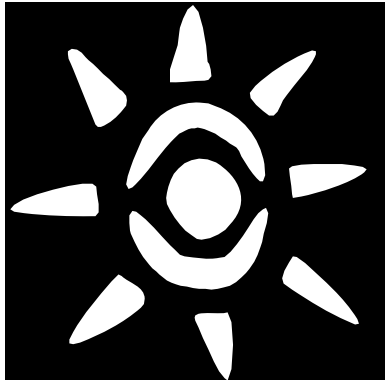


CTRS-Intern-Manual



Internship Manual



Equal Fun For Everyone

116 N. Schmale Rd.
Carol Stream, IL 60188
(630) 681-0962
(630) 681-1262 (FAX)
www.wdsra.com

E-mail: wendyc@wdsra.com

Revised 5/09

TABLE OF CONTENTS

- Welcome To WDSRA page 3
- Internship Program Information Flyer page 4
- WDSRA Map/Directions page 5
- WDSRA Facts page 6
- Organizational Chart page 8
- Special Areas of Coordination page 9
- Populations Listing page 11
- Non-Stigmatizing Language Policy page 11
- Internship Requirements pages 12-22
 - Goals of Internship* page 12
 - Objectives of Internship* page 13
 - Methods of Accomplishment* page 14
 - Responsibilities of Intern to WDSRA* page 16
 - Responsibilities of College to WDSRA* page 18
 - Responsibilities of WDSRA to College Supervisor* page 19
 - Meetings*
 - Written Reports* page 20
 - Office Procedures*
 - Administration*
 - Education & Training*
 - Program Observation* page 21
 - Program Planning & Development*
 - Program Leadership & Implementation* page 22
 - Program Evaluation & Documentation*
 - Assessment*
 - Special Project*
 - Seasonal Brochure*
 - Community Outreach/Public Relations* page 23
 - Attendance*
 - Office Hours*
- 15 Week Internship Timeline page 24
- Weekly Assignment Checklist page 29
- Reports & Notebook page 31
- Projected Intern Projects & Tasks page 32
- Suggested Site Visits page 33
- Internship Application pages 34-35
- Evaluation of Agency Form pages 36-37
- Intern Performance Evaluation Form pages 38-39
- Receipt of Guidelines Form page 41



WELCOME TO WDSRA



Your internship plays an important role in your preparations as a professional Therapeutic Recreation Specialist. The many tasks and situations you are exposed to during your short stay will have a lasting effect on your future endeavors. WDSRA works cooperatively as a member of multi-disciplinary teams with the educational systems, social service agencies, clinical facilities, our Member Park Districts and City Recreation Departments. We want you to feel that you are a member of our team, and not just an addition. All internship students will work under the direction of a staff member who is a Certified Therapeutic Recreation Specialist (CTRS).

This manual is designed to inform and assist students, faculty supervisors and agency supervisors about the goals, policies, procedures and requirements of the internship experience with WDSRA. As an intern, you are encouraged to ask questions and make suggestions. Interns provide WDSRA with a means for exchange of innovative ideas and newly gathered knowledge. We invite your interests, creativity and enthusiasm. There are so many directions you can take during your internship...reach out and try them all;

Your time to experience and learn is now!



The purpose of this internship is to provide the student with the opportunity to continue professional growth beyond the academic setting. This is accomplished by allowing the student to make the transition from learning practical theories to participating in practical experiences.



Internship Facility:

Western DuPage Special Recreation Association (WDSRA) is an extension of the Park District systems of Bloomingdale, Carol Stream, Glen Ellyn, Warrenville, West Chicago, Wheaton, Winfield, Naperville and Roselle. Programs are designed to include opportunities that will enhance skill development and socialization, encourage self awareness and community exploration, promote independence through personal choice of least restrictive environments, and provide a sense of enjoyment, satisfaction and fulfillment. The WDSRA office is located in Carol Stream, Illinois. This is where your internship site will be located.

Position:

The internship plays an important role in the student's preparation as a professional Therapeutic Recreation Specialist. The many tasks and situations you are exposed to during your short stay will have a lasting effect on your future endeavors. Our team currently consists of five Certified Therapeutic Recreation Specialists, and four Certified Parks and Recreation Professionals, the Executive Director, a Superintendent of Recreation, five Managers of Recreation and ten Coordinators, Office Personnel, WDSRA Foundation, Finance and a Public Information Manager. WDSRA works cooperatively as a member of multi-disciplinary teams with the educational systems, social service agencies, clinical facilities and our Member Park Districts. We want you to feel that you are a member of our team and not just an addition.

Description:

Internship objectives will include:

- **Administrative-** The intern will receive a panoramic view of the administrative procedures and policies of the Association.
- **Assessments-** WDSRA's Inclusion Services provide the opportunity to assess individual's needs. Once observations and training are complete, the intern will have the opportunity to administer assessments and to make recommendations for program involvement.
- **Program Planning, Development and Implementation, Documentation-** The intern will plan, develop and implement selected program offerings. He/She will be responsible for leading and assisting with a variety of programs throughout the internship. The student will gain experience in the agency's overall service plan including: program planning, assessment, individual program/treatment planning, and evaluation of individual program plans and documentation.
- **Special Meetings/Seminars & Workshops-** Professional development will be encouraged through meetings and workshops in the community and on-site.
- **Public Relations-**The intern will promote and publicize Association activities (i.e. flyers, seasonal brochure, news releases and public meetings).
- **Outreach & Advocacy-**The intern will network with personnel in community agencies the Association works with cooperatively, advocating for rights to leisure services for individuals with disabilities.
- **Student's Wants and Needs-**There is flexibility to provide guidance and supervision in areas that may not be listed in the above objectives.

Other Information:

Interns are provided a stipend of \$120 weekly. Interns may have the opportunity to work in any number of part-time positions during the course of their internship. The availability of part-time positions is dependent on staffing needs and program registration numbers.

WDSRA
116 N. Schmale Rd.
Carol Stream, IL 60188

Phone (630) 681-0962
FAX (630) 681-1262
www.wdsra.com
Email wendyc@wdsra.com



Contact:

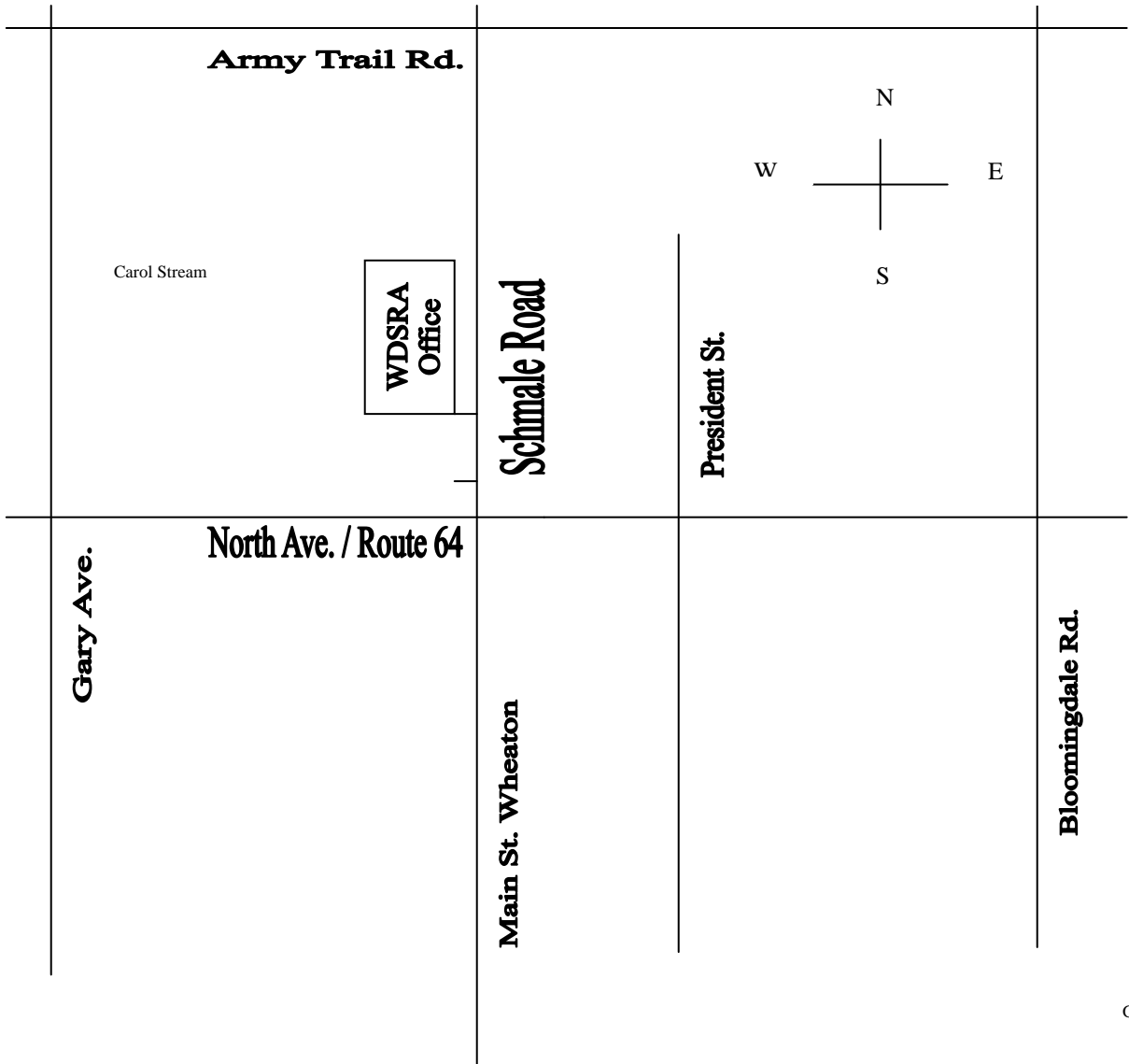
If you would like to obtain further information about the internship opportunities that WDSRA has to offer, please contact:

Wendy M. Craven
wendyc@wdsra.com
(630) 681-0962 x 117
M-F, 9AM - 5PM

WDSRA may be able to provide assistance with housing arrangements.

Internship Dates:


WDSRA offers four program seasons per year. Internships are offered year round. Duration of internship is 15 weeks.



WDSRA's Address: 116 N. Schmale Rd.
Carol Stream, IL 60188

Phone Number: (630) 681-0962

(The office is just North of North Ave. on the West side of Schmale Rd.)





AGENCY FACTS

MISSION STATEMENT

Western DuPage Special Recreation Association

WDSRA's mission statement reads "*The development of individuals through recreation*". The staff members develop, design and implement an array of leisure activities for individuals with special needs and abilities of all ages – from children three years of age to mortality. WDSRA staff also act as a support for our member district programs.

AGENCY HISTORY

WDSRA was established in 1976 as a result of the passage of Illinois legislation that allows for two or more Park Districts/or municipalities to join together for the formation of a Special Recreation Association in order to provide recreational services for individuals with disabilities. Glen Ellyn, West Chicago, Wheaton and Naperville were our founding districts. Currently WDSRA serves the residents of the Bloomingdale, Carol Stream, Glen Ellyn, Warrenville, West Chicago, Wheaton, Winfield, Naperville and Roselle Park Districts. This past year, WDSRA provided more than 1,000 programs serving more than 8,000 individuals.

The Western DuPage Special Recreation Association has been honored as a two-time National Gold Medal Award Winner for excellence in community-based recreation management for people with mental and physical disabilities. The National Sports Foundation and the National Recreation and Parks Association sponsor the annual award. In addition, WDSRA became the first special recreation association in the state to receive the Distinguished Agency Award from the Joint Distinguished Park and Recreation Agency Committee.

PROGRAM INFORMATION

The WDSRA recreation programs, specialized services and activities are designed and adapted to the particular needs of the individual's abilities and interests. Programs are designed on a year-round basis to serve individuals of all ages. It is the intent of our programs to stress the development of the individual in every situation, thus providing cultural, sport, social, physical, nature, overnight and special event opportunities for individuals with disabilities through both inclusive and more individualized group programs. Activities and special events are scheduled at various locations within the boundaries of the nine participating member districts. WDSRA and Member District staff works closely to provide the best leisure experience for each individual.

PARTICIPANT ELIGIBILITY

Any resident of the nine Member Districts, who has a physical, mental or emotional disability is eligible to participate in WDSRA programs. Residents get first choice at programs then Non-Residents (outside of our member communities) are eligible for programs.

BOARD OF DIRECTORS AND STAFF

A Board of Directors made up of representatives from each of the nine Member districts governs WDSRA. Twenty-six full time staff and six part-time office staff support the year round activities of WDSRA. The staff includes ten degreed Therapeutic Recreation Coordinators, five Managers of Special Recreation, a Superintendent of Recreation, a Superintendent of Finance and Personnel, an Assistant Accounting Manager, a part-time Human Resources Manager, three Secretaries, a Superintendent of Communications and Development, a Public Information Manager, a Development Manager, a part-time Special Projects Manager and the Executive Director. Each Therapeutic Recreation coordinator coordinates a special interest area. Program operations are also assisted by part-time staff and volunteers.

FUNDING

WDSRA's financial resources include member dues paid by each of the nine member districts, program fees, contributions and fundraising. A registration fee, similar to fees paid for member district programs, is required for each program. Residents will not be denied the opportunity to participate because of financial need. Scholarships are available upon request to those who qualify. **WDSRA FOUNDATION** was developed to establish long-term programs of giving from individual businesses and organizations to further the goals and ideals of the Western DuPage Special Recreation Association serving persons with a disability throughout Western DuPage County. The WDSRA Foundation is a 501-C-3 organization.

TRANSPORTATION

WDSRA has eight vehicles, four of which are Para transit busses equipped with a wheelchair lift, for providing transportation to participants. Transportation is offered for many of the general programs and special events to and from the program location. Pick up and drop off points are in four of our member district communities. For some programs, door-to-door transportation is offered.

INTER-AGENCY COOPERATION

WDSRA relies on excellent cooperation from the Member districts, the local school districts, social service agencies and community groups in order to provide the best leisure opportunities for individuals with disabilities.

WDSRA ORGANIZATIONAL CHART

SPECIAL AREAS OF COORDINATION

- ***LEISURE EDUCATION***

In General Programs –Leisure Education is a focus for all WDSRA general programs. Specific programs have been developed which involve leisure awareness activities, planning and decision-making exercises, opportunities for socialization, and sharing information about community leisure resources. Sports, arts, crafts, community outings and social activities are planned and participated in by the group during these programs.

In the Schools - The Leisure Education Program is a cooperative effort between WDSRA and the local school districts providing special education services. The program is implemented during the Fall and Winter-Spring seasons annually. The WDSRA Leisure Education Coordinator works cooperatively within the Special Education Program with the teachers. The WDSRA staff contribute their knowledge of specific recreation and leisure skills, working together with the educational staff to meet the goals of the Leisure Education Program which include:

1. To assist the student in developing an understanding of leisure and its significance in one's lifestyle.
2. To provide exposure to a variety of leisure skills through participation in various leisure activities.
3. To provide information regarding leisure resources.

- ***DAY CAMP***

The WDSRA Summer Day Camp is designed for individuals with special needs, ages 3 through 21. Separate camps are provided according to appropriate age and ability groups. The goal of the WDSRA Summer Day Camp program is to provide campers with an opportunity to experience a variety of recreational activities and to acquire and develop leisure skills while enjoying and appreciating the outdoors.

- ***DAY PROGRAMS***

Rec & Roll

As an alternative for some participants who have transitioned out of the school system and do not have full time work, we provide a program that offers daily recreational opportunities. The program picks up where the school transition programs left off by continuing work on day and date orientation, daily living skills, money management, community involvement, recreational activities and field trips. We run programs in Naperville and Carol Stream.

- ***SENIOR PROGRAMS***

About 3-4 times per season we offer transportation and recreational trips to community nursing homes. The transportation piece allows them to get to places that they would not otherwise be able to take advantage of. Once a year we provide an event where all the senior homes come together to mingle and compete in a wacky style Olympics that promotes therapeutic concepts such as art expression, fine and gross motor skills, sensory stimulation and memory recall.

- ***SPECIAL OLYMPICS***

WDSRA provides both an extensive training program and competition with other Special Recreation Associations to prepare the athletes for area and state competitions. Gold medal winners from an area meet competition may be eligible for Illinois State Special Olympics Games participation, and possibly international competition. The sports NISRA offers include basketball, bocce, golf, bowling, down hill skiing, snow shoeing, gymnastics, softball, swimming, ice skating, tennis, track and field, and volleyball. Together, Special Olympics and WDSRA provide participants with the opportunity to improve athletic skills, improve social skills, and develop greater self-esteem.

- ***ADAPTED SPORTS***

WDSRA is one of the only SRA's in the area that provides Para-Olympic Sport opportunities for it's participants. In addition we offer many other adapted sports programs including wheelchair basketball, wheelchair softball, power soccer, adapted Boccia. We run cooperative programs with other agencies in order to increase participation numbers and resources. Our wheelchair basketball team, The Windy City Warriors, are champions at both the state and national level.

- ***SPECIALIZED SERVICES***

Inclusion Programs

The goal of the Inclusion Program is to provide opportunities for persons with disabilities to participate with their peers without a disability in community recreation programs offered by their local park district or recreation department. NISRA and its nine Member districts strive to enhance the quality of life for persons with disabilities by offering included services to provide recreational choice, to improve physical and intellectual skills, and to increase confidence and social functioning in the least restrictive environments.

Populations Served by WDSRA

- *Autism (AUT)*
- *Attention Deficit Disorder (ADD)*
- *Behavior Disorder (BD)*
- *Traumatic Brain Injured (TBI)*
- *Deaf or Hard of Hearing (HH)*
- *Developmental Disability (DD)*
- *Early Childhood Classification (ECC)*
- *Educable Mentally Handicapped (EMH)*
- *Hearing Impaired (HI)*
- *Learning Disorder (LD)*
- *Mental Disabilities (MH)*
- *Physical Limitations (PH)*
- *Pervasive Developmental Disorders (PDD)*
- *Trainable Mentally Handicapped (TMH)*
- *Visually Impaired (VI)*

WDSRA Non-Stigmatizing Language Policy

It is the policy of the Agency that all references to individuals with disabilities, made in oral and written communication, are to be made utilizing non-stigmatizing language, using terms that focus attention on the individual as a person first, and only second, as a person with a disability.

Purpose: To ensure that all written and oral communications of the WDSRA follow the guidelines of non-stigmatizing language as it relates to persons with disabilities.

Background: It is important to appropriately reflect in the language utilized in written and oral communications, the perspective of the Agency providing services for persons with disabilities. Perceptions of others are greatly influenced by the choice of words used. The phrase, "individual with a disability," reflects the belief that the individual should be viewed first as a person and only second, as a person with a disability.

Procedure: In all communications of the WDSRA, the terms individual, person or participant, followed by the disability (only if necessary), will be used to refer to persons with disabilities. Such communications include, but are not limited to: correspondence, oral presentations, slide shows, videos, brochures, press releases, job announcements, job descriptions, meeting agendas and minutes, reports, letters of agreement with service providers, operational manuals, forms and so forth.

The commitment of Agency to this policy will be communicated to the WDSRA Board of Directors, the Member Districts and to persons hired to represent WDSRA programs and services.

INTERNSHIP REQUIREMENTS

I. Goals of the Internship Experience

- Provide a meaningful, practical experience for the intern under qualified professional supervision, including periodic evaluation and feedback.
- Provide an opportunity for the student to enhance or improve the present Therapeutic Recreation program(s) under qualified professional supervision.
- Provide a professional experience that fulfills the requirements of the College or University.
- Work closely with the student intern supervisor of the educational institution.
- Require the intern to participate and complete WDSRA assigned tasks and responsibilities throughout the experience.
- To provide an opportunity for the student to relate to, interact with and learn from a CTRS.
- To provide the student with the opportunity to observe and to understand the working relationship between employees at all levels within the organization.
- To provide an opportunity for the student to establish realistic goals (based on evaluation of his/her experiences and performance) for his/her own professional development.
- To provide an opportunity to supplement and/or complement the student's classroom experience.
- To provide the opportunity to interact with and work with a wide variety of persons with disabilities.
- To provide the opportunities to develop direct leadership skills and supervisory skills.
- To provide the opportunity to observe and develop the skills necessary to be an effective team member.
- To meet NCTRC and NTRS fieldwork requirements.
- To prepare the student for an entry-level position within the field of Therapeutic Recreation.

II. Objectives of the Internship Experience

- **Program planning, development and implementation, documentation:**
 - The intern will plan, develop, implement, and evaluate selected program offerings. He/She will be responsible for leading the activity throughout the season. The intern will be required to observe, assist and lead other assigned Association programs. The student will gain experience in the agency's program planning, assessment, individual program/treatment planning, evaluation of individualized program/treatment plans and documentation.
- **Assessment**
 - All Inclusion programs require an assessment prior to participation. This assessment will help to clarify individual leisure goals and to determine how WDSRA or member agency programs can help them meet those goals. Once observations and training are complete, the intern will have the opportunity to administer assessments, develop leisure goals and objectives, implement and evaluate those goals, and to make recommendations for program involvement as well as discharge planning.
- **Administrative:**
 - The intern will receive a panoramic view of the administrative procedures and policies of the Association. Time will be allocated to observe, ask questions and experience the organization and management of the day-to-day operations of and services provided at WDSRA. This will include information packet assembly, mass mailings, purchase requests, computer data entry, etc.
- **Special Meetings:**
 - Opportunities to observe various Association, Committee, ITRS, State and Local recreation affiliated meetings will be provided. Intern will attend and work cooperatively with interdisciplinary teams, human service providers, and educators.
- **Seminars and Workshops:**
 - The intern will have the opportunity to attend work related workshops. Time, cost and availability will determine the final approval for attendance. Professional development will be encouraged ongoing through in-services in the community and in-house. A Professional Development funds will be provided to the intern.
- **Special Projects:**
 - Each intern will be required to complete an assigned project. The supervisor and the intern will jointly determine the project. The project should be of mutual benefit to the student and WDSRA. In addition, the intern will have the opportunity to work closely with the Executive Director, Superintendent, Intern Supervisor or other lead staff within the agency in order to provide further insight on the chosen project.

- **Public and Community Relations:**
 - The intern will promote and publicize Association activities (i.e. flyers, seasonal brochure, news releases, and public meetings). Outreach and participant advocacy opportunities through community fairs, meeting attendance and program implementation will be provided.
- **Outreach and Advocacy:**
 - The intern will network with personnel in community agencies the Association works with cooperatively (i.e. Mental Health Board, DuPage County Court Services), advocating for rights to leisure services for individuals with disabilities.
 - The intern will advocate for inclusion and normalization by fostering positive relations with our Member Agencies participant's family and/or guardian.
 - The intern will network with advocates of our agency and its services through scheduled meetings/visits to other community agencies and allied health facilities.
- **Participating Member District Visitation:**
 - Opportunities will be provided for the intern to visit each of the participating member districts that make up WDSRA. The intern will be assigned to one of our Member district Program Supervisors for a portion of the day to learn the routine of program staff in a Park District or recreation department setting.
- **Student's Wants and Needs:**
 - There is flexibility to provide guidance and supervision in areas that may not be listed in the above guidelines. The Intern will be asked where their personal interests lie as to what areas/populations they would like more experience with.

III. Methods of Accomplishment

- **The intern will be responsible to the Manager of Support Services for the coordination of their internship assignments and responsibilities.**
- **Observation, i.e. programs, staff, administration, meetings, etc.**
- **Assisting with programs and administrative tasks.**
- **Completion of special projects and tasks.**
- **Active planning, leadership, assessment and documentation for Association participants.**
- **Visitation to related recreational programs and agencies.**
 - Member Park District/Recreation Department
 - Two site visits to other TR facility programs .
 - Human Service Network

- **Attend all scheduled Association meetings.**
 - In-services
 - Weekly Staff Meetings
 - One Monthly Board of Director's Meeting
 - One Board of Trustees Meeting
 - Committee Meeting (Safety, Technology, etc.)

- **Maintain an Intern Log.** This report should not be a chronological summary of the week's events, but a critical analysis of the student's reaction to these events and the intern's experience.

- **Maintain a file that includes the following:**
 - Weekly reports
 - Association Information
 - Flyers and other public relations information
 - All projects assigned and worked on through internship experience

- **Plan, develop and implement a minimum of 3 program sessions. The student will be responsible for all duties and responsibilities associated with completion of this task, i.e.:**
 - Promoting the program through program phone calls and flyers.
 - Contacting facilities, making inclement weather plans.
 - Ordering/purchasing supplies.
 - Determining goals and objectives/developing the TR process.
 - Coordinating transportation arrangements.
 - Supervising part-time staff and volunteers.
 - Becoming familiar with the participants in the program.
 - Assessing and evaluating the program upon completion.
 - Preparing all documentation for participants and program.

- **The student will be required to lead and supervise assigned programs. Maintain all records, reports, evaluations and documentation and evaluate subordinate staff.**

- **Be assigned to WDSRA full-time CTRS staff to observe and assist (when appropriate) their daily duties and responsibilities, i.e.**
 - Interviewing
 - Paperwork/agency and program procedures
 - Telephone procedures
 - Registration procedures
 - Run office machines
 - Office procedures
 - Program implementation assistance

- **Attend various local and professional meetings that pertain to recreation.**

- Design (3) new “Mock” General programs that could be implemented into WDSRA’s program offerings.
- Plan/Implement a (2) new Special Event that could be implemented into WDSRA’s program offerings.
- Observe, assist, and conduct a minimum of 5 participant Assessments for purpose of determining leisure goals.

IV. Responsibilities

Both the student and the agency have specific responsibilities and assignments in fulfilling their obligations and duties.

- **Intern to WDSRA:**

- To become familiar with the regulations /procedures pertaining to the agency, policies, and conform to the same.

- To develop 5-7 personal goals for the internship experience.

- To plan thoroughly and in advance of all assignments, practice time management.

- To report to an assignment at least 15 minutes prior to the time due.

- To perform all work assignments to the best of his/her ability.

- To be free to stay 10-15 minutes after an assignment.

- To be willing to work the times and days assigned, this will involve some evenings and/or weekend days, including special agency events.

- To evaluate each meeting or activity that has been planned and conducted.

- To actively participate in staff and other meetings.

- To be well groomed and appropriately dressed for all assignments.

- To notify agency supervisor well in advance in case of absence from work.

- To be tactful, friendly, courteous, and respectful to all.

- To take initiative and consult your supervisor when confronted with problems you cannot satisfactorily solve yourself.

- To consider yourself an employee of the Association, not someone with special privileges.

- To attend all staff meetings unless specifically told otherwise. These meetings are held every weekly.
- To attend pertinent in-services, workshops and training sessions.
- To make the most of any free time you may have while in the office. Ask questions, offer to help others, or study manual, magazines or books available as resources.
- To show initiative, creativity, and to make constructive suggestions or proposals if you have them.
- To willingly become involved in all opportunities which will provide a learning experience.
- To complete a mid-term and a final evaluation pertaining to self and agency.
- To complete weekly, mid, and final programmatic documentation as required.
- To develop a special project which may benefit the agency.
- To be the best possible example of a representative of your college.
- To come to WDSRA well informed and ready to get involved.
- To keep your college informed of all work conducted for the agency.
- To complete and mail reports and assignments on time.
- All assignments/reports must be turned in to the Agency Supervisor for review and approval prior to its due date to the university.
- To complete and submit for approval, application for NCTRC Exam eligibility.

- **College/University to WDSRA:**

- To provide the student with preparatory skills necessary for the internship placement.

- To supervise internship arrangements and to provide an official supervisor for the placement.

- To provide WDSRA with a copy of the University/College Internship guidelines or manual.

- To supervise the student through ongoing communication and consultation with the student and agency supervisor.

- To evaluate the student's performance in cooperation with the agency supervisor.

- To conduct an interview and orientation meeting to guide the intern in understanding the policies and procedures of WDSRA and help them better prepare for their internship experience.

- To prepare the staff for the arrival of the intern.

- To inform the student of all regulations with which he/she must abide.

- To present the intern to the agency staff as a co-worker and in a manner to insure his/her professional status.

- To acquaint the intern with resources and materials used in the administration of the agency's recreation programs.

- To encourage the highest standards and to praise the intern for work well done. To counsel with the intern in areas in which he/she does not meet professional entry-level standards.

- To give the intern opportunities that will lead to a feeling of growth, achievement and success.

- To present criticisms in a constructive objective manner.

- To keep continuous records of the student's work and progress.

- To encourage self-evaluation by the intern.

- To have regularly scheduled weekly conferences with the intern and intermittent evaluations to aid him/her, and to give the intern an idea of his/her progress.

- **WDSRA to College Supervisor:**

-To coordinate an exchange of information with the intern. Any reports/assignments the intern is required to send to the University for review and approved prior to its due date to the University.

-To meet with, phone or write to the college supervisor periodically to discuss the intern's progress.

-To evaluate the field experience midway through the internship, and again at the end, and to make suggestions when necessary for their improvement.

-To send evaluations of the intern's work on time.

THE FIELD PLACEMENT STUDENT WILL BE TERMINATED IF:

1. He/She is not making satisfactory progress in the field placement program as determined by either the University/College Supervisor or the Field Placement Supervisor.
2. Failure to comply with field placement site regulations, policies and standards

V. Meetings

- **Professional**
 - Illinois Park and Recreation Association (IPRA)
 - Illinois Therapeutic Recreation Section of IPRA (ITRS)
- **WDSRA Board meetings**
- **Weekly staff meetings**
- **Weekly meetings with Supervisor**
- **Committee meetings**
- **Individualized meetings with Full and Part Time WDSRA staff**
- **Community meetings with service agencies or other organizations**
- **Brochure planning/program planning**

VI. Written Reports

-The student is responsible for the following:

- **Weekly logs and reports to agency Supervisor and University**
- **Midterm and Final reports for the University**
- **Final report and evaluation of WDSRA as an internship site**

VII. Office Procedures

- **Familiarize oneself with office procedures**
- **Answering phone, office equipment operation, and other procedures**
- **Learn and feel comfortable with answering questions from parents, participants and other callers.**
- **Learn and use agency computer system.**

VIII. Administration

- **WDSRA will provide information on the agency's budget, finance, philosophy, purchasing and bidding, Board of Directors, staffing pattern and supervision, liability, benefits, legislation and the Americans With Disabilities Act (ADA).**

X. Education and Training

- **The intern is required to meet with each of the CTRS/Coordinator staff to learn of their position responsibilities.**
 - Attend home visits, interview process and assessments.
 - Volunteer and Part-Time staffing
 - Leisure Education and observation
 - Special Olympics
 - Day Camp
 - Visit member agencies and schedule a meeting with a Program Supervisor to spend a day observing their position
 - Read and implement WDSRA Vehicle Procedure, van, wheelchair lift and tie-down system, use of vehicle phones.
 - Read and implement the agency Policy/Procedure manual and WDSRA Safety Manual.
 - Schedule visits to other Therapeutic Recreation agencies/facilities and learn the continuum of services between clinical and community Therapeutic Recreation and the Discharge/Referral process.
 - Attend any workshops and training deemed appropriate by the WDSRA Intern Supervisor.

XI. Program Observation

- **Intern will observe and assist as many programs as scheduling permits, but at least 2 sessions of the same program prior to being asked to plan a program session.**
- **The intern will be expected to participate/interact/lead at the program with participants in the activities of the program and discuss observations with the Intern Supervisor.**

XII. Program Planning and Development

- **The intern develops, plans and leads a minimum of 3 program sessions and/or special events for WDSRA during their scheduled internship.**
- **The intern will write lessons plans, participant and program goals and objectives for each program he/she leads and then document and evaluate results.**
- **Planning will include consideration of the following:**
 - Population served, ages, precautions, behavior management, participant goals, assessments
 - Budget, requesting petty cash, check or charge requests
 - Supplies
 - Staffing
 - Facility
 - Transportation
 - Alternate weather plans
 - Safety/emergency plan and phone numbers
 - Schedule
 - Evaluation
 - Documentation
 - Program Protocols
 - Program Folder

XII. Program Leadership/Implementation

- **The intern will lead a minimum of 3 programs and 1 special event for WDSRA during their scheduled internship, being provided with the opportunity with a wide variety of ages and populations.**
- **The agency supervisor will assign programs to the intern at his/her discretion based on various experiences. The intern will be required to plan for special seasonal events/field trips.**

XIII. Program Evaluation/Documentation

- **The intern will complete or document the following information:**
 - Attendance records
 - Program budget documentation
 - Weekly program evaluation
 - Support staff hours
 - Incident/Accident report form (if applicable)
 - Transportation log
 - Final program evaluation
 - Prepare, in writing, a weekly progress report on participants in the Saturday SASS program for their caseworkers and participant files.

XIV. Assessment

- **The intern will observe, assist and conduct participant assessments for the purpose of Therapeutic Recreation intervention, determining participant program and intervention plans and evaluation of individualized program and treatment plans.**

XV. Special Project

- **A special project is required. It will be jointly determined by the intern and the agency Supervisor. The project is a valuable learning experience and must be of value to the intern and the agency. The written proposal will be presented to the intern supervisor during week 4 of the internship. The final project will also be presented at a weekly staff meeting prior to the intern's last day.**

XVI. Brochure

- **A seasonal brochure of WDSRA programs and services is published three times per year. The intern will be exposed to and given the opportunity to be involved in the brochure development and preparations. If time allows, the intern will assist in the distribution of the brochures, as well as the counting, labeling and bundling process.**

XVII. Community Outreach/Public Relations

- **Interns will learn how to present themselves at the office and in public, as they represent the agency at all times. The intern will develop skills in these areas throughout their internship and through their varied assigned responsibilities. The intern will be assigned participant/parent/living facility phone calls and visits to enhance agency and public relations.**

XIIX. Attendance

- **The intern will print a weekly work schedule & bring to weekly meeting to turn into his/her Supervisor. The weekly work schedule doesn't limit or guarantee a set number of hours, but identifies when the staff will be working and what they will be involved in doing. The intern must attend all programs/meetings assigned. If the intern cannot attend due to illness or emergency, he/she will contact their supervisor as soon as possible, and if possible at least 24 hours prior to the assignment. No vacation time or time off will be granted during the 15 consecutive week internship.**

XIX. Office Hours

- **General Office hours are 9am – 5pm, Monday thru Friday. Interns are expected to work approximately 40 hours per week full time or 30 hours for part time fieldwork students. There will be weeks where the intern may work over 40 hours in a work week. The supervisor will work together with them to flex time in order to compensate for the additional hours. Hours will not always be flexed hour for hour, depending on the work week.**

SAMPLE
15 Week Internship Timeline

I. Week 1-2

Focus: Orientation/Safety/Policies/Procedure/Observation

A. Welcome to WDSRA

1. *Tour of WDSRA Offices/introduce to staff*
 - a. In/out board
 - b. Mailboxes
 - c. Office and van keys checked out
 - d. WDSRA staff
 - e. Desk and supplies

B. Overview of structure & mission of WDSRA

1. *Mission statement*
2. *Board of Directors and Staff*
3. *Who is eligible*
4. *Program information*
5. *Leisure education*
6. *Day camp*
7. *Transportation*
8. *Inter-Agency cooperation*
9. *Funding*
10. *Organizational chart*
11. *Map of service area*

C. Internship Requirements

1. *Goals*
 - a. Develop 5-7 goals for the internship/strive to develop areas in and out of your 'comfort' zone turn into supervisor
2. *Objectives*
3. *Methods of Accomplishment*
4. *Responsibilities*
 - a. Intern to Agency
 - b. Agency to Intern
 - c. Intern to University
 - d. Agency to University
 - e. Weekly and final responsibilities
5. *Special Project*
 - a. Developing ideas for
 1. *What will benefit WDSRA*
 2. *In what areas do you want to improve*
 - b. Practice presentation with supervisor.
 - c. Prepare a written proposal for this project

6. *Programmatic responsibilities/specific programs on attached list*
 - a. Observation
 - b. Assistance
 - c. Leadership
 - d. Development
- D. Internship Manual** (Read and sign form in back to acknowledge receipt)
- E. Policies and Procedures**
1. *Attendance/weekly schedule/professionalism*
 2. *Call-Ins*
 3. *Mileage Reimbursement*
 4. *Dress code/staff shirts*
 5. *Confidentiality*
 6. *Receipt of Guidelines*
 7. *Incident Report Forms*
 8. *First Aid*
 9. *Emergency Reporting Procedures*
 10. *Need copies of following:*
 - a. Driver's License
 - b. Social Security card
 - c. First Aid Card
 - d. Illinois Driver's Abstract (obtain from license facility)
 11. *Utilization of Person First language*
- F. Completion of employment forms**
- G. Weekly Schedule completion**
- H. Intern will write a press release to announce arrival to public**
- I. Write a Board report to include:**
1. *Intern's expectations*
 2. *Intern's background and experience*
- J. Staff meeting Schedule/Board meeting schedule**
1. *Staff meetings- every week on Wednesdays.*
 - a. share at least 2 thoughts/questions/comments each week
 2. *Board meetings- third Wednesday of the month*
 3. *Board reports due into Supervisor on 2nd Tuesday of each month*
- K. Schedule visits with WDSRA Staff**
1. *Executive Director*
 - a. Chief Administer
 - b. Agency Development
 - c. Member Development
 2. *Superintendent Of Recreation*
 - a. Oversees All WDSRA Programs
 - b. Supervises Recreation And Inclusion Managers
 - c. Develops And Evaluates Seasonal Program Schedule
 3. *Superintendent Of Communications And Development*
 - a. Oversees WDSRA Foundation And Fundraising Efforts
 - b. Supervises Public Relations Department

4. *Superintendent Of Finance*
 - a. Oversees Financial Information
 - b. Payroll Procedures
 - b. Oversees Purchases And Banking Activities
 - c. Supervises Front Office Staff
5. *Inclusion Manager*
 - a. Supervise, Train And Evaluate Inclusion Support Staff
 - b. Development, Implementation & Evaluation Of Inclusion Services
 - c. Supervises Inclusion Coordinator
6. *Manager Of Support Services*
 - a. Recruit, Supervise And Train Part-Time Staff And Volunteers
 - b. Schedule Program Staff
 - c. Maintain Vehicle Fleet
 - d. Supervise Interns And Vehicle Porter
7. *Manager Of Athletics*
 - a. Supervises Special Olympic And Low Incidence Coordinators
 - b. Oversees Special Olympic And Adapted Sports Programs
 - c. Safety And Risk Management Coordinator
8. *Manager Of Special Events And Day Programming*
 - a. Supervises Special Event And Day Camp Coordinators
 - b. Oversees Special Event, Day Camps And Adult Day Programs
 - c. Facility Management And Community Liaison
9. *Manager Of Cultural Arts And Social Programs*
 - a. Supervises Cultural Arts And Social Program Coordinators
 - b. Oversees Cultural Arts And Social Programs
 - c. Facility Management And Community Liaison
10. *Program Coordinators (6 Recreation, 1 Inclusion)*
 - a. Coordinate, Plan, Implement And Evaluate Agency Programs
 - b. Perform Budget And Cost Sheet Analysis
 - d. Brochure Development
11. *Public Information Manager*
 - a. Develops And Implements Effective Public Relations Programs
 - b. Preparation Of Publications (newsletter, brochures & Flyers)
 - c. Supervises Public Relations And Communication Interns
 - d. Leads Technology Committee
12. *Development Manager*
 - a. Plans And Coordinates Foundation Special Events And Fundraisers
13. *Special Project Manager*
 - a. Seeks And Develops Grant Proposals And Other Donations
14. *Office Staff*
 - a. Program Registration
 - b. Responsive To Customer Service Responsibilities
 - c. Support WDSRA Staff In Office Related Responsibilities

- L. Driver Training**
 - 1. *Driver orientation*
 - 2. *Accessible Vehicle: Wheelchair And Lift procedures*
 - 3. *Driver road test*
 - 4. *Tour of transportation route & member agencies*
- M. Schedule other meetings and site visits**
 - 1. *SRANI / ITRS meeting- 1st Thursday each month*
 - 2. *Site visitations (choose from attached list or generate own ideas)*
 - 3. *Leisure Education observations*
 - 4. *Assessments with Mental Health Coordinator*
 - 5. *Day Programming / Senior Trip Observation*
- N. Schedule weekly meeting time with Manager of Support Services**
- O. Preparation of a program folder**
 - 1. *Program roster and attendance*
 - 2. *Participant Information Forms*
 - 3. *Program Planning Sheet*
 - 4. *Facility confirmation*
 - 5. *Van requests/confirmation*
 - 6. *Program evaluation forms*
 - 7. *Program facility safety checklist*
 - 8. *Incident report forms*
 - 9. *Medication permission and logs*
 - 10. *Program goals, objectives, program plans and interventions*
- P.** Begin observation of programs as assigned
- Q.** Participate in directed readings of information routed to staff
- R.** Continue to participate in weekly staff meetings
- S.** Begin to observe Assessments with CTRS
- T.** Complete any additional assignments as directed in focus area checklist

II. Weeks 3-6 Focus:

Presentation Skills/Disability Awareness/Program Planning

- A.** Continue to complete scheduled site visits and meetings.
 - 1. *Complete journal entry of site visit observations when completed.*
- B.** Formulate a proposal for special project/turn into Supervisor.
- C.** Finalize and begin work on special project.
- D.** Begin partial leadership of programs already in session.
 - 1. *Under direction of full-time staff*
 - 2. *Participate in evaluation and critique of programs participated in*
- E.** Continue weekly reports for WDSRA and University.
- F.** Program Brochure Development meeting with Superintendent.
 - 1. *Program planning*
 - 2. *Budgeting*
 - 3. *Program Blurb writing*
- G.** Participate in WDSRA Inclusion program as a program aide when possible.
- H.** Continue to participate in directed readings as assigned to staff for discussion.
- I.** Continue to participate in weekly staff meetings.
- J.** Complete an Intern's Report for the monthly Board packet.

- K. Work cooperatively with Day Camp Coordinator to develop a presentation for day camp orientation incorporating an area of expertise (i.e. disability awareness, behavior management, arts and crafts etc.)
(summer interns only)
- L. Present at day camp orientation when appropriate.
(summer only)
- M. Complete a 1-2 page paper on suggested teaching techniques on a specific disability that you have observed in a program.
- N. Plan and implement weekly special program for assigned day camps.
(summer only)
- O. Complete any additional assignments as directed in focus area checklist.

III. Weeks 7-12

Focus: Assessments/Program Leadership

- A. Begin complete leadership of programs already in session
 1. *Under direction of full-time staff*
 2. *Participate in evaluation and critique of programs participated in*
- B. Continue weekly reports for WDSRA and University
- C. Continue developing program information for next brochure
- D. Continue active participation as an Inclusion Aide
- E. Continue to participate in directed readings as assigned to staff for discussion
- F. Continue to participate in weekly staff meetings
- G. Complete an Intern's Report for the monthly board packet
- H. Assist and conduct an assessment with CTRS.
- I. Complete remaining site visit observation summary
- J. Complete assignments as detailed under Weekly focus area checklist.
- K. Complete a mid-term self-evaluation of performance.
- L. Continue planning and implementation of day camp activities as assigned.
- M. Continue work on special project.
- N. Prepare presentation to supervisor of special project.

IV. Weeks 12-15

Focus: Program Planning/Organization/Evaluation

- A. Practice presentation at weekly staff meeting of your final project
- B. Actively participate in final evaluation process of programs.
- C. Timely completion of final evaluation for university
- D. Complete WDSRA evaluation from internship manual
- E. Continue to participate in weekly staff meetings
- F. Complete exit interview with Supervisor
- G. Complete an Intern's Report for the monthly Board packet
- H. Complete assignments as detailed under Weekly focus area checklist
- I. Turn in completed weekly checklists
- J. Terminate relationships with participants

Weekly Assignment Checklist

Weeks 1 and 2

Date(s) Completed

Focus: Orientation/Observations/Policies & Procedures

1. Develop 5-7 goals for the internship. _____
2. Read and sign revised internship manual. _____
3. Obtain Illinois Drivers Abstract. _____
4. Complete all employment forms _____
5. Schedule meetings with all full time staff
(Re: coordinator duties, programs, and liaison duties) _____
6. Complete weekly schedule _____
7. Share at least 2 thoughts/questions at weekly staff meetings _____
8. Turn in board report _____
9. Write a press release introducing yourself to WDSRA _____
10. Complete Drivers orientation _____
11. Complete facility and transportation tour _____
12. Schedule weekly meeting time with supervisor _____
13. Find and read article about professionalism in recreation
(Supervisor will discuss with intern) _____
14. Prepare a program folder _____
15. Schedule yourself to attend pertinent meetings with staff
(According to program and project assignments) _____
16. Prepare a weekly journal of your work _____
17. Review safety manual _____
18. Review participant annual information forms & rosters _____
19. Observe a member agency program with inclusion student _____
20. Develop 1-2 creative recreational activities
(To be utilized in programs and to take with you) _____

Weeks 3-6

Date Completed

Focus: Presentation Skills/Disability Awareness/Program Planning

1. Formulate a proposal for special project/present proposal at weekly staff meeting/continue working on with Supervisor. _____
2. Generate 3 new program and 2 special event ideas for presentation at program planning meeting _____
3. Complete intern report for board packet _____
4. Develop and present a program for day camp orientation _____
5. Complete a 1-2-page paper on suggested teaching techniques for a specific disability you have observed. Share at weekly staff meeting _____
6. Attend a site visit at a facility that serves indiv. w/ disabilities that interest you/prepare summary _____
7. Evaluate on weekly basis programs you are assigned _____
8. Plan and implement new programs for assigned day camps _____
9. Prepare a weekly journal of your work _____

Weeks 7-10

Date Completed

Focus Areas: Assessment/Program Leadership

1. Attend an assessment at another site of your choice/ Prepare a summary paper _____
2. Turn in lesson plans, evaluations etc. for all programs lead _____
3. Complete an intern report for board packet _____
4. Work with special project supervisor on final preparations _____
5. Practice presentation of final project at staff mtg. _____
6. Present final project at Board Meeting _____
7. Prepare budgets and blurbs for 3 seasonal programs and 2 special events _____
10. Schedule home visits and administer assessment _____
11. Prepare a weekly journal of your work _____
12. Complete mid-term self-evaluation _____

Weeks 12-15

Date Completed

Focus Areas: Program Planning/Organization/Evaluation

- | | |
|---|-------|
| 1. Write up suggestions for improvement on WDSRA Program evaluation forms | _____ |
| 2. Complete WDSRA internship site-evaluation | _____ |
| 3. Complete application for CTRS Certification | _____ |
| 4. Turn in any remaining paperwork and this completed Checklist | _____ |
| 5. Prepare final intern report for board packet | _____ |
| 6. Complete self-evaluation form | _____ |
| 7. Complete exit interview with supervisor | _____ |
| 8. Complete weekly journal entries | _____ |

Reports and Notebook

A. Initial Report

The initial report should be completed during the intern's first week at WDSRA. The report should include: student's overall fieldwork goals and objectives, his/her career objective, and any expectations he/she may have concerning the agency.

B. Weekly Reports

Weekly reports should be submitted to the intern's supervisor. Reports should include statement of past week's objectives and why they were or were not met, a reaction to previous week's programs, statement of next week's objectives.

C. Mid Term Report

Summarizing the first half of the student's intern experience. Things to consider would be areas in which you feel strong; areas needing improvement; and areas you would like to cover in the second portion of the internship and aspects you would recommend be changed from the first half of your experience.

D. Final Report

Final report should include reaction to internship, should note intern's progress and learning experience, evaluation of agency staff, agency programs and comments for future programming.

E. Fieldwork Notebook

Compile a notebook of all information obtained during the fieldwork experience. Include such items as agency policies, copies of intern's weekly reports, correspondence, training and orientation materials, evaluations, etc.

PROJECTED AGENCY INTERN PROJECTS & TASKS

1. Write individual, personal goals for your internship. Complete "Employee Recognition" form. What are some personal and professional dreams that you have? Complete "Dream List".
2. Send an e-mail out introducing yourself to FT Staff. Ask to arrange a meeting with them in order to get to know who they are and what they do at the agency. Complete by Week 2.
3. Write a biography about yourself to be presented in the Board Packet. Review of Board Reports will follow later on in the internship. Attend a WDSRA Board Meeting.
4. Lead a weekly staff meeting. Attend a committee meeting. Attend PSD/ITRA meeting.
5. Creative Project--go to the art supply room. Create 2 portable activities that you can use in programs or take with you to use in your professional future only from utilizing the supplies found in the craft room. Use provided resources such as magazines, books, internet, etc. to research and brainstorm ideas.
6. Brochure Process—Step 1) Program Proposals—propose 3 weekly programs & 2 special events (mock), view sample Park District and SRA brochures for suggestions, create own program ideas. Step 2) Create Lesson Plans for each program including goals & objectives Step, review activity and lesson plans. 3) Create individual Budgets for each program and special event, review overall agency budget.
7. Visit an outside agency. Gain exposure to the clinical setting of TR, if not done so already. (DuPage County Convalescent Center, Marion Joy Rehabilitation, Christ Hospital, Illinois Rehabilitation Institute of Chicago, Shriner's Hospital, Strides, Ready-Set-Ride, etc.)
8. Special Project. (Revise or create: manual, directions/facility guide, "Buzz Book", recruitment program, pre-program check list, research pertinent information, survey, etc.).
9. Inclusion Piece. Assessment, Goals & Objectives, Planning & Implementation, Evaluation, Discharge Plan. GOALS = S.M.A.R.T. S = Specific, M = Measurable, A = Attainable/Able to Accomplish, R = Result Orientated, T = Time Frame.
10. Park District Swap. Visit Park District for the day and experience how they differ from SRA's. Experience other operations such as facility management, parks department, etc.
11. Program Visits & Observations = Adapted Sports & Physically Challenged Program, Social Club, Youth, Teens, Adults, Special Olympics, Senior Trip, Disability Awareness, Leisure Education, ASD Program, Youth At Risk Program, Art Therapy.
12. Program Planning/Plan Activities and Head Instruct/Lead weekly programs, day camps and special events.
13. Public Relations/Communication: Press releases, brochures, flyers, program booklet, consumer analysis surveys.
14. Miscellaneous Projects, WDSRA agency wide events and fundraisers, etc. as assigned.

Assessment	Self Management Skills	Customer Service
Planning & Scheduling	Staff & Program Supervision	Interpersonal Skills
Public Relations/Marketing	Areas & Facilities	Communication Skills
Program & Event Planning	Agency & Program Budgeting	Professional Growth & Development
Delivery Systems	Evaluation of Services	General Ethics & Work Ethic
Leadership Skills	Risk Management	Develop & Interpret Policy(s)

AGENCY INTERN SUGGESTED SITE VISITS

- Illinois Park and Recreation Association (IPRA)
- Any member park district program with participant utilizing inclusion services.
 - *Bloomingdale Park District
 - *Carol Stream Park District
 - *Glen Ellyn Park District
 - *Warrenville Park District
 - *West Chicago Park District
 - *Wheaton Park District
 - *Winfield Park District
 - *Naperville Park District
 - *Roselle Park District
- Special Olympics Office
- DuPage Center For Independent Living
- Belmont Assisted Living Facility For Seniors
- DuPage County Convalescent Center

Requirements:

- (1) visit to a member park district
- (2) visits to other Therapeutic Recreation sites

Following each visit the student intern will submit a brief one-page summary of observations.

WDSRA
116 N. Schmale Rd.
Carol Stream, IL 60188
(630) 681-0962
FAX (630) 681-1262

Therapeutic Recreation Internship Application

Personal Information Section

Date: _____

Name: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____

Social Security #: _____

College/University: _____

Major: _____

When do you expect to graduate? _____

Length of internship required by the college/university? _____

Available internship start date: _____

Preferred ending date: _____

Name of college/university Internship Advisor: _____

Phone: _____

Will you have access to a vehicle? _____ Yes _____ No

Will you need assistance in locating housing? _____ Yes _____ No

(Over)

Therapeutic Recreation Internship Application- page 2

Essay Question Section (attach additional pages if necessary)

What are your expectations of a Therapeutic Recreation Internship with WDSRA?

Provide a statement of your career objective:

Please summarize your work/volunteer experience with individuals with a disability:

Please list the name and phone numbers of 3 professional references:

1. _____

2. _____

3. _____

For consideration as a candidate for a Therapeutic Recreation internship with WDSRA please submit this completed application along with your resume. Interviews will be completed once this application is reviewed by the agency Internship Supervisor.

**THANK YOU FOR YOUR INTEREST IN
WDSRA!**

WDSRA
116 N. Schmale Rd.
Carol Stream, IL 60188
(630) 681-0962
FAX (630) 681-1262

INTERN EVALUATION OF AGENCY

Intern Name: _____

Dates of Internship: _____

Agency Supervisor: _____

College University Advisor: _____

DIRECTIONS: Please evaluate the strengths and weaknesses concerning the site in terms of meeting your needs as an intern. Use this rating scale:

1- poor 2- fair 3- adequate 4- more than adequate 5- excellent

1. _____ Agency's willingness to cooperate with the guidelines of the field placement as provided by the university.
2. _____ Ability of agency to provide an opportunity for the intern to experience the learning objectives and personal goals developed for the experience.
3. _____ Acceptance of intern as a functional member of the staff; willingness to integrate intern into all appropriate levels in activities, programs and projects.
4. _____ Provision of relevant experiences in administration, supervision and leadership.
5. _____ Cooperation of staff to provide professional growth experiences through on-site training programs, seminars and conferences.
6. _____ Provision of assistance in helping intern meet both personal and professional goals and plan for the future.
7. _____ The agency supervisor was willing and available to supervise intern.

8. _____ The agency supervisor provided ongoing observation, evaluation and constructive criticism.
9. _____ There was allowance for relating classroom theory to practical situation.
10. _____ The agency supervisor was willing to listen to suggestions and recommendations, to discuss them with intern, explain rationale for acceptance, rejection, use and/or modification.
11. _____ The agency supervisor displayed interest in the individual as a person as well as an intern.
12. _____ The agency supervisor was willing to discuss the full range of the services that WDSRA provides.
13. _____ The agency supervisor was able to respond to personal and or professional problems and to facilitate solutions.
14. _____ An adequate orientation and training was provided.
15. _____ The agency supervisor provided adequate encouragement and sincerity.
16. _____ The agency supervisor was open to change, innovations and new techniques.
17. _____ The agency supervisor was flexible in arranging intern tasks in light of changing situations within the internship site and within the intern.
18. _____ The internship manual was useful to my internship experience.

Please utilize the space below for any additional comments:

WDSRA
116 N. Schmale Rd.
Carol Stream, IL 60188
(630) 681-0962
FAX (630) 681-1262

STUDENT INTERN PERFORMANCE EVALUATION
--

Student Name: _____ Date: _____

Supervisor Completing Evaluation: _____

Purpose of evaluation: _____ Midterm _____ Final

DIRECTIONS: Please evaluate the strengths and weaknesses concerning the intern terms of meeting the agency's expectations of an intern using this scale:

1- poor	2- fair	3- adequate	4- more than adequate	5- excellent
---------	---------	-------------	-----------------------	--------------

1. _____ The intern is appropriately dressed, well groomed.
2. _____ The intern is reliable, punctual, completes assignments on schedule.
3. _____ The intern is able to think and work independently; a self-starter.
4. _____ The intern communicates effectively; strives for and attains quality in written and verbal expression.
5. _____ The intern is enthusiastic; courteous and tactful; friendly; displays concern for others; displays a sense of humor.
6. _____ The intern is willing to accept suggestions; direction, and critical evaluation; is critical of own performance; strives for improvement.
7. _____ Relates well to other employees.
8. _____ Relates well with participants.
9. _____ Conducts self well before groups; displays flexibility and ability to make decisions; displays mature judgment.

- 10. _____ Displays imagination; uses physical and human resources well; generates and implements new ideas.
- 11. _____ Can apply principles of programming to job.
- 12. _____ Effectively evaluates programs.
- 13. _____ Displays the ability to tolerate personal, academic, and/or job related conflict; able to resolve personal, academic, and/or job related conflict.
- 14. _____ Displays basic supervisory skills; recognizes others for their performance; has the ability to select quality personnel; keeps accurate records; is able to evaluate staff.
- 15. _____ Displays an understanding of the budgetary process; understands the role of maintenance to program effectiveness.

Other comments: _____

Agency Supervisor signature: _____ Date: _____

*Student signature: _____ Date: _____

*Student signature indicates that the student has read and discussed this evaluation information with the Agency Supervisor.

WDSRA
Receipt of Internship Manual
Performance and General Guidelines

Students who are interviewed and selected for fieldwork placement at WDSRA will be expected to accomplish specific tasks during their internships; these tasks are their primary responsibility. Students must plan time and organize his/her schedule to accomplish expectations. Because each college internship is different, each student's program will be dealt with on an individual basis.

The student authorizes WDSRA to provide information regarding past or present employment performance to perspective employers, and releases said employers from any and all liability, which may arise from providing information.

During their internship, students are encouraged to maintain school health insurance. Some schools may insure their students for legal liability during their fieldwork experience. WDSRA provides liability insurance and workmen's compensation should a field work student get injured on the job.

The student releases and will not hold the Western DuPage Special Recreation Association or any of their employees or agents responsible for any liability arising out of participation in this field placement program. I understand that WDSRA does not carry medical insurance for interns.

I, _____ have carefully reviewed the Agency Internship Manual which includes performance and general guidelines. I agree to abide by those guidelines while carrying out my responsibilities with the Association.

Signature of Student Intern

_____ **Date** _____

Signature of Agency Supervisor

_____ **Date** _____