This Pre-Internship Manual is a guide to prepare Recreation Therapy majors for their culminating, Recreation Therapy Internship. Students begin preparing for internship two semesters prior to the start of the internship experience. It is ideal that the student has completed their practicum prior to enrolling in RTH390 but it is not a pre-requisite of the course. The materials contained within this manual are meant to prepare and assist students in their search for an internship position. Students will either create or refine their resume, cover letter and list of references. They will also conduct a mock interview to prepare for the interviewing process required to obtain an internship site. Students will also begin to develop their portfolio which is a document that illustrates their work as a Recreation Therapy student and can be used during the interviewing process. In addition students will take time to begin to actively search for, and secure, an internship site.

Prerequisites for RT Internship

All students must meet the following criteria as determined by the RT Faculty prior to beginning their Recreation Therapy Internship:

1. Complete and pass all coursework required for the RT degree.
2. Be a senior in good academic standing, with a grade point average of 2.0 in the major and an overall grade point average of 2.0.
3. Obtain the First Aid, CPR, and Blood borne Pathogens certifications which must be current during the entire internship experience.
4. Secure approval of internship site and placement.
5. Attend all group meetings as announced/called by the Internship Coordinator.

Student Responsibilities in Preparation for Internship

TWO semesters prior to the semester in which the internship experience will occur, the student must:

1. Review the NCTRC and NCBRTL guidelines on the criteria for acceptable internship sites. See www.nctrc.org and www.ncbrtl.org
2. Confirm academic plan to meet all the pre-requisites for RTH 498 as stated in the course catalog and in the section above.
3. Revise resume, submit resume for review, and make copies for applications to internship sites once revisions have been made.
4. Discuss with the Internship Coordinator and your Academic Advisor any potential internship sites under consideration. It is strongly advised that each student have an idea of the general geographic location he/she wishes to complete the internship and the type of client (i.e., age group, disabling condition and setting) with which the students wishes to work.
5. Independently research potential internship sites. There is a list of potential sites posted on the SHAHS’ website. Students can also access the Internet for possible internship sites. For example, the TR Directory and the ATRA web sites post internships that are available across the country. NCRTA posts internships available in North Carolina. Links are also provided on the BBL webpage. **Note: It is the student’s responsibility to obtain an acceptable internship site.**
6. Follow the timeline for completing preliminary responsibilities for enrollment from the Coordinator of Internships. You will be given a checklist during RTH390 – you are
responsible to ensure all materials are completed by the identified due date on this document.

7. The Internship Manual can be found on BBL. Save a copy and read it carefully. Know what your responsibilities and assignments are during your internship.

8. Review the ATRA Standards of Practice and ensure that internship site will provide exposure to all aspects of RT practice.

9. When speaking with an staff member at a potential internship site, remember that the Agency Supervisor who will be directly supervising the internship must be currently certified as a certified therapeutic recreation specialist (CTRS), have been certified for a minimum of 1 year, and (in N.C.) currently licensed as a recreation therapist (LRT) and a full-time employee of the agency working a minimum of 32 hours per week. The student should obtain a copy of the agency supervisor’s NCTRC certification card and NCBRTL license.

10. Attend all pre-internship group meetings scheduled by the Internship Coordinator.

11. Submit to the Internship Coordinator a completed copy of Student Application for Internship (Appendix B.) by the due date on the course schedule.

12. Submit to Internship Coordinator a typewritten list of sites to which you have submitted resumes & letters of application.

13. If you are contacting a new agency, it must be approved by the Internship Coordinator and the Director of the School of HAHS before internship placement can begin. The Internship Coordinator has the forms to secure approval. Please request these in a timely manner. Allow 6 weeks for this process. (See the Appendix A for the policies statement.)

14. Complete, with the assistance of the Internship Coordinator and the Agency Supervisor, the Permission to Enroll in Internship Course Form and the Placement Confirmation Agreement. (Perm. to Enroll available from Internship Coordinator; Placement Confirmation form in Appendix C of this manual.)

Completion deadlines are as follows:

• FOR THE SUMMER - BEFORE THE END OF THE SPRING SEMESTER (Refer to timeline for specific date)
• FOR THE FALL - BEFORE THE END OF SUMMER SESSION II (Refer to timeline for specific date)
• FOR THE SPRING - BEFORE THE END OF THE FALL SEMESTER (Refer to timeline for specific date)

15. As a professional courtesy, all interviews should be followed by letters of appreciation to the interviewer.

16. Upon acceptance for the internship, the student should submit a formal letter of intent to the agency supervisor. Contact all sites where you have applications pending to remove your name from consideration.
Appendix A: Policies and Procedures for Approval of Internship Sites

The School of Health and Applied Human Sciences has established policies and procedures for the approval of agencies/sites for all internships. These policies and procedures have been developed to ensure that the internship, as an extension of the classroom experience, is planned and supervised in a manner that is in the best interests of student interns. In addition, these policies and procedures are supported by external accrediting bodies for the academic program and the university, and are in compliance with the guidelines set forth by UNCW.

1. All internship site supervisors must complete a “Request for Approval Application” form. (Available from the Internship Coordinator)

2. All “Request for Approval Applications” must include the following:
   a. a list of internship objectives
   b. a description of the intern’s duties and responsibilities
   c. credentials of the site supervisor(s) including degree(s) held, year(s) awarded, institutions awarding the degree(s), and a description of practical work experiences (Minimum of bachelor’s degree required.)
   d. copies of certification and/or license (CTRS, LRT) held by the site supervisor(s)
   e. supervisor must be a full-time employee of the agency & have a minimum of a bachelor’s degree

3. Students seeking the approval of sites not currently included in the curriculum’s approved agency listing should contact the Internship Coordinator to discuss the procedures and to receive the agency approval application materials.

4. Approval of new sites is initiated by the student after consultation with the Internship Coordinator.

5. All agency applications with supporting materials (see #2 above) should be returned by the site supervisor(s) to the student and then delivered to the Internship Coordinator.

6. Applications with supporting materials should be delivered to the Internship Coordinator no later than three (3) weeks BEFORE exams begin in the semester PRIOR to the student’s enrollment in internship. (Note: Approvals for FALL semester placements must be delivered to the Internship Coordinator by July 1)

7. Agencies must be approved by the RT Internship Coordinator and the Director of the School of HAHS before enrollment in internship is permitted.

8. It is the student’s responsibility to plan accordingly so that the criteria stated above can be met in a timely manner. (Note: the time needed to complete this process may be as long as six (6) weeks, so start early in the semester prior to internship.)

9. The Internship Coordinator will provide support for the student during this process. However, it is the student’s responsibility to comply with the policies and procedures as stated above and to communicate regularly with the Internship Coordinator for progress updates.

10. Enrollment in internship is contingent upon: a) the completion of all required procedures and paperwork in the semester/term prior to the anticipated internship; b) compliance with the policies stated in 1-9 above; and c) satisfaction of course prerequisites as stated in the course catalog and this manual.

Students are encouraged to seek new internship placements that will assist them in meeting career goals. The keys to success with new site approval are starting early with the application procedures and communicating regularly with the Internship Coordinator throughout the process.
Appendix B: Student Application for RTH Internship

Name: ___________________________  Student ID#: __________

Local Address: ___________________________

Phone: __________  Email: __________

Anticipated Internship Semester/Year: ___________________________

Anticipated Graduation Date: ___________________________

Academic Advisor: ___________________________

Prerequisites:

• REQUIRED GPA: 2.0  • Agency Approval
• All RTH coursework completed  • Current CPR & First Aid
• Senior Standing  • Blood Borne Pathogens

Current Cumulative GPA: _______  Earned/Passed Hours: _______

Current RTH GPA: _______

Preferred Agencies for Internship:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

Provide a brief statement of your internship goals:

____________________________________________________________________

______________________________  ___________________________
(Student Signature)      (Date)
Appendix C: Placement Confirmation Agreement

Instructions: To be completed by the Agency Supervisor administratively responsible for internship and returned to the Faculty Coordinator 2-4 weeks prior to the start of the internship.

This is to certify that ___________________________ has been accepted as a field work student with ___________________________. It is understood that the student is expected to work a minimum of 40 hours/week for 14 consecutive weeks,

Beginning date __________________, 20___

Ending date __________________, 20___

with the following exceptions:

Agency Holidays ________________ Special Occasions ________________

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

Name of Agency Supervisor: __________________________________________

Address: (Office) __________________________________________

Phone __________________________________________

Fax __________________________________________

Email __________________________________________

Cell or Home Phone (To be used in case of emergency only)

_____________________________ ____________________________

(Signature of Agency Supervisor) (Signature of faculty supervisor)

_____________________________

(Signature of Student Intern)

(Note: Agency Supervisor should attach copies of CTRS and/or LRT credentials to this form.)
Appendix D: University of North Carolina at Wilmington

Acknowledgment/Assumption of Risk, Release and Indemnity Agreement

As part of the consideration for participating in RTH498: Internship in Recreation Therapy, I hereby acknowledge recognition of the fact that I understand and accept that the University of North Carolina at Wilmington (UNCW) internship program (RTH 498) exposes me to numerous known and unanticipated risks and hazards that could result in personal injury, illness, death, and/or damage to myself or my property. I choose to participate in the UNCW internship program (RTH 498) despite the named and unnamed risks, hazards and potential injury. These named and unnamed risks and hazards include but are not limited to falls, slips, scrapes, cuts, burns, bites, damage to the muscular skeletal system, serious back and neck injury, exposure to infectious agents, and death. I agree to accept and assume all responsibility for risk and personal injury, illness, death, or damage to myself or my property arising from my participation in the UNCW internship program (RTH 498). My participation is voluntary, and I understand that I may choose not to participate at any time. I hereby also release, hold harmless, and forever discharge UNCW and its officers, employees and agents from any and all liability, claims, demands, actions, and causes of property damage or personal injury that may be sustained by me or to any property belonging to me, while participating in the UNCW internship program (RTH498). I am fully aware of the risks and hazards associated with the UNCW internship program (RTH 498) experience. I further agree to indemnify and hold harmless UNCW, its officers, employees and agents from any loss, liability, damage or cost, including court costs and attorney’s fees, which may incur due to my participation in said activity. This release and indemnity agreement is binding on myself, my heirs, assigns, and personal representatives. In signing this document, I fully recognize that if injury, illness, death or damage occurs to me while I am engaged in this activity, I will have no right to make a claim or file a lawsuit against UNCW or its officers, employees or agents, even if they or any of them negligently cause my injury, illness, death or damage, unless that negligence is gross or willful negligence.

I HAVE CAREFULLY READ THIS AGREEMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE THAT THIS IS AN ACKNOWLEDGMENT AND ASSUMPTION OF RISK AND A RELEASE OF LIABILITY AND INDEMNITY AGREEMENT AND I SIGN IT OF MY OWN FREE WILL.

This is the ________ day of ________________ 20 ______

__________________________________________________
(Participant’s Signature)

(Submit this form to the Faculty Coordinator as part of your enrollment documentation)
Appendix E: Interim Address

(Submit to Internship Coordinator as part of your enrollment documentation)

During the interim between this semester and the beginning of my internship, I can be contacted at the phone number, email and/or mailing addresses below.

NAME: ____________________________________________

ADDRESS: _______________________________________

PHONE: (______)_______________________________

E-MAIL: _______________________________________

Effective dates for this address: FROM ___________ THROUGH ___________