PREFACE

Fieldwork is one of the most important steps a student takes in preparing for a professional career in Recreational Therapy (RT). It is the competent professional practitioners in cooperating agencies that make this aspect of the curriculum possible. At Florida International University (FIU), we are fortunate to have a number of cooperating field-work agencies who are able to provide qualified agency field-work supervisors. These supervisors have a thorough knowledge of the field, an interest in fieldwork instruction, and are dedicated to high standards in recreational therapy.

We--the faculty of FIU, Department of Health, Physical Education and Recreation--deeply appreciate the opportunities afforded our students in carrying out their fieldwork assignments. We want to express to all those involved our collective and sincere thanks and gratitude.

INTRODUCTION

The Recreational Therapy Program at Florida International University currently employs a dual internship program (LEI 4940 & LEI 4941) requiring students to do two internships.

**Internship I** (LEI 4940) provides students with opportunities to gain field experiences at 2 different sites for 4-6 weeks each (320 hours). Students enroll in the Recreational Therapy curriculum register for LEI 4940 (Internship I) for 9 semester hours of credit their junior year. Internship I will serve several important functions: (a) offer students a diverse experience to assist with career decisions, (b) provide an orientation to the practice of RT in diverse settings, and (c) provide agencies with opportunities to screen students for future placement.

**Internship II** (LEI 4941 & 6922) involves a minimum of 12.5 consecutive weeks (500 hours) of field experience at one setting in which RT services are provided by Certified Therapeutic Recreation Specialists (CTRS). Students enrolled in the RT curriculum register for LEI 4941 (Internship II) for 9 semester hours of credit their senior year. Graduate students are required to register for 6 semester credit hours. Each student is assigned to an approved cooperating fieldwork agency for a minimum of 500 hours of professional practice. Approved internships must be supervised by a full-time Certified Therapeutic Recreation Specialist (CTRS). Internship II should include three distinct aspects: (1) direct service delivery; (2) routine RT services including assessment treatment planning, patient services, and evaluation and administrative responsibilities--acquisitions, planning, long range development, treatment meetings, staff meetings, etc.; (3) extra-mural activities, such as hearings, board, committee and allied health meetings, conferences, workshops and state meetings. At first, the student is expected to observe and assist until she/he is somewhat familiar with the staff, the clientele, general policies, procedures, organizational pattern, facilities, and equipment, rules, and regulations. Later, the student should assume increasing responsibilities and, eventually, under supervision, be in charge of his/her own program or programs. Keeping individual differences in mind, each student should be led into greater and greater responsibility as the semester progresses.
Purpose of Manual

This manual is intended to enable effective communication among fieldwork students, cooperating agency fieldwork supervisors, and the University. Policies and procedures are suggested as guidelines to assist with placing, supervising, and evaluating fieldwork students.

Definition of Terms:

The term, "Internship", is used to stand for an upper level undergraduate instructional program that includes supervised pre-professional practice in approved RT or health care service agencies. The practical experience aspect of the program involves observation and participation in planning, conducting and evaluating at the face-to-face, supervisory and executive levels of professional responsibility. Internship includes many field experiences, but it is a particular program with academic credit requiring a considerable amount of planning and analysis on the part of the student, and supervision from the field work agency and the University.

Purpose of Field Work:

The overall purpose of the internship is to help students grow personally and professionally. Although specific objectives are expected to vary for each student and each agency, the internship should provide:

(a) students with opportunities for practical experience in the organization and administration of recreational, leisure and health care services in various program areas and to increase his/her knowledge and skill at the face-to-face, supervisory, and executive levels of leadership;

(b) students with an understanding and appreciation for the professional duties and responsibilities of personnel in the field;

(c) students with opportunities to determine his/her professional strengths and weaknesses;

(d) the University with (a) an evaluation of student performance, and (b) opportunities for the faculty to interact with field professionals and confront practical problems in the field, and

(e) permit agencies and interns to exchange new and updated concept of leisure programming and service delivery.

RESPONSIBILITIES

I. The University will:

(a) determine eligibility of students for internship;
(b) approve cooperating fieldwork agencies;

(c) approve fieldwork placements in consultation with the student and the agency;

(d) provide the agency recommendations upon request;

(e) assist the agency, upon request, in developing study programs and materials, and selecting appropriate experiences to meet the needs of particular students, and

(f) assign a University fieldwork supervisor to:
   1. help students prepare for fieldwork;
   2. visit the agency, observe the student, and confer with the student and the agency supervisor at least once (subject to the availability of funding);
   3. evaluate the fieldwork reports and discuss the reports with the students and the agency supervisor in person and via the phone;
   4. evaluate the student's fieldwork performance and professional potential and assist the student in self-evaluation and in consultation with the agency supervisor, assign the student's final grade for fieldwork.

II. The agency will:

   (a) obtain official agency approval (Appendix A) and complete a formal contract of agreement as a cooperating field work agency and affiliation agreement (Appendix B);

   (b) interpret the aims and outcomes of the fieldwork program to the agency's managing authorities and its community;

   (c) interview and select students in consultation with the University;

   (d) interpret the fieldwork program to the agency staff and help the student gain acceptance as a member of the staff;

   (e) orient, introduce and identify the student as a staff member and thus place in a position in which s/he may expect courtesy, consideration, and respect from colleagues and the clientele of the agency;

   (f) in consultation with the University, assign a qualified work supervisor for each student (All LEI 4941 & 6922 RT field-work supervisors must possess current professional certification as a CTRS by the National Council for Therapeutic Recreation Certification (NCTRC));
(g) help each student develop a sound plan of study and experiences to meet his/her individual needs as well as contribute to the agency;

(h) evaluate and assist in grading the student, and

(i) participate in periodic evaluation conferences with university personnel to improve the field work program.

III. The Student will:

(a) attend pre-field work meetings the semester preceding fieldwork;

(b) in consultation with the University field work supervisor, secure placement in an approved cooperating field work agency after a thorough search including interviews at two or more agencies;

(c) secure a copy of the internship manual for the agency and one for their personal use;

(d) discharge his/her work responsibilities in a professional manner, participate in all training and study sessions, attend scheduled conferences and submit all reports as required by the agency;

(e) visit, observe, and participate in all phases of the agency operation other than those to which he/she is assigned;

(f) prepare a notebook that includes information, such as field work meeting and supervisory conference notes, agency policy statements, forms, brochures, worksheets, records, reports, outlines;

(g) develop with the help of her or his supervisor a plan of study and experience, and

(h) prepare and submit required reports and assignments to a University supervisor (See Appendix for Forms and/or assignment descriptions). Assignments include:

**LEI 4940 (Internship I):**

1. Weekly Field Work Logs (Appendix D, E)

2. Final Field Work Evaluations (1 per agency) (Appendix K)

**LEI 4941 & 6922 (Internship II & Graduate Internship):**

1. Field Work Bi-Weekly Reports (Appendix D, F)

2. Case Study Report (Appendix G)
3. Major Project Guidelines (Appendix H)
4. In-Service Project (Appendix I)
5. Final Field Work Report (Appendix J)
6. Final Field Work Evaluations (Appendix J)

- **Note:** All reports should be typed, double spaced and follow American Psychological Association (APA) guidelines.

(i) **All students are required to attend an end of internship meeting on campus and scheduled by the FIU internship supervisor.**

**POLICIES AND PROCEDURES**

I. **Approved Cooperating Field Work Agencies:**

Although it is a distinct honor to be selected as an approved cooperating field work agency, it is not something that should be entered into without serious deliberation on the part of agency personnel and policy makers. Considerable professional sacrifice, expense and time are necessary to make this contribution to the professional preparation of future Recreational Therapists. The following criteria and procedures are used in selecting agencies and placing students.

a. Criteria for Selection

1. A sincere desire to participate in an educational program to improve the preparation of quality personnel for the profession.

2. Professionally prepared staff to supervise students - staff with competence, a thorough knowledge of the field, supervisory experience, an interest in field instruction, ability to analyze and evaluate practice, an understanding of professional preparation curriculum, and an interest in improving and maintaining the specialization areas.

3. Evidence of a sound professional philosophy of human service delivery.

4. Adequate resources to afford broad and varied programs and services.

5. Sound administrative procedures such as personnel policies including in-service training.

6. Evidence of adequate facility and community acceptance and support.

b. Procedures for Selection

1. Agencies desiring approved status will indicate that there is policy and administrative
approval for participating in the fieldwork program by means of completing the Agency Approval Application (Appendix A) and Agency Agreement forms (Appendix B).

2. A Joint Contract of Agreement (Appendix B) should be received at the University at the earliest possible date prior to the placement of interns.

3. The University will inform agencies of their status as soon as possible after application following consideration.

4. Selection as an "approved cooperating field work agency" does not insure that a student will be assigned to the agency, but only that the agency will be on the list from which the assignments are to be made.

* Agencies are held to ethical principles that operate in the best interest of their consumer and the student when entering a commitment to engage in fieldwork responsibilities.

II. Field Work Students:

Students must complete specific academic requirements and preliminary field experiences prior to Internship.

a. Selection. Students must:

1. Have completed all academic course work prior to enrollment in LEI 4941.

2. Possess a 2.5 overall grade point average prior to internship.

3. Have secured student professional liability insurance.

4. Complete any facility requirements prior to beginning (e.g., physical, CPR, first aid).

b. Placement:

1. Students planning to do field-work will attend the Pre-Field Work meeting scheduled prior to registration for LEI 4940, 4941, & 6922.

2. Students will keep the University Field-Work supervisor informed of all contact with potential fieldwork agencies regarding fieldwork.

3. A current list of approved cooperating fieldwork agencies will be maintained online.

4. In consultation with a University supervisor, the student will contact and interview with at least two agencies. The student's first contact with an agency should be a formal letter including a resume indicating an interest in interviewing for an
internship placement with the agency. This written communication should be followed up by a telephone call to set a time for an appointment.

5. Students shall keep the University supervisor informed of all interviews and indicate those agencies with which s/he would like to do his/her fieldwork. The student should not give a definite commitment to any agency without consulting the University fieldwork supervisor.

6. Agencies will interview students for field-work positions and decide what students they are willing to accept based upon their own criteria. The agency should not give a definite commitment to the students, rather, they should notify the University supervisor what students they would be willing to accept.

7. A University fieldwork supervisor in conjunction with the student and the agency supervisor will make the placement decision taking into account, as much as possible, the interests and preferences of the agency and the student.

8. The agency will notify the University and the student of the student's acceptance by means of written communication. An "Agency Internship Placement Confirmation Letter" is available for use in this manual (Appendix C).

9. When the student learns of his/her acceptance for fieldwork placement, she or he is expected to contact the agency fieldwork supervisor to make further arrangements.

III. Registration and Evaluation:

a. Students must pre-register for LEI 4940 Internship I (9 credits), 4941 Internship II (9 credits), or LEI 6922 (6 credits) and pay tuition and fees. Students will normally carry no other course work throughout the semester without special permission from the University supervisor.

b. Internships are graded on a Pass/Fail basis. Failure is considered a grade of C- or less, and is determined by the University supervisor. Grading should not be confused with the Rating Sheet that the agency supervisor completes and discusses with the student. A grade of “P” or “F” will be given to students based on the quality and timeliness of written reports, field observation and conferences with the student, agency and University supervisors.

c. The agency supervisor's grade is based on fulfillment of position responsibilities and potential as a future professional. The Rating Sheet, which the agency supervisor completes and discusses with the student, is used primarily to help the student discover strengths and weaknesses and should not be confused with final grades (See Appendix K).

d. It is the responsibility of the student to turn in all required reports and assignments to the University supervisor in a timely manner. Reports and assignments are to be turned in throughout the internship (Internship I - the last day of each week, Internship II &
Graduate Internship - the last day of each two weeks of work), rather than at one time toward the end of the internship. Failure to turn-in reports and assignments in a timely manner will result in a grade of “F” for the internship. Students will not pass the internship if they are missing reports or assignments. All reports and assignments (including the Final Evaluation form) requiring the agency supervisor’s consultation and signature must be completed and signed prior to returning the report or assignment to the University supervisor.

e. The University supervisor is under no obligation to allow any work to be redone or resubmitted. If the University supervisor allows for the resubmission of work, it will be allowed only one time during the course of the internship. The student is responsible for seeking consultation with the University supervisor if she or he has concerns about the quality of her or his work. Work found to be of marginal or poor quality will be returned to the student. The student will be permitted to resubmit the work no later than five (5) days (weekends included) after the University supervisor returns it to the student.

f. LEI 4940: Weekly Field-Logs must be received by the University supervisor after completion of each rotation, prior to the first day of the next rotation, and no longer than one day after the completion of the last rotation. Each section of the Weekly Field-Log must be completed. The log may be hand-written. Questions should be taken seriously, thus, answered thoughtfully and thoroughly. The University supervisor must receive all assignments and work no later than one day after the last day of the week. Evaluations by the agency supervisor must be received no later than seven days (including weekends and holidays) after completion of the rotation. Students will not pass rotation sites without the Final Evaluation completed and signed by the agency supervisor. A grade of “F” for any rotation will result in a failing grade for the entire internship, or other disciplinary action.

g. LEI 4941 & 6922: Bi-weekly Reports are to be completed and submitted to the University supervisor no later than one day after the beginning of the next bi-weekly time period. It is not permissible to skip any of the sections of the Bi-Weekly Reports. Each section should be taken seriously, and answered thoughtfully and thoroughly. The University supervisor must receive all assignments and work no later than the last day of the internship. Evaluations by the agency supervisor must be received no later than seven days (including weekends and holidays) after completion of the internship. Students will not pass the internship without the Final Evaluation completed and signed by the agency supervisor.

IV. Unsatisfactory Performance During internships or Removal from Internships

Policy: Students performing unsatisfactory work (C minus or less) during internship, and/or who have been removed from an internship placement for behavioral or reasonable cause will be placed on full probation from the program until a full review of the circumstances can be completed. Professional behavior includes issues related to dress code determined by agency policy, as well as personal conduct and interpersonal interactions with staff and clients. Students are expected to be polite, respectful, self-motivated and willing to assume tasks. Students performing at an unsatisfactory level
and/or removed for a second time will be discontinued RT.

**Rationale:** It is the responsibility of University to educate students for professional careers while at the same time protecting the health and well-being of the consumers served by the pre-professional in training.

**Procedures:**

a. In the event of an unsatisfactory performance report from an agency during an internship, the University supervisor will discuss the issues and problems with the agency supervisor and develop an appropriate plan of corrective action.

b. In the event a student’s behavior or actions create concerns for the well-being of the agencies consumers or personnel, the University internship supervisor, program coordinator or departmental chair, and agency fieldwork supervisor will meet to determine an appropriate course of action. Behavior or conduct demonstrated by the student that places consumers at-risk is grounds for immediate dismissal.

c. Students receiving an unsatisfactory grade or removed for conduct reasons:

   1. will not be permitted to resume another placement until the next academic year's summer term internship cycle, and
   2. will not be allowed to re-enroll without the permission of the internship supervisor and program coordinator or departmental chair.

**CONCLUSION**

The purpose of this manual has been to facilitate three-way understanding among INTERNSHIP STUDENTS, COOPERATING FIELD WORK AGENCIES, and the UNIVERSITY so that each student majoring in recreation may become all that s/he is personally and professionally capable of being.

The discussions, the forms, the suggested policies and procedures are intended to serve students and supervisors. Criticism and recommendations concerning this manual and the fieldwork program are solicited and welcomed.
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<td>Agency Field Work Confirmation Letter</td>
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<td>F</td>
<td><strong>LEI 4941:</strong> Bi-Weekly Field Work Report</td>
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<td>Major Project Guidelines</td>
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<td>Guidelines for In-Service Project</td>
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<td>J</td>
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APPENDIX A
FLORIDA INTERNATIONAL UNIVERSITY
RECREATIONAL THERAPY CURRICULUM
REQUEST FOR APPROVAL OF AGENCY FOR PLACEMENT OF INTERNS

Instructions: The following application provides insights into the ability and willingness of an agency to serve as an internship site for the placement of RT students. Please briefly answer each question and provide documentation when possible. Participation as a field placement agency is a significant professional commitment that is appreciated.

Agency Name: ____________________________________________________________

Address: __________________________________________________________________

___________________________________________________________________________

E-Mail: ____________________________________________________________________

Telephone: __________________________________________________________________

Agency Contact: __________________________________________________________________

AGENCY INFORMATION:

What is the primary mission of the agency?

Which best describes your agency? (Check all that apply)

<table>
<thead>
<tr>
<th>Physical Rehabilitation</th>
<th>Psychiatric Rehabilitation</th>
<th>Substance Abuse Rehabilitation</th>
<th>Developmental Disability Services</th>
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<tr>
<th>Extended Care Services</th>
<th>Substance Abuse Rehabilitation</th>
<th>Educational Setting</th>
<th>Developmental Disability Services</th>
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<th>Corrections</th>
<th>Other (please specify)</th>
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Who is/are the primary population(s) served by the agency? (Check all that apply)

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<tr>
<th>Senior Adult (65 yrs+)</th>
<th>Mid-Adult (30-64 yrs)</th>
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<tr>
<th>Young Adult (18-29 yrs)</th>
<th>Adolescent (13-18 yrs)</th>
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<th>Youth (5-12 yrs)</th>
<th>Pre-School (less than 5 yrs)</th>
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Other (please specify): ___________________________________________________________________

Please explain the role of recreational therapy within the service delivery structure of the agency. Please attach appropriate documentation.

How long has the agency provided recreational therapy services?
__________ years.

Identify the number of staff allocated to provide recreational therapy services at the agency:

CTRS _______  Non-certified Personnel _______  Other _______

Please provide information on recreational therapy's role in each of the following areas:

Client Assessment:  (Please attach pertinent assessment instruments and documentation.)

Client Treatment/Care/Developmental Training:  (Please provide titles or descriptions of services and documentation where possible.)

Documentation and Progress Charting:  (Please briefly describe recreational therapy’s role in the charting of client progress.)

Program/Outcome Evaluation:  (Please provide a description of the means used to evaluate program effectiveness. Offer documentation where appropriate.)

Please list specific opportunities and experiences that will be provided to enhance the professional development of the intern.

Please identify whether your agency is willing to participate in both Internship I and Internship II.

Internship I: Occurs following the student’s junior year of education. The placement involves the rotation of RT interns to select agencies for four weeks (40 hours per week). Students are required to complete four separate, four-week rotations to select agencies. Internship I is designed to orient students to the practice of RT in diverse settings.

Circle one:  Yes  No
Number of students per rotation: ____

Internship II: Occurs at the end of the student’s senior year of education and involves a full-time (40 hrs/wk) highly structured field experience of at least twelve weeks duration. Students are expected to complete a minimum of 480 hours during the field work experience. Internship II should serve to refine the practice skills of the pre-professional.

Circle one: Yes  No

Number of full-time student interns: ____

List the names of agency personnel who serve as internship supervisors. Please attach verification of each person’s professional certification status.

<table>
<thead>
<tr>
<th>Name</th>
<th>Certification Number</th>
<th>Expiration Date</th>
</tr>
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</table>

Signature of Person Completing Application: ________________________________

Date Completed: ______________

For University Use Only

Approved ____  Not Approved ____

Signature________________________________________

University Supervisor                     Date
APPENDIX B

The current standard affiliation agreement can be downloaded from the link below. Three original, signed copies must be completed. Copies must be signed by whomever is responsible for the administration/management of the parks and recreation department, healthcare facility, or human services program.

APPENDIX C
FLORIDA INTERNATIONAL UNIVERSITY
RECREATIONAL THERAPY CURRICULUM
AGENCY FIELD WORK CONFIRMATION LETTER

Instructions: This form should be completed by the agency representative who is responsible for field work when the field work placement letter is received and then returned to the University.

This is to certify that ______________________ has been accepted as a field work student with ________________________________.

It is understood that he/she is expected to work a minimum of ________ hours per week beginning __________ and ending __________, with the following exceptions:

Agency Holidays_________________________________________________________

Other __________________________________________________________________

The following University approved person from our staff is familiar with the Internship Manual and has agreed to serve as agency field work supervisor for this student.

Agency Fieldwork Supervisor: ____________________________________________

Address: ________________________________________________________________

E-Mail: ________________________________________________________________

Phone: ______________________________

Signature ____________________________ Date __________________

Return to: Recreational Therapy Internship Supervisor,
Florida International University
University Park, ZEB 248B
Miami, FL 33199
APPENDIX D
FLORIDA INTERNATIONAL UNIVERSITY
RECREATIONAL THERAPY CURRICULUM
WEEKLY & BI-WEEKLY REPORT COVER SHEET:

For the Weeks of:______________
Cumulative Hours to date:_____

Student Name: __________________________________________
Agency Name: __________________________________________
Panthersoft ID: _________________________________________

Telephone: Internship: (    )______________________________
            Cell: (    )______________________________
Student E-Mail: _________________________________________
Supervisor E-Mail: _______________________________________

Student's Signature: _______________________________ Date _____________
Agency Supervisor: _______________________________ Date _____________
University Supervisor: _____________________________ Date _____________
Name of Student: __________________________

Name of Agency: __________________________

Dates: ___________
Attach a copy of the cover sheet to each report.

1. List professional practice activities in which you participated this week.

2. What problems did you face this week? How did you handle the problems?

3. Among the various activities in which you participated, which activity do you consider the most valuable and why?

4. Identify at least one new professional insight you experienced this week?

5. Generally, what were the most important things you learned this week?

Note: This log may be hand-written
Instructions: To ensure consistency with the standards set by NCTRC, all RT interns must engage in a specific set of activities. The following is designed to offer structure to your experience. The following outline is to be used to generate the bi-weekly reports for all RT internships. All reports should be reviewed with the Agency Supervisor, signed by the student and Agency Supervisor, and returned to the University Supervisor within three (3) days of the end of the two-week period. Attach a copy of the cover sheet to each report. Please address the following categories.

I. CLIENT ASSESSMENT:
   a. Population assessed:
   b. Assessment Instrument Utilized (provide example if possible):
   c. Personal observation of the process:
   d. Evaluation of the instrument and process:
   e. Personal insights:

II. CLIENT TREATMENT/CARE PLANNING:
   a. Description of the Recreational Therapist’s role in the client’s treatment process:
   b. Population:
   c. Description of treatment/care plan based on client assessment:
   d. Evaluation of client outcomes:
   e. Personal insights:

III. PROGRAM IMPLEMENTATION:
   a. Population:
   b. Treatment program implemented:
c. Outcomes achieved:
d. Evaluation of program:
e. Personal insights:

IV. DOCUMENTATION

a. Experiences gained in the documentation of client response from participation in RT:
b. Experiences in the documentation of client assessment:
c. Other forms of documentation experiences gained:
d. Personal insights:

V. SERVICE/PROGRAM EVALUATION

a. Experiences in program or service evaluation:
b. Personal insights:

VI. PARTICIPATION IN OTHER ACTIVITIES

a. What experiences existed for participation in other types of activities sponsored by the agency?
b. Describe interactions with other disciplines:
c. What experiences existed for in-service or additional training?
APPENDIX G
FLORIDA INTERNATIONAL UNIVERSITY
RECREATIONAL THERAPY CURRICULUM
CASE STUDY

1. Identifying information: patient's initials, age, gender, and racial/ethnic background.

2. Diagnosis:
   a. Patient's diagnosis as stated in the medical record
   b. Brief description of case, including:
      1. signs and symptoms
      2. clinical course and prognosis
      3. medical and/or surgical management
   c. Date of onset and date of admission
   c. Patients chief complaints, signs, and symptoms on admission.

3. Personal history: Discuss pertinent information in the following areas: social, medical, educational, and vocational

4. Treatment plan other than recreational therapy: medical, nursing, social service; physical, occupational and speech therapies, dietary, psychological, home health care (Obtain this information from appropriate personnel as well as the chart.)

5. Recreational Therapy Program
   a. Referral: Note date of onset and special information precautions and/or restrictions.
   b. Initial Evaluation: include evaluation procedures and results in the following areas:
      1. Physical status
      2. Cognitive status
      3. Social interaction skills
      4. Psychosocial, mental status, mood, cooperation, motivation, social problems
      5. Past social, leisure, and recreational involvement
      6. Barriers to progress including: physical, attitudinal, financial and social
      7. Patient's goals with regard to community living.
   c. Summary of patient's assets and deficits
   d. RT treatment objectives and goals
   e. Implementation: give a detailed description of entire treatment process including:
      1. Methods techniques and equipment
      2. Therapist's role
      3. Patient's response and progress
      4. Modification of goals and or methods

6. Discharge Plans
   a. Discharge summary
      1. Patient's prognosis
      2. Plans for the patient
3. Specific role of RT specialist in discharge planning
4. Family involvement and training

* Used with permission, Baptist Hospital, Miami, FL.
Instructions: This is designed to serve as a guide for the completion of the Major Project. The student is expected to complete a major project that will be of benefit to themselves and the agency. The Major Project is to be discussed with the agency supervisor and must be completed by the end of the internship.

RATIONALE FOR PROJECT:

Provide a written rationale for performing the designated project. This should include background information and ultimate benefits to the agency.

OBJECTIVES (Statements of general outcomes that will result from the completed project):

DESCRIPTION OF THE PROJECT:

COPY OF THE PROJECT OR DOCUMENTATION OF THE PROJECT:

EVALUATION OF THE OUTCOME:
Description of how effective the completed project will be in accomplishing the stated objectives, as well as recommendations for changes or expansion of the expansion of the project.
APPENDIX I
FLORIDA INTERNATIONAL UNIVERSITY
FLORIDA INTERNATIONAL
RECREATION THERAPY CURRICULUM
GUIDE FOR IN-SERVICE PROJECT

Instructions: This is designed to serve as a guide for the completion of the In-service Project. The student is expected to complete an in-service project that will be of benefit to themselves and the agency. The In-service Project is to be discussed with the agency supervisor and must be completed by the end of the internship.

RATIONALE FOR THE IN-SERVICE PROJECT:

Provide a written rationale for performing the designated project. This should include background information and ultimate benefits to the agency.

OBJECTIVES:

Outcomes proposed that would result from the completed in-service project.

DESCRIPTION OF THE IN-SERVICE:

COPY OF THE IN-SERVICE PROJECT OUTLINE AND CONTENT:

EVALUATION OF THE OUTCOME:

Description of how effective the in-service project was in accomplishing the stated objectives, as well as recommendations changes or project expansion.
APPENDIX J
FLORIDA INTERNATIONAL UNIVERSITY
FLORIDA INTERNATIONAL
RECREATION THERAPY CURRICULUM
LEI 4941 & 6922 FINAL REPORT

INSTRUCTIONS:

Each fieldwork student must complete a final report describing and evaluating his/her total fieldwork experience. This should be started early in the semester since it should be reviewed by the Agency Supervisor and submitted to the University Supervisor on the day after the last day of fieldwork.

(Suggested Outline)
A. TITLE PAGE - date, name of student, name of agency and agency supervisor, and internship dates

B. PREFACE - Purpose of the report and acknowledgments.

C. TABLE OF CONTENTS

D. STUDENT'S AIMS AND OBJECTIVES

E. AGENCY DESCRIPTION - participants, objectives, organization, program, facilities, leadership-personnel, fiscal, and general administrative procedures.

G. STUDENT ACCOMPLISHMENTS - summary of duties and responsibilities, assignments, etc.

H. SELF-ANALYSIS OF PERFORMANCE - strengths, shortcomings, problems, questions.

I. CONCLUSIONS AND RECOMMENDATIONS - future career, interests, and needs, type of setting, and level of leadership desired; courses, books, institutes, workshops desired; recommendations to the Agency and the University.

J. APPENDICES - attach copies of materials to illustrate report, such as project reports, flyers, programs, and news releases (especially project materials developed by the student)

Please attach or deliver with the report any materials available from the agency that would be useful for post fieldwork seminars or other classroom instruction at the University.
APPENDIX K
FLORIDA INTERNATIONAL UNIVERSITY
RECREATION THERAPY CURRICULUM
INTERNSHIP EVALUATION FORM

Name of Student:_____________________________________

Date of Evaluation:___________________________

Name of Rater:____________________________

Position or Title:___________________________

Agency:_____________________________________________________

Agency's Address: ________________________________

Phone number: (____)_________________

Period Covered by Rating: From___________ To___________

This rating should be made with care and fairness. Reflect carefully upon the person's work and make an honest judgment of the qualities of the trainee. Base your judgment on the entire period covered, not upon isolated incidents alone. This evaluation is to be made on a term basis, and the evaluation should be shared with the student. Please evaluate the student in the categories identified using the following scale.

A=OUTSTANDING Consistently exceptional in fulfilling requirements.
B=COMMENDABLE More than frequently meets and exceeds minimum requirements.
C=GOOD Regularly meets and occasionally exceeds minimum requirements.
D=FAIR Does marginally passable work but does not extend oneself.
F=POOR Fails to meet minimum requirements.
NA=Not Applicable
DNO=Did Not Observe

When completed, please mail to:

Recreational Therapy Internship Supervisor
Florida International University
University Park, ZEB 248B
Miami, FL 33199
Fill in the blank with the appropriate letter from the categories on the previous page.

I. PROFESSIONAL PERFORMANCE

Established work goals: ____________

Succeeded in achieving goals: ____________

Planed work to be accomplished: ____________

Completed assignments by date due: ____________

Was critical of own performance and quality of work: ____________

Conducted self well before groups: ____________

Showed an ability to communicate ideas: ____________

Strove for quality in written expression: ____________

II. PROFESSIONAL KNOWLEDGE

Displayed ability to integrate conceptual knowledge and activity skills: ____________

Displayed knowledge and understanding of program principles and methods: ____________

Showed an ability to apply knowledge in a practical manner: ____________

Showed grasp of total field: ____________

Possessed a wide variety of interests: ____________

III. PROFESSIONAL PERSONALITY

Was enthusiastic: ____________

Was courteous and tactful: ____________

Voice quality, speech presentation, tone and inflection: ____________

Displayed sense of humor: ____________
Displayed mature judgment: __________
Displayed concern for others: __________

IV. PROFESSIONAL ATTITUDE

Displayed initiative and imagination: __________
Displayed enthusiasm for the profession: __________
Accepted assignments willingly: __________
Attended professional meetings: __________
Upheld departmental policies: __________
Accepted suggestions, direction and critical evaluation: __________

Space is provided below for additional comments for improving performance or correcting deficiencies. If more space is needed, please attach a sheet or use the back of this form.

STUDENT'S COMMENTS: 

RATER'S COMMENTS: 
SUMMARY OF EVALUATION CONFERENCE:

Rater's Signature ___________________________ Date_______

Student's Signature ___________________________ Date_______

Advisor's Signature ___________________________ Date_______
APPENDIX L
FLORIDA INTERNATIONAL UNIVERSITY
RECREATION THERAPY CURRICULUM
INSURANCE INFORMATION

As a student intern, your professional responsibilities increase; therefore, your chances of being named in a lawsuit increase as well. Professional liability insurance is an important safeguard for you as a recreational therapy intern.

Individual student professional liability insurance can be purchased through the American Therapeutic Recreation Society’s website: http://www.atra-ins.com/

Or -

through the National Therapeutic Recreation Society’s website: http://www.nrpa.org/branches/ntrs/benefits.htm