

YOUR ROLE AT NWSRA

NWSRA cooperates with several colleges and universities to provide students in Therapeutic Recreation and recreation curriculums, an opportunity for a comprehensive fieldwork experience. Students who are interviewed for fieldwork placement at NWSRA will be expected to accomplish specific tasks while they are at NWSRA. These tasks are the primary responsibility of each student, who must plan time and organize his/her schedule to accomplish them. We are aware that each college fieldwork program is set up differently in both requirements and length of time. Therefore each student's program will be reviewed on an individual basis.

The duties of fieldwork students at NWSRA include, but are not limited to, the following:

1. **REPORTS AND NOTEBOOK**

A. Written Reports

A written report must be submitted to the Intern Supervisor, Superintendents and Director every other week, and should include the student's reactions to the events of the previous two weeks. This report may coincide with the requirements for the respective university. A copy of each report will be kept by NWSRA.

B. Mid Term Report

A mid-term report summarizing the first half of the student's intern experience should be submitted to the Intern Supervisor, Superintendents and Director during the first week of the second half of the intern experience. Topics to include would be areas in which you feel strong, in which you feel weak, areas you would like to cover in the second half of the internship, and aspects you would recommend be changed from the first half of the experience.

C. Final Report

This report would include the same topics as the mid-term report, and would cover the entire course of the experience at NWSRA.

D. Fieldwork Notebook

Compile a notebook of all information obtained during the fieldwork experience. Include such items as flyers, brochures, office procedure samples, lesson plans, meeting minutes, sample forms, training and orientation materials, etc.

2. **MEETINGS**

A. Weekly Meeting With Supervisor

Weekly meetings will be scheduled with the supervisor to discuss weekly programs, written reports, organization/time management, policies, procedures, projects, special events, leadership skills, problem solving etc.

B. Two Meetings with the Director and two with the Superintendents

NWSRA's fieldwork student will schedule at least two meetings with the director, and at least two meetings with the Superintendents to discuss resumes, interviewing, budgets, policies, agency organization etc.

C. Individual Meetings with NWSRA Staff

During the duration of the student's experience, meetings should be scheduled with the staff to cover specific agency project areas and individual staff responsibilities.

D. Professional Meetings

Attend professional meetings as deemed appropriate by the supervisor, superintendent or director. These meetings will include the regularly scheduled NWSRA Board meetings, staff meetings, meetings for grant proposals, parent organizations, and sign language classes held at the NWSRA office.

Students are encouraged to attend SPRA (Suburban Parks & Recreation Association) and SRANI (Special Recreation Association of Northern Illinois) monthly meetings, when feasible, as well as any workshops or conferences offered by ITRS (Illinois Therapeutic Recreation Section) and IPRA (Illinois Park & Recreation Association).

3. OFFICE PROCEDURES

Each fieldwork student will familiarize him/herself with the basic office procedures. Students should know how to answer phones, operate equipment, and act as receptionist on occasion for visitors.

4. PROGRAM PLANNING & LEADERSHIP

Those fieldwork students in the field of Therapeutic Recreation (TR) will be responsible for planning, instructing and evaluating recreation programs. TR fieldwork students will be involved in leisure education programs, afterschool, evening and weekend programs, special events, inclusion, fundraising, Special Olympics, trips and/or overnights. Each TR fieldwork student will be responsible for coordination of one special event. Fieldwork students in marketing and communication or other fields of study may be asked to observe or assist with NWSRA programs, SLSF Fundraising events and Special Olympics programs on an as-needed basis.

5. PUBLIC RELATIONS

Students will learn the procedure for preparing press releases, flyers, confirmation letters, supply requests, brochures, etc. At times, the fieldwork student may be asked to assist in the distribution of printed materials.

6. SHORT TERM PROJECT

It will be each student's responsibility to select a short-term project from ideas which have been submitted by the full-time staff. The length of completion should be approximately 4 to 6 weeks. The supervisor will be instrumental in the selection of this project and will oversee the student in completing it.

7. VISITS TO RELATED AGENCIES

Students will arrange for one - two visitations to member park districts to see their facilities, determine their main responsibilities, learn the unique characteristics about their community and agency, and any other pertinent information. Visits may also be arranged to other Special Recreation Associations and agencies serving special populations.