ ___________  ___________
Wednesday ___________ ___________ ___________  ___________
Thursday ___________ ___________ ___________  ___________
Friday ___________ ___________ ___________  ___________
Saturday ___________ ___________ ___________  ___________

Total Hours ___________

1. New technology, equipment and tools I worked with:
   (Example: Was introduced to, and became familiar with new scheduling software).

2. New knowledge, skills or related information I gained:
   (Example: Was oriented to van reservation and use policy and procedures. Was oriented to incident report procedures.)

3. Highlights of this two-week period – new/different/interesting experiences:
   (Example: Attended a city council meeting and assisted Park and Recreation Director in presentation related to proposed Skate Park.)

4. Interesting relations incidents I observed during this two week period: (example: observation of management techniques/supervisory styles, communication problems, conflict resolution methods, etc.)
   (Example: Participated in a departmental meeting where conflicting points of view and disagreements among staff members was discussed in an open, non-judgmental fashion. Everyone appeared comfortable in voicing their point of view. The department chair seems to support open and two-way communication.)

5. Meetings, consultations or training sessions I observed and/or participated in during this two-week period:
   (Example: Attended and contributed to a weekly departmental meeting. Attended and participated in a "customer service" in-service.)

6. Program planning and/or implementation and/or direct leadership experiences that I had during this two-week period:
   (Example: Implemented a Volunteer Recognition Luncheon that I had planned over the past few weeks. Assisted in the planning of an upcoming racquetball tournament. Provided direct leadership in the Swim for Tots and Teens Talking programs.

7. Program or other evaluation experiences that I was involved with during this two-week period.
   (Example: Verbally discussed an evaluation of the Volunteer Recognition Program with departmental members at the departmental meeting. Prepared a written evaluation of the same for departmental files.)

8. Managerial tasks that I was involved in or gained experience in during this two-week period.
   (Example: Prepared a rough draft of a new policy related to checkout of equipment. Sat in on a long-range planning meeting with recreation supervisor and upper administration.)

9. Public relations and or marketing activities I was involved in during this two-week period.
   (Example: Prepared a rough draft of a news release related to an upcoming Open House at the facility.)

10. Documentation and/or record keeping experiences I was involved in during this two-week period.
    (Example: Documented program attendance at “Special Friday’s” program. Received an overview of the recreation program budget and the process for determining expenditures.)

I would rate this two-week’s work experience as: [ ] Excellent [ ] Good [ ] Average [ ] Poor

Intern ___________________________________________ Date _____________

Supervisor ___________________________________________ Date _____________

-19-
DEPARTMENT OF RECREATION, TOURISM AND THERAPEUTIC RECREATION
BI-MONTHLY WORK SUMMARY - THERAPEUTIC RECREATION MAJORS
(To be completed every two weeks by all Therapeutic Recreation Interns)

Name ______________________________________  Weeks of ____________________ - ____________________
Agency _______________________________________________________________________________________

**Hours Logged:**

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**Total Hours** __________

1. **Agency and TR Plan:** identifying/analyzing agency mission. TR service philosophy and purpose: population served; standards; funding sources; developing comprehensive statement of purpose and goals; developing specific programs; planning a written comprehensive written plan of operation.
   (Examples: My supervisor asked me to read, and later discuss the TR agency/unit comprehensive plan and mission statement. My supervisor introduced me to the philosophy and purposes of the TR program within the hospital. My supervisor involved me in the planning of a revised overall (comprehensive) program for the TR Unit/Agency. I prepared specific program goals, objectives and plans for a social interaction skills activity within the leisure education program).

2. **Assessment for the purpose of TR Intervention:** requesting/securing referrals; obtaining/reviewing background information from records/charts; interviewing person served; administering instruments to assess physical, social, emotional, cognitive, leisure and lifestyle functioning; analyzing and interpreting results from assessment; integrating information in planning services and reporting results to the treatment team.
   (Examples: I reviewed three clients’ charts and obtained background information on the clients from other discipline areas. My supervisor trained me on assessment protocol. Utilizing an agency specific leisure assessment and leisure interest survey, I interviewed and later wrote an assessment on the same three clients.

3. **Individualized intervention planning:** discussing results of assessment and involving person served or relevant others in the design of an individualized intervention plan; developing/documenting individualized intervention goals and planning based on assessment and developing/discharge/transition plan.
   (Examples: I conducted an initial assessment with one of the new clients at the facility. Based on assessment information obtained, I developed and documented a TR intervention plan for this client and then received his feedback and input in relation to the same).

4. **Implementation of TR services:** implementing individualized intervention plan; establishing/maintaining a therapeutic relationship with person served; creating/maintaining a safe and therapeutic environment; collecting/documenting information regarding the treatment process; serving as an educator, therapist, leader, facilitator and/or resource in the delivery of TR services.
   (Examples: This two week period I led two values clarification sessions and facilitated a client’s referral to an inclusive community dance program. Additionally I assisted with several other ongoing programs led by the chief therapist).
5. **Evaluation of individualized intervention plan:** evaluating functioning and progress of person served, determining effectiveness of individualized intervention plan, revising individualized intervention plan with input from the person served, relevant others and treatment/service team.
   (Examples: This two week period I was introduced to the writing of EAP notes and had the opportunity to practice the same as I wrote several progress notes on my assigned clients).

6. **Documentation:** recording progress, functioning and intervention outcome; documenting relating to risk management; maintaining fund allocation and expense records; writing summary reports of TR services; and preparing and reporting quality improvement data.
   (Examples: I was invited to attend a quality improvement meeting and assisted my supervisor in the preparing and recording of quality improvement (quality assurance) data. My supervisor introduced me to the documentation she is required to complete when: preparing an incident report and ordering supplies).

7. **Treatment/Service Teams:** providing information to team members; coordinating/integrating intervention plan with other disciplines; conveying information to team members in timely and appropriate manner; and developing/providing collaborative services with other team members.
   (Examples: This week I attended three treatment team (care planning) meetings and gave input with re: to my assigned clients. I learned that goals can often be interdisciplinary and not just discipline specific).

8. **Organizing and managing services:** complying with governmental, accreditation, professional, agency standards and regulations; supervise personnel, interns, volunteers; participating in comprehensive quality improvement process; responding to concerns of the person served, relevant others, staff and community; and maintaining equipment and supply inventory.
   (Examples: This week my supervisor informed me that our state surveyors would be visiting next week. She exposed me to the standards and regulations they would be monitoring. I also spent a few hours with the central supply coordinator who introduced me to an agency wide system he has set up for maintaining equipment and supply inventory).

9. **Outreach, advocacy and public relations:** establishing/maintaining network with advocates and personnel in community agencies, universities, allied health professions; advocating for rights to accessible health, leisure and inclusionary services; providing support and education to the person served and relevant others; and promoting the agency, TR services and the profession through marketing and public relations activities.
   (Examples: I represented my agency at a Therapeutic Recreation Week promotion at the local mall this two week period).

10. **Professional development:** maintaining/expanding professional competence and credentials; participating in the planning and implementation of in-service training and staff development; and maintaining knowledge of TR trends, techniques, methods, issues, professional and legal standards.
    (Examples: This two week period I attended an in-service on client confidentiality issues. This two week period I researched ideas for TR programs for people with Alzheimer’s).

I would rate this week’s work experience as: [ ] Excellent [ ] Good [ ] Average [ ] Poor

Intern _________________________________________________ Date _____________

Supervisor _____________________________________________ Date _____________
RECREATION TOURISM AND THERAPEUTIC RECREATION
INTERNSHIP PROGRAM
Agency Mid-Point Evaluation of Internship Student

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-22-
Please comment below on your intern's performance including strengths and areas for improvement.

Signature ___________________________________________  Title ___________________________
Agency/Site ___________________________________________  Phone ___________________________
Address ____________________________________________  Date ___________________________
Please Return To:  Dr. Lorene S. Olson
RTTR Internship Coordinator
Winona State University
Winona, MN  55987-5838
Fax 507-457-5606
RECREATION, TOURISM AND THERAPEUTIC RECREATION
INTERNERSHIP PROGRAM
Agency FINAL Evaluation of Internship Student

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Overall Rating: □ Excellent □ Very Good □ Average □ Fair □ Poor
In what areas did the intern demonstrate special strengths? ________________________________________________

In what areas does the intern need additional work? ____________________________________________________

Please make any additional comments you desire concerning the student's preparation, performance and attitude on the back of this page or on a separate sheet.

**RTTR QUALITY IMPROVEMENT SURVEY**

**INTERN SUPERVISORS – Please rate the student relative to the following indicators and return with final evaluation**

[Results will be utilized in the RTTR’s Continuous Quality Improvement Plan.]

1. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to conduct program and/or individual and/or community needs assessments as a(n):
   
   
   
   
   
   

2. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to plan effective individual and/or group programs as a(n):
   
   
   
   
   
   

3. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to implement/facilitate meaningful and effective individual and/or group programs as a(n):
   
   
   
   
   
   

4. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to demonstrate a principle centered and/or servant leadership style as a(n):
   
   
   
   
   
   

5. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to accurately evaluate individual and/or group and/or community programs as a(n):
   
   
   
   
   
   

6. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to plan and implement programs in an environmentally sensitive ‘green’ manner as a(n):
   
   
   
   
   
   

7. As evidenced by his/her performance throughout the internship, I would rate this student’s ability to recognize and articulate the role of a variety of leisure service delivery organizations as a(n):
   
   
   
   
   
   

**COMMENTS**

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

Signed _____________________________  Title _____________________________  Date ______________

Please Return To:  Dr. Lorene S. Olson  
RTTR Internship Coordinator  
Winona State University  
Winona, MN  55987-5838  
Fax 507-457-5606
RTTR QUALITY IMPROVEMENT SURVEY

Using acquired theoretical/conceptual and experiential knowledge, students who graduate from the RTTR program should be able demonstrate entry level knowledge and competencies in the areas noted below.

INTERNS – Please rate yourself relative to the following indicators:

1. Now that I have completed my undergraduate education and internship, I would rate my ability to conduct program and/or individual and/or community needs assessments as a(n):
   A  B  C  D  F

2. Now that I have completed my undergraduate education and internship, I would rate my ability to plan effective individual and/or group programs as a(n):
   A  B  C  D  F

3. Now that I have completed my undergraduate education and internship, I would rate my ability to implement/facilitate meaningful and effective individual and or group programs as a(n):
   A  B  C  D  F

4. Now that I have completed my undergraduate education and internship, I would rate my ability to demonstrate a principle centered and/or servant leadership style as a(n):
   A  B  C  D  F

5. Now that I have completed my undergraduate education and internship, I would rate my ability to accurately evaluate individual and/or group and/or community programs as a(n):
   A  B  C  D  F

6. Now that I have completed my undergraduate education and internship, I would rate my ability to plan and implement programs in an environmentally sensitive ‘green’ manner as a(n):
   A  B  C  D  F

7. Now that I have completed my undergraduate education and internship, I would rate my ability to recognize and articulate the role of a variety of leisure service delivery organizations as a(n):
   A  B  C  D  F

COMMENTS
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________
STUDENT EVALUATION OF ON-SITE INTERNSHIP SUPERVISOR
(To be completed at conclusion of internship and submitted to faculty supervisor one week prior to closure conference)

____________________________________   _______________________________
Intern Supervisor                             Date

____________________________________
Site

____________________________________
Faculty Internship Advisor

I. Using the descriptions below, rate your Intern Supervisor on each of the items that follow. (Add comments as needed for clarification.)
   A. Excellent Job
   B. Good Job
   C. Satisfactory
   D. Unsatisfactory
   E. Totally Inadequate
   F. Does Not Apply

Your Intern Supervisor:
1. _____ oriented you to the building, other faculty and staff, and to his/her program.
2. _____ oriented you to emergency procedures, activity management routines and general instructional routines.
3. _____ provided opportunities for you to visit with other departments/areas within your facility.
4. _____ clearly spelled out expectations and gave you sufficient lead time to plan prior to becoming involved in day-to-day routines.
5. _____ went over some of your plans with you before they were implemented and made suggestions and identified possible pitfalls. This was done far enough in advance so you could comfortably make corrections prior to facilitating an activity.
6. _____ held regularly scheduled conferences for planning and evaluation purposes.
7. _____ gave you specific suggestions for improvement whenever he/she identified weaknesses or areas of concern (reviewed our periodic evaluations with you throughout the program).
8. _____ helped you become analytical of the working process and encouraged self-evaluation.
9. _____ held a final evaluation conference with you and shared the recommendation he/she had written; you knew approximately where you stood prior to the conference; weaknesses listed did not come as a surprise; the final conference served as the culmination of an on-going process.
10. _____ encouraged you to use your own ideas and display initiative as you became more proficient.
11. _____ was available for help and/or support when you needed it.
12. _____ shared ideas, activities, techniques and strategies.
13. _____ helped you become totally familiar with the site operation/organization.
14. _____ (TR Students) exposed you to the typical job tasks of the Therapeutic Recreation Specialist as outlined in the most current NCTRC Job Analysis Study, the findings of which are printed in the NCTRC Candidate Bulletin of Information
(insert 7 Principles of Good Practice)