



Recreation Management and Leadership Weekly Therapeutic Recreation Student Internship Report

Each week, you are required to send in a report to your WWU faculty advisor that asks you to reflect on your internship experience to that point. These reports include a cover page, time log, and narrative section with weekly prompts (weekly prompts are for only eight of the 14 weeks). All reports must be submitted to Canvas. Below is a description of each component.

Please download this blank PDF for each week, complete it, and name it in this format (using week 1 as an example):

Your Name_Week1_Report.pdf

1. Cover Page – All reports must begin with a cover page (see page **2**):

- Intern's name, phone, and email
- Agency supervisor's name
- Dates of the reporting period (e.g., July 12-16, 2021)
- Reporting week(s)
- Number of hours completed for this reporting period and total cumulative hours

2. Time Log – All reports must include a detailed time log (see page **3-4**):

- Include dates, log of hours, tasks performed during those hourly periods, and which of the internship goals was addressed by those tasks.

3. Weekly Narrative (see page **5-6**):

- Students must provide answers to the statements/questions provided in the weekly narrative section. Please be thoughtful and thorough in your responses. This process is a critical element of your development as a professional.

4. Weekly Prompt (see page **7-8**):

- For eight out of the 14 weekly reports (you may choose the 8 weeks), we ask you to think about and describe different elements of the organization with which you are interning. Please review these elements so you can be actively aware of them during your internship. You may need to schedule specific meetings with your supervisor or other employees to help you learn about these different organizational characteristics. Be respectfully proactive and ask questions if you don't know the answers.

Internship Weekly Report Log

Weekly Report #:

Intern's name:

Phone number:

Email address:

Internship agency site:

Agency supervisor's name:

Reporting weeks – click box(es):

1 2 3 4 5 6 7 8 9 10 11 12 13 14

Reporting dates:

Hours completed for this reporting period (40 hours):

Total cumulative hours (out of 560):

Weekly DAILY Log (indicate the week of this report)

1 2 3 4 5 6 7 8 9 10 11 12 13 14

DATE	HOURS	ACTIVITY / TASK	GOAL #
	TOTAL:		

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	TOTAL:		

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	TOTAL:		

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	TOTAL:		

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	TOTAL:		

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	TOTAL:		

DATE	HOURS	ACTIVITY / TASK	GOAL #
	TOTAL:		

TOTAL HOURS FOR THE WEEK:

Weekly Narrative Report – Complete these six sections for each weekly report.

Activities: Give a summary of the best parts of your internship during this report period. Describe the experiences you have encountered during this period which are indicated in your log. Also explain the goals/objectives you have accomplished this report period.

Challenges/Problems Encountered: During this report period, what have been the most challenging parts of the internship (having to attempt things you have never done before)? What problems are you experiencing (things you see as concerns and/or things you don't want to repeat)? What have you learned from these challenges or problems?

Theory to Practice: How has your academic degree been helpful? What have you learned in your internship during this report period that relates to courses you have taken in the Recreation Management and Leadership major? What insights have you gained?

Leadership/TR Interventions: Discuss your progress in the following areas as they apply to: leadership, interventions, care planning (assessment, goals/objectives, documentation, evaluation).

Professional Issues: Describe any issues/challenges regarding professional issues (ethics, professional relations, boundaries, role of TR, etc.)

Is there anything else you would like to communicate to your faculty supervisor during this report period?

Weekly Prompts

Below are eight weekly prompts. You may choose which eight of the 14 weeks to respond to these prompts.

Weekly Report Prompt #1: Describe the agency. This report should familiarize both you and your faculty advisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and its legal status (private, public, nonprofit). Provide a general description of the agency's programs, services, clientele, and facilities.

Weekly Report Prompt #2: Describe the organization of the agency. Include a copy of the agency's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional, and non-professional staff), and the role and duties each of these positions have within the agency.

Weekly Report Prompt #3: Describe and discuss the organization's personnel policies: hiring practices, orientation program, in-service training, salary and benefits information, etc.

Weekly Report Prompt #4: Describe the financial structure of the agency. (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss their various income sources, major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures.

Weekly Report Prompt #5: Describe the marketing, public relations, and partnerships of the agency. Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated? What types of partnerships does the agency have and promote?

Weekly Report Prompt #6: Describe the program evaluation approaches utilized by the agency. This can include both formative and summative types of evaluation. If you are unsure, speak to your internship supervisor about the types of evaluation the agency is conducting. What do you think of the strategies? Why do you believe this?

Weekly Report Prompt #7: Describe how you feel about the overall employee culture of the agency. Is it a positive place to work? Why or why not? Do people stay in their positions a long time? What about burnout?

Weekly Report Prompt #8: Write about whatever aspect of the organization you would like to write about that has captured your interest.