

**Dept. of Parks, Recreation, and Hospitality Administration
Arkansas Tech University
RP 4001
Internship Preparation
Spring 2020**

Monday 6:00 p.m. – 6:50 p.m.
Crabaugh 105

Instructor: Dr. Cathi McMahan
Department Head/Professor
Dept. of Parks, Recreation, and Hospitality Administration
404 North El Paso Avenue
Phone: (479) 968-0385
cmcman@atu.edu

Office Hours:

Mon., Wed., & Friday 9:30 a.m. – 10:30 a.m.
Tuesday & Thursday 11:00 a.m. – 12:00 noon (in person and on-line)
Thursday 3:00 p.m. – 4:00 p.m.

*Additional hours scheduled by appointment only.

Recreation and Park Administration Mission Statement:

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

Accreditation:

The Recreation and Park Administration Program at ATU is accredited by the Council on Accreditation for Parks, Recreation, Tourism, and Related Professions. Students graduating from ATU are qualified to sit for the Certified Park and Recreation Professional exam immediately following completion of the baccalaureate degree in Recreation and Park Administration.



Prerequisites:

RP major, senior standing and completion of RP 3043 or permission of department head.

Course Description:

Preparation for the internship experience. This course is graded Pass/Fail.

Course Purpose:

The purpose of this course is to provide an opportunity for the student to arrange for an internship which matches his or her career goals, knowledge, skills, and abilities with the needs of the hosting organization. Students should select an internship that will provide an opportunity for continued growth while making the transition to being a professional in their chosen field.

As part of the transition process, students are expected to attend a number of workshops sponsored by Norman Career Services on the ATU campus. Workshops include information on etiquette and appropriate dress.

In addition the course provides students with an opportunity to reflect on their accomplishments through their work at Arkansas Tech University. This is achieved through the development of a portfolio. The portfolio serves the department as an important means of providing insight into the effectiveness of the curricula.

While participating in this course, students are encouraged to participate in industry related job fairs throughout the state and region.

Course Objectives: During this course students will:

1. Arrange for an internship to be completed the following semester.
2. Develop a portfolio that reflects academic achievement and professional development.

Suggested Textbook (not required):

Gower, R. & Mulvaney, M. (2012). *Making the most of your internship: A strategic approach*. Urbana, IL: Sagamore Publishing.

Additional readings will be supplied by the course instructor.

Attendance:

Attendance will be taken at each class meeting to satisfy financial aid requirements set forth by the federal government. While no points are awarded for attendance, credit may be awarded for exercises or other activities completed in class. These activities will only be available to those in attendance.

Email:

Email concerning this class may be sent to your Tech email account.

Blackboard:

Some course material may be posted to the course blackboard site.

Late Assignments:

Work is due at class time on the date specified when the assignment is given unless changed by the instructor. Late work will not be accepted unless an extension has been granted by the instructor. An extension is more likely to be granted if requested in advance and for a valid reason. Valid reasons include health problems and school responsibilities. When the student knows they will be absent on the day an assignment is due, the assignment should be turned in early. The instructor will be the sole judge as to whether or not an extension is warranted. In the event an extension is granted, late work may be penalized 10% or more per day.

Work Quality:

All written homework assignments should be high quality. That means writing that is planned and coherent, and has gone through several drafts and revisions. Writing should follow the *Publication Manual of the American Psychological Association* in style. Refer to this publication for proper paper and reference citation formats. Copies are available at the bookstore and at the library; on-line resources are also available.

Electronic Devices:

Please turn off all electronic devices such as cell phones while in class. In the event they should go off inadvertently, please turn them off and wait until appropriate time to attend to them. Please do not leave in the middle of class to attend to a message unless it is an emergency. If you should receive word of an emergency, please excuse yourself by explaining the situation.

Plagiarism:

Plagiarism, the passing off of someone else’s work as your own, will result in an F and possible other action as outlined in university policy. However, you are encouraged to share ideas and the work, as long as all assignments turned in are clearly the work of the individual and not borrowed. Assignments may be submitted to web sites such as turnitin.com for help in identifying plagiarism.

Please refer to the ATU Student Handbook for additional information pertaining to Academic Policies, Grievance Procedure, and Academic Integrity Policy (pages 82-85). The handbook can be found at: <https://www.atu.edu/studenthandbook/StudentHandbook.pdf>

Students with Special Needs:

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, in person, via phone at (479) 968-0302 or TTY (479) 964-3290, via email at disabilities@atu.edu, or visit their website at <https://www.atu.edu/disabilities/index.php> in order to initiate a request for accommodations.

Non-Discrimination Clause:

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 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: <http://www.atu.edu/titleix/index.php>.

Final Grade:

This course is graded on a Pass/Fail basis. To receive a passing grade (P), students must earn an average 2.5 or above on their work for the course. In addition students must earn a 2.5 or higher on both the Portfolio and the Internship Proposal assignments.

Assignments	Points
In- Class and Homework Assignments	100
Participation in ONE Career Fair and Handshake Profile	200
Etiquette Dinner	200 - REQUIRED
Internship Site Possibilities	100
Résumé	100
Professional Philosophy	100
Internship Proposal (Must earn a 70% or higher)	200
Portfolio (Must earn a 70% or higher)	300
TOTAL	1300 points

Tentative Schedule: This schedule is subject to change to meet the needs of the course. Any changes will be announced in time for students to prepare accordingly.

Week	Topic	Assignment/Reading
1 1/13/20	Course Introduction Course Requirements	Degree Works/Degree Audits
2 1/20/20	MLK Holiday – NO CLASS	No Class
3 1/27/20	Resumes	Bring a copy of a resume to class with you
4 2/03/20	Cover Letters/Resumes	Cover letter & Resume Due –submit electronically
5 2/10/20	Networking/Professional Etiquette Career Development	Norman Career Services/Handshake
6 2/17/20	Attend Agri, Food, Natural Resources Career & Internship Fair	FEB. 19 12:00 noon until 2:30 p.m. Young Ballroom
7 2/24/20	Professional Philosophy	Internship Sites Due (3)
8 3/02/20	Interviews	Professional Philosophy Due
9 3/09/20	Portfolio/Portfolio requirements Internship Proposal and Internship Requirements	
10 3/16/20	Attend PRHA Career Opportunity Day	March 18 9:00 a.m. until 12:00 noon Young Ballroom
3/23/20	SPRING BREAK – NO CLASS	SPRING BREAK – NO CLASS
11 3/30/20	Overview of Internship and Internship Requirements	
12 4/06/20	Professional Etiquette Dinner 6:00 p.m. TBD	Internship Proposal Due
13 4/13/20	Job Applications and Federal Job Applications	Portfolios DUE!
14 4/20/20	Overview of Internship Manual	
15 4/27/20	Forms for Internship Wrap-Up	Initial Internship Forms Due
Monday May 4	Final Exam 7:00 – 9:00 p.m.	