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*all office hours will be done via webex/phone only due to Covid19

Course: RP 3043 Work Experience

CRN 72687 (3 Credit Hours)

Fall 2020 - August 19 to December 8, 2020 – Distance Education Course

Course Description

*Prerequisite: Departmental Approval

Supervised field application of class skills and knowledge in Parks and Recreation work situations. Students are given the opportunity to take part in meaningful management and work experiences in actual work situations under the supervision of both university faculty and professionals in the field. Minimum of 100 clock hours of work experience is required.

Required Textbook

Students are required to obtain a copy of the *Work Experience Manual for RP 3043* and become familiar with it. The manual is available on the course Blackboard site.

Optional Text - Ross, C. M., Beggs, B. A. & Young, S. J. (2011). *Mastering the job search process in recreation and leisure services* (2nd ed.). Sudbury, MA: Jones and Bartlett. ISBN: 978-0-7637-7761-6

Student Learning Outcomes

1. Students graduating from the program shall demonstrate the following entry-level knowledge:
 - a) the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries; b) techniques and processes used by professionals and workers in those industries; and c) the foundations of the profession in history, science, and philosophy. (COAPRT 7.01)
2. Students graduating from the program shall demonstrate the ability to design, implement, and evaluate services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity. (COAPRT 7.02)
3. Students graduating from the program shall be able to demonstrate entry-level knowledge about operations and strategic management/administration in parks, recreation, tourism and/or related professions. (COAPRT 7.03)

SLO's Addressed	Assessment Measures	Use of the Information
1, 2, 3	Assignments	Preparation for senior internship. To ensure students gain an understanding of professional environments and the knowledge, skills, and abilities needed for professional positions.

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Responsibilities

Students

Students are responsible for finding a suitable site at which to complete the required 100 clock work hours and completing all assignments in a timely manner. Students should communicate early with their potential supervisor about the course and the added responsibilities.

Select a site which will support your completion of a recreation program. The recreation program you develop, implement, and evaluate may be either an active (requiring a leader) or a passive (participants participate without an agency supplied leader) program. You will describe your recreation program in the program assignment and in Chapter 4 of the final report (see below).

As students complete the 100 clock hours they are responsible for turning in weekly reports in a timely fashion (the week after the hours are worked). Students must also keep a detailed journal recording their experiences for each work period. The journal should include thoughts about being a recreation and park professional as well as make connections to course content and material.

The supervisor for the organization hosting the work experience student should be made aware of and approve of the vital role he or she will play as described in the course manual and syllabus. The student should take on the responsibility of communicating the responsibilities of the site supervisor to the site supervisor.

In addition to working a minimum of 100 clock hours at the “Work Experience” site, students are responsible for completing a number of assignments which are described below and in the Work Experience Manual. Many of the assignments are based on the textbook required for the course.

Site Internship Supervisor

The supervisor at the organization where the student will be completing his work experience hours is responsible for supervising the student on a daily basis, signing weekly reports (see below), evaluating the student and recommending a grade (see below), and helping the student become acclimated to the agency. The supervisor should also be willing to make available to the student information about the host organization which the student can then use to complete assignments including the final report.

University Instructor

The instructor for the course is responsible for approving work experience sites and evaluating written assignments. Sites which have a strong connection to recreation and park administration are more likely to be approved than those site where it takes considerable imagination to see the connection.

Purpose

This course is designed to provide junior level students who have completed several Recreation and Park Administration courses the opportunity to apply course concepts (and to observe course

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concepts being applied) in professional recreation and park settings. Students who have not completed several Recreation and Park Administration courses should not enroll in this course.

This course will also provide the student with the opportunity to begin to explore internship possibilities and to become familiar with the process of finding a position after graduation. Completing an internship at the end of university studies is required of all Recreation and Park Administration students. Internship begins with RP 4001 Internship Preparation and is completed in RP 4114 Internship.

Importance:

RP 3043 is required for all Recreation and Park Administration majors. This course will provide a small sample of Internship and ultimately a career in recreation and park administration. Students should use the experiences from this course as one input into selecting courses during their remaining time at college and planning for a career. Connections made with recreation and park professionals during this course may ultimately lead to a career.

Mission Statement Recreation and Park Administration Program

The mission of the Recreation and Park Administration Program is to educate Recreation and Park professionals for self, community and society.

Vision Statement Recreation and Park Administration Program

The program will produce leaders in Recreation and Park Administration.

Core Values Recreation and Park Administration Program

The Recreation and Park Administration Program is committed to:

- ❖ Lifelong learning
- ❖ Service to community
- ❖ Personal and professional development
- ❖ Diversity of experience
- ❖ Environmental stewardship
- ❖ Interpersonal communication
- ❖ Healthy lifestyles

Work Experience Manual Required Forms

Students are required to turn in the forms listed below in a timely fashion. Failure to do so may result in failing the course. The forms are available on the course Blackboard site and are part of the Work Experience Manual. It is the responsibility of the student to make sure that all documents submitted to fulfill course requirements have been received. Documents received by the instructor will be checked off on the course Blackboard internet site. Students should keep copies of all documents. Please attach forms to the appropriate assignments under the content tab in Blackboard or email to the Instructor.

Memorandum of Understanding: Students must turn in the Memorandum of Understanding (MOU) prior to/or during the first week of their "Work Experience." Students who need

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additional time should request an extension from the instructor. Failure to turn in the MOU or communicate with the instructor will result in failing the course.

Student's Initial Report: Students must turn in the initial report during the first week of their "Work Experience." Failure to turn in the report or communicate with the instructor will result in failing the course.

Weekly Reports: Students must turn in a report of their week's activities immediately following the week for which the report is being made. Weekly reports must be signed by the work site supervisor and indicate the number of hours worked. Failure to turn in complete weekly reports in a timely fashion will result in failing the course. Only hours worked during the semester will receive credit.

Final Student Evaluation and Counseling: Students must complete with their work supervisor the Final Student Evaluation and Counseling near the end of their "Work Experience." The evaluation form must be submitted immediately following its completion. Failure to turn in the evaluation will result in failing the course.

Evaluation of Work Experience: Please complete the Evaluation of Work Experience and attach to Blackboard. The form can be found in the Work Experience Manual on Blackboard as well as a separate assignment under the content tab.

Disability Services

Arkansas Tech University values diversity and inclusion and is committed to a climate of mutual respect and full participation of all students. My goal is to create a learning environment that is useable, equitable, inclusive and welcoming. If there are aspects of the instruction or design of this course that result in barriers to your inclusion or prevent an accurate assessment of your achievement, please meet with me privately to discuss your needs and concerns. You may also contact the Office of Disability Services, located in Doc Bryan Student Center, Suite 141, or visit their website at <https://www.atu.edu/disabilities/index.php> in order to initiate a request for accommodations.

Last Day to Drop Course

Students are encouraged to visit <https://www.atu.edu/registrar/calendar.php> for updated dates and conditions related to dropping any ATU course.

Academic Integrity

Students are advised that ATU's Academic Integrity policy will strictly be enforced in this course. The Academic Integrity policy is available at <https://www.atu.edu/academic-integrity/>.

Office of Student Success

The Office for Student Success, located at Doc Bryan Building 153, provides free assistance for all ATU students. You can visit <https://www.atu.edu/studentsuccess/> for more information.

Discrimination

Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of our practices, policies, or procedures. If you have experienced any form of

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discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the institution. If you report such an incident of misconduct to a faculty or staff member, they are required by law to notify Arkansas Tech University's Title IX Coordinator and share the basic fact of your experience. The Title IX Coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. For more information please visit: <https://www.atu.edu/titleix/>

Email Communication

An official ATU e-mail is established for each registered student, each faculty member, and each staff member. All instructor communications will be sent via official ATU e-mail of the respective student(s), faculty, and staff. The instructor will only respond to emails from official ATU student email accounts. All emails delivered to the course instructor from nonATU email addresses will be labeled as spam/junk and thus deleted.

Student Handbook

Additional information on academic policies can be found in the 2019-2020 Arkansas Tech University Student Handbook. The handbook can be found at <https://www.atu.edu/studenthandbook/StudentHandbook-2020-ada.pdf>

Course Expectations

1. Students are expected to attend class on time and participate in discussion and classroom exercises without disruptions.
2. Plagiarism will not be tolerated. The Arkansas Tech University student handbook defines plagiarism as the following: The term "plagiarism" includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. Needless to say, plagiarism is fully unacceptable at ATU and at all other universities and colleges throughout the United States and Canada. While plagiarism may seem to be a convenient method for completing a writing assignment, it can be rather inconvenient if detected, resulting in a zero grade and possibly academic suspension or expulsion. The bottom line: you must acknowledge your sources of information, whether they be direct quotations or even ideas that you use in your paper. Citation of sources also include images and graphs.

Evaluation Methods & Student Progress

The instructor shall evaluate students via exams, quizzes, projects, and overall individual participation. Please see course requirements and assignment information below for specific assignments, due dates, and course points. Students can view individual assignments grades on ATU Blackboard as they are updated. While Blackboard grades are not the official gradebook for the course, students can monitor their progress on specific aspects of the course (assignments, etc.). Official grades shall be posted in accordance with university policy.

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Course Assignments & Course Assignment Schedule

All assignments are due by 11:00 PM on their due date. All assignments are due in electronic format (.doc or .docx) unless otherwise noted. All assignments are graded for grammar, punctuation, language, professionalism, appearance, and must be completed using the latest APA guidelines. Students must work a minimum of 100 clock hours and document those hours on weekly reports signed by their site supervisor. Hours worked before the beginning of the semester will not receive credit. Failure to work and document 100 or more hours will result in failing the course. Students should also complete a number of assignments. See table above. Students must turn in assignments in a timely fashion to pass the course. It is the responsibility of the student to determine if documents they believe they have turned in have been received.

Federal Attendance Module

Each student shall complete the federal attendance module. Any student not completing the module will be dropped from the course.

Due date: see due date in matrix below.

Weekly Reports

Students are required to indicate each week the number of hours worked and provide a brief description of each day's activities in a weekly report to receive credit for hours worked. Your supervisor's signature is required. These reports may be faxed, mailed, scanned and emailed. Reports should be sent in on a weekly basis. You are strongly encouraged to keep copies of all weekly reports sent to the instructor. Weekly reports should provide a brief synopsis of your work-related activities for each day of the week. Work hours reflected by your weekly reports must total a minimum of 100 hours. No more than 40 hours per week may be claimed. Failure to turn in weekly reports in a timely fashion will result in failing the course. Weekly reports should be turned in within a day or two of the last day for the work period on the report. Hours worked before the beginning (first day of classes) of the semester will not receive credit. Weekly report forms can be found on Blackboard. Please scan completed weekly reports and submit. Once you have turned in weekly reports documenting 100 hours, there is no need to turn in further weekly reports.

Due date: Weekly until hours are completed.

Recreation Program (Chapter 4 of Final Written Report)

Students are required to plan, implement, evaluate, a recreation program that is of value to their host organization. The program should be selected in conjunction with the host organization and approved by the instructor. Ideas for this assignment include but are not limited to: interpretation of park resources, recreation or outdoor education programs, fishing derby, school or afterschool program, inspecting playgrounds using published playground safety guidelines, water or boating safety, hunter safety, sports, games, therapeutic recreation activity, nature hike.

In addition to completing the separate recreation program assignments posted on Blackboard, the program should be described in chapter 4 of the final report. Keep this assignment in mind when selecting a place to complete your work hours for this course. More details are posted under the content tab on Blackboard.

Due date: see due date in matrix below.

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Professional Philosophy

Write an essay that describes your professional philosophy. This essay describes the parts of the recreation and park movement that are important to you, the ways in which you think you can serve others through the provision of recreation and park services, and how you can contribute to the field of recreation and park administration. Assignments should be turned in on or before this date or they will be subject to the course late policy. See the assignment under the content tab in Blackboard for more details.

Due date: see due date in matrix below.

Résumé

Students are required to submit a well-thought-out, error free résumé. Your resume must correctly identify your major and degree. For example, students in the Recreation and Park Administration Program are majoring in Recreation and Park Administration and will receive a B.S. or Bachelor of Science degree. Items on the résumé should be posted in reverse chronological order (the most recent listed ahead of older items). Indicate that you are working on your degree so that it is clear graduation is expected in the future and your degree is not already in hand. Include a list of three references. Ask people you intend to list as references for permission to do so. Assignments should be turned in on or before the due date or they will be subject to the course late policy.

Due date: see due date in matrix below.

Daily Journal:

Students are required to keep a journal during their work experience describing in detail the work being carried out each day. The journal should clearly identify the student, work location, and dates at the beginning. Entries should be made on a daily basis immediately after ending work for the day. Descriptions should include the activities conducted that day, memorable people, unusual occurrences, your activities and investigations related to preparing to write and writing the final report. In addition reflect on the experiences you are having and how they relate to your future as a recreation and park professional. Turn in your journal on or before the deadline. See the assignment under the content tab on Blackboard for more details.

Due date: Weekly until hours are completed, see due date in matrix below.

Agency Grade:

Students must earn 210 points out of 300 (70% or C) or higher on this assignment to pass the course. Agency grade will be the grade recommended by your agency supervisor. Point values will be as follows: A = 300; B = 255; C = 225; D = 195; F = 0. In the event your agency supervisor does not recommend a grade, the agency grade will be based on the average rating of the items in the final evaluation of the student by the agency. Students must receive a C or higher on this portion of the grade to pass the course. Students who do not turn in an evaluation will fail the course. The evaluation form is part of the Internship manual and can be found on Blackboard. Due date: see due date in matrix below.

Final Written Report:

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Students must earn 210 points (70% C) or higher on this assignment to pass the course.

This paper is to examine the agency or organization with which you are completing your field experience. The report must be a minimum of 10-pages long and contain 5 chapters. Students should talk with their supervisors to gather information for Chapter 2 which describes the organization and when developing their recreation program assignment which is also described in Chapter 4. Please read the Final Written Report assignment which can be found under the content tab. Due date: see due date in matrix below.

Course Assignment Schedule				
Graded Item	Points Possible	Submission	Due Date	Linked Learning Outcome(s)
Federal Attendance Module	3	Blackboard	8/21	1, 2, 3
Memo of Understanding	100	Blackboard	8/21	1, 2, 3
Initial Report	100	Blackboard	9/4	1, 2, 3
Professional Philosophy	200	Blackboard	10/16	1, 2, 3
Resume	100	Blackboard	10/30	1, 2, 3
Recreation Program	100	Blackboard	11/13	1, 2, 3
Daily Journal	100	Blackboard	Ongoing	1, 2, 3
Weekly Reports	0	Blackboard	Ongoing	1, 2, 3
Agency Grade	300	Blackboard	11/20	1, 2, 3
Final Written Report	300	Blackboard	11/20	1, 2, 3
Evaluation of Work Experience	0	Blackboard	11/20	1, 2, 3
Total	1300			

Total Points Attained	Grade Earned
1164-1300	A
1034-1163	B
904-1033	C
774-903	D
0-774	F

Grading

Grading of projects and assignments will be based on the following general principles.

A A work is superior work. It is work that provides more than what the instructor requires and shows initiative by the student. It demonstrates proper grammar, spelling, and professional report writing skills. Concepts have been presented in a professional manner.

B B work is above average work. It is work that meets the requirements of the assignment, demonstrating a good understanding of the course concepts and is well written. Concepts are presented in a professional manner with the use of proper grammar, spelling, and report writing skills.

C C work is average work. The work meets requirements of the assignment in general but has not thoroughly and or correctly applied course concepts. The work falls short of demonstrating

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application of concepts at a professional level using proper grammar, spelling, and report writing skills. The student needs to continue to work on some areas of the course concepts.

D D work is below average work. The work does not meet the assignment requirements. It demonstrates a need for improved understanding to interpret and apply course concepts. The work is lacking key information, is poorly organized, or demonstrates a need to work on a better understanding of course material. Students should see the instructor to discuss how the student can improve his or her work. More time needs to be spent on the study and application of course material. Additional practice and development of written and or spoken communication skills may be needed.

F F work is failing work. The work does not meet the assignment requirements. Examples of not meeting the assignment requirements include but are not limited to failure to turn in work, work that does not meet minimum length requirements, work that exhibits numerous spelling and other writing errors, reference citations that do not attempt to follow the format specified in the *Publications Manual of the American Psychological Association*, 6th ed. This grade, in general, will be reserved for work that exhibits little or no effort in its preparation.

COVID-19 Considerations

In order to help keep our ATU community safe, healthy, and to prevent the spread of COVID-19, students must follow several steps:

1. Masks must be worn by all students in public spaces, including classrooms and laboratories. Any student showing up for class without a mask will be given the opportunity to retrieve one. Entry into classrooms and laboratories without a mask will be prohibited. Please refer to the guidance from CDC as to the proper use of cloth masks (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-to-wear-cloth-face-coverings.html>). Note that CDC does not recommend the use of a face shield in the place of a cloth mask (<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-coverguidance.html>).
2. All students are required to participate in a daily health self-screen (<https://www.atu.edu/pandemicrecovery/student-health-screening.php>). For students commuting to campus, please complete before coming to campus. For residential students, please complete each day before leaving your residence hall. If you do not own a thermometer, please have your temperature taken at one of the temperature testing sites listed in the student health screening document and repeated below:
 - Department of Public Safety available beginning July 6th (716 N El Paso Avenue); Monday-Friday; 8am-5pm
 - Health and Wellness Center available beginning August 3rd (outdoor tent station by north entrance of Doc Bryan Student Services Center); Monday-Friday; 8am-5pm
 - University Commons Clubhouse available beginning August 10th; Monday-Friday; 8am-10pm and Sunday; 5pm-10pm
3. All students must maintain at least 6 feet of distance from every person present in all instructional spaces used in this course (classrooms, laboratories, etc.).

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4. Any student who tests positive for COVID-19 is asked to self-report to the ATU Health and Wellness Center by calling (479) 968-0329 or sending e-mail to hwc@atu.edu. Doing so will allow the university to communicate directly with others who might have been exposed to the virus and take any appropriate cleaning and sanitizing measures.

Students are expected to abide by the above steps in accordance with the Student Handbook section on Classroom Behavior.

For more information about ATU COVID-19 policies, please refer to the ATU Pandemic Framework (<https://www.atu.edu/pandemicrecovery/docs/Pandemic%20Framework-2020.pdf>) as well as the University's Pandemic Recovery webpage (<https://www.atu.edu/pandemicrecovery/>).