



Internship Handbook

Welcome and Introduction

Dear Camp High Hopes Intern,

I would like to take a moment to officially welcome you to the Camp High Hopes Family. Since 2012 Camp High Hopes has been creating smiles for individuals of all ages and abilities. We are thrilled to have you join our team and we look forward to what you can bring to our program! You will soon learn that interns are an integral part of our programming at Camp High Hopes.

This internship handbook has been prepared to help you better understand the purpose of your internship and your roles and responsibilities as an intern. This document is complementary and contains information that is valuable to your success as an intern.

Thanks again and welcome to our camp family!

A handwritten signature in black ink, appearing to read "S. Martin", with a stylized flourish at the end.

Samantha Martin, CTRS
Program Director.

Camp High Hopes Internship Purpose

To further the mission of the camp by serving as the primary caregiver for an assigned group of campers with disabilities and assisting in the delivery of program activities at the camp, and to provide the daily care of each camper supervised including recognition of and assistance with personal health needs including assisting campers with activities of daily living.

Camp High Hopes Internship Goals

1. To provide interns with practical and professional experience in the following areas:
 - a. Developing an understanding and awareness of individuals with disabilities
 - b. Developing and improving assessment, planning, implementation/facilitation, and evaluation skills in a therapeutic camping setting
 - c. Developing facilitation, leadership, and teambuilding skills
 - d. Developing appropriate staff and camper relationships
 - e. Developing and implementing therapeutic camping knowledge and skills
 - f. Developing appropriate work habits
 - g. Develop practical understand of TR in a camp setting and implementation of TR practices
2. To provide knowledge and skills to expand the intern's professional scope from which to make future career decisions
3. To strengthen CHH programming through intern's practical knowledge, intellectual input, and energy.

Camp High Hopes Responsibilities

- Introduce the intern to the CHH program, policies and procedures
- Provide meaningful and varied experiences that will enhance the intern's professional development
- Plan, organize, and supervise work experiences that will be practical to the intern
- Prepare program staff for the intern's arrival and provide introductions to all staff within the program (full time and seasonal)
- Assign the intern to a position comparable to the responsibilities of a beginning, full-time employee and which are compatible with intern's abilities, expertise, and personal goals
- Assist the intern in setting goals and objectives, and action plans for improvement
- Assign and explain requirements to be completed during the internship
- Evaluate the interns performance with constructive ideas
- Evaluate the performance of the intern with his/her college supervisor
- Provide the intern with a copy of the internship manual

College/University Responsibilities

- Assign a specific faculty member to represent the student
- Establish a relationship with Camp High Hopes
- Provide Internship Agreement Form

- Provide consultation from the faculty representative to the student and to CHH Internship Supervisor
- Provide guidelines regarding goals and experiences required by the university's program
- Coordinate meetings between internship supervisor and faculty representative as needed (this may be completed over the phone or in person)
- Provide student with the necessary educational background
- Consult with student prior to placement to ensure appropriate placement
- Receive feedback and evaluation of the student from the CHH Internship Supervisor
- Evaluate the agency/internship site
- Provide the agency with a current internship handbook

Intern's Responsibilities

Camp High Hopes encourages all interns to be creative, competent, and hardworking members of the program team who assist in the delivery of program activities at the camp. Interns are teachers as well as students at CHH. They are expected to behave as professionals, maintaining both a professional attitude and image in all aspects of their work. Interns are encouraged to ask questions, seek out resources, and to make the most of their internship experience.

1. Completion of required paperwork and contracts
 - a. It is the interns responsibility to provide the Internship Supervisor with any college required contracts/agreements and assisting with creating a relationship between the internship agency and the university. CHH requires interns to complete the following paperwork prior to starting
 - i. College/University Internship Agreement
 - ii. CHH Employment Application
 - iii. CHH Program Intern Offer Letter
 - iv. Background Questionnaire
 - v. Copies of First Aid and CPR,
 - vi. Valid driver's license
 - vii. Copy of Employee Health History Form
2. Attending training
 - a. Summer Interns will be required to attend staff training week prior to the beginning of summer program. Trainings cover CHH policies/procedures, camper management, OSHA standards, program implementation, disability awareness and other needed information presented in workshop, lecture, and experiential formats.
 - b. Fall/Spring Interns will be required to attend new staff orientation session that will cover CHH policies/procedures, camper management, OSHA standards, program implementation, disability awareness, and other needed information.
3. Participation as CHH staff member
 - a) Interns live onsite. Assignments of housing may vary by season and program needs.
 - b) There are many tasks involved with maintaining a quality living environment and accessible program site. These tasks include but are not limited to: cleaning restrooms, sweeping and

- mopping, animal care, grounds keeping/maintenance, shoveling snow, cleaning vehicles, mending program equipment
- c) The emotional health of the CHH staff is important. Being inclusive of all staff and interns, being willing to share all tasks, and generally being there to hang out and listen is also important.
4. Leading program activities
- a. All interns will be assigned one or more activity areas. They will be responsible for leading that activity during camp sessions and caring for and maintaining the equipment for that area.
 - b. Interns will be responsible for assisting with camper care when they are not leading activities.
 - c. Interns may be assigned to various other duties during their employment at CHH. They are expected to be dependable and responsible at all times.
5. Performing various administrative and logistical duties
- a. Interns interested in obtaining administrative skills must take initiative by creating goals and objective with Internship Supervisor. Internship Supervisor will assist in facilitating completion of these goals. Supporting the program will take priority over administration goals.
 - b. Logistical duties are also expected, such as driving participants, general cleaning, maintenance, assisting with meals, and other duties as assigned.
6. Completion of Various Assignments and Special Projects
- a. It is the intern's responsibility to notify the Internship Supervisor of any curriculum or projects required by their college. Interns are expected to complete academic assignments on their own time and utilize work time for task completion and camp duties. All assignments are to be completed in a professional manner and by the expected due date.

Internship Experience

Interns are required to work the full 14 week internship period which meets the requirements for NCTRC. Internships are divided into 3 seasons, Spring, Summer, and Fall and occur annually as below:

- Spring: Early February to end of April
- Summer: Mid-May to Mid-August
- Fall: Early September to Mid-December

All internships are full time commitments without time for outside work or part-time jobs and may require a commitment to be away from home during holidays depending on the program schedule. Program staff, including interns, typically work 5 days a week, 40-50 hours per week, though on occasion they are required to work 6-7 days a week based on programming needs and scheduling. Weekends are included in scheduling and vacation time is considered in an individual basis. Emergencies are given special consideration.

Internship Overview

The internship timeline and experience will vary depending on the season and CHH program demands. It is to be used as a guide for interns to plan individual goals. Timelines are tentative.

Summer Internship:

- Weeks 1-4: Interns arrive, CHH site orientation and introductions, move into communal staff housing, new staff orientation, activity area training, and assist in preparation for summer season.
- Week 5: Summer Staff Training
- Weeks 6-10: Summer Camp in operation. Interns begin leading program activities, working on special projects/assignments, supervising seasonal staff. Complete mid-term evaluations during week 7.
- Weeks 11-12: Continue leading program activities, work on special projects, carry out administrative and/or logistics duties, supervise seasonal staff, attend seasonal staff banquet and departure.
- Weeks 13-14: Finish special projects, carry out administrative and/or logistics duties, prepare staff housing for departure, and complete final evaluations.

Spring/Fall Internship:

- Weeks 1: Interns arrive, CHH site orientation and introductions, move into communal staff housing, new staff orientation and training, activity area training.
- Week 2-10: Seasonal programming. Interns participate in weekend and day camp programs as counselor/activity leader, provide camper care and lead activities, participate in CHH open houses and fundraisers, carry out administrative and/or logistics duties, begin working on special projects, complete mid-term evaluations during week 7.
- Weeks 10-12: Continue working with campers during weekend and day camp programs, continue working on special projects, and carry out administrative and/or logistics duties.
- Weeks 13-14: Finish special projects, carry out administrative and/or logistics duties, prepare staff housing for departure, and complete final evaluations.

Internship Checklists

Interns will be provided with a series of checklists (3) to be completed throughout the internship. Each checklist provides *Areas of Focus* which align with NCTRCs Job Task Analysis. **Checklists are specific to season and program needs.** For example: Fall interns will have more exposure to budgeting due to Camp High Hopes fiscal year and Spring interns will have more exposure to volunteer management and hiring procedures in preparation for Summer. Interns are expected to complete the tasks listed and submit the completed assignments along with the checklist by date listed. Some tasks may require advance planning and implementation – so plan accordingly! See Appendix A for Sample Checklists.

APPENDIX A: Sample Checklist



Camp High Hopes Spring 2017 Internship Checklist

At the end of your internship you will have completed the following tasks in addition to your daily and program requirements. The tasks are divided into three periods and are to be completed by the end of each period. Please note that some tasks will require advanced planning and implementation. All assignments are to be submitted to your internship supervisor.

1. To be completed by the end of Week 5 (February 17)

Areas of Focus

Site and Internship Orientation

Begin assisting with Campers

Camper Assessments

Planning, facilitating, implementing activities

Risk Assessment

Activity Analysis

- Participate in CHH site orientation and introductions, new staff orientation and training and activity area training
- Create 5 Goals and Objectives for your internship
- Set time-line for completion of goals and assignments
- Skill verification for activity areas
- Write a short paper (approx. 500 words) describing how TR is a part of CHH programming
- Begin to research assessment tools
- Begin assisting with camper assessments and organization of campers during activities and in the cabin
- Chose Special Project topic and submit outline to Internship Supervisor
- Complete Risk Assessment for three activity areas
- Conduct Activity Analysis for two camp activities
- Begin assisting with activity selection, facilitation, and evaluation
- Develop (3) Activity Plans to be implemented during program sessions
- Review APIE & Case Study Assignment, select Campers, and begin assessments

The requirements listed above have all been completed and reviewed by the intern and the internship program coordinator.

Samantha Martin, CTRS
Program Director

Camp High Hopes Intern



Camp High Hopes Spring 2017 Internship Checklist

2. To be completed by the end of Week 10 (March 24)

Areas of Focus

Continue assisting with Campers

Evaluation and Documentation

Budgeting

Leisure Education for Campers or Staff

Quality Improvement

Mid-Term Evaluations

- Implement one program activity during a session
- Evaluate program activity and make necessary changes
- Create sample budget for chosen area, special project, or event
- Mid-Term evaluations
- Continue work on Special Projects
- Plan a weekend session from start to finish
- Plan and implement a Leisure Education session (for either Staff or Campers). Submit outline and evaluation once completed.
- Create 1 Assessment Tool to be implemented with a camper at camp
- Complete APIE & Case Study Assignment, as per assignment outline
- Complete Camp Program Quality Improvement Checklist and debrief with team.
- Facilitate and lead a weekend session
- Describe 3 special events that have or will take place during your internship (fundraising, special guest, etc.) in a 250-500 work paper. Include the program title, purpose and goals, and overall program content, format, frequency and duration

The requirements listed above have all been completed and reviewed by the intern and the internship program coordinator.

Samantha Martin, CTRS
Program Director

Camp High Hopes Intern



Camp High Hopes Spring 2017 Internship Checklist

3. To be complete by end of Internship (April 21)

Areas of Focus

Continue Assisting with Campers

Networking

Trends and Issues in TR

Increasing TR Awareness in the community

Final Evaluations (School and Job Task Analysis)

Special Projects

- Attend one TR Networking meeting (i.e. ITRA Board Meeting)
- Ensure activity plans have been implemented, evaluated, and filed in appropriate locations (i.e. Program Area Binders)
- Complete 1 TR information or “Issues and Trends” session for other staff and interns. Submit outline and evaluation once completed.
- Ensure all administrative and logistic duties are completed, if applicable
- Final prep for and presentation of Special Project
- Write a reflection paper describing how different Job Analysis Task Areas were addressed during the course of your internship (500-750 words)
- Final Evaluations
- Submit completed Evaluation of Internship Experience
- Prepare housing for departure
- Complete End of Season Checklist
- Participate in Staff Seasonal Party*

The requirements listed above have all been completed and reviewed by the intern and the internship program coordinator.

Samantha Martin, CTRS
Program Director

Camp High Hopes Intern