

Pittsburg State University
College of Education
Department of Health, Human Performance and Recreation
Fall 2020

REC 462 – PRE-INTERNSHIP SEMINAR

Course number: REC 462	Title: Pre-Internship Seminar
Credit Hours: 1	Course Time: Online
Instructor: Dr. Sarah Ball	Office Phone: 620-235-4664
Office: 101M Student Recreation Center	E-mail: sball@pittstate.edu
Zoom Office Hours: by appointment	

NOTE:

Schedule/assignment changes may occur at the discretion of the instructor and as necessary to meet instructional needs. Changes will be communicated to the students through Canvas class announcements.

Course Objective: To prepare the student for the internship semester and the recreation profession.

Course Description: The course will focus on three areas of professional preparation including 1) the internship experience, 2) employment issues in the profession of recreation and 3) after the internship. Students will examine their personal goals, assess their own strengths and weaknesses, and determine a desirable intern experience based on their self-examination. Students will become thoroughly familiar with internship requirements and are encouraged also to attend a professional conference.

Objectives:

- 1) Students will identify their internship goals and professional goals
- 2) Students will examine their personal strengths and weaknesses
- 3) Students will prepare a resume and cover letter (**8.23 Ability to use tools of prof. communication**)
- 4) Students will attempt to secure an internship placement site
- 5) The realities of an internship will be discussed
- 6) Ethics of the profession related to internships will be discussed (**8.07 Ethical principles & professionalism**)
- 7) Students will enhance their interviewing skills through recorded mock interviewing (**8.23**)
- 8) Students will attend an approved professional conference to network with professional and internship providers if at all possible. (**8.08 Maintain prof. competence & prof. development**)
- 9) Students will be completely familiar with the internship manual and all internship requirements
- 10) Students will use the internet to identify several potential internship experiences
- 11) Students will know how to prepare a viable resume and cover letter for themselves

Required Text/Resources: Internship Manual for REC 498 (download from Canvas Course files) AND *Internships in Recreation and Leisure Services: A Practical Guide for Student. 6th edition.* ISBN: 978-157167-871-3. Students must have access to Zoom.

Course Format: This course will be conducted online using a variety of teaching and learning methods and techniques, with the primary approach being interactive and practical.

Completion of Assignments. Assignments are due at the due date time on Canvas. Unless, otherwise noted on Canvas. Students may be required to submit scanned forms/worksheets and submit uploaded video files. No late assignments will be accepted. Assignments may be added or retracted from the syllabus.

Academic Honesty. I expect absolute honesty from all students in the completion of assignments and 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.

ACADEMIC INTEGRITY POLICY

Academic dishonesty by a student is defined as unethical activity associated with course work or grades. It includes, but is not limited to:

- (a) Giving or receiving unauthorized aid on examinations.
- (b) Giving or receiving unauthorized aid in the preparation of notebooks, themes, reports, papers or any other assignments.
- (c) Submitting the same work for more than one course without the instructor's permission, and,
- (d) Plagiarism. Plagiarism is defined as using ideas or writings of another and claiming them as one's own. Copying any material directly (be it the work of other students, professors, or colleagues) or copying information from print or electronic sources (including the internet) without explicitly acknowledging the true source of the material is plagiarism. Plagiarism also includes paraphrasing other individuals' ideas or concepts without acknowledging their work, or contribution. To avoid charges of plagiarism, students should follow the citation directions provided by the instructor and/or department in which the class is offered.

The above guidelines do not preclude group study for exams, sharing of sources for research projects, or students discussing their ideas with other members of the class unless explicitly prohibited by the instructor. Since the violation of academic honesty strikes at the heart of the education process, it is subject to the severest sanctions, up to and including receiving an "F" or "XF" (an "XF" indicates that "F" was the result of academic dishonest) for the entire class and dismissal from the university. For a full copy of this policy and the supplemental syllabus see:

http://catalog.pittstate.edu/contentm/blueprints/blueprint_display.php?bp_listing_id=162&blueprint_id=124&sid=1&menu_id=7980

Communication with Instructor: Any form of communication, besides in-person meetings, with instructor (e-mails, phone messages, ect.) must contain students first and last names and course title. Subject title e-mails with the course number "REC 462" with your name and reason (i.e. REC 462 – Usain Bolt – Meeting?). Time is valuable; to make sure we are all using our time valuably, schedule a meeting with me via email to make sure I will be there and can be prepared to discuss the issue at hand.

Grading

90-100%	=	A
80-89%	=	B
70-79%	=	C
60-69%	=	D
<60%	=	F

Date	Assignments Due
Sunday, September 6	<ul style="list-style-type: none"> • Course Packet Assignment (10 points) • Introductions (10 points) • Discussion 1 (10 points) • Chapter 1 Exercises (5 points per exercise)
Sunday, October 4	<ul style="list-style-type: none"> • Discussion 2 (10 points) • Chapters 2, 3, & 4 Exercises (5 points per exercise)
Sunday, November 1	<ul style="list-style-type: none"> • Discussion 3 (10 points) • Resume & Cover Letter Assignment (50 points) • Chapters 5, 6 & 7 Exercises (5 points per exercise)
Sunday, November 22	<ul style="list-style-type: none"> • Mock Interview Assignment (50 points) • Discussion 4 (10 points) • Course Exit Assignment (20 points)

Mock interview: Schedule with PSU Career Services – Zoom recorded.