

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. 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.

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)