

University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management
TOURISM, EVENT & RECREATION MANAGEMENT
PRACTICUM EXPERIENCE – LEI 4941

Complete the form below, attaching additional responses when required. Questions must be answered in full sentences, and clarification and/or additional information must be given when necessary. Your responses (including this page) must be presented as a formal report. **This proposal must be approved prior to making commitments (verbal or written) to conduct your practicum at an agency.**

1. INTRODUCTION

This opportunity is designed to provide *practical experience for Tourism, Event and Recreation Management majors*. Students will maintain a part-time workload in a setting appropriate to their specialization such as an event management company, hotel/resort, or recreation facility where significant learning possibilities exist. Through a practical experience such as this, the efficient application of knowledge, ideas, and skills in a realistic work setting can begin to occur. With this, both the student and the site should benefit immeasurably. All practicum experiences must directly and explicitly involve activities involving industry experiences relevant to the academic content covered in the Tourism, Event and Recreation Management curriculum.

2. EXPERIENCE OBJECTIVES

The major objectives for the practicum experience are to enable the student to:

1. Begin applying the knowledge and skills attained in the campus setting to specific practical issues in the workplace, and
2. Contribute significantly to the activities, events, and projects of the site.

Below are examples of activities, events, and projects appropriate to Tourism, Event and Recreation Management. Each site should include the responsibility of needs assessment, planning, implementing, and evaluating activities, events and projects throughout the semester under the supervision of the site. If you are proposing to receive credit at your normal place of business, you must demonstrate that you will be performing duties and be responsible for activities outside your job description.

Provided is a list of many, but not all, opportunities that can be or should be offered by a site:

- Special event development, management, organization, and presentation
- Promotional development and distribution
- Media development, distribution, and historical retention
- Bid proposals and presentations
- Administration of daily operations
- Facility tours, recruiting, and membership

3. HOURS REQUIREMENT:

You must complete a minimum of 48 clock hours for each credit hour registered. **The number of potential clock hours to be completed and the number of credit hours for which you will register is to be determined PRIOR to the start of the semester.** You and your site supervisor should discuss the number of hours that you are expected to complete over the semester. If the number of hours exceeds or is less than the credit hour requirement for which you are registered, you CANNOT decide to retroactively add or drop credit hours to/from the practicum. *Retroactive changes (add or drop) will not be approved. In addition, retroactive credit for hours performed in a prior semester will not be approved, per department policy.*

4. SITE REQUIREMENTS:

The supervisor and student should:

- A. Agree upon and provide a written summarization describing activities, events, and project expectations.
- B. Agree upon **total hours** to be worked and work schedule (daily if available) required.
- C. Discuss whether professional liability insurance is required.
- D. Discuss assignments, evaluation, and grading process. Know your site's expectations!

5. STUDENT REQUIREMENTS (MIDTERM & FINAL EVALUATIONS)

Once the practicum has been accepted and the practicum work officially begun, students will be required to submit a midterm evaluation (to be completed by the site supervisor), a final evaluation (to be completed by the site supervisor), and a final site evaluation (to be completed by the student).

The practicum website for the department <http://hhp.ufl.edu/current-students/practicum-info/trsm/> provides the evaluation forms for you and your supervisor. Students are encouraged to review the evaluation with their supervisor at the beginning of the semester to be sure they understand what will be expected of them. The evaluation must be signed by BOTH the supervisor and the student in order to fulfill the requirements. *There will be a 10% deduction for each week that an evaluation is late (this is an entire grade deduction).*

The due date for *midterm evaluations* will be contingent on the student's schedule at the work site.

The due date for the *final supervisor evaluation* and *final site evaluation* are listed below:

Fall Semester:	Prior to the last Monday of the semester
Spring Semester:	Prior to the last Monday of the semester
Summer A Semester:	Prior to the last Monday of the semester
Summer B/C Semester:	Prior to the last Monday of the semester

PRACTICUM PROPOSAL

Name: _____ UFID #: _____

Local Address: _____

Permanent Address: _____

Phone: UF E-mail: _____

Semester of Practicum: _____

Name of Practicum Site: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Practicum Supervisor: _____

Job Title: _____

Years in current position: _____ Years of prior experience: _____

Directions: Please have the site supervisor complete the following questions regarding work hours.

How many total hours is the student expected to work? _____

What percentage of the work will require physical labor? _____

What percentage of the student's work hours will be non-traditional? _____

Please check all that apply: ☐ early morning ☐ late evening ☐ weekends ☐ holidays

Additional comments: _____

Supervisor signature: _____

PRACTICUM STUDENT:

Type the following 6 questions and your responses on a separate page(s) and attach to this form.

1. Description of the agency for which you will be working.
2. What are your 10 goals related to the practicum?
3. Why do you think this practicum site will help you meet your goals?
4. What are your duties and responsibilities?
5. What can you contribute to the agency?
6. Please provide an outline of how you will meet the minimum hours requirement.

"I have answered all of the above statements honestly."

Credit hours to be registered for (1-3): _____

Signature _____ Date _____

PRACTICUM SUPERVISOR (please initial):

_____ The practicum supervisor will inform the student of any known risk or safety issues surrounding his or her work environment.

_____ The practicum supervisor has reviewed the students practicum goals and will do their best to assist the student in attaining these goals.

_____ The practicum supervisor has worked with the student to develop a plan that meets the needs of both the practicum site and the student.

_____ The practicum supervisor and the student have agreed on the total hours of work, responsibilities, and expectations of this practicum agreement.

"I agree with the above proposal."

Signature _____ Date _____