Practicum and Internship in CTR

- **CTR 315** - Practicum in Recreation and Parks Management
- **CTR 417** - Internship in Recreation and Parks Management (B.S.)

[http://ctr.wp.uncg.edu/current-students/practicum-internship/](http://ctr.wp.uncg.edu/current-students/practicum-internship/)
Eligibility

- **Practicum**
  - CTR 111/101
  - CTR 212
  - CTR 213
  - CTR 231 or 241
  *GPA of 2.0*

- **Internship**
  - CTR 315
  - CTR 416
  *GPA of 2.0*

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In addition to those listed on the previous slide, student must have completed the majority of TR degree courses prior to beginning internship.

- CTR 231 Intro TR
- CTR 332 EB Program
- CTR 338 Assessment
- CTR 443 Issues
- CTR 437 Intervention

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Hours Required

- **Practicum** (3 or 6 credit hours)
  - 6 weeks = 120 hours (3 credit hours)
  - 12 weeks = 240 hours (6 credit hours)

- **Internship for CREP Students** (12 credit hours)
  - 12 weeks = 480 hours

- **Internship for Therapeutic Recreation Students** (12 credit hours)
  - 14 consecutive weeks = 560 hours (no less than 20, no more than 45 hours per week)

[http://ctr.wp.uncg.edu/current-students/practicum-internship/](http://ctr.wp.uncg.edu/current-students/practicum-internship/)
Workshop Goals

1. Process, procedures, documents, and forms required **BEFORE** you can begin your practicum/internship
   - What steps you should be taking right now?
   - Pitfalls to avoid in the process

2. Process, procedures, documents, and forms required **AFTER** you begin your practicum/internship
   - Pitfalls to avoid

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Resources: Practicum and Internship Manuals

Manuals are available for CTR 315 (Practicum), CTR 417 (Internship).

These manuals include instructions for filling out all required forms, as well as instructions for the mid-term and final reports.

Students should download two copies of the manual. Provide one to your agency supervisor and retain one for your own use.

MANUALS CAN BE FOUND AT:  http://ctr.wp.uncg.edu/practicum-internship-checklists/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Getting Started: Who are the players?

1. Academic Advisor
   • Guides you through process up until the time you start your practicum/internship

2. Agency Supervisor
   • Supervises you at the agency at which you are completing your practicum/internship

3. University Supervisor
   • Grades your reports, point person for you and your Agency Supervisor throughout the experience
   • May or may not be Academic Advisor

4. You!

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Agency Supervisors responsible for the supervision of Internship students in the Therapeutic Recreation Concentration must be certified as a CTRS through the National Council for Therapeutic Recreation Certification (NCTRC) and be FULL TIME.

If the student is completing the Internship in North Carolina, the Agency Supervisor responsible for the supervision of your internship must ALSO be licensed as a LRT through the North Carolina Board of Recreational Therapy Licensure.

http://ctr.wp.uncg.edu/current-students/practicum-internship/
What is required BEFORE your Academic Advisor will sign off on your practicum/internship?

1. Complete & submit Eligibility Form
2. Up to date resume
3. Find an agency
4. Complete & submit Site Approval Form
5. Develop SLO’s using Student Learning Outcomes Form & Submit

FORMS CAN BE FOUND AT: http://ctr.wp.uncg.edu/practicum-internship-required-forms/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
What is required BEFORE beginning your practicum/internship?

6. Provide supervisor’s credentials (TR internship only)
7. A completed Report Calendar
8. Clinical Instructional Agreement (TR internship only)
9. Refund of Fees Form, if applicable

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Tip: Get Started Early!

Right now:

- Fill out the **Eligibility Form** and submit to Mrs. Chandler
- Create or update your **resume**
  - Use the Career Services Center in the EUC
  - Samples on website
  - Resume workshop to be held in spring
- Find at least 3 agencies **at which you may be interested in completing your practicum/internship**

http://ctr.wp.uncg.edu/current-students/practicum-internship/
How to Find an Agency

Check the Practicum and Internship Databases on the website for links to different resources. Your advisor may also be able to help you with ideas on agencies to contact.

DATABASES CAN BE FOUND AT: ctr.wp.uncg.edu/782-2/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
How to Find an Agency (cont)

When you contact an agency, tell them you are a student in Community and Therapeutic Recreation at UNCG, and that you would like to speak with someone about practicum or internship opportunities with their agency.

• Be professional!
• Use the Practicum or Internship Manual to help you articulate the responsibilities
• Assess the experience they can offer you
• Interview
• Discuss with your Academic Advisor

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Tips for Internship Interview

- Bring a “portfolio” (e.g., extra resume, samples of your writing, philosophy statement)

- Talk with your academic advisor BEFORE you accept a position offer

- Familiarize yourself with behavioral based interviews ([www.uncg.edu/csc](http://www.uncg.edu/csc))

[http://ctr.wp.uncg.edu/current-students/practicum-internship/](http://ctr.wp.uncg.edu/current-students/practicum-internship/)
It’s a match! Now what?

- Provide your Agency Supervisor with the Practicum/Internship Manual
- Determine a start date
- Develop Student Learning Outcomes with your Agency Supervisor and Academic Advisor.
  - Have your Agency Supervisor sign the SLO Form; submit to your Advisor.
- Have your Agency Supervisor sign the Site Approval Form

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Student Learning Outcomes (SLOs)

Student learning outcomes are defined in terms of the knowledge, skills, and abilities that a student has attained or learned by the end (or as a result) of his or her practicum or internship experience.

Sample SLOs are provided on the CTR website.

You will record your SLOs on the “Student Learning Outcomes Form”.

The SLO FORMS CAN BE FOUND AT: http://ctr.wp.uncg.edu/student-learning-outcomes-practicum-internship/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Student Learning Outcomes (SLOs)

• 3 – 5 for Practicum
• 7 - 10 for Internship
• Put: “By the end of the practicum/internship the student will be able to:” at the top of the page. Bullet SLOs under this phrase (see sample)
• Use action verbs (only 1 action verb per SLO)

TR Example:
SLO #1: assist in the assessment of people with disabilities.

CREP Example:
SLO #1: assist with implementation of a special event.
Next up? Meet with your Academic Advisor

Come prepared with:

- A resume prepared using the templates provided
- A completed Site Approval Form (note: this requires your Agency Supervisor’s signature)
- Completed SLO Form (note: this requires your Agency Supervisor’s signature)
- A start date that you have determined with your Agency Supervisor
- A printed copy of the Report Calendar Form

http://ctr.wp.uncg.edu/current-students/practicum-internship/
TR INTERNSHIP ONLY

Clinical Instructional Agreement

This form is to be used by students completing an internship at a clinical site. If an agreement does not already exist, the student must work in conjunction with the Academic Advisor to have an agreement signed by the Agency and University.

This form must be completed prior to the start of your fieldwork experience.

*Please note that this form can take several weeks to process since it goes to the Agency and University Legal Departments for signatures.

THE CLINICAL AGREEMENT FORM CAN BE FOUND AT: http://ctr.wp.uncg.edu/clinical-instructional-agreement/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Financial Aid

A student who receives financial aid in the summer, must complete all practicum or internship hours by the time summer grades are due. Otherwise, a grade will not be recorded and the following semester’s financial aid will be negatively impacted.

Example

John receives financial aid for his summer 2015 internship.

John begins his internship in late May 2015, so he will not complete all of the required hours by the time summer 2015 grades are due to the Registrar’s Office.

John does not have a grade turned in for summer 2015.

John’s financial aid for next semester class (fall 2015) is negatively affected because he did not complete all hours and receive a grade for his summer internship.

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Fee Reimbursement

A student completing a practicum or internship that is over 50 miles from the UNCG campus is eligible for a refund of the Health and Activity fees.

If you are eligible for a refund, submit the Return of Fees Form prior to the start of your fieldwork experience.

THE RETURN OF FEES FORM CAN BE FOUND AT:  tr.wp.uncg.edu/practicum-internship-required-forms/

http://ctr.wp.uncg.edu/current-students/practicum-internship/
A Fieldwork Checklist for practicum and internship are located on the CTR Practicum and Internship website. The checklist includes step-by-step instructions for completing all paperwork.

Step 1: Fieldwork Eligibility Form
- Complete the Fieldwork Eligibility form
- Submit form to Amy Chandlar in 208 Ferguson

Step 2: Resume
- Update your resume (using our Arthur or Arlene Meese examples on Practicum and Internship website)
- Turn updated resume into Academic Advisor

Step 3: Site Approval Form
- Secure a fieldwork site (for a list of fieldwork site resources, use the database lists on our Practicum and Internship website, check with your classmates, consult your advisor, etc.)
- Complete Site Approval form
- Get Agency Supervisor’s signature
- Get University Advisor’s signature (after Agency Supervisor)
- Turn in completed and signed form into Academic Advisor

Step 4: Student Learning Outcomes
- Working with your Agency Supervisor, develop SLOs that you will address during your Fieldwork experience (Practicum students develop 5-7 SLOs, Internship students develop 7-10 SLOs). Use the examples provided on the Practicum and Internship website
- Complete the Student Learning Outcomes Form (must be typed)
- Secure Agency Supervisor Signature on Student Learning Outcomes Form
- Turn in Student Learning Outcomes Form to your University Advisor

Step 5: Supervisor Credentials (this is for Therapeutic Recreation internship students only)
- Request a photocopy of your Agency Supervisor’s NCERTL license and NCTRC certificate. (These need to be current throughout the dates of your fieldwork experience)
- Turn in both photocopies to your Academic Advisor

http://ctr.wp.uncg.edu/current-students/practicum-internship/
#1 Resource = CTR Website

http://ctr.wp.unccg.edu/current-students/practicum-internship/

Powerpoint Presentation and Agency Database

- Click here to download an Informational PowerPoint Presentation for Practicum and Internship in CTR.
  A downloadable PowerPoint presentation that introduces the student to practicum and internship in CTR.
- Click here for a list of CTR Practicum and Internship Agency Database.
  A searchable database of practicum and internship agencies.
Reports to submit during your practicum/internship

You:
• Mid-term report
• Mid-term Time log
• Final report
• Final Time Log
• Student Assessment of the Practicum/Internship Agency

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Reports to submit during your practicum/internship

Your Supervisor:
• Mid-term Student Evaluation Form
• Final Student Evaluation Form

Other notes:
• CTR 417 is writing intensive
• CTR 417 Site visit by University Supervisor possible

ctr.wp.uncg.edu/current-students/practicum-internship/
Pitfalls to avoid!

- You must register and pay on time for a practicum or internship.

- Start looking for an agency early in case your plans fall through. This occurs more often than you would think!

- Look at multiple agencies for potential practicum/internship sites.

- You must have submitted the Eligibility Form for Practicum or Internship, Request for Practicum or Internship Site Approval form, Liability Insurance form and payment***, and the Report Calendar form before you can begin counting hours. DO NOT WAIT UNTIL THE LAST MINUTE!

- Stay cool under pressure.

- Be aware of and meet deadlines.

http://ctr.wp.uncg.edu/current-students/practicum-internship/
Questions?

http://ctr.wp.uncg.edu/current-students/practicum-internship/