Time to think about an internship?
Step 1

Review the **internship manual** and up-to-date **internship data base** on the **RTTR website**.

(Note: Different sites have different deadlines!)
Step 2

• Carefully read over the first five pages of the internship manual and go see Dr. Olson if you have any questions at this time.
Step 3

• Approach the hunt for an internship as a ‘job seeker with supports.’
  – Identify the types of settings/clientele that you are most interested in.
  – Think about your goals as related to the internship experience.
  – Use the internet, data base and professors for ideas.
Step 4.

– Do your research on sites of interest! (Sites with pre-existing, structured internships and well-experienced internship supervisors are usually the best). Enlist the help of Dr. Olson as needed.

– TR students should consider sites with more than one full time CTRS.

– All internship supervisors must have been in their current position for at least two years.
Step 5

• After researching sites of interest, narrow your list to three to five sites and prioritize the same.

• Make sure you have (or take time to prepare) an up-to-date resume.

(Note: Many students have reported that their portfolios have helped them to obtain positions over other students from other schools).
Step 6

• Begin contacting those three to five sites of interest. If you experience problems, seek Dr. Olson’s assistance.
Step 7

• When a contacted site appears of interest to you, obtain the following documentation:
  – A detailed description of your duties and responsibilities as an intern.
  – Credentials of your site supervisor (degree area, number of years in the field, number of interns previously supervised, proof of CTRS credential, etc.).
  – Full contact details (phone, email, mailing address and web site address) of your site supervisor.
Pay Attention!

Note: More and more sites are now requiring that background checks, immunization records and legal affiliation agreements be in place.
Step 8

• Make an appointment with Dr. Olson for purposes of reviewing the documentation you obtained in Step 7.
Step 9

Bring the following information in hard copy to your appointment with Dr. Olson:

* A detailed duties and responsibilities list
* A copy of your DARS indicating a 2.5 or better g.p.a.
* A photo of yourself
* The NCTRC certificate when applicable
* Site supervisor contact details and brief bio
* Internship starting and ending dates
Step 10

• Upon approval of the items provided in Step 9, Dr. Olson will refer you to the RTTR Administrative Assistant who will help you with the completion of three forms:
  – Internship data sheet
  – Internship agreement form (or contract which will involve Dr. Olson and our legal department).
  – Reduced Student Activity Fee Authorization
Step 11

- Register for the internship as per instruction by the RTTR Administrative Assistant.
Internship Hour Requirements

- 10 credit internships = 12 continuous and uninterrupted 40 hour weeks.
- 12 credit internships = 15 continuous and uninterrupted 40 hour weeks.

(Note: If your potential supervisor asks, you will have liability insurance).
Additional Hour ‘Rules’

• Students are not allowed to work less than 20 hours in any consecutive week.
• Any missed hours must be made up.
• Missed hours can only be made up at a rate of 5 hours per week. In other words, you may not count more than 45 hours in any one week toward your 480/600 hour requirement.
• All TR students must complete 600 hour internships.
Two weeks into your internship:

You will begin submitting your internship reports in D2L. Bi-weekly reports require a site supervisor signature. If your supervisor cannot do an electronic signature, you must make a hard copy for them to review with you and sign. Paper reports will be submitted at the end of the internship.

(Use the templates that are designated for your major).
Evaluation Surveys

The RTTR office will send all evaluation surveys to you and your site supervisor via Qualtrics. He/she should review their responses with you.

If an internship is not going well and if this is not readily apparent in the student’s bi-weekly reports, this should be addressed with Dr. Olson ASAP!
Capstone Presentation

• Most students participate in a on-campus panel discussion along with other interns.
• When not feasible to return to campus for the capstone presentation, a PowerPoint with voice over will be accepted.
Final Paperwork

• When the students return for the capstone presentation they are to submit, in hard copy, the following pieces of information:
  – Bi-weekly reports indicating supervisors signature and date if not previously submitted via D2L.
  – It is the student’s responsibility to ensure that all required surveys have been submitted.
TR Majors

• After the capstone presentation Dr. Olson will be available to assist TR majors with the NCTRC exam application forms.