

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.

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)