

INITIAL STEPS FOR TR MAJORS WHO SEEK AN INTERNSHIP

GETTING STARTED

Internship in Therapeutic Recreation

9/2023

Read this information carefully.

1. To be eligible for a TR Internship, you must:
 - a. Have senior standing in the RTTR major;
 - b. Have completed all required RTTR core courses with a minimum grade of C.
 - c. Have a 2.50 overall GPA as it appears on your DARS.
 - d. Have a background check and provide the internship coordinator with a copy of your clearance letter.
 2. The RTTR 399.02 Internship in Therapeutic Recreation is 12 credits.
 3. The WSU RTTR Department has determined that the TR Internship is 15 weeks at 40 hours per week for a total of 600 hours.
 4. You should review all the NCTRC Standards, but particularly the Internship Standards Information relative to required hours and weeks. Wherever there is a discrepancy between WSU and NCTRC standards you must follow the strictest standard.
- NOTE: You can work no less than 20 hours a week and count no more than 45
5. Start searching for a TR Internship Site.

You can go almost anywhere you want to for your TR Internship Site, but the Internship Site **MUST** comply with NCTRC Standards.

Here are the highlights from the NCTRC Standards:

- a. You must have a highly structured and professionally supervised internship with one identified primary agency supervisor.

- b. You must have one on-site, primary agency supervisor that has a currently active certification as a CTRS with NCTRC.

Google – [CTRS Verification Search at NCTRC.org](#) to find out if the supervisor has the CTRS certification. Write down the Certification Number and renewal date on your application.

- c. Your primary agency supervisor must be extensively involved in the agency, meaning, the supervisor must be employed a minimum of 30 hours a week with 50% of the job duties with the TR service at the agency.

The CTRS supervisor must have the CTRC credential for one year before supervising an Intern and must be certified on the first day of your internship.

The CTRS supervisor must ensure that you are exposed to all the Job Analysis Task Areas.

Google [“NCTRC Job Analysis Study.”](#)

The CTRS site supervisor must complete all documentation including the midterm and final evaluations.

The CTRS site supervisor serves as liaison to the university.

- d. It is the shared responsibility between the academic unit (WSU Academic Internship Supervisor) and the agency to assure that you receive quality internship experiences that prepares you for practice in the field of TR.

- e. If there is a case of serious illness, personal emergency, or material extenuating circumstances beyond the your control that causes absence or inability to work at least 20 hours a week, no more than 2 consecutive weeks of interrupted internship work will be accepted.

You may need to read “Alternative Internship Guidelines” or call NCTRC if an internship is interrupted.

- f. Your internship must take place at one agency site. You cannot split an internship among different agencies. However, it may be acceptable if the site is within the same agency and is under the direct supervision of the CTRS.

- g. Your internship should be completed after the majority of the Therapeutic Recreation and General Recreation coursework has been completed.

This coursework will be verified on your DARS report.

- h. You will receive academic credit and an evaluative grade (Pass/Non-Pass) for the internship as verified by the official transcript.

TIP: It might be important for some of you to decide where you will live during the 15 weeks of your internship. This means, where you do your internship may be determined by where you want to live or where you can live.

6. An “RTTR List of Internship Sites that have a Contract with WSU” is available in the RTTR office as well as from the WSU Internship Academic Supervisor.

TIP: It is okay if the Internship Site you want is not on the list. However, we need to get a contract started and this might take weeks, or in worst case scenarios, months to finish. In the past some contracts have not gone through. This has happened in instances when both parties cannot come to agreement on the legally binding language included in the contract. Therefore, there is some risk involved in pinning all your hopes on an agency with which we do not have an existing contract. It is important to tell any prospective site supervisors during the interview phase that WSU requires an existing legal contract be in place prior to the start of each internship.

- 7. Contact the potential Internship Site to see if they are accepting Interns.
 - a. If they are accepting Interns, contact the WSU Academic Supervisor
 - b. If they are not accepting Interns, move on and find another site.

8. Inform the WSU Intern Supervisor if you have been accepted by the Internship Site and wish to pursue further.

9. Check with the WSU Internship Coordinator to see if WSU has a contract with the Internship Site. **You cannot begin your internship unless WSU has a contract in place.**

10. Collect these documents and send them to the WSU Academic Supervisor. Do not send them separately. Send them all at once.

a. The completed application form.

See “TR Application Form” below

b. A copy of your Background Check Clearance Letter from the State of MN.

c. A copy of your most recent DARS.

d. A selfie.

11. If your Internship Site is outside of a 35-mile radius of the WSU campus, you should complete the Student Reduced Fee Authorization Form.

See “Student Reduced Fee Authorization Form”

Please remember: You cannot begin an internship until you have received full approval and a contract for your site has been processed.

Internship Application (Required Information – Please complete and provide the WSU Internship Supervisor with a hard and emailed copy. To request an emailed copy of this form, email Dr. Olson at lolson@winona.edu

1. Your Name
2. Your Tech ID
3. The internship course ID (See registration page)
4. Term and year you hope to intern (for example: Spring 2024 or Summer 2024)
5. Anticipated starting and ending dates:
6. Is this a paid internship?
7. What is your email address?
8. What is a phone number at which you can be reached?
9. What is your permanent address (hometown)?
10. Please provide the names and phone numbers for two persons we might contact in case of an emergency.
11. Legal name and address of your internship site: (Note LEGAL = how the facility or site is registered with the state.)

12. Nature of the clientele served during your internship, e.g., adults requiring skilled nursing care, children with disabilities, children with behavioral challenges, etc.

13. Your internship supervisor's name and title:

14. Your internship supervisor's office phone number and email address:

15. Number of years your supervisor has worked in the field:

16. Number of years your supervisor has held the CTRS credential:

17. Your Internship Supervisor's Certification ID number and renewal date.

18. Please remember that TR students MUST be provided with experience in all of the NCTRC Job Analysis! (Google NCTRC 2021 Job Analysis Study).

19. Verify the following by placing your initials in the blank space provided.

- _____ a. I have a senior standing in the RTTR major.
- _____ b. I have completed all required RTTR core courses with a minimum grade of C.
- _____ c. I have at least a 2.50 overall GPA as it appears on my DARS and I have included a hard copy of my DARS with this submission.

- _____ d. I have included a copy of my background clearance letter with this submission.
- _____ e. I have included a selfie with this submission
- _____ f. If eligible, I have completed the Student Fee Reduction Authorization Form (See instructions that follow)
- _____ g. I confirm that my site supervisor has held the NCTRC credential for at least two years and that his/her certification will be current on the first day of my internship.
- _____ h. I confirm that my site supervisor has worked in the field of Therapeutic Recreation/Recreation Therapy for at least two full years.
- _____ i. I confirm that this internship is not supervised by a friend or relative.
- _____ j. If this position is paid and one with which we have an existing contract, I confirm that I have completed the STE form. (See WSU Internship Coordinator).
- _____ k. I understand that my internship must meet the WSU-RTTR imposed requirements of a minimum of 15 weeks and a minimum of 600 hours, working no less than 20 hours per week. Note: Students may not count more than 45 hours toward an internship in any one week.
- _____ l. I have familiarized myself with the NCTRC imposed internship requirements and understand wherever there is a conflict between the WSU and the NCTRC requirements, the stricter standard always applies.
- _____ m. I understand that once my internship begins, I will need to submit (via D2L), my hours log and internship report once every two weeks.
- _____ n. I understand that I may not begin my internship without an existing WSU initiated contract in place. Furthermore, I understand that selecting a site with which WSU does not have a current contract constitutes a risk on my part insofar as the contract and any revisions may be rejected by either party.

STUDENT FEE REDUCTION AUTHORIZATION FORM
INTERNSHIP IN RTTR (TR)
9/23

If your internship is more than 35 miles away from the Winona campus you will receive a reduced activity fee if you do the following:

Google – Winona State Reduced Student Fee Authorization Form

Click on Reduced Student Fee Request

Enter your star id and semester info

Enter designated information including the 6-digit course number (see course registration pages)

If you have problems check with the WSU Internship Coordinator or Lori Moe, RTTR Administrative Assistant.

DO NOT COMPLETE THIS FORM.

(This is just a sample of the form that we will need to have filled out if your internship is paid AND if we have a current contract with the site in which you are interning).

Note from our Administrative Assistant (Lori Moe) who handles

contracts: As for Attachment A, if a (paid) student is going to a site that we have a current active contract with, they need to fill out the Attachment A. If we don't have a contract currently with them, then the Student Experience Agreement has to be signed by the agency first, and our personnel and then the student fills out the Attachment A. Sometimes the agency will do it and then the student signs it.

ATTACHMENT A

STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: Winona State University

Course of Study ("the Program"): Recreation and Tourism

Type of Training Experience/Internship:

Dates of Training/Internship:

Student's Name: Phone #:

Average number of hours to be worked by the Student each week:

Facility Name and Address:

Location Where Training will Occur (if different from Facility's Address above):

Facility Representative's Name: Phone #:

Activities/Job tasks and skills the Student will learn:

Tools and Equipment the Student will use:

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn; and
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program; and
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner; and
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site; and
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon; and
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage; and
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature:

Student's Name (please print):

Date:

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature:

Parent's Print Name:

Date:

Winona State University is part of the Minnesota State Colleges and Universities system and is an Equal Opportunity employer and educator