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Therapeutic Recreation Practicum Manual

Ellis Park
3541 Old Mocksville Road
Salisbury, NC 28144-8809

Updated Fall 2020

WELCOME TO THE THERAPEUTIC RECREATION DIVISION

The Therapeutic Recreation Division began in 1978 as a program operated by the ARC. In 1979 the program was picked up as a county service and placed in the Parks and Recreation Department. The office of the Therapeutic Recreation Division is housed at Ellis Park.

The Therapeutic Recreation Division staff consists of a full-time TR supervisor, a full-time TR Specialist, a full-time Senior Games Coordinator, and a full time Assistant Senior Games Coordinator. The program also relies heavily on volunteers from civic organizations and students. The program is advised and evaluated by the Therapeutic Recreation Advisory Board. The board consists of 5 members appointed by Rowan County Commissioners. The department is evaluated annually by the Director of Parks and Recreation.

The Therapeutic Recreation Division serves individuals with disabilities residing in Rowan County and surrounding areas, ages ranging from young adults to senior citizens. Specific groups served are as follows: Individuals with Intellectual and developmental disabilities, mental health impairments, visual impairments, and senior citizens. All groups are made up of various levels of ability and disability, some with multiple disabilities.

THERAPEUTIC RECREATION DIVISION MISSION STATEMENT

To insure recreation/leisure opportunities are available to all individuals with disabilities and/or special needs as well as seniors in Rowan County and surrounding areas. We believe that recreation/leisure participation is the right of everyone regardless of age, gender, race, or disability.

Our program ideals:

1. To understand that all people have a right to leisure and recreation.
2. Each client/participant has intrinsic worth, dignity, and a right to equal treatment.
3. Recreation is an important part of each person's life.
4. Recreational activities are a meaningful and educational part of each individual's lifestyle.

PRACTICUM STUDENT STATEMENT OF PURPOSE

The purpose of the practicum is to provide the student with practical hands-on experience in a community based therapeutic recreation setting prior to internship.

After the practicum experience the student will have basic knowledge of:

- The Therapeutic Recreation Specialist's role in a community-based setting.
- Various disability groups.
- Program planning and facilitation.
- Assessment and documentation procedures.
- The importance of recreation and leisure to an individual's lifestyle that has a disability and/or special need.

PRACTICUM STUDENT APPLICATION PROCESS

Any student interested in applying for a practicum experience with the Therapeutic Recreation Division must submit all information required by the department. The student must agree to the terms outlined in the student contract. The following information will be required by any student wishing to apply:

- Current Resume
- Therapeutic Recreation Division Practicum Application
- College/University contract and any other pertinent documents

The student must agree to an interview with the Therapeutic Recreation Supervisor and staff. The intern must sign a contract with the Therapeutic Recreation Division before beginning work. The starting date for the practicum will be arranged with the supervising LRT/CTRS.

AGENCY SUPERVISOR RESPONSIBILITIES

- Provide a licensed and certified supervisor. The agency supervisor is Licensed by NCBRTL and Certified by the National Council for Therapeutic Recreation Certification. Proof of Licensure /Certification will be given to student.
- Treat the student as a professional-in-training.
- Follow practicum guidelines set forth by the university or college.
- Communicate regularly with the academic supervisor about the student's progress.
- Provide a professional orientation program for the student. Educate the student about the programs, facilities, resources, policies and procedures, and administration of Rowan County Parks and Recreation.
- Provide the student with meaningful experiences throughout the practicum period, as targeted in the student's goals and objectives.
- Hold periodic evaluation sessions with the student to review the student's progress, his/her schedule, and to discuss areas of concern;
- Provide the student with a quality practicum experience which will support the professional growth and development of the student.
- Notify the Academic Supervisor immediately of any problems, issues or concerns about association with or supervision of the student.
- Complete a Final Evaluation of the student's performance during the practicum period. The Agency Supervisor is to review and discuss this evaluation with the student.

ACADEMIC SUPERVISOR RESPONSIBILITIES

- Maintain occasional contact with the Agency Supervisor regarding the progress of each student and be available to the Agency Supervisor for consultation or questions related to University courses and the practicum program.
- Represent the University in all official arrangements with cooperating agencies in the conduct of the practicum program, including initiating the "Affiliation Agreement" process and following through to its completion;
- Monitor arrangements for and to provide final academic approval of practicum site assignments;
- Prepare the student for the practicum, through the monitoring of progress prior to beginning the experience, providing guidance and suggestions during the site selection process, and critiquing and evaluating the student's practicum goals and objectives;
- Adhere to the practicum procedures as outlined in this handbook.

**ROWAN COUNTY PARKS & RECREATION
THERAPEUTIC RECREATION DIVISION**

PRACTICUM APPLICATION

PERSONAL INFORMATION

Name: _____ DOB: _____

Current Address: _____

City, State, Zip: _____

Phone: _____ E-Mail Address: _____

Emergency Contact Name/Phone: _____

Relationship to Student: _____

SCHOOL INFORMATION

College/University: _____

College/University Address: _____

City: _____ State: _____ Zip: _____

Advisor Name: _____ Advisor Phone: _____

Advisor's Email Address: _____

CERTIFICATIONS (check all that apply)

First Aid Expiration Date: _____

CPR Expiration Date: _____

Other (list) Expiration Date: _____

Other (list) Expiration Date: _____

PRACTICUM INFORMATION

Requested Practicum Semester: _____

Will you have access to a vehicle during your practicum? Yes No

List any specific college/university requirements needed for successful practicum completion, e.g., special project completion, class instruction, journal article submission,.... (If necessary, attach additional pages.)

Are there any personal considerations that may affect your practicum experience?

PERSONAL GROWTH (*Attach responses to application.*)

1. List at least two short term goals:

2. List at least two long term goals:

3. What can you offer Rowan County's Therapeutic Recreation Division as practicum student?

4. Describe your special abilities in the areas of recreation and leisure? (*i.e. aquatics, health/fitness, outdoor adventure, performing arts, fine arts, sports, ...*)

5. Describe the type of experiences and knowledge areas are you seeking to complete during your practicum.

ADDITIONAL COMMENTS

Applicant Signature: _____ Date: _____

PLEASE ATTACH YOUR RESUME TO THIS APPLICATION

STUDENTS RESPONSIBILITIES

- Develop goals and objectives to achieve during the practicum-give a copy to supervisor.
- Set up working schedule of hours with Supervisor.
- Work to the best of his/her ability.
- Be prepared for meetings and programs.
- Attend all staff meetings and any meetings assigned by supervisor.
- Follow oral, written, and demonstrated instructions.
- Accept responsibility for the duties and assignments outlined by the supervisor.
- Be receptive to feedback and suggestions regarding professional development.
- Conduct self in a professional manner and abide by all County, departmental, and division policies/procedures.
- Dress neatly in clean, appropriate attire. If not sure what is appropriate, ask TRD staff.
- Deal with the public and participants, including requests, conflicts, and complaints, in a professional manner.
- Establish/maintain effective working relationships with employees, participants, and public.
- Assist in the operation and control of organized recreation activities.
- Adapt to new situations calmly and effectively.
- Work and communicate in a team-oriented environment.
- Take the initiative in asking questions and performing tasks.
- Become familiar with the various disabilities and/or special needs of the participants.
- Complete all assignments, programming, and documentation as assigned by the TRD staff.
- Provide creative ideas, and learn from every opportunity provided.
- Knowledge of basic clerical skills such as word processing, fax, copier, and telephone.
- Respect the TR Division's philosophy, methods, leadership, and programs.
- Agree that the TR Division and University supervisors may collaborate for guidance and experiences needed by the student during the practicum.
- No personal calls/texting will be allowed during work hours (except on lunch break). All exceptions to the rule must be approved.
- **NOTE: Punctuality is important during your practicum experience. Arrive at work on time. If you must be late for any reason we expect a phone call.**

This agency, Rowan County Parks and Recreation- Therapeutic Recreation Division,

accepts _____ as a Practicum Student

for semester: _____, Start Date: _____ - End Date _____,

Total hours to be completed: _____

The above conditions are understood and agreed upon.

Practicum Student Signature/Date

Agency Supervisor/Date

University Supervisor/Date