

REC 280 Practicum/Field Experience in Recreation, Sport and Tourism
1-credit
University of Idaho
Department of Movement Sciences
B.S. in Recreation
Updated 2/2017

University of Idaho
College of Education



Instructor: • Professor Bruce Saxman, M.A.

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Office Hours: • Please make appt. by calling 208-885-2165 or by email: bsaxman@uidaho.edu

Course Description: • The practicum is intended to provide students with experiences in observing, (and assisting, and working, where possible) in a supervised setting. The exact nature and setting may vary according to the situation. The program is experiential and the outcomes will vary with each individual.

Course Objectives: *The objectives of the practicum are that the student demonstrate:*

- I. Professionalism:
 - To become familiar with the administration, supervision, and day-to-day operations of the facility and programs in which they are working.
 - To work under supervisory personnel and follow designated guidelines and conditions prescribed.
 - To become more aware of current issues and trends in your field.
 - To network with potential employers.
- II. Evaluation and assessment:
 - Demonstrate ability to apply professional skills
 - To evaluate own strengths and weaknesses within their respective field.

Late work: It is your responsibility to stay on top of the assignments for this course. You will submit your assignments in a timely manner. Items that are late will be scored at 50%, work that is significantly late will not be accepted and will earn zero.

Contact: It is your responsibility to stay in contact with your University and Site Supervisors. To do this you must check your school email and Blackboard regularly. If internet access will be an issue for you, which would affect your submission of work or your communication, you must notify your supervisor to work out alternative options as soon as possible.

Submission of Work: Email and/or Blackboard will be used for the submission of your assignments. Your site supervisor can email, fax, or mail any evaluations to your UI supervisor.

Practicum Guidelines & Internship Proposal Requirements

Students are to identify and propose a practicum for B.S. - Recreation Faculty approval that meets the following requirements.

1. Each practicum proposal will be evaluated and modified as needed by the BS-Recreation Faculty. In order to meet timelines appropriately, it is recommended that students submit project outlines to the faculty well before deadlines to accommodate time needed for changes.
2. Practicums must be done independent from coursework.

Practicum Proposal & Contract

The student must submit a practicum proposal to the Recreation Program Practicum Coordinator prior to the appropriate registration deadline. The proposal process is as follows:

- Submit a scanned PDF file of the Practicum Proposal (pages 4-5 of the REC 280 Handbook). The Practicum Agreement/Contract must be signed by your supervisor
- Complete the insurance information on page 6
- Complete the Out of State field Placement form on page 6 if your practicum location is outside of Idaho

Once this information is reviewed and approved the registration hold will be removed and you may register for the course. It is important that this process is completed ahead of the term registration deadline.

University of Idaho Recreation: 7.0 Learning Outcomes

This course aligns with the following COAPRT and associated UI Recreation learning outcomes:

7.03 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.	REC 3b. Students graduating from the Program will demonstrate knowledge of and the ability to apply entry-level concepts, principles and procedures of strategic administration, operations, and human resource management to professional practice settings. [Management/Administration]
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COLLEGE OF EDUCATION:

Vision. The College of Education envisions being a leading, diverse, nationally recognized educational community. Our caring faculty members and innovative curriculum are: (a) preparing professionals through integrated programs grounded in research, (b) generating and evaluating knowledge through disciplinary and interdisciplinary scholarship, and (c) informing professional practice and community life through the exchange and utilization of knowledge. Together, our college community is achieving this vision through a culture of openness, innovation, and collaboration.

Mission. The College of Education enriches lives by advancing excellence in research and practice in education, leadership, and applied human arts and sciences.

Conceptual Framework. University of Idaho educators CARE. Together we develop as scholar practitioners who value and professionally apply and advance: (a) Cultural Proficiency; (b) Assessment, Teaching, and Learning; (c) Reflective Scholarship & Practice; and, (d) Engaging in Community Building & Partnerships.

REQUIREMENTS AND SUPPORT SERVICES:

Read and become familiar with the University of Idaho undergraduate code of conduct, code of ethics for Idaho professional educators, & NASPE code of conduct. The following links will be helpful: <http://www.webs.uidaho.edu/fsh/2300.html>, <http://www.sde.idaho.gov/TeacherCertification/docs/ethics/Ethics2006.pdf>, & http://www.aahperd.org/NASPE/pdf_files/pos_papers/resource-code.pdf.

Disability Support Services Accommodations Statement: Accommodations are available for students who have documented temporary or permanent disabilities. All accommodations must be approved through Disability Support Services located in the Idaho Commons Building, Room 306 (885-630, dss@uidaho.edu, www.access.uidaho.edu).

REC 280 Practicum Agreement/Contract

Recreation Practicum and Internship Coordinator and Supervisor Information		
Name: Professor Saxman	Phone: (208) 885-2165 Email: bsaxman@uidaho.edu	Address: Department of Movement Sciences Physical Education Building, Room 101 875 Perimeter Drive MS2401 Moscow, ID

Student and Course Information			
Student Name			
Student ID#			
Student Email			
Student Phone			
Course Section Number		Course Dates <i>(Note: You cannot do hours outside of course dates)</i>	
Site Information			
Name of Practicum Site			
Type of Site (e.g., school, medical, fitness,			
Site Address			
Site Website			
Site Supervisor's Information			
Site Supervisor's Name			
Supervisor's Title, Credentials &			
Supervisor's E-Mail			
Supervisor's Phone			

Recreation Practicum

This is a 1 credit experience in a Recreation, Park, Tourism setting. In the setting, or site, students will spend 40 hours observing and assisting with the day-to-day operations of the facility. Practicum experiences will help students gain a better understanding of career options, requirements for certain types of careers, and professional skills required for a career in Recreation.

During each practicum experience, students will apply knowledge and skills that they have learned throughout their program of study, as well as gain new knowledge and skills to become more marketable for graduate school and job opportunities.

Description of Experience <i>(Include 4-5 primary tasks that you will be assigned)</i>	(e.g.,% job shadow, % teach, % assist with cleaning, % take BPs, % ?)
Type of Supervision You Will Receive <i>(When and how will you receive guidance, challenge, feedback, mentoring, etc.)</i>	(e.g., daily meetings, weekly meetings, 80% direct supervision)

Signatures on this document confirm that this is the working agreement for this practicum and that all of the statements below are understood by the student and the supervisor.

The practicum will be **40 hours** during the section dates listed above. No hours can be worked outside of the section dates listed.

The practicum is an academic course with required assignments that must be completed by the student. The student must access the course via Blackboard Learn and follow the syllabus posted.

The student will take initiative to learn, ask questions, and get hands on experience where applicable.

The supervisor will allow the students to be involved in the experience noted above and will provide supervision as described.

PLEASE CHECK ONE OF THE FOLLOWING BOXES:

This agency **DOES** or **DOES NOT** provide liability insurance coverage for UI practicum students.

	Signature	Date
Site Supervisor		
Student		
UI Coordinator		

UNIVERSITY OF IDAHO - STUDENT PRACTICUM/INTERNSHIP LIABILITY COVERAGE

<http://www.uidaho.edu/infrastructure/pss/risk-management/insurance/internship>

Complete the above online waiver request before registering for REC 280.

OUT OF STATE FIELD PLACEMENT

Distance and Extended Education (DEE) reviews out of state field experiences (*for on campus and distance students*) to ensure that the university is in compliance with all authorization requirements for a particular state. If your practicum is taking place outside of Idaho complete the form located here: <https://uidee.files.wordpress.com/2011/03/field-placement-report2.pdf> . This must be completed and emailed to dee@uidaho.edu at least 60 days before your internship begins.

BRIEF DESCRIPTIONS OF COURSE REQUIREMENTS*

*(*Detailed descriptions and specific instructions are provided on subsequent pages)*

Requirement	Description	Due Dates	Points/% of Grade	Your Points
“Getting Started” Assignment	List of goals/learning objectives for your practicum, description of agency and population served, & strengths and weaknesses.	By 30% of hours completed	10	
Final Summary Log of Hours	Summary log of all hours & experience.	End of 40 hours	15	
“Wrapping it Up” Assignment	Reflection summary of your practicum experience.	Prior to End of 40 hours	10	
Student Evaluation of Practicum Site	Questionnaire rating and evaluation of your practicum experience.	End of 40 hours	5	
Final Supervisor Evaluation	Questionnaire rating and evaluation by site supervisor of your professional and personal qualities.	End of 40 hours	10	
Completion of Work Hours	A minimum of 40 on-site hours is required.	40 hours/semester	45	
Exiting Practicum Thank You Letter	Letter to agency and/or site supervisor to express gratitude for your practicum opportunity.	Draft to be sent to professor before the end of 40 hours	5	
Course Grade	<input type="checkbox"/> A ≥ 90 <input type="checkbox"/> B = 80-89 <input type="checkbox"/> C = 70-79 <input type="checkbox"/> D = 60-69		100	

Please note that I have to put in due dates on Blackboard –they are suggested dates. If you are starting at a different time in the semester (i.e., not the first week) your due dates will be different from those posted on Blackboard. It may show as “late” when you submit but you will not be penalized unless your assignment is truly late (i.e. turning in your Getting Started after you have completed your 40hours, or waiting until the last week to get it in).

“GETTING STARTED” ASSIGNMENT (10pts)

Instructions

- Students are required to answer the aforementioned items in the form of a **typed, double-spaced paper**.
- Leave the question in the document and write your response after it so we can see you have answered each question completely.
- Completed assignments should be uploaded to Blackboard.
- Feedback and grade will be provided via Blackboard.

1. **Formulate a list of goals for the field experience - you should identify three or more goals. (3+ goals)**
Doing this with your site supervisor will help you both to understand what is expected of you during your experience. In order to do this, you might ask yourself the following questions: How do you want to be different at the end of the experience? What experiences or skills do you want to acquire? Remember: Goals are very general and simplistic.
2. **Under each of the goals you have listed, list 2-3 specific objectives. (2-3 objectives for each of the 3+ goals)**
Objectives are the intermediate steps necessary to achieve goals; a well written objective contains an observable behavior, the conditions under which you expect that behavior to occur and how you will judge whether you have been successful in meeting the objective.
3. **Describe your orientation to the agency/institution. (1-2 paragraphs)**
Include at least three positive elements about the process. Also include issues of concern, if they exist. Describe your feelings about your first 10-12 hours at your site.
4. **Describe the population served by the agency/institution. (1 paragraph)**
 - a) What are demographics of the group (age, sex, income, etc.).
 - b) Why do they attend the site/facility, and what do they do while there?
 - c) What are the most enjoyable characteristics of the population served? What are the least enjoyable?
5. **Describe the program(s)/service(s) offered by your agency/institution. (3 short paragraphs)**
 - a) **Program/Services** (e.g., *What is offered? How are activities chosen? Who are the leaders and how are they selected? How is scheduling done? What factors effect planning? Are there objectives for each activity?*)
 - b) **Program/Service Operation** (e.g., *How do this run? How is coordination of various activities accomplished? What kind of supervision is provided? What sort of record keeping is done? What safety precautions are utilized?*)
 - c) **Program/Service Evaluation** (e.g., *How do they know if they are doing a good job? How do they know how and what to improve? How are programs evaluated? Who participates in the evaluation process?*)
6. **Comment on your strengths and weaknesses so far. (1 paragraph)**
For example, what skills and knowledge are/will be helpful or are lacking, what is your experience of working in this setting and with this population?

Category	Points
Superior	9-10
Above Average	8
Satisfactory	7
Below Average	5-6
Unsatisfactory	0-4

SUMMARY HOURLY LOG (25pts)

Instructions

Keep a summary log during your practicum and submit your final log at the end of your experience. The log should provide a summary of the hours you have worked and a brief description of the key activities performed. I am interested in seeing what you have been doing and also the key things that stood out:

- Log needs to show completion of hours and reflection of the experience.
- Completed assignments should be upload to Blackboard.
- Feedback and grade will be provided via Blackboard.

Example:

Day	Time	Hours Worked	Key Activities
Monday	8:30-9:30 a	1	<i>Prepped the work area for the day</i>
	9:30-12:00p	2.5	<i>Aided supervisor with material distribution and data collection...etc.</i>
	1:00-5:00p	4	<i>Met a patient who had had chronic pain since she was 20. It was amazing how optimistic she still was. She taught me....</i>
Tuesday	8:00-11:30a	3.5	<i>Talked with supervisor about what they did in school and how they got to be in their current position. What stood out was...</i>
	12:00-5:00p	5	
Wednesday			<i>And so on.....</i>
	Total Hours:	42	

Category	Points
Superior	22.5-25
Above Average	20-22
Satisfactory	17.5-19.5
Below Average	15-17
Unsatisfactory	0-14

"WRAPPING IT UP" ASSIGNMENT (10pts)

Information

At the end of your practicum, in addition to the summary log of hours, you will write a 2 page, double-spaced reflection of your experience.

- Students are required to answer the aforementioned items in the form of a **typed, double-spaced paper**.
- Leave the question in the document and write your response after it so we can see you have answered each question completely.
- Completed assignments should be uploaded to Blackboard.
- Feedback and grade will be provided via Blackboard.

- 1) **Summarize what you were able to do and learn during your time at the practicum site. (e.g., key skills, terminology, activities you directed) (2 paragraphs)**

- 2) **How many people do you estimate that you impacted during your practicum? This could be co-workers or general public. In what ways did you make an impact?**

- 3) **What were some of the most meaningful lessons that you learned from your experience? (e.g., love the population, do not think that this is what you want to do for your career, will have to study differently to learn more about...) (2 paragraphs)**

- 4) **How did you use the things you have learned during your course work at the University of Idaho? (e.g., mention courses that were the most meaningful, skills you have developed that you had to use) (2 paragraphs)**

Category	Points
Superior	9-10
Above Average	8
Satisfactory	7
Below Average	5-6
Unsatisfactory	0-4

STUDENT EVALUATION OF PRACTICUM SITE (5pts)

Name of Practicum Student

Date

Agency Name

- INSTRUCTIONS:** Please rate the strengths and weaknesses of the site in terms of meeting your needs as a practicum student. For each area check the appropriate box. Completed assignments should be upload to Blackboard

Key Areas	Unsatisfactory	Below Average	Average	Above Average	Excellent
Acceptance of you as a functional member of the staff: willingness to integrate you into all appropriate levels in activities, programs and projects.					
Opportunity for relevant experiences in administration, supervision, and leadership.					
Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.					
Assistance and help in meeting your personal and professional goals and objectives.					
Possession of material resources essential to the preparation of your (and their staff) professionalism (library, computer technology, equipment, supplies, etc.)					
Employment of qualified, professional staff with demonstrated capabilities to provide competent supervision and leadership.					
Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rational for their acceptance or rejection.					
Overall evaluation of practicum site.					

INCLUDE COMMENTS:

PRACTICUM SUPERVISOR'S FINAL EVALUATION (10pts)

Once this verification of your hours has been submitted then your Completion of Hours (35pts) will be entered.

Student's Name: _____ Date: _____

Agency: _____

Agency Practicum Supervisor: _____

PLEASE ESTIMATE THE NUMBER OF HOURS THE STUDENT HAS WORKED FOR YOUR AGENCY UNDER YOUR SUPERVISION

- DIRECTIONS:** Please rate this student according to the following *professional and personal qualities*. Check the appropriate box for each quality, add any feedback, and sign. The completed evaluation may be **(a) faxed** (attn: Bruce Saxman, 208-885-5929), **(b) submitted electronically** as an e-mail attachment bsaxman@uidaho.edu, or **sent via postal mail** (Bruce Saxman, University of Idaho, Department of Movement Sciences, PE Building 101, PO BOX 442401, Moscow, ID 83844-2401). Thank you!

Key Areas	No Opportunity To Observe	Unsatisfactory	Below Average	Average	Above Average	Excellent
Is the student dependable and reliable?						
How well does s/he communicate with other employees and participants of your program?						
How well does s/he work with other members of the staff, parents, community leaders and participants of the program?						
How does he/she react to constructive criticism of a professional nature?						
How does he/she rank in exercise science and/or health skills?						
Appearance, manner, dress, grooming.						
Mental awareness (e.g., judgment, understanding of the situation at hand).						
Voice and speech (e.g., grammar, oral expression and appropriateness of speech to the situation).						
Self-expression (e.g., oral and/or written).						
Emotional maturity (e.g., judgment, self-control, responsibility).						
Physical Health (e.g., in relationship to absenteeism and job performance).						
Anticipated success in the field						
Other (Please specify):						

COMMENTS

Signature _____ Date _____

SAMPLE EXITING PRACTICUM THANK YOU LETTER (5pts)

Please note that your thank you letter should be sincere, specific to your site and the experience that you had, and professional. A generic letter (i.e. if you use this one word for word) is less meaningful to the person reading it. Remember that these people could be people that you would like to use as a reference in the future - so make a great impression!

December 14, 2015

Site Supervisor(s)
Recreation Agency or Organization
(Street Address)
(City, State, Zip Code)

Dear Supervisor(s),

Thank you so much for giving me the opportunity to have a practicum with you and (name of school/and or agency). It was a very rewarding, meaningful experience, which has given me an understanding of what it would be like to work in this field.

I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. It has influenced my personal philosophies about Recreation, Parks and Tourism as a profession. I appreciate being allowed to observe various areas of the site and programming opportunities; this has provided me with a broad base of experience. I was able to learn more about some areas of interest to me in order to decide what I would like to do when I graduate.

I would also like to state that in my review of my practicum with you, I would highly recommend your program to other students. This program exceeded my expectations for my student practicum experience. Thank you again for this very enriching experience.

Sincerely,

Student's name
Student's address

Category	Points
Superior	5
Above Average	4
Satisfactory	3
Below Average	2
Unsatisfactory	0-1