

RECREATION MANAGEMENT PRACTICUM MANUAL
RM 3900
TABLE OF CONTENTS

INTRODUCTION	1
COURSE DESCRIPTION	1
PURPOSE	1
OBJECTIVES	1-2
GUIDELINES FOR SELECTING THE PRACTICUM SITE.....	2
RESPONSIBILITIES	
Responsibilities of the Student	3
Responsibilities of the Agency	3-4
Responsibilities of the University.....	5
REMUNERATION.....	5
PRACTICUM APPLICATION PROCEDURES	6
TUITION & REGISTRATION TIMELINE	6
REGISTRATION GUIDELINES.....	7
FORMAL STUDENT EVALUATIONS.....	7
STUDENT REPORT GUIDES AND TIMELINE	7-8
PRACTICUM NETWORK EXCHANGE PRESENTATION.....	9
GRADING	9
LIABILITY	10
APPENDICES	
APPENDIX A	SAMPLE POSITION DESCRIPTION
APPENDIX B	MODEL CONTRACT
APPENDIX C	STUDENT DATA ENTRY FORM
APPENDIX D	FORMAL STUDENT EVALUATION FORMS (2)
APPENDIX E	STUDENT LOG SHEETS (2)

RECREATION MANAGEMENT PRACTICUM MANUAL

INTRODUCTION

The development of Recreation Management professionals in a university curriculum requires a combination of learning experiences that are achieved in a variety of ways: classroom exercises, on-site observations, and supervised leadership experiences. The supervised leadership experience provides students with the opportunity to test classroom theories, concepts, and philosophies in realistic situations. The practicum experience is a credible vehicle for accomplishing these goals.

COURSE DESCRIPTION

RM 3900 RECREATION PRACTICUM: A guided, practical, leadership experience with an appropriate organization. An practicum consisting of three credit hours is required of minors. Recreation majors may take the 3900 practicum as an 3 hour elective the summer before doing the 4900 internship. Students are graded on a S/U (Satisfactory or Unsatisfactory) basis. Prerequisites: RM 2110, with a grade of C or higher. RM 3900 is offered ONLY in the summer.

PURPOSE

The purpose of the practicum is to introduce students to employment opportunities in the leisure services profession. The student will apply and test theories of leisure management in the field, under the guidance and supervision of a professional practitioner and a university faculty member. The student is also evaluated by the professional supervisor and the faculty member. Students review their knowledge, skills, accomplishments and professional growth as they prepare to enter the leisure profession through their practicum experience.

OBJECTIVES

The Appalachian State University Recreation Management Program attempts to place students with employers who agree with the following objectives:

- 1) To assist future professionals in obtaining practical experience in leisure services management.
- 2) To provide an opportunity for students to gain professional growth under the direction of qualified, practicing, leisure service professionals.
- 3) To extend to students the opportunity to share their ideas and knowledge in initiating, building, and expanding recreational programs and services.
- 4) To expose students to as many aspects of the agency as time permits. This exposure is essential to the future ability of students to understand what will be expected of them by leisure practitioners in professional situations.

OBJECTIVES (cont.)

5) To provide opportunities to field-test theories, concepts, skills, and philosophies developed through the academic experience.

6) To provide opportunities for students to explore career paths in the field of recreation management.

GUIDELINES FOR SELECTING THE PRACTICUM SITE

The student has primary responsibility for selection of an appropriate practicum site. Considerable consultation is required with the advisor and other faculty to assure the choice will enhance the academic experience of the student. The site and supervisor should be chosen to meet the student's needs and to assure the student professional growth.

1. The agency must be a recognized public, voluntary, or private leisure service agency.
2. The organization must have a well-balanced leisure/recreation program and be able to provide both variety and depth of experience.
3. The agency must assign a supervisor to direct and evaluate the student. The supervisor should possess an appropriate degree and be willing to spend quality time with the student.
4. The organization must have sound administrative policies and procedures relating to: budget and finance; publicity and public relations; maintenance and operation; and personnel management.
5. The agency must be willing to provide significant leadership opportunities for the student.
6. The supervisor must be willing to conduct an orientation program and provide the depth of information needed to enhance the student's performance and experience.
7. The agency must accept the student as a professional, contributing member of the organization.

RESPONSIBILITIES

RESPONSIBILITIES OF THE STUDENT:

To the University:

1. Complete all pre-practicum arrangements as described in this manual.
2. Meet due dates for required written assignments.
3. Represent, in a professional manner, the Recreation Management Program; the Department of Health, Leisure, and Exercise Science; and Appalachian State University.

RESPONSIBILITIES OF THE STUDENT:

To the Agency:

1. Accept and complete assignments and responsibilities as outlined in the Agency/Student position description and contract.
2. Consider him/herself a co-worker of the agency staff and not someone due special privileges. Accept the agency's philosophy, methods, leadership, and program, and when appropriate, give suggestions and constructive criticism to the agency supervisor.
3. Plan thoroughly and in advance for all assignments, and be prepared for periodic student-agency supervisor conferences.
4. Seek advice and consult with the agency supervisor and advisor when confronted with problems the student cannot satisfactorily solve alone.
5. Accept the responsibility for: notifying the agency supervisor when absence from work is necessary, dressing appropriately and behaving professionally.
6. Become a productive, contributing member of the organization through delivery of service.

RESPONSIBILITIES OF THE AGENCY:

To the University:

1. Provide information to the University about the agency and professional personnel and the experiences that can be afforded a student in an practicum placement.
2. Cooperate in the exchange of information related to the practicum student and submit final written evaluation of the student as required by the

University.

4

3. Maintain periodic contact with the University practicum supervisor, carry out periodic conferences with the student, and cooperate in managing the practicum experience as an academic program.

RESPONSIBILITIES OF THE AGENCY:

To the Student:

1. Recognize that the student is engaged in learning experience and therefore should not be expected to produce at the level of a permanent employee.
2. Provide the student an opportunity for a broad, well-rounded learning experience in agency responsibilities, programs, and services.
3. Confer with the student to determine his/her responsibilities during the experience (described in the position description and contract) and present an overview of the agency's purposes, policies, administration, program, and physical facilities.
4. Present the student to the agency staff as a co-worker and inform the student of regulations to which he/she must conform.
5. Provide the student adequate professional resources commensurate with that of other agency employees.
6. Acquaint the student with resources and materials necessary for the implementation and completion of their tasks and responsibilities. Enable the student to become acquainted with the community and its resources.
7. Provide the student opportunity for successful experiences that will promote growth and sense of achievement.
8. Encourage the highest standards of performance, give the student praise for work well done, present critical evaluation in a constructive and objective manner, and encourage self evaluation by the student.
9. Directly supervise the student and provide feedback to the student on an on going basis.
10. Complete a final evaluation of the student and review it with the student prior to submission to the University.
11. Meet weekly with the student to discuss progress, agency assignments, policies, etc.

RESPONSIBILITIES OF THE UNIVERSITY

5

To the Student:

1. Approve, in collaboration with the student, a practicum placement that will allow the student to gain the kind of experience he/she is seeking and begin to develop the skills and knowledge of a professional in the leisure services industry.
2. Represent the University in all official arrangements with the cooperation agency.
3. Review and evaluate all student written assignments due to the University.
4. Contact the agency supervisor when the student-agency contract is drawn up.
5. Make an on-site visit when geographically possible.
6. Determine the final grade for the Practicum by combining the University and agency supervisor's evaluations.

RESPONSIBILITIES OF THE UNIVERSITY

To the Agency:

1. Approve the student's placement and contract with the agency.
2. Maintain open communication with the agency concerning its cooperation and supervision of the student.
3. Make periodic phone calls for conferences on student progression and supervision.

REMUNERATION

Practicums may be either paid or voluntary. Students are urged to seek a situation that fits their career goals. Learning - not dollars - should be the primary consideration.

PRACTICUM APPLICATION

The student must complete and submit the following items:

1. POSITION DESCRIPTION: The student in co-operation with the agency supervisor must submit a position description to the academic advisor before the practicum will be approved. The purpose of the position description is to form a basis for the contract and to serve as the basis of the supervisor's evaluation. See Appendix A for a sample format.
2. CONTRACT: The Recreation Management Program requires a contract signed by the student, the agency supervisor, and the academic advisor. The contract should reflect the position description. See Appendix B for a format. The signed contract must be submitted to the academic advisor prior to beginning the practicum.
3. PRACTICUM OBJECTIVES: The student must submit a copy of their practicum objectives, signed by the practicum supervisor, with the position description before the practicum will be approved.

TUITION

Students should check the current summer session catalog for current fees and charges. In-state tuition for three credit hours is approximately _____. Out-of-state tuition for three credit hours is approximately _____. Additional fees may be added.

Tuition for early registration **must be paid between** _____ **and** _____. After the ____th schedules will be canceled. Note: those receiving financial aid should check with the Financial Aid Office to discuss a tuition waiver, if necessary, to avoid cancellation.

REGISTRATION TIME-LINE

**FILL IN WITH
CURRENT DATES**

Read the Recreation Management
Practicum Manual

_____	Early registration for summer school
_____	Submit Position Description and Contract to advisor
_____	Tuition for early registration must be paid by or your schedule will be <u>canceled</u>
_____	Schedule adjustment for summer school
_____	Late Registration, tuition must be paid at time of registration

7

REGISTRATION GUIDELINES

1. Make an appointment with your advisor to fill out the required special course form.
2. It is the student's responsibility to have the Chairman of the Department of Health, Leisure, and Exercise Science, Dr. Vaughn Christian, Room 306 Varsity Gym, sign the special course form.
3. It is the student's responsibility to have the Dean of the College of Fine and Applied Arts, Dr. Ming Land, Room-305 Wey Hall, sign the special course form.
4. After completing the special course form the student takes it to the Registrar's office in John E. Thomas.

FORMAL STUDENT EVALUATION

The Recreation Management Program requires the use of a standardized student evaluation form. Students should be evaluated once during the practicum at the end of the practicum. **Two** copies are attached in Appendix D for use by both the student and the supervisor.

STUDENT REPORTS AND TIMELINE

.
***DUE WEEK ONE-** Student Data Sheet with current address and phone, supervisor's address and phone and a tentative work schedule. See Appendix C.

***DUE AT CONCLUSION**
OF PRACTICUM -FINAL REPORT: Report contents include three parts.

Part One-This should include an overview of your orientation to the site, description of the facilities, programs and people, and any

skills or training you've received.

Part Two - an analysis of the site and your role within it. This section is not merely a collection of the appropriate materials from the agency. Content from the materials should be read, analyzed and summarized using the following outline. Topics should include:

- A. Philosophy, mission, goals and objective of site
- B. Description of user populations/market segments
- C. Description of products and services offered
- D. Your role within the organization
- E. Impressions of practicum site
- F. Promotions/ Marketing Materials

8

Part Three-

A. **Reality Check.** Evaluate your objectives in terms of -

- 1. Applicability to the practicum site
- 2. Appropriateness for the experience
- 3. Modifications- Student=s suggestions for improvement

B. **Quality Control.** Evaluate the quality of your practicum site for each of the following:

- 1. Supervision
- 2. Working Conditions
- 3. Living Conditions
- 4. Factors Effecting the Learning Environment (i.e. opportunities for personal and professional growth, for leadership, effective communication, timely and adequate feedback)

C. **What Was It Really Like.** Include a copy of your original practicum position description. Modify it to more closely reflect your actual practicum experience.

D. **Problem Solving.** As a manager at your site, identify two situations that occurred during your practicum and discuss how YOU would have handled them differently.

E. **You Can Always Make it Better.** Summarize how you feel this practicum could be improved.

F. **Overall Learning.** What were the three most significant things you learned from your Practicum experience?

DAILY JOURNAL: The purpose of the daily journal is to provide students with an opportunity to reflect on the daily events that occur during the practicum. The log is more than a record of what happened during the day. The student should use it to make notes about how things are going, their feelings and what they plan to

do, accomplish or explore. Contents should include:

1. Initial daily assignment during the first two weeks and any significant changes in assignments during the balance of the practicum.
2. Personal accomplishments, problems and concerns about the practicum experience.
1. Changes in perceptions or expectations regarding personnel and management issues.
3. Reflections on what you are learning/observing.

9

INTERNSHIP NETWORK EXCHANGE PRESENTATION

Each student who is geographically able to attend the Internship Network is required to do so. It will be the responsibility of each student to set up a promotional display of their practicum site. Materials could include but are not limited to: brochures, posters, flyers, sample programs, sales promotional materials, organizational materials, etc. A limited number of slide projectors will be available for student use. All students enrolled in RM 3315 are required to attend. This should be a formal presentation and delivered in a professional manner. This is the final requirement for practicum completion. Students who are unable to attend the Internship Network Exchange should make separate arrangements with their advisor.

GRADING

The practicum is graded S/U - Satisfactory or Unsatisfactory. Summer students will receive a grade of I AIncomplete@ because the deadline for grade submission occurs before the Final Report and the INTERNSHIP NETWORK PRESENTATIONS are completed. While it is hoped that all students will do well on their practicums, the following actions could be grounds for an Unsatisfactory grade:

1. Falsification of any practicum report, daily log, or student work log sheet.
2. Failure to complete the terms of the practicum contract without advisor knowledge or approval.
3. Repeated failure to submit assignments at an acceptable quality level and/or by the due date agreed to with the advisor
4. Numerous scores below three on the final student evaluation form.

LIABILITY

Appalachian State University assumes no responsibility for the student's personal liability. Students working for an agency are legally and financially liable for their own actions, errors, or omissions. The following steps are suggested by the faculty to minimize your risk:

1. Ask the organization for information concerning agency liability coverage of students.
2. If you will not be covered under their umbrella policy, then consider taking out a short-term liability insurance plan. The National Recreation and Park Association has a yearly plan available for approximately \$40.00. For an application contact:

NRPA
3101 Park Center Drive
Alexandria, VA 22304

APPENDIX A:

SAMPLE POSITION DESCRIPTION

CAMP SHADY BROOK YMCA/USO OF THE PIKES PEAK REGION POSITION DESCRIPTION

POSITION: Peak III Trips Coordinator

REPORTS TO: Program Coordinator

DATE: Summer 2000

DEPARTMENT: Camp Shady Brook

NON-EXEMPT

GRADE: Seasonal

GENERAL PURPOSE: To plan, direct, and supervise campers Peak III tripping program

MISSION: (Always embrace the YMCA mission and core values while serving and working with others at Camp Shady Brook.)

ESSENTIAL DUTIES/ RESPONSIBILITIES:

1. Teach staff their responsibilities in activity during staff training.
2. Conduct daily check of program area for safety.
3. Write (with help of activity assistants) and check all lesson plans.
4. Keep records on all participants; help them progress from beginner to advanced levels.
5. Plan trips based on campers' skills.
6. Evaluate current season and create program for following season.
7. Supervise and lead actual trips.
8. These are not the only duties to be performed. Some duties may be reassigned and other duties be assigned as required.

OTHER DUTIES/ RESPONSIBILITIES:

1. Provide active leadership in care of equipment and facilities.
2. Maintain personal belongings and cabin in a clean, orderly fashion and clean cabin at the conclusion of each session.
3. Rotate into program staff position as needed.
4. Participate in all camp special activities (i.e., campfires, vespers, special day).
5. All other duties as deemed necessary by counselor supervisor, assistant camp director, and camp director.

SUPERVISORY DUTIES:

1. Peak III Campers

JOB QUALIFICATIONS:

1. Training and experience in tripping activities.
2. Advanced knowledge of outdoor skills, and ability to teach these skills to staff and campers of all ages.
3. Ability to supervise program assistants and make scheduling assignments.
4. Current CPR and first aid certifications.
5. Desire and ability to work with children outdoors.
6. Ability to relate to one's peer group.
7. Ability to accept guidance and supervision.

8. Good character, integrity, and adaptability.
9. Enthusiasm, sense of humor, patience, and self-control.
10. College student or at least 19 years of age.

EDUCATION OR FORMAL TRAINING REQUIREMENTS:

First Aid/ CPR certification
High School Diploma

APPENDIX B:

PRACTICUM CONTRACT

between

Appalachian State University and the Field Work Agency

The _____, located at _____, agrees to supervise and evaluate each individual accepted as an practicum student in order to better prepare him or her for a professional career. Further, this agency/institution/business agrees to follow the guidelines and policies set forth in the current ASU Recreation Management Practicum Manual Supplement provided by Appalachian State University.

Signature (Student)

(Date)

Signature (Agency Supervisor)

(Date)

The Department of Health, Leisure, and Exercise Science agrees to assist the approved practicum site with placement, supervision, and evaluation of students accepted by the agency/institution/business and approved by the curriculum advisor. The Department further agrees to provide appropriate academic and personal interest information about each practicum student, the current Practicum Manual and periodic consultation with the agency/institution/business supervisor and the practicum student.

Signature (Faculty Supervisor)

(Date)

This agreement is effective from _____ to _____.

The University assumes no responsibility for the student's personal liability. Students are encouraged to discuss liability coverage or requirements with the practicum agency and if necessary to take out a personal short term liability policy.

APPENDIX C:

STUDENT DATA FORM

Agency Contact person : _____ Title:

Organization:

Address:

City: _____ State: _____ Zip Code:

Phone: _____ E-Mail:

Type of Organization:

Special Program Areas:

Customer Base:

Remuneration- Salary:

Housing: _____ Board:

Semesters Available:

Advisor:

Comments:

Practicum start date _____ End date

Student=s Permanent address:

City: _____ State: _____ Zip Code:

Phone:_____E-Mail:

Student=s Summer address:

City:_____State:_____Zip Code:

Phone:_____E-Mail:

APPENDIX D:

RECREATION MANAGEMENT PRACTICUM PERFORMANCE APPRAISAL
R.M. 3900
APPALACHIAN STATE UNIVERSITY

STUDENT NAME_____SUPERVISOR NAME

APPRAISAL DATE_____TITLE
AGENCY_____PHONE

Please evaluate the performance of the student in the following categories according to the scale: 5 = Superior/Excellent; 4 = Very Good/ Above Average; 3 = Average/Acceptable; 2 = Below Average; 1 = Unacceptable/Unsatisfactory.

I. PROFESSIONAL ATTITUDE

RATING	Comments
--------	----------

_____	Ability to get along with others:
-------	-----------------------------------

_____	Accepts assignments willingly:
-------	--------------------------------

_____	Adheres to departmental policies:
-------	-----------------------------------

_____	Shows initiative and self direction:
-------	--------------------------------------

_____	Accepts suggestions for improvement :
-------	---------------------------------------

_____	Shows interest in job assignments:
-------	------------------------------------

_____ Offers unsolicited suggestions and comments:

_____ Is adaptable to changing work situations:

II. PROFESSIONAL PERSONALITY

RATING

Comments

_____ Is cheerful and friendly on the job:

_____ Attire is appropriate on the job:

_____ Exhibits sense of humor:

_____ Is courteous and tactful:

_____ Exhibits mature judgment:

_____ Exhibits enthusiasm:

_____ Displays sincere concern for others:

_____ Well received by co-workers:

III. PROFESSIONAL PERFORMANCE AND KNOWLEDGE

RATING

COMMENTS

- _____ Establishes realistic work goals :
- _____ Ability to organize people and resources:
- _____ Completes work/assignments in timely fashion:
- _____ Possesses skills necessary for task completion:
- _____ Effectively plans work to be accomplished:
- _____ Articulate in verbal expression:
- _____ Clear and concise writing style:
- _____ Displays ability to motivate others:
- _____ Displays ability to think independently:
- _____ Ability to apply knowledge in a practical way:
- _____ Ability to translate knowledge into action:
- _____ Conscientious in completing work tasks:
- _____ Completes work tasks in a quality fashion:

_____ Ability to analyze problems and select appropriate solutions:

_____ Understands agency goals and operations:

_____ Serves as a positive role model:

_____ Demonstrates high professional ethics:

IV. ADDITIONAL COMMENTS:

Please make any additional comments/suggestions you feel will assist in the professional development of the student:

What advice do you have for the student for improving his/her performance?

If your agency had a job vacancy for someone with this student's education, skills and abilities, would you consider hiring him/her on a permanent basis?

Yes _____ No _____

22 .

SIGNED

DATE

APPENDIX E:

STUDENT WORK LOG SHEET

To help you remember what was accomplished when, you should fill in this log sheet as you complete hours at your agency. This completed form will be turned in along with the narrative portion of each periodic report to your University supervisor on or before the due dates indicated. NOTE TO SUPERVISORS: Do not sign unless form is completely filled out.

Report number _____ Dates of work: From _____ To _____

Student name _____

Hours worked _____

Percent of time spent:

Observing _____

Planning _____

Participating _____

Meetings _____

Leading _____

Supervising _____

Other _____

Total _____ 100%

Signature of Agency Supervisor--REQUIRED

Date

Brief description of tasks

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date

Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date

Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

STUDENT WORK LOG SHEET

To help you remember what was accomplished when, you should fill in this log sheet as you complete hours at your agency. This completed form will be turned in along with the narrative portion of each periodic report to your University supervisor on or before the due dates indicated. NOTE TO SUPERVISORS: Do not sign unless form is completely filled out.

Report number _____ Dates of work: From
_____ To

Student name

Hours worked _____
Observing

Percent of time spent:

Planning

Participating

Meetings

Leading

Supervising

Other

Total _____ 100%

Signature of Agency Supervisor--REQUIRED

Date

Brief description of tasks

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

STUDENT WORK LOG SHEET

To help you remember what was accomplished when, you should fill in this log sheet as you complete hours at your agency. This completed form will be turned in along with the narrative portion of each periodic report to your University supervisor on or before the due dates indicated. NOTE TO SUPERVISORS: Do not sign unless form is completely filled out.

Report number_____ Dates of work: From
_____ To

Student name

Hours worked_____

Percent of time spent:

Observing

Planning

Participating

Meetings

Leading

Supervising

Other

Total_____100%

Signature of Agency Supervisor--REQUIRED

Date

Brief description of tasks

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date

Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours

Saturday/Sunday? Dates
Hours

Monday/Date
Hours

Tuesday/Date
Hours

Wednesday/Date
Hours

Thursday/Date
Hours

Friday/Date
Hours