

Department of Health, Exercise Science, and Recreation Management  
The University of Mississippi  
Fall 2014

- I:**     **Course:**       RA 391 or RA 392  
                          Practicum in Recreation Administration I & II  
**Meeting:**       Mondays 1:00-1:50pm, Turner 243  
**Credit:**        One (1) Semester Hour  
**Instructor:**   Dr. Kim Beason  
**Office Hours:** M 4-5 & W 2:00 – 5:00  
**Phone:**        (662) 915-5521  
**Email:**         hpbeason@olemiss.edu

*“Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails.”*

- Mark Twain

**II:     CURRENT CATALOG Course Description**

RA 391- 50 hours of volunteer work in a minimum of three local park and recreation service industries.

RA 392- 50 hours of volunteer work in one park and recreation service agency.

**III.    Course Objectives**

The student will:

1.     Understand contemporary professional issues and how they impact the delivery of leisure services.
2.     Understand the concept of a profession and professional organization as related to leisure services.
3.     Understand the importance of, and resources for, professional development.
4.     Become knowledgeable of the role and content of leisure programs and services.
5.     Develop ability to effectively utilize the tools of communication, including technical writing, speech, and audio-visual resources.
6.     Experience 2 supervised (50 hour each field placement) practicum prior to a 400-hour approved internship.

**IV.    Instructional Methodology**

The instructor will use different teaching methods, including lecture, around campus activities, computer audio and visual technology, guest speakers, demonstrations, and coordinating student in-class presentations. Drawing from personal experience, academic objectives, and accreditation standards, the instructor may alter the schedule as necessary to promote student success.

## V. Topical Outline

The student will:

1. Perform a career self-assessment.
2. Write goals of their practicum experience and career goals.
3. Appraise the viability and relevance of their 50-hour practicum experience as related to their short- and long-term professional goals.
4. Prepare personal resume and cover letter.
5. Create an online employment and professional profile using LinkedIn.
6. Review their practicum experience and prepare a self-evaluation report and the conclusion of the course.
7. Create professional e-portfolio (emphasis in 392).
8. Take part in professional and career advising. (5.04:02)
9. Comprehend and understand the Manual and expectations of RA 401-Internship

## VI. Student Obligations

### 1. Attendance

A. Punctual attendance to all classes and assignments is expected and essential.

B. As a professional courtesy, contingencies that may prohibit attendance should be discussed with the instructor or site supervisor *in advance* of an expected absence.

C. Cell phones used during class will be taken and given back to the student later.

### 2. Assignments

A. Assignments are due at the assigned time on the day they are due. Late assignments will not be taken.

B. Academic dishonesty of any type (including but not limited to plagiarism, lying, cheating, etc.) will not be tolerated and will be grounds for immediate failure and dismissal from the course. Please refer to the “M Book” for further details.

### 3. Agency Agreements and Practicum Logs

(RA 391) Completion of practicum hours will be documented using daily practicum report logs. In RA 391, the 50 hours will be at three different sites, with a *minimum of 10 hours completed at each site*.

(RA 392) Completion of practicum hours will be documented using daily practicum report logs. In RA 392, the 50 hours will be at ONE site, with a minimum of 50 hours completed at the site.

## VII. Course Requirement Values

| <u>Evaluation Opportunity</u> | <u>Points</u> | <u>Due Date</u> |                         |
|-------------------------------|---------------|-----------------|-------------------------|
| <b>RA 391</b>                 |               |                 |                         |
| Career Self-Assessment        |               | 9/08            |                         |
| Career/Practicum Goals        | 25            | 9/22            |                         |
| Professional Resume           | 25            | 9/29            | <u>Final Grade</u>      |
| Cover Letter                  | 25            | 9/29            | A 450 + points          |
| Agency Agreements             | 25            | 9/29            |                         |
| Practicum Report Logs         | 75            | 11/17           | B 400 - 449             |
| Practicum Report              | 50            | 11/17           |                         |
| Report Presentation           | 150           | 12/1            | C 350 - 399             |
| LinkedIn Profile              | 75            | 10/27           |                         |
| e-Portfolio Development       | 25            | 11/10           | D 300 - 349             |
|                               | 25            |                 |                         |
| <b>RA 392</b>                 |               |                 |                         |
| Career Self-Assessment        | 25            | 9/08            | 299 points or           |
| Career/Practicum Goals        | 25            | 9/22            | fewer earned, <i>or</i> |
| Professional Resume           | 25            | 9/29            | <i>see absence</i>      |
| Cover Letter                  | 25            | 9/29            | <i>policy above = F</i> |
| Agency Agreement              | 50            | 9/29            |                         |
| Practicum Report Logs         | 50            | 11/17           |                         |
| Practicum Report              | 100           | 11/17           |                         |
| Report Presentation           | 75            | 12/1            |                         |
| LinkedIn Profile              | 25            | 10/27           |                         |
| e-Portfolio Development       | 100           | 11/10           |                         |

## VIII. Student Disability Contact

It is the responsibility of any student with a disability who requests a reasonable accommodation to contact the Office of Student Disability Services (915-7128). SDS will then contact the instructor through the student by means of an Instructor Notification of Classroom Accommodations form.

### IX. Tentative Course Outline (Expect Changes!)

| <b>Monday</b> | <b>Activities and Topics</b>   | <b>Assignments due 1:00pm</b>   |
|---------------|--|---|
| 8/25/2014     | Syllabus, course requirements, introductions, career self-assessment                               |   |
| 9/01/2014     | <b>Labor Day Holiday</b>   |   |
| 9/8/2014      | Manual, site discussion, site goals and objectives, career/practicum goals, agency agreement forms | Bring your hard copy Pre-Intern/Practicum Field Manual to class. Turn in career self-assessment Hard Copy |
| 9/15/2014     | Becoming a modern professional: getting your name out there. LinkedIn and Google e-Portfolios      |   |
| 9/22/2014     | Resume and Cover Letter Writing  | Submit Career/Practicum goals Blackboard Dropbox  |
| 9/29/2014     | RA 391-392 one-on-one meeting times.   | Cover letter, resume, and AGENCY AGREEMENT FORMS Hard Copy  |
| 10/6/2014     | <u>No class today</u> - Your opportunity to participate in practicum hours. MRPA- Biloxi MS, 6-8   |   |
| 10/13/2014    | No class today- your opportunity to finish polishing your LinkedIn Profile NRPA- Charlotte 14-16   |   |
| 10/20/2014    | Nailing the interview: Onslaught of questions, appropriate attire, and preparation.                |   |
| 10/27/2014    | LinkedIn Presentations   | LinkedIn Profile must be ready to present and submitted to Blackboard Dropbox                             |
| 11/03/2014    | <u>No class today</u> - your opportunity to finish polishing your e-Portfolio                      |   |
| 11/10/2014    | RA 392: e-Portfolio Presentations  | PRM 391: Email e-Portfolio assignment by 1:00pm Through Blackboard Dropbox                                |
| 11/17/2014    | One-on-one meeting times. Being late to your meeting time is an absence.                           | Practicum report logs, practicum report via Blackboard Dropbox  |
| 11/26/2014    | <b>Fall Break</b>  |   |
| 12/01/2014    | Practicum report presentations! PROFESSIONAL ATTIRE (Much better than another final exam.)         |   |