

**Pittsburg State University – College of Education**  
**Department of Health, Human Performance and Recreation**  
**REC 275 - Practicum**

The practicum experience is intended to give each student an idea of the responsibilities and the skills necessary in a variety of recreation agencies. Prerequisites for Practicum is the successful completion of REC 160 Introduction to Recreation and current enrollment in REC 275-Practicum.

Each student must initiate the practicum experience themselves by contacting three different recreation agencies. Local examples of agencies used by past practicum students are; Pittsburg Parks and Recreation, Pittsburg YMCA, PSU Campus Recreation, Via Christi Wellness Center, Carrington Place Assisted Living, Mosaic, New Hope, Boys & Girls Club of Joplin, PSU Student Recreation Center, HHPR Motor Fitness Lab. Any organization that provides recreation services can be acceptable, even if it is in a town/city other than Pittsburg, but it is required that you get approval from a university supervisor before starting a practicum at any agency that is not on the approved list (below).

A minimum of 65 hours must be volunteered or worked for pay under the direction of an agency's supervisor at each of the agencies. A student may elect to do the majority of hours at one agency, but must spend a minimum of fifteen hours with each agency. A maximum of 25 hours may be counted with any one organization even if you work there part time.

Students are required to complete an Agency Information Sheet, a daily log, and an evaluation to be completed by the supervisor at each agency, and an Evaluation of the Overall Practicum Experience. All material for the practicum is due by the last day of regular classes for the semester that the student is enrolled (**Friday of Dead Week**).

If the student or agency supervisor has any questions concerning the practicum experience, they should contact the Department of Health, Human Performance, and Recreation at Pittsburg State University, Student Recreation Center Room 101 Pittsburg, KS 66762, and telephone (620) 235-4664.

### **Online Assessment**

Within the first two weeks of the start of the semester you must log on to Canvas and complete the assessment found under the Quizzes Tab. The assessment covers the information contained in this packet and is open book. You should read this document thoroughly. You will have three opportunities to complete the assessment with a 15-minute time limit each time. You must score 100% on the assessment to be eligible to receive an A grade for the practicum.

### **Pre-Approved Recreation Practicum Agencies**

- Pittsburg Parks and Recreation – see Sara Vacca or Kim Vogel
- Pittsburg Family YMCA
- PSU Motor Fitness Lab – see Dr. Carper
- PSU Student Recreation Center
- PSU Campus Activities
- Area nursing homes
- Challenger Program
- Carrington Place and Cornerstone
  - (assisted living centers)
- Via Christi Hospital Wellness Center
- MAC Fitness
- Four Seasons Sports Complex—Joplin
- Millennium Fitness Center -- Joplin
- Boys and Girls Club of Joplin
- Fort Scott or Parsons Rec. Commission
- SKIL
- Class LTD
- Joplin Family YMCA
- Mosaic
- New Hope

## SYLLABUS REC 275 - Practicum

Department of Health, Human Performance, and Recreation  
Pittsburg State University - College of Education

Course number: REC 275-81  
Credit Hours: 2  
Instructor: Dr. Sarah Ball  
Office: 101M Student Recreation Center  
Zoom/Phone Office Hours: by appointment

Title: Practicum  
Course Time: NONE - Online  
Office Phone: 620-235-4664  
E-Mail: sball@pittstate.edu

- I. **Course Description:** Practical Field experiences of at *least 65 hours* with appropriate professional recreation organization/agencies prior to the internship that will lead to understanding and appreciation for work and function of the agencies offering recreation services in the community. Experience working with and/or observing various recreation services. **(8.09 and 8.28)**
- II. **Course Objectives and Outcomes:** Upon successful completion of this course, the student should be able to:
  1. Identify how three Leisure Service agencies provide services to their clientele
  2. Identify their own strengths and weaknesses in relation to entry level competencies in the field of recreation
  3. Document at least 65 of 100 required hours of experience in at least three different Leisure Service/Social Service agencies with a minimum of 15 hours in each organization and a maximum of 25 hours. **(Standard 8.28)**
- III. **Instructional Resources:**

**Required Text Book:** None  
**Additional Resources (not required):** Any resources that may be required by the agencies for the practicum are the responsibility of the student.
- IV. **Teaching Strategies**
  - A. **Traditional Classroom Experience - NONE.** There are no class meetings. All the work is done independently and is the responsibility of the student to complete by Friday of dead week.
  - B. **Clinical/Field Experience-** Students will be required to provide their own transportation and materials in completing a 65 hour practicum with at least three agencies. Students are required to contact potential agencies in advance to gain approval for completing practicum hours. Supervisors must know in advance how many hours you plan to complete with their agency. Submit to Canvas the three agencies you intend to complete your practicum with each supervisor's name, title, email address, phone number, and your tentative start date with the agency.
- V. **Assignments**
  - A. Students will keep track of their hours at each agency and fill out the final report
  - B. A supervisor will complete an evaluation of student performance at each agency

**VI. Assessment:** Grading in this course is based on a set total of points based on the following:

Successful completion of REC 160 (Intro to Rec.)	5 points
Currently enrolled in REC 275	5 points
100% correct responses to online assessment	5 points
Canvas submission of three proposed agencies	5 points
Completed Agency Information Sheet	5 points
Daily Log- 1 <sup>st</sup> Agency	10 points
Supervisor's Evaluation- 1 <sup>st</sup> Agency	10 points
Daily Log- 2 <sup>nd</sup> Agency	10 points
Supervisor's Evaluation- 2 <sup>nd</sup> Agency	10 points
Daily Log- 3 <sup>rd</sup> Agency	10 points
Supervisor's Evaluation-3 <sup>rd</sup> Agency	10 points
Student's Evaluation of Overall Practicum Experience	15 points
Instructor's Evaluation of Student's Practicum	5 points
<b>TOTAL</b>	<b>105 points</b>

		<b>Grade</b>	
<b>Grading Scale:</b>	90-100%	A	Excellent
	80-89%	B	Above average
	70-79%	C	Average
	60-69%	D	Below average
	0-59%	F	Failing

**\*\*\*Class Policies**

1. All materials must be delivered to the course instructor or HHPR office by 4:00pm on the **Friday of Dead Week** in which the Practicum is taken.
2. The **MAXIMUM** number of hours that can be obtained at any one agency is 25 hours.
3. The **MINIMUM** number of hours that can be obtained at any one agency is 15 hours.
4. Hours recorded above the maximum or below the minimum allowed will not be counted toward the total of 65.
5. Practicum hours may be paid or volunteer. Part time work in recreation is encouraged.
6. Hours may **NOT** be counted twice for two different purposes. For example: if you were enrolled in the Camping and Outdoor Education class you may not use hours completed for the practicum to count as service hours for that class. Likewise, you cannot count hours completed as a requirement for another class toward the 65 practicum hours.
7. **Academic Honesty.** I expect absolute honesty from all students in the completion of assignments and exams and I will accept nothing less. Cheating in any form will not be tolerated and you will be dropped from the class and be given an F or XF. See PSU Code of Student Rights and Responsibilities: [https://studentlife.pittstate.edu/\\_files/documents/Code-of-Student-Rights-and-Responsibilities.pdf](https://studentlife.pittstate.edu/_files/documents/Code-of-Student-Rights-and-Responsibilities.pdf)

# REC 275 Practicum

## (Agency Information Sheet)

Student's Name: \_\_\_\_\_

Student's Cell Number: \_\_\_\_\_

Student Email address: \_\_\_\_\_

### Requirements:

1. Current enrollment in REC 275 Practicum
2. Successful completion of REC 160 Introduction to Recreation
3. 100% accuracy on Canvas Assessment on course packet
4. Submit to Canvas the three agencies you intend to complete your practicum with each supervisor's name, title, email address, phone number, and your tentative start date with the agency – prior to starting hours
5. A minimum of 65 hours of volunteer or paid work experience with 15 to 25 hours per agency.
6. Student will turn in a complete course packet that will be emailed as a PDF to Dr. Ball sball@pittstate.edu - Due by Friday of dead week
  - a. Completed Agency Information Sheet
  - b. A daily log for each agency by the agency supervisor (3 total)
  - c. **Students** evaluation sheet of your experiences
7. Agency supervisor will email a completed PDF supervisor evaluation (one from each agency) – email PDF to Dr. Ball sball@pittstate.edu - Due by Friday of dead week.

### LIST BELOW THE THREE AGENCIES AND THE TOTAL NUMBER OF HOURS THAT THE STUDENT VOLUNTEERED OR WORKED:

#### AGENCY

#### TOTAL HOURS AT EACH AGENCY (Max of 25, Minimum of 15)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**TOTAL HOURS:** \_\_\_\_\_ (Must equal 65 or more)

(Due in the HHPR office by 4:00 p.m. on Friday of Dead Week for the semester in which the practicum is taken)

Daily Log - **1<sup>st</sup> Agency** - Must complete 15-25 hours  
**REC 275 Practicum**

Student Name: \_\_\_\_\_

Agency: \_\_\_\_\_

(Address \_\_\_\_\_

Of Agency) \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's telephone number: (        ) \_\_\_\_\_

<u>Date</u>	<u>Hours Volunteered/Worked</u>	<u>Summary of Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total hours \_\_\_\_\_ (Must be 15-25)  
(use the back of sheet if additional space is needed)

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:

# Supervisor's Evaluation – 1<sup>st</sup> Agency

## REC 275 Practicum

Student's Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's Telephone Number: (     ) \_\_\_\_\_

Did the student get approval to complete practicum hours before beginning?

\_\_\_\_\_ Yes    \_\_\_\_\_ NO    \_\_\_\_\_ Not sure

Please rate the student by circling the appropriate response to the items below:

	Failing	Below Average	Average	Above Average	Excellent
Arrives/Leaves Practicum In a timely manner	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to follow directions	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Ability to complete a task	1	2	3	4	5

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:

(Due to sball@pittstate.edu BY 4:00 pm on Friday of Dead Week for the semester in which the practicum is taken.)

Daily Log - **2<sup>nd</sup>** Agency - Must complete 15-25 hours

**REC 275 Practicum**

Student Name: \_\_\_\_\_

Agency: \_\_\_\_\_

(Address \_\_\_\_\_

Of Agency) \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's telephone number: (        ) \_\_\_\_\_

<u>Date</u>	<u>Hours Volunteered/Worked</u>	<u>Summary of Duties</u>
-------------	-------------------------------------	------------------------------

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total hours \_\_\_\_\_ (Must be 15-25)  
(use the back of sheet if additional space is needed)

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:

# Supervisor's Evaluation – 2nd Agency

## REC 275 Practicum

Student's Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's Telephone Number: (     ) \_\_\_\_\_

Did the student get approval to complete practicum hours before beginning?

\_\_\_\_\_ Yes    \_\_\_\_\_ NO    \_\_\_\_\_ Not sure

Please rate the student by circling the appropriate response to the items below:

	Failing	Below Average	Average	Above Average	Excellent
Arrives/Leaves Practicum In a timely manner	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to follow directions	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Ability to complete a task	1	2	3	4	5

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:



## REC 275 Practicum

Student Name: \_\_\_\_\_

Agency: \_\_\_\_\_

(Address \_\_\_\_\_

Of Agency) \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's telephone number: (        ) \_\_\_\_\_

<u>Date</u>	<u>Hours Volunteered/Worked</u>	<u>Summary of Duties</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Total hours \_\_\_\_\_ (Must be 15-25)  
(Use the back of sheet if additional space is needed)

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:

# Supervisor's Evaluation – 3<sup>rd</sup> Agency

## REC 275 Practicum

Student's Name: \_\_\_\_\_

Agency: \_\_\_\_\_

Address of Agency: \_\_\_\_\_

\_\_\_\_\_

Agency Supervisor: \_\_\_\_\_

Supervisor's Telephone Number: (      ) \_\_\_\_\_

Did the student get approval to complete practicum hours before beginning?

\_\_\_\_\_ Yes    \_\_\_\_\_ NO    \_\_\_\_\_ Not sure

Please rate the student by circling the appropriate response to the items below:

	Failing	Below Average	Average	Above Average	Excellent
Arrives/Leaves Practicum In a timely manner	1	2	3	4	5
Dependability	1	2	3	4	5
Ability to follow directions	1	2	3	4	5
Enthusiasm	1	2	3	4	5
Ability to complete a task	1	2	3	4	5

Supervisor's Signature: \_\_\_\_\_

Supervisor's Additional Comments:

(Due to sball@pittstate.edu BY 4:00 pm on Friday of Dead Week for the semester in which the practicum is taken.)

# REC 275 Practicum

## Student's Evaluation of Overall Practicum Experience

Please provide a narrative of your overall practicum experience. Tell what you did and what you learned. Add additional sheets as necessary.

**1<sup>st</sup> Agency:** \_\_\_\_\_ Hours Counted: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**2<sup>nd</sup> Agency:** \_\_\_\_\_ Hours Counted: \_\_\_\_\_ Supervisor: \_\_\_\_\_

**3<sup>rd</sup> Agency:** \_\_\_\_\_ Hours Counted: \_\_\_\_\_ Supervisor: \_\_\_\_\_

(Due to sball@pittstate.edu BY 4:00 pm on Friday of Dead Week for the semester in which the practicum is taken.)