

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
COLLEGE OF EDUCATION
PITTSBURG STATE UNIVERSITY

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| Course Number: REC 498 | Title: Internship in Recreation |
| Credit Hours: 9 hours | Course Time Schedule: Appointment |
| Instructor: Dr. Laura Covert Miller | Office Phone: 620 – 267 – 2903 |
| Office: 102 SRC | Virtual Office Hours: M/W: 9:00 am – 11:00 am T/TH: 1:00 – 4:00 pm |

COURSE DESCRIPTION: Internship in recreation under the supervision of an agency staff member with at least a Bachelor' Degree (Certified Therapeutic Recreation specialist for T. R. students) and approval of the university instructor. May be taken in such areas as public recreation departments, hospitals, advocacy agencies, and fitness industry. Admission by application and instructor permission. Therapeutic Recreation students are required to complete a 15-week, 560-hour internship. Recreation & Sport Management and Community & Worksite Wellness majors are to complete a minimum 12-week, 480-hour internship.

COURSE OBJECTIVES: Upon on successful completion of this course, the student should be able to:

1. Produce quality projects similar to those found in the chosen recreation field/internship placement.
2. Discuss recreation agency administrative policies and procedures.
3. Apply foundational knowledge to recreation-based services within the agency.
4. Demonstrate the ability to solve problems through critical thinking.
5. Address internship organization's operation and management procedures.

INSTRUCTIONAL RESOURCES & DELIVERY METHOD

Required Text Book: Internship Manual
Course and correspondence will be mainly online

TEACHING STRATEGIES

- A. Traditional Experiences:** Internship
- B. Field Experiences:** Students will be required to provide their own transportation and materials in completing a project for the course.

EVALUATION

Assessment: Grading in this course is based on a set of total points.

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| Grade Scale | 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. Academic Honesty Policy.** It is the responsibility of each student to become familiar with the University's policies concerning academic honesty. Syllabus supplement and academic dishonesty policy may be found at the following link: <https://www.pittstate.edu/registrar/syllabus-supplement.html>
- 2. Accommodations:** Any student who, needs accommodations in order to meet course requirements should contact the Student Accommodations Center as soon as possible to make necessary accommodations.
- 3. Assignments:** All assignments will be submitted via Canvas and in the final notebook. Students should follow the directions given in the Internship Manual for completion of assignments. *No due dates are associated with each assignment due to each student having a different internship starting date. It is the student's responsibility to submit assignments in a timely manner.*
4. Students whose internship goes beyond the end of the semester may not officially graduate until the following semester. Students who are in this situation will still be considered graduates once they complete their internship. The university can verify a student's completion of their degree prior to their receipt of their official diploma if needed when students are applying for jobs.
5. If students need to speak with Dr. Covert Miller and are unable to set up an appointment during virtual office hours, appointments can be scheduled outside of the designated virtual office hours.

COURSE ASSIGNMENTS

Syllabus Quiz: Students are to complete a syllabus quiz prior to being able to submit their course assignments. The quiz is to be completed within the first week of the internship.

Contract w/Agency: Students are to have a signed internship contract from their agency supervisor prior to the start of the internship. Document is to be emailed to the university internship supervisor.

Goals & Objectives: Students are to write a minimum of five goals and objectives to be completed during the course of the internship. The goals and objectives are to be reviewed and signed by the agency internship supervisor prior to submission on Canvas. Due within the first two weeks of the internship.

Daily Logs: Students are to complete daily logs the first three weeks of the internship. Students are to follow the format found on Canvas within the daily logs assignment. Students are expected to keep up with their log submissions during the length of the internship. Students are to submit the daily logs all together at the end of each week.

Weekly Logs: Students are to complete weekly logs starting the fourth week of the internship. Students are to follow the format found on Canvas within the weekly log

assignment. Students are expected to keep up with their log submissions during the length of the internship.

Mid-Term Written Report: Students are to write a review of their internship covering the first six to seven weeks. The report is to summarize the first half of the internship. Students are to discuss goals achieved, accomplishments, struggles, and future goals to accomplish. Due the end of the seventh week.

Agency Mid-Term Evaluation: Students are to have their agency supervisor complete the mid-term evaluation within the sixth or seventh week of the internship. Students are to review this evaluation with their supervisor. Students then submit the evaluation on Canvas. The evaluation can be found in the internship manual and on Canvas.

Final Agency Evaluation: Students are to have the agency supervisor complete a final evaluation over the student the last week of the internship. The evaluation is to be reviewed with the student before submitting. The evaluation can be submitted via Canvas, emailed directly to the university supervisor, or placed in the final notebook.

Minor Project Report: Students are to complete a minor project during the internship. The project is to be something beneficial for the organization. The minor project is to be discussed with both the agency and university internship supervisors. Students are to submit a report reviewing what was completed. Students are to also submit any supporting documents for the minor project. Minor project examples include: painting dugouts, planning a one-day event, leading kids games during a day camp.

Major Project Report: Students are to complete a major project during the internship. The project is to be something beneficial for the organization. The project is intended to focus on organizational, leadership, communication, and problem-solving skills. The major project is to be discussed with both the agency and university internship supervisor prior to starting. Students are to submit a report reviewing what was completed. Students are to also submit any supporting documents for the major project. Examples of major projects include assessments, programs, resource books, and new interventions.

Picture @ Internship: Students to submit a picture of themselves at their internship. The picture does not have to have clients in it (due to privacy regulations). The picture is to show something associated with the internship. Due at any point during the internship.

Internship Hours Log: Students are to log their internship hours. The log is to be submitted at the end of the internship.

Student Evaluation of the Agency: Students are to complete an evaluation of the internship agency. Evaluation is due at the end of the internship. Document can be submitted via Canvas or in the final notebook.

Final Notebook & Report: Students are to complete a final report about the internship and agency. Students are to follow the outline for the final report in the internship manual. Students are then to place the report and supporting documents within a notebook. Students are then to submit the notebook to the university internship supervisor. Grades will not be submitted until the final notebook is received by the university internship supervisor.

COURSE SCHEDULE

| Assignment | Date Due | Points Possible |
|--|--------------------------------|----------------------------|
| Contract Due | Before internship starts | 5 |
| Goals and Objectives | Within two weeks of start | 10 |
| Daily logs (1 st three weeks) | Submit end of week (3 pts ea.) | 45 |
| Weekly Logs (4 th week – end) | Submit each Monday (3 ea.) | 30/36 |
| Mid-term Written Report | 6th week of internship | 20 |
| Agency Mid-term evaluation | 6th week of internship | 10 |
| Minor project Report/Case Study | by 9th week of internship | 20 |
| Final Evaluation from Agency | Last week of internship | 20 |
| Major Project(s) Report | Last week of internship | 20 |
| Alternative Internship Assignments | Throughout Internship | 30 ea. |
| Pictures @ Internship | Last week of internship | 5 |
| Internship Hours Log | Completion of internship | 5 |
| Student Evaluation of Internship | Completion of internship | 20 |
| <u>Final Notebook & Report</u> | On completion of internship | 50 |

NOTE: To pass the Internship ALL of the above Assignments must be completed as indicated above. Full credit may be awarded when daily & weekly logs, project reports, and final notebook are 1) completed and submitted on time, 2) typed, well done and complete, 3) Reports and notebook are professional looking and well written, 4) It is obvious that the student has done their best work. Final grades will also be based upon internship supervisor's recommendations. Assignments listed above may be different based upon the student's emphasis area or situation during the COVID-19 pandemic due to various agency restrictions.

Student internships that may be affected by COVID-19 will be discussed with both the university and agency supervisor. Accommodations will be completed in order to assist the student to complete the requirements for the internship.