



THERAPEUTIC RECREATION INTERNSHIP (TREC 4550)

**Thursday, February 6th, 2025
12-2pm (MST)**

Territorial Acknowledgement

Oki, and welcome!

Our University's Blackfoot name is Iniskim, meaning Sacred Buffalo Stone. The University is located in traditional Blackfoot Confederacy territory. We honour the Blackfoot people and their traditional ways of knowing in caring for this land, as well as all Indigenous Peoples who have helped shape and continue to strengthen our University community.

Introductions & Definition of Terms

Internship Coordinator: Networks and connects with potential supervisors and agencies to build capacity for internships, provides guidance on ensuring alignment with NCTRC, provides guidance to students seeking placement. (katelyn.scott@uleth.ca)

Internship Specialist: Supports students with pre-internship documentation requirements and internship applications. Works closely with Internship coordinator and agencies. (marina.christman@uleth.ca)

Academic supervisor: This is your U of L TREC 4550 course instructor and your main contact at the university while completing your internship. Works closely with students and their site supervisor during the internship.

Site/Agency supervisor: This is your day-to-day on site CTRS supervisor who provides you with direct supervision.

Agenda

- TREC 4550 Course requirements
- Internship Overview & Requirements
- Course Text & Manual
- Overview of Placement Process
- Your Responsibilities & Required Documents
- Next Steps and Next Meeting
- Open Q & A



Tips for the session!



For all students:

Ask questions at anytime!



For online students:

Use the chat box!
Unmute at anytime!



For on-campus students:

Either ask your questions near the computer...
Or I can repeat them so online students can hear!

Objective of Each Meeting

- **First meeting (today):**
 - Students will understand the internship requirements and be prepared to complete the pre-internship survey.
- **Second meeting (Thursday, February 27th):**
 - Students will learn about the TREC 4550 assignments/responsibilities and begin drafting a resume/cover letter.
- **Third meeting: (Thursday, March 27th):**
 - Students will learn about the placement process and begin their internship documentation.
- **Open Office Hours (optional, informal drop-in):**
 - Monday, February 10th 5-6PM (MST)
 - Monday, March 10th 5-6PM (MST)

TREC 4550 Course Requirements

- TREC 4550 is the cumulative course in the BTR program.
- Students must complete all 15 courses of the program (TREC, support courses, and electives) before enrolling in the practicum and meet the minimum GPA requirement.
- Review your Program Planning Guide to ensure you will meet course requirements. Contact your academic advisor, regarding your course sequencing if you are unsure if you meet the requirements.

Internship Dates

- **Fall 2025 internship**

- Monday, September 8th, 2025 – Thursday, December 18th, 2025

- **Winter 2026 internship**

- Wednesday, January 7th, 2026 – Tuesday, April 21st, 2026

- **Block these dates off in your calendars.**

- Academic advising can confirm the semester in which you are likely to complete your internship.

Stat Holidays, Sick Time, Time Away

- Students miss hours due to serious illness, mild sickness, personal emergency, and stat holidays (e.g., Thanksgiving) causing the absence or the inability to work, **you will need to make up these missed hours.**
- The timeframe in which the internship needs to be completed is tight (there is not a lot of flexibility within the term for extending the internship).
- Do NOT attend your placement if you are ill, please follow your agencies policy regarding this and communicate with your site supervisor. If you are ill and unable to attend for more than a couple of days, you need to contact your academic supervisor to discuss your situation.
- Vacations, weddings, etc. are **NOT** to be planned during the internship.

15 consecutive weeks

560 hours minimum

Full-time hours are expected (between 37.5 to 40 hours a week)

No more than 45 hours per week

Internship Hours

RecT Supervisor Requirements

- The internship must be supervised by an academic supervisor (i.e., BTR instructor) and a site supervisor (i.e., RecT), both of whom need to be a current/active CTRS.
- NCTRC Update: The site supervisor must be a current/active CTRS prior to starting your internship.
- The site supervisor must work full time hours (or close to this) at the agency, with at least 50% of their job duties within therapeutic recreation services, with the APIED process.
 - **There may be a couple pre-approved situational variations to this requirement—these are shared if/when relevant.*

One Site

- Must have 1 primary agency/site supervisor
- The experience must take place at one agency site and cannot be split among different agencies.
- The total hours may not be accumulated over multiple sites, unless the site is within the same agency, and under the direct supervision of the CTRS.
 - *There may be some pre-approved situational variations to this. These are shared if/when relevant.*



Course Text: Internship Manual

- The internship manual is the required text for this course, free for students and agency/site supervisors.
- Contains all forms and documents for use before, during, and after your internship experience.
- Information on assignments in the manual.
 - Assignments / grading of internship will be discussed at another meeting. **The course is a pass / fail in which you must obtain a mark higher than 70%*

Provided to you ~ 6 months prior to the start of the internship.

Additional Information

- **Therapeutic Recreation Program Website**
<https://www.ulethbridge.ca/healthsciences/tr>
- **U of L TREC internship website**
<https://www.ulethbridge.ca/healthsciences/practicum-therapeutic-recreation>
- **TR Internship Preparation (Moodle Long-Term Course)**
 - Students will be added after they complete the pre-internship survey



University of
Lethbridge

PLACEMENT PROCESS

Agencies / Site
Supervisors

Larger Health
Organizations

Private Agencies

International
Placements

Agencies & Site Supervisors

- We have several affiliation agreements with a variety of agencies across Canada. To complete the internship at an agency, an affiliation agreement must be signed before day 1.
- The University of Lethbridge has a database of previous supervisors; however, not all RecT's will be available for the time you are requesting.
- We aim to provide you with a list of potential sites approximately 5 months before the start of the term. This list is not all-encompassing.
- From the pre-internship survey, we can try to assist in the planning process with you. **Ultimately, you are responsible to take the lead in this process.**

Large Agencies

(AHS, Covenant, SHA, VCH, Horizon Health, NSHA, etc.)

- Certain agencies require Institutions (U of L) to follow specific application processes and deadlines for student placements.
- Applications are usually submitted via a portal such as HSPnet.
- Students **CANNOT** initiate contact with a potential RecT at these agencies. If you are unsure of the agency's policy, contact Marina for assistance
- Application deadlines are typically 4 months before intended placement term (other agencies could have other deadlines), for example:
 - AHS – April 30th, 12:00pm 2025, for Fall placement; August 28th, 2025, for Winter placement
 - NSHA - April 30th, 12:00pm , for Fall placement; August 1st, 2025, for Winter placement
- Different agencies have additional documentation requirements (such as vaccination requirements). The best source of information on an agency's requirements will be to view their website.

Private Agencies



- View an agencies website to learn more.
- Follow the instructions on their website for the student application process. If there are no instructions, you are likely fine to reach out to them directly.
- When reaching out it's helpful to provide information on the placement (such as the hours, CTRS requirements, internship dates, etc.)
- Be prepared to interview for the placement (make sure the agency and supervisor is a good fit for you!)
- If it seems to be a good fit and you are offered placement – contact Marina to start the administrative pieces (i.e., affiliation agreement).
- Determine the agency's placement requirements and get started on meeting them (i.e., vaccinations).

International Placements

- **Students must:**

- Have a minimum cumulative GPA of 3.5
- Submit the following to the internship coordinator (Katelyn)
 - Letter of Intent about why they are interested in this experience
 - 3 letters of reference, this can include employers, faculty, etc.
- Have an interview with the internship coordinator
- Students must find and secure their supervisor and placement
- If this is what you end up planning on doing, you must discuss this with Katelyn a minimum of 7-12 months prior to when you plan on completing your internship.



Your Responsibilities & Required Documents

- **Pre-Internship Survey**
 - Linked on website
 - Complete by Mon, Feb 24th
 - This is a must!
- **Timely communication**



Your Responsibilities & Required Documents Cont'd

- **U of L Documentation – Due at least 30 days prior to placement start:**
 1. UofL Faculty of Health Sciences Consent Form
 2. HSPnet Consent form (for sites that require this for application purposes)
 3. Immunization Records
 4. Immunization History Form
 5. Original Police Information Check (including vulnerable sector search)
 6. Moodle Module “The Practicum Student Orientation”
 7. DocuSign Forms – required 1 week prior to placement start:
 - a. UofL Informed Consent Risk and Indemnity Agreement
 - b. UofL Hazard Assessment
- Any other additional UofL or Agency Specific Requirements
- Note: COVID-19 Vaccination is still often a placement requirement of most agencies

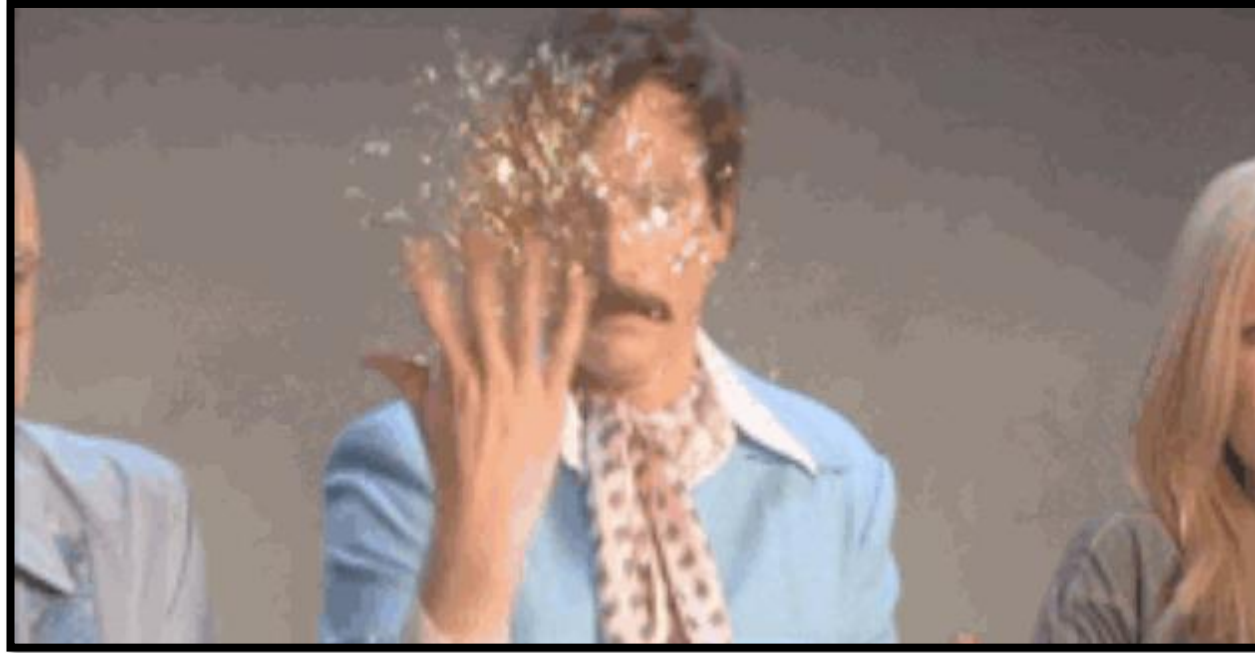
Next Steps

- **Reflect** on what population, setting, agency, and geographic area you wish to complete your internship.
- **Complete Pre-Internship Placement Survey**
 - Linked on website – due Monday, February 24th, 2025
- **Complete U of L Consent Form**
 - Linked on website – send directly to Marina
- **Next Meeting – Thursday, February 27th from 12-2PM (MST)**
 - The focus of this meeting will include more information on internships assignments, student responsibilities, internship timeline, application process, etc.





QUESTIONS?



THANKYOU!
