

Indiana State University
College of Health and Human Services
Department of Kinesiology, Recreation, and Sport

UNDERGRADUATE INTERNSHIP MANUAL

This manual applies to the following RCSM Concentrations:

Recreation Management & Youth Leadership

&

Recreation Therapy

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Approved SAC: 4-15-18 (3-1-0)

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INTRODUCTION

Faculty in the Department of Kinesiology, Recreation, and Sport recognize field experiences as an integral part of a student's preparation for his/her professional career. Preliminary (i.e., practicum) and capstone (i.e., internship) experiential learning opportunities are generated through a three way partnership agreement between an approved agency, faculty, and student whereby the later receives training of a practical nature in his/her concentration under the supervision and guidance of a qualified professional.

These experiences aim to enhance the student's professional and personal growth and further his/her understanding and appreciation of the role and duties of the professional in a variety of settings. Field experiences provide a means for students to identify areas of strength and weakness and an opportunity to practice, improve, and evaluate skills, techniques, principles, and theories they would have been exposed to through coursework. At the conclusion of the internship, students should be able to perform entry-level skills and have the confidence necessary to begin their professional career.

In the case of students in the Recreation Therapy (RT) concentration, the internship is a prescribed requirement set forth by the National Council on Therapeutic Recreation Certification (NCTRC) in order to sit for the Certified Therapeutic Recreation Specialist (CTRS) exam. The recreation therapy internship has its own unique requirements. The length of the internship can be no less than 560 hours. It has to be supervised by a CTRS and the faculty member supervisor at ISU must also be a CTRS. Other requirements will be discussed in this document.

This manual is a guide to be used by students, faculty, and sponsoring agencies to prepare for the educational experience.¹ The intent of the internship manual is to present the policies and procedures students must follow in order to secure a qualified placement and earn academic credit for the internship experience.

DEFINITIONS

The following terms are defined to promote consistency in interpretation:

Agency (or Internship Site or Employer) – is the participating organization, institution, or company in which the student is retained in a paid or non-paid basis during his/her field experience. Generally, sites may include federal, state, county (or municipal) park and recreation departments, nonprofit organizations, hospitals and treatment centers, convention and tourism organizations, hotels and resorts, and other commercial enterprises within the leisure industry. There may be concentration-specific requirements for types of placements, therefore your faculty advisor will determine if a specific placement location is appropriate.

Agency Supervisor (or Site Supervisor) – is the agency designated staff member responsible for directing and supervising the student's field experience. The agency supervisor provides guidance and feedback on student performance. For RT students, the Agency Supervisor must be a CTRS whose credential is current for the entire length of the internship.

Faculty Advisor – is the faculty member associated with a concentration/minor/certificate, who is assigned to monitor student progress. Students are encouraged to regularly meet with his/her faculty advisor to discuss personal and professional goals, plan a program of study and experiences, and

¹ The department offers a variety of major concentration, minor, and certificate options. The field experience requirements differ for each option. Students should contact his/her faculty advisor with specific questions.

determine a career path. The faculty advisor may serve as the *Internship Supervisor* and/or the *Internship Program Coordinator*.

Intern – is a senior level undergraduate student who is eligible to enroll in RSCM 491 (6 hrs): Internship.

Internship – is a supervised full-time² work experience in an approved site for a minimum of 11 consecutive weeks, and up to 15 consecutive weeks, depending on student concentration requirements.³

Internship Program Coordinator – is a faculty member assigned to manage the internship program and provide guidance and support to participating agencies and students. The internship program coordinator may serve as an *Internship Supervisor*.

Internship Supervisor (or Faculty Supervisor) – is a faculty member assigned to oversee one or more students enrolled in RSCM 491. The internship supervisor will have routine contact with the intern and agency supervisor; receive, review and grade student reports and evaluations; and is responsible for assigning the final grade for the course.

Practicum (or Preliminary Field Experience) – is a supervised learning experience⁴ conducted concurrently with coursework in which students are exposed to, and gain practical experience with, a variety of tasks under the guidance of trained, established professionals in the field.

Practicum Student – a freshman, sophomore, junior, or senior level undergraduate student participating in an experiential learning activity to observe how theory and practice discussed in the classroom are applied in the field.

PURPOSE & DESIRED OUTCOMES

The internship experience provides students with opportunities to learn and grow within their chosen field. It will help them mature both personally and professionally. It will also increase their appreciation and understanding of program, service and management practices. The practical, hands-on experiences combined with feedback and guided reflection from their supervisors are critical to the success of the internship as a learning experience. The internship as a learning laboratory is useful to faculty who receive information that may help refine curriculum and improve the educational process.

Given this purpose, the desired outcomes of the internship program are as follows:

Intern will:

- Understand and appreciate the roles, duties, and responsibilities of professionals in the field.
- Apply, and further expand, the knowledge, skills, and experience acquired during the academic program in a professional setting.
- Demonstrate professional and technological competencies consistent with industry standards.
- Identify strengths and weaknesses and determine personal and professional development needs.
- Apply critical thinking and analytic skills to solve problems in an ethical manner.
- Gain information about the profession as a basis for future career choices.
- Refine job seeking skills and develop a professional network in preparation for future employment.

² Full time means at least 40 hours of work per week.

³ RMYL students must complete at least 11 consecutive weeks at the internship site for a total of 440 hours. RT students must complete at least 14 consecutive weeks at the internship site for a total of 560 hours.

⁴ See the Practicum Manual for the specific policies and procedures that apply to these field experiences.

Department will/may:

- Require and structure professional-level experience as an integral part of the educational process.
- Facilitate student interactions with qualified practitioners in the industry.
- Establish opportunities for cooperative relationships among the intern, department, and agency which extend beyond the internship experience.
- Facilitate sharing of resources and the pursuit of common goals with professional agencies.
- Assess the quality and relevance of the curriculum and educational process.

Agency will/may:

- Assume an integral role in the professional preparation of future professionals.
- Strengthen the educational process by sharing current issues, problems, and trends with students and faculty.
- Establish opportunities for cooperative relationships with the intern, department, and agency which extend beyond the internship experience.
- Benefit from the skills, knowledge, and perspectives interns bring to the agency.
- Serve patrons through the contributions of interns.
- Gain an opportunity to evaluate prospective employees.

ROLES & RESPONSIBILITIES

The roles and responsibilities stipulated here should be considered minimum expectations for specified actors. It is assumed all participants will work in partnership and do what is necessary to plan, implement, monitor, and evaluate an appropriate learning experience.

Agency will:

- Assign a qualified staff member to supervise the intern with specific time allotted for the completion of related tasks.
- Supply the intern with necessary equipment and supplies to complete assigned tasks and communicate with the internship supervisor.
- Provide workers' compensation and liability insurance as would be provided for any other staff member or volunteer.
- Provide the intern, when possible, with wages, stipends, and/or other forms of remuneration commensurate with their ability, experience, position, and cost of living and traveling to the workplace during the internship term.

Agency Supervisor (or Site Supervisor) will:

- Provide necessary documents⁵ to allow the intern to secure approval of the agency and specific internship opportunity.
- Establish a diverse schedule of experiences⁶ which are consistent with the agency's mission, strategic plan, internship job description, and intern's goals.
- Provide Recreation Therapy interns with the full scope of competencies indicated by NCTRC in their qualified internship requirements.

⁵ See Internship Agency Selection & Placement for specific list of requirements.

⁶ The internship supervisor should not assign the intern to any one particular job function for the entire internship period. The education needs of the intern shall not be superseded by the service needs of the agency.

- Provide the intern with clear expectations and responsibilities within the agency.
- Provide the orientation and training necessary to transition the intern to agency operations.
- Identify the intern as a staff member and by doing so afford him/her the appropriate courtesy, consideration, and respect from colleagues and patrons. (Understanding that in some settings there may be restrictions on their scope of practice/access for ethical and liability reasons)
- Advise agency staff members on the manner and extent of his/her involvement in the intern's educational experience.
- Routinely direct and supervise the intern and provide constructive feedback.
- Be accessible to the intern to answer questions and provide mentorship.
- Be accessible to the internship supervisor to answer questions and make recommendations.
- Evaluate the intern's performance in an objective, constructive, and tactful way and share this information with the intern and internship supervisor.
- Promptly notify the internship supervisor should a serious issue arise⁷ that directly or indirectly involves the intern.
- Make recommendations for how the curriculum, educational process, and internship program may be improved.

Internship Program Coordinator will:

- Plan, implement, and evaluate the internship program in consultation with program faculty and department chairperson.
- Meet with students to discuss internship placement, explain internship policies and procedures, and answer related questions.
- Determine students' eligibility for internship in relation to department, college, and university policies in consultation with the faculty advisor (as appropriate).
- Represent the Department in all official arrangements with cooperating agencies.
- Sign authorizing forms, maintain current lists and files, assign internship supervisors, and orient students to required assignments and reporting process.
- Assist the agency, upon request, to design an appropriate learning experience to comply with department, college, and university policies and intern needs.
- Review and make final decisions pertaining to a *Petition to Waive Requirement* in consultation with the faculty advisor (as appropriate), internship supervisor (as appropriate), and department chairperson (as appropriate).
- Review and make final decisions related to termination of internship in consultation with the internship supervisor, faculty advisor (as appropriate), and department chairperson (as appropriate).

Internship Supervisor will:

- Assist the agency supervisor to establish a diverse schedule of experiences which are consistent with the agency's mission, strategic plan, internship job description, and the interns' goals.
- Provide a copy of the internship manual to the agency supervisor and answer any questions he/she may have regarding the intern's preparation or the internship policies and procedures.
- Maintain routine contact⁸ with the agency supervisor and intern to discuss work performance and to assess the internship experience.

⁷ See General Policies for information related to termination of internship.

⁸ Contact may be established through face to face meetings, conference calls, email, etc.

- Be accessible to interns to answer questions and provide mentorship.
- Provide agency supervisors with the necessary information to access evaluation forms.
- Review submitted reports and evaluation tools and assign a final grade for RCSM 491.
- Promptly notify the internship program coordinator and department chairperson (as appropriate) should a serious issue arise involving the intern.
- Evaluate the agency and available internship opportunities as an appropriate site for future placements.
- Make recommendations for how the curriculum, educational process, and internship program may be improved.

Intern will:

- Read and abide by all policies and procedures outlined in the internship manual and ISU course catalog.
- Submit the necessary documents⁹ by the stated deadlines to secure approval of the agency and specific internship opportunity.
- Complete all orientation and training sessions to transition to agency operations.
- Read and abide by all agency policies and procedures.
- Abide by agreements made with the agency supervisor regarding all aspects of the internship.¹⁰
- Become a participating member of the agency's staff.
- Be accessible to the agency supervisor, internship supervisor, and internship program coordinator to discuss work performance and to assess the internship experience.
- Consult with the agency supervisor and internship supervisor when confronted with issues and problems he/she cannot satisfactorily resolve on his/her own.
- In the event of illnesses, injuries, or emergencies, promptly notify the agency supervisor and internship supervisor about the nature of the illnesses, injuries, or emergencies and likely impact on his/her ability to complete the internship as agreed upon by all parties.
- Make recommendations for how the curriculum, educational process, and internship program may be improved.

Faculty Advisor will:

- Assist the student develop a program of study and experiences to become highly qualified candidate for internship positions.
- Assist the student with identifying prospective internship agencies and opportunities.
- Assist the agency, upon request, to design an appropriate learning experience to comply with department, college, and university policies and student needs.
- Consider student requests for letters of recommendation pertaining to internship.
- Assist students identify supplemental funding sources¹¹ to support internship placement.
- Make recommendations for how the curriculum, educational process, and internship program may be improved.

University will:

- Maintain and support experiential learning as an integral part of the academic process.

⁹ See Internship Agency Selection & Placement for specific list of requirements.

¹⁰ This may include, but is not limited to, job tasks, deadlines, work schedule, supervision responsibilities, etc.

¹¹ Sources may include scholarships and grants through the Financial Aid, Career Center and Center for Community Engagement offices.

STUDENT ELIGIBILITY

The internship is considered the capstone field experience that affords the intern an opportunity to apply his/her professional knowledge and technical skills in a practical manner. As such, eligibility requirements have been established to ensure a minimum level of preparedness for this experience.

Declared Major

The prospective intern must be a member of the Department of Kinesiology, Recreation, and Sport with a declared concentration in Recreation Management & Youth Leadership or Recreation Therapy. Exception: Students completing the Nonprofit Leadership Alliance (NLA) certificate in majors that do not have an approved internship course.

Coursework & GPA

The internship is completed during the last academic semester of the major program of study. The prospective intern must have completed all foundational studies courses, RSCM core courses, RSCM concentration courses, supportive coursework (RT), and minor/certificate/endorsement courses prior to the start of the internship term.¹² The prospective intern should enroll in RSCM 300 Internship Seminar no sooner than one or two semesters prior to the internship term. Students must be in good academic standing with the University at the beginning of the internship.¹⁴

Practicum (or Preliminary Field Experience)

The prospective intern must have evidence of completed qualifying field experience (practicum) hours either on file or per completed practicum course work.¹⁵

INTERNSHIP REQUIREMENTS

The internship is a supervised work experience with an approved agency within the intern's chosen field of endeavor. Because academic credit is awarded for the internship experience, the prospective intern must comply with the following requirements.

Professional Behavior Expectations

The professional behaviors listed here should be considered minimum expectations for students. Ultimately, it is up to the intern to maximize their personal and professional growth and development.

The intern will:

- Represent the university in a positive manner at all times.
- Be well groomed and dress within the professional standards set by the agency.
- Complete all assignments to the best of one's ability.

¹² See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

¹³ Prospective interns planning to enroll in RSCM 491 in summer should enroll in RSCM 300 the preceding fall semester.

¹⁴ Prospective interns planning to enroll in RSCM 491 in summer must meet the GPA requirement at the end of the preceding fall semester.

¹⁵ See the Practicum Manual for the specific policies and procedures that apply to these field experiences.

- Adhere to professional standards and uphold ethical behavior.
- Maintain in confidence all information that has been identified as confidential.
- Display enthusiasm, initiative, and leadership.
- Be punctual, dependable, cooperative, and engaged.
- Demonstrate professionalism when discussing the agency's mission, philosophy, policies and procedures, and programs and services.
 - Avoid making unsolicited, critical comments about the agency, agency supervisor, and agency staff. Similarly, avoid making unsolicited, critical comments about the university, internship supervisor, faculty advisor, and program of study.
- Communicate with the agency supervisor and internship supervisor when there is not a clear understanding of what is to be done.
- Observe and participate, as appropriate, in all aspects of the agency's operations.
- Use discretion when determining people with whom to associate, places to visit, etc. during work and non-work hours.
- Express appreciation to the agency, agency supervisor, and internship supervisor for making the experience possible.

Students must remember that performance during the internship can either enhance or hinder career objectives. Eagerness, reliability, and responsibility will always be in demand. The internship presents an opportunity to establish a reputation for these qualities.

Enrollment in RCSM 491

Students must be enrolled in RCSM 491 before they are allowed to begin the internship. If the student's enrollment status changes, or is anticipated to change during the internship, they must immediately notify their Internship Agency Supervisor and their ISU Internship Supervisor of the change.

The internship will follow the start and end dates of the academic term.¹⁶ Interns will work the hours and holiday schedule of the agency and not of the University.

Duration of Internship

The internship is full-time (minimum 40 hours per week), uninterrupted work experience in the intern's chosen field of study. If the student anticipates an interruption of the internship, he or she must communicate this with their agency and university supervisors. In some cases, this may not be approved and, if taken anyway, could constitute grounds for terminating the internship.

Interns in the Recreation Management & Youth Leadership concentration must complete a minimum of 440 clock hours AND no less than 11 consecutive weeks of service at the agency. Interns in the Recreation Therapy concentration must complete 560 clock hours AND no less than 14 consecutive weeks of service at the agency. For RT students, if an unavoidable extended absence from the internship occurs, it will be necessary to provide written notice and verification of the reason to the agency and university supervisors as well as to the NCTRC.

¹⁶ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

Supervision

Interns must work under the direct supervision of a qualified agency supervisor and the assigned university internship supervisor. For students in the RT concentration, both supervisors must be credentialed as CTRS for the entire duration of the internship.

Depending on the location of the agency and available funding, the internship supervisor may select to do a site visit. The site visit may include a tour of the facility, observation of programs and services, observation of the intern engaged in relevant tasks, and a discussion of the intern's work performance. Time should be allowed for separate interviews with the intern and agency supervisor to consider progress toward stated goals. The site visit will be scheduled in advance at a convenient date and time.

Evaluation

Interns will submit five (5) reports: orientation report, 4 week report, 8 week report, final report, and student evaluation of agency to the internship supervisor. Detailed report descriptions, instructions for submission, and deadlines are posted on the course blackboard site. These assignments are viewed as homework. Time spent to complete reports is not to be counted in the required 440/560 hours.

Agency supervisors will complete a midterm evaluation and final evaluation of the intern's work performance. Results of these evaluations will be shared with the intern and the internship supervisor.

The final letter grade for RSCM 491 will be calculated using (a) reports submitted by the intern (50%), (b) midterm and final performance evaluations prepared by the agency supervisor (30%), and assessments of professionalism completed by the internship supervisor (20%).

Internship Portfolio

Interns are encouraged, but not required, to prepare a portfolio as a means of recording the internship experience and as an individual promotion document to show prospective employers.

INTERNSHIP AGENCY SELECTION & PLACEMENT

To the extent possible, internship placements are individualized to meet the differing knowledge, skills, interests, and career goals of students. The following requirements are defined to promote consistency in the selection and placement process.

Qualifying Internship Experience

The relationship between the agency and the intern is a combination of employer-employee and teacher-student. The intern is to be a member of the agency's staff, and at the same time, a student engaged in an assigned training program. During the internship term, interns are placed in an approved agency to apply theories and concepts in the field as well as expand their practice skills and professional network. Supervised internship experiences provide an opportunity for interns to synthesize, transfer, and apply knowledge gained through previous study and practice to all phases of agency operations. A qualified agency supervisor should provide experiences of sufficient breadth and depth to reveal the intern's strengths and developmental needs in their chosen field of study.

Ultimately, the determination of whether an internship opportunity qualifies for academic credit depends on the alignment of several factors including the agency's ability to host the intern, the specific internship

activities and assignments, the intern's goals, and the ability of all participating actors to comply with department, college, and university policies. In addition, for RT students, the internship curriculum, experiences and supervisor must meet current NCTRC standards. This determination will be made on a case by case basis by the internship program coordinator in consultation with the student and faculty advisor (as appropriate).

Since the purpose of the internship is to seek out and experience new learning opportunities and challenges, interns are not allowed to complete an internship with an agency where they are already employed, have been employed, or completed a significant number of practicum hours. However, if the internship responsibilities differ significantly from prior or present field experiences, an intern may submit a *Petition to Waive Requirement* to request a review. A description from the agency of the planned new experiences will need to be provided.

The Department of Kinesiology, Recreation, and Sport recognizes prospective interns have living, travel, and personal expenses. While some internship agencies provide a salary, wage, or commission, it is typical that there is no form of compensation. Therefore, the primary consideration for internship placement will be the quality of the learning experience and not the presence or absence of compensation.

Agency Eligibility

The Department of Kinesiology, Recreation, and Sport will consider any agency with an established reputation for excellence in specific and/or relevant areas of the leisure and/or healthcare industries. The agency must agree to provide students with opportunities to observe and participate in a wide variety of agency operations and agree to abide by the policies and procedures outlined in the manual.

Preference will be given to agencies who:

- Possess adequate professional staff, equipment, facilities, and resources to produce the programs and services appropriate to the agency's mission.
- Are committed to developing future professionals.
- Have a history of supervising interns utilizing established internship program policies and procedures, including at a minimum intern performance expectations, anticipated intern competencies/skills outcomes, and a schedule that outlines the weeks with associated content of the internship.
- Utilize sound administrative policies.
- Demonstrate involvement in professional organizations.

Recreation Therapy agencies must meet the requirements set forth in the *NCTRC Internship Booklet*¹⁷ and the *NCTRC Academic Path to Certification*.¹⁸ At a minimum, per NCTRC requirements, “An acceptable internship must be based on the therapeutic recreation process as defined by the knowledge and tasks in the current NCTRC Job Analysis Study.” For this reason and based on the RCSM Recreation Therapy concentration's approach to recreation therapy as a therapeutic and treatment-oriented health care discipline, the internship site must be a treatment/clinical setting that provides individualized patient/client treatment services based on an individual treatment plan. Community-based settings that primarily provided adapted recreation and/or educational, developmental services are not appropriate internship sites and will not be approved for placement. Examples of unapproved settings would include camps, public parks and recreation adapted/inclusive programs, and day programs for people with intellectual disabilities.

¹⁷ Available: <https://nctrc.org/publications-forms/>

¹⁸ Available: <https://nctrc.org/new-applicants/paths-to-certification/academic-path/>

Agency Supervisor Eligibility

The Department of Kinesiology, Recreation, and Sport will consider any qualified staff member willing to assist the intern satisfactorily complete course requirements.

Preference will be given to professionals who:

- Possess a thorough knowledge of the field as evidenced by a Bachelor's degree in the field (or related), and/or commensurate work experience in related professional settings.
- Have the ability to analyze, evaluate, and provide constructive feedback of student performance, while guiding them through a systematic process of personal and professional development.
- Possess experience and involvement in professional organizations.
- For RT supervision, the student's direct Agency Supervisor must have a current NCTRC CTRS credential and maintain that credential during the entire internship period, and is employed a minimum of 30 hours at the agency with a minimum of 50% of their duties in RT services.

Additionally, the agency supervisor must be a current employee of the agency, have two (2) years of experience in the agency, and have one (1) year of experience supervising staff.

The agency supervisor must have a bachelor's (or higher) degree in recreation management, recreation therapy, or related field. Alternatively, a degree appropriate to the agency supervisor's position or significant work experience (in lieu of a degree) may be considered.

Recreation Therapy agency supervisors must be NCTRC certified at the CTRS/professional level for a minimum of one year and for the entire internship period, and meet other requirements set forth in the *NCTRC New Applicants – Academic Path to Certification*.¹⁹

Internship Placement Process

The Department of Kinesiology, Recreation, and Sport does **not** place interns. Students are expected to locate and select their own internship agency under the guidance of the internship program coordinator, faculty advisor, and the ISU Career Center. Students should begin searching for potential internships at least 2-3 semesters before the start of the desired internship term. This ensures students are aware of the range of internship opportunities (including application deadlines) and any scholarships that may be available to offset individual expenses.

To secure an internship placement for academic credit, the student must complete the following:

- Enroll and successfully complete RCSM 300 Practicum Orientation in RMYL (3 hrs) one or two semesters prior to the internship.
 - This course will require each student to participate in activities assisting them in becoming knowledgeable of the internship manual, writing and/or updating their resume, writing an internship cover letter, engaging in mock interviewing exercises, identifying potential internship sites, completing ISU Career Center internship placement applications, and other professional development knowledge and experiences in preparation for practicum and internship experiences.
- Meet with his/her academic advisor to confirm internship term and eligibility, as well as applying for the appropriate graduation date.
- Comply with the announced schedule and deadlines for internship advisement and placement.

¹⁹ Available: <https://nctrc.org>

- Submit an *Internship Declaration Form*.²⁰
- Apply for internship positions in qualifying agencies that match professional preparation and career goals. Students in RT will also work with the RT program and internship coordinator for assistance in locating a qualifying internship.
- Submit the *Internship Site Approval Form* and corresponding documents.²¹
- Submit the *Internship Agreement Form*.²²
- All students must also complete the ISU Career Center Internship Placement Agreement process.

All forms should be submitted to the respective program internship coordinator for approval. Once the internship placement is confirmed, all required Internship Manual forms are completed and signed, and the Career Center placement agreement is completed, then and only then will the student be provided with an override in order to enroll in the appropriate section of RSCM 491.

It is expected that students meet with their internship faculty supervisor before leaving for the internship to make sure all steps are completed, including First Aid/CPR/AED training (Recreation Therapy students) and to receive any final instructions regarding course expectations.

Note: Some agencies require a contract or clinical affiliation agreement to be signed by their agency and university representatives. This will be completed on a case by case basis according to university policies and procedures. Indiana State University does not provide these agreements. If an agency requires an affiliation agreement or contract, the agency will generate that document. The agreement can be sent to the Internship Coordinator who will review the document and submit it to the Department Chairperson to initiate its review by the appropriate ISU offices.

Deadlines

To maximize the alignment between the internship placement and enrollment during the academic term, the following deadlines have been established:

- Spring Internships – students completing Spring Semester internships must have all forms completed by November 30.
- Summer Internships – students completing Summer Semester internships must have all forms completed by April 30.
- Fall Internships – students completing Fall Semester internships must have all forms completed by July 31.

²⁰ The internship program coordinator will verify the student's eligibility for internship in the desired term.

²¹ The *Internship Site Approval Form* is completed when an internship position has been offered to the student.

²² The *Internship Agreement Form* is completed once the internship agency, agency supervisor, and specific internship are approved by the internship program coordinator.

GENERAL POLICIES

CPR/First Aid/AED Training

The Department recommends all interns obtain cardiopulmonary resuscitation (CPR) certification, first aid certification, and automated external defibrillators (AED) training. All Recreation Therapy Internship students must complete this training. Interns are responsible for the cost associated with training and certifications. RMYL Interns must ascertain whether an agency requires these credentials.²⁹

Criminal Background Check (CBC)

In recent years, employers have recognized the need to screen full-time staff, part-time staff, interns, and volunteers who interact with patrons/clients/patients. It is not required for all students going on internship to have a CBC. However, any individual student wanting to do an internship at an agency that requires one will have to have a CBC done at their own expense. The Faculty advisor or internship coordinator will be able to assist the student in locating a CBC service.

Compensation

Internship placements may entail paid or un-paid work experience. This decision rests entirely with the respective agency. If the agency agrees to compensate the intern, the agency is responsible for all employment rules, regulations, and laws.

The university will not accept responsibility for workers' compensation, medical services, hospitalization, or criminal background checks associated with the internship. Also, the university does not compensate interns for services rendered while retained by the agency in the United States or overseas.

Depending upon the agency's policy, interns may be reimbursed for expenses incurred while conducting agency business. Interns should have a clear understanding of agency expenditure and reimbursement policies and procedures.

Although recognizing compensation is an arrangement between the agency and intern, the internship program coordinator retains the responsibility to ensure the internship experience complies with the philosophy and educational expectations of the department, college, and university. If an issue arises pertaining to the nature of work completed during the internship term and compensation is a factor, the internship program coordinator has the authority to investigate. Further, the internship program coordinator, in consultation with the internship supervisor, department chairperson, and faculty advisor (as appropriate) retains the right to terminate the internship and/or disallow university credit for the portion of the internship already completed.

²⁹ See Internship Agency Selection & Placement for specific list of requirements.

³⁰ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

³¹ See Internship Agency Selection & Placement for specific list of requirements.

Concurrent Enrollment in RSCM 491 & Other Courses

The RSCM 491 internship course is a supervised full-time work experience. It is expected that interns will not be enrolled in any additional courses at Indiana State University or other 2- or 4-year institutions during the internship term. Exceptions to this policy are considered based on individual circumstances and particularly as they apply to meeting final graduation requirements³². No exceptions will be allowed for course work in the major to be completed either concurrently with RSCM 491 or in semesters after the internship. This rule does not apply to courses or trainings required by the agency as condition of internship placement.

Exception: Interns may enroll in CPR/First Aid certification or recertification or similar short-term programs during the internship term.

Drug & Alcohol Use

For the duration of the internship term, the intern is a current student of Indiana State University. The internship site is an extension of the classroom setting. Thus, the intern must comply with all agency policies and the Indiana State University Code of Student Conduct³³ with respect to use of non-prescription drugs and alcohol in the workplace. If an issue arises related to any prohibited or unlawful use of drugs and/or alcohol, the internship program coordinator has the authority to investigate. Further, the internship program coordinator, in consultation with the internship supervisor, department chairperson, and faculty advisor (as appropriate), retains the right to terminate the internship and/or disallow university credit for the portion of the internship already completed. Similarly, the agency has the right to cancel internship placement or terminate the internship at any time for violation of the agency's drug and alcohol policies.

Many agencies require interns to complete a drug screening before work at the agency may begin or during the internship term. In the event an intern does not pass a drug screening at any point, the following steps will be taken:

- The intern and/or agency supervisor must make a preliminary phone call to the ISU internship supervisor immediately to discuss the issue. The intern/agency supervisor will provide an incident report³⁴ and suggestions for how the situation may be resolved (if possible) to the internship supervisor within 3 business days. The internship supervisor will share information with the internship program coordinator, department chairperson, and faculty advisor.
- The intern, internship supervisor, internship program coordinator, and department chairperson (as appropriate) will meet face to face or through conference call to discuss the situation.
- The intern will receive a failing grade³⁵ for the course.³⁶
- Depending on the severity or conditions associated with the failed drug test, the intern may identify a new agency/internship opportunity and initiate the internship approval process³⁷.

³² See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

³³ Available: <http://www.indstate.edu/sci/code.htm>

³⁴ Include a written description of the issue and strong, clear, and legible supporting materials.

³⁵ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

³⁶ Students may drop the course if the option is available. Students are solely responsible for any tuition, fees, or penalties associated with dropping a course.

- Internship experience and hours accrued during the first internship placement may not be applied to the second internship placement.³⁸

The incident report, supporting documents, and actions taken will become a permanent part of the internship file and the student's ISU record.

Illness/Injuries Sustained During Internship

Students should adhere to the universal precautions for preventing transmission of blood borne infections as set forth by the Centers for Disease Control³⁹ during all field experiences. Student should comply with any agency policies for training and/or implementation of Occupational Safety & Health Act (OHSA)⁴⁰ requirements. Agency supervisors are expected to assist interns meet the requirement of a safe workplace.

Students who become ill or sustain injury while engaged in agency business should contact the agency supervisor and internship supervisor as soon as possible. Students should seek medical evaluation and treatment (as appropriate) and comply with all agency policies and procedures pertaining to incident reporting and documentation. A copy of all documents should be provided to the ISU internship supervisor.

Students who become seriously ill or sustain serious injury during non-work hours should contact the agency supervisor and internship supervisor as soon as possible to discuss the nature of the illness/injury and likely impact on his/her ability to complete the internship as previously agreed upon by all parties.

Students are responsible for any medical evaluation or treatment service charges resulting from illness/injuries during the internship term. The university will not accept responsibility for workers' compensation, medical services, or hospitalization associated with the internship.

The internship supervisor will note any changes to the placement and include support documents in the internship file. For Recreation Therapy internship students, any extended interruption of the internship is against NCTRC internship guidelines and may be allowed based on an appeal process.

International Internships

Students pursuing international placements are advised that they are subject to the laws and customs of the nation in which the internship is located. Good resources to consult are foreign embassies, consulates, and tourist bureaus. In addition, the Department of State – Bureau of Consular Affairs⁴¹ offers information on entry (visa) requirements for American citizens, medical and health care, crime, customs regulations, drug penalties, and locations of US embassies and consulates.

United States citizens and nationals of other countries will not be allowed to select, travel to (or transit through), or do an international internships in any country deemed dangerous in the US Department of State's travel warnings.⁴² International internships may be postponed or delayed on the basis of Department of State's public announcements that disseminate information about terrorist threats or actions, short term coups, pre-election disturbance, bomb threats to airlines, and other relatively short term or trans-national conditions that pose a significant threat to the security of student travelers.

³⁷ See Internship Agency Selection & Placement for specific list of requirements.

³⁸ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

³⁹ Available: <http://www.cdc.gov/niosh/topics/bbp/universal.html>

⁴⁰ Available: <http://www.osha.gov/>

⁴¹ Available: <https://travel.state.gov/content/travel/en/about-us.html>

⁴² Available: http://travel.state.gov/travel/cis_pa_tw/tw/tw_1764.html

Multiple Interns at Same Agency

Internship placement is approved on a first come, first serve basis. Only one intern will be assigned to an agency during a given academic term. Exceptions may be made where the size, location, and diversity of operations permits multiple interns to assume wholly separate tasks and responsibilities during the internship term. Multiple Recreation Therapy interns at one site will only be allowed when each student intern is supervised by separate agency supervisors, each of which must be a currently certified CTRS.

Outside Employment During Internship Term

The internship experience is critical to the student's future and should be considered as a full-time job. Outside work during the internship term is strongly discouraged. However, working within the agency on a part-time, or as needed basis is acceptable when the internship is unpaid.

Personal or Family Emergency During Internship

The Department of Kinesiology, Recreation, and Sport recognizes that interns have personal and family responsibilities that exist beyond the education setting. In the event of a personal or family emergency, interns must promptly notify the agency supervisor and ISU internship supervisor about the nature of the emergency and likely impact on his/her ability to complete the internship as previously agreed upon by all parties. The internship supervisor will note any changes to the placement and include support documents in the internship file. For Recreation Therapy interns, it will be necessary for the internship supervisor and possibly the intern to contact NCTRC to consult with them about an anticipated and/or unavoidable interruption in the internship.

Personal Leave During the Internship

The internship is designed to be a full-time work experience where interns are immersed in agency operations for a predetermined number of consecutive weeks. Interns may not request or receive any extended personal leave from the agency for any reason⁴³ without the written approval of the internship supervisor. For Recreation Therapy interns, documented personal emergencies will be the only reason for any extended absence from the internship.

Personal Liability Insurance

Interns are personally responsible for their actions. The university will not accept responsibility for interns' personal liability while on internship. Interns must ascertain whether an agency carries liability insurance and, if so, the extent of coverage or whether the agency requires student interns to purchase personal liability insurance.⁴⁴

The Department of Kinesiology, Recreation, and Sport strongly recommends interns purchase personal liability insurance⁴⁵ if not required/provided by the agency. Interns are responsible for the cost of insurance coverage. Information about personal liability insurance may be obtained from the faculty advisor

⁴³ Reasons may include, but are not limited to, the following: vacations, job interviews, and personal & family emergencies.

⁴⁴ See Internship Agency Selection & Placement for specific list of requirements.

⁴⁵ Students should also purchase or have available private medical, health, and auto insurance.

Termination of Internship

At any time, an internship placement may be terminated if it is determined to be in the best interest of the student. Examples of circumstances in which the internship placement may be cancelled include, but are not limited to, the following:

- Failure to abide by all policies and procedures outlined in this manual and ISU course catalog by the intern.
- Failure to complete assigned tasks by stated deadlines, misuse of equipment and supplies, or excessive tardiness or absence from work by the intern.
- Failure to assign a qualified staff member to supervise the intern.
- The assigned recreation therapy supervisor loses his/her CTRS certification or it expires during the internship.
- Failure to supply the necessary equipment and supplies to complete assigned tasks or allow the intern to communicate with the internship supervisor.
- Excessive work of trivial nature (e.g., filing, answering phones, etc.).
- Evidence of harassment, abuse, intimidation, or un-resolvable conflict between the intern and agency supervisor, agency staff, or agency patrons.
- Unsafe working conditions.
- Strike, lockout, or other labor or financial disruptions in the agency resulting in the inability to retain the intern.
- Failure to abide by agency policies & procedures by the intern or agency supervisor.
- Participation in unethical or illegal activities by the intern or agency supervisor.
- Personal issues, including physical or mental health difficulties, which hamper the intern's or agency supervisor's ability to function in the workplace.

The agency, department, and intern equally share the responsibility to take action in a timely manner to remedy any situation. The final decision regarding the termination of an internship rests with the internship program coordinator in consultation with the intern, agency supervisor, internship supervisor, department chairperson (as appropriate), and faculty advisor (as appropriate).

If successful completion of the internship is problematic, the following steps will be taken:

- The intern and/or agency supervisor will make a preliminary phone call to the internship supervisor to discuss the issue. The intern/agency supervisor will provide an incident report⁴⁶ and suggestions for how the situation may be resolved (if possible) within 3 business days. The internship supervisor will share information with the internship program coordinator, department chairperson, and faculty advisor.
- The intern, internship supervisor, internship program coordinator, and department chairperson (as appropriate) will meet face to face or through conference call to discuss the situation.
- The intern will receive a final grade⁴⁷ for the course.⁴⁸
- The intern will identify a new agency/internship opportunity⁴⁹ and initiate the internship approval process⁵⁰ (if necessary).
- Internship experience and hours accrued during first internship placement may not be applied to the second internship placement.⁵¹

Interns may not terminate an internship placement without prior written approval from the internship supervisor and internship program coordinator.⁵² A five (5) business days termination notice will be given to the agency supervisor by the intern unless circumstances dictate otherwise.

The incident report, supporting documents, and decision will become a permanent part of the internship file.

Travel and Living Expenses

Students are responsible for all living and transportation expenses incurred during the internship term unless special arrangements have been made with the agency supervisor regarding such expenses. Agencies may help interns find living spaces, roommates, and the like, but are not required to do so.

Petition to Waive Requirement

Interns may submit to the internship program coordinator a typed *Petition to Waive Requirement* to request review of any policy or procedure pertaining to the internship. The form must be accompanied by compelling, clear, and legible supporting materials and be signed by the faculty advisor (as appropriate) or internship supervisor (as appropriate).

⁴⁶ Include a written description of the issue and strong, clear, and legible supporting materials.

⁴⁷ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

⁴⁸ Students may drop the course if the option is available. Students are solely responsible for any associated tuition, fees, or penalties.

⁴⁹ Interns removed for misconduct will not be permitted to enroll in a new internship until the next academic term.

⁵⁰ See Internship Agency Selection & Placement for specific list of requirements.

⁵¹ See Petition to Waive Requirement if extenuating circumstances exist to warrant further consideration.

⁵² An independent decision by the intern to terminate the internship will result in a failing grade for the course.

The internship program coordinator has the authority to make the final decision regarding the petition in consultation with the faculty advisor (as appropriate), internship supervisor (as appropriate), and department chairperson (as appropriate). The petition, supporting documents, and decision will become a permanent part of the internship file.

The Department of Kinesiology, Recreation, and Sport has no authority to request exceptions to any agency policies. The intern should discuss any issues or concerns about policies and procedures with the agency supervisor and internship supervisor.

CONCLUSION

The purpose of this manual is to facilitate a three way understanding among interns, sponsoring agencies, and the Department of Kinesiology, Recreation, and Sport so that each student may have a quality learning experience. Critical review and specific recommendations for the internship program are always welcome.

APPENDICES

Indiana State University, College of Health & Human Services
Department of Kinesiology, Recreation, and Sport
PETITION TO WAIVE REQUIREMENT FORM

STUDENT INFORMATION

Name _____
Email _____@sycamores.indstate.edu
Telephone _____

REQUIREMENT TO BE WAIVED (use additional sheets if necessary)

JUSTIFICATION

Student's Signature _____ Date _____

SIGNATURES

Academic Advisor: _____ Support _____ Do Not Support _____

Comments: _____

Signature _____ Date _____

Internship Supervisor: _____ Support _____ Do Not Support _____

Comments: _____

Signature _____ Date _____

Internship Program Coordinator: _____ Support _____ Do Not Support _____

Comments: _____

Signature _____ Date _____

Department Chairperson: _____ Comme _____ nts: _____

Support

Do Not
Support

Signature_____Date_____

Indiana State University, College of Health & Human Services
Department of Kinesiology, Recreation, and Sport
INTERNSHIP DECLARATION FORM

STUDENT INFORMATION

Name _____
Email _____@sycamores.indstate.edu
Phone _____ Concentration (circle one): RMYL RT

INTERNSHIP ELIGIBILITY

Proposed internship term (circle one): Fall Spring Summer Year: _____

Declared KRS major (circle one): YES NO Cumulative GPA: _____/4.0

Declared concentration (circle one): YES NO Major GPA: _____/4.0

Are you completing the Nonprofit Leadership Alliance Certificate Program? YES NO
If yes, have you completed RSCM 150? YES NO NA
If yes, have you completed RSCM 462? YES NO NA

For each of the classes below: (a) ~~cross out~~ completed classes and (b) circle enrolled classes⁵³.

RSCM Core: RSCM 315 435 450

RMYL Concentration: RSCM 200 205 225 300 353 320 332 391 453 455

RT Concentration: RSCM 270 205 225 351 300 353 371 320 391 470 472
PSY 101 ATTR 210/210L PE 220/220L PSY 266 ATTR 225 PSY 368

List any other courses that you are currently enrolled or need to complete as follows:

Enrolled – foundational studies courses _____

Needed – foundational studies courses _____

Enrolled – minor/certificate/endorsement courses _____

Needed – minor/certificate/endorsement courses _____

PROPOSED INTERNSHIP SITE

Have you been offered an internship position⁵⁴? YES NO

If no, list and describe (a) type of agency/position you would like to pursue for internship and (b) all agencies/positions you have investigated.

⁵³ Submit a current copy of your MySam with this form.

⁵⁴ Submit an Internship Site Approval Form and corresponding documents.

Indiana State University, College of Health & Human Services
Department of Kinesiology, Recreation, and Sport
INTERNSHIP SITE APPROVAL FORM

STUDENT INFORMATION

Name _____

Email _____@sycamores.indstate.edu

Phone _____ Concentration (circle one): RMYL RT

AGENCY INFORMATION

Agency's Name: _____

Agency's Web Address: _____

Agency's Program's & Services: _____

Agency's Populations Served: _____

AGENCY SUPERVISOR'S INFORMATION

Supervisor's Name: _____ CTRS # (if applicable) _____

Supervisor's Email: _____

Supervisor's Phone: _____

Agency supervisor possesses:

- | | | |
|--|-----|----|
| 1. Thorough knowledge of the field | YES | NO |
| 2. Ability to analyze and evaluate student performance | YES | NO |
| 3. Awareness of the demanding nature of internship supervision | YES | NO |
| 4. Strong desire to instruct and mentor student interns | YES | NO |
| 5. Experience and involvement in professional associations | YES | NO |

Agency supervisor must⁵⁵:

- | | | |
|--|-----|----|
| 6. Be a current employee of the agency (30 hrs/week min.) | YES | NO |
| 7. Possess 2 years of experience with the agency | YES | NO |
| 8. Possess 1 year of experience supervising staff/interns | YES | NO |
| 9. Have a relevant bachelor's degree in an appropriate field | YES | NO |

RT agency supervisors are NCTRC certified at the CTRS/professional level YES NO NA

RT agency supervisors meet NCTRC Internship requirements⁵⁶ YES NO NA

RT agency & services meets NCTRC Internship requirements⁵⁶ YES NO NA

⁵⁵ A current copy of the agency supervisor's resume or other official documentation of qualifications must be attached.

⁵⁶ NCTRC: "You will need to complete a minimum 560-hour, fourteen (14) consecutive week internship in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis and under the supervision of both academic and agency internship supervisors who are NCTRC CTRS certified. Make sure you complete at least 20 hours per week and no more than 45 hours per week. Your primary CTRS Supervisor must be employed at least 30 hours a week at the agency with at least 50% of the job duties in TR services."

INTERNSHIP SITE APPROVAL FORM (cont.)

INTERNSHIP INFORMATION

Position Title⁵⁷ _____

Estimated Hrs per Week _____ Department _____

Proposed Start Date _____ End Date _____

Description of any major projects (not otherwise listed in job description) to be completed at the agency:

Does the agency provide:

Wages or stipends for intern's work	YES	NO	Amount: _____
Assistance with housing, locating roommates, etc	YES	NO	Amount: _____
Assistance with travel expenses	YES	NO	Amount: _____

Workman's compensation (as would be provided any other staff member) YES NO Amount: _____

What is covered? _____

Personal liability insurance (as would be provided any other staff member) YES NO Amount: _____

What is covered? _____

Does the agency require:

Criminal background check?	YES	NO	Does agency pay for the CBC?	YES	NO
CPR certification?	YES	NO	Does agency provide this training?	YES	NO
First aid certification?	YES	NO	Does agency provide this training?	YES	NO
AED training?	YES	NO	Does agency provide this training?	YES	NO

Other certification? _____ Does agency provide this training? YES NO

Other certification? _____ Does agency provide this training? YES NO

Other certification? _____ Does agency provide this training? YES NO

Will student purchase personal liability insurance (if not provided by agency) YES NO

⁵⁷ An internship job description provided by the agency must be attached.

INTERNSHIP SITE APPROVAL FORM (cont.)

INTERNSHIP GOALS & OBJECTIVES

Considering the internship job description, intern's current knowledge, skills, experience, and attributes, and desired entry level position after the internship, list and briefly describe 10-12 specific, measureable goals to be achieved during the 440/560 hours of internship. Goals may be related to (a) new knowledge obtained, (b) skills developed or refined, and (c) experiences gained at the internship site. Recreation Therapy students should refer to the NCTRC National Job analysis job tasks to identify critical areas of development during the internship. These goals will provide the beginning point between the intern and his or her agency supervisor. It is expected that these goals are shared and discussed with the agency supervisor during the first week of the internship. These goals will also provide benchmarks for evaluation and reporting during the internship.

Type the goals list as a separate document – clearly place your name at the top – and attach to this form. It is recommended that you provide your advisor or the RMYL or RT internship supervisor with a draft of these goals for an initial review prior to approval.

AUTHORIZATION

SIGNATURES

Academic Advisor: _____ ☐ Support ☐ Do Not Support

Comments: _____

Signature _____ Date _____

Internship Program Coordinator: _____ ☐ Support ☐ Do Not Support

Comments: _____

Signature _____ Date _____

Indiana State University, College of Health & Human Services

Department of Kinesiology, Recreation, and Sport

INTERNSHIP AGREEMENT FORM (not legally binding)

STUDENT INFORMATION

Name _____
 Email _____@sycamores.indstate.edu
 Telephone _____

AGENCY INFORMATION

Agency's Name _____
 Agency's Web Address _____
 Supervisor's Name _____
 Supervisor's Email _____
 Supervisor's Telephone _____

INTERNSHIP INFORMATION

Position Title _____
 Department _____
 Estimated Hrs. per Week _____
 Proposed Start Date _____ Proposed End Date _____

TERMS OF AGREEMENT

The AGENCY agrees to fulfill the terms of the internship as stated in the internship manual, the internship job description, and any other conditions agreed upon with the student and department.

Agency Supervisor: _____ Date: _____

The STUDENT agrees to fulfill the terms of the internship as stated in the internship manual, the internship job description, and any other conditions agreed upon with the agency and department.

Student: _____ Date: _____

The DEPARTMENT agrees to fulfill the terms of the internship as stated in the internship manual, the internship job description, and any other conditions agreed upon with the student and agency.

Internship Coordinator: _____ Date: _____