

FORM E – Recreation Therapy

INTERNSHIP SUMMARY REPORTS

During your internship, you are responsible for completing and submitting **five reports**. These reports should help you learn about the overall operation of your internship agency or organization. In addition, the reports are a method of documenting and communicating to your Faculty Internship Supervisor your experiences during your internship. Faculty Internship Supervisor will not remind you of when these reports are due. Failure to submit reports on time will reflect negatively on your internship.

Each report consists of your assessment about your internship experience and information about the agency. At the beginning of your internship, please set up due dates for each of the reports. The reports are usually turned in starting the third week of the experience and then every 2 -3 weeks after this, but this can be slightly modified based on the structure and format of your internship. It is your responsibility to re-adjust your schedule with your internship supervisor for the due dates of the five reports that will be spaced out evenly throughout the duration of the internship.

Report Format:

1. All reports are to be submitted via email. Include your name and the assignment name in the title of the document you email.
2. To earn 14-15 units for your internship, reports must be at least 5-6 pages long.
3. All your reports should begin with summary details, and then should address the topic assigned for the particular phase of your internship.

A. Summary Details – at least one page. Minimum one page long, to be included with each report)

Your Name:

Report Number:

Weeks covered in report:

Dates covered in report:

Total Hours for Weeks Reporting:

Total Hours to Date:

Critical analysis and interpretation of activities and events (*not just a list of accomplished tasks*):

1. Activities: Describe your experiences during these 2 weeks as they relate to each of the goals and/or tasks listed in the Agency Information and Approval Form. Discuss your progress towards achieving these goals.
2. Problems: Identify any problem(s), both major and minor, you have had during this reporting period with some analysis on how you did or how you plan to solve them.
3. Insights Gained: Explain what have you learned from your experiences during this reporting period.

B. Address the individual topics described below:

1) First Report: Describe the Agency.

Due: End of the 3rd Week

1. Discuss your activities, problems, and insights for this reporting period.

2. Provide a description of the agency's programs, services, clientele, and facilities. Provide a brief overview of the agency, population served, length of stay of clients, treatment groups, collaboration with other allied health professionals (or community organizations), accreditations, regulations, mission and purpose of the program. Do not provide copies of pre-written agency documents; describe your own understanding about the agency.

2) Second Report: Describe the organization and administration of the agency.

Due: End of the 5th Week

1. Discuss your activities, problems, and insights for this reporting period.
2. Describe how the organization is organized. Include a copy of the agency's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff). Discuss different departments associated with this agency (i.e. Paralympics, Social Work, Physical Therapy, Nursing, etc). Explain clinical supervision policy, hiring policies for Recreational Therapists, continuing education opportunities, and Quality Assurance. Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.

3) Third Report: Describe the RT Process.

Due: End of the 7th Week.

1. Discuss your activities, problems, and insights for this reporting period.
2. Describe in detail how the RT process is implemented at this agency. This should include:
 - Discuss the process used for assessment.
 - Explain policies related to documentation including treatment plans and progress notes.
 - Explain the purpose of the different treatment groups and how clients are referred to different programs within the agency.
 - Discuss the discharge process.
 - Discuss how programs are evaluated
 - Include copies of assessment forms, documentation forms, and treatment plans.

4) Fourth Report: Describe the agency's marketing, public relations, and budget process.

Due: End of the 9th Week

1. Discuss your activities, problems, and insights for this reporting period.
2. Describe the volunteer and internship program. Explain how volunteers are recruited and utilized with this agency. Describe the internship protocol. Discuss how the agency markets to potential volunteers and interns. (Include any forms you feel are important). Briefly describe the department budget and financial process. Who makes the budget? How often is this done? What are the major sources of funding, and their major expenses?

5) Fifth Report (Final Report): Internship Evaluation and Assessment

Due: During the last week of the term of your internship

1. Discuss your activities, problems, and insights for this reporting period.

2. Assess the overall internship experience by answering the following questions.
 - a. What goals were met during the internship experience? Explain how you achieved these goals.
 - b. What goals were not met and why?
 - c. What were some of the strengths developed during the internship experience?
 - d. What skills do you still need to improve?
 - e. What academic courses were helpful in preparing you for this internship?
 - f. What academic courses would have been helpful in preparing you for this internship?
 - g. Did you meet all of the NCTRC job task analysis areas?

3. Assess the agency/organization by answering the following questions.
 - a. What were strengths of this agency for a RPTA internship experience?
 - b. What were weaknesses of this agency for a RPTA internship experience?
 - c. Would you recommend this internship site to other RPTA students? Why or why not?

4. Professional Goals
 - a. When do you plan to sit for the NCTRC exam? When is the application deadline to sit for this exam?
 - b. Discuss your professional goals, and how they have been impacted by your internship experience.

5. Include a copy of a letter from the agency indicating dates of internship and hours.

6. Attach the final evaluation completed by you and by your supervisor.