

**Specialization
Therapeutic Recreation
Internship Manual
AHSC 483**

**Applied Human Sciences
Concordia University**

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Introduction

The Internship is a supervised educational experience within a professional agency related to the student's area of interest or specialization in Therapeutic Recreation (TR). Because this experience can constitute a significant part of the student's academic preparation it is considered a vital pre-professional experience and an important facet of the student's overall education.

The program is a cooperative arrangement between the department and an approved agency where the student obtains pre-professional leadership experience of a practical nature under the supervision of qualified and experienced personnel from both the agency and Concordia University. The opportunity to engage in the practical application of theories and skills learned in the classroom is afforded each student through the internship. This program should aid students to evaluate and further develop skills as well as solidify their professional goals.

Program Goals

1. To provide the student with an opportunity to integrate theory and practice.
2. To encourage the exchange of contemporary views on current issues between the intern, agency personnel and supervisors.
3. To enable the student to obtain information to be used as a basis for making choices in relation to future jobs, future learning experiences, and further areas of study.
4. To enable the student to recognize personal strengths and weaknesses.
5. To provide an opportunity for students to gain professional experience within an agency.
6. To gain an understanding and appreciation of the role, duties and responsibilities of a full time professional.
7. To provide the student with experiences that will enable development of professional competencies.
8. To strengthen relationships between professional agencies and the AHSC program at Concordia University.

Length Of Internship

AHSC 483 (12 credits) Therapeutic Recreation Internship - a minimum of 560 hours over a minimum of fourteen (14) weeks. Students are encouraged to complete their placement with one agency. Under special circumstances (approved by the University Supervisor) a student may use two locations.

A maximum of 8 hours per day and 40 hours per week may be counted towards the required total.

Eligibility Requirements For NCTRC Certification:

Student may choose to pursue, of their own accord, the American NCTRC certification. Students are required to fully research all NCTRC Certification requirements **prior** to the start of their internship. In order to apply for NCTRC Certification students must be supervised by a NCTRC Certified Recreation Therapist. There are some Canadian sites that have Certified TR Specialists that students can intern with. The student is responsible for gathering this information, much of which can be found on the NCTRC website: www.nctrc.org

Location

There are very few restrictions in terms of where an internship can be carried out. Internship placements must be at a bona fide agency. Supervisors should hold an undergraduate degree and have significant experience in the field. An agency must be approved by the University Supervisor.

- a) The Internship may be done in an English or French setting.
- b) For those individuals proposing to do their internship outside the Greater Montreal area, special arrangements for supervision will be necessary. Where arrangements cannot be made, the location will be rejected.
- c) Two students will not be allowed to work at one location unless the agency, because of its size, can ensure that the interns will be working in completely different areas.
- d) A directory of potential internship agencies is available through the AHSC department website.

Internship Eligibility Requirements

Failure to meet any of the following requirements will result in rejection of the student's application for the internship program.

1. Students must be enrolled in the Therapeutic Recreation Specialization.
2. **Coursework:** Students will have completed 60 university credits including AHSC 338, 348, 361 and permission of the department). Verification of Eligibility must be completed by an AHSC Academic Advisor prior to enrolling in the internship course.
3. **A minimum of a CGPA of 2.5/4.3 is required.**

Procedures For Finding An Appropriate Internship Site (Agency)

The following steps must be taken before starting the internship. The process should **begin at least three months prior** to the proposed start date.

1. Attend mandatory meeting with AHSC Academic Advisor and University Supervisor (exact date will be shared with eligible students via email). Complete **Form A - Verification of Eligibility Form** (provided after the mandatory meeting). This ensures that all of the eligibility requirements are met and will allow the student to register for the course.
2. **Review the file of agencies** for internship placement located on the AHSC internship database (available via Moodle) and examine the intern position descriptions that meet your specific placement interests. There is no guarantee that you will find a placement from this list. It is simply a starting point to learn about internship opportunities as you begin your search.
3. **Meet with the University Supervisor** to discuss potential agencies that suit your interests. **Do not make any agreement with potential agencies without first getting approval from the University Supervisor!**

No internship site will be disqualified based upon geographic location. Therefore, potential interns can propose sites anywhere in the world, as long as the following two conditions can be met:

- A. Supervision by a university graduate in an appropriate discipline.
- B. A means of weekly communication (E-mail, phone, Zoom) that will keep the professor up-to-date on the student's progress.
4. Students should select the site(s) and make an appointment with the director of the agency or send a letter(s) of application to the agency. Letters should be brief and to the point, including an indication of interest in an internship experience with the agency, potential dates for the internship, a request for an interview and an updated resumé. Finding an internship is similar to finding a job. Please refer to page 27 of this document to find a suggested email template.
5. Once an agency has been selected, students must receive the approval of the University Supervisor prior to completing **Form B - Confirmation of Placement/Proposal Form**, and then submit it to the agency supervisor. The agency supervisor must sign the form thus confirming their willingness to act as supervisor. Allow for a delay for the official approval of a new site - it will be necessary for the University Supervisor to confirm that the site meets all requirements. The University requires that a formal Teaching Affiliation Agreement be signed by both the Agency and the University.
6. Students **must** complete **Form C – CNESST - Application for Industrial Accident Coverage for Students Performing Non-Remunerated Internships Outside of the University**, and hand it in to the AHSC Department **prior** to the start of their internship. This form must also be signed by the agency supervisor.

7. All International students must contact International Student Office (ISO) prior to commencing internship to ensure all documents are sufficient.
8. Once all the above requirements have been satisfied the student is free to start the internship.

General Policies and Expectations Related To The Internship Program

- a) If a student plans to complete the internship in one semester, it is expected that the internship be a fulltime work placement, (i.e. min 14 weeks / 40 hrs per week). (Taking more than one course or working outside of the internship will be difficult).
- b) Students may or may not be paid/receive financial remuneration for their internship.
- c) **At the end of each work session or workday**, interns should spend time writing a journal. **FORM C - Daily Journal** gives some ideas of what might be included. Journals should be forwarded to the University Supervisor on a weekly basis, as stipulated in the course syllabus.
- d) **At the end of each week** the intern should complete a **Self-Evaluation (Form E)** to be included with the journals, as stipulated in the course syllabus.
- e) The professor will thus be kept up to date on the intern's progress and able to communicate any concerns.

Responsibilities Of The Student Intern To The Agency

The intern will...

- conform with the regulations pertaining to agency staff.
- plan thoroughly and in advance for all assignments.
- carry out all assignments in a professional manner.
- evaluate each meeting or activity that has been planned and/or conducted.
- prepare for periodic agency supervisor-student conferences; ask questions and present constructive ideas.
- be well groomed and appropriately dressed.
- notify the agency supervisor well in advance of absence from work.
- accept the agency's philosophy, methods, leadership, and program.

- be tactful, friendly, courteous and respectful to all.
- be positive and cooperative.
- maintain staff and client confidentiality.
- consult with the agency supervisor when confronted with problems the student intern can not satisfactorily solve alone.
- complete assignments and responsibilities as outlined by the Placement Contract.

Responsibilities Of The Agency Supervisor To The Student Intern

The agency supervisor will...

- develop a working "agreement" with the student intern which clearly delineates the student's role and responsibilities in the agency. This should be developed prior to the start of internship. A copy of the agreement must be submitted and signed by the University Department Internship Supervisor before the internship can begin.
- provide an orientation and overview of the agency's purposes, policies, administration, philosophy and approach to programming and service delivery.
- inform student interns of agency rules and regulations.
- present the intern to agency staff as a co-worker in order to ensure the professional status of the intern.
- orient the student to the community - its political, religious, economic, social & ethnic background.
- gradually introduce the student into the internship experience beginning with minor duties and adding more responsibilities as the semester progresses.
- meet informally, with the intern, on a weekly basis to give feedback on the student's progress & role at the agency.
- provide practical educational experiences that broaden the student's knowledge, skills and expertise. This includes such experiences as involving the student in interdisciplinary team meetings and/or in-service educational programs whenever possible.
- supervise the student in all areas of documentation used in the agency (e.g. assessment, individualized programs/treatment plans, participation record, progress notes as well as program goals and objectives, and revenue and expenditure reports).

After the completion of 280 hours:

- complete **FORM F - Mid-Term Evaluation** and review it with the student. A copy should be forwarded to the University Supervisor.

After the completion of 560 hours:

- complete **FORM G - Final Evaluation** at the end of the internship. A copy should be forwarded to the University Supervisor.

Responsibilities Of The University Supervisor

The university supervisor will...

- ensure that the proposed experience is appropriate and notify both the student and the agency supervisor of this.
- clarify, with the agency supervisor, the expectations of the university.
- provide written and/or verbal feedback on all assignments completed by the student intern.
- make, when practical, an on-site visit to observe the student in action.
- maintain regular contact with the agency supervisor.
- be available to the student and the agency supervisor on an “as needed” basis.
- ensure that the grade assigned is equitable with other interns.

FORM A
Verification of Eligibility

(This form will be provided by the academic advisor following a mandatory internship meeting for eligible students)

Form B: AHSC 483
Internship in Therapeutic Recreation
Confirmation of Internship Placement/Proposal

Student Information

Name _____

Telephone (Day) _____

(Evening) _____

(Cell) _____

Email _____

Agency Information

Name of Agency _____

Department _____

Address _____

Contact Person
(Supervisor) _____

Telephone _____

Email _____

Internship Placement & Information

Proposed Schedule

Start Date _____ Completion Date _____

Please attach a tentative schedule indicating days & hours worked per week.

Student Responsibilities & Tasks

Students in the Internship must be involved in the opportunity to develop skills in the following areas; professional roles & responsibilities assessment, planning interventions and/or programs, implementing interventions and/or programs, evaluate outcomes of interventions/programs, documenting programs & interventions and public awareness and advocacy of the TR profession.

Student Learning Goals for the Internship

1. _____
2. _____
3. _____
4. _____

Supervisor: _____ Title: _____

(please print)

I am willing to supervise the above-named student and assist in the evaluation of the internship:

Signature of Agency Supervisor

Signature of Student

Signature of Professor

FORM C

CNESST Application For Industrial Accident Coverage

**APPLICATION FOR INDUSTRIAL ACCIDENT COVERAGE FOR STUDENTS
PERFORMING NON-REMUNERATED STAGES/INTERNSHIPS OUTSIDE THE
UNIVERSITY AS PART OF THEIR COURSE CURRICULUM.**

Access on AHSC Department website: <https://www.concordia.ca/artsci/applied-human-sciences/student-life/undergraduate-fieldwork-and-internships.html>

**FORM D
DAILY JOURNAL**

Date: _____

Hrs.: From: _____ To: _____.

Total Hours. Today: _____ Total Hours to Date: _____

1. Describe in detail your experience today.

2. What was your role and what responsibilities were you assigned?

3. What planning did you do for today?

4. Evaluation -

a) Positive things:

b) Negative things:

5. What I learned:

FORM E - WEEKLY REPORT

The weekly report is to be filled out at the end of every 36-40 hours completed. Students should select a day (Monday or Friday) that works best and submit reports regularly, as stipulated in the course syllabus.

The weekly report should include the following:

- Name
- Time log of hours (see below ***EXAMPLE***)
- Summary of your learning related to TR
- Summary of highlights & challenges
- Learning goals for the coming week

WEEKLY TIME LOG FOR INTERNSHIP EXPERIENCE

Student Responsibilities

- A. Assessment
- B. Planning Interventions and/or Programs
- C. Implementing Interventions and/or Programs
- D. Evaluate Outcomes of the Interventions/Programs
- E. Documenting Intervention Services
- F. Public Awareness and Advocacy

Instructions: Your weekly report should include a time log of hours. In the table below, list the weekly dates and daily hours under each day of each week. List the total hours in the second to last column and the student responsibilities for the week in the final column. Do not count the time taken for lunch or breaks in the total weekly hours.

EXAMPLE

Week	Dates	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL HRS	JA DOMAINS
1	4/3/09 – 4/8/06	0 - 0	8h – 4h	10h – 6h30	0 - 0	10h – 6h30	8h – 4h	12h – 8h	30	A, B, C

Week	Dates	SUN	MON	TUES	WED	THURS	FRI	SAT	TOTAL HRS	JA DOMAINS
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
11										
12										

TOTAL HOURS: _____

FORM F: MID-TERM EVALUATION

Supervisor _____ Agency _____

Student _____ Student ID# _____

The agency supervisor should rate the student in each of the following sections. Space is provided for comments in each section and at the end of the evaluation. Please use the following scale for each section and place the appropriate rating in the space provide before each statement.

RATING	DESCRIPTOR
A	outstanding, exceeds expectations
B	very good, meets expectations
C	good, meets most expectations but needs some improvement
D	marginal, needs improvement
F	poor, unsatisfactory

Evaluation Category	Competency	Rating	Comments
Personal Attributes	Demonstrates leadership		
	Exhibits confidence		
	Displays flexibility & adaptability		
	Demonstrates motivation		
	Uses good judgment		
	Shows enthusiasm		
	Exhibits creativity		
	Displays empathy		

Evaluation Category	Competency	Rating	Comments
Professional conduct	Demonstrates organizational skills		
	Takes initiative & demonstrates resourcefulness		
	Exhibits a willingness to learn		
	Engages in effective problem solving & decision making		
	Behaves according to good moral & ethical standards		
	Exhibits good work habits <input type="checkbox"/> meets deadlines <input type="checkbox"/> has a consistent quality of work <input type="checkbox"/> uses time responsibly <input type="checkbox"/> practices and recognizes importance of good attendance		
Professional Relationships	Exhibits professional rapport with: <input type="checkbox"/> clients <input type="checkbox"/> families <input type="checkbox"/> volunteers <input type="checkbox"/> staff		
	Communicates effectively with clients & staff		
	Demonstrates respect & courtesy		
	Follows directions		
	Takes criticism constructively		
	Demonstrates ability to evaluate personal strengths & weaknesses		

Evaluation Category	Competency	Rating	Comments
Assessment	Assesses client strengths & challenges		
	Applies a variety of interview & observational techniques to obtain necessary information		
	Analyzes & interprets assessment results		
Individual & Program Planning	Selects appropriate interventions based on client needs		
	When appropriate, involves client and/or family in the development of treatment plan		
	Accounts for various social, cultural, attitudinal & environmental influences on the client		
	Identifies necessary resources & equipment for program implementation		
	Identifies measurable objectives for the client		
	Identifies measurable objectives for the program		

Evaluation Category	Competency	Rating	Comments
Implementation	Prepares all resources necessary for successful program implementation		
	Utilizes appropriate facilitation & leadership techniques, based on client needs and abilities		
	Addresses problems as they arise in the context of the program implementation		
	Intervenes, as necessary, to ensure effective group process & maximize client independence		
Documentation	Records documentation that meets agency, professional & governmental protocols (e.g., initial assessment, individual progress notes, program plans, program evaluation, and/or statistics)		
	Documents relevant information in a timely, concise & accurate manner		
Evaluation	Selects & applies outcome oriented evaluation techniques for clients		
	Selects & applies outcome oriented evaluation techniques for programs		
	Analyses & documents all relevant information and forms conclusions related to individual and program goals		
	Establishes efficacy of therapeutic recreation service based on evaluation results		

Comments

Identify the strengths of the intern

Identify areas for improvement for the intern

Objectives for the second half of the internship

Signature of
Agency Supervisor: _____ Date: _____

Signature of Intern: _____ Date: _____

(After discussion with the student, a copy of this form is to be submitted to the professor)

FORM G: FINAL EVALUATION

Supervisor _____ Agency _____

Student _____ Student ID# _____

The agency supervisor should rate the student in each of the following sections. Space is provided for comments in each section and at the end of the evaluation. Please use the following scale for each section and place the appropriate rating in the space provide before each statement.

RATING	DESCRIPTOR
A	outstanding, exceeds expectations
B	very good, meets expectations
C	good, meets most expectations but needs some improvement
D	marginal, needs improvement
F	poor, unsatisfactory

Evaluation Category	Competency	Rating	Comments
Personal Attributes	Demonstrates leadership		
	Exhibits confidence		
	Displays flexibility & adaptability		
	Demonstrates motivation		
	Uses good judgment		
	Shows enthusiasm		
	Exhibits creativity		
	Displays empathy		

Evaluation Category	Competency	Rating	Comments
Professional conduct	Demonstrates organizational skills		
	Takes initiative & demonstrates resourcefulness		
	Exhibits a willingness to learn		
	Engages in effective problem solving & decision making		
	Behaves according to good moral & ethical standards		
	Exhibits good work habits <input type="checkbox"/> meets deadlines <input type="checkbox"/> has a consistent quality of work <input type="checkbox"/> uses time responsibly <input type="checkbox"/> practices and recognizes importance of good attendance		
Professional Relationships	Exhibits professional rapport with: <input type="checkbox"/> clients <input type="checkbox"/> families <input type="checkbox"/> volunteers <input type="checkbox"/> staff		
	Communicates effectively with clients & staff		
	Demonstrates respect & courtesy		
	Follows directions		
	Takes criticism constructively		
	Demonstrates ability to evaluate personal strengths & weaknesses		

Evaluation Category	Competency	Rating	Comments
Assessment	Assesses client strengths & challenges		
	Applies a variety of interview & observational techniques to obtain necessary information		
	Analyzes & interprets assessment results		
Individual & Program Planning	Selects appropriate interventions based on client needs		
	When appropriate, involves client and/or family in the development of treatment plan		
	Accounts for various social, cultural, attitudinal & environmental influences on the client		
	Identifies necessary resources & equipment for program implementation		
	Identifies measurable objectives for the client		
	Identifies measurable objectives for the program		

Evaluation Category	Competency	Rating	Comments
Implementation	Prepares all resources necessary for successful program implementation		
	Utilizes appropriate facilitation & leadership techniques, based on client needs and abilities		
	Addresses problems as they arise in the context of the program implementation		
	Intervenes, as necessary, to ensure effective group process & maximize client independence		
Documentation	Records documentation that meets agency, professional & governmental protocols (e.g., initial assessment, individual progress notes, program plans, program evaluation, and/or statistics)		
	Documents relevant information in a timely, concise & accurate manner		
Evaluation	Selects & applies outcome oriented evaluation techniques for clients		
	Selects & applies outcome oriented evaluation techniques for programs		
	Analyses & documents all relevant information and forms conclusions related to individual and program goals		
	Establishes efficacy of therapeutic recreation service based on evaluation results		

Comments

Identify the strengths of the intern

Identify areas for improvement for the intern

Signature of
Agency Supervisor: _____ Date: _____

Signature of Intern: _____ Date: _____
(After discussion with the student, a copy of this form is to be submitted to the professor)

INFORMATION FOR STUDENTS SEEKING INTERNSHIPS OUTSIDE THE MONTREAL AREA

Out of Town Placements/Sites

Students must obtain all pertinent information on the site they are interested in and present it to the professor.

Two conditions must be met in order to receive approval for an internship where site visitation by the professor is not possible.

1. Supervision by a university graduate in an appropriate discipline.
2. A means of weekly communication (ie: email) that will keep the professor up-to-date on the student's progress.

No internship site will be disqualified based upon geographic location. Therefore potential interns can propose sites anywhere in the world, as long as these two conditions can be met.

Students interning at Canadian sites may obtain work in any province or territory

It is highly recommended that interns consider Canadian sites first.

The United States:

It is important to note that U.S .Customs and Immigration have strict rules and regulations regarding study, internships, and working in the United States. The University has no control over students gaining entry into the United States.

It is illegal for Canadian students to work even part-time, without the proper Visa, during their internship in the United States.

Communication with your university professor:

- A.** It is your responsibility to keep the professor informed.
- B.** You will need to submit your logs weekly via Moodle.
- C.** After 120 hours you will need to communicate by telephone or Zoom. Your professor will also need to speak to your agency supervisor.
- D.** At mid-term you will need to see that the evaluation is completed, signed by your supervisor and forwarded to your professor.

- E. During your last 50 hours you will ensure that the evaluation procedure is completed and sent to your professor.
- G. If there is a problem, you must communicate immediately with your professor.

Health and Medical Insurance:

Health and Medical Insurance is mandatory for students doing internships in the United States.

As of January 1999, the least expensive insurance found by one of our students was Medi-Select Advantage Travel Insurance (Emergency Excess Hospital/Medical Travel Insurance) underwritten by Canada Life.

Available at:

Coronet Ltd. Insurance Agency
51 Westminster Ave. North
Montreal-West, Quebec
H4X 1Y8

Tel: (514) 489-4932
Fax: (514) 489-6636

Professional Liability Insurance:

Professional Liability Insurance is mandatory for all students doing their internships in the United States.

Allied Health Sciences Co. puts out the "Professional Liability Insurance Program for Individual Students." This insurance can be obtained through:

Kirk Van Orsdel, Incorporated
Maginnis & Associates Division
Professional Insurance Administrators
332 S. Michigan Avenue, Suite 1400
Chicago, Illinois 60604, USA
Tel: 1-800-621-3008 Ext.105
Fax: 1-312-427-7938

NOTE: We strongly encourage students to do their own research for health/medical and professional liability insurance plans in order to find plans that best suit his/her individual needs.

**EMAIL TEMPLATE –
REQUEST FOR INTERNSHIP**

Dear (INSERT NAME),

I am a student in the course AHSC 483-Internship in Therapeutic Recreation, in the Department of Applied Human Sciences at Concordia University. I am interested in completing my 560 hour stage for that course at [insert name of organization] with [insert name of TR practitioner] during the [choose semester - spring, fall, winter] semester.

The stage for this course should begin by [first date of semester] and finish no later than [last date of semester]. Ideally, I would be at [insert name of organization] for [insert number of hours per week] for a period of [insert total number of weeks].

The professor for the course is [professor inserts name, phone # and email address].

The requirements of this stage include gaining hands on experience in designing, implementing, and evaluating TR programs under the supervision of a TR professional. As part of the internship experience, I am also expected to develop and implement a special project that is mutually beneficial for the department or agency and for my professional development.

I would be pleased to speak with [insert name of TR professional] at [his or her] earliest convenience. Of course, I appreciate everyone's very busy schedule, but if [insert name of TR professional] is unable to take me on at this time, I would greatly appreciate a response to that effect.

Kind regards,
[insert name of student and student's email address]