Course Number: REC 480
Course Title: Recreation Management/Therapeutic Recreation Internship
Credit Hours: 12 credits
Prerequisites: REC 405 and 410
Contact hours: A minimum of 480 hours of actual work-related experience, preferably for an entire semester. A minimum of 560 are required for students with a Therapeutic Recreation emphasis.
Instructor: Rachael Carlson, CTRS
Adjunct Lecturer
608-728-1793
rcarlson@carrollu.edu
Office Hours, by appointment

Meeting Time: N/A; Individual meeting times will be scheduled between student and instructor

Format: Practical Internship
Course Text: Carroll University Recreation Management Internship Manual

Policy on late assignments: At the discretion of the professor, late assignments may be deducted by a point percentage per day late. (i.e. 2 days past due date, 2% is deducted, etc.)

General Course Descriptions
The purpose of this course is to enhance and develop personal growth in recreation management knowledge, ethical behaviors, career development, interpersonal skills, problem solving abilities, and personal responsibilities through participation in an internship at recreation facility. During a 14 week internship, students will spend 30-40 hrs per week (450 total hours) developing, implementing, and administering therapeutic recreation programs in a college affiliated recreation program.

Therapeutic Recreation Emphasis Description
The purpose of this course is to enhance and develop personal growth in therapeutic recreation knowledge, ethical behaviors, career development, interpersonal skills, problem solving abilities, and personal responsibilities through participation in an internship approved site. The primary objective of this experience is to prepare the student to be functionally independent as an entry level therapeutic recreation practitioner. During a 14-15 week internship, students will spend 30-40 hours/per week (450-560 total hours) developing the foundational skills as defined by the National Council on Therapeutic Recreation Certification (NCTRC) Job Analysis. Specific emphasis will be placed on assessment, planning, intervention, and evaluation (APIE) process of therapeutic recreation. Throughout the internship students will provide a personal assessment of their skill development by documenting their performance through assignments and online discussions.
Spring 2017

Requirements

1. A minimum grade point average of 2.0 at the time of application for the internship.
2. A minimum of 480 hours of actual work-related experience, preferably for an entire semester.
3. The intern works under the guidance of experienced individuals/supervisors in the area of interest that has been pre-approved by the Director of Internships.
4. Periodic and final written reports about the work experiences, by both the intern and his/her supervisors, are submitted to the Director of Internships.

General Course Objective:

Upon successful completion of this course, the student will be able to:

1. Acquire the therapeutic recreation skills associated with an entry level practitioner
2. Acquire a sense of ethical principles and professional responsibility
3. Identify and access the most relevant research materials
4. Cultivate an attitude of lifelong professional participation
5. Implement effective instructional approaches including the use of media and technology

Therapeutic Recreation Emphasis Course Objectives:

1. Conduct assessments and accurately analyze/interpret results
2. Develop and document individualized intervention plans
3. Implement interventions through the facilitation of individual and/or group programs
4. Evaluate participant functioning, effectiveness of intervention plan, and effectiveness of programming
5. Document behavioral observations related to intervention plan
6. Communicate and collaborate with treatment team and/or team members
7. Advocate for the rights of persons served at the internship site

Attendance:

Students are expected to approach the internship experience similar to a full-time job. Students are to establish a weekly schedule that is approved by both the internship supervisor and course supervisor. Regular attendance is strongly recommended due to the cumulative nature and exposure that will be provided. Students are expected to maintain professionalism including: upholding promptness, professional attitude, and appropriate dress as determined by the internship site.

Students will not be required to attend sessions on campus related to this course. Meetings between students and course supervisor will be scheduled periodically during the internship and will be held at the internship site. Assignment submission should be turned in via email and additional communication will be conducted online using Carroll University’s “My Courses.”

Assignments:

1. **Goals and Objectives (75 points)** Students will be responsible for developing a minimum of 5 learning goals for their practicum experience. Each goal will require specific and measurable objectives (3-5). The goals and objectives should be discussed and approved by the internship site supervisor. An anticipated timeline for achieving the objectives should be developed. The goals and objectives should have a direct relationship to the NCTRC job analysis content areas. **Due Week 3, Fri. January 27th**
2. **Progress Reports (120 points – 20 points for each report)** Students will provide a bi-weekly progress report. Each report should summarize the student’s experience for the time period specified. No reports will be due week 7 (mid-term evaluation) or week 14/15 (final evaluation). The reports should be reviewed with the internship supervisor, and then submitted by the end of the day the Monday following the last day of the report. The bi-weekly report should follow the given format:

   a. A brief summary of activities engaged in during the two week period. This should be in a narrative format, not a sequential listing of daily activities.
   
   b. Identification of challenges encountered, the response to these challenges, and the emotional reaction both during and after the challenges.
   
   c. Identification of learning opportunities, insights gained, and questions that were asked.
   
   d. A personal and a conceptual analysis which is a reflection of your experience and how it relates curricular knowledge.
   
   e. Additional content may include miscellaneous thoughts and feelings, and an assessment of progress toward individualized goals and objectives.

   **Progress reports are due weeks:**
   
   Week 2, Fri Jan 20th
   
   Week 4, Fri Feb 3rd
   
   Week 6, Fri Feb 17th
   
   Week 8, Fri Mar 3rd
   
   Week 10, Fri Mar 17th
   
   Week 12, Fri Mar 31st

3. **Midterm Evaluation Report (50 points)** The mid-term evaluation is to be presented in a structured narrative, professionally written and organized. The document should incorporate the following concepts:

   - Evaluation of Goals and Objectives
   - Initial perception of Internship experience
   - Identification of strengths
   - Identification of areas for needed improvement
   - Identification of skill areas addressed – reference NCTRC job analysis
   - Identification of progress related to projects

   **Due Week 7, Fri Feb 24th**

   "*Midterm Evaluation by Site Supervisor" – to be completed by site supervisor and shared with student. Evaluation form will be electronically sent between Site Supervisor and Course Supervisor.

4. **Cover Letter and Resume (50 points)** Students will be required to complete an updated resume and cover letter. The documents will reflect the completion of their internship and be written, formatted and organized in a professional manner. Ideally the cover letter should be written and addressed to an actual agency the student is seeking employment through.

   **Due Week 12, Mon Mar 27th**
5. **Program Plan Project (100 points project; 25 points project proposal)** Students will complete a major project that represents the acquisition of cumulative knowledge related to their education and practicum experience. The intent of the project is to further enhance their practicum experience as a student intern. The development and management of the project should be fairly independent; however it will be determined by the site and course supervisor the level of support needed. The project should be of benefit to both the student and the agency providing the practicum experience. The project will be discussed prior to the start of the project and the written proposal. The written proposal must be approved by the site supervisor prior to submission. Discussion of program plan should begin early in the internship process. Additional handouts and templates will be supplied. Program plan guidelines:

- Development of 8 sessions (90 minutes each)
- Program plan is designed for population at internship site

*Project proposal are due Week 5, Fri Feb 10th*
*Project due Week 13, Fri Apr 7th*

6. **Final Evaluation Report (100 points)** The final evaluation is to be presented in a structured narrative, professionally written and organized. The document should incorporate the following concepts:

- Evaluation of Goals and Objectives
- Identification of strengths
- Identification of areas for needed improvement
- Additional accomplishments
- Identification of skill areas addressed – reference NCTRC job analysis
- Identification of future direction in TR
- Overall evaluation of Internship site
- Overall evaluation of Internship course

*Due Week 14/15 Fri Apr 14th*

*Final Evaluation by Site Supervisor* – to be completed by site supervisor and shared with student. Evaluation form will be electronically sent between Site Supervisor and Course Supervisor.

7. **Agency Report (50 points)** Students will provide an agency evaluation report, reflective of their internship experience. The report will be professionally written in narrative form addressing the following items:

- Name of Agency
- Internship Supervisor Contact Information
- Brief Description of Agency
- Quality and availability of internship supervisor
- Evaluation of Orientation
- Quality of TR programs, facilities and equipment
- Best learning experiences
- Additional areas of the sites needed improvements
- Programs relationship to the NCTRC job analysis areas
- Helpful hints for future students

*Due Week 14/15, Fri Apr 14th*
Grading

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Grading for the course is as follows:
- 93-100% A
- 88-92% A/B
- 83-87% B
- 78-82% B/C
- 70-77% C
- 60-69% D
- Below 59% F

Exam Schedule: There are no exams given. The Student Final Report and Supervisor Final Evaluation will serve as the Final Exam.

Statement of Due Notification: If a student is found in violation of the Carroll University Academic integrity policy, I reserve the right to notify the University of such actions immediately.

Statement of the Right to Modify Syllabus: The instructor and the University reserve the right to modify, amend, or change the syllabus (course requirements, grading policy, etc.) as the curriculum and/or program require(s).

Statement regarding Accommodations for Disabilities: Students with disabilities who may need accommodations or any student considering obtaining documents should make an appointment with the Walther Young Center (262-524-7621) no later than the first week of class.

Statement of Academic Integrity: The Carroll University Academic Integrity Policy is located in the student handbook — https://my.carrollu.edu/ICS/icsfs/2016-2017_Student_Handbook.pdf?target=da6e7a0f-1440-451d-b87b-780f975a6595 Please familiarize yourself with it. Carroll University emphasizes that students have an obligation to conduct their academic work with honesty and integrity. All acts of academic misconduct are serious. If you have any questions about appropriate citations, please ask.