

**RLST 3450 SYLLABUS:
PRACTICUM IN RECREATION AND LEISURE SERVICES**

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Textbook: Refer to Recreation Majors Handbook

Website: <http://www.coe.uga.edu/syllabus/rlst/index.html>

Course Description: A practicum is a course within the RLST curriculum that provides students with an opportunity to serve in positions in local recreation and leisure service agencies.

Students will complete a total of 45 volunteer hours, per credit hour, at an approved site.

Practica may be scheduled during the Fall or Spring semesters for 1 hour credit each; or during one semester for 2 hours of credit.

Students are required to complete one practicum, addressing the following objectives:

Objectives:

1. Identify all aspects of the agency including staff, organizational structure, funding base, clientele, budget, etc. (each practicum).
2. Critically evaluate the agency and the job they do, including offering suggestions for change. (each practicum).
3. Identify areas, such as budgeting or evaluation where you may need to engage in further learning. (each practicum)
4. Explain new understandings of career prospects in recreation and leisure services. (each practicum)
5. Perform in a leadership and/or programming capacity in the provision of services. (each practicum)
6. Participate in the development, maintenance and/or management of leisure resources.
7. Participate in the development and/or implementation of leisure services to individuals with special needs.

Practicum Requirements:

Students will meet twice each semester. A meeting will be held during the first week of classes to receive information about practicum assignments, and another will be held during the last week of classes to report on experiences and to turn in assignments. These meetings are mandatory and cannot be made up.

Each 1 hour of semester credit requires 45 hours of volunteer time in an agency. Arrangements may be made with 2 agencies for 1 credit, but 20 hours of work is the minimum required in each. The agencies must be approved by the University and no volunteer work may begin until final approval is granted.

Email confirmation of final approval of your site must be received prior to beginning your hours. If you have not received confirmation that your site has been approved, you may not complete any hours at that site!

The only grades assigned for the practicum course will be Satisfactory (S) or Unsatisfactory (U). Late assignments, missed meetings, or unsatisfactory evaluations will result in a student receiving a U.

Refer to the attached list for currently approved practicum sites. If you wish to complete your practicum with an organization that is not on the list, you must first have the site approved by the practicum supervisor. You will then be responsible for securing the completion of three MOU forms. You may not begin your volunteer work until final approval is given by the department and the practicum supervisor.

It is highly recommended that you purchase liability insurance. Insurance is available for \$7 by becoming a student member of SPAGE: Student Professional Educators of Georgia.

If you wish to complete your practicum at your place of employment, you must submit a description of your current job responsibilities and a description of the different responsibilities you will have as a practicum student. There must be clear and evident differences between the two.

All required forms must be turned in on the final class meeting time. No late assignments will be accepted, including the supervisor's evaluation. All assignments are required to be complete in order to receive a satisfactory grade. Late or incomplete assignments will result in an unsatisfactory grade.

Final Meeting Times:

You will sign up for one of the following meeting times on a first come, first served basis. These meetings are mandatory and may not be rescheduled for any reason. You are responsible for recording your meeting time. No reminders will be given.

Wednesday December 3 11am-1pm Room 344

Thursday December 4 11am-1pm Room 344

Class Assignments:

- a. "Practicum Registration" form - must be completed and turned in to the practicum supervisor on the date assigned at the first meeting. This form will be used to determine if the student must have MOUs completed.
- b. "Student Evaluation of Recreation Practicum" form - must be completed and turned in at the final practicum meeting.
- c. "Agency Supervisor Evaluation of Recreation Practicum" form - to be completed and returned by the agency supervisor and due at the final practicum meeting.
- d. "Time Log" form - can be maintained by either the student or the agency supervisor, but must be signed by the agency supervisor and returned to the practicum supervisor by the final practicum meeting. All of your hours must be complete by the final class meeting time.
- e. A journal must be kept detailing daily activities, thoughts, and impressions of the agency and the volunteer work. You may be creative with this assignment.
- f. A two page typed report that addresses the course objectives is due at the final meeting time. If you volunteer at two sites, your report will be at least three pages.
- g. A five minute presentation that describes your experiences is due at the final meeting time. This presentation must include:
 1. Describe the agency and its goals
 2. Evaluation of agency
 3. Discuss two of the following:
 - Assessment
 - Planning
 - Implementation
 - Evaluation
 - Leadership
 - Ethics
 - Communication
 4. Discuss your work with natural resources, special needs, or both
 5. Has this contributed to your career path or goals?

All academic work must meet the standards contained in *A Culture of Honesty*. Students are responsible for informing themselves about those standards before performing any academic work. The link to more detailed information about academic honesty can be found at:

www.uga.edu/ovpi/honesty/acadhon.htm

This course syllabus is a general plan for the course; deviations announced to the class by the instructor may be necessary.

Due Date: _____

Department of Counseling and Human Development Services
Recreation & Leisure Studies Program
University of Georgia
300 River Rd - Ramsey Center
Athens, GA 30602-6555
706 542 5064 Tel 706 542 7917 Fax

RLST 3450 PRACTICUM REGISTRATION

Name: _____ E-Mail: _____

Practica already completed (if any): _____

Number of hours of work anticipated in this practicum _____ (no less than 20).

Agency name: _____ Supervisor's name: _____

Phone: _____ E-Mail: _____

Address: _____

City: _____ State: _____ Zip: _____

Fax: _____

Describe your responsibilities as a volunteer:

Objectives to be addressed in practicum (see syllabus); check all that apply:

____ Identify all aspects of the agency including staff, organizational structure, funding base, clientele, budget, etc.

____ Critically evaluate the agency and the job they do, including offering suggestions for change.

____ Identify areas, such as budgeting or evaluation where you may need to engage in further learning.

____ Explain new understandings of career prospects in recreation and leisure services.

____ Perform in a leadership and/or programming capacity in the provision of services.

____ Participate in the development, maintenance and/or management of leisure resources.

____ Participate in the development and/or implementation of leisure services to individuals with special needs.

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STUDENT EVALUATION OF RECREATION PRACTICUM

Name: _____

Name of Agency: _____

Supervisor: _____ E-Mail: _____

Description of Program Participants _____

Activities Engaged In _____

How has the experience contributed to your career goals? _____

Was the practicum experience beneficial to you? _____

Would you recommend this experience for others? _____

Prepare a two page (typed) statement addressing the practicum objectives as they pertain to your practicum experience. Use your journal to help you complete this assignment.

