



**Rowan County Parks & Recreation  
Therapeutic Recreation Division**

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## **Student Practicum Guidelines**

## 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 staff consists of a full-time TR supervisor, full-time TR Specialist, and full-time Special Events 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 biannually by the Director of Parks and Recreation.

The Therapeutic Recreation Division serves all individuals with disabilities residing in Rowan County and surrounding areas, ages ranging from preschool to senior citizens. Specific groups served are as follows: Intellectually and developmentally disabled, mentally ill, hearing impaired, blind/visually impaired and senior citizens. All groups are made up of various levels of ability and disability, some with multiple disabilities.

## PHILOSOPHICAL BELIEFS OF THE THERAPEUTIC RECREATION DIVISION

Our program operates to insure enjoyable recreation/leisure opportunities for individuals with disabilities and senior citizens in Rowan County and surrounding areas. We believe that recreation and leisure is the right of every human regardless of age, race, or disability.

Our program goals:

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:

- Letter of intent
- Current resume
- Completion of 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 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 formalized professional orientation program for the student. Educate the student about the programs, facilities, resources, policies and procedures, and administration of RCPRD.
- Provide the student with a quality practicum experience which will support the professional growth and development of the student.

# TRD PRACTICUM APPLICATION

## PERSONAL INFORMATION

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

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

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

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

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

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

Medical Insurance Carrier: \_\_\_\_\_ Policy Number: \_\_\_\_\_

List any major medical conditions or allergies: \_\_\_\_\_

## 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 Dates: \_\_\_\_\_

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.)

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

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**PERSONAL GROWTH** (*Attach responses to application.*)

1. List at least two short term goals:

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2. List at least two long term goals:

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

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

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5. What type of experience are you seeking in each of the following areas? Please explain.

- Area of focus (*population, age, ...*)
- Type of special/final projects
- Administrative experience
- Interpersonal skill building
- Leading and implementing programs/activities
- Supervisory experience
- other knowledge you may need or would like to have

**ADDITIONAL COMMENTS**

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

**PLEASE ATTACH YOUR RESUME TO THIS APPLICATION**

## STUDENTS RESPONSIBILITIES

- Develop goals and objectives to achieve during the internship-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.
- Complete at least two assessments of participants served by the TR Division.
- Implement at least one activity under the supervision of 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 RCPRD-Therapeutic Recreation 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 \_\_\_\_\_  
accepts \_\_\_\_\_ as a Practicum Student  
for the \_\_\_\_\_ (semester/year), \_\_\_\_\_ to \_\_\_\_\_.

The above conditions are understood and agreed upon.

\_\_\_\_\_  
Practicum Student Signature/Date

\_\_\_\_\_  
Agency Supervisor/Date

\_\_\_\_\_  
University Supervisor/Date

## Guidelines for Writing Practicum Goals and Objectives

For the purposes of the practicum, a goal is a general statement about what the student expects to do, learn, know, and/or experience as a result of taking the course. Goals may address areas of the APIE process or other areas of need the student has identified.

Objectives are the specific behaviors the student must master along the way to goal achievement.

Students must write three to five goals with one to three objectives for each. When writing the goals, students should think about areas in which they feel they need some improvement or experience. The student's goals and objectives must be submitted to the Faculty Supervisor prior to meeting with the Agency Supervisor. The Faculty Supervisor will review the goals and objectives with the student and suggest revision if needed.

The student will type the approved and finalized goals and objectives and submit one copy to the Faculty Supervisor. The student should provide a copy to the Agency Supervisor and review the goals with the Agency Supervisor to assure that site placement is appropriate and that the agency will be able to meet the student's educational needs.

In order to offer the student practice in writing goals and objectives, the "practicum treatment plan" format below should be used.

Need or Goal Area:

### 1. Mental Illness Diagnoses:

To learn more about different mental illness diagnoses.

1a. I will understand the diagnostic criteria and manifestation of three mental health diagnoses, as evidenced by iteration of my understanding in my weekly report.

1b. I will utilize the DSM-V-TR to aid my understanding and ask pertinent questions when I do not understand information presented.

### 2. Program planning and Implementation:

To learn more about the logistics and procedures of program planning and implementation.

2a. I will plan an appropriate TR intervention for one patient with a thought disorder as judged by my practicum Agency Supervisor.

2b. I will implement an appropriate TR intervention for one patient with a thought disorder as judged by my practicum Agency Supervisor.

## RESPONSIBILITIES OF THE STUDENT

The student is responsible for fulfilling the requirements of each practicum experience as outlined in this handbook and for following these general guidelines:

Provide the Agency Supervisor with personal background information (including background clearances), pertinent medical information, and academic achievement, as required, prior to, or during, the initial visit.

Follow the policies and duties outlined by the agency, and this handbook, to meet all scheduled commitments and arrangements made with regard to assignments.

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Submit three to five goals (with at least two objectives each) for Faculty Supervisor approval prior to meeting with the Agency Supervisor. The goals must be revised to the satisfaction of the Faculty Supervisor prior to beginning the experience. See the Guidelines for Writing Practicum Goals and Objectives on page 7 of this handbook.

Submit forms and reports as required by the University and the agency.

Attend periodic conferences with the Agency Supervisor.

Assure that the Final Evaluation of the practicum is submitted on time to the Faculty Supervisor.

Perform all work assignments at the level expected of a junior college student.

Abide by the University's Code of Conduct and the American Therapeutic Recreation Association's Code of Ethics during the practicum experience.

## RESPONSIBILITIES OF THE AGENCY SUPERVISOR

The Agency Supervisor serves as an agency based teacher offering tutorial instruction and supervision to the student utilizing the agency's operations to further the student's developing professional competence. In furthering the student's efforts to develop as a professional, the Agency Supervisor should:

Become familiar with the objectives and procedures established by the University for the practicum, as outlined in this handbook;

Interview the student to ascertain his/her needs, interests, knowledge, skills, and personal goals and objectives for the practicum;

Orient the student to the objectives of the agency and working environment, as well as to the characteristics of the population to be served, and complete the Agency Acceptance of Student form (Appendix A) with the student;

Present the student to other agency staff as a co-worker and in a manner to ensure the student's professional status;

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;

Assist the student, as much as possible, to satisfy practicum goals and objectives;

Notify the Faculty Supervisor immediately of any problems, issues or concerns about association with or supervision of the student;

Complete a Final Evaluation (Appendix C) of the student's performance during the practicum period. All individuals involved in the student's supervision should be consulted for the evaluation. The Agency Supervisor is to review these evaluations with the student, then present them to the student for timely mailing.

## RESPONSIBILITIES OF THE FACULTY SUPERVISOR

The Faculty Supervisor maintains occasional contact with the Agency Supervisor regarding the progress of each student and is available to the Agency Supervisor for consultation or questions related to University courses and the practicum program. In addition, the responsibilities of the Faculty Supervisor include:

To 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;

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To monitor arrangements for and to provide final academic approval of practicum site assignments;

To help the student prepare 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;

To adhere to the practicum procedures as outlined in this handbook.

