

Department of Tourism, Recreation & Sport Management
College of Health & Human Performance
University of Florida

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Office Hours: MWF: 10:00am-11:00am; R: 9:30am- 11:30am

310 FLG

Chair: Dr. Michael Sagas

LEI 3921 - Field Experience in Leisure Services

A. Course Purpose:

Field experience gives students the opportunity to gain practical experience in a chosen area of the leisure service delivery and sport management systems. Students will apply skill and knowledge as a volunteer at an agency in their area of study. Students are expected to utilize leadership and management skills to enhance participant involvement and agency operations. In addition, the student prepares a resume, investigates agencies as potential intern sites and submits the appropriate forms for approval of an internship site. Consequently, this class requires that a student demonstrate that they are mature and responsible enough to enter internship. **Responsible** – Adj. Expected or obliged to account for something; answerable accountable (Webster's, 1999).

"Responsibility means coming to class, turning in reports on time and following directions."

B. Course Objectives:

1. To prepare students for the internship experience.
2. To foster the development of career objectives.
3. To facilitate experiences in which students can evaluate strength/needs for a career.
4. To provide information regarding the preparation for an internship.
5. To provide information regarding issues related to the world of work.
6. To provide information related to professional development.
7. To provide information regarding professional certification processes in leisure services and therapeutic recreation.
8. To provide formal field experience(s) of at least 100 total documented clock hours in appropriate professional recreation [*and sport management*] organizations/agencies prior to internship. (8.28)

C. Required Text: Ross, C. et. al. (2006) Mastering the Job Search Process in Recreation and Leisure Services. Boston: Jones and Bartlett Publishers. **[do not buy it USED]**

D. Grading Criteria:

1. Personal Philosophy	10
2. Marketable Qualities Assessment.....	10
3. Internship Packet (including professional photo).....	60
4. Resume and Cover Letter (20 pts each)	40
5. Agency Sign-Up (Fieldwork proposal)	20
6. Four 25-hour Journal Reports (20 points each)	80
7. Final Evaluation [completed by your supervisor]	25
8. Student Summary [2 page]	10
9. Student Final Field Experience Evaluation	10
<u>10. Class Attendance [5pts per class]</u>	<u>45</u>
Total	310

Grading Scale

A	280-310
B	250-279
C	220-249
D	190-219
E	Below 190 points

Note: There are no plus or minus grades awarded in this class.

E. Internship Packet: *Your internship site should relate to your major or specialization.*

Note: ALL students must complete an intern packet regardless of when they actually intern. The deadline for the packet is strict. If you miss it for whatever reason then you will not earn any points. If you are planning to intern in the summer, 2009 and you have not completed the packet, you will not only not get points for this course but you may not be able to intern in the summer and you may have to deal with the Department Intern Coordinator or the Petitions Committee. Each packet must be enclosed in a plain file folder [no pockets or pins etc,] and be completed and evaluated according to the following criteria:

<http://www.hhp.ufl.edu/trsm/InternshipPacket.htm>

- Appendix A - form available online – properly filled out and signed – this includes your goals etc
- A completed (actual or practice) proposal and 13 week plan for your internship.
- Internship Clearance form signed by appropriate advisor. [see Special Notes #8].
- Documentation of First Aid and CPR certification valid through the ending date of internship (Can be arranged through Yon Hall Student Health Center) the American Red Cross American Heart Association). For those interning later than next semester, provide time and date course offered, date you plan to take the course, cost, and an outline of course requirements. You need from either the American Red Cross or the CPR for INFANT, CHILD AND ADULT and either Basic First Aid or Advanced/Wilderness First Aid. For

packet purposes you must either provide copies of these certifications or else WHEN/WHERE you are planning to take the classes.

NOTE: NO ONLINE First Aid or CPR classes are accepted and you must have this before you intern.

- Resume and Cover Letter [*based on corrected versions*] – Cover letter to the agency you are applying to [on quality bond paper]
- One passport size (or 2” x 3”) Photograph of you (not a party or family photo) (*Head and shoulder shot on Photo paper clipped to a 8 ½ x 11 paper*)
- Health Insurance Form. - *form available online* – [this is not the same as liability insurance]
 - Indicate whether you do or do not have health insurance. If you have health insurance, please provide company and policy information.
- Documentation of Professional Liability Insurance [Two Step Process]

A. Complete the AAHPERD membership application online at

<https://www.aahperd.org/ssl/membership-form.cfm> (AAHPERD membership rates-
http://www.aahperd.org/aahperd/template.cfm?template=membership_rates.html)

B. Go to the Forrest T. Jones & Company, Inc. web site (<http://www.ftj.com/>) and go to the Professional Liability for Educators Section and select the Student Educator Section (<http://www.ftj.com/TIE/pages/plstudfeatures.asp>). You should get an EMAIL confirmation that you have just purchased such a policy – PRINT that and that is what is needed in the Intern Packet

Exception: If you are definitely interning out of the USA, then you do not need this insurance but you need to be registered with the International Students Office in the Hub. Keep in mind that we often do NOT approve out of country internships for various reasons.

*** Summer 2009 Interns with Complete Materials - **nothing** pending except First Aid/CPR (see above) = beige file folder.

***Summer 2009 Interns who do not have an Appendix A form signed [you are waiting for approval etc] = blue file folder

*** Fall 2009 Interns = red file folder

NOTE #1: If you are interning in the summer 2009 then all students must see their academic advisor [REC or SM] for an Internship Clearance in the beginning of the term. If you are interning in the Fall 2009 then you need to do this when the summer term begins. It is important to note that if you fail or do not complete required classes or credits needed for graduation, you will not be able to intern as planned. Do not think you can take a correspondence course or a course at a community college near your internship while you are interning. You must be free of all other academic requirements.

NOTE #2: Once you are officially approved by us and we have received the confirming letter from the internship agency, WE will register you for internship.

Note #3: You have two concerns with the Intern Packet. The first is that you do what is necessary to get the 60 points that is allotted to this assignment. Therefore, make sure you complete the packet as instructed whether you are interning in the summer or not. Your second concern is that if you want to intern in the summer then it must be completed in a timely fashion for Dr. DeMichele and his assistant to process it. We have over 100 students interning each term! So once the deadline date for turning in an intern packet is reached (3/19/09), then all official documents related to your official intern packet must be turned in directly to Dr. DeMichele or his assistant. All Fieldwork documents must still be turned into me and not Dr. D.

F. 100 Hours of Field Experience:

*One hundred (100) hours of field experience are required for successful completion of this course. Please secure an approved site ASAP (A MOU must be on file) and then begin working toward the 100 hours). Site can only be approved by Dr. Beland. The purpose of the 100-hour volunteer experience is to expose the student to real world situations in a professional setting complementary to the degree specialization.

When the agency representative is interviewing students, schedules should be compared for compatibility. The student and the agency representative will develop the working schedule. The student must adhere to agreed-upon schedule. Remember Holidays and spring break for the university may not coincide with the agency's days off. The field experience should include leadership training in the student's particular option area and **not be limited** to clerical/housekeeping work. Students must return the Agency Sign-up Form to class no later than class Thursday, January 29. The Agency Sign-up Form must be turned in and approved prior to your volunteering.

G. 25 Hour Report (4 times):

At the end of each 25 volunteer hours with the agency (see report due dates), each student must submit the following: The signed Agency Supervisor's 25-Hour Verification. At the end of the completed 100 hours a Final Evaluation by the Supervisor is due. That form is online and the student should fill in his/her name and give it to the supervisor and politely ask the supervisor to complete in time for the deadline. Students may deliver it to me or the box of the supervisor can send it by campus or regular mail or by fax. In addition to the volunteer experience, the student will prepare a 2-page Student Summary of the experience after the 100 hours is completed AND the Field Experience Evaluation Form by the student. The Student Summary will detail the actual work done by the student to include opinions and lessons learned. The Student Summary is typed and double-spaced.

NOTE #1: Students **MUST** submit their 25 hour report the minute they have completed them – **do not wait** until the due date. For example, if a student turns in his/her first report with 32 hours, then points will be deducted.

Note #2: Students should plan ahead. Lateness of reports will not be excused if your supervisor is not available to sign them around the due date. Supervisors do not like it when students bring reports and say they have to be signed and delivered that day.

Note #3: Most agencies have several people who could sign for the supervisor. If it is OK with the supervisor, it is OK with me. Ask ahead of time.

H. Class Behavior

Students are expected to attend class and be courteous when in class. The instructor or fellow students do not appreciate lateness/tardiness and TALKING. Students should not bring in pagers and cell phones, but if they do, they should at least turn them off. Absolutely no food and drink are allowed in the classroom, I will make students remove it. **Laptop computers are prohibited in this class.**

I. Academic Pledge

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

J. Special Notes

1. All late reports/assignments will be penalized 5 points for each three days that they are late. ALL REPORTS are due by class time.
2. All reports/assignments not stapled will have 5 points deducted.
3. Most emails could be answered by coming to class. So, if you do not get a response from me, check your class notes and syllabus.
4. If you will not be able to attend class because of a UF sponsored event [e.g. athlete] then not only will I need documentation for the absence but the student must see me BEFORE that class to make arrangements for reports or class work. Otherwise there will be no excuses such as Internship interviews for missed classes.
5. At the end of the term I will expect that you send your fieldwork supervisor a thank you card/letter/email.
6. There will be a box in the advising office on the 3rd floor of the Florida Gym with my name on it. You may put your papers and reports for this class in this box or turn them into me at class time. You are NOT to bother the secretary or staff with questions about this class, for a stapler or folder or copies etc.
7. Extra credit in regards to intern packets must be complete except for First Aid/CPR and if it is for the summer 2009 must be official (signed off by the agency). Ten extra points for those submitted up to and including 2/19 class time. Five extra credits will be awarded to those compete packets turned in between 2/19 and 3/5 class time. Normal points will be awarded till 3/19 class time. No packets accepted after this date. After this date you must turn everything including first aid/cpr materials to DR. DeMichele's assistant located in the dept. Advising office.
8. If you are interning in the summer 2009, then you must see the Academic Advisor for your major in FLG 310. Ms. Sarah Eberhart is for Recreation majors and Mr. Garrett Beatty is for Sport Management majors. This must be done between Jan.15 and Feb. 27, 2009. You will get a form signed by them and that will be part of your intern packet.

For advising availability, check <http://advising.hhp.ufl.edu>

9. **Service hours** in the calendar mean no class that day. Reports are due no later than class time whether we have class or not – they must either be handed to me or placed in my box in the Advising Office.
10. Forms for this class are found on-line under my class. Please print out those forms and do not print our forms from Dr. DeMichele's class.
11. I regularly send important emails to the class and individual students – so make sure your **ufl.edu** email box is empty.

K. Students with Special Needs

If a student has a letter for special accommodations and wants to use them for this class, then the student must see me in my office during the first two weeks of the term to discuss these matters. I will not accept them in class.

Spring Term, 2009

Date	Topic	Reading Assignment
1/8	Introduction – What is Fieldwork?	
1/15	Personal Philosophy/ Internship proposal preparation (Appendix A)	Chapters 1 & 2, Internship Manual
1/22	The Role and Value of an Internship <i>[Personal Philosophy due]</i>	Chapter 9
1/29	Resume & Cover Letter Development <i>[Agency sign-up form due]</i>	Chapters 6 & 7
2/5	Interviewing <i>[Resumes and Cover Letters due]</i>	Chapter 8
2/12	<i>Service Hours - [1st report due; 25 hrs]</i>	
2/19 Chapter 4	Looking for a Job/ Marketable Qualities Assessment <i>[Full Internship packets submitted +10 points]</i>	
2/26	Conference – NO CLASS <i>[2nd report due; 50 hrs]</i>	
3/5	<i>Service Hours- [Full Internship packets submitted + 5 points]</i>	
3/19	Interviewing <i>[All full Internship packets must be submitted]</i>	
3/26	Professional Issues	Ch. 10, 11
4/2	<i>Service Hour s[3rd report due; 75 hrs]</i>	
4/9	Professional Issues	
4/16	<p><i>Service Hours</i> = CPR and First AID documentation must be completed – copies turned into Dr. DeMichele or his assistant in the advising office. Also due and placed in my box in the advising office 4th report, 100 hrs Student Summary Field Experience Evaluation Form ----- All Supervisor Final Evaluations due by April 28.</p>	

Personal Grading Evaluation Form for LEI 3921 – Spring Term 2009

- 1. Personal Philosophy _____
- 2. Marketable Qualities Assessment _____
- 3. Internship Packet (including professional photo) _____
- 4. Resume _____
- 4a. Cover Letter _____
- 5. 25-hour Journal Reports #1 _____
- 25-hour Journal Reports #2 _____
- 25-hour Journal Reports #3 _____
- 25-hour Journal Reports #4 _____
- Supervisor Summary _____
- Student Summary (2 page summary) _____
- Student Field Experience Evaluation _____
- Thank You card/letter/email [not graded] _____
- 6. Class attendance _____

- TOTAL: _____



Grading Scale

- A 280-310
- B 250-279
- C 220-249
- D 190-219
- E Below 190 points