



Ellis Park  
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Salisbury, NC 28144-8809

**Therapeutic Recreation Internship Manual**

**Revised Fall 2020**

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## 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 Rowan County Parks and Recreation Department. The office of the Therapeutic Recreation Division is housed at Ellis Park.

The Therapeutic Recreation Division staff consists of a TR Supervisor, TR Specialist, Senior Games Coordinator, and an Assistant Senior Games Coordinator. The TRD staff possesses state licensure through the North Carolina Board of Recreational Therapy Licensure (LRT) and national certification through the National Council of Therapeutic Recreation Certification (CTRS).

The TRD staff provides opportunities for individuals with disabilities to acquire skills that will enable them to participate in recreation/leisure experiences of their choice and enhance their functional abilities within the community. The TRD staff also provides advocacy and support for individuals with disabilities to participate in general recreation activities, as well as specialized therapeutic activities that consist of arts/crafts, health/wellness, sports, cultural arts, social enrichment, aquatics, and community integration/leisure education.

The Therapeutic Recreation Division serves all individuals with disabilities and/or special needs residing in Rowan County and surrounding areas, ages ranging from young adults to seniors. Specific diagnoses served include: Down Syndrome, cerebral palsy, traumatic brain injury, visual impairments, hearing impairments, autism, ADHD, learning disabilities, spina bifida, mental illness, and other developmental and physical disabilities. All of our programs consist of individuals with various levels of ability and disability, some with multiple disabilities.

The program utilizes community volunteers from civic organizations and students to assist with facilitating and supervising activities. The program is advised and evaluated by the Therapeutic Recreation Advisory Board. The board consists of 5 members appointed by Rowan County Commissioners. Each member is related in some way to one or more of the disability groups.

## THERAPEUTIC RECREATION DIVISION MISSION/VISION STATEMENTS

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.

## THERAPEUTIC RECREATION INTERNSHIP GOALS

The purpose of the internship with the Therapeutic Recreation Division is to provide the student with practical experience in the development and implementation of therapeutic recreation services in a municipal, community based therapeutic recreation setting. The internship will expose the student to a variety of disability groups. The following are goals the student has the opportunity to achieve during the internship:

- To develop an understanding of the role of the professional Therapeutic Recreation Specialist in a community based setting.
- To observe and participate in programs with various disability groups.
- To observe and participate in the administrative responsibilities.
- To acquire and demonstrate skill in assessment and documentation procedures.
- To develop and demonstrate skill and ability in the following skills: communication, organization, problem-solving, decision-making, and leadership.
- To explain how the TR Process (*APIE*) is applied in a TR community setting.
- To gain an understanding of how important recreation and leisure can be to an individual's lifestyle.
- To explain the benefits that recreation and leisure play in improving the health and wellness of individuals and communities
- To demonstrate ethical principles and practices within the profession.
- To develop professional leadership and confidence in developing, facilitating, implementing, and evaluating programs for all groups served.

## THERAPEUTIC RECREATION INTERNSHIP APPLICATION PROCESS

Any student interested in applying for the position of the student intern 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 for an intern position:

- interest letter
- current resume
- application
- university transcript
- interview

The student must agree to an interview with the Therapeutic Recreation Supervisor and staff. The student, if accepted for an internship with the Therapeutic Recreation Division, must agree to a minimum of a 15 week/600 hour internship, regardless of the University requirements.

The student will be notified after the interview process whether an internship will be offered. The student must sign a contract with the Therapeutic Recreation Division before beginning work. The starting date for the internship will be arranged with the Therapeutic Recreation Supervisor. Transportation and housing are the responsibility of the student. The student must complete all forms required by Rowan County Human Resources. A criminal background and driving history check will be completed. Proof of vehicle insurance with the necessary monetary liabilities must be submitted. A monetary compensation may be paid to the intern, ***if funds are available and budget permits***. The amount is non-negotiable.

### IMPORTANT DATES:

**Spring 2021: No internship this semester**

**Fall 2021: August 23 – December 3; May 7, 2021 application deadline**



## TRD INTERNSHIP APPLICATION

### PERSONAL INFORMATION

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Emergency Contact Name/Phone: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State issued: \_\_\_\_\_

### SCHOOL INFORMATION

College/University: \_\_\_\_\_ GPA: \_\_\_\_\_

College/University Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Advisor Name: \_\_\_\_\_ Advisor Phone: \_\_\_\_\_

Advisor Email address: \_\_\_\_\_

### CERTIFICATIONS (check all that apply)

First Aid Expiration Date: \_\_\_\_\_

CPR Expiration Date: \_\_\_\_\_

Other (list) Expiration Date: \_\_\_\_\_

Other (list) Expiration Date: \_\_\_\_\_

### INTERNSHIP INFORMATION

Requested Internship:  Fall 20\_\_\_\_  Spring 20\_\_\_\_

Are there any personal circumstances that may affect your internship responsibilities?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PERSONAL OBJECTIVES** (Attach responses to application if additional space is needed)

1. List two short term goals:

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2. List two long term goals:

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

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

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

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**ADDITIONAL COMMENTS**

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Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## AGENCY RESPONSIBILITIES

- Provide the TR internship student with a high quality, well rounded, 15-week, 600 hour therapeutic recreation internship that will support the professional growth, experience and development of the intern.
- Follow the Internship Guidelines set forth by the National Council for Therapeutic Recreation Certification (NCTRC).
- Provide the TR internship student an opportunity to gain practical experience under the professional leadership of an internship supervisor who is certified through NCTRC, with at least one year of work experience. Internship supervisors must hold and maintain national certification (CTRS), and state licensure (LRT) according to North Carolina law.
- Treat the intern as a professional-in-training.
- Follow internship guidelines set forth by the university or college.
- Communicate regularly with the academic supervisor about the student's progress.
- Provide a formalized professional orientation program for the intern. Educate the intern about the Department's programs, facilities, resources, policies and procedures, and administration of Rowan County Parks and Recreation Department.
- Provide duties and responsibilities that make the student feel valued and needed, and which include all aspects of the TR process.

## UNIVERSITY RESPONSIBILITIES

- Send an internship contract or agreement from the college/university before the beginning of the internship.
- Provide a University Supervisor who will meet with the student and/or agency supervisor at least once during the internship period. The University Supervisor should also be available to the agency supervisor and student if needed.
- Make the TR Division aware of college criteria for internship evaluation by providing the internship supervisor with all the necessary forms for the evaluation and graded portion of the internship.
- Monitor the student's internship experience, through weekly reports, telephone consultations and site visits.
- Evaluate all assignments, written reports, evaluations and assign final grade, in consultation with the internship supervisor.
- Demonstrate an awareness of the TR Division's programs, program goals and objectives.

## INTERN RESPONSIBILITIES

- Set up working schedule of hours with Agency Supervisor.
- Maintain communication with the intern supervisor/staff at all times.
- Develop goals and objectives to achieve during the internship; give a copy to supervisor.
- Obtain and maintain vehicle liability insurance throughout the duration of internship.
- Have no other conflicting commitments. **Time off for emergencies only.**
- Be available to work, including but not limited to weekdays, evenings, and weekends as scheduled by the intern supervisor.
- Respect the TR Division's philosophy, methods, leadership and programs.
- Be respectful and courteous to the participants and their families/caregivers/guardians.
- Represent the TR Division and Rowan County Park and Recreation Department in a professional manner.
- Dress should be appropriate to the program and adhere to Rowan County Dress Code.
- Provide creative ideas, and learn from every opportunity provided.
- Be willing to spend the time it takes to complete work properly, with pride and enthusiasm.
- Become familiar with and adhere to the policies/procedures pertaining to the TR Division and Rowan County.
- Accept responsibility for the duties and assignments outlined by the intern supervisor/staff, by meeting all project timelines and due dates.
- Prepare for meetings with the internship supervisor, by being prepared to ask questions and present constructive ideas, as well as share honest feelings and reactions.

## INTERN EXPECTATIONS

- Possess sufficient education including a cumulative GPA of 2.5, fieldwork, and observation experience meeting school requirements to be eligible to apply for an internship.
- Ability to follow oral, written and demonstrated instructions.
- Ability to deal with participants, their families/guardians/caregivers and public in addressing requests, conflicts and complaints, in a professional manner.
- Ability to instruct or lead individuals/groups and adapt to new or unexpected situations calmly and effectively.
- Basic clerical skills such as word processing, use of fax, copier, and telephone.
- Ability to work and communicate in a team-oriented environment.
- Ability to assist in the operation and control of organized recreation activities.
- Ability to establish and maintain effective working relationships with other employees, participants and the public.
- Ability to take the initiative in asking questions, performing tasks, and in leading and supervising participants, as appropriate.

**NOTE: Punctuality is important during your internship. Arrive at work on time-if you must be late for any reason we expect a phone call. No personal calls/texting will be allowed during work hours (except on lunch break). All exceptions to the rules must be approved.**

## INTERNSHIP CONTRACT AGREEMENT

I, \_\_\_\_\_, consent to participate in this internship with the TR Division of Rowan County Parks and Recreation Department. By signing this document, I agree to the following:

- I understand that my status within the Parks and Recreation Department is not that of an employee
- I will hold Rowan County and the Parks and Recreation Department and its employees blameless for any personal injury that I might experience during my internship.
- I understand that I may be asked to perform useful activities or tasks in the office area, but that I will not be used as an unpaid laborer to perform the work routines ordinarily performed by paid staff.
- I understand that I may receive a stipend to be paid bi-weekly if funds are available and budget permits. The amount is non-negotiable.
- I will maintain the confidentiality of all individuals affiliated with the TR Division programs as well as partnering agencies/organizations.
- I will permit the usage of any photos or video taken during my internship for the purpose of marketing the Rowan County Parks and Recreation Internship program.
- I agree to comply with the Rowan County dress code and regulations throughout the course of the internship.
- I agree to work under close observation of my supervisor within the Rowan County Parks and Recreation Department.
- I understand that my internship is for my benefit and will allow me to receive training, mentoring, and valuable work experience to be used in future job selection and performance.
- I will be present during the days and times agreed upon with my intern supervisor, and I will notify my supervisor of planned absences well in advance.
- I agree to complete a minimum 15 week/600 hour internship, regardless of University requirements.
- I will demonstrate professionalism when representing the TR Division and Rowan County.

- I will adhere to the Code of Ethics and professional conduct set forth by NCTRC, NCBRTL, ATRA as well as Rowan County.
- I agree that the TR Division and University supervisors may collaborate for guidance and experiences needed by the student during the internship
- I will complete all assignments, tasks, and forms associated with the internship experience to the best of my abilities/skills.
- **I understand that the TR Division reserves the right to dismiss any intern who is not adequately prepared or is unwilling to perform the functions/tasks expected and required.**

My internship will begin on \_\_\_\_\_ and will be completed on \_\_\_\_\_.

I understand and agree to the above conditions.

\_\_\_\_\_  
 INTERN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 AGENCY SUPERVISOR

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 UNIVERSITY SUPERVISOR

\_\_\_\_\_  
 DATE

## INTERNSHIP DO'S AND DON'TS

For most students, the internship is the final requirement before graduation. Therefore, you should treat your internship as you would a job. When feedback is given, it is because we do not want to send you out into the workplace unprepared. To assist you in becoming more professional, we have prepared a sample list of do's and don'ts.

Do	Don't
<ul style="list-style-type: none"><li>• Come to work on time</li><li>• Call if you are ill or will be late</li><li>• Be prepared to put in additional work</li><li>• <b>Ask questions!!</b></li><li>• Maintain confidentiality</li><li>• Use Disability Etiquette, see <a href="http://www.disability-rights.org">www.disability-rights.org</a></li><li>• Understand what is appropriate to discuss with participants</li><li>• Turn your assignments in on time</li><li>• Take the initiative</li><li>• Learn how to work the available equipment</li><li>• Use your time wisely</li><li>• Ask for help when needed</li><li>• Establish/maintain positive rapport with co-workers, participants,&amp; family/staff/caregivers</li><li>• <b>ALWAYS</b> engage the participants</li></ul>	<ul style="list-style-type: none"><li>• Take longer than allotted for lunch or breaks</li><li>• Use phone or social media during business hours unless emergency or approval obtained</li><li>• Take for granted the division staff can read your mind</li><li>• <b>Ever leave participants unattended!!</b></li><li>• Make up excuses for not completing assignments. If you forget, just say so (but don't make it a habit)</li><li>• Discuss problems you may be having with your participants, their families or visitors</li><li>• Become too personally involved with participants. As an "almost professional" you should learn the line between friend and therapist</li><li>• Give participants your personal information</li><li>• Give participants advice on his/her personal life</li><li>• Be overly critical of yourself...remember you are still learning</li></ul>

## Internship Goals/Objectives

List five major goals you would like to complete while during the course of your internship.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

5. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Weekly Report

Weekly report must be turned in to your supervisor by noon on Monday of the new work week.

1. Week #: \_\_\_\_\_
2. Hours worked during the week: \_\_\_\_\_ Total hours worked to date: \_\_\_\_\_
3. I was great this week when I ...  
\_\_\_\_\_  
\_\_\_\_\_
4. I could have done better when I...  
\_\_\_\_\_  
\_\_\_\_\_
5. Two goals for the next week are....  
\_\_\_\_\_  
\_\_\_\_\_
6. My supervisor/staff assisted me when...  
\_\_\_\_\_  
\_\_\_\_\_
7. My supervisor/staff could have helped me more when...  
\_\_\_\_\_  
\_\_\_\_\_
8. I felt nervous when...  
\_\_\_\_\_  
\_\_\_\_\_
9. I felt comfortable when...  
\_\_\_\_\_  
\_\_\_\_\_
10. Description of week's activities:  
\_\_\_\_\_  
\_\_\_\_\_
11. Critique of week's activities:  
\_\_\_\_\_  
\_\_\_\_\_
12. Critique of staff supervision:  
\_\_\_\_\_  
\_\_\_\_\_
13. Suggestions for improvement:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
14. Experiences liked and disliked:  
\_\_\_\_\_  
\_\_\_\_\_

**Student and Supervisor Midterm Discussion Questionnaire**  
**(To be completed by week 9)**

Intern: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Month/Year \_\_\_\_\_

1. Do you feel you are receiving adequate supervision from your supervisor? \_\_\_yes \_\_\_no If no, explain: \_\_\_\_\_  
\_\_\_\_\_
2. Is time available for you to ask questions? \_\_\_yes \_\_\_no If no, explain: \_\_\_\_\_  
\_\_\_\_\_
3. Do you feel the requirements and expectations of your supervisor are reasonable? \_\_\_yes \_\_\_no If no, explain: \_\_\_\_\_  
\_\_\_\_\_
4. Do you feel your supervisor is prepared academically with knowledge and skills to help you prepare for a professional career? \_\_\_yes \_\_\_no If no, please explain \_\_\_\_\_
5. Are there areas you feel unsure of or feel you need more practice on that you would like your supervisor to spend more time? \_\_\_yes \_\_\_no If yes, please explain: \_\_\_\_\_
6. Are you able to air your comments/concerns? \_\_\_yes \_\_\_no If no, explain: \_\_\_\_\_
7. Is your internship fulfilling your goals thus far? \_\_\_yes \_\_\_no If no, explain: \_\_\_\_\_

Comments:

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## Final Feedback Report

1) Describe your internship experience:

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2) Do you feel like your time interning here was beneficial? Why or why not?

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3) What suggestions do you have on how the training could have been improved?

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4) What suggestions do you have on how your daily schedule here as an intern could have been improved?

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5) Would you advise other students to intern here? Why or why not?

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6) What programs/activities would you recommend for our participants?

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## **NCTRC Scope of Practice for the Practice of Recreation Therapy**

**The primary purpose of recreation therapy practice is to improve health and quality of life by reducing impairments of body function and structure, reducing activity limitations, participation restrictions, and environmental barriers of the clients served. The ultimate goal of recreation therapy is to facilitate full and optimal involvement in community life.** The scope of recreation therapy practice includes all patient/client services of assessments, planning, design, implementation, evaluation and documentation of specific therapeutic interventions, management, consultation, research, and education, for either individuals or groups that require specific therapeutic recreation or recreation therapy intervention. This scope of practice represents, at a minimum, the process and knowledge base delineated in the most recent National Council for Therapeutic Recreation Certification (NCTRC) Job Analysis Study (Job Tasks and Knowledge Areas for the Certified Therapeutic Recreation Specialist) and delivered by a CTRS consistent with professional standards of practice, and codes of ethics with the intent of enhancing consumer safety.

(Developed via State Recognition Project and accepted by the Boards of Directors of ATRA, NTRS, and NCTRC, 2004)

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