Course Syllabus
REC 4681 – Internship in Therapeutic Recreation
Division of Recreation Administration
Texas State University, San Marcos Fall 2020

Academic Supervisor: Jessica Perry       Email: jkp53@txstate.edu       Telephone: 512-245-8062
Office: Jowers A162
Contact Hours: by appointment
Credits: 6
Course Time & Location: Approved therapeutic recreation internship site

Course Description: A 560-hour, full-time internship in a therapeutic recreation program under direct professional supervision by a CTRS and a faculty member with CTRS credentials. A grade of a C or better is required for graduation

Resources: Forms are located on the CANVAS course site, and www.nctrc.org

Student Learning Outcomes: Upon completion of this course students should be able to:
1. Operationalize a set of goals and objectives created by the student with the assistance of the academic and site supervisors.
2. Demonstrate ability to apply therapeutic recreation theory in a professional setting utilizing the APIE process.
3. Develop an individualized therapeutic recreation treatment plan.
4. Demonstrate professional competencies related to the NCTRC Job Analysis.

Electronic Communication Expectations: I will try to respond within 24 hours to emails sent on weekdays. Emails received on the weekend I will still do my best to respond in an orderly time however I may not get to it until Monday so please plan accordingly.

To: mg1518@txstate.edu
Subject: REC 4381 (Fill in the Blank with the topic of your email.)
“REC 4681” must be written exactly as you see it here. This subject heading will help Outlook filter your e-mail into the folder for this course.

• Your full name and student ID number
• Proper spelling, capitalization and grammar

It is expected that you check your Texas State email at least one time per week (more if you have regular access to email). If I need to send any emails out for assignment information, it is your responsibility to ensure that you receive these emails in a timely manner. If you have your Texas State Email set to forward to another account, please check frequently to be sure that all messages are being forwarded.
*If your email is lacking one of these elements OR can be answered by looking at the syllabus, I will ask you to rewrite it. It is important to your professional advancement that you can write a thoughtful, complete email.

It is expected that students will check their Texas State e-mail at least once a day. I often send e-mails to provide information about the class. It is your responsibility to ensure you receive e-mail communications from the instructor. If you have your Bobcat mail account forwarded to another account, it is your responsibility to make sure your security settings will allow forwarded messages to be placed in your inbox.

*STUDENTS MAY BEGIN LOGGING HOURS TUESDAY, JANUARY 21, 2020*

**Site Information:**
If your job description or responsibilities change or your supervisor changes, it is imperative you provide the information to your academic supervisor IMMEDIATELY. If at any time you feel the job you are doing is not what you were brought into the agency to do or that you are not getting what you need out of the experience, please contact your faculty supervisor, they are here to support you. Furthermore, if any problems or potential problems arise, please contact me ASAP by email. If it is time sensitive my cell phone is provided in the contact information at the beginning of the syllabus, use ONLY IF TIME SENSITIVE. A change in supervisor, hours, or limited ability to perform the APIED process can result in not being eligible to take the exam from NCTRC to receive your credential.

**Site Visits:** All interns will receive a conference call, visual conference call, or site visit during their internship. Site visits will be given to students within a 150-mile radius from the University unless a conflict arises, or the preceptor and student request a visit. These conferences will begin in **late September**, preferably once the student feels comfortable in their role as an intern. It is up to the student to arrange the conference call with their faculty and site supervisors. If a site visit is needed due to complications or the site supervisor feels that a site visit is needed one can be arranged. Notify the academic supervisor as soon as the complication arises, or the site supervisor brings this to the students’ attention. Please provide a minimum of a week in advance for the faculty to schedule a site visit. **It is advised that you give your syllabus to your site supervisor, this will help them prepare for your culminating experience and success.**

**Course Organization:**
All materials shared during the course will be delivered via the course’s CANVAS site FA 2020 REC 4681. If you are registered, you should have access to the site.

**Announcements:**
I will post announcements on CANVAS with course updates. You will receive any announcements I send in your e-mail inbox; you can also view announcements on the “Announcements” page on CANVAS.

**Modules:** This is where you can locate the bulk of the information on course material. Assignments are shown on the Left-Hand Tool Bar on the CANVAS Site and are listed in chronological order so that
you can see what is covered and expected as you move through the course. In “Modules” I have posted:

- **Introduction**: Each lesson will have a basic introduction clueing you into what you will be learning.
- **Learning Objectives**: These are posted at the beginning of each module so that you will be aware of what that lesson will help you be able to accomplish.
- **Graded Assignments**: All assignments will be graded in the assignments tab, feedback and responses can be posted using this function and the grade will be shown under the Grades on the Left-Hand Tool Bar for each assignment.

**Technical requirements**: CANVAS (and other software) will be used in this course. To prevent problems with CANVAS or other programs used in this course, please use the following guidelines:

- Use the “Help” Tab in Canvas on the left-hand side to contact support.

**Assignment Submission**. All written requirements are to be typed (except daily log sheets) unless other arrangements have been made individually. Writing is to be professional and collegiate in quality. **Poorly written assignments will be deducted points for lack of professional writing**. Detailed information about grammatical errors will be provided in the grading section of the syllabus.

Due dates provided may be adjusted to meet individual situations. **It is the responsibility of the student to request a change prior to the due date. Email me prior to the due date with the reason for the adjustment AND time frame for the completion.**

**Late Work**. Assignments received after the due date will have an opportunity for 90% credit, 80% if two days late, 70% if three days late, and 60% if four days late. On the 5th day, the student will no longer be able to receive any points for the assignment.

- Students are expected to do their own work on all graded material submitted for all departmental course requirements.
- For many assignments in this class, it is expected that students engage in conversation with their supervisors regarding assignments and receive permission and or feedback.
- Retain a copy of **ALL** the work you submit for your records
- Make sure your name and a page number are on **ALL** the pages – APA format required
Grading: You will earn a final grade in this course by a combination of 3 items: graded assignments submitted to your academic supervisor (50%); completed hours (25%); and performance evaluations by your agency supervisor (25%). Details for the graded assignments are listed later in the syllabus. Values for the graded assignments are shown below:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Due Date</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Schedule</td>
<td>Aug 31, 8:00 AM</td>
<td>2.5 points</td>
</tr>
<tr>
<td>Goals and Objectives</td>
<td>Sept 7, 8:00 AM</td>
<td>5 points</td>
</tr>
<tr>
<td>Case Study</td>
<td>Sept 28, 8:00 AM</td>
<td>10 points</td>
</tr>
<tr>
<td>Evidence Table</td>
<td>Oct 26, 8:00 AM</td>
<td>10 points</td>
</tr>
<tr>
<td>Intervention Protocol</td>
<td>Nov 16, 8:00 AM</td>
<td>12.5 points</td>
</tr>
<tr>
<td>Agency (Site) Evaluation</td>
<td>Nov 23, 8:00 AM</td>
<td>2.5 points</td>
</tr>
<tr>
<td>Resignation Letter</td>
<td>Nov 23, 8:00 AM</td>
<td>2.5 points</td>
</tr>
<tr>
<td>Final Reflection Report</td>
<td>Nov 30, 8:00 AM</td>
<td>5 points</td>
</tr>
</tbody>
</table>

**Subtotal - 50 points**

<table>
<thead>
<tr>
<th>Performance Appraisals</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>250 Hours</td>
<td>12.5 points</td>
</tr>
<tr>
<td>Final</td>
<td>560 Hours</td>
<td>12.5 points</td>
</tr>
</tbody>
</table>

**Subtotal – 25 points**

<table>
<thead>
<tr>
<th>Hours Logs</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Midterm</td>
<td>250 Hours</td>
<td>-</td>
</tr>
<tr>
<td>Final Hours Log</td>
<td>560 Hours</td>
<td>25 points</td>
</tr>
</tbody>
</table>

**Subtotal – 25 Points**

<table>
<thead>
<tr>
<th>Total Points</th>
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<th>100 Points</th>
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</table>
All assignments are due at 8:00 am on Mondays, this is meant to provide time for completion.
Grading Scale

The total number of points earned will determine course grade.

A= 100-90 ---- Excellent work -------- Far exceeds expectations
B= 89-80 ---- Good work --------- Meets and often exceeds expectations
C= 79-70 ---- Fair work ---------- Meets expectations
D= 69-60 ---- Poor work -------- Falls below expectations
F= 59 or Below ---- Failure -------- Does not meet expectations

Points deducted for grammar and professional writing:

All the above are subject to change as necessary. All changes will be posted on CANVAS and you will be notified via your Texas State email when postings reflecting changes are made.

Discussions: Log into CANVAS and select Discussion. These discussions will not be graded and are meant for use as an outlet for everyone to get to know each other and be a helpful tool if you have questions, concerns, or just want to let everyone know what you are doing. Remember HIPAA violations (Do not include the client’s real name or other specific data that would violate client confidentiality or HIPAA Laws). Below are the discussions I have opened for your use; I have given a brief description but it is not imperative that it is followed. I would at a minimum do the introduction so individuals can know if you are working in a similar setting to bounce ideas off of each other. You can also see who may be in the area so you can begin studying for the national exam! These will be found under the read and review section of the lessons.

A. Introductions
   1. Give a brief introduction about yourself here and tell us about your agency and what you will be doing this semester. This will allow other students to see the types of agencies that their peers are working! Feel free to post pics, but keep confidentiality information (HIPAA) in mind and don’t post pictures of your clients.

B. Challenges
   1. Write about one challenge that you are facing in your internship. Why is it a challenge? What problem-solving solutions have you tried already? What type of advice would you want from your peers?

C. Just for Fun
   1. It means exactly what it says. What fun, creative, inventive ideas and activities have you been doing at your agency and for your participants?

D. Protocol Planning
   1. This is for seeking input from your peers in similar settings, finding similar evidence in the literature, working with same population, etc.

E. Celebration!
   1. Write about your biggest accomplishment this semester. Tell the group WHY you consider it to be an accomplishment and if appropriate, what was your role in it?
**Academic Integrity:** We expect students to do their own work on all graded material submitted for all departmental course requirements. Department Policy: Students guilty of knowingly using, or attempting to use, another person's work as though that work were their own, and students guilty of knowingly permitting, or attempting to permit, another student to use their work, will receive a grade of "F" for the course. Such conduct may also constitute grounds for dismissal from the University. See details from the University Honor Code below:

**Texas State University Honor Code** (UPPS No. 07.10.01) at [www.txstate.edu/honorcodecouncil](http://www.txstate.edu/honorcodecouncil)

01.POLICY STATEMENTS

01.01 This policy provides procedures related to academic honesty pursuant to The Texas State University System (TSUS) Rules and Regulations, Chapter VI, Subsection 5.3.

01.02 To support the goal of maintaining a climate of academic integrity, Texas State University has adopted the Texas State University Honor Code. The Honor Code applies to all academic activities and academic work, whether these take place on-campus, off-campus, or online.

01.03 Texas State expects students to engage in all academic pursuits in a manner that is beyond reproach. Students found in violation of the Honor Code are subject to disciplinary action.

01.04 Honor Code cases and processes are not considered legal proceedings. Advocates and supporters, including legal representation, may be present at meetings and Honor Code Council hearings, but their role is limited to consultation with the student or faculty member. They do not have an active role in presenting information during meetings or hearings.

**Addressing Acts of Dishonesty.** Students accused of dishonest conduct may have their cases heard by the faculty member. The student may also appeal the faculty member’s decision to the Honor Code Council. Students and faculty will have the option of having an advocate present to insure their rights. Possible actions that may be taken range from exoneration to expulsion.

**Department Policy:** Students guilty of knowingly using, or attempting to use, another person's work as though that work were their own, and students guilty of knowingly permitting, or attempting to permit, another student to use their work, will receive a grade of "F" for the course. Such conduct may also constitute grounds for dismissal from the University. See details from the University Honor Code UPPS below as well as a link to the website:

Honor Code UPPS No. 07.10.01 [http://www.txstate.edu/honorcodecouncil/Academic-Integrity.html](http://www.txstate.edu/honorcodecouncil/Academic-Integrity.html)

**Suspension/Removal/Termination from Internship:** In the case of being suspended, removed, or terminated from the internship, program policies will be followed. The student will be informed of the next course of action. The Recreation Administration Program Coordinator and the Chair of Health and Human Performance Department will be notified to assist in determining a course of action. NCTRC policies do not accept
suspensions related to student mishaps or disruptiveness, an appeal may need to be made with NCTRC for approval or denial.

**Insurance:** You are covered by the University through an outside agency for liability insurance. If the agency asks for this information, contact your academic supervisor and the information will be sent to the proper individuals.

**Disability Services:** If you need accommodations, let me know as soon as possible. You have a right to have your needs met for the successful completion of this course. Notify the office of Disability Services no later than the end of the first week of class. The office of Disability Services will verify assistance required for the student and determine accommodations as needed. In addition to the above, please make an appointment with me to discuss your needs and accommodations.

[https://www.ods.txstate.edu](https://www.ods.txstate.edu)

**Office of Disability Services.**
LBJ Student Center 5-5.1
601 University Drive San Marcos, TX 78666.
Phone: 512.245.3451. Fax: 512.245.3452
ods@txstate.edu

**Family educational rights and privacy act (FERPA) information:** Students have the right to expect their grades will be kept confidential. Your course grade, as well as grades for each assignment, will not be posted or handled in a way which could result in your being identified by other students or faculty members. If you encounter a problem in this area, contact the instructor immediately.

**Non-attendance and Financial Aid:** If you are a Pell Grant, Iraq-Afghanistan Service Grant (IASG) or TEACH Grant recipient, federal regulations require you to have begun attending the courses for which you are enrolled and receiving these grants. If on the census date roster (e.g., 12th day of each fall and spring semester) you are reflected as not attending a course, you are assumed (for financial aid purposes) not to have begun attendance for that course. Your grant will then be adjusted or cancelled based on the courses you have begun attending.

**Unofficial Withdraws and Financial Aid:** If you fail to earn a passing grade in at least one of your courses (i.e., all U’s, all I’s or a combination of all U’s, W’s or I’s) during a semester, you are considered to have, for purposes of federal Title IV funds, unofficially withdrawn from the university. As a result, a federal withdrawal calculation must be performed to determine the amount of Title IV funds that you must repay. Once the amount you must repay is determined, Financial Aid and Scholarships will mail you a letter with the repayment details.

Note: A grade of U (Unearned Failing) is awarded to students who do not officially withdraw from but fail to complete a course (i.e., did not take a final exam, stopped attending, etc.) and failed to achieve the course objectives.
Satisfactory Academic Progress (SAP) and Financial Aid: Federal regulations require you to meet certain minimum academic standards in order to remain eligible for financial assistance. The requirements are that you: 1) maintain a minimum cumulative Texas State GPA; 2) complete at least 70% of all your coursework; and 3) not exceed a maximum limit of attempted hours toward your degree or certificate program. Additional program-specific requirements also exist (e.g., TEXAS Grant). You can view these SAP criteria in more detail at www.finaid.txstate.edu by selecting Undergraduate Aid or Graduate Aid from the dropdown menu and then Maintain My Eligibility.

Students Needing Assistance: Any students having difficulty in class or understanding assignments are encouraged to contact your professor/instructor sooner rather than later. Faculty are here to help students succeed and the longer one waits the fewer options there are to assist.

Any student who has difficulty affording groceries or accessing sufficient food to eat every day, or who lacks a safe and stable place to live, and believes this may affect their performance in the course, is urged to contact the Dean of Students Office for immediate needs through their Student Emergency Services program: http://www.dos.txstate.edu/services/emergency.html If you have food insecurity the Hays County Food Bank is available to help: http://www.haysfoodbank.org/home.aspx you lack a safe or stable place to live the Student Recreation Center is a good resource for you. Students have access to showers (with soap) and can hang out anytime it is open. During the long semesters hours http://www.campusrecreation.txstate.edu/hours/SRC.html

NCTRC exam information and new standards: You can apply to sit for the exam in multiple windows, NCTRC is now offering the exam 6 times a year. Review NCTRC.org for exam deadlines, fees, preparation tools, and explanation:

The dates are posted for the entire year. Continue to review NCTRC.org so you can make sure you make your deadline.

The application is on NCTRC.org under new applicant.

• Your academic supervisor is Jessica Perry and my NCTRC certification number is 69479 recertification date 6/30/21.

• **Effective January 1, 2013, the standard pertaining to the field placement will read as follows: A minimum 560-hour, fourteen (14) consecutive week field placement experience in therapeutic recreation services that uses the therapeutic recreation process as defined by the current NCTRC Job Analysis. The student must complete a minimum of 20 hours and a maximum of 45 hours each week with no lapse in weeks, consecutive.

• Texas State University is NOT the credentialing agency, if you have specific questions pertaining to your CTRS certification you need to contact NCTRC and they can help direct you in the right path, NCTRC.org has the contact information.

• It is advised to sit for the exam as soon as possible either at the conclusion of your internship or immediately following, the content will be fresh in your mind. Further dates can be found at NCTRC.org

Important Texas State Dates:
Texas State Graduation application deadline is October 2, 2020
Details for Graded Assignments:
A key is provided below for ease of assignment expectations. The assignments are placed into the same lesson categories as stated on your TRACS site.

<table>
<thead>
<tr>
<th>ASSIGNMENT TITLE</th>
<th>DUE DATE</th>
<th>FORM OF SUBMISSION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Module 1: Getting Started</strong></td>
<td>WORK SCHEDULE <strong>DUE</strong> Aug 31, 8:00 am</td>
<td>CANVAS ASSIGNMENTS</td>
</tr>
<tr>
<td>a. The student will submit their work schedule to the academic supervisor (word or excel document). This should include a section with your <strong>start and end date</strong>. Name and date on document.</td>
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</tr>
<tr>
<td>b. If the student will miss a day, regardless of the reason, during a regularly scheduled workday the student must email the academic supervisor promptly. This email should contain the reason they will miss and when they are expected to return, the student will also let the academic supervisor know when and how they have informed the site supervisor. As a reminder, remember Texas State and NCTRC hour requirements and standards when missing days at your agency.</td>
<td></td>
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</tr>
<tr>
<td><strong>GOALS AND OBJECTIVES</strong> <strong>DUE</strong> Sep 7, 8:00 am</td>
<td>SUPERVISOR SIGNATURE</td>
<td>CANVAS ASSIGNMENTS</td>
</tr>
<tr>
<td>a. Requirements for completion of this component are available to you on your 4681 TRACS site under the assignment tab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. <strong>5 Goals (Learning Outcomes on this syllabus) are provided</strong>, you need to decide on one additional goal related to something specific that you would like to learn or increase knowledge in. You must write two measurable objectives for each goal. Details for this assignment are provided in the Assignments tab.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>c. Your agency supervisor must approve and sign the goals and objectives document.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Module 2: Case Study</strong></td>
<td>CASE STUDY <strong>DUE</strong> Sep 28, 8:00 am</td>
<td>CANVAS ASSIGNMENTS</td>
</tr>
<tr>
<td>You will be completing one case study on a client/consumer of you and your agency supervisors choosing. It is important to keep client information privileged. (Do not include the client’s real name or other specific data that would violate client confidentiality or HIPAA Laws). Utilize all documentation guidelines learned from REC 2370, REC 3370, REC 4320, and REC 4370 or any other related class. This should be written in a professional and medical documentation format and shown to your supervisor.</td>
<td></td>
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</tr>
<tr>
<td>Use the attachment on your CANVAS site and answer all the questions, evidence should be provided for justification of chosen treatment.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Module 3: Midterm</strong></td>
<td>MIDTERM PERFORMANCE APPRAISAL <strong>DUE AT 250hrs</strong></td>
<td>SUPERVISOR SIGNATURE</td>
</tr>
</tbody>
</table>
This will be completed by your agency supervisor once you have completed 250 hours. This is an evaluation of your performance by your agency supervisor – form is located on your internship CANVAS site.

**MIDTERM LOG SHEET**

**DUE AT 250hrs**

**SUPERVISOR SIGNATURE**

**CANVAS ASSIGNMENTS**

This will be completed once you have completed 250 hours. You will use the NCTRC hour log located in CANVAS, titled NCTRC booklet and hour log found in the NCTRC documentation folder and on your Files, this is the document I will utilize to verify hours. If the total number of hours is not indicated on the form, you will not receive credit for the hours completed and may result in not being able to sit for the NCTRC certification exam. **Your hours must be completed in consecutive weeks with no less than 20 and no more than 45 logged hours in any given week with a minimum of 14 weeks.** NCTRC standards found on NCTRC.org and on your lesson.

**Module 4: Intervention Protocol**

**EVIDENCE TABLE**

**DUE Oct 26, 8:00 am**

**CANVAS ASSIGNMENTS**

Perform searches on evidence-based practice related to one of your interventions from your case study, preferably something your agency supervisor is wanting to advance. Find 5 articles to promote the best intervention chosen and post the evidence to CANVAS Assignments. You will use this evidence table to move forward with your protocol development found on your lesson titled “Protocol Development”.

**PROTOCOL DEVELOPMENT**

**DUE Nov 16, 8:00 am**

**CANVAS ASSIGNMENTS**

An intervention protocol, specific to the internship site, with a report on the development, implementation, and evaluation of the effectiveness of implementing the intervention. Project to be agreed upon between student AND on-site supervisor, subject to approval of academic supervisor. This is one of your primary projects for the internship and will vary according to site. You will utilize the case study AND evidence table to help facilitate which intervention you will use; you can utilize of the content form the case study can be used. This information can be referenced from your 4370, 4320, 3370, 2370, and 1370 course work. Your protocol should be detailed and thorough, this will hopefully be used as best practice and evidence-based practice at your agency. This project should be professionally formatted and written. This should be printed or downloaded and provided to your agency supervisor after completion, they will provide feedback on your final appraisal based on this assignment and the APIED process.

Project guidelines are provided in your protocol lesson on your CANVAS site in a word document for convenience.

**Module 5: Finalizing**

**FINAL REPORTS:** If reports are not submitted by midnight, Sunday, Dec 5th you will receive an Incomplete for the semester *(if you have a passing grade in the course and have been in consistent communication)*. I will then process your grade after the spring semester begins and you have submitted all the required documentation. If you have not received an approval for late submission, your grade will drop one full letter grade for not completing work in a timely manner. You will only be given an incomplete if you have completed your assignments and have a passing grade at the time the incomplete is given. This will also cause you to graduate the following semester.
<table>
<thead>
<tr>
<th>AGENCY (SITE) EVALUATION</th>
<th>DUE Nov 23, 8:00 am</th>
<th>CANVAS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluate site, supervisor, and overall experience on the form provided, be truthful with experience during the internship. Place the completed site evaluation form in the assignments tab located on your 4681 TRACS site. The form can be found under your resources tab on CANVAS.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>APPRECIATION/RESIGNATION LETTER</th>
<th>DUE Nov 23, 8:00 am</th>
<th>CANVAS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Should be written in a professional format. The letter to your site may NOT be an email or text. The letter should be submitted to on-site supervisor, and a copy must be placed in the assignments tab on your TRACS site. You must state the completion date of your internship.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FINAL REFLECTION REPORT</th>
<th>DUE Nov 30, 8:00 am</th>
<th>CANVAS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>This will be a review over the goals and objectives and a reflection of your overall experience. All questions will be answered online under the assignment tab. Information regarding this assignment will be available on Assignments tab in CANVAS. You will use the prompt to reflect on your final thoughts as a student in the Recreation Program at Texas State University. Remember these are your thoughts and feelings, this should be a true reflection of your experience and will be kept confidential, except from me your academic supervisor.</td>
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<tr>
<td>a. Talk about your goals and objectives. Were you able to accomplish them? What difficulties did you have, if any?</td>
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<tr>
<td>b. What did you learn during the internship? i.e. your strengths, weaknesses, memorable moments, growing pains, best and worst aspects.</td>
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<tr>
<td>c. Describe your understanding of implementation of evidence based or practice-based evidence (EBP or PBE). After completing the protocol do you think implementation of EBP or PBE is needed? How will you add to the profession after graduation?</td>
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<tr>
<td>d. What is a professional organization that you would like to become involved in as a new recreation professional and why? Why is joining a professional organization important or do you feel it is not important?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FINAL PERFORMANCE APPRAISAL</th>
<th>DUE AT 560hrs</th>
<th>SUPERVISOR SIGNATURE</th>
<th>TRACS ASSIGNMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evaluation of your performance by your agency supervisor upon completion of 560 hours. This form should be completed by the site supervisor and signed by both of you, if the form is not signed by the agency supervisor it will not be accepted.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>FINAL LOG SHEET</th>
<th>DUE AT 560hrs</th>
<th>SUPERVISOR SIGNATURE</th>
<th>TRACS Assignments and Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>To be submitted after 560 hours using NCTRC job analysis and hour log. This should be turned in upon completion of 560 hours (not one hour before); this will be completed on the NCTRC hour log sheet – form is on TRACS in the first lesson, in resources in the NCTRC documentation folder, or NCTRC.org, this is the form you will submit to NCTRC once signed by both academic and agency supervisors have verified and signed the</td>
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</tbody>
</table>
hours. Keep a copy of the hours for your records along with all other documentation from your internship. Once complete upload to the assignments tab **and** email me, I will sign and scan back to you so you can finalize your certification process with NCTRC. You will also need my certification and expiration; keep them they are 69479 and 6/30/21.