



Division of Interdisciplinary Programs  
Leisure Studies Program

# Undergraduate Internship Manual

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169:190	Pre-Internship Seminar	Fall and Spring
169:191	Internship I	Spring and Summer

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## **Introduction**

This manual is the course handbook for the undergraduate student interns in the Leisure Studies Program at The University of Iowa. This publication is a resource for undergraduate students, potential supervising agencies, and review bodies who have interest in the undergraduate internship program.

This manual describes the purpose of the undergraduate internship program as well as its mission. Additional policies and procedures related to the internship program are listed including responsibilities of the Intern, the Agency, and the Program, guidelines for approval of internships, deadlines, and official forms.

This manual is in effect for undergraduate students who expect to complete internships for academic credit during the Spring or Summer academic sessions.

## **Purpose of Undergraduate Internship Program**

The undergraduate internship program and its academic courses are designed to provide a learning environment outside the classroom for the transfer of concepts, principles, theories and models learned by the student to the professional practice setting. While meeting the academic needs of the student, the internship program also establishes a closer relationship with agencies and practitioners, provides a conduit for the exchange of contemporary thinking and insights among the faculty, students, and practitioners, and provides service to the community. In doing so, the internship program compliments the mission of the Leisure Studies Program, the College of Liberal Arts and Sciences, and The University of Iowa.

# Leisure Studies Program

## Mission

The Leisure Studies Program has the closely related missions of:

- Providing effective undergraduate teaching for both majors and non-majors.
- Providing premier graduate programs.
- Providing national and international leadership in research and knowledge dissemination.
- Making a strong contribution to the overall liberal arts mission of the College of Liberal Arts and Sciences.

In pursuing the interdisciplinary study of personal and cultural behaviors related to health, leisure, and sport that enhance quality of life, we advocate individual responsibility, effective organizational policy, and transformative social action that promote healthy environments and patterns of living.

The program capitalizes on its diversity in areas of study which focus on people with disabilities and older adults.

All students who complete their major earn a Bachelor of Science in Leisure Studies from the College of Liberal Arts and Sciences.

## Therapeutic Recreation Emphasis Area

The primary aim of the Therapeutic Recreation track is to prepare undergraduate students for entry level positions in recreation services by improving or maintaining physical, mental, emotional, and/or social functioning in order to assist individuals in independent leisure lifestyles. Graduates serve persons who are physically, mentally, or emotionally disabled; persons who are mentally retarded; individuals who are incarcerated; persons who are chemically dependent or are socially disadvantaged; as well as older adults. Completion of the degree program satisfies eligibility requirements necessary to take the National Therapeutic Recreation Certification Examination administered by the National Council on Therapeutic Recreation Certification. Students are selectively admitted to the Therapeutic Recreation emphasis area. Therapeutic Recreation students are required to complete a 12 semester hour internship.

## 169:190 Pre-Internship Seminar

### 169:190 Pre-Internship Seminar

This course is offered fall and spring semesters. Since many agencies have highly competitive internships and application deadlines at least six months before the internship starting date, students should plan accordingly. Pre-internship seminar must be taken at least one semester prior to the semester of the internship.

### Prerequisite Courses and Other Credentials

To qualify for an internship, the student must meet all requirements stated in the Undergraduate Internship Manual edition that applies to the academic session in which the student will take the internship. Failure to meet all requirements will result in postponement of the internship for at least one academic session until all requirements are met.

### Requirements

- Overall GPA of at least 2.00
- Major GPA of at least 2.00
- Completion of all Therapeutic Recreation Foundation Courses
- Completion of all Therapeutic Recreation Elective Courses
- Completion of 169:190 Pre-Internship Seminar
- Verification of at least 400 hours of volunteer or work experience in student's emphasis area. For specific criteria on and distribution of volunteer or work experiences see the section, Pre-Internship Work and Volunteer Experiences, in this Manual.
- Evidence of certification in CPR and First Aid at the Community and First Aid Safety Level that will extend through the internship. If certification is scheduled to expire prior to or during the internship, the student must be recertified before he or she begins the internship.
- Student submits all required forms by stated deadline dates
- Adherence to the procedures and policies stated in this Manual
- Approval of internship by Internship Coordinator and appropriate faculty
- While not a mandatory requirement, infectious disease immunizations including completion of the Hepatitis B Immunization Series is strongly encouraged. For further information about immunizations see the section, Infectious Disease Immunizations, in this Manual.

### Pre-Internship Work and Volunteer Experiences

Before the internship begins, students must have verified at least 400 hours of paid or voluntary work experiences. The student should have experience in at least three different settings, with at least three different population groups. At least one experience must be in a clinical setting where direct health care services are provided. Examples of clinical settings are hospitals, long-term care facilities, rehabilitation centers, and nursing homes.

Only volunteer and work experiences since high school may be used to fulfill this requirement and at least 200 of the total 400 hours must be completed after the student has been admitted to the Program.

Each paid or voluntary experience must be verified and approved by the student's Academic Advisor and by the individual that supervised the student during the volunteer or work experience. A Pre-Internship Experience Verification Form should be completed for each experience.

Students should have the form completed at the end of each experience and promptly submit it to the Internship Coordinator. The Pre-Internship Experience Verification Forms will be part of each student's internship file.

### **Internship Searches**

The student is responsible for identifying and securing an appropriate internship. The prerequisite course 169:190 Pre-Internship Seminar, addresses strategies for internship searches. Since internships are awarded on a competitive basis and are available to students throughout the country, plans must be made carefully and applications submitted early. Students should make alternative plans in case they do not qualify for or do not secure their first choice. The Leisure Studies Program does not guarantee placement of an internship position.

Students are strongly encouraged to pursue internships with agencies that have an existing affiliation agreement with The University of Iowa.

### **Eligibility of Agency for Internship**

For each individual student, the faculty determine the eligibility of an internship. In addition, previous approval of an internship agency for a former intern does not insure approval of the internship for the student applicant. The following factors are considered when determining internship approval:

- Intern responsibilities provide sufficient opportunity to apply foundation and emphasis area coursework to the practice setting
- The Agency Supervisor holds current certification with NCTRC and is employed by the agency at least 32 hours per week for responsibilities in Therapeutic Recreation
- Agency presents the student with an opportunity to experience all aspects of the TR process as described by NCTRC.

The Internship Coordinator will notify the student of the approval or denial of the internship.

### **Deadlines for Internship Approval and Graduation Application**

Program and University deadlines are set so that institutional resources can facilitate the student's success as an intern and graduate. The deadlines related to applying for the

internship and for graduation follow. In addition, students should refer to the steps outlined in this Manual in the section, "Checklist for Internship".

Failure to meet the deadlines will result in postponement of the internship by at least one semester. Students who experience extended personal or family illness or other extenuating circumstances that prohibit meeting the deadlines may write a letter of appeal to the Undergraduate Curriculum Committee in the Leisure Studies Program and ask the Committee to approve a deadline extension. No other deadline exceptions will be considered.

### **Deadlines for Spring Internships and May Degree Candidates**

First Friday in October	Deadline to submit form, Academic Eligibility for Internship and necessary attachments to <b>Academic Advisor</b>
Second Friday in October	Deadline to submit form, Academic Eligibility for Internship and necessary attachments to <b>Internship Coordinator</b>
First Friday in November	Deadline to submit forms, Student Request for Approval of Internship Position and Agency Acceptance of Intern. Submit to <b>Internship Coordinator</b>
November/December	Register for 169:191 Internship I for semester hours credit through academic advisor and Registration Center (see UI academic calendar for exact dates)
First week in December	Mandatory meeting with <b>Internship Coordinator</b>
March Deadline for Graduation	Submit Application for Graduation to Graduation Analysis, Registrar's Office, 1 Jessup Hall (see UI academic calendar for exact date)

### **Deadlines for Summer Internships and July Degree Candidates**

First Friday in February	Deadline to submit form, Academic Eligibility for Internship and necessary attachments to <b>Academic Advisor</b>
Second Friday in February	Deadline to submit form, Academic Eligibility for Internship and necessary attachments to <b>Internship Coordinator</b>
Friday after Spring Break	Deadline to submit forms, Student Request for Approval of Internship Position and Agency Acceptance of Intern. Submit to <b>Internship Coordinator</b>
April	Register for 169:191 Internship I for semester hours credit through academic advisor and Registration Center (see UI academic calendar for exact dates)
Third week in April	Mandatory Meeting with <b>Internship Coordinator</b>
June Deadline for Graduation	Submit Application for Graduation to Graduation Analysis, Registrar's Office, 1 Jessup Hall (see UI academic calendar for exact date)

# 169:191 Internship I

## Course Description

Internship is an active service learning course designed to apply theory, concepts, models and technical/clinical skills in the professional practice setting. The internship course is usually taken during the final semester of undergraduate study in the major. The setting for the course is an agency under the close supervision of professionals who are both credentialed and practice in the student's emphasis area of study. The Agency Supervisor evaluates the Intern from the practice perspective and the University Supervisor evaluates the Intern from the academic perspective.

Successful completion of this course can help prepare a candidate for professional certification exams such as Certified Therapeutic Recreation Specialist (CTRS).

## Semester Hours Credit

169:191 Internship I is offered to eligible students for a minimum of 12 semester hours, requiring at least 480 contact hours. (For each semester hour of credit, the student must complete 40 contact hours in the internship experience.)

Tuition fees for 169:191 Internship I are based on the College of Liberal Arts and Sciences undergraduate tuition fee schedule as established by the Iowa Board of Regents.

## NCTRC Criteria

In order to satisfy NCTRC criteria, Therapeutic Recreation internships must be at least 12 consecutive weeks in length. Vacations and other release time may not occur during the 12 consecutive week period. Therapeutic Recreation students are encouraged to review guidelines for certification by the NCTRC. [www.nctrc.org](http://www.nctrc.org)

## Internship Coordinator and University Supervisors

### Internship Coordinator

Kathy Walter

Internship Coordinator

426 Jefferson Building

The University of Iowa

Iowa City, Iowa 52242

(319) 335-3630

Fax: (319) 335-2439

E-Mail: [kathy-walter@uiowa.edu](mailto:kathy-walter@uiowa.edu)

### University Supervisors

University Supervisors are appointed on a semester by semester basis. Students and agency supervisors are informed of university supervisors shortly before the internships are scheduled to begin.

## Sequencing of Internship

Since the internship is designed to enable the student to apply coursework to the practice setting, the internship is usually taken during the final semester of undergraduate study in the Program.

Internships are only available for students in Spring and Summer semesters. Students should plan their academic schedules accordingly.

## Internship Objectives

The internship is an academic course that meets partial requirements for the Bachelor of Science Degree in the Leisure Studies Program.

In order to complete the internship successfully, the student must satisfy the following course objectives.

By the end of the academic session of the internship, the student should be able to:

- Demonstrate that he or she has integrated theory with practice in his or her academic area of study.
- Broaden his or her philosophy and understanding of therapeutic recreation.
- Gain an understanding and appreciation of the roles, duties, legal and ethical responsibilities of a full-time professional in therapeutic recreation.
- Become proficient in specific technical or clinical skills of his or her therapeutic recreation.
- Observe and gain experience in leadership, supervisory, or administrative functions and in human relations.
- Complete an internship project that compliments the mission of the agency.
- Evaluate his or her strengths and weaknesses and develop strategies for improvement.
- Refine his or her professional writing abilities.
- Meet minimal competencies stated in evaluation forms.
- Complete all written reports and assignments as described below.

## Required Resource

Leisure Studies Program. [Undergraduate Internship Manual](http://www.uiowa.edu/~leisure/Manual/index.html). Iowa City, Iowa: The University of Iowa. <http://www.uiowa.edu/~leisure/Manual/index.html>

## Written Reports and Assignments

Each student will prepare progress reports (usually five), submit a midterm and final evaluation, prepare a final intern report, and complete an internship project. The Agency Supervisor will review each report before it is submitted for evaluation to the University Supervisor.

Each written assignment must be typed, double-spaced.

Prior to the beginning of the internship a Schedule of Assignments and Evaluations will be scheduled by the University Supervisor and the Agency Supervisor, and communicated to Intern.

### **Progress Reports**

Progress Reports are prepared by the student. Forms for each Progress Report are in this Internship Manual in the section, "Forms for Reports and Evaluations During Internship". A maximum of six Progress Reports may be scheduled by the University Supervisor during the internship. The deadline for the First Progress Report is preferred at the end of the second week of the internship.

### **Internship Project**

The student must satisfactorily complete a major project during the internship. The Agency Supervisor and the University Supervisor must approve the project.

In each Progress Report, the student should describe the status of the project as requested in the written assignment section. The student reports on the completion of the project in the Final Intern Report. The student provides printed materials related to the project to the University Supervisor.

### **Final Intern Report**

The student will complete a Final Intern Report and turn it into the Internship Coordinator by the scheduled date.

### **Intern Journal or Daily Log**

Keeping a journal or daily log during the internship is a highly recommended method of documentation. Many agencies require that the intern keep a journal or daily log during the internship. Recording of activities, clients served, professional contacts made, successes, challenges, reflections, application of coursework to practice, and areas for improvement facilitates the preparation of Progress Reports. It also serves as a means to document specific experiences for the student as he or she prepares for employment interviews and updates his/her resume.

## **Evaluations**

### **University Supervisor's Oral Consultations and Written Comment**

The University Supervisor provides feedback and written comments periodically during the internship. If the agency is within a two hours commuting distance, the University Supervisor should visit the Intern and Agency Supervisor during the internship.

### **Agency Supervisor's Evaluations**

The Agency Supervisor completes the following evaluations and meets with the student regarding the evaluations prior to the student sending them to the University Supervisor.

- Agency Supervisor's Evaluations of Progress (maximum of six)
- Agency Supervisor's Mid-Semester Evaluation of Intern's Performance
- Agency Supervisor's Final Evaluation of Intern's Performance
- Agency Supervisor's Evaluation of Intern's Project

Forms for each evaluation are in this Internship Manual in the section, "Forms for Reports and Evaluations During Internship".

## **Grading**

The grading system for this course is the Satisfactory/Fail (S/F) system of the College of Liberal Arts and Sciences. The final course grade will be awarded as follows:

- Satisfactory = S. Met course objectives as stated in this syllabus and minimal competencies as stated in formal evaluations
- Fail = F. Did not meet course objectives as stated in this syllabus and/or minimal competencies as stated in formal evaluations

## **Policy on Academic, Professional, and Ethical Misconduct**

Plagiarism, cheating, forgery, and violations of professional standards and ethical standards are not tolerated. Any such misconduct may result in termination of the internship, failure of the internship, and/or other serious penalties. If cheating, plagiarism, forgery, or violations of professional standards is suspected then the Internship Coordinator shall follow College of Liberal Arts and Sciences policies and procedures. Please refer to the College's Student Academic Handbook for specific information on Academic Misconduct. This policy can be accessed at Student Rights and Responsibilities; Academic Fraud, Dishonesty and Cheating: [http://www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml).

## **Student Complaints Concerning Faculty Actions**

A student who has a complaint against the Internship Coordinator or the University Supervisor is responsible for following the policy and procedures of the College of Liberal Arts and Sciences which is described in the College's Student Academic Handbook. This policy can be accessed at Student Rights and Responsibilities; Student Complaints Concerning Faculty Actions at: [http://www.clas.uiowa.edu/students/academic\\_handbook/ix.shtml#4](http://www.clas.uiowa.edu/students/academic_handbook/ix.shtml#4).

## **Infectious Diseases Immunizations**

Because each undergraduate emphasis area in the Program focuses on human services, nearly all students during their internships and careers will be exposed to blood and other body fluids and to communicable diseases such as tuberculosis, hepatitis, and rubella. It is to the personal and professional advantage of each undergraduate student preparing for an internship to be current in his or her immunizations for infectious diseases. Immunizations can be obtained through the student's personal physician or through Student Health Services (335-8370).

Internship agencies increasingly are requiring immunizations against selected diseases such as hepatitis B, rubella, diphtheria, tetanus, and polio. Some immunizations, such as hepatitis B require a series of three injections that span a period of six months. It is the student's responsibility to meet these professional standards.

## **OSHA Standards**

Some internship agencies require that interns meet selected OSHA before the internship begins. Other sites take interns through an orientation and provide the needed training and procedures, sometimes at a small cost to the intern.

## **Spring and Summer Internships**

Whenever possible, students should plan to take their internship during the summer because it provides the best and widest selection of opportunities. In addition, the spring semester internship opportunities are limited due to staff availability for supervision. Students should plan their academic schedules accordingly.

Variances in dates are usually necessary for summer internships when the internships are for 12 semester hours credit. Students who start summer internships at the beginning of the University's traditional summer session and who are progressing satisfactorily and on schedule but who will not complete their internship before the College of Liberal Arts and Sciences graduation date for summer session will receive a grade of Incomplete (I) until all internship responsibilities are fulfilled. Upon satisfactory completion of the summer internship a permanent grade will be given prior to conferring the degree for summer graduation. Should a spring semester internship extend beyond the date for graduation this same procedure will be followed prior to conferring the degree for graduation.

## **Withdrawal of Internship Supervision**

Frequently there is a period of time in which a student may begin an approved internship before grade reports of the academic session immediately preceding the internship are available for review by academic advisors. If the grades earned do not meet the established standards and the student has begun the internship, then university supervision will be withdrawn and no academic credit will be earned for the experience.

Examples of other situations that could warrant withdrawal of internship supervision relate to violations of the law, violations of ethical conduct, and failure to comply with the rules, regulations and procedures set forth by the agency where the student is interning. Please refer to the section, Policy on Academic, Professional and Ethical Misconduct in this Manual.

Should internship supervision be withdrawn, then the student should contact his or her Academic Advisor to coordinate a revised academic plan of study. The student must withdraw their university registration for the internship course. Failure to withdraw registration of 169:191 will convert to course grade(s) of F.

## **Responsibilities of the Intern, University and Agency**

The following lists responsibilities and expectations of each party during the internship:

### **University to the Intern and the Agency**

- Assign a University Supervisor for the internship

- Make contact with the Agency Supervisor at the beginning of the internship and periodically thereafter
- Make oral and/or written contact with the Intern periodically throughout the internship
- Evaluate and provide feedback on written progress reports completed by the Intern
- Maintain open communication with the Agency Supervisor pertaining to the internship, especially in the event that problems arise
- Make a site visit during the internship to observe the Intern at agencies within two hours commuting distance from Iowa City
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University
- Provide a Student Malpractice Professional Liability Insurance Program for the Intern with \$1,000,000 per occurrence/\$3,000,000 in the aggregate
- Provide guidance to the Agency with respect to complying with the Family Educational Rights and Privacy Act (FERPA)
- Provide a current copy of the Internship Manual via the Therapeutic Recreation website [www.uiowa.edu/~leisure/](http://www.uiowa.edu/~leisure/)

### **Intern to the University**

- Inform the Internship Coordinator of address, phone, e-mail and name changes. This responsibility begins at the time the student submits the Request for Academic Eligibility form and continues through the end of the internship
- Pay University bills promptly. The student must comply with financial agreements with the University, including payment of tuition, in order to be eligible to earn semester hours credit. Failure to pay a University bill will jeopardize the student's status as an intern
- Satisfy internship course objectives
- Complete all progress reports and the internship project according to the guidelines and in a timely manner
- Make revisions in written reports as suggested by the University Supervisor
- Consult with University Supervisor on issues relating to course objectives, requirements, and deadlines
- Conduct self in professional manner, both legally and ethically. The actions of the intern reflect on the Program, The University of Iowa, and the Agency.
- Comply with conditions set forth in the Internship Manual and the procedures and policies of the Program's internship program

### **Intern to the Agency**

- Provide appropriate forms to the Agency Supervisor that are required by the Program
- Comply with conditions set forth in the Internship Manual and the procedures and policies of the Agency's internship program
- Conform with regulations pertaining to interns of the agency and carry out all assignments
- Maintain client confidentiality
- Evaluate each day's activities, interactions, and events
- Prepare for a weekly meeting with the Agency Supervisor. Ask questions and present constructive ideas
- Plan thoroughly and in advance for all assignments
- Present a copy of each Progress Report to Agency Supervisor well in advance of due dates
- Notify the Agency Supervisor well in advance in cases of absence from the internship
- Be respectful, courteous, and tactful to co-workers and clients

- Consult with the Agency Supervisor when confronted with problems that cannot be solved alone
- Consider self as a member of the Agency work team

### **Agency to the Intern and to the University**

- Complete an agreement that delineates general responsibilities, dates and hours of work, and the student's role and responsibilities in the Agency
- Present to the Intern an overview of the Agency's purposes, policies, administration, program, and facilities
- Confer with the Intern prior to and during the internship to determine his/her responsibilities
- Inform the Intern of all regulations he or she must follow
- Present the Intern to the Agency staff as a colleague to insure his or her status
- Orient the Intern to the community including its political, religious, economic, social and ethnic background
- Gradually induct the Intern into the internship experience, beginning with observations and minor duties, adding more responsibilities as the semester continues
- Meet with the Intern on a weekly basis for the purpose of discussing the Intern's progress and the appropriateness of the Intern's responsibilities
- Maintain open communication with the University Supervisor pertaining to the internship, especially in the event of problems
- Evaluate and provide suggestions to the Intern on each Progress Report the Intern submits to the University Supervisor
- Complete the evaluations provided in the Internship Manual and review them with the Intern. The evaluations are then faxed to the University Supervisor:
  - ◊ Progress Report Evaluations by Agency Supervisor (maximum of six)
  - ◊ Mid-Semester Evaluation by Agency Supervisor
  - ◊ Final Evaluation of Intern by Agency Supervisor
  - ◊ Final Evaluation of Intern's Project by Agency Supervisor
- Comply with conditions set forth in the institutional affiliation agreement between the Agency and University
- Acknowledge that many student educational records are protected by the Family Educational Rights and Privacy Act (FERPA) and that student permission must be obtained before releasing specific student data to anyone other than the University

## **Risk Management**

### **University Liability Insurance Program**

The University of Iowa provides a Student Malpractice Blanket Liability Insurance Program for students in internships that are required as part of their academic program. A description of the insurance program is provided on the following page and may be copied for reference at the agency in the student intern's file. Agencies that require a certificate of insurance of the University's liability insurance program for interns should contact the Program's Internship Coordinator.

### **Supplementary Liability Information**

Some agencies require the intern to hold professional liability coverage beyond that provided by the University. Professional liability coverage is available through many sources with varying

coverage and costs. Examples of some sources include special policies through professional organizations and special plans through insurance companies. The Program Internship Coordinator has information on professional liability plans through professional organizations.

### **University of Iowa Student Malpractice Professional Liability Insurance Program for Students in Internships, Practicums, Externships, Training Programs**

Professional liability insurance will be provided for insured students while participating in practicums, internships, and training programs required as a part of their academic program. Upon student's enrollment in the insurance program, the policy will provide up to: \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required training, practicum, internship programs of The University of Iowa.

**Professional Liability.** The insurance company will pay on behalf of the insured all sums which the insured shall become legally obligated to pay as damages because of bodily injury, property damage, personal injury to which this insurance applies in the conduct of the profession of the named insured, caused by an incident which occurs during the policy period. The policy includes the cost of defense, court costs, settlements and judgments. There is no deductible. Company provides expert legal counsel and claims adjusters.

**Insureds.** Students enrolled in the insurance, while participating in activities which are a part of or a requirement of the student's curriculum.

**Exclusions.** NO coverage is provided for personal liability, (i.e., automobile, health) unrelated business or a profession not specifically listed on student's enrollment.

Professional liability protection is provided during the term of the student's internship as required for their academic program.

The above is only a brief summary of the coverage. For further details, please contact The University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 305 Plaza Centre One, 319-335-0010.

In the event of any incident that is likely to result in a claim, the student and/or the Program should notify the University of Iowa's Department of Risk Management, Insurance and Loss Prevention, 319-335-0010 immediately. The insurance company requires immediate notification regarding claims, demands, summons, notice of suit, or incidents.

### **Compensation and Benefits**

The student earns a significant number of semester hours credit for the internship and the student derives significant career growth opportunities during the internship. Therefore, the University does not endorse paid salary compensation from the agency to the student intern. The student is expected to bear all expenses incidental to living in the area of the internship and to make satisfactory housing and commuting arrangements to carry out the assignments. However, many agencies offer to assist students through honorarium stipends, housing, meals, parking, commuter expenses, insurance, membership benefits, professional meeting expenses, and other benefits. Benefits such as these may be offered to the student.

## **Institutional Affiliation Agreements**

An Institutional Affiliation Agreement will be initiated by the University after the receipt of the Agency Acceptance of Intern form. This should take place at least two months before the internship is scheduled to start. This allows the document to be reviewed, amended, and approved by the Agency's and University's legal counsel before the start date of the internship.

## **Student Preparation for Approved Internship**

Students with the most rewarding internships are those students that have prepared well for their internships. Communication is the single most important element in a successful internship experience. The following are guidelines for the student as he or she prepares for an internship that has been approved:

- Write letter of acceptance to approved internship and letters of decline to other agencies that offered internship
- Review overall responsibilities of Intern, Agency, and University stated in the Internship Manual and provided by the Agency
- Update Agency Supervisor, Internship Coordinator, and University Supervisor with phone numbers, addresses, and e-mail addresses
- Review textbooks, course notes, handouts and other course materials prior to internship. Use these resources during internship
- Review Internship Manual in its entirety including forms for progress reports, agency supervisor reports, and internship project
- Review mission statement, annual report, procedures manual, and other materials provided by Agency. Use these resources during internship.
- Draft internship goals prior to start date and seek input from Agency Supervisor and University Supervisor
- Meet with Agency Supervisor before start date to clarify responsibilities
- Meet with University Supervisor before start date to clarify responsibilities
- Plan appropriate attire for the internship. Dress professionally according to the culture of the agency
- Arrange for housing, commuting, and finances during internship

## **Deadlines During Internship**

The Internship Coordinator and University Supervisor will provide the student and agency with a schedule of deadlines for progress reports, agency supervisor evaluations, and the final intern report. See section titled Written Reports and Assignments in this Manual.

The student must consult with the Agency Supervisor regarding deadlines established by the Agency.

## Deadlines for Certification Examinations

Students interested in professional certifications in their area of study should be very familiar with all requirements for certification prior to the internship experience so that the internship is in accordance with specified requirements. Before the internship begins students should contact faculty to obtain information on the certification processes in their profession and should request application materials from the national certifying agencies **before** the internship begins. For the CTRS credential, go to [www.nctrc.org](http://www.nctrc.org) , click on Standards and review the description of an acceptable “Field Placement” (internship).

## Student Checklist for Internship

Although the sequencing of events in the internship process varies among individual students, there are steps that must be accomplished in each of four phases. It is the student's responsibility to achieve each step in a timely manner and to retain a copy of **all** documents for their personal files.

The following list outlines the steps that include, but are not limited to, each phase of the internship process. For further information on each step the student should see the corresponding section of this Manual.

### Pre-Internship

- \_\_\_\_\_ Complete emphasis area foundation and emphasis area elective courses satisfying the requirements and achieve the minimum grade point averages.
- \_\_\_\_\_ Complete and secure verification of volunteer and work experiences
- \_\_\_\_\_ Complete 169:190 Pre-Internship Seminar
- \_\_\_\_\_ Actively search for internship possibilities that meet career aspirations
- \_\_\_\_\_ Complete certification in First Aid and CPR – must be current through the entire internship experience
- \_\_\_\_\_ Update resume and references
- \_\_\_\_\_ Submit Academic Eligibility for Internship form and necessary attachments for academic advisor approval
- \_\_\_\_\_ Complete search and interviews for internship position and select site
- \_\_\_\_\_ Complete Student Request for Approval of Internship Position form
- \_\_\_\_\_ Submit to agency the Agency Acceptance of Intern form and request form be returned to you
- \_\_\_\_\_ Register for 169:191 Internship I for the semester of internship

### Internship Preparation/Experience

- \_\_\_\_\_ Comply with guidelines for Student Preparation for Approved Internship
- \_\_\_\_\_ Follow Internship Manual through internship
- \_\_\_\_\_ Comply with policies and procedures of internship program during internship

### Graduation Preparation

- \_\_\_\_\_ Complete outstanding degree requirements, if applicable
- \_\_\_\_\_ Make application for graduation to Registrar's Office
- \_\_\_\_\_ Graduate!

**PRE-INTERNSHIP EXPERIENCE VERIFICATION FORM**  
**Leisure Studies Program**  
The University of Iowa

Please consult the Program's Undergraduate **Internship Manual** for more information regarding the criteria for pre-internship experiences.

A separate verification form is required for each type of volunteer and paid experience. Students should make a photocopy of each form after the academic advisor has signed the form.

---

**Part I (Completed by Student)**

Student name \_\_\_\_\_ Current date \_\_\_\_\_

Type of setting (e.g., hospital, nursing home, park, recreation center) \_\_\_\_\_

Agency name \_\_\_\_\_

Agency director name \_\_\_\_\_ Agency phone \_\_\_\_\_

Agency street address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Description of responsibilities (use other side, if needed) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How did the experience relate to therapeutic recreation? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Experience was: (check one) \_\_\_\_\_ volunteer \_\_\_\_\_ paid

Start date \_\_\_\_\_ End date \_\_\_\_\_ (month/day/yr)

Total number of hours completed \_\_\_\_\_

---

**Part II (Completed by Agency)**

According to our records the above information:

\_\_\_\_\_ is accurate and the student's service with our agency is verified.

\_\_\_\_\_ is not accurate and service with our agency cannot be verified.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Title \_\_\_\_\_

---

**Part III (Completed by Academic Advisor)**

\_\_\_\_\_ Experience satisfies partial fulfillment of volunteer and work experience requirement.

\_\_\_\_\_ Experience does not satisfy partial fulfillment of volunteer and work experience requirement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

### Academic Eligibility for Internship Form

**Instructions:** Attach the following documents to this form and submit to your Academic Advisor:

- \_\_\_\_\_ **Current** degree evaluation form. Grade report is not acceptable. Print off of ISIS.
- \_\_\_\_\_ Completed Pre-Internship Experience Verification Forms (400 hours)
- \_\_\_\_\_ Updated resume and list of references
- \_\_\_\_\_ Copy of certification in First Aid/CPR (at least Community and First Aid Safety Level)

After your Advisor completes the form he or she will return it to you. It is your responsibility to submit this form to the Internship Coordinator. See Deadlines for Internship Approval in this Manual. There are no exceptions to these deadlines. Failure to meet the deadline may result in postponement of the internship.

---

#### Part I (Completed by student)

Intended Semester of the Internship \_\_\_\_\_  
Name \_\_\_\_\_ Student ID \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone (\_\_\_\_) \_\_\_\_\_ Cell Phone (\_\_\_\_) \_\_\_\_\_  
E-mail \_\_\_\_\_

List three agencies where you would like to have your internship. If no preferences, indicate type of setting and/or population group you would prefer.

- 1.
  - 2.
  - 3.
- 

#### Part II (Completed by Academic Advisor)

##### TR Foundation Courses

1. Will all TR required coursework (22 s.h. for current majors; 25 s.h. for students admitted Fall 2008) be completed by the end of the current semester?  
\_\_\_\_\_ yes \_\_\_\_\_ no
  2. Has a passing grade been earned in *each* course? \_\_\_\_\_ yes \_\_\_\_\_ no
  3. If **no** to either question, what is the plan to correct this deficiency? \_\_\_\_\_
- 

##### TR Elective Courses

1. Will the TR Elective Courses (18 s.h.) be completed by the end of the current semester?  
\_\_\_\_\_ yes \_\_\_\_\_ no
2. Has a passing grade been earned in *each* course? \_\_\_\_\_ yes \_\_\_\_\_ no
3. Will the following courses be completed by the end of the current semester:  
Human Anatomy (32:53), Human Development and Behavior (96:30), Abnormal Psychology (31:63 or 31:163)  
\_\_\_\_\_ yes \_\_\_\_\_ no

**Academic Eligibility for Internship Form**

**Grades and Semester Hours**

- 1. Overall GPA (2.0 minimum) \_\_\_\_\_
- 2. Major GPA (2.0 minimum) \_\_\_\_\_
- 3. By the end of the current semester, how many semester hours will this student have earned toward a degree? \_\_\_\_\_ hours
- 4. With the internship semester hours, will the student meet at least one of the three UI residence requirements for his or her degree? \_\_\_\_\_yes \_\_\_\_\_ no
- 5. Will the student qualify as a degree candidate during the semester that he or she intends to take the internship? \_\_\_\_\_yes \_\_\_\_\_ no
- 6. Will the student meet the College of Liberal Arts and Sciences' rules for number of "S" courses? \_\_\_\_\_yes \_\_\_\_\_ no
- 7. Will the student meet the College of Liberal Arts and Sciences' rules for no more than 50 s.h. from a single department? \_\_\_\_\_ yes \_\_\_\_\_no
- 8. CPR/First Aid certification is completed? \_\_\_\_\_ yes \_\_\_\_\_no
- 9. Has the student completed 400 hours of pre-internship volunteer/work? \_\_\_\_\_ yes \_\_\_\_\_no

**Academic Approval of Internship**

- \_\_\_\_\_ Granted, contingent on successful completion of current semester coursework
- \_\_\_\_\_ Postponed, based on deficiencies above.
- \_\_\_\_\_ Denied, based on deficiencies above.

**Comments:**

Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Request for Approval of Internship Position  
To be Completed by the Student**

Instructions: Complete this two-page form, attaching additional information as needed. Submit this request to the Internship Coordinator. Deadlines for this form are as follows:

For Spring Internships      First Friday in November  
For Summer Internships      Friday after Spring Break

Failure to meet the deadline may result in postponement of the internship.

---

Intended Semester of Internship \_\_\_\_\_ Spring 200\_\_ \_\_\_\_\_ Summer 200\_\_

Number of semester hours intended for internship experience: \_\_\_\_\_ 12 \_\_\_\_\_ Other, specify \_\_\_\_\_

Student Name \_\_\_\_\_

Student Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Until when will you be living at the above address? \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_

E-mail \_\_\_\_\_

Permanent Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent Phone \_\_\_\_\_

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Agency Mission \_\_\_\_\_

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

(Attach additional narrative if needed)

Has the Agency had experience with undergraduate interns in your area of study?

\_\_\_\_\_ yes \_\_\_\_\_ no

**Page 2 of 2**  
**Student Request for Internship Position Approval**

Does the agency currently have an Institutional Affiliation Agreement between the agency and the University of Iowa? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ unknown

Agency Supervisor \_\_\_\_\_

Agency Supervisor Title \_\_\_\_\_ Phone \_\_\_\_\_

Fax \_\_\_\_\_ E-mail \_\_\_\_\_

Qualifications of Supervisor (e.g., bachelors degree or higher, professional degree, professional credentials, previous experience supervising undergraduate interns). Attach additional narrative if needed.

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---

How long has this supervisor been employed at this agency? \_\_\_\_\_

Describe the responsibilities you would have as an intern at this agency. Attach additional narrative if needed.

---

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---

---

How would these responsibilities apply to your academic background? Attach additional narrative if needed.

---

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

**Agency Acceptance of Intern  
Leisure Studies Program  
University of Iowa**

**To be completed by the Agency**

Agency Name \_\_\_\_\_

Agency Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

E-Mail Address \_\_\_\_\_

An interview has been completed with \_\_\_\_\_  
(student's name)  
on \_\_\_\_\_.  
(date)

We will accept this student for an internship placement during the following time period:

\_\_\_\_\_ Spring Semester 200\_\_

\_\_\_\_\_ Summer Session 200\_\_

The starting date of the internship will be \_\_\_\_\_

The ending date of the internship will be \_\_\_\_\_

The student will intern \_\_\_\_\_ weeks at a minimum of \_\_\_\_\_ hours per week. To satisfy the 12 semester hours of course credit, the Intern will commit at least 480 contact hours over 12 consecutive weeks to the Agency during the internship.

The intern's responsibilities are described below or are attached to this document.

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

What skills/certifications/licenses/vaccinations/physical exams are required for the internship position?

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

**Agency Supervisor**

The student intern's Agency Supervisor will be:

Name of Supervisor \_\_\_\_\_

Title \_\_\_\_\_ E-Mail Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

**Note:** The supervisor must be a Certified Therapeutic Recreation Specialist. Please attach a copy of current NCTRC Certification Certificate.

**Institutional Affiliation Agreement**

An Institutional Affiliation Agreement is required between the Agency and the University of Iowa when internships earn academic credit.

Does the Agency have a current agreement? \_\_\_\_\_ yes \_\_\_\_\_ no \_\_\_\_\_ unknown

If no or unknown, who should the University contact to initiate such an agreement?

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

**Professional Liability Insurance**

The University of Iowa provides professional liability insurance for students participating in internships as a part of their academic program. Coverage includes \$1,000,000 per occurrence/\$3,000,000 in the aggregate for claims arising from any real or alleged act of negligence by the student while participating in required internship programs.

Does the Agency require the student to carry additional professional liability insurance?

\_\_\_\_\_ yes \_\_\_\_\_ no

Does the Agency's liability insurance cover interns? \_\_\_\_\_ yes \_\_\_\_\_ no

**Other Benefits**

Does the agency provide interns with a stipend, meals, housing, parking, and/or other benefits?

\_\_\_\_\_ yes \_\_\_\_\_ no. If yes, what specific benefits are provided? \_\_\_\_\_

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

**Note:** Because the internship is for academic credit, students may not be paid wages as an employee.

**Agency Supervisor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INTERNSHIP**  
 Schedule of Assignments and Evaluations  
 Leisure Studies Program  
 The University of Iowa

The Intern is responsible for submitting the assignments and Agency Supervisor evaluations to the University Supervisor no later than the dates listed below. This schedule is to be completed by the Intern and Agency Supervisor with approval from the University Supervisor. Return one signed copy to the University Supervisor and retain a copy for the Agency files.

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

<b>Assignment and/or Evaluation</b>	<b>Deadline to University Supervisor</b>
Progress Report #1 and Agency Supervisor Evaluation ( <b>two</b> weeks after <b>start</b> date)	_____
Progress Report #2 and Agency Supervisor Evaluation	_____
Progress Report #3 and Agency Supervisor Evaluation	_____
Agency Supervisor's Mid-Semester Evaluation of Intern's Performance	_____
Progress Report #4 and Agency Supervisor Evaluation	_____
Progress Report #5 and Agency Supervisor Evaluation	_____
Final Intern Report ( <b>last</b> day of Internship)	_____
Agency Supervisor's Evaluation of Intern's Project	_____
Agency Supervisor's Final Evaluation of Intern's Performance	_____
Agency Visit by University Supervisor (if feasible and within 2 hour drive)	_____

\_\_\_\_\_  
 Agency Supervisor Signature

\_\_\_\_\_  
 Intern Signature

Intern: \_\_\_\_\_  
 Phone/E-mail: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Agency Supervisor: \_\_\_\_\_  
 Agency Address: \_\_\_\_\_  
 Phone/E-mail: \_\_\_\_\_  
 UI Supervisor: \_\_\_\_\_  
 Phone/E-mail: \_\_\_\_\_

**Internship Progress Report # \_\_\_\_\_**  
Leisure Studies Program  
The University of Iowa

Intern name \_\_\_\_\_

Phone \_\_\_\_\_ (work) \_\_\_\_\_ (home)

Report period from \_\_\_\_\_ to \_\_\_\_\_ (month/day/year)

Distribution of hours:

- \_\_\_\_\_ Orientation
- \_\_\_\_\_ Observing
- \_\_\_\_\_ Meetings (e.g. staffings, working with the team, etc)
- \_\_\_\_\_ Lectures, Seminars, Conferences
- \_\_\_\_\_ Assessment
- \_\_\_\_\_ Planning (activity analysis, goals and objectives, etc)
- \_\_\_\_\_ Studying/Researching
- \_\_\_\_\_ *Implementation:*
  - \_\_\_\_\_ a. Therapy
  - \_\_\_\_\_ b. Teaching
  - \_\_\_\_\_ c. Leadership
  - \_\_\_\_\_ d. Counseling
  - \_\_\_\_\_ e. Supervision
- \_\_\_\_\_ Evaluation
- \_\_\_\_\_ Documentation
- \_\_\_\_\_ Discharge/Transition Plans
- \_\_\_\_\_ Other (Please specify)
- \_\_\_\_\_ **Total clock hours this report period**

*Intern's written assignment and Agency Supervisor's evaluation are attached with this page.*

**When completed, fax entire report to Leisure Studies Program at 319-335-2439, unless other arrangements have been made with the University Supervisor.**

Agency Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_

Intern Signature \_\_\_\_\_ Date \_\_\_\_\_

## Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3 of 3).

### **Written Assignment:**

Write a three- to five-page report, typed double-spaced, and include the following:

1. List at least five goals that you want to achieve by the end of your internship.
  - Write the goals so that they are specific and measurable.
  - Each goal must state clearly what you want to achieve, how you will achieve the goal, and how you will measure your success.
  - The goals should relate to your development of competency as a recreational therapist.
2. Compare and contrast the nature and scope of the agency with the standards of your profession and with your internship goals. This part of the assignment is to include:
  - A description of the purpose and goals of the agency where you are interning.
  - The population that is served by the agency and the services provided to the population.
  - A description of the organizational structure of the agency, the funding sources, and the agency's role in the community.
  - A description of how the scope and nature of the agency compliments and/or contrasts with: 1) the standards of your profession and 2) your own internship goals.
3. Describe the major project you will complete during your internship.
  - Describe the purpose of the project.
  - Relate how you and your agency supervisor determined the project.
  - Outline how you intend to: 1) assess the needs related to the project; 2) plan (design) the project, 3) implement the project, and 4) how you will evaluate the effectiveness of the project.
  - Provide a timetable or time line for each of the four phases of the project (assessment, planning, implementation, and evaluation).
  - Describe how the completion of the major project will enhance your career preparation.

### Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3 of 3).

#### **Written Assignment:**

Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?
6. What additional information did you learn about the agency's policies and programs?
7. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

### Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3 of 3).

#### **Written Assignment:**

Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?
6. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
7. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

### Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3 of 3).

#### **Written Assignment:**

Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?
6. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
7. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

You may choose to follow the same format as detailed in Third Intern Report or choose one of the following:

- A case study
- A secondary project in which you have been involved
- A description of how your field of study collaborates with other professionals
- A topic of your choice that relates to your present internship experience

### Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3 of 3).

#### **Written Assignment:**

Write a three- to five-page report, typed double-spaced, and include the following:

1. What activities and experiences did you have during this report period that relates to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again then how will you handle them?
6. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
7. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

**Internship Progress Report**

**Agency Supervisor's Evaluation of Intern's Progress**

Agency Supervisor completes and discusses with Intern. Supervisor sends copy to University Supervisor, retaining original. Update this document to follow the student's progression. Attach any additional comments. After the final progress report is completed, the Agency Supervisor mails the original to the University Supervisor.

Based on the intern's performance and the written assignment during this report period, please evaluate the student on the following criteria:

4 = Exceeds expectations; 3 = Meets expectations; 2 = Improvement needed; 1 = Unsatisfactory; NA = Not applicable

Evaluation Criteria	Reports					
	#1	#2	#3	#4	#5	option
<i>Assessment.</i> Student practices sound assessment techniques						
<i>Planning 1.</i> Student utilizes assessment data to formulate client goals						
<i>Planning 2.</i> Student selects interventions that promote attainment of client goals						
<i>Implementation.</i> Student implements interventions correctly and effectively						
<i>Evaluation.</i> Student collects data to determine whether client goals are achieved						
<i>Documentation.</i> Student accurately documents client response to interventions						
<i>Written form.</i> Student shows competence in professional writing, grammar and spelling						
<i>Academic preparation.</i> Student relates experiences to academic preparation						
<i>Client relationships.</i> Student establishes appropriate "therapeutic relationship" with clients						
<i>Discharge/transition planning.</i> Student contributes to the development of discharge/transition plans						
<i>Professionalism</i> Student displays appropriate and professional attitude toward staff and colleagues						
<i>Time management.</i> Student appropriately manages time and meets deadlines.						

Report #1 \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)  
 Report #2 \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)  
 Report #3 \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)  
 Report #4 \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)  
 Report #5 \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)  
 Optional \_\_\_\_\_ (Supervisor Signature/Date) \_\_\_\_\_ (Intern Signature/Date)

**Agency Supervisor's Mid-Semester Evaluation  
of Intern's Performance**  
Leisure Studies Program  
The University of Iowa

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Intern Name \_\_\_\_\_

Agency \_\_\_\_\_ Agency Supervisor \_\_\_\_\_

Based on the intern's performance during the first one-half of the semester, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern's performance. Thank you.

NA = Not applicable  
1 = Unacceptable

2 = Improvement needed  
3 = Average

4 = Good  
5 = Superior

**Knowledge Competencies**

\_\_\_\_\_ **Objectives:** Based on the job description of the intern position, the intern is meeting specified criteria and is fulfilling the Agency's goals as outlined.

\_\_\_\_\_ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion is appropriate.

\_\_\_\_\_ **Application of Knowledge:** Applies previously learned academic content to the work setting.

\_\_\_\_\_ **Processing:** Actively applies assessment, planning, implementation, and evaluation steps to work assignments.

\_\_\_\_\_ **Organization Skills:** Displays ability to analyze complex situations and problems to systematic knowledge and takes appropriate courses of action.

\_\_\_\_\_ **Technical/Clinical Skills:** Demonstrates appropriate development of technical and/or clinical skills.

\_\_\_\_\_ **Leadership Skills:** Demonstrates appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.

\_\_\_\_\_ **Evaluation Skills:** Assesses self realistically in relation to education, experience and internship experiences.

**Interpersonal Competencies**

\_\_\_\_\_ **Oral Communication:** Communicates ideas and feelings to others in easily understandable fashion. Oral communication is clear and effective.

\_\_\_\_\_ **Written Communication:** Presents clear, concise, and thorough written work. Grammar and spelling are appropriate.

\_\_\_\_\_ **Empathy:** Displays empathy toward clients, supervisors, coworkers.

\_\_\_\_\_ **Respect:** Demonstrates respect and tact with clients, supervisors, and coworkers.

Agency Supervisor's Mid-Semester Evaluation of Intern's Performance

**Professional Attitudes and Behaviors**

\_\_\_\_\_ **Professional Attitude and Behavior:** Intern displays positive, optimistic and constructive attitude. Remains calm and composed, especially in times of strain and anxiety.

\_\_\_\_\_ **Adaptability:** Adjusts to new situations, new clients, new staff, changes in assignments.

\_\_\_\_\_ **Creativity:** Displays imagination, ingenuity, creativity with common sense.

\_\_\_\_\_ **Motivation, Enthusiasm, Initiative:** Demonstrates motivation and enthusiasm for work responsibilities, and initiative when appropriate.

\_\_\_\_\_ **Time Management:** Demonstrates desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

**Professional Judgment**

\_\_\_\_\_ **Professional Judgment:** Analyzes situations and makes appropriate comments, advice and decisions in relation to the goals of the Agency.

\_\_\_\_\_ **Constructive Criticism:** Accepts constructive criticism.

\_\_\_\_\_ **Supervision:** Seeks/accepts direct and indirect supervision when appropriate.

\_\_\_\_\_ **Ethics:** Follows ethical standards of the profession and the Agency.

**General Comments and/or Observations:**

\_\_\_\_\_  
Agency Supervisor Signature      Date

\_\_\_\_\_  
Intern Signature      Date

**Agency Supervisor's Evaluation  
of Intern's Project**  
The University of Iowa  
Leisure Studies Program

Intern Name \_\_\_\_\_

Agency \_\_\_\_\_ Agency Supervisor \_\_\_\_\_

This Evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

Please evaluate the intern's performance as related to the Intern Project using the guidelines listed below. Did the intern:

- Assess the need for the project?
- Plan or design the project?
- Implement the project?
- Evaluate the strengths and weaknesses of the project?
- Conduct research on the project?
- Present written work related to the project?
- Work independently on the project?
- Work cooperatively with others as necessary on the project?
- Plan his or her work in advance so that work on the project could be spaced appropriately throughout the internship?

Was the project a learning experience for the intern?

Was the project of value to the agency or program?

Use the following rating scale:

Excellent	Project is exemplary
Above Average	Project exceeds expectations
Satisfactory	Project meets minimum standards
Below Average	Project failed to meet expectations
Poor	Project is unacceptable

RATING: \_\_\_\_\_

Comments and/or observations: (attach on back side of this page)

\_\_\_\_\_  
Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Intern

\_\_\_\_\_  
Date

**Agency Supervisor's Final Evaluation  
of Intern's Performance**  
Leisure Studies Program  
The University of Iowa

This Evaluation is to be completed by the Agency Supervisor and discussed with the Intern prior to submission to the University Supervisor.

Intern Name \_\_\_\_\_

Agency \_\_\_\_\_ Agency Supervisor \_\_\_\_\_

Based on the intern's performance during the entire internship, rate the student on the competencies listed below. Please use the following scale and place the appropriate number in the space provided before each statement. Then, please provide written comments and/or observations about the intern's performance. Thank you.

NA = Not Applicable	2 = Improvement Needed	4 = Good
1 = Unacceptable	3 = Average	5 = Superior

**Knowledge Competencies**

- \_\_\_\_\_ **Objectives:** Based on the job description of the intern position, the intern met specified criteria and fulfilled the Agency's goals as outlined.
- \_\_\_\_\_ **Intern's Goals and Project:** Intern's progress toward goal attainment and project completion was appropriate.
- \_\_\_\_\_ **Application of Knowledge:** Applied previously learned academic content to the work setting.
- \_\_\_\_\_ **Processing:** Actively applied assessment, planning, implementation, and evaluation steps to work assignments.
- \_\_\_\_\_ **Organization Skills:** Displayed ability to analyze complex situations and problems to systematic knowledge and took appropriate courses of action.
- \_\_\_\_\_ **Technical/Clinical Skills:** Demonstrated appropriate development of technical and/or clinical skills.
- \_\_\_\_\_ **Leadership Skills:** Demonstrated appropriate development of the ability to supervise, to lead and direct people, programs, and/or resources.
- \_\_\_\_\_ **Evaluation Skills:** Assessed self realistically in relation to education, experience and internship experiences.

**Interpersonal Competencies**

- \_\_\_\_\_ **Oral Communication:** Communicated ideas and feelings to others in easily understandable fashion. Oral communication was clear and effective.
- \_\_\_\_\_ **Written Communication:** Presented clear, concise, and thorough written work. Grammar and spelling were appropriate.
- \_\_\_\_\_ **Empathy:** Displayed empathy toward clients, supervisors, coworkers.
- \_\_\_\_\_ **Respect:** Demonstrated respect and tact with clients, supervisors, and coworkers.

Agency Supervisor's Final Evaluation of Intern's Performance

**Professional Attitudes and Behaviors**

- \_\_\_\_\_ **Professional Attitude and Behavior:** Intern displayed positive, optimistic and constructive attitude. Remained calm and composed, especially in times of strain and anxiety.
- \_\_\_\_\_ **Adaptability:** Adjusted to new situations, new clients, new staff, changes in assignments.
- \_\_\_\_\_ **Creativity:** Displayed imagination, ingenuity, creativity with common sense.
- \_\_\_\_\_ **Motivation, Enthusiasm, Initiative:** Demonstrated motivation and enthusiasm for work responsibilities, and initiative when appropriate.
- \_\_\_\_\_ **Time Management:** Demonstrated desirable work habits (e.g., consistently on time, reliable, completes assignments in efficient manner).

**Professional Judgment**

- \_\_\_\_\_ **Professional Judgment:** Analyzed situations and made appropriate comments, advice and decisions in relation to the goals of the Agency.
- \_\_\_\_\_ **Constructive Criticism:** Accepted constructive criticism.
- \_\_\_\_\_ **Supervision:** Sought/accepted direct and indirect supervision when appropriate.
- \_\_\_\_\_ **Ethics:** Followed ethical standards of the profession and the Agency.

**General Comments and/or Observations:**

**Agency Supervisor's Final Evaluation of Intern's Performance**

My attitude toward retention of this student for my staff, if a position were available, is as follows:

\_\_\_\_\_ Particularly wish to retain

\_\_\_\_\_ Pleased to retain

\_\_\_\_\_ Satisfied to retain

\_\_\_\_\_ Prefer not to retain

Please supplement the above rating with a brief narrative statement noting characteristics or abilities that will particularly qualify, or problems that will affect the student for the profession. Thank you.

\_\_\_\_\_  
Agency Supervisor Signature      Date

\_\_\_\_\_  
Intern Signature                      Date

**Confidential Report** – Send directly to Internship Coordinator via fax 319-335-2439 or mail to 426 Jefferson Building, Iowa City, IA 52242.

**Final Intern Report**  
Leisure Studies Program  
The University of Iowa

Intern name \_\_\_\_\_

Work phone \_\_\_\_\_ Home phone \_\_\_\_\_

Forwarding address \_\_\_\_\_  
\_\_\_\_\_

Forwarding e-mail address \_\_\_\_\_

Written Assignment:

Write a report, typed double spaced, and include all of the following:

**Overall Evaluation of Internship Experience**

- On a scale of 1 to 10 with 1 being the worst and 10 being the best, how do you rate the internship experience at this agency? Why?
- Would you recommend this internship position to other interns? Why or why not? Please be specific.
- What changes would you suggest to make the internship experience more meaningful?

**Address**

- What is your forwarding address?

**Congratulations!!**

Intern's written assignment should be attached with this page.

Signature of intern \_\_\_\_\_ Date \_\_\_\_\_