

# Internship Manual



*Equal Fun For Everyone*

116 N. Schmale Rd.  
Carol Stream, IL 60188

(630) 681-0962

(630) 681-1262 (FAX)

[www.wdsra.com](http://www.wdsra.com)

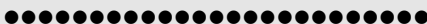
E-mail: [wendyc@wdsra.com](mailto:wendyc@wdsra.com)

**TABLE OF CONTENTS**

- Welcome To WDSRA page 3
- Internship Program Information page 4
- WDSRA Facts pages 5 -8
- Organizational Chart page 9
- Area Map page 10
- Populations Listing page 11
- Non-Stigmatizing Language Policy page 11
- Internship Requirements pages 12-22
  - Goals of Internship* *page 12*
  - Objectives of Internship* *pages 13-14*
  - Methods of Accomplishment* *pages 14-15*
  - Responsibilities of Intern to WDSRA* *pages 16-17*
  - Responsibilities of College to WDSRA* *pages 17-18*
  - Responsibilities of WDSRA to College Supervisor* *page 18*
  - Meetings* *page 19*
  - Written Reports* *page 19*
  - Office Procedures* *page 19*
  - Administration* *page 19*
  - Education & Training* *page 20*
  - Program Observation* *page 20*
  - Program Planning & Development* *page 20-21*
  - Program Leadership & Implementation* *page 21*
  - Program Evaluation & Documentation* *page 21*
  - Assessment* *page 22*
  - Special Project* *page 22*
  - Seasonal Brochure* *page 22*
  - Community Outreach/Public Relations* *page 22*
  - Attendance* *page 22*
- 14 Week Internship Timeline pages 23-27
- Weekly Assignment Checklist pages 28-30
- Suggested Site Visits page 31
- Internship Application pages 32-33
- Evaluation of Agency Form pages 34-35
- Intern Performance Evaluation Form pages 36-37
- Receipt of Guidelines Form page 38



# 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 system 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.

### 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 consists of seven Certified Therapeutic Recreation Specialists, and four Certified Parks and Recreation Professionals, the Executive Director, a Superintendent of Recreation, four Managers of Recreation and seven 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-** All participants in WDSRA's mental health programs receive an assessment to assist them in clarifying their leisure goals and to determine how WDSRA programs can help them meet those goals. 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 \$100 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](mailto: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 at (630) 681-0962 x 117, Monday-Friday, 9:00AM - 5:00PM

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 14-16 weeks, depending on university requirements.



# AGENCY FACTS

## MISSION STATEMENT

### **Western DuPage Special Recreation Association**

WDSRA's mission statement reads "*The development of individuals through recreation*". The staff develop, design and implement an array of leisure activities for individuals with special needs and abilities of all ages – from infants to senior citizens. 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 2 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 6,000 individuals.

The Western DuPage Special Recreation Association has been honored as a two-time National Gold Medal Award Grand 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 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. Non-Residents (outside of our member communities) must pay a higher program registration fee than resident participants.

## **BOARD OF DIRECTORS AND STAFF**

A Board of Directors made up of representatives from each of the nine Member districts governs WDSRA. Twenty-two full time staff and three part-time office staff support the year round activities of WDSRA. The staff includes seven 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 organization 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 six vehicles, three of which are Para transit busses and are 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 each 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.

## **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 out of doors.

- ***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.

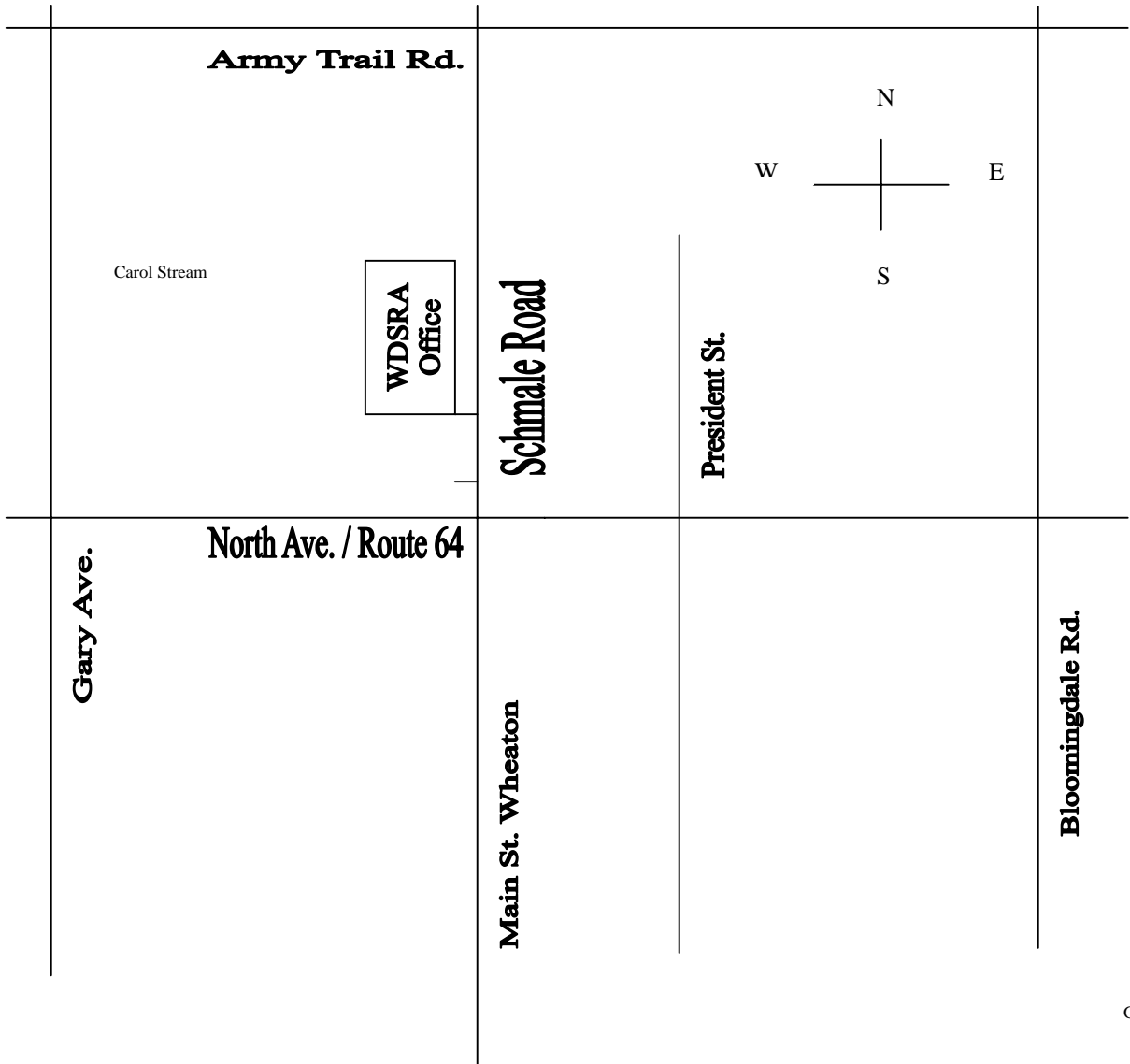
- ***SPECIALIZED SERVICES***

**Inclusion Program**

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.

INSERT HERE:

**WDSRA ORGANIZATIONAL CHART**




Glen Ellyn

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.)



## 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 mental health and 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 to make recommendations for program involvement.
- **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.
- **Special Meetings:**
  - Opportunities to observe various Association, State and Local recreation affiliated meetings will be provided. Intern will attend and work cooperatively with interdisciplinary teams and 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.
- **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 or Superintendent 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 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.

### 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 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

- **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
- **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 the assigned program. 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 a new General program that could be implemented into WDSRA's program offerings.**
- **Plan/Implement a 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.

- 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, even if this involves some evenings and/or weekend days.

- 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 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 other week.

- 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/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**
- **Community meetings with service agencies or other organizations**
- **Brochure planning/program planning**

## VI. Written Reports

*-The student is responsible for the following:*

- **Weekly logs to agency Supervisor and University**
- **Midterm and Final reports for the University**
- **Final 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 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 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 complete a weekly work schedule by Thursday of the week before and 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 of emergency, he/she will contact their supervisor as soon as possible, and if possible at least 24 hours prior to the assignment.

**SAMPLE**  
**14 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 12-14

#### **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 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 \_\_\_\_\_
16. Prepare a weekly journal of your work \_\_\_\_\_
17. Review safety manual \_\_\_\_\_
18. Review participant annual information forms \_\_\_\_\_
19. Observe a member agency program with inclusion student \_\_\_\_\_

**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 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 \_\_\_\_\_

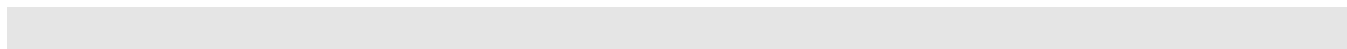
- |     |  |       |
|-----|--|-------|
| 7.  | Prepare budgets and blurbs for 3 seasonal programs                                 | _____ |
| 8.  | Review past assessments with Northwest Region Coordinator                          | _____ |
| 9.  | Attend assessment with Northwest Regional Coordinator and assist in an assessment. | _____ |
| 10. | Schedule home visits and administer assessment                                     | _____ |
| 11. | Prepare a weekly journal of your work  | _____ |
| 12. | Complete mid-term self-evaluation  | _____ |

**Weeks 12-14**

**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. | Turn in any remaining paperwork and this completed Checklist           | _____ |
| 4. | Prepare final intern report for board packet                           | _____ |
| 5. | Complete self-evaluation form  | _____ |
| 6. | Complete exit interview with supervisor                                | _____ |
| 7. | Complete weekly journal entries  | _____ |



## **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**

<b>STUDENT INTERN PERFORMANCE EVALUATION</b>
--

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Completing Evaluation: \_\_\_\_\_

Purpose of evaluation: \_\_\_\_\_ Midterm \_\_\_\_\_ Final

<b>DIRECTIONS:</b> 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** \_\_\_\_\_