

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

Field Experience

LEI 3921 – Field Experience

Fall 2009 (3 credit hours)

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330C Florida Gym

Email: dougd@hnp.ufl.edu
392-4042 x1250

Office Hours: Monday 8:30 – 10:30 am
Wednesday 8:30 – 10:30 am

Class Meets: Monday 10:40 am – 11:30 am in room 210 FLG

Chairperson

Dr. Michael Sagas

Department of Tourism, Recreation and Sport Management
300 Florida Gym
<http://www.hnp.ufl.edu/rpt/>

Honor Code

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

“The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism and other acts of academic dishonesty.”

Course Overview:

Class meets Monday’s from 10:40 am – 11:30 am and consists of lectures, discussions, and presentations from guest speakers.

Course Description:

LEI 3921 provides students with the opportunity to gain practical experience within an agency in leisure services/sport management. Students will be able to apply skills and knowledge as a volunteer at an agency in their particular option area. Students are expected to utilize leadership and management skills to enhance participant involvement and agency operations.

In addition, the course is designed to assist the student in the transition from student to a paid professional. The student will become familiar with resources to find potential internship sites and to increase knowledge regarding professionalism. Upon the successful completion of this course, all students will have finished their field experience requirement, and have either submitted or have the tools necessary to submit a proposal required for their internship.

Students need to be aware of deadline dates and submit their initial proposals on time (October 23rd for Spring 2010).

It is the student's responsibility to submit a completed internship packet by the assigned deadline; late submittals *will likely* result in a DELAYED internship. Failure to turn in the completed internship packet (all items within the packet) by the last day of class for the semester *WILL RESULT IN* a delayed INTERNSHIP.

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 strengths and needs related to 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 organizations/agencies prior to internship. (8.28)

Required Text:

Mastering the Job Search Process in Recreation and Leisure Services by Ross, Beggs & Young (2006). Be sure to purchase a new book....pages have been removed from used editions.

Special needs:

If any student has a need for a special accommodation, please let Dr. D. know ASAP or by the third class.

Classroom guidelines:

For the purpose of name recognition and class communication, new students are asked to submit a 2"x 2" photo by the second week of class. Please staple to an index card with your name, major, phone number and email address. This card can be used long after the on-line E-Learning photo has been deleted from the database.

It is expected that all students arrive, on time, prepared for class and that all cellular phones and Internet connections are turned off during class (portable computers are not to be used unless you have note taking permission from the ADA Office). Reading the newspaper or disrupting the class will not be tolerated. Eating in class is against HHP policies. If at any time you feel the need for assistance and/or information concerning the course, see the instructor as soon as possible.

Course Grading:

There are 500 total points for the class. The class will be graded based upon the following items.

1. Agency Sign-up form 5
 2. Personal philosophy/5 year plan (500-750 words) 25
 3. Marketable Qualities Assessment..... 25
 4. Mock Interview (25 additional points with CRC interview).....55 or 80 *
 5. Internship Packet (including professional photo, liability ins)... 50
 6. Resume and Cover Letter (20 pts each) 40
 7. In class assignments (5 randomly collected; 10 pts each)..... 50
 8. Four 25-hour Journal Reports (40 pts each), a Supervisor Summary & a Student Summary (20 pts each)..... 200
 9. Internship clearance completed..... 25
- * (An in-class interview is also worth 80 points; please sign up in class)

Please be sure to complete the internship clearance form with the academic advisor (completed by Garrett Beatty SM or Sarah Eberhart REC). Please complete early in the term to avoid the advisor's busy time of the year.

Please note that assignments will be collected in class. Attendance and your involvement in the discussions are a critical component of the course. Additionally, as part of the transition to becoming a professional, the student will need to adhere to assignment deadlines (late assignments will result in a minimum deduction of 10-points).

E-Learning will be used to post all grades, the syllabus and the notes/projects for the class, with the final grade assigned according to the following percentages:

The final grade will be assigned according to the following:

A	=	450 - 500
A-	=	435 - 449
B+	=	420 - 434
B	=	400 - 419
B-	=	385 - 399
C+	=	370 - 384
C	=	350 - 369
C-	=	335 - 349
D+	=	320 - 334
D	=	300 - 319
D-	=	285 - 299
E	=	Below 284 points

<http://www.registrar.ufl.edu/catalog/policies/regulationgrades.html>

Mock Interview:

Students will have the option to participate in a mock interview through the Career Resource Center, in class (both worth 25 additional points) or among 3 classmates. The purpose of this exercise is to simulate a "real" job interview for the benefit of improving interviewing skills. In either option, the student will need to submit feedback offered by the interviewers. (Signed-off by all students participating in the interview)

- At least 3 positive points – points they would encourage you to retain and use again during the next "official" interview.
- At least 3 areas for improvement – considerations they would encourage you to work on prior to your next "official" interview.
- Students should consider videotaping the exercise
- The interview should be a minimum of 15 minutes
- Students should dress in professional clothing
- Crc.ufl.edu....student section then mock interviews

Four students will have the opportunity to interview before the class and receive 80 points for this exercise (interested students should notify the instructor early in the term).

***Internship Packet:**

The grade for your internship packet will be evaluated based upon:

- A completed **Internship proposal form (including the 5 questions)** and **13-week plan** for your internship (examples will be provided).

- Documentation of **First Aid and CPR certification** valid through the ending date of internship (Can be arranged through SHCC @ Yon Hall or the ARC). 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. The CPR certification requires Infant, Child and Adult training plus AED training.
- Electronic photograph completed by the secretary in FLG 330
- **Health Insurance Form.**
- Documentation of **Professional Liability Insurance** (\$1,000,000). Provide copy of the certificate to show you are covered for the period of the internship.
- International internships require a Proposal form from the UFIC as well.
- PLEASE note that site supervisors must not change during the internship without UF approval; be sure to secure a supervisor who can mentor you during the entire internship

AAHPERD: (contact info to help you secure insurance with Forrest T. Jones)

- Total approximate cost is \$60.00 for membership and \$1,000,000/\$1,000,000 in professional liability coverage;
- Step 1. Complete the AAHPERD membership application online at **www.aahperd.com**
If mailing your membership application, be sure to include the \$45.00 payment, sign and mail as soon as possible; on-line is more effective.
- Step 2. Complete the Student Educators Professional Liability Enrollment Form for liability insurance online at **http://www.ftj.com/TIE/pages/plstudapp.asp**; phone # 1 800 821-7303
Be sure to request confirmation of the policy and print a copy of the policy page;
- On-line approval, using a credit card has been most effective for our students
- Step 3. Submit a copy (front page only) of your insurance policy to the Intern Coordinator in room 330 FLG.
- *You are not required to use the Forrest T. Jones Company, however this option is the least expensive we have found for our students.*

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 new affiliation agreement must be completed with the site) and then students may begin working toward the 100 hours.

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. See points to consider in the selection of a site. (8.28)

- When the agency representative is interviewing the student, 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 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 work or manual labor.
- Students must return the **Agency Sign-up Form to class or to 330 FLG** no later than the end of class **Monday, September 21st**

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 and Evaluation**

In addition to the volunteer experience, the student will prepare a 2-page summary of the experience after all 100 hours are complete (not required after each report). Each of the reports will be worth 20 points.

The Agency Sign-up Form and the Affiliation Agreement (only if the site has not been used prior) must be turned in and approved prior to your volunteering.

Fall 2009

TENTATIVE CLASS SCHEDULE

Guest speakers may be scheduled to supplement the class schedule and students are expected to attend all classes.

August 24	Orientation to Class - Introduction
August 31	Dr. Connaughton and Hope Cook (Bike Florida) Newel Fox (Solutions Bridal) Personal Philosophy Exercise Chapters 1 & 2
September 7	Labor Day (no class)
September 14	Guest speakers David Lucier (O'Connell) Victor Martinez (CPR) Personal Philosophy due The Internship Plan Chapters 3 - 5
September 21	Marketable Qualities Assessment Agency sign-up form due
September 28	Internship proposal preparation (Proposal form) Resume & Cover Letter Development Chapters 6 & 7
October 5	Guest Speaker: Career Resource Center (Jill Skufe) (1st report due; 25 hrs)
October 12	Professional Development and Career Opportunities Chapters 10 & 11
October 19	Guest speaker Final week to be cleared by an advisor
October 23rd is the last day to submit a REAL internship proposal for the SPRING 2010 term	
October 26	Value of the Internship Chapter 9
November 2	Professionalism on the job
November 9	Resumes and Cover Letters due (20 points each) (2nd report due; 50 hrs)
November 16	Interviewing Chapter 8

November 23	In-class interviews (3rd report due; 75 hrs)
November 30	In-class interviews Practicum evaluation should be confirmed with site supervisor
December 7	In-class interviews CPR and First AID documentation and mock interview must be completed; Final reports due (4th report due, 100 hrs)

Services

Student Health Services, Infirmary—www.hsc.ufl.edu/shcc/--For General Information call 392-1161 x4309

Student Mental Health Services call 392-1171

Reading and Writing Center, SW Broward Hall---www.oir.ufl.edu/r&w/

Speech and Hearing Center, 442 Dauer Hall---web.csd.ufl.edu/clinic.html

Career Resource Center, G-1 JWRU---www.crc.ufl.edu

Teaching Center/Tutorial Help, Broward Hall

Student Legal Services, 368 JWRU---www.union.ufl.edu/services/slservices.html

Alachua County Crisis Center---334-0888

Center for Sexual Assault/Abuse Recovery and Education Student Health Care Center---392-1161 x423

Corner Drug Store---334-3800

University Counseling Center---392-1575

Office of International Studies and Programs---392-1345

Dean of Students Office---392-1261

Or contact your Departmental Academic Advisor in 330 FLG Garrett Beatty (beatty@hp.ufl.edu) for Sport Management and Sarah Eberhart (seberhart@hhp.ufl.edu for Recreation)

The syllabus provides a tentative schedule for the semester, however changes to the schedule may be made during the semester. Students are encouraged to attend every class.

Tiffany Hickem (GA) can be reached @ x1255 after calling 392-4042 or email tiff1124@ufl.edu

Nneka Arinze (GA) can be reached @ x1255 after calling 392-4042 or email