

Internship Progress Report # _____

Leisure Studies Program

University of Iowa

Intern Name _____

Phone (work) _____ (home) _____

Report period start date _____ Report period end date _____

Distribution of hours:

- _____ Orientation
- _____ Observing
- _____ Meetings (e.g. staffings, working with the team, etc)
- _____ Lectures, Seminars, Conferences
- _____ Assessment
- _____ Planning (activity analysis, goals and objectives, etc)
- _____ Studying/Researching

Implementation:

- _____ a. Therapy
- _____ b. Teaching
- _____ c. Leadership
- _____ d. Counseling
- _____ e. Supervision
- _____ Evaluation
- _____ Documentation
- _____ Discharge/Transition Plans
- _____ Other (Please specify)
- _____ **Total clock hours this report period**

Intern's written assignment and Agency Supervisor's evaluation are attached with this page.

When completed, fax entire report to the Leisure Studies Program at 319/335-2439 unless other arrangements have been made with the University Supervisor.

Agency Supervisor

Signature Date

Intern Signature Date

Internship Progress Report # 1 Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the “Agency Supervisor’s Evaluation of Intern’s Progress” (page 3).

Written Assignment:

Write a three- to five-page report, typed double-spaced, and include the following:

1. List at least five goals that you want to achieve by the end of your internship.
 - Write the goals so that they are specific and measurable.
 - Each goal must state clearly what you want to achieve, how you will achieve the goal, and how you will measure your success.
 - The goals should relate to your development of competency as a recreational therapist.
2. Compare and contrast the nature and scope of the agency with the standards of your profession and with your internship goals. This part of the assignment is to include:
 - A description of the purpose and goals of the agency where you are interning.
 - The population that is served by the agency and the services provided to the population.
 - A description of the organizational structure of the agency, the funding sources, and the agency’s role in the community.
 - A description of how the scope and nature of the agency complements and/or contrasts with: 1) the standards of your profession and 2) your own internship goals.
3. Describe the major project you will complete during your internship.
 - Describe the purpose of the project.
 - Relate how you and your agency supervisor determined the project.
 - Outline how you intend to: 1) assess the needs related to the project; 2) plan (design) the project, 3) implement the project, and 4) how you will evaluate the effectiveness of the project.
 - Provide a timetable or time line for each of the four phases of the project (assessment, planning, implementation, and evaluation).
 - Describe how the completion of the major project will enhance your career preparation.

Internship Progress Report # 2 Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3).

Written Assignment:

Write a three- to five-page report, typed, double-spaced, and include the following:

1. What activities and experiences did you have that relate to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period?
Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period?
Give examples.
5. What additional information did you learn about the agency's policies and programs?
6. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

Internship Progress Report # 3 Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3).

Written Assignment:

Write a three- to five-page report, typed, double-spaced, and include the following:

1. What activities and experiences did you have that relate to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
6. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

To offer variety and to enhance the educational experience, you may choose from the following list of potential alternative topics for Progress Reports 3, 4, 5, or suggest a new topic.

- Write a history of the Agency.
- Write a personal profile of Agency Supervisor. What led her/him to this field? What does she/he find most rewarding? Challenging? How does this type of "work" connect with who she/he is, etc.?
- Write a case study of a client.
- Describe a variation of an activity you utilized to accommodate a participant.
- Visit another Agency (compare and contrast).
- Describe a "typical" day.
- Describe how you modified a specific activity or environment for a client.
- Write a case study of a client's family member.
- Place yourself in the "shoes" of your client and pretend "this is me". Do you feel a sense of inclusion and independence? Are your personal wishes being taken into account? Would you be happy? What, if any, things would you want changed?
- Pretend that you were suddenly placed in charge of your Agency. How would you use your unique personality, talents, and education to serve your staff and clients?
- Describe how your "academic" vision of therapeutic recreation compares to its practical application in an internship setting.

Internship Progress Report # 4 Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3).

Written Assignment:

Write a three- to five-page report, typed, double-spaced, and include the following:

1. What activities and experiences did you have that relate to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
6. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

Internship Progress Report # 5 Assignment

The Written Assignment is to be completed by Intern and presented to the Agency Supervisor before the Supervisor completes the "Agency Supervisor's Evaluation of Intern's Progress" (page 3).

Written Assignment:

Write a three- to five-page report, typed, double-spaced, and include the following:

1. What activities and experiences did you have that relate to your internship goals?
2. What other important activities and experiences did you have during this report period that did not relate to your internship goals?
3. What progress did you make with your major project during this report period? Are there changes that were made in the project plan? If so, then what are those changes and why were the changes necessary?
4. What principles, concepts, models and theories that you learned during your coursework in Leisure Studies were applied during this report period? Give examples.
5. What challenges or problems did you encounter and how did you handle them? If these challenges or problems happen again, would you handle them any differently?
6. Attach copies of any flyers, reports, news releases, newsletters, analyses, research or other items you have prepared during this report period.

Internship Progress Report

Agency Supervisor's Evaluation of Intern's Progress

Agency Supervisor completes and discusses with Intern. Supervisor sends copy to University Supervisor, retaining original. Update this document to follow the student's progression. Attach any additional comments. After the final progress report is completed, the Agency Supervisor mails the original to the University Supervisor.

Based on the intern's performance and the written assignment during this report period, please evaluate the student on the following criteria:

4 = Exceeds expectations; 3 = Meets expectations; 2 = Improvement needed; 1 = Unsatisfactory; NA = Not applicable **Reports**

Evaluation Criteria

#1 #2 #3 #4 #5 option

Assessment. Student practices sound assessment techniques

Planning 1. Student utilizes assessment data to formulate client goals

Planning 2. Student selects interventions that promote attainment of client goals

Implementation. Student implements interventions correctly and effectively

Evaluation. Student collects data to determine whether client goals are achieved

Documentation. Student accurately documents client response to interventions

Written form. Student shows competence in professional writing, grammar and spelling

Academic preparation. Student relates experiences to academic preparation

Client relationships. Student establishes appropriate "therapeutic relationship" with clients

Discharge/transition planning. Student contributes to the development of discharge/transition plans

Professionalism Student displays appropriate and professional attitude toward staff and colleagues

Time management. Student appropriately manages time and meets deadlines.

Report #1 _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)

Report #2 _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)

Report #3 _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)

Report #4 _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)

Report #5 _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)

Optional _____ (Supervisor Signature/Date) _____ (Intern Signature/Date)