

**Mecklenburg County
Park and Recreation Department**

**Therapeutic and Inclusive
Recreation Services**

Internship Manual



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Park and Recreation**

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About Mecklenburg County Park & Recreation Department (MCPRD)

The Mecklenburg County Park and Recreation Department is home to more than 210 parks and facilities located on more than 21,000 acres of parkland throughout Mecklenburg County. The department is also responsible for 52 miles of developed greenway trails, 22 recreation centers, 3 senior centers, 26 nature centers / nature preserves, 7 public golf courses, 3 indoor pools, 2 outdoor pools, an indoor water park, 9 spraygrounds, a public campground, a beach and disc golf courses.

The formal branches and subdivisions of the Park and Recreation Department include:

- Nature Preserves and Natural Resources
- Aquatics Division
- Therapeutic and Inclusive Recreation Services
- Community Recreation Centers
- Park Planning Division
- Park Services Division
- NC Cooperative Extension

About Therapeutic and Inclusive Recreation Services

Therapeutic and Inclusive Recreation Services Mission Statement:

“To provide life-enhancing experiences for people of all abilities to recreate, belong and thrive.”

The Therapeutic and Inclusive Recreation Services of MCPRD is one of the largest community-based TR programs in the state of North Carolina. Therapeutic and Inclusive Recreation Services currently employs 9 full-time staff along with two-part time staff, all of whom hold state licensure through the North Carolina Board of Recreational Therapy Licensure (LRT) and national certification through the National Council of Therapeutic Recreation Certification (CTRS).

The Therapeutic and Inclusive Recreation Services staff members focus their programming efforts on citizens of Mecklenburg County who have disabilities. Some of the diagnoses addressed by TIRS include: Down syndrome, cerebral palsy, traumatic brain injury, visual impairments, hearing impairments, autism, ADHD, learning disabilities, spina bifida and other developmental and physical disabilities.

Programs offered through TIRS are broken down into the following categories:

- Creative Arts and Culture
- Sports, Fitness and Aquatics
- Inclusion Programs
- Social Enrichment
- TR Summer Day Camp & Spring Break Camp
- School’s Out Club Youth & Teens
- Community Integration / Leisure Education
- Outdoor Adventures
- Special / Community Events
- Virtual Programs

Internship Application Process

- I. Complete an internship application packet that includes the following:
 - Updated Resume
 - Cover Letter
 - 2-3 Letters of Reference
 - At least 1 Academic Reference
 - 1-2 Professional References (volunteering, practicum, service learning, related work experience)
 - Application (Found on the MCPRD Therapeutic and Inclusive Recreation Services Website):
<https://www.mecknc.gov/ParkandRec/Therapeutics/TRInternships/Pages/default.aspx>

- II. Submit application packet via email to TRInfo@mecknc.gov based on the following dates (unless otherwise specific on the website):
 - Summer Internship (May - August)
 - Application Submission Period: December 1 – February 28
 - Application Deadline: February 28
 - *Interviews held at Summer Day Camp Job Fair in Mid-March**

 - Fall Internship (August - December)
 - Application Submission Period: March 1 – April 30
 - Application Deadline – April 30
 - *Interviews will be held in May**

 - Spring Internship (January - May)
 - Application Submission Period: September 1 – October 31
 - Application Deadline – October 3
 - *Interviews will be held in November**

- III. After application deadlines, interns selected for the interview process will be contacted within 10 business days to set up an interview.

- IV. After interview process is complete, **ALL** applicants will be notified of status in writing via email.

- V. Potential interns will be required to complete onboarding process that includes a background check, secure a county operator's permit and other processes.

- VI. Official internship dates are selected, and final contracts established / signed.

Introduction to the Internship Experience

Welcome to the Mecklenburg County Park and Recreation *Therapeutic and Inclusive Recreation Services* (TIRS) internship experience! The purpose of this internship is to provide an introductory experience that allows Recreational Therapy / Therapeutic Recreation students to gain practical “real world” experience, as well as to meet state and national internship requirements so students may apply for NCBRTL licensure and NCTRC certification upon completion of internship. Internship supervisors are licensed (LRT) and certified (CTRS) and have a complete professional knowledge of the field, are interested in internship supervision, and provide excellent learning opportunities to students.

TIRS accepts interns throughout the academic year. The summer internship program is a 560 hour, 14 week internship program. Fall and Spring internships operate on a 560 hour, 14-16 week internship schedule (based on supervisor and intern scheduling). Interns may elect to complete their internship as unpaid volunteers (and complete the volunteer onboarding process through Volunteer Services) or as paid employees (and complete the onboarding process through Human Resources). Regardless of which option interns may elect to pursue, they are held to the same standards as any other volunteer or employee of Mecklenburg County. This manual will provide students, faculty and staff needed information regarding the MCPRD TIRS internship program. Student interns should retain a copy for themselves and email an electronic copy to their faculty supervisor.

ADA Statement

Mecklenburg County will comply with the Americans with Disabilities Act (ADA) which prohibits discrimination based on disability. Mecklenburg County will make reasonable accommodations in all programs to enable Participation by an individual with a disability that meets essential eligibility requirements. Mecklenburg County programs will be available in the most integrated setting for each individual. If any accommodations are necessary for participation in any program or service, participants are encouraged to notify staff at least one week prior to program commencement. Upon request, this information is available in an alternative format for persons with disabilities.

Equal Opportunity Statement

Mecklenburg County Park and Recreation is an Equal Employment Opportunity Employer and conducts its personnel practices in compliance with all-applicable state and federal laws. This organization is committed to the principle that all volunteer / employee assignments, and volunteer decisions shall be made on a non-discriminatory basis, without regard to an applicant's or volunteer's race, color, sex, religion, national origin, age, disability, or veteran status. All management and supervisory personnel have a continuing responsibility for administration and compliance with this policy.

Goals of the Therapeutic and Inclusive Recreation Services Internship Program

- To assist Universities by providing community based, clinical practice opportunities for Recreational Therapy / Therapeutic Recreation internship students.
- To assist RT / TR internship students to acquire the skills and competencies needed for the practice of therapeutic recreation.

- To assist RT / TR internship students in discovering their strengths and limitations and prepare them for practical work-related situations within the field of therapeutic recreation.
- To help RT / TR internship students develop an awareness of the total range of the TR/RT scope of practice (i.e., methods, activities, and settings) and to help interns gain a better understanding of the day to day operations of the department.
- To provide RT / TR internship students with opportunities for practical experiences in therapeutic recreation with professional supervision and guidance.
- To provide the opportunity for exchange of ideas between professionals and RT / TR internship students.

Responsibilities of the Intern

- Possess sufficient education including an obtained cumulative GPA of 3.0, fieldwork, and observation experience meeting school requirements to be eligible to apply for an internship.
- Have no other conflicting commitments during the 560 hour internship. Interns must be available to work a flexible schedule , including weekdays, evenings, holidays and weekends as scheduled by the intern supervisor.
- Respect the MCPRD-Therapeutic and Inclusive Recreation Services philosophy, methods, leadership and programs.
- Represent the Mecklenburg County Park and Recreation Department in a professional manner, provide creative ideas, and learn from every opportunity provided. The intern must be willing to spend the time it takes to complete work properly, with pride and enthusiasm.
- Become familiar with and adhere to the policies and procedures pertaining to the Mecklenburg County Park and Recreation Department.
- Accept responsibility for the duties and assignments outlined by the intern supervisor, by meeting all project timelines and due dates.
- Prepare for meetings with the internship supervisor, by being prepared to ask questions and present constructive ideas, as well as share honest feelings and reactions.
- Acquire the knowledge, skills and abilities for practicing therapeutic recreation by following the Department's performance schedule with increasing autonomy and independence.
- Adhere to MCPRD's social media policy & Therapeutic and Inclusive Recreation Services' Confidentiality policy.

Responsibilities of the MCPRD Therapeutic and Inclusive Recreation Services

- Provide the RT / TR internship student with a high quality and well-rounded 560 hour internship that will support the professional growth, experience and development of the intern.
- Follow the Internship Guidelines set forth by the National Council for Therapeutic Recreation Certification (NCTRC).
- Provide the RT/TR internship student an opportunity to gain practical experience under the professional leadership of an internship supervisor who is certified through NCTRC, with at least one year of experience in therapeutic recreation practice, and at least one year of employment with MCPRD – TIRS. Internship supervisors must hold and maintain national certification (CTRS), and state licensure (LRT) according to North Carolina law.
- Treat the intern as a professional-in-training and prepare the MCPRD-Therapeutic and Inclusive Recreation Services staff for the intern's arrival as such.

- Follow internship guidelines set forth by the university or college.
- Communicate regularly with the academic supervisor about the student's progress.
- Provide a formalized professional orientation program for the intern. Educate the intern about the Department's programs, facilities, resources, policies and procedures, and administration of MCPRD.
- Provide duties and responsibilities that make the student feel valued and needed, and which include all aspects of the TR process.
- Complete all steps of new hire process including Temp Hire Packet, I9, other HR onboarding requirements, Badge/Access Request, and Email/IT Request.

Responsibilities of the College or University Internship Coordinator

- Send an internship contract or agreement from the college or university before the beginning of the internship.
- Provide the MCPRD-Therapeutic and Inclusive Recreation Services with updated school internship manuals.
- Make the MCPRD- Therapeutic and Inclusive Recreation Services aware of college criteria for internship evaluation by providing the internship supervisor with all the necessary forms for the evaluation and graded portion of the internship.
- Monitor the student's internship experience through weekly reports, telephone consultations and site visits.
- Evaluate all assignments, written reports, evaluations and assign final grade, in consultation with the internship supervisor.
- Understand the MCPRD- Therapeutic and Inclusive Recreation Services' programs, program goals and objectives.
- Maintain contact with MCPRD-Therapeutic and Inclusive Recreation Services internship supervisor throughout student's internship, to ensure both MCPRD and the university are aware of any issues or conditions that may arise during internship.

Internship Outcomes

Upon the completion of an internship with the MCPRD Therapeutic and Inclusive Recreation Services, a student should be able to:

- Facilitate assessment interviews and accurately complete written assessments
- Demonstrate understanding of TIRS and MCPRD policies and procedures
- Demonstrate the ability to adapt to group dynamics when involved in programming
- Facilitate and/or co-facilitate current TR programs with staff assisting
- Complete programming process (from proposal to customer survey)
- Identify other sites with employed CTRS within Mecklenburg County
- Identify community resources available to individuals with disabilities in Mecklenburg County
- Demonstrate knowledge of diagnoses, activity adaptation / modification and behavioral interventions

Internship Information

Therapeutic and Inclusive Recreation Services of Mecklenburg County Park and Recreation Department strives to provide its interns with a training experience that is of practical benefit to those entering the recreational therapy / therapeutic recreation work force. We value our interns, both as the professionals of the future and for the services they provide today. Interns are encouraged to ask questions and make suggestions about any TIRS or MCPRD function or service.

Onboarding Information

Mecklenburg County Park and Recreation interns onboard with the county through one of two processes: They may elect to complete their internship as an unpaid volunteer, or as a paid temporary employee. Interns are not required to secure their own liability insurance by the county (they will be covered through their volunteer or employment status with the county) but may elect to do so if it is required by their university.

Unpaid volunteer interns will complete their initial onboarding process through Volunteer Services, which will include a volunteer services orientation, background check and drug screen.

Paid interns will complete initial onboarding process through Mecklenburg County Human Resources, which will include completion of onboarding paperwork that includes an I-9 (For more information on documents required to complete an I-9 please visit <https://www.uscis.gov/i-9-central/acceptable-documents>), background check and drug screen.

Upon completion of all initial onboarding processes, interns will be notified by their site supervisor that they may continue with the onboarding process that will include:

- Online orientation modules
- Onsite department orientation

General Conduct

Interns are entering the final part of their education and experience before joining the professional world, and are expected to behave accordingly:

- All interactions, both verbal and written, should reflect a professional attitude.
- Interns are expected to behave in an honest and ethical manner regarding their supervisor, other staff, and program participants.
- Work schedules are to be followed consistently. Any change in the intern's schedule must be initiated and communicated in writing via email and approved by the agency supervisor.
- When the student intern is sick they shall notify their supervisor through phone call AND email as soon as possible. **To mitigate transmission of highly contagious diseases such as COVID19 and influenza, interns may be asked to not report or leave the workplace if they demonstrate a fever over 100.4 and have a cough or trouble breathing.**
- **Interns must follow all County and Departmental policies, including:**
 - **HR Policies (if a paid position)**
 - **Volunteer Services Policies (if intern is unpaid and in a "volunteer" capacity)**
 - **Sick and other leave**
 - **Adhering to the County's dress code**
 - **E-mail and internet usage policies**
 - **Confidentiality**
 - **Smoking**

- **Alcohol/Drug Use**
- **Training**

Working Conditions

Interns are employees of the County, and therefore are held accountable to standards and policies of Mecklenburg County.

- Interns must provide their own transportation to and from their workplace, including any additional locations to which they must travel during the workday.
- Interns will receive an outline of their duties which relates directly to their level of time commitment and level of skill.
- Interns are expected to work a 39-hour week, which may include evenings and/or weekends, according to the duties to which they are assigned.
- Under no circumstances will interns solely supervise participants (including in county vehicles), nor will they transport participants in their own vehicles.
- The internship supervisor is responsible for providing quality supervision and will therefore make every effort to provide constructive and positive direction so that learning can occur in a supportive manner. It is the intern's responsibility to use supervision in an open, honest manner by bringing issues to be discussed to the Supervisor.

Dress Code / Appearance

Interns are a representative of The Mecklenburg County Park and Recreation Department. Personal cleanliness and good grooming are essential. Your personal appearance and dress should be neat and professional.

- Interns will be expected to wear clothing appropriate to the job setting – the department may provide Mecklenburg County Park and Recreation shirts.
- Interns may not wear tank tops, suggestive or offensive clothing, short shorts, heavy perfumes, dangling jewelry, long necklaces, open toed shoes or sandals, or high heeled shoes.

Housing

Mecklenburg County Park and Recreation does not provide housing to student interns. If requested, staff will gladly assist interns in searching for an apartment or other living arrangements.

Evaluations

The formal evaluation process will be agreed upon by the intern's academic supervisor and Therapeutic and Inclusive Recreation Services.

- Mid-term and final evaluations will be completed by both the intern and agency supervisor, with input from other TIRS professional staff having contact with the intern.
- Interns will be evaluated and given feedback by a CTRS during each program that he/she attends, co-leads, and/or leads. Feedback will be discussed with the intern and his/her agency supervisor.

Corrective Action Process

As an organization, we are deeply committed to our work philosophies and expectations which serve as guidelines for our conduct and performance. When staff / interns do not perform or behave in a manner consistent with these philosophies and expectations, supervisors are expected to address these issues through a corrective action process.

All problems should be addressed and solved as quickly as possible. Each internship supervisor or designee is responsible for the timely and thorough documentation of all corrective actions. Copies of all formal corrective action documentation must be included in the intern's personnel file. It is the supervisor's responsibility to apply corrective action on a consistent basis. It is the intern's responsibility to correct problems on which corrective action is based.

Corrective Action Procedure

If unsatisfactory behavior or performance is observed, the agency supervisor will initiate a progressive disciplinary process ("Corrective Action Procedure") to prevent the conduct or performance from becoming a consistent problem that will include:

- Initial meeting identifying the behavior / performance areas of concern and an initial course of action and timeline – this meeting will be attended by the intern, site supervisor and regional TR supervisor. Academic supervisor will be notified via phone call of the behavior / performance areas of concern before the meeting and may elect to attend. The meeting will be documented, and notes will be placed in the intern's personnel file. A copy of the documented meeting notes will be emailed to the academic supervisor.
- Weekly documented meetings between the intern and site supervisor addressing progress in addressing behaviors / performance areas of concern. Documentation will be placed in the intern's personnel file and a copy will be emailed to the academic supervisor.
- If the intern's conduct or performance fails to show improvement in the time allowed, the agency supervisor will conduct a formal review with the academic supervisor, intern and regional TR supervisor. This meeting will be documented, and notes will be placed in the intern's personnel file – a copy will be emailed to the Sr Manager of Therapeutic Recreation and the intern's academic supervisor.
- Interns who do not adhere to the policies and procedures of the Department / County, or who fail to satisfactorily perform their assigned duties are subject to dismissal.

Dismissal of an Intern

Interns will not be dismissed until the intern has had an opportunity to discuss the reasons for possible dismissal with their TIRS supervisor and their academic supervisor, as well as the Regional TR Supervisor or Senior TR Manager. Prior to dismissal of an intern, the agency supervisor will seek the consultation, assistance and approval of both the Regional TR Supervisor and the Senior TR Manager.

TIRS Internship students are considered temporary employees of Mecklenburg County. While internship supervisors are encouraged to follow the corrective action process during the internship, it should be noted that temporary employees may be terminated immediately without following the progressive discipline process (based on the severity / frequency of the behaviors or conduct of the intern). There is no right of appeal to an Employee Review Panel for temporary employees. Appropriate documentation of the termination will be included in the employee's personnel file.

Students who do not complete the internship will not receive a passing score on the NCBRTL Internship Summary and Reference Form and will not be provided with a letter of recommendation.

Reasons for Dismissal

Possible grounds for dismissal may include, but are not limited to, the following:

- Absence from set work schedule without prior notification of Supervisor.
- Failure to abide by Department policies and procedures.

- Failure to satisfactorily perform assigned duties.
- Gross misconduct or insubordination.
- Being under the influence of alcohol or drugs.
- Physical or verbal mistreatment or abuse of participants or co-workers.
- Misuse or abuse of the Department's confidentiality policy.
- Theft of property or misuse of Department equipment or materials.

Resignation

Interns may resign from their internship with TIRS at any time. It is requested that interns who intend to resign provide fourteen calendar days written notice of their departure and a reason for their decision.

Drug Free Workplace

The Mecklenburg County Park and Recreation Department is a drug free workplace. Use or possession of illegal drugs or controlled substances will result in immediate dismissal.

Disclosure of Confidential Information

The Mecklenburg County Park and Recreation Department has a moral and legal obligation to maintain the confidentiality of medical, personal, and financial information about its participants. Inquiries regarding any participant must be referred to your supervisor. In addition, no photographs or videos may be taken of our participants unless prior approval through signing a release is given.

Harassment

It is the policy of The Mecklenburg County Park and Recreation Department that no individual shall subject another individual to any form of harassment. Harassment is defined as any improper conduct, verbal or physical, which reasonably interferes with an individual's work performance or creates an intimidating, hostile, or offensive working environment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature. Every volunteer, without fear of reprisal, has the responsibility to bring any form of harassment, sexual or otherwise, immediately to the attention of his or her supervisor, the Volunteer Coordinator, or any member of management. Human Resources Department will investigate every reported incident. Volunteers who engage in such harassment will be terminated.

Cell Phone/Computer Use and Personal Business

Interns should avoid making or receiving calls, texts, etc. on their personal cell phones while they are working. All mobile devices should be turned off or placed in "silent" mode during working hours. Appointments, visits from relatives and/or friends, and other personal business must be conducted during unassigned hours. Facility telephones are for business use only. Facility computers are for business use only.

Insurance/Liability

Interns will indemnify and save harmless the County, its officers, agents and employees from and against any and all loss, costs, damages, expenses and liability of any kind and description caused by accident or other occurrence resulting in bodily injury, including death, sickness and disease, to any person arising directly or indirectly from service to Mecklenburg County. Interns will be covered under the county's liability policy upon onboarding through either Volunteer Services (volunteer intern) or Human Resources. Interns may be issued a County Operator's Permit at the discretion of the internship supervisor / TR Supervisor.

Intern Assignments

General Duties

- Weekly meeting with immediate internship supervisor (hereafter Supervisor) – Discuss responsibilities, progress, questions, concerns and schedule.
- Internship Goals – Submit 3-5 personal goals for the internship, due at end of week 1, and continue to maintain documented progress towards achievement of goals.
- Weekly Report – Narrative submitted to Supervisor each Friday. Report will consist of:
 - Summary of experiences, meetings, etc.
 - Upcoming responsibilities
 - Personal highlights and feelings
 - Future direction and goals
 - Any required writing/content from University
- Outlook Updates – Maintain current schedule of appointments, assignments, and other related documentation in outlook and share with supervisor for approval.
- Assist with existing programs as assigned by Supervisor, including preparation, set-up, implementation and breakdown.
- Perform all aspects of leading a program, as agreed with Supervisor, including development, marketing, planning, registration of participants, assessment, implementation and evaluation.
- Evaluations – Complete mid-term and final evaluations.
- Complete required projects including individual case study, site visits, program development, program leadership, and long term project.
- Maintain Tasks to Be Accomplished (TTBA) progress throughout internship.

Assignments

Major Assignments for all Interns

- Case Study
- Program Development & Facilitation
- NCTRC Competency Demonstration Project (program or process to be discussed and approved by the intern supervisor prior to completion)

Other Assignments

- Spring and Fall
 - Plan / Implement various programs / events
- Summer
 - All program leadership assignments (see below).
 - Other assignments will be contingent to whichever camp the intern is placed into.

Descriptions of Internship Assignments

All assigned projects shall be of value to the intern and the Therapeutic and Inclusive Recreation Services. Specific projects will reflect the current needs of TIRS. Projects will be determined by the internship supervisor, to meet specific NCTRC internship requirements, and the TIRS Supervisor / Senior Manager.

Individual Case Study

- Identify participant for case study in agreement with Supervisor
- Conduct participant assessment including:

- History, diagnosis, disability information, leisure lifestyle and interests, personal goals, etc.
- Develop individual therapeutic recreation goals and objectives, with suggested activities and potential outcomes for the chosen participant
- Develop an individualized program for the participant which will include:
 - All lesson plans for activity to be implemented
 - Any necessary adaptations to be made
- Keep documented progress notes made throughout duration of implemented activity
- Conduct an evaluation of implemented program including success, changes, and overall program value
- Turn in copy of written Case Study paper to direct supervisor, and present case study power point presentation to TIRS

Internship Timeline, Program Leadership and Internship Projects

Internship Timeline

The following timeline outlines approximate milestones of professional development that may be targeted and accomplished during the TIRS internship – please note that this is subject to change due to the developmental progress of the internship student and is at the discretion of the internship supervisor.

Week 1 – Orientation Phase : Intern is introduced to the department, completes any needed onboarding activities and completes orientation.

- Develop Personal Goals / Objectives, reviews academic schedule, work schedule, and MCPRD / TIRS P&P with site supervisor.
- Intern reviews TTBA and shadows supervisor and other TIRS staff in programs.
- By the end of the first week, program leadership timeline, and ideas for NCTRC Competency Demonstration Project will be discussed.
- Establish regular meeting schedule with internship supervisor
- Internship student will determine date / time of midterm site visit / conference call with academic supervisor
- Internship student will provide site supervisor with contact info for academic supervisor – Site supervisor will maintain regular contact with academic supervisor throughout the internship

Week 2 – Observation Phase : The intern will begin to increase his / her involvement with TIRS and the Park and Recreation Department as a whole, and observe all assigned programs.

- Observe / Assist with TIRS programs
- Introduced to documentation process / ActiveNet
- Reviews select participant documentation that includes:
 - Assessments
 - Program Documentation
 - Behavior Plans
 - ActiveNet Registration
- Continue to develop and discuss projects with supervisor

- Supervisor will schedule visits at park and recreation facilities. Intern will meet with staff per TTBA assignments
- Intern will attend TIRS meetings / Regional Meetings with assigned supervisor
- Intern and Supervisor will identify Program Leadership
- NCTRC Competency Development Project ideas will be reviewed – outline for project is due by _____.

Weeks 3-4- Observation and Transition to Co-Facilitation Phase: The intern will continue to observe and begin to assist in program facilitation and development at the discretion of the internship supervisor.

- Intern may begin to assist with creating program plans
- Intern will assume responsibility of preparing necessary materials & equipment prior to start of programs
- Intern may lead designated portions of program
- Continue to review participant documentation and begin to document on level of participation and achievement of goals / objectives
- Observe / Assist with other programs as assigned
- Continue to meet with MCPRD staff (supervisor will set these appointments up)
- **Outline for NCTRC Competency Development Project due by the end of Week 4. Intern will review Case Study deadlines with Supervisor and select participant for Case Study project by the end of Week 4.**

Weeks 5-6 -Co-Facilitation Phase: The intern assumes a greater leadership role in all aspects of programming, at the discretion of the internship supervisor. The Intern should be taking an increasingly active role in program facilitation at this point, and meeting weekly (if not more frequently) with supervisor to review professional performance and progress.

- Intern begins completing program plans to be approved by intern supervisor; continues to lead designated portions of program;
- Intern may begin leading certain programs (at the discretion of the supervisor)
- Intern begins managing participant behaviors and practicing behavior modification techniques;
- Intern assumes responsibility of completing all required documentation, attendance records, and satisfaction surveys.
- External Site Visits with Supervisor
- Supervisor will provide detailed constructive feedback on facilitation during 1:1 meetings (at least once weekly)

Weeks 7-8 MidPoint – Transition to Facilitation Phase : The intern continues to be increasingly independent in all aspects of program facilitation as they reach the midterm point of the internship. Site Supervisor will continue to provide regular feedback on professional performance and program facilitation during weekly meetings.

- Intern continues to complete program plans & post-program procedures;
- Intern leads 50-75% of program time;
- Intern assists in communication with participants' families.
- Intern supervisor should only intervene as needed in managing transitions, participant behaviors, etc. while intern is leading program.

- Intern should have completed all external site visits by this point
- Midterm Site Visit / Conference Call with Internship Supervisor and Academic Supervisor
 - Complete midterm documentation

Weeks 9-14: Facilitation Phase: During the final half of the internship, the intern has assumed most of their supervisor's responsibilities and programs. The supervisor takes on a supporting role during programs and continues to provide guidance and feedback throughout program facilitation. The Intern will focus on:

- Preparing all detailed program plans with appropriate adaptations
- Preparing materials and supplies for each program date
- Submitting all facility and purchase requests
- Scheduling all volunteers, vendors, field trips
- Managing program registrations / ActiveNet process
- Leading program 75-100% of the time and managing participant behaviors
- Assisting supervisor with maintaining communication with participants and their families
- Completing evaluations, participant and program documentation, attendance records
- Continuation of research and development of NCTRC Competency Demonstration project
- Frequent meetings with internship supervisor (at least weekly)
- **Case Study Project** – A copy of the intern student's case study project should be submitted to supervisor for review prior to being turned in to academic supervisor.
- **NCTRC Competency Development Project will be submitted to Regional and Sr Manager by the end of Week 12**, for review and feedback. Location for project presentation should be secured, AV equipment reserved and TIRS staff should be invited.
- **NCTRC Competency Development Project Presentation will be completed by the end of week 14.**

Final Week of Internship – Week 14-16 (as needed) - Completion Phase: Intern will continue to engage in all aspects of program facilitation outlined in Facilitation Phase. Intern will begin to wrap up their internship experience and begin the transition towards completion.

- Internship Student will complete all end-of-internship documentation that includes:
 - Academic Final Evaluations
 - MCPRD TIRS Final Evaluations
 - NCTRC Paperwork:
 - NCTRC Student Internship Guide
 - NCTRC Internship Supervision for Continuing Education
 - NCBRTL Clinical Appraisal and Summary Reference Form

Program Leadership Assignment

Throughout the course of the MCPRD TIRS internship, the intern should flow through a continuum of shadowing and observing programs to completely planning and leading a program with minimal assistance from the internship supervisor. During the first and second weeks of the internship, the intern

and Supervisor should begin to identify existing TIRS programs for completing the Program Leadership assignment. The intern will begin shadowing the staff member currently leading the program, and during weeks 9-14 transition to independent planning and leading TIRS programming while the CTRS gives minimal assistance.

Spring and Fall Internships:

- Intern will implement two adult day programs, one sport, and one program of choice.
- Intern will have two weeks of observing program, two weeks of co-leading program, and two weeks of independently leading the program.

Summer Internships:

- Intern will implement one session of art / crafts, one session of life skills, one session of music, one session of outdoor activities, and one session of sports each week for weeks 4-8 of camp.
- Intern will spend weeks 1-3 of camp shadowing and assisting camp sessions to prepare for independently leading starting week 4.

Case Study

Students will be provided with an opportunity to complete a Case Study, per internship requirements provided by their respective college / university. Students will be asked to assist in making arrangements for Case Study which will include:

- Securing Parental Permission
- Ensuring Liability and AV release forms have been completed

Students will need to share their Case Study with their internship supervisor prior to turning it in for academic credit to their academic supervisor.

NCTRC “Competency Demonstration Project” / Long Term Project

Note: Long term projects are subject to change according to the needs of the TIRS and/or the populations being served. The Student is encouraged to review and consider Options #1 and #2 below. Additional project ideas may be discussed with Supervisor based on the current needs of the TIRS.

Option #1: Policy and Procedures Research Project:

Students may elect to participate in a research project that will assist in the development of new policy / procedure forms and manuals. This is a significant project that will be developed based on the current needs of the department and include supported research. Students **MUST** obtain approval to complete this project ahead of time by the Regional and Senior TR Manager – please note that if there is not a current need, this project may not be an option.

Below is a suggested guideline for the Policy and Procedures Research Project:

Weeks 1-4: Complete and submit a detailed proposal of the project, including a purpose, rationale, goals, timeline and policies / procedures to be developed. Schedule a

presentation date to TR Supervisors and Staff during weeks 13-15. **Due to internship supervisor by the end of week 4.**

Weeks 5-6: Create a detailed outline of the project, to be reviewed and approved by supervisor. **Due to internship supervisor by the end of week 6.**

Weeks 7-12: Implement research and development of project. **Due to internship supervisor by end of week 7.**

Weeks 13-15: Finish and present project to TR Supervisors and Staff. **To be completed by end of week 15.**

Option #2: Program Development Project:

Successful program development is an integral part of working in the M CPRD TIRS. Interns will complete all steps of developing a new program, either as a component within an existing TR program or as a new, independent program. See Below for the guidelines for completing the Program Development project.

Below is a suggested guideline for the Program Development Project:

Weeks 1-4: Complete and submit the required program proposal forms. **Due to internship supervisor by the end of week 4.**

Weeks 5-6: Submit proposed program dates, times, facility, and flyer. **Due to internship supervisor by the end of week 6.**

Weeks 5-7: Submit detailed program plans. **Due to internship supervisor by end of week 7.**

Weeks 8-12: Implement program session. **To be completed by end of week 12.**

Weeks 12-16: Send Customer Satisfaction Survey to program participants. **To be completed immediately following program implementation.**

If intern is proposing a new, independent program, timeline may need to be adjusted in order to account for marketing and recruitment time. Intern should then complete marketing, recruitment, and registration with minimal guidance from internship supervisor.