

APPENDIX D

OUTLINE FOR FINAL INTERNSHIP NOTEBOOK (REC 498)

The emphasis in this course is on a learning experience that will provide a meaningful contribution to the professional preparation of the student. One aspect involves “on the job” experiences in an area of professional endeavor. Another part consists of the reconstruction and synthesis of those experiences in a written document. ***The notebook is to be submitted in a 3 ring binder with dividers to separate materials into a logical sequence. There must also be a Table of Contents in the front. Anything else is unacceptable.***

The outline given below is to be used to organize your descriptions of the setting in which you did your internship placement and to reconstruct and synthesize the experiences listed in the outline. The student should use headings throughout the notebook which relate directly to the areas below. All brochures, pictures, or other resource materials that pertain to the agency should be included in an addendum to the report which must be placed in a 3-ring binder of appropriate size. The assigned Internship Instructor should receive the completed report by the **last regularly scheduled day of the semester** for the fall and spring placements; or by the final day for the 2nd summer session for the summer placements. Some internships may go through the final day of the semester. Special considerations will be made for those internships/students.

Each of the following areas and sub-topics should be addressed in every internship notebook. If some aspect does not apply to your particular setting or experience, **DO NOT JUST SKIP IT** - state why that area is not appropriate for your notebook. Please use headings and provide a table of contents. Students are encouraged to keep a personal journal as a way of recalling specific instances, although the journal will be submitted for perusal. ***Be sure to provide your personal observations and critiques throughout each section of the notebook.***

A. Agency Description

1. Brief one-page description of internship placement
(agency, location, major duties - *limit one page max, please*)
2. Philosophy/mission statement of agency
3. Goals and objectives of overall system and units involved
4. Organizational structure (include organizational chart, job titles/job descriptions)
5. Policy-making procedures (how are written policies made, advisory boards used, etc.)
6. Fiscal resources (budgeting process, funding sources and copies of budgets)
7. Areas and facilities (descriptions, development, maintenance and security)
8. Risk management policies or procedures (liability, accident reports, insurance, etc.)
9. Promotion/marketing efforts (pricing of services, patient/client program inclusion, contracting, include examples of advertising or in-house promotion)
10. Personnel (staff or volunteer recruitment, training, promotion/retention, benefits)

B. Leadership Experiences

1. Types of programs offered by agency and intended benefits (program brochures, flyers, etc need to be included)
2. Discuss program planning process & lessons learned about planning or leadership
3. Clientele served—describe the clientele you worked with in detail
4. Group/individual leadership undertaken by you (be specific & descriptive)

C. Evaluation Efforts (TR Students: Please note that evaluation of patients is addressed in Section D below)

1. Focus of evaluation efforts (how are programs, facilities, personnel evaluated?)
2. Procedures used (what evaluation procedures did you use in your internship?)
3. Frequency (how often are programs, etc. evaluated at the agency?)

D. Treatment Process (TR STUDENTS ONLY)

1. Referral procedures (how do patients/clients get referred to receive TR service?)
2. Initial contact, assessment procedures, forms (include samples)
3. Treatment plans (how are plans developed, used and progress documented?)
4. Treatment team meetings (how often held, who participates, TR involvement?)
5. Contact notes/documentation (describe how patient progress is documented)
6. Discharge summary (are they used? How? Include example)
7. Quality assurance (how are JCAHO, CARF or other standards used and followed?)

E. Professional Development

1. Orientation sessions – How were you introduced to the agency? Your first week.
2. Workshops, conferences, seminars, etc. attended (May be in-house training)
3. In-service training attended (formal training at the agency or conferences)

F. Special Projects

1. Nature and scope of your project – provide products like fliers, web pages, etc.
2. Description – give detailed information about your project and copies of any products from the project
3. Evaluation or outcome of the project

G. Self Analysis of Internship Experience

1. Goals and objectives (evaluate)
2. Accomplishments
3. Problems and difficulties
4. Professional growth, development of competencies and professional image
5. Recognition of strengths and weaknesses (and suggestions for self-improvement)
6. Relationships with supervisor, co-workers, clients/participants/patients
7. Future career interests

H. Recommendations to Recreation Curriculum and Agency
(Ways in which the experience could be improved)

I. Conclusion/Summary

J. Appendices