



## RECREATION THERAPY INTERNSHIP OVERVIEW – LEADS at the J

**The following outlines internship requirements for students to apply and sit for national certification exam, per National Council on Therapeutic Recreation Certification (NCTRC).**

*Pulled from NCTRC Certification Standards Part I: Information for New Applicants*

### **Internship Standards Information**

Quality, experiential learning using the therapeutic recreation process as defined by the current NCTRC Job Analysis is an integral component of professional preparation in therapeutic recreation. The internship experience is the primary means of addressing experiential learning. Universities and agencies are recognizing the critical value of a structured learning experience under the direct supervision of a qualified, practicing professional.

### **An Explanation of Internship Requirements**

Internship experience refers to a highly structured, field-centered and professionally supervised requirement that is completed after the majority of required therapeutic recreation and general recreation coursework is completed as verified on the official transcript. Acceptable internship must offer/provide following:

- ***shared responsibility between academic unit and field agency***
  - assures student receives quality internship experience, which prepares them for practice in the field of recreation therapy.
  - student completes academic projects under faculty supervision
  - agency specific responsibilities/assignments under CTRS supervision
  - final academic grade is usually awarded based on dual input from faculty and agency supervisors
  - must receive academic credit for the internship experience as verified by official transcript
- ***academic supervisor***
  - must be an active CTRS at the start of the internship experience
  - is formally employed by the sponsoring academic institution for the duration of the internship
- ***agency supervisor***
  - must be currently NCTRC CTRS certified
  - possess the CTRS credential for one year prior to supervising an internship student
  - primary supervisor completes all evaluation materials and weekly reports pertaining to the internship
  - employed at least 30 hours a week at sponsoring agency (seasonal/temporary/part-time status is not accepted as agency supervisor)
  - possess CTRS credential for one (1) year prior to supervising an internship student
  - have at least 50% of the job duties within therapeutic recreation service within an established therapeutic recreation program at the agency
  - works directly with and is responsible for supervision/mentorship of the internship student, ensuring exposure to all Job Analysis Task Areas is provided
- ***minimum number of hours and weeks***
  - must be accomplished at one agency over consecutive period of time
  - NCTRC standards refer to the required “minimum” number of hours as:
    - No less than 20 hours per week or more than 45 hours per week will be accepted for the internship experience, except as may be provided in the Alternative Internship Guidelines.
    - internship must be completed for no less than 14 consecutive full weeks
    - total minimum number of required hours is 560
    - students completing only 20 hours a week, the total number of weeks will be 28 to meet the minimum 560 hour requirements.

- **acceptable internship** must have one (1) identified primary agency supervisor:
  - completes and signs all official documentation, including midterm and final evaluations
  - serves as main liaison to the university
  - must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis
  - student must have exposure to all areas of the current NCTRC National Job Analysis.
  - the TR internship program should be established at the agency, including manual describing TR internship structure to insure the student completes the necessary knowledge and tasks for TR professional eligibility

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## **Recreation Therapy Internship to Include the following:**

### **Pre-placement paperwork and Orientation checklist:**

- Application/Cover Letter/Resume/Letter of recommendation
- Background Check
- University Agreement and Requirements
- Copy of Liability Insurance (if applicable)
- Offer Letter and Job Description
- Emergency Contact form
- Add to agency staff and/or volunteer database / contact lists
- Schedule, Tours and Trainings
- Provide TR/RT Internship Manual
- Review Documentation of Hours / Weekly Report
- Goals and Objectives
- Driver's abstract / Training, if applicable
  - Schedule Van Training
  - Van Videos, Orientation
  - Driver Training
  - Van Check-Off
- Agency ID, Keys, Alarm PIN, etc.
- Computer Access and Passwords
- Proof of CPR/First Aid, COVID-19
- Welcome Packet, Jump Drive & J Shirt

### **ASSIGNMENTS/RESPONSIBILITIES:**

#### **I. Introduction to LEADS, JCC, J Community** (*Weeks are approximate.*)

Week 1: Meet LEADS & the J staff, introduction to areas of responsibilities.

Week 1: History and overview of LEADS & the J.

Week 1: Assign office work area and orientation to LEADS, JCC & Admin resources.

Week 1: Read the TR/RT Internship Manual

Week 1: Attend/view any required trainings or orientations.

Week 1: If applicable- View the Van Driver training videos

Week 1-2: Tour of the J facilities

#### **II. Policies, Procedures, Administrative Processes**

Week 1: **Manager & Supervisor Expectations** – structure, roles, responsibilities, communication, etc.

Week 1-4: Review **LEADS & The J Policy and Procedures**

Week 1: **Emergency procedures** – incident reports, first aid, facility, etc.

Week 1: **Safety, Inclement Weather, and other critical policies/procedures**

Week 1: **Code of Conduct / Participant Expectations**

Week 1-3: **Facility & Front Desk** operations, procedures, systems, registration, etc.

Week 1-2: **Customer / Public Service** best practices  
 Week 1: **Financial and record keeping**; purchasing, petty cash, purchase card  
 Week 1-3: **Computer functions** – email, internet, O Drive, Phones  
 Week 1-2: **Vehicles / Driving** – check out, lift van training, fleet/gas, driving  
 Week 1-3: **Life Enrichment & Accessibility Services** process  
 Week 1-4: **Program planning** and documentation  
 Week 1-4: **Positive Behavior Supports / Group Management**  
 Week 2-3: **Facility, Technology, & Equipment use** processes (iPads, TVs, Zoom, etc.)  
 Week 2-4: **ADA** – overview and interpretation  
 Week 1-2: **Connections Overview**  
 Week 1-2: **IN Program Overview**  
 Week 2-4: Agency **Organizational structure & Budget 101**  
 Week 2-4: LEADS **Budget, Financial/Billing, & Management** Systems  
 Week 3-4: **Partnerships & Collaborations**  
 Week 3-5: **Marketing / PR / Grants**– activity guide, internet, brochures, calendars, grants/fundraising/donations  
 Week 4-16: **Volunteers** – recruitment, training, tracking, evaluation, recognition

### III. Intern Experiences and Responsibilities

Week 1-2: Establish **internship goals** and objectives with supervisor  
 Week 1: Submit **philosophy** of community based therapeutic recreation.  
 Week 1-2: Review NCTRC application process and job analysis  
 Weekly: Submit a **weekly journal** entry outlining your day to day involvement.  
 Weekly: Attend **weekly meetings** with CTRS supervisor.  
 Weekly: Attend **LEADS Meetings** -TBA  
 When Scheduled: Attend **Programming Team** meetings, as schedule allows.  
 Once: Attend **1 Managers or Committee** meeting.  
 Week 1-16:

- Interview 6 people within Agency and external disability centric/TR agencies
- Provide **leadership** in existing programs under staff supervision
- Practice **documentation** through assessments, progress notes, and the like.
- Create a **unique participant program** (class, clinic, trip, workshop, etc.) by utilizing the APIE process, including marketing, implementation and evaluation.
- Manage at least one **individual participant Case File** using APIE process including TR goals, intervention and continuation plan.
- Provide a **Final in-service training / presentation** to LEADS staff and other invitees – generally on unique program.
- Provide **intake**/registration support, as scheduled & needed.
- Provide **inclusion support**, as needed.
- Provide special event program support, as needed (tabling fairs, P&R events, etc.)
- Attend professional organization meetings as needed
- Projects/tasks as assigned by supervisor.

**Optional &/or if University Requirement:**

- Attend staff or committee meetings outside of Special Populations
- Develop a **Special Project** to benefit Adaptive Rec - goals, objectives, written plan.
- Visit external TR sites
- Prepare Internship Portfolio/Notebook, as needed.