

## **M.S. Tourism and Recreation Management Professional Development Capstone Project**

All non-thesis students majoring in Tourism and Recreation Management must complete the Capstone Project, which serves as the exit requirement for the Tourism and Recreation Management degree. This project is the final step in the degree process and must be completed in the student's final semester prior to graduation. Your instructor for this class will be your M.S. advisor.

The purpose of the Capstone Project is

- to assist the student with the identification of personal and professional goals,
- demonstrate that the student is able to take newly acquired knowledge and skills and apply them to professional practice,
- help the student understand their weaknesses and strengths when seeking employment,
- prepare them to seek employment by effectively promoting themselves.

### **Specifications and Requirements for the Tourism and Recreation Management Capstone Project**

There are four major sections of completion for the capstone course. They include:

1. Statement of purpose
2. Professional Documentation
3. Application of Scholarship to Practical Setting
4. Complete Alumni Information Sheet

Please reflect on the following topics and write your responses in a Word Document (Times New Roman typeface 12-point font or Calibri typeface 11-point font, 1 inch margins, double spaced, and APA format) and each discussion point should be at least 3 to 6 sentences.

## **I. Statement of Purpose**

Use the following as a guide in developing your Statement of Purpose.

1. Personal Traits and Goal Inventory
  - a. What are your strongest personal traits and attributes?
  - b. What are your weakest personal traits and attributes?
  - c. What steps could you take to enhance said traits and attributes?
  - d. Discuss three additional traits and attributes you would like to improve in your personal life.
  - e. Discuss two personal goals you would like to accomplish in the next five years.
2. Professional Traits and Goal Inventory
  - a. What are your strongest professional traits and attributes? How are they aligned with employment in the tourism and recreation field?
  - b. What are your weakest professional traits and attributes?
  - c. What steps could you take to enhance said traits and attributes?
  - d. Discuss three additional traits and attributes you would like to improve in your professional life.
  - e. Discuss two professional goals you would like to accomplish in the next five years?
3. Identification of specific professional position  
Identify a specific professional position you wish to obtain and attach the actual job announcement.
  - a. Why do you want this position?
  - b. How has the Tourism and Recreation Management degree prepared you for the position?
4. Discuss the short- and long-term goals required to obtain the position.
  - a. discuss short term goals to obtain the position
  - b. discuss long term goals to advance in the position

## **II. Professional Documentation**

1. Provide an overview of how your experiences (volunteer, practicum, internship, and/or employment) while a graduate student has prepared you for desired career position.
2. Interview an individual currently in your desired career position, or in a position that could eventually lead to your desired position. Discuss your thoughts about this meeting (~2 pages).
3. Write a Cover Letter for an entry position that will help you reach your long-term goals. This must be approved by the Career Resource Center (see Appendix A).
4. Provide your Professional Resume. This must be approved by the Career Resource Center (see Appendix A).

### III. Application of Scholarship to Practical Settings

Successful completion of this section will be contingent upon accuracy and completeness of information, communication of ideas, writing (e.g., spelling and grammar), use of course materials and outside resources, and correct (APA 6th edition) citation and references.

1. Identify three (3) key concepts presented in the three core courses listed below, relating information to your “ideal tourism or recreation position,” as described in your desired position outlined in Section 1, Number 3. [Be as specific as possible.]

Trends	Research methods	Statistics
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2. This section must contain a minimum of 4000 words.
3. A minimum of ten (10) scholarly peer-reviewed references must be cited. [Class notes, textbooks, and non-scholarly references should not be cited.]
4. Please place all references for each topic/course at the end of Section IV.
5. Examples could include learning how to construct valid survey items in Research and Evaluation, thus you can help your employer evaluate programs.

### IV. Completion of Alumni Information Sheet

1. Please complete the TRM Alumni Survey at [https://ufltrsm.us2.qualtrics.com/SE/?SID=SV\\_0HeblAYe2FIOZgg](https://ufltrsm.us2.qualtrics.com/SE/?SID=SV_0HeblAYe2FIOZgg). Take a screen shot of your *Proof of Completion* and include it in your submission. This page will appear after you complete the online questionnaire.
2. Please complete the THEM Exit Interview Survey at [https://ufltrsm.co1.qualtrics.com/SE/?SID=SV\\_7WbS0tX5wdYNood](https://ufltrsm.co1.qualtrics.com/SE/?SID=SV_7WbS0tX5wdYNood) (not sure if this is the correct link)

### **Submission Guidelines for TRM Capstone Project**

You will be added to a Canvas site to submit your project during the semester in which you will graduate.

- a. Your typed, double spaced submission in 12-point font and Times New Roman typeface with page numbers in the lower right corner
- b. Include a table of contents following the 6<sup>th</sup> edition of the APA Manual
- c. Headings should be in accordance with outlined content topics
- d. Section and Subsection headings should be left-justified and underlined or bolded.

### **Submission Deadlines**

If the due date falls on a holiday, then your project is due the prior day:

1. December graduation: First Friday of November
2. Spring graduation: Second Friday of March
3. Summer graduation: First Friday of July

***If any section of the submission does not meet the academic standards or requirements of the project, an oral defense will be scheduled with the student for the sections in question.***

## **Appendix A**

### **University of Florida Career Resource Center and Career Fairs**

The Career Connection Center (C<sup>3</sup>), located in the Reitz Union, is available to assist you in exploring potential careers and opportunities as well as prepare you for your internship or job search. In addition, the C<sup>3</sup> is available to assist with resume development, cover letter writing, and career-related questions.

You are strongly encouraged to seek advice from the Career Planning Office. You can make an appointment with any full-time C<sup>3</sup> staff members to discuss your career plans (click “request a Career Planning Appointment” under Shortcuts on the right-hand side of the webpage at [www.career.ufl.edu](http://www.career.ufl.edu) after you log-in. For the “Type” of meeting, select option #6 or #7. When completing the form, leave the “Location” box blank. Once you confirm your time, day, and advisor in the next few steps, you will be given an option to select a meeting “via Skype” or “via Phone”. Please plan ahead as it may be a few weeks before you can get an appointment.

In addition to the Career Connection Center, the college of HHP and the University both host annual career fairs within the year. It is strongly encouraged that you attend one or both of these before you graduate. ([www.hhp.ufl.edu](http://www.hhp.ufl.edu))