

Recreation Major

Fieldwork Manual

RTD 387/487/488

Students must complete all paperwork in the designated time frames.

If you plan to do:

**Paperwork completed
& into the office by**

SUMMER Practicum (RTD 387/487)

Complete forms on pages: 13 & 14

SUMMER INTERNSHIP (RTD 488)

Complete forms for New site: pages 47-48

Complete forms for ALL sites: pgs. 49-51

Thursday before exam week

FALL Practicum (RTD 387/487)

Complete forms on pages: 13 & 14

FALL INTERNSHIP (RTD 488)

Complete forms for New site: pages 47-48

Complete forms for ALL sites: pgs. 49-51

AUGUST 15

SPRING Practicum (RTD 387/487)

Complete forms on pages: 13 & 14

SPRING INTERNSHIP (RTD 488)

Complete forms for New site: pages 47-48

Complete forms for ALL sites: pgs. 49-51

Thursday before exam week

Rev. 7/98

Rev. 7/99

7/2000

Rev. 8/2005

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Recreation Major
Sport Management, Recreation, & Tourism Division
School of Human Movement, Sport, and Leisure Studies
Bowling Green State University
203 Eppler North
Bowling Green, OH 43403
(419) 372-2876

Introduction

The fieldwork component of the Recreation major is an integral aspect of the professional preparation of its students. The fieldwork component consists of two required aspects: a 2-3 credit practicum at the 300 level (RTD 387) and a 40 hour per week, 15 consecutive week internship (RTD 488) as a capstone experience. A second practicum experience is required to be completed at the 400 level (RTD 487) for 2-3 credits. Each component has prerequisites which can be found in the undergraduate catalogue. Practicum experiences may be repeated for a maximum total of five hours at each level. There is an additional fieldwork fee for each experience.

Fieldwork is the combination of both theory and application. Specified academic tasks must be completed while the student is involved in real time experiences. This combination of theory and practice reflects the focus of the Recreation and Tourism Program towards:

- consulting with entity management and operators
- providing experiential learning opportunities for students
- enhancing the student knowledge, skills, attitudes, and values towards the profession
- maintaining a quality, accredited program

Thus, the purpose of this manual is to:

- provide students with the process for registering for the appropriate experiences,
- facilitate completing the appropriate forms, and
- describe assignment expectations

Prerequisites for fieldwork experiences:

RTD 387. Practicum: Leadership and Programming. Prerequisites: 1) Recreation major, RTD 190, RTD 210, RTD 385, 2.5 GPA and approval of advisor or 2) Tourism major, RTD 190 or RTD 210, RTD 215, RTD 315, 2.5 GPA, and approval of advisor. Extra fee.

RTD 487. Practicum: Supervision and Administration. Prerequisites: 1) Recreation or Tourism major, 2) 2.5 GPA, 3) RTD 387, and 4) approval of advisor; or consent of instructor. Extra fee.

RTD 488 (internship) - Prerequisites: 1) Recreation major, 2.5 GPA, RTD 384, RTD 385, RTD 386, RTD 387, and approval of advisor; or 2) Tourism major, 2.5 GPA, RTD 325, RTD 387, RTD 487, RTD 415 or RTD 483, and approval of advisor. Extra fee.

BGSU PRACTICUM IN RECREATION AND TOURISM: (RTD 387)
A BRIEF SUMMARY

All Recreation majors at BGSU are required to take RTD 387, Practicum for a minimum of two (2) credit hours and a maximum of three (3) credit hours. RTD 387 must be completed before students take the required RTD 488, Internship. Additional RTD 387 and 487 practicums may be repeated up to a maximum to five (5) total credit hours at each level. Students are strongly encouraged to take as many different practicums as possible. **There is an additional practicum fee.**

Purpose of the Practicum

Practicum in Recreation and Tourism is an applied or practical experience designed to provide BGSU students majoring in Recreation and Tourism with the opportunity to become actively involved in their profession. Students choose the type of experiences that best suit their needs and career focus plans. The type of work may vary depending upon the setting, and may include experiences with all age groups and involve leadership, supervision, administration, or physical labor. Students are expected to locate and arrange for this experience themselves with assistance from their academic advisor.

Objectives of the Practicum

As a result of participating in a practicum a student is expected to:

- interact and interface with professionals in the recreation field
- gain practical work experience and skills in the recreation field in relation to theory
- acquire professionalism and begin a networking system with professionals in the recreation field.

Gentle Reminder

"Intent" to complete Practicum and Internships:

**Sign up on the bulletin board during specified registration advising period
at least 2 semesters ahead of time. Signing up on the board is not formal registration.**

Description of the Practicum

A practicum is usually taken as part of the student's regular semester schedule of classes. The ratio of contact hours to credit hours is 3:1. Thus:

- ⇒ 1 credit hour = 3 contact hours per week for 15 weeks = (total) 45 clock hours
- ⇒ 2 credit hours = 6 contact hours per week for 15 weeks = (total) 90 clock hours
- ⇒ 3 credit hours = 9 contact hours per week for 15 weeks = (total) 135 clock hours

Students must indicate their **intention** to complete a practicum experience 2 semesters prior to the actual experience. The information for signing up on the bulletin board is announced in classes, on the RecTourismLeaders (RTL) electronic newslines, and in general meetings. It is the student's responsibility to adhere to the announced deadline or they will not be allowed to register for the practicum. This implies that the student has met with an academic advisor on a regular basis and that the appropriate prerequisites have been met. Students may not defer practicum credit to another semester.

Students must complete a minimum of one, 2-3 hour practicum prior to their internship experience. However, it is strongly encouraged to take part in as many practicums as possible during one's academic career. The faculty hopes that through this unique program they can prepare more experienced and qualified personnel for the recreation profession.

Steps to enroll and start the practicum

- a. Sign-up your intent to complete the practicum on the bulletin board outside of 203 Eppler North at least one semester before you are registered in the practicum. This is NOT a formal registration into the course. Formal registration happens through the completion of the forms.
- b. Arrange for a practicum site (This fieldwork manual contains sources to find a site).
- c. Ask your faculty supervisor for preliminary approval of the site.
- d. Explain to the agency the responsibilities as a student and worker.
- e. Complete forms for approval and registration to the course. (You can not register online for this course. The completion of the signed forms will enable the RTD office to register you.).
Formal site approval and application that indicates the completion of prerequisites must be signed by the **practicum** site supervisor and then signed by your faculty advisor. (see forms below to complete).
- f. You may need to arrange for professional liability insurance for some sites.
- g. Attend information meetings about the practicum when scheduled.
- h. Print a copy of this fieldwork manual for use at your practicum.
- i. Start working at your practicum site on your start date indicated in the application form.

Steps to enroll and start the practicum (continued)

- j. A faculty/practicum advisor will assigned to you during your first week working at the practicum site.
You must stay in contact with this faculty/practicum advisor (who MAY NOT be the same as your academic advisor).
- k. Confirm the deadlines of your assignments with your faculty/practicum advisor
- l. Carry out assigned duties in a professional and responsible manner. Meeting the deadlines are important as well as quality of the assignments.
- m. Work at least the minimum number of required hours per week as indicated on biweeklies.
- n. Depending on your start date for the practicum, consider completing assignments such as the external agency report and trends/issues paper **before** starting your actual work hours.
- o. All work must be completed by the assigned dates and your hours must be completed by the end date of your practicum.

Responsibilities of the Participating Agency

- a. See that the students perform their duties in the manner intended.
- b. Help the students with any questions or problems that may arise.
- c. Complete the midterm evaluation and final evaluations
- d. Address all correspondence to:
Fieldwork Coordinator -- Recreation & Tourism
Sport Management, Recreation, & Tourism Division
237 Eppler Center
Bowling Green State University
Bowling Green, OH 43403
Phone: (419) 372-2876
Fax: (419) 372-0383

Practicum Placements

The type of work required during a practicum will vary depending upon the setting, and may include experiences with all age groups and involve event planning, resort operations (front desk at a lodging is appropriate for a practicum but NOT an internship), supervision, administration, or physical labor. Some examples of a practicum experience could include: event planning assistant, or operations assistant. These experiences could range from working with the resort/hotel/motel industry, convention and visitors bureau, event planning organizations, or attractions industry. A suggested list of potential practicum sites can be found further on in this booklet and in the Mary Watt Center in the Eppler Complex.

Additional resources to locate a practicum site include:

- Outside the Recreation & Tourism Research Room, located in 203 Eppler North, is a bulletin board on which practicum and internship job openings are posted.
- The Mary Watt Resource Center located in Eppler North 119 also contains folders with listings of possible practicum and internship job sites.
- Listings in the electronic newslines: [RecTourismLeaders](#)
- Student contact of a practicum site: A student can arrange with approval of his/her academic advisor a practicum site that is associated with tourism.
- MyBGSU blackboard site. Listed under the TAB titled COMMUNITY, then **enroll** yourself into the RECREATION AND TOURISM ADVISING INFORMATION, then following the link on the left column that says ADVISING RECREATION MAJORS....., then the FOLDER THAT SAYS ADVISING RECREATION MAJORS. Proceed to the link you are looking for such as FIELD EXPERIENCES PRACTICUM AND INTERNSHIP.

A **scheduled class** which complements the practicum experience will be announced. Attendance at this meeting is required.

Practicum Registration

Registration must be done through the Recreation & Tourism secretary after consultation with your academic advisor. Although an academic advisor may be able to help with some suggestions concerning appropriate practicum sites, it is the student's ultimate responsibility to find a practicum position.

Students will need to prepare a resumé. They will need to meet with the agency supervisor at the potential site and explain how the practicum works, the student's and agency's responsibilities, and how much work time (clock hours) this practicum will involve. Make sure the agency knows that a University instructor will supervise and contact the site supervisor during the semester.

Once the practicum has been arranged, students need to obtain their academic advisor's signature and return the forms to the program secretary office on the date specified. Forms must be turned in on the dates specified or else students will not be allowed to register for a practicum experience.

All practicums must begin by the first week of the new semester or first week after the spring graduation for summertime practicums.

Practicum Course Assignments (RTD 387)

1. Practicum clock hours must be met exactly or exceeded.
2. Attend scheduled class meetings held throughout the semester. The first class of each academic semester will meet at 7:30 A.M. in a designated place. Check the schedule, bulletin board, and electronic newsletter.
3. Submit all forms, reports, and paperwork according to the date designated by the practicum instructor.

More specifically:

- Submit **work schedule** by the end of the first week of the experience.
- Submit **a daily log every two weeks** and **documentation of hours** worked. This is a type of journal which allows the student to reflect on the experience as it relates to them professionally and personally. Areas that may be addressed are programs, co-workers, clientele, actual experiences, or immediate and long range objectives. There is a prescribed biweekly form included in this booklet.
- Submit an **orientation report**. This is due the end of the second week of the practicum experience. **This must include:** (3 pages maximum!)
 - a. General Student Information
 - Name, local address, telephone number
 - Agency address and telephone number
 - Name of immediate supervisor, telephone number
 - b. Job Analysis
 - General description of agency
 - Statement of duties -- time schedule, activities
 - Nature and description of clientele served
 - List and description of facilities, special equipment
 - Philosophy of agency, mission statement, and goals

The QUALITY of your work and Timely submission of your work are factors in assigning students' grades.

Practicum Course Assignments (RTD 387) Continued

- Submit an **external agency report**. This should be completed at an agency which is closely associated with the student's career goals. This 2-3 page report should include, but is not limited by, the agency's name, interviewee, title, address, phone, mission of the agency, clientele served, reason for choosing the site, and a brochure.
- Submit a **trend/issue paper**. The student is asked to identify a current trend/issue that closely relates with their present field experience. This 3-5 page paper should include the roots of the trend/issue, whom it affects, both the positive and negative aspects, and how it affects their particular leisure field. At least 2 completely cited resources shall be utilized.
- Arrange for a **practicum visit** by the University advisor/supervisor.
- Submit **all midterm and final evaluation forms**.
- Submit **final analytical paper**. This 4-5 page report is to be used by the student as an evaluative tool of the overall practicum experience. The analytical paper **must** include:
 - Two strengths (administrative, programming, etc.) of the agency and explanation of why they are positive
 - Two weaknesses and how they can be overcome
 - How the experience has affected your career outlook and overall perceptions of the field on a professional level
 - Indicate changes or suggestions that would have improved the learning process (course work, agency, etc.)

4. Grade Requirements

Students are required to hand in all course work on the dates designated by the fieldwork supervisor. Any mandatory meetings for students on campus will be announced by the academic supervisor. Students will achieve their grades through the following breakdown:

	Due dates
	(confirm with faculty supervisor)
Orientation report = 10 points	End of first week
Biweekly reports, 7 @ 1 points each = 7 points	Every two weeks from start date
Completed the required number of work hours or loss of grade 10 points	End of practicum or July 25 in summer
Trends/Issues paper = 15 points	By end of 4 th week
Midterm Evaluation of student by agency 8 points	By end of 6 th week
Final Evaluation of student by agency = 10 points	Before 12 th week or July 25 for summer
External agency report = 15 points	By end of 7 th week
Final analytical paper = 25 points	Before 12 th week or July 25 for summer
Total points = 100	

5. Grading Scale: Note point differences of some papers during the summer from the academic year

- A = 100-90 points
- B = 89-80 points
- C = 79-70points
- D = 69-60 points
- F = 59 and below

Papers received late will have points deducted.

6. Liability Insurance

The University no longer carries liability nor travel risk insurance for those students participating in fieldwork experiences. It is recommended that students acquire the appropriate insurance on their own. If there are any questions or concerns regarding this matter, please speak with your advisor.

RTD 487 and Subsequent Practicum Experiences

Upon successful completion of RTD 387, RTD 487 is then available for these additional experiences. The requirements for this second and any subsequent experiences include:

	Due dates (confirm with faculty supervisor)
Orientation report = 10 points	End of first week
Biweekly reports, 7 @ 1 points each = 7 points	Every two weeks from start date
Completed the required number of work hours or loss of grade 10 points	End of practicum or July 25 in summer
Trends/Issues paper = 15 points	By end of 4 th week
Midterm Evaluation of student by agency 8 points	By end of 6 th week
Final Evaluation of student by agency = 10 points	Before 12 th week or July 25 for summer
External agency report = 15 points	By end of 7 th week
Project or paper consult with advisor 25 points	Before 12 th week or July 25 for summer
Total points = 100	

Grading Scale: Note point differences of some papers during the summer from the academic year

A =	100-90 points
B =	89-80 points
C =	79-70points
D =	69-60 points
F =	59 and below

Papers received late will have points deducted.

+ Trends Paper and external agency report follow the format for the 387 paper exactly! Consult with your Recreation practicum supervisor concerning the project or paper for RTD 487.

Practicum Forms

**RTD 387/487 PRACTICUM IN RECREATION AND TOURISM
APPLICATION FORM**

<u>If you plan to do:</u>	<u>Paperwork completed & into the office by</u>
SUMMER RTD 387/487	Thursday before exam week
FALL SEMESTER RTD 387/487	AUGUST 15
SPRING SEMESTER RTD 387/487	Thursday before exam week

Directions:

1. Please type or print clearly.
2. After obtaining approval from your faculty advisor with your signature and site advisor signature, then submit the **signed original** to the Program Secretary by the specified date.
3. Make a copy for yourself.
4. All practicums must be approved **prior** to the experience to receive credit.

Name _____ P# _____ Access Code _____

Local Address:

Phone _____ E-mail _____

Permanent Address:

Permanent Phone Number _____ E-mail _____

Semester you plan to complete practicum: Fall_____ Spring_____ Summer_____ Year_____

RTD 387 _____ # credit hours (Maximum of 5 credits per class repeatable to a maximum of 6 credits)

RTD 487 _____ # credit hours (Maximum of 5 credits per class repeatable to a maximum of 6 credits)

Indicate completion of the following prerequisites:

Accepted into Recreation Major Matriculation form approved: _____ Focus area: _____

RTD 190 _____ RTD 210 _____ RTD 385 _____ GPA must be above 2.5 _____

Student Signature _____ Date _____

Faculty Advisor _____ Date _____

RTD 387/487 Practicum Site Confirmation Form

<u>If you plan to do:</u>	<u>Paperwork completed & into the office by</u>
SUMMER RTD 387/487	Thursday before exam week
FALL SEMESTER RTD 387/487	AUGUST 15
SPRING SEMESTER RTD 387/487	Thursday before exam week

Student Name _____ P# _____ Access Code _____

Each academic credit is equal to 45 work hours with 2 academic credits the minimum allowed.

RTD 387 and # credit hours _____ (Maximum of 5 credits per class repeatable to a maximum of 6 credits)

RTD 487 _____ # credit hours (Maximum of 5 credits per class repeatable to a maximum of 6 credits)

Name of Organization: _____

Address _____

Phone # _____ Fax # _____ Email _____

Supervisor Name and Title _____

Please List the responsibilities for the student during this field experience or attach form:

Approximate start date: _____ Approximate end date: _____

Agency Supervisor Signature _____ Date _____

Student Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Where can you be reached if not at BGSU?

Phone # _____ E-mail _____

Additional contact Phone such as cell # _____

RTD 387 Practicum Requirement Checklist

1. A. Application for practicum form
 B. Completed form from Sponsoring Agency
2. Orientation Report
3. Biweekly Reports
4. Seminar Dates:
5. External Agency paper:
6. Trends/Issues Paper on agency/career focus
7. A. Agency supervisor midterm evaluation
 B. Agency supervisor final evaluation
8. Final analytical Paper

Misc. Notes:

RTD 487 Practicum Checklist

1. A. Application for practicum form
 B. Completed form from Sponsoring Agency
2. Orientation Report
3. Biweekly Reports
4. Seminar meeting Dates:
5. Trends/Issues Paper on agency/career focus
6. A. Agency supervisor midterm evaluation
 B. Agency supervisor final evaluation
7. Project or paper in consultation with assigned supervisor.

Misc. Notes:

Practicum RTD 387/RTD 487 Biweekly Log

Student _____

Agency _____

Dates: From _____ To: _____

Hours

Day of week	Mon: Total Hours worked	Tue: Total Hours worked	Wed: Total Hours worked	Thurs: Total Hours worked	Fri: Total Hours worked	Sat: Total Hours worked	Sun: Total Hours worked	Total hours
Week 1 of biweekly								
Week 2 of biweekly								

Supervisor's initials to verify hours _____

Write or type a brief description of the kinds of activities and tasks you experienced.

What are some new skills you learned or experiences you were exposed to?

Reflect about your professional fit and satisfaction.

**MIDTERM EVALUATION OF STUDENT PRACTICUM
(COMPLETED BY AGENCY SUPERVISOR)**

Student _____ Date _____

Agency _____

Supervisor's Signature _____

Brief Description of the Placement:

Please evaluate the student in each of the following areas. Your comments will be especially helpful!

- 4 - Outstanding
- 3 - Good
- 2 - Needs a little improvement
- 1 - Needs a lot of improvement
- NA - Non-applicable

Rating		Comments
	Initiative and creativity	
	Dependability and responsibility	
	Self-confidence	
	Enthusiasm	
	Professional appearance	
	Sensitivity and tact	
	Leadership ability	
	Ability to work with agency personnel	
	Cooperation with supervisor	
	Ability to carry out tasks	
	Ability to relate to clients on individual basis	
	Ability to work with groups	
	Ability to understand client needs	
	Ability to make appropriate decisions regarding participants	
	Understands current issues and events related to work of agency	

Rating		Comments
	Ability to evaluate effectiveness of programs	
	Ability to work independently	
	Ability to communicate orally to individuals and groups	
	Understands work of agency and its relationship to the community	
	Demonstrates effective time management skills	
	Quality of written work	
	Ability to think critically and analytically	

Supervisor _____

Date _____

Student _____

Date _____

Met with student and reviewed content.

**FINAL EVALUATION OF STUDENT PRACTICUM
(COMPLETED BY AGENCY SUPERVISOR)**

Student _____ Date _____

Agency _____

Supervisor's Signature _____

Brief Description of the Placement:

Please evaluate the student in each of the following areas. Your comments will be especially helpful!

- 4 - Outstanding
- 3 - Good
- 2 - Needs a little improvement
- 1 - Needs a lot of improvement
- N/A - Non-applicable

Rating		Comments
	Initiative and creativity	
	Dependability and responsibility	
	Self-confidence	
	Enthusiasm	
	Professional appearance	
	Sensitivity and tact	
	Leadership ability	
	Ability to work with agency personnel	
	Cooperation with supervisor	
	Ability to carry out tasks	
	Ability to relate to clients on individual basis	
	Ability to work with groups	
	Ability to understand client needs	
	Ability to make appropriate decisions regarding participants	
	Understands current issues and events related to work of agency	

Practicum Final Evaluation

Rating		Comments
	Ability to evaluate effectiveness of programs	
	Ability to work independently	
	Ability to communicate orally to individuals and groups	
	Understands work of agency and its relationship to the community	
	Demonstrates effective time management skills	
	Quality of written work	
	Ability to think critically and analytically	

Please also comment on the following:

1. Was the student adequately prepared and qualified for this placement?
2. What further academic work and experience do you think would be most helpful in preparing this student for a professional career?
3. Please make any other comments you feel would be useful to use in evaluation of the student's performance in this placement.
4. Did you discuss this evaluation with the student? Yes No

Recommended Grade (highest is an A, B, C, D and F as the lowest and failure) _____

Supervisor _____

Date _____

Student _____

Date _____

RTD 387 Grade Checklist

Student Name: Academic credits:	Number of work hours needed:		
RTD 387 Practicum Grade Scale	Possible	Earned	Hours completed
Orientation Report	10		XXXX
Biweekly Reports			
One	1		
Two	1		
Three	1		
Four	1		
Five	1		
Six	1		
Seven	1		
Completed the required number of work hours (points or loss of grade)	10		
External Agency Report	15		XXXX
Trends/Issue Paper	15		XXXX
Midterm Evaluation	10		XXXX
Final Evaluation	10		XXXX
Final Analytical Paper	25		XXXX
Total	100		

Papers are assessed for quality and papers received late will have points deducted.

Grading Scale Academic Year	
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

RTD 487 GRADE CHECKLIST

Student Name: needed: Academic credits:	Number of work hours		
RTD 487 Practicum Grade Scale	Possible	Earned	Hours completed
Orientation Report	10		XXXX
Biweekly Reports			
One	1		
Two	1		
Three	1		
Four	1		
Five	1		
Six	1		
Seven	1		
Completed the required number of work hours (points or loss of grade)	10		
External Agency Report	15		XXXX
Trends/Issue Paper	15		XXXX
Midterm Evaluation	10		XXXX
Final Evaluation	10		XXXX
Project or paper in consultation with advisor	25		XXXX
Total	100		

Papers are assessed for quality and papers received late will have points deducted.

Grading Scale Academic Year	
A	100-90
B	89-80
C	79-70
D	69-60
F	59 and below

Sample of PRACTICUM SITES AND ADDRESSES – All sites must be approved by your Faculty advisor.

Name	Address	City	Zip	Phone
4-H Clubs	1 Court House Square	Bowling Green	43402	354-9050
Ability Center of Greater Toledo	5605 Monroe Street	Sylvania	43560	885-5733
American Automobile Assoc.	414 East Wooster	Bowling Green	43402	352-5276
American Cancer Society	1045 North Main Street	Bowling Green	43402	353-5645
American Heart Association	3540 Secor Road,Suite 202	Toledo	43606	578-8770
American Lung Association	4759 Violet Road	Toledo	43623	800-586-4872
Aquatics	Student Recreation Center	Campus	43403	372-7477
Bowling Green Manor	1021 West Poe Road	Bowling Green	43402	354-4694
Big Brothers/Big Sisters	1616 East Wooster	Bowling Green	43402	354-2113
BGSU Outdoor Program	BGSU http://www.bgsu.edu/offices/sa/recsports/outdoor_programs/page12218.html - Contact Bryan Cavins	Bowling Green	43403	419.372.2146
Bowling Green Parks and Rec. Contact: Christine Otley or for Wintergarden Nature center – Chris Gajewicz	417 City Park Drive	Bowling Green	43402	354-6223
Boy Scouts of America	1 Stranahan Square	Toledo	43604	241-7293
Bradford Woods (TR)	5040 State Rd. 67 North	Martinsville, IN	46151	765.342.2915
Center for Wellness & Prevention	Health Center	Campus	43403	372-8304
Children's Resource Center	1405 Klotz Road	Bowling Green	43402	352-7588
Citifest	444 North Summit Street	Toledo	43604	243-8024
Christian Fellowship (UCF)	313 Thurstin Street	Bowling Green	43402	352-7534
Community Nursing Center	850 West Poe Road	Bowling Green	43402	352-7558
Continuing Education	College Park	Campus	43403	372-8181
East Toledo Senior Center	1001 White Street	Toledo	43605	691-2254
Eastern Community Y.M.C.A.	2960 Pickle Road	Oregon	43616	691-3523
Findlay Y.M.C.A.	300 East Lincoln Street	Findlay	45840	422-4424
First Class Travel Design	102 North Main Street	Bowling Green	43402	354-2991
Girl Scouts	2244 Collingwood Blvd.	Toledo	43620	800-860-4516
Golf	Golf Club House	Campus	43403	372-2674
Hancock Co. Park District	819 Park Street	Findlay	45840	423-6952
Heritage Inn	1069 Klotz Road	Bowling Green	43402	353-3759
Ice Arena	Ice Arena	Campus	43403	372-2264
Jack and Jill Child Care	128 Palmer Street	Bowling Green	43402	353-1001
Jamie Farr Kroger Classic	600 Jefferson Avenue	Toledo	43604	241-4653
Link	315 Thurstin Street	Bowling Green	43402	352-1545
Navy Moral, Welfare, Rec. http://www.mwr.navy.mil/mwrprgrms/ Millington,	ATTN: Navy MWR Intern Program N253c1 TN		5720 Integrity Drive BLDG 457 38055-6540	901-874-6630 or 6717
Montessori School of B.G.	630 South Maple Street	Bowling Green	43402	352-4203
Multiple Sclerosis Society	415 Tomahawk Dr.	Maumee	43537	897-9533
Northern Wood Co. Y.M.C.A.	128 East Front Street	Perrysburg	43551	872-9622
Oregon Parks & Rec. Dept.	5330 Seaman Road	Oregon	43616	693-0669
Pemberville Boys Ranch	1926 Kahler Road	Pemberville	43450	287-4867
Residential Services	Student Services	Campus	43403	372-2456
Residents Center-Wood Co. BMH801 North College		Bowling Green	43402	352-9459
Ramapo Anchorage Group (TR)	P. O. Box 266	Rhinebeck, NY	12572	914.876.8403
Southwest Y.M.C.A.	2100 Holland-Sylvania Road	Toledo	43537	866-9622
St. Aloysius School	148 South Enterprise	Bowling Green	43402	352-8614

Storer Camps, Y.M.C.A.	7260 South Stony Lake Rd.	Jackson, MI	49201	(517)243-1171
Student Recreation Center	Student Recreation Center	Campus	43403	372-2711
Sunset House	4020 Indian Road	Toledo	43606	536-4645
Toledo Metroparks	5100 West Central Avenue	Toledo	43615	535-3050
United Way of Greater Toledo/				
Wood County	1616 East Wooster Street	Bowling Green	43402	352-2390
University Development Center	Johnston Hall	Campus	43403	372-7822
University Activities Organization	University Union	Campus	43403	372-2344
Volunteers In Progress	Student Services	Campus	43403	372-5549
Wood Co. Historical Center	13660 County Home Road	Bowling Green	43402	352-6220
Wood Co. Humane Society	801 Van Camp Road	Bowling Green	43402	352-7339
Wood Co. Mental Health Center	1010 North Prospect	Bowling Green	43402	352-5249
Wood Co. Nursing Home	11080 East Gypsy Lane Rd.	Bowling Green	43402	353-8411
Wood Co. Park District	18729 North Mercer Road	Bowling Green	43402	353-1897
Wood Co. Senior Citizens Center	305 North Main Street	Bowling Green	43402	353-5661
Wood Co. Health Department	1840 East Gypsy Lane Rd.	Bowling Green	43402	352-8402
Wood Lane School & Industries	11160 East Gypsy Lane Rd.	Bowling Green	43402	352-5115
WSOS Head Start	301 West Main Street	Portage	43451	686-6231
Y.M.C.A. Schools Out	126 South Church Street	Bowling Green	43402	354-6776

RTD 488 - BGSU INTERNSHIP IN RECREATION MAJOR

Purpose of the Internship

The internship serves several purposes. It furthers students' professional education under the guidance of agency and college supervisors and allows them to apply theory to actual situations. Additionally, the experience provides for intensive self evaluation as students develop a professional attitude toward their chosen career and improve the ability to successfully handle a wide variety of people and situations. Furthermore, the internship program provides agencies with quality personnel to supplement staff and allows these agencies an opportunity to become involved in the preparation of future professionals.

Objectives of the Internship Program

The internship should provide the following opportunities:

- Learn first hand what it means to be a full-time recreation professional.
- Observe, practice, and apply theory to specific situations by comparing, evaluating, adapting, and adopting what has been seen in practice to what has been previously experienced in theory.
- Engage in intensive self evaluation by looking at strengths and limitations in light of practical work situations.
- Transition from undergraduate student to professional worker.
- Reinforce and expand upon an understanding of a variety of programming and leadership techniques and their theoretical backgrounds.
- Develop leadership and skills in the creative use of community resources for a more meaningful recreation program.
- Develop better communication skills, both oral and written.
- Gain basic knowledge of the organization and administration of the various types of recreation and leisure entities.
- Understand principles of interdepartmental relationships.
- Acquire the ability to work with people individually or in groups.

Description of the Program

Internship in Recreation and Tourism is a program designed to give BGSU students majoring in recreation a full-time work experience prior to their graduation. Students who have been accepted as a major, completed a minimum of 90 credit hours, and who have also successfully completed RTD 387 are eligible to register for an internship. The internship is a required course and all students must complete it prior to graduation. **The internship must be at one site and last a minimum of 600 total hours, over 15 weeks a minimum of 40 hours per week. Students have no other course responsibilities during that term. There is an additional course fee for this experience.**

Steps to enroll and start an INTERNSHIP

- Participate in the RTD 386 Internship Preparation Course (one credit required course for RECREATION MAJORS) in order to properly seek and secure a position as a student intern. Internships may only be completed at approved field training sites.
- Sign-up your intent to complete the internship on the bulletin board outside of 203 Eppler North at least one semester before you are registered in the internship. This is NOT a formal registration into the course. Formal registration happens through the completion of the forms.
- Arrange for an INTERNSHIP site (The fieldwork manual contains sources to find a site as does the blackboard advising site).
- Submit a letter of application with a resumé to agencies in which the student is interested.
- Ask your faculty advisor for preliminary approval of the internship site.
- Explain to the agency the responsibilities including their responsibilities and your responsibilities.
- Complete forms for approval and registration to the course. (You can NOT register online for this course. The completion of the signed forms will enable the RTD office to register you.).
- Formal site approval and application that indicates the completion of prerequisites must be signed by the **internship site** supervisor and then signed by your faculty advisor. (see forms in the fieldwork manual to complete). Each student must get approval of the site as a internship or internship site. Approval as an internship site is based on level of your internship responsibilities and length of work time at each responsibility and qualification as a RECREATION organization or Recreation function such as programming at a non-profit organization. Sites must be off-campus.
- You may need to arrange for professional liability insurance for some sites.
- Attend information meetings about the internship when scheduled.
- Print a copy of the fieldwork manual for use at your Internship site.
- Start working at your internship site on your start date indicated in the application form. You must work 15 weeks at 40 hours per week starting within a week after spring graduation in the summer and first day of classes in spring and fall semesters. The work time will extend beyond your graduate ceremony in the SUMMER only.

Steps to enroll and start an INTERNSHIP (Continued)

- A faculty/internship advisor will assigned to you during your first week working at the internship site.
- You must stay in contact with this faculty/internship advisor (who MAY NOT be the same as your academic advisor).
- Confirm the deadlines of your assignments with your faculty/internship advisor
- Carry out assigned duties in a professional and responsible manner. Meeting the deadlines are important as well as quality of the assignments.
- Work at least the minimum number of required hours per week of 40 as indicated on biweeklies. No more than 50 work hours per week can be counted.
- Depending on your start date for the internship, consider completing assignments such as the project one paper and project two paper **before** starting your actual work hours.
- Follow the policies and duties outlined by the agency, and meet all scheduled commitments and arrangements made in connection with training assignments.
- Complete all course assignments required in the Fieldwork Manual.
- Meet with the university supervisor when/if she/he visits the agency. There are restrictions on the distance BGSU faculty supervisors can travel to visit an internship site.
- Contract with the agency for living arrangements and wages.

Liability Insurance

The University no longer carries liability nor travel risk insurance for those students participating in fieldwork experiences. It is the recommendation of the division that students acquire the appropriate insurance on their own. If there are any questions or concerns regarding this matter, please speak with your advisor. The exception to this is those students in the Therapeutic Recreation career focus who must have clinical liability insurance which may be purchased from the university.

Responsibilities of the Agency

- Interview and select student interns in conjunction with the internship coordinator.
- If necessary, submit an application to be approved as an internship site.
- Supervise and aid the student in their professional growth through constructive and objective criticisms, and encourage self evaluation by the intern.
- Consider the intern as part of the regular staff and encourage high work standards.
- Prepare staff for the arrival of the intern. Let personnel know they will assist in the educational process of the intern.
- Develop a work scheme with the student for areas that should be covered (budgeting, personnel management, fiscal control, maintenance, evaluations and meetings with student).
- Complete midterm and final evaluations.
- Conduct an exit interview with the student and provide any recommendations for improvement.
- Include the student in regular staff meetings.
- Designate work assignments to benefit the student and the agency.

Responsibilities of the University Supervisor

- Represent the University in all official arrangements with cooperating agencies in the conduct of the on or off-campus internship program.
- Supervise arrangements for and give final approval of all internship assignments.
- Meet with the student intern and agency supervisor according to location.
- Evaluate student intern reports and discuss these reports with the student and agency supervisor as necessary.
- Evaluate the student intern's experience in cooperation with the agency supervisor. It is the responsibility of the university supervisor to assign the intern's final grade.
- Serve as a resource person for both the agency supervisor and the student.
- Assist the agency supervisor in the development of a training scheme for internship student.
- Study, evaluate, and exchange ideas directed toward improvement of the internship program.

Application for New Site Approval

For any **NEW** site placement, a prospective intern must submit information requested on the form entitled: New Internship Site Placement Form. **NO NEW or START-UP sites will be allowed. All sites must be in existence at least 2 years or more.**

Site Placement Selection

The primary responsibility for finding an internship rests with the student. Students must complete RTD 386 Internship Preparation, at which time students need to inform the instructor when they plan to complete the internship. After completing background research, signing up on the bulletin board during the registration period 1-2 semesters prior to the expected semester, and submitting the internship application, students need to schedule an appointment with their assigned academic advisor to discuss particular internships they would like to complete.

Students wanting to be placed with an agency that has previously sponsored interns should write a letter to that agency stating their candidacy and include a complete resumé. It is the responsibility of the student to schedule an interview or telephone conversation to discuss the details of the position (e.g., dates to begin and end work, daily or weekly work schedule, salary, any questions the student has) with the potential agency supervisor. Once these details have been agreed upon, and a signed agency confirmation form is received, the coordinator will write a letter of confirmation to the agency.

If a student chooses an internship site that has not previously been approved by the Recreation & Recreation Program, the student must provide the academic advisor with information requested in the "New Site Information Form". The advisor will approve the site and forward the information to the program secretary for attachment to the internship application. The faculty will review their materials and if the site is approved, the student will then write to the agency declaring his/her candidacy as described above.

RTD 387/487 PRACTICUM IN RECREATION AND TOURISM APPLICATION FORM

<u>If you plan to do:</u>	<u>Paperwork completed & into the office by</u>
SUMMER RTD 387/487	Thursday before exam week
FALL SEMESTER RTD 387/487	AUGUST 15
SPRING SEMESTER RTD 387/487	Thursday before exam week

Agency Selection

Selection of an agency as a field training site is based on the following procedures and criteria. Agencies not meeting all requirements may discuss those differences with your assigned academic advisor or the Fieldwork Coordinator.

1. Procedures for Selection

- a. For approval, agencies must indicate that a contribution to professional education is important to the agency, and that there is management approval for using the agency as an internship site.
- b. Agencies must also submit the following information:
 - 1) description of facilities including program brochures;
 - 2) job descriptions and application forms for student interns;
 - 3) indication of any stipends available (i.e., housing)

2. Criteria for Selection

An approved agency should:

- a. Describe in the application the agency's professional philosophy in terms of programs and services.
- b. Have staff qualified through both education and experience to supervise student interns.
- c. Have written administrative procedures including adequate financial support, personnel policies, and a staff development program.
- d. Therapeutic Agencies: Have personnel that are registered with the National Therapeutic Recreation Society and have facilities that meet the NCTRC standards.
- e. Camps: Accredited by the American Camping Association.
- f. For NEW sites, please make sure that the form: New Site Information Form is completed. No site less than 2 years old is to be utilized.

RTD 488 Course Requirements

Basic information

- The internship requires a minimum of 40 hours per week for 15 consecutive weeks. This is a total of 600 clock hours, which must be documented.
- Submit all forms, reports, and paperwork according to the date designated by the internship supervisor.
- **Students can be removed at any time during the internship for non-performance**

Assignments:

A. Submit an orientation report (due the end of the first week of the fieldwork experience). This **must include:**

a. General Student Information (maximum of 1 page)

Name, local address, telephone number (home and work)

Agency address and telephone number

Name of immediate supervisor, telephone number, fax number, e-mail

Submit work schedule

b. Job Analysis (maximum of 3 pages)

General description of agency, including organizational chart

Statement of duties -- time schedule, activities

Nature and description of customers served

List and description of facilities, special equipment -- brief

Philosophy of agency, mission statement, and goals

Agency emergency procedures (e.g. fire, medical, weather)

Sick day policy -- to whom do you report?

Chain of command -- administrative structure summarized

Is there a company directory available for interns and other key contacts

Dress codes -- required?

Sexual harassment policy -- is there a guideline?

Risk Management plan -- is it covered in your orientation?

Orientation or training program for new employees

B. Biweekly reports - **Submit a typed log every other week and documentation of hours worked.** Please have the agency supervisor verify the documentation of hours. This is a type of journal that allows the student to reflect on the experience as it relates to him/her professionally and personally. Areas that may be addressed are programs, co-workers, clientele, actual experiences, immediate and long-range objectives, new skills learned, etc.

C. Submit a one-two page proposal of your MAJOR project's topic (see F below).

Submit to your academic supervisor a one-two page proposal for your major project for approval (see possible projects in N, O, P, Q, R. etc.) Due fifth week of your experience.

D. Schedule Agency Evaluations include: Three-week evaluations (oral evaluation with agency supervisor); **Midterm evaluation** (due at end of 6th week of experience – See form on pages 54-56); **Final evaluation** (due end of 12th week or August 1st in the summer; see form on pages 57-59),

Confer with university supervisor every 7-10 working days.

E. Students must choose 2 assignments from J, K, L or M, (see explanation below).

First assignment is due at the end of your fourth week at the site.

Second assignment is due at the end of your sixth week at the site.

F. Major Project - Students must choose 1 assignment from N or O. (see below)

G. Submit the "Internship/Fieldwork/program Evaluation Form" (see pages 60-64) that is completed by each student. Due by the end of the 12th week or August 1st in the summer.

H. Arrange a site visit with University supervisor (if located within 150 miles which is the approximate distance that BGSU supervisors can travel)

I. Consider arranging an Exit interview with agency supervisor (This is separate from the two evaluations above in D.) Request for any recommendation letters for your portfolio and other documents.

***Assignment E - Students must choose 2 assignments from J, K, L or M,**

First assignment is due at the end of your fourth week at the site.

Second assignment is due at the end of your sixth week at the site.

J. Write a Program Analysis of external agency: 3-4 double spaced, typed pages (due at the end of the 4th week of experience). Visit one agency similar to the one at which you are located or another facet of the agency in which you are located and critically evaluate its programs and outline a plan to improve the program effectiveness.

K. Conduct a Program Analysis of own agency, 3-4 double spaced, typed pages (due at the end of the 6th week of experience). Isolate an ongoing program that you are not involved with, but in which you would like to work. Develop and implement a plan to improve its effectiveness.

L. Conduct an Administrative Analysis of Internship Agency: 3-4 double spaced, typed pages (due at the end of the 4th week of experience). Critically evaluate a specific administrative function of your agency and outline a plan to improve its effectiveness. Consider such functions as administrative flow chart, policy makers, personnel, financing, volunteers, budgeting and public relations.

M. Conduct an administrative analysis of an external agency: 3-4 double spaced, typed pages (due at the end of the 6th week of experience). Visit one agency in the community or one facet of the organization in which you are located and critically analyze an administrative function and outline a plan to improve its effectiveness. This should be completed at an agency which closely associates themselves with the student's career goals. This 4-5 page report should include, but is not limited to the agency name, interviewee, title, address, phone, mission of agency, questions asked, reasoning for the selection of the agency, and overall perceptions of agency. Include brochures.

***Assignment F- Major Project –
Students must choose 1 assignment
from N or O which are listed below.**

***A quality project is important for a high grade in your internship. In addition, a quality project will provide evidence of your work for future employers. So save a copy of your project and add the project to your portfolio.**

Choose one of these two major projects*:

N. Submit a special project: 10-20 double spaced, typed pages (due at the end of the 12th week or August 1 in the summer.). This should be an extensive topic of study conducted throughout the internship experience that benefits both the student and the agency. Examples: case study, feasibility study, development or design of nature trail, instructional manual, public relations program development and packet, volunteer training program, or research into a specific topic involving a survey. Site sources as necessary.

O. Develop a Program Plan and Execution: 10-20 double spaced, typed pages (due at end of 12th week or August 1 in the summer). This paper will allow the student to develop a program for which he/she is totally responsible. Enclose all pertinent materials.

The paper should include the following areas: a) Discussion of the most important benefits your program will produce (Please prioritize highest to lowest the benefits produced by your program), b) Name and description (historical background) of the organization, c) Philosophy, mission statement, and/or goals of the organization, and d) dates and times for the program, **The program plan should also include components of a Program Design:** a) describe the goals of the *entire* program (i.e., the relationship between your program goals and a social issue or the mission of the organization), b) describe the objectives of the entire program (i.e., how will you accomplish your goals?), c) describe your potential participants d) frame your entire program by addressing each of the following six program elements in each frame (e.g., interacting people, physical setting, leisure objects, rules, relationships, and animation), e) Staffing requirements for each frame and detailed instructions and directions for the staff to follow for each frame, f) listing of supplies and equipment for each frame if possible, g) emergency plan in case of bad weather or problems with the facility, h) scheduling Tasks - basic timeline for organizing the program, i) registration procedures - Describe the forms of registration for your program, j) risk management Concerns - prioritize the highest three (3) risks associated with your entire program and explain the risk management strategies to address them, k) Promotion Plan - target market and News release and program flyer, l) an evaluation form for participants and m) self-analysis by you or with from your intern supervisor describing the strengths and weaknesses of the event. (Your final project is an program that could be handed to any recreation programmer without any experience and he or she could organize the event)

*Some other ideas for major internship projects: program feasibility study, grant proposal, market impact study, usage study and recommendations, policies booklet, volunteer training booklet, intern information booklet, visitor's services booklet, designing web sites, video project.....

Please note that the **Therapeutic Recreation Career Focus students have many of the same assignments along with one or two different requirements. These may be found in the chart at the back of the booklet.

All papers and the project must be typed or computer generated. All written work will be held to the same standards as if on campus.

Grade Requirements

All students are required to hand in all typed course work on the dates designated by the fieldwork (faculty member) supervisor who is your. **The University supervisor has the responsibility and Students can be removed at any time during the internship for non-performance**

Grading Schema:

Minimum number of work hours equal 600 work hours for an internship and internship will be judged incomplete if not obtained.

<u>Assignments</u>	<u>Due date (confirm with academic supervisor)</u>	<u>Points</u>
Biweeklies 8 @ 1 pt each. (mandatory for total work hours =600)	Every 2 weeks	8 points
Student reached 600 work hours (if not reached then loss of grade)	Each biweekly and final total hours	10 points
Orientation report	End of week 1	10 points
Project Proposal – Describe the topic of your project and each of the main points that you will cover– 1-2 pages (approval by faculty supervisor)	By 5 th wk.	5 points
Midterm evaluation form of student by agency supervisor	By 6 th wk.	8 points
Final Evaluation of student by agency supervisor	By 12 th wk or before Aug. 1 in summer	12 points
Final Student Evaluation of the site and BGSU course work	By 12 th wk or before Aug. 1 in summer	10 points
Paper # 1 (Either assignment marked J, K, L or M)	By 4 th wk.	10 points
Paper # 2 (Second assignment from J, K, L or M)	By 6 th wk.	10 points
Project (10- 20 pages of narrative and analysis)	By 12 th wk or before Aug. 1 in Summer	22 points
		Total = 100 points

Grading Scale:

A = 100-90

B = 89-80

C = 79-70

D = 69-60

F = 59 and below

IDENTIFYING RESOURCES

The list of resources below should be of assistance in identifying various sources for gathering and locating information on possible fieldwork sites. The following are some of the more commonly used and available resources for discovering that perfect experience. **See the MY BGSU website, then My Courses, then Community TAB for the Recreation and Tourism Advising blackboard site. Ask your faculty advisor for more information.**

- Faculty
- Professionals
- Networks of friends, family, and social groups
- Alumnae/i
- Placement and Co-Op Centers
- Career Services at the Student Services Building
- Resource files in the Mary Watt Center located in Eppler Complex
- Libraries - telephone books, government publications, directories
- Newspapers
- Magazines/Journals
- Newsletters
- Professional Organizations - Ohio Parks and Recreation Association, National Parks and Recreation Association, & American Association of Health, Physical Education, Recreation, & Dance
- Conferences
- Meetings
- Internet Sites

Use the Career Services Office for development of your resumé.

POSSIBLE INTERNSHIP TYPE OF SITES

4-H Clubs

Aquatics/Swimming Clubs

Country Clubs

Parks & Recreation Departments

Boy/Girl Scouts

Boys & Girls Club

YMCA/YWCA

Family Community Centers

Senior Resident Homes/Centers

Therapeutic Recreation Facilities

Military Recreation, Morale & Welfare

Youth Sports

Sports Tournaments

Nonprofit Organizations, i.e., Red Cross

University Recreation Centers

Campus Programming Groups

Employee Services

Yachting Clubs/Marinas

Camps

Golf Courses

Fitness Centers

Festivals

POSSIBLE INTERNSHIP SITES AND ADDRESSES – All sites must be approved by your Faculty advisor.

Name	Address	City	Zip	Phone
4-H Clubs	1 Court House Square	Bowling Green	43402	354-9050
Ability Center of Greater Toledo	5605 Monroe Street	Sylvania	43560	885-5733
American Automobile Assoc.	414 East Wooster	Bowling Green	43402	352-5276
American Cancer Society	1045 North Main Street	Bowling Green	43402	353-5645
American Heart Association	3540 Secor Road, Suite 202	Toledo	43606	578-8770
American Lung Association	4759 Violet Road	Toledo	43623	800-586-4872
Aquatics	Student Recreation Center	Campus	43403	372-7477
Bowling Green Manor	1021 West Poe Road	Bowling Green	43402	354-4694
Big Brothers/Big Sisters	1616 East Wooster	Bowling Green	43402	354-2113
Bowling Green Parks and Rec. Contact: Christine Otley or for	417 City Park Drive Wintergarden Nature center – Chris Gajewicz	Bowling Green	43402	354-6223
Boy Scouts of America	1 Stranahan Square	Toledo	43604	241-7293
Bradford Woods (TR)	5040 State Rd. 67 North	Martinsville, IN	46151	765.342.2915
Center for Wellness & Prevention	Health Center	Campus	43403	372-8304
Children's Resource Center	1405 Klotz Road	Bowling Green	43402	352-7588
Christian Fellowship (UCF)	313 Thurstin Street	Bowling Green	43402	352-7534
City of Mentor, OH	8500 Civic Center Blvd.	Mentor, OH	44060	440.974.5720
Coaching Sports for Local Schools				
Community Services of United				
Community Nursing Center	850 West Poe Road	Bowling Green	43402	352-7558
Continuing Education	College Park	Campus	43403	372-8181
CYO Summer rec.- Youths/disabilities	812 Biruta St.	Akron,	44307-1104	330-376-2267
East Toledo Senior Center	1001 White Street	Toledo	43605	691-2254
Eastern Community Y.M.C.A.	2960 Pickle Road	Oregon	43616	691-3523
Findlay Y.M.C.A.	300 East Lincoln Street	Findlay	45840	422-4424
First Class Travel Design	102 North Main Street	Bowling Green	43402	354-2991
Fort Meigs YMCA	13415 Eckel Junction Dr.	Perrysburg, OH	43551	419.251.9622
Freemont Parks and Rec Website: www.freemontohio.org	600 St. Joseph Street	Fremont, OH	43420	419.334.5906
Girl Scouts	2244 Collingwood Blvd.	Toledo	43620	800-860-4516
Golf	Golf Club House	Campus	43403	372-2674
Hancock Co. Park District	819 Park Street	Findlay	45840	423-6952
Heritage Inn	1069 Klotz Road	Bowling Green	43402	353-3759
Ice Arena	Ice Arena	Campus	43403	372-2264
Jack and Jill Child Care	128 Palmer Street	Bowling Green	43402	353-1001
Jamie Farr Kroger Classic	600 Jefferson Avenue	Toledo	43604	241-4653
Link	315 Thurstin Street	Bowling Green	43402	352-1545
Navy Moral, Welfare, Rec. http://www.mwr.navy.mil/mwrprgms/	ATTN: Navy MWR Intern Program N253c1 Millington,	5720 Integrity Drive BLDG 457 TN	38055-6540	901-874-6630 or 6717
Montessori School of B.G.	630 South Maple Street	Bowling Green	43402	352-4203
Multiple Sclerosis Society	415 Tomahawk Dr.	Maumee	43537	897-9533
Northern Wood Co. Y.M.C.A.	128 East Front Street	Perrysburg	43551	872-9622
Oregon Parks & Rec. Dept.	5330 Seaman Road	Oregon	43616	693-0669

Pemberville Boys Ranch	1926 Kahler Road	Pemberville	43450	287-4867
Residential Services	Student Services	Campus	43403	372-2456
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Y.M.C.A. Schools Out	126 South Church Street	Bowling Green	43402	354-6776

Sport Management, Recreation, and Recreation Division
Recreation Major

Fieldwork Information Summary

Internship = 15 consecutive weeks, 40 hours per week. Extra fee. Starts on the Monday after spring graduation weekend for summer and on the first day of the academic semester during the year.

Practicum = 3:1 contact hour ratio per credit for 15 weeks. Extra fee. Start with the beginning of the academic semester during the year and at specified times during the summer.

1 credit hour = 3 contact hours per week x 15 week = 45 hrs.

2 credit hours = 6 contact hours per week x 15 weeks = 90 hours

3 credit hours = 9 contact hours per week x 15 weeks = 135 hours

1. **Paperwork** for agency signoff due in to Recreation and Recreation office secretary on date specified.
2. **Liability insurance** is **your** responsibility EXCEPT for those in the TR cooperative program. These people must purchase insurance through the university for clinical sites.
3. **Assignment of supervisors** will be made during the first 2 weeks of the semester. A supervisor is assigned for the entire experience. Supervisors will contact you at pre-arranged times once every 7-10 days. You may not request a certain faculty member.
 - 3.1. **Faculty on duty.** During the course of a semester or summer it may be necessary for a faculty supervisor to have other obligations for a short period of time. You will be informed by your advisor of these dates and given information on who is covering for that specified period of time in the event of an emergency.

- 3.2 **Evaluation of Supervisor** -- must be completed by each student and forwarded with other forms at the end of the semester experience. Please indicate on the form your assigned supervisor.
- 3.3 **Communication with Supervisor** -- via phone, e-mail, voice mail, fax, and U.S. mail. Please obtain permission to use the various communication channels from your site -- do not assume that you can just fax or call or use the e-mail system.
4. **Addressing correspondence:** Until your advisor is assigned address your mail, fax cover sheets, and report coversheets in the following manner:

Recreation and Tourism Fieldwork Coordinator
Bowling Green State University
School of HMSLS, 203 Eppler North
Bowling Green, OH 43403-0248

- 4.1 If you do not address your mail in this manner it will not get to its intended destination. Please write a legible return address.
- 4.2 Once you have an assigned supervisor you must address you mail **DIRECTLY** to that person. Failure to correctly address your correspondence will result in missing or delayed papers and is your responsibility.
- 4.3 **FAX transmissions:** have a cover sheet and address it completely. Failure to do so will result in lost or delayed papers and is your responsibility.
5. **Fieldwork assignments:** take your current fieldwork manual with you to your site. Xerox extra pages as needed.
- 5.1 Your first biweekly and orientation report is due on the second Friday of the end of your second week on-site, without fail. From then on in you develop a schedule for the submission of your other reports and papers with your supervisor. Be prepared to hand in work on the average of every two weeks. Preparing and sticking to a schedule for submission of your paperwork is essential.

- 5.2 **Selecting assignments:** Inform your supervisor of the assignments you select from the fieldwork manual during your first biweekly report.
- 5.3 **Grading:** your papers and reports are evaluated and graded by your supervisor. Your on-site midterm and final evaluation is conducted by your on-site supervisor. The university faculty has the responsibility to assign all grades.
- 5.4 **Grading timelines:** All paperwork should be turned in at the end of the designated semester so that a final grade may be reported even if you have an extra 7-10 days of time for completion for your internship. Grades will be calculated and forwarded in a timely manner by the faculty.
6. **Documentation of Hours:** make copies of the report form for your biweeklies and your hours. Have your supervisor initial/sign the sheet and turn in your hours with your biweekly reports.
7. **Professional Behavior:** try to gain knowledge of the agency culture about such things as how to address people, dress, use of the phone, fax, and computer. Do not assume you can access these kinds of things without permission.
8. If you have problems or questions call your supervisor or the Recreation and Recreation Office as needed.

This is the capstone experience of your academic career. You are fully involved in the experience, fully committed, and fully responsible for completion of the requirements in a timely and professional manner. Failure to do so can result in you being removed from the experience, receiving an incomplete, being required to complete additional weeks of experiences, or simply repeating the entire experience.

We wish you the best in your internship or practicum and
look forward to your papers, pictures, and reports.

Sport Management, Recreation and Recreation Division

Recreation and Tourism Program

Important Phone Numbers

Margaret or Mary Bobb - SMRT Division Secretary 419-372-2876

SMRT Division Fax Number - 419-372-0383

School of HMSLS Fax number (emergency back-up only) 419-372-2877

Faculty:

Dr. Philip Xie 419-372-6910
208 Eppler North

Dr. David Groves 419-372-6913
210 Eppler North

Dr. Julie Lengfelder 419-372-6908
211 Eppler North

Dr. Bill Obenour 419-372-6902
214 Eppler North

Dr. Bob Lee 419-372-2396
208 Eppler North

Internship Forms

APPLICATION FOR AGENCY AS A NEW INTERNSHIP SITE

<u>If you plan to do:</u>	<u>Paperwork completed & into the office by</u>
SUMMER INTERNSHIP (RTD 488)	Thursday before exam week
FALL SEMESTER INTERNSHIP (RTD 488)	AUGUST 15
SPRING SEMESTER INTERNSHIP (RTD 488)	Thursday before exam week

The goals of an agency wishing to become a new internship site shall be congruent with the Recreation and Recreation Program at Bowling Green State University and include:

1. Securing qualified personnel with an educational background in recreation and Recreation/leisure services;
2. Fulfilling a responsibility to University students by providing them with a professional experience prior to their graduation in order to prepare them for their career.

Name of Student _____

Name of Agency _____

Address _____

Contact Person _____

Title: _____ Phone # _____

Fax _____ E-mail _____

Please complete the following information:

- A. The agency has been in existence for _____ years.
- B. The agency employs _____ full-time, year-round supervisory personnel who will aid in training and supervising of the student intern.
- C. The agency provides the following areas and facilities for its clientele:

RTD 488 INTERNSHIP IN RECREATION MAJOR

APPLICATION FORM

If you plan to do:	Paperwork completed & into the office by
SUMMER INTERNSHIP (RTD 488)	Thursday before exam week
FALL SEMESTER INTERNSHIP (RTD 488)	AUGUST 15
SPRING SEMESTER INTERNSHIP (RTD 488)	Thursday before exam week

Directions:

1. Please type or print clearly.
2. Submit the **signed original** to the Program Secretary by the specified date.
4. Make a copy for yourself.
5. All internships must be approved **prior** to the experience to receive credit.
6. The site must be a tourism organization.

Name _____ P# _____ Access Code _____

Local Address: _____

Phone _____ E-mail _____

Permanent Address: _____

Permanent Phone Number _____ E-mail _____

Semester you plan to complete internship: Fall____ **Spring**____ **Summer**____ **Year**_____

Indicate completion of the following prerequisites

Accepted into **Recreation Major**(Date of matriculation): _____

RTD 384 (grade): _____ RTD 385 (grade): _____ RTD 386 (grade): _____

RTD 387 (grade): _____

Your Overall GPA (must be a 2.5 or higher): _____

Student Signature _____ Date _____

Faculty Advisor _____ Date _____

**RTD 488 - Internship
Confirmation of Internship**

<u>If you plan to do:</u>	<u>Paperwork completed & into the office by</u>
SUMMER INTERNSHIP (RTD 488)	Thursday before exam week
FALL SEMESTER INTERNSHIP (RTD 488)	AUGUST 15
SPRING SEMESTER INTERNSHIP (RTD 488)	Thursday before exam week

Student Name _____ P# _____ Access Code _____

*Local Address: _____

Local Phone _____ E-mail : _____

Agency Name: _____

Agency Address : _____

Phone Number: _____ Fax #: _____

E- Mail Address: _____

Organization's Website for information on the internship: _____

Supervisor: _____

Title: _____

*Start Date: _____ End Date: _____ Approximate hours per week: _____

REQUIRED SIGNATURES

Agency Representative and Title: _____ (Date)

Student: _____ (Date)

Faculty Advisor _____ (Date)*

*Contact if not at local address:

Phone # _____ E-mail _____

Routing of Form – First to Advisor for signature then to Secretary for registration.

Therapeutic Recreation Career Focus Area.

Additional Internship Requirements

1) The internship experience will be completed under the direction of a CTRS employed full-time by the agency. According to National Council for Therapeutic Recreation Certification (NCTRC) full-time is defined as 32 hours or more per week.

_____ Yes and Name of the CTRS employee/S for the agency: _____

IF NO then another site needs to be located

2) The student and agency understands that student must be on-site for the continuous hours mandated by the National Council for Therapeutic Recreation Certification (NCTRC)

3) Site Recommended by: _____

University of Toledo faculty

Date

(Please confer with University of Toledo concerning these requirements)

Signatures: _____

(Agency Representative and Title)

(Date)

Student: _____

(Date)

Faculty Advisor _____

Internship Biweekly Log

Student _____

Agency _____

Dates : From _____ To: _____

Hours

Day of week	Mon: Total Hours worked	Tue: Total Hours worked	Wed: Total Hours worked	Thurs: Total Hours worked	Fri: Total Hours worked	Sat: Total Hours worked	Sun: Total Hours worked	Total hours
Week 1 of biweekly								
Week 2 of biweekly								

Supervisor's initials to verify hours _____

Write or type a brief description of the kinds of activities and tasks you experienced.

What are some new skills you learned or experiences you were exposed to?

Reflect about your professional fit and satisfaction.

INTERNSHIP MIDTERM EVALUATION COMPLETED BY AGENCY SUPERVISOR

 Name of intern

 Name of agency

 Name of supervisor

 Agency address

 Phone

 Fax

 City/State/Zip

Please place a check in the appropriate space for each evaluation factor.

LOWEST			HIGHEST		PROFESSIONAL PERFORMANCE
1	2	3	4	5	
					Establishes work goals
					Success in achieving goals
					Planning work to be accomplished
					Displays ability to organize people and resources
					Completes assignments on or before due date
					Displays a marked capacity for work and production
					Possesses skills commensurate with academic degree
					Has displayed increased in skill level in all functions/areas
					Is critical of own performance and quality of work
					Displays capacity for motivating others
					Displays ability to lead and direct
					Conducts self well before groups
					Ability to communicate ideas
					Strives for quality in written expression
					Able to gain and hold confidence/respect of participants
					Able to gain and hold confidence/respect of associates
					Able to organize and plan a program
					Is dependable in conducting a program
					Other noted performance traits

Internship Midterm Evaluation

LOWEST			HIGHEST		PROFESSIONAL KNOWLEDGE
1	2	3	4	5	
					Displayed an initial basic knowledge of recreation
					Has displayed growth in knowledge of subject
					Ability to apply knowledge in practical ways
					Ability to think independently
					Possess a wide variety of interests
					Displays expanding scope of interests
					Understands and is sensitive to group needs
					Other noted traits

LOWEST			HIGHEST		PROFESSIONAL PERSONALITY
1	2	3	4	5	
					Is enthusiastic
					Is cheerful and friendly
					Exhibits pleasant tasteful personal appearance
					Maintains good health habits
					Is courteous and tactful
					Employs quality speech presentation, tone, and inflection
					Displays a sense of humor
					Displays mature judgment
					Is consistent but fair in personal relationship
					Is persistent but flexible
					Displays concern for others
					Is resourceful
					Is able to adjust to situations
					Displays diplomacy in relationships with colleagues
					Displays an even disposition
					Has no distracting or irritating mannerisms
					Other noted traits

Internship Midterm Evaluation

LOWEST			HIGHEST		PROFESSIONAL ATTITUDE
1	2	3	4	5	
					Displays initiative and imagination
					Displays zeal for the profession
					Accepts assignments willingly
					Actively seeks and is alert to potential learning situations
					Attends professional meetings
					Understands and upholds rules and policies
					Accepts suggestions and criticism willingly
					Other noted traits

Grade Recommended at the midway point of the internship _____

IMPORTANT: Please supplement ratings with a narrative statement covering the above and/or other additional points. Make note of any characteristics or abilities that will particularly qualify, or problems that will affect, the student for professional recreation work.

Signed _____
 Agency Supervisor Date

 University Supervisor Date

 Recreation and Recreation Intern Date

**INTERNSHIP FINAL EVALUATION
COMPLETED BY AGENCY SUPERVISOR**

 Name of intern

 Name of agency

 Name of supervisor

 Agency address

 Phone

 Fax

 City/State/Zip

Please place a check in the appropriate space for each evaluation factor.

LOWEST			HIGHEST		PROFESSIONAL PERFORMANCE
1	2	3	4	5	
					Establishes work goals
					Success in achieving goals
					Planning work to be accomplished
					Displays ability to organize people and resources
					Completes assignments on or before due date
					Displays a marked capacity for work and production
					Possesses skills commensurate with academic degree
					Has displayed increased in skill level in all functions/areas
					Is critical of own performance and quality of work
					Displays capacity for motivating others
					Displays ability to lead and direct
					Conducts self well before groups
					Ability to communicate ideas
					Strives for quality in written expression
					Able to gain and hold confidence/respect of participants
					Able to gain and hold confidence/respect of associates
					Able to organize and plan a program
					Is dependable in conducting a program
					Other noted performance traits

Internship Final Evaluation

LOWEST			HIGHEST		PROFESSIONAL KNOWLEDGE
1	2	3	4	5	
					Displayed an initial basic knowledge of recreation
					Has displayed growth in knowledge of subject
					Ability to apply knowledge in practical ways
					Ability to think independently
					Possess a wide variety of interests
					Displays expanding scope of interests
					Understands and is sensitive to group needs
					Other noted traits

LOWEST			HIGHEST		PROFESSIONAL PERSONALITY
1	2	3	4	5	
					Is enthusiastic
					Is cheerful and friendly
					Exhibits pleasant tasteful personal appearance
					Maintains good health habits
					Is courteous and tactful
					Employs quality speech presentation, tone, and inflection
					Displays a sense of humor
					Displays mature judgment
					Is consistent but fair in personal relationship
					Is persistent but flexible
					Displays concern for others
					Is resourceful
					Is able to adjust to situations
					Displays diplomacy in relationships with colleagues
					Displays an even disposition
					Has no distracting or irritating mannerisms
					Other noted traits

Internship Final Evaluation

LOWEST			HIGHEST		PROFESSIONAL ATTITUDE
1	2	3	4	5	
					Displays initiative and imagination
					Displays zeal for the profession
					Accepts assignments willingly
					Actively seeks and is alert to potential learning situations
					Attends professional meetings
					Understands and upholds rules and policies
					Accepts suggestions and criticism willingly
					Other noted traits

1. Was the student adequately prepared and qualified for this placement?

2. How has the student's professional performance changed over the course of this experience thus far?

3. What further academic course work and experience(s) would you recommend which would help in preparing for a professional career?

4. Did you discuss this evaluation with the student? Yes_____ No_____

5. Would your agency like to have additional intern students in the future?
Yes_____ No_____

Grade Recommended _____

Supervisor's Signature _____ Date _____

Student Signature _____ Date _____

Please return to assigned fieldwork supervisor c/o
 Sport Management, Recreation, and Recreation Division
 203 Eppler North
 Bowling Green State University
 Bowling Green, OH 43403-0248

6. In terms of the overall quality of the professional preparation program please rate from 1 (low) to 5 (highest) how well each one of the following was accomplished.

	LOWEST			HIGHEST	
	1	2	3	4	5
Understanding of the conceptual foundations of play, recreation, and leisure for all populations and settings					
Understanding of and ability to implement principles and procedures related to operation and care of resources, areas, and facilities					
Understanding of various techniques of financing, budgeting, and fiscal accountability					
Understanding of and ability to implement public relations and promotion strategies					
Ability to utilize effectively the tools of communication, including technical writing, speech, and audio-visual techniques					
Ability to utilize computers for basic functions, including word processing, spreadsheets, specialized programs related to leisure services					
Knowledge of the legal foundations and responsibilities of leisure service agencies, and of the legislative process and the impact of policy formation on leisure behaviors and service in all levels of government, community organizations, and business enterprise					
Understanding of legal concepts, including contracts, human rights, property, and torts, as applied to leisure service agencies					
Understanding of the principles of risk management planning, and the ability to participate in the development and implementation of a risk management plan					
Field experience prior to internship					
Internship, essentially a full-time continuing experience in a leisure services assignment, of at least 400 clock hours over an extended period of time, not less than 10 weeks					
Understanding of the psychological, sociological, and physiological significance of play, recreation, and leisure from an historical perspective of all populations and settings					
Understanding of the technological, economic, and political significance of play, recreation, and leisure in contemporary society					
Understanding of the significance of play, recreation, and leisure throughout the life cycle relative to the individual's attitudes, values, behaviors, and use of resources					
Knowledge of the interrelationship between leisure behavior and the natural environment					
Understanding of environmental ethics, the relationship of environmental ethics to the philosophy of planning, design and development, and the potential impact of planning, design and development upon the environment.					
Understanding of the history and development of the leisure services profession					

	HIGHEST			LOWEST	
	1	2	3	4	5
Understanding of contemporary professional issues and how they impact the delivery of leisure services					
Understanding of the concept of a profession and professional organization as related to leisure services					
Understanding of ethical principles and professionalism as applied to all professional practices, attitudes and behaviors in leisure services delivery					
Understanding of the importance of and resources for professional development					
Understanding of and ability to use diverse community, institutional, natural, cultural and human service resources to promote and enhance the leisure experience					
Understanding of the roles and interrelationships of diverse leisure service delivery systems, including such specialties as the therapeutic recreation and the business enterprise systems					
Knowledge of the responsibility of the leisure service profession to make available opportunities for leisure experiences for all populations, including those with special needs and disabilities					
Ability to promote, advocate, interpret, and articulate the concerns of leisure service systems for all populations and services					
Knowledge of the role and content of leisure programs and services					
Ability to organize and conduct leisure programs and services in a variety of settings					
Understanding of and the ability to facilitate the concept of leisure lifestyle for continued individual development and expression throughout the human life span					
Understanding of and the ability to use various leadership techniques and strategies to enhance the individual's leisure experiences for all populations, including those with special needs					
Understanding of the concept and use of leisure resources to facilitate participant involvement					
Understanding of and the ability to analyze programs, services, and resources in relationship to participation requirements					
Understanding of procedures and techniques for assessment of leisure needs					
Understanding of principles and procedures for planning leisure services and assessing and evaluating, resources, areas, and facilities, and associated environmental impacts					
Knowledge of principles and procedures for proper social, cultural and environmental design of leisure services, areas, and facilities					
Knowledge of the purpose, basic procedures and interpretation, and application of research and evaluation methodology related to leisure services					

	LOWEST			HIGHEST	
	1	2	3	4	5
Ability to apply computer and statistical techniques to assessment, planning and evaluation processes					
Understanding of principles and procedures for evaluation of leisure programs and services					
Ability to formulate, plan for implementation, and evaluate extent to which goals and objectives for the leisure service and for groups and individuals within the service have been met					
Knowledge of marketing techniques and strategies					
Understanding of the concepts of organizational behavior, accountability, interpersonal relations, and decision-making strategies					
Understanding of and ability to apply personnel management techniques, including job analysis, recruitment, selection, training, motivation, career development and evaluation of staff and volunteers					

Please feel free to make any additional comments concerning the professional preparation curriculum of the Recreation and Recreation Program.

Signature of Student _____

Date _____

RTD 488 Grade Checklist

Student Name:			
Internship Grading Scale	Possible	Earned	Work hours
Orientation Report	10		XXXX
Biweekly Reports – Total 600 work hours			
One	1		
Two	1		
Three	1		
Four	1		
Five	1		
Six	1		
Seven	1		
Eight (one week or so of work)	1		
Student reached 600 work hours (if not reached then loss of grade)	10		
Project Proposal 1-2 pages (proposal for project)	5		XXXX
Midterm Evaluation (Agency)	8		XXXX
Final Evaluation (Agency)	12		XXXX
Student Final Evaluation of the site	10		XXXX
Paper One	10		XXXX
Paper Two	10		XXXX
Project	22		XXXX
Total	100		

Grading Scale	
A	100-90 points
B	89-80 points
C	79-70points
D	69-60points
F	59and below

CHECKLIST FOR THERAPEUTIC RECREATION STUDENTS

Name: _____

	Therapeutic Recreation Assignments		Comments	Done
1.	Application for Internship Site & Agency Confirmation of placement			
2.	Supporting Agency Documentation, plus NFTRC cert. verification			
3.	Orientation Report			
	a. General Student Information			
	b. Job Analysis			
4.	Arrange weekly contact time with university supervisor			
5.	Arrange for in-State Agency Visit			
6.	Agency Midterm Evaluation			
7.	Agency Final Evaluation			
8.	Student Final Evaluation			
9.	Student Biweekly Reports a. Submit Work Schedule b. Submit a typed log and documentation of hours worked			
10.	Program Analysis of Outside Agency (similar clinical agency and therapeutic recreation area)			
11.	Program Analysis of Own Agency (within TR areas or at discretion of university supervisor and Clinical supervisor another therapy area or function)			
12.	Case history, with assessment, treatment intervention, progress notes, and evaluation of results			
13.	Final Notebook			
14.	Other as assigned by university supervisor			

*Note: All assignments subject to change by the university supervisor or by the program faculty.