

Form 4 (F)
Recreational Therapy
Final Evaluation of Student

Intern's Name: Savannah Talbot

Internship Agency: National Ability Center

Agency RT Supervisor: Andrea Thompson

Please read this evaluation in its entirety as it will be your source of assigning a letter grade for your intern. It is important to be as accurate as possible.

Rating Scale

- 1 Does not meet expectations
- 2 Needs improvement in meeting expectations
- 3 Meets expectations
- 4 Frequently exceeds expectations
- 5 Consistently exceeds expectations
- na Job task has not be introduced

Part One: Performance Criteria

	Professional Relationships and Responsibilities	1	2	3	4	5	na
1	Establish/maintain effective working relationships					x	
2	Create/maintain a safe and therapeutic environment					x	
3	Maintain CTRS/required state credential(s)						x
4	Participate in in-service training/staff development					x	
5	Maintain knowledge of current TR/RT trends					x	
6	Enhance professional competence/additional credentials					x	
7	Enhance professional competence					x	
8	Support the development of evidence-based practices					x	
9	Adhere to professional standards of practice and code of ethics					x	
10	Participate in quality improvement process					x	
11	Participate in agency/professional committees					x	
Count Number of NA's							
Add Total of Each Column						50	
Add Total Score of Five Columns		50					
Average Score: Total Score Divided By (11 Items Minus The Number of NA'S)		5					

	Assessment	1	2	3	4	5	na	
12	Request/secure referrals/orders					x		
13	Obtain/review pertinent information					x		
14	Select/develop assessment methods/setting					x		
15	Establish therapeutic relationship					x		
16	Conduct assessments					x		
17	Analyze/interpret results					x		
18	Integrate/record/disseminate results					x		
Count Number of NA's								
Add Total of Each Column						35		
Add Total Score of Five Columns		35						
Average Score: Total Score Divided By (7 Items Minus The Number of NA'S)		5						

Comments:

	Plan Interventions and/or Programs	1	2	3	4	5	na	
19	Discuss results of assessment					x		
20	Develop/document intervention plan					x		
21	Develop/select interventions/approaches					x		
22	Develop/select protocols					x		
23	Utilize activity/task analysis					x		
24	Select adaptations/modifications/assistive technology					x		
Count Number of NA's								
Add Total of Each Column						30		
Add Total Score of Five Columns		30						
Average Score: Total Score Divided By (6 Items Minus The Number of NA'S)		5						

Comments:

	Implement Interventions and/or Programs	1	2	3	4	5	na	
25	Explain the purpose/outcomes of the intervention/program					x		
26	Implement individual/group sessions(s)					x		
27	Use leadership/facilitation/adaption techniques					x		
28	Monitor/address safety					x		
29	Observe for response to intervention/program					x		
30	Monitor effectiveness of intervention/program					x		
Count Number of NA's								
Add Total of Each Column						30		
Add Total Score of Five Columns		30						
Average Score: Total Score Divided By (6 Items Minus The Number of NA'S)		5						

Comments:

	Evaluate Outcomes of the Interventions/Programs	1	2	3	4	5	na
31	Evaluate changes in functioning					x	
32	Determine effectiveness of individual intervention plan					x	
33	Revise individualized intervention plan					x	
34	Evaluate for additional/alternative/discharge of services					x	
35	Determine effectiveness of protocols/programs					x	
Count Number of NA's							
Add Total of Each Column							2 5
Add Total Score of Five Columns							25
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							5

Comments:

	Document Intervention Services	1	2	3	4	5	na
36	Document participation/adherence to intervention					x	
37	Document behavioral observations					x	
38	Document occurrences related to risk management					x	
39	Document protocols/modalities					x	
40	Document program effectiveness					x	
Count Number of NA's							
Add Total of Each Column							25
Add Total Score of Five Columns							25
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							5

Comments:

	Treatment Teams and/or Service Providers	1	2	3	4	5	na
41	Identify the treatment team/community partners					x	
42	Provide information to team/community partners					x	
43	Communicate information					x	
44	Coordinate/integrate intervention plan					x	
45	Develop/provide collaborative services					x	
Count Number of NA's							
Add Total of Each Column							25
Add Total Score of Five Columns							25
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)							5

Comments:

	Develop and Maintain Programs	1	2	3	4	5	na
46	Maintain equipment/supply inventory					x	
47	Plan/coordinate support services					x	
48	Maintain program budget/expense records						x
49	Develop/distribute schedules						x
50	Identify funding sources					x	
51	Conduct needs assessment					x	
52	Conduct ongoing program evaluation					x	
53	Follow risk management practices					x	
Count Number of NA's							2
Add Total of Each Column						30	
Add Total Score of Five Columns		30					
Average Score: Total Score Divided By (8 Items Minus The Number of NA'S)		5					

Comments: Exposure through discussion 48 and 49 but not assigned during her internship

	Managing TR/RT Services	1	2	3	4	5	na
54	Comply with standards/regulations					x	
55	Prepare/update written plan of operation					x	
56	Confirm programs are consistent with agency mission					x	
57	Recruit/train/educate/supervise/evaluate staff					x	
58	Provide staff development/mentorship					x	
59	Develop/implement/maintain internship program						x
60	Prepare/implement/evaluate/monitor annual budget						x
61	Support research programs/projects					x	
62	Develop/conduct quality improvement plan						x
63	Write summary reports of TR/RT services						x
64	Identify/obtain/manage supplemental funding					x	
Count Number of NA's5							4
Add Total of Each Column						35	
Add Total Score of Five Columns		35					
Average Score: Total Score Divided By (11 Items Minus The Number of NA'S)		5					

Comments: 59, 60, 62, 62 We reviewed examples and discussed in meetings. But she was not given to opportunity to complete these tasks during her internship.

	Awareness and Advocacy	1	2	3	4	5	na
65	Establish/maintain network with organizations/advocates					x	
66	Advocate for rights of person(s) served					x	
67	Provide education to the internal/external stakeholders					x	
68	Promote marketing/public relations						x
69	Monitor legislative/regulatory changes						x
Count Number of NA's							2
Add Total of Each Column						15	
Add Total Score of Five Columns		15					
Average Score: Total Score Divided By (5 Items Minus The Number of NA'S)		5					

Comments:

Part Two: Personal and Professional Development Criteria

	The Therapeutic Recreation Intern Demonstrates:	1	2	3	4	5	na
1	Positive Attitude					x	
2	Enthusiasm					x	
3	Self-confidence					x	
4	Empathy					x	
5	Flexibility					x	
6	Willingness to learn					x	
7	Judgment					x	
8	Initiative					x	
9	Respect and courtesy					x	
10	Cooperation					x	
11	Ability to evaluate personal strengths and weakness					x	
12	Ability to accept constructive criticism					x	
13	Professional dress according to setting					x	
14	Work habits (timeliness, completeness, consistent quality of work)					x	
15	Planning and organizational skills (time management, management of space and materials)					x	
16	Interpersonal relationships (with supervisor, staff, customers)					x	
17	Effective verbal communication skills (assertiveness, clarity, organization)					x	
18	Effective written communication (skills grammar, spelling, legibility)					x	

19	Uses available computer					x	
20	Use of medical terminology and abbreviations					x	
21	Maintenance of professional boundaries (personal space, relationships, language)					x	
22	Ability to seek direct and indirect supervision					x	
23	Ability to accept direct and indirect supervision					x	
Count Number of NA's							
Add Total of Each Column							115
Add Total Score of Five Columns							115
Average Score: Total Score Divided By (23 Items Minus The Number of NA'S)							5

Outcome Scoring

Part One: Performance Criteria	Average Score
Professional Roles and Responsibilities	5
Assessment	5
Planning Interventions and/or Programs	5
Implementing Interventions and/or Programs	5
Evaluate Outcomes of the Interventions and/or Programs	5
Documenting Intervention Services	5
Working with Treatment and/or Service Teams	5
Organizing Programs	5
Managing TR/RT Services	5
Public Awareness and Advocacy	5
Final Score (Add all average scores and divide by 10)	5
Part Two: Personal and Professional Development	Average Score
Final Average Score (Average the two scores in part one and part two)	5
Final Grade (see scale below)	5

Grading Scale:

The following grading scale is intended as a reference for the Agency RT Supervisor to assign a letter grade for the student. The supervisor may choose to score the student differently than the suggested point distribution but still feel the student completed the internship at a higher or lower letter grade. Please indicate the letter grade you feel student has earned if different than point value. **Letter Grade: A**

Score of:

5.0 – 4.3	Grade A
4.2 – 3.5	Grade B

3.4 - 2.7	Grade C
2.6 - 1.9	Grade D
1.8 - 1.0	Grade F

Part Three: Comments

List and give specific examples in which the intern excel?

Savannah excelled through interactions with participants. Managing their behavior, redirecting, and using their interests for motivation.

She planned ahead and worked with intention.

As she grew confidence and comfort, I saw her become more assertive and share her constructive feedback with staff

Below is feedback from other team members who works with Savannah.

- Overall just a really solid intern at camps. You could always rely on her that she was going to do her best, get the job done, be on time and show great professionalism.
- What I did see is that she is very organized and had clear direction of what she wanted to do. Stepped up when we needed for COACH and worked well with my team. Had great follow through and great communication. Always willing to help and seemed happy about being helpful.

List and give examples or situations in areas the intern need further development?

Overall a great team player and asset to our programs! There were some occasions when I saw interaction with other team members where she would jokingly point out a mistake they made. I'm unsure of their full relationship and the comfort level they had with each other. But this is something she should be aware of in her professional relationships. How to hold others accountable but in a way that is well received and doesn't put the other person down or on the spot.

Next I think is for her to take on a position that provides her the opportunity to take on more leadership and further develop the skills to mentor and supervise others.

Date of Evaluation: 8/22/19 Agency Supervisor Signature 
Student Signature 