

Internship Final Progress Report
Therapeutic Recreation Program
The University of Iowa

Progress reports should be formatted with the following information at the top of page one:

Student Name
Name of Agency
Final Report
Date

Individual documents should be scanned together as one document, when possible, to create the Internship Progress Report and uploaded to the appropriate ICON Course Assignment prior to the deadline.

1. **NCTRC Time Log of Hours (NCTRC Student Internship Guide, pg. 2 – download at <http://nctrc.org/wp-content/uploads/2015/02/NCTRCInternshipGuide2015.pdf>).** Complete according to instructions and submit with each report. Agency supervisor does not need to sign off until completion of final hours; however, they should review each log.
2. **Written Essay: Overview of Internship Experience.** Write a professional narrative report of at least 500 words on the assigned topic. All reports should be typewritten.
Summarize your entire internship experience. This essay should include your goal and objective attainment/analysis, a summary of personal and professional insights gained during the internship, and any pivotal experiences. Attach any final samples of work you have completed as part of your internship – promotional materials, brochures, etc.
3. **Final Portfolio: Major Project Evaluation.** Write a 1-2 page evaluation of your major project utilizing the evaluation process described in your outline. How did the project meet its desired outcomes? What did you gain from this project? How has the agency benefited? What was the response from clients, your agency supervisor, team members, etc.?
4. **Agency Supervisor's Evaluation of Intern Project (found on pg. 38).** This evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.
5. **Agency Supervisor's Final Evaluation of Intern's Performance (found on pgs. 35-37).** This evaluation is to be completed by the agency supervisor and discussed with the intern prior to submission to the university supervisor.

