



The University of Georgia

College of Education

Department of Counseling and Human Development Services

Recreation and Leisure Studies Program

RLST 4890 – Senior Seminar (1 credit)

Fall 2008

Instructor: Laurel Richmond
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Office Hours:
Wednesday 11:00am-1:00pm
Thursday 12:30pm – 2:30pm

Class Meeting Times & Locations

W 10:10-11:00AM Ramsey 224

WebCT course address: <https://webct.uga.edu> (log in with UGA myID & password). Students should check the course site for important information and to print student handouts. Also, official university correspondence is conducted using your UGA email address and we expect you to check that email at least a couple times a week Monday – Friday.

Description as found in UGA Bulletin: Current aspects of the field of recreation as a profession. Trends and problems of concern to graduating recreation majors preparing for internships.

Course Description: The intent of this course is to guide you in developing the skills necessary to obtain an internship in the field of recreation and leisure services. This course is also designed to familiarize you with the trends and developments in our field that will affect the types of internships and employment opportunities that may be available to you.

Course Objectives: At the completion of this course, you should be able to:

1. Identify the personal and professional skills that you possess as well as those you would like acquire.
2. Complete a successful internship/job search.
3. Write a set of realistic internship goals appropriate for your agency of choice.
4. Write a resume.
5. Write cover letters to prospective internship sites.
6. Familiarize yourself with the services of the Career Planning and Placement Center.
7. Discuss relevant internship opportunities, career planning issues, professional issues, certifications.
8. Discuss the ethical, behavior management, child abuse, harassment, and liability concerns associated with internships and employment.
9. Demonstrate competence in using various software applications used for presentation and research related to identifying potential internship opportunities.
10. Discuss the responsibilities of professionals in leisure service agencies, involvement in professional organizations, and importance of professional partnerships with other disciplines, agencies, etc.

Prerequisites: Permission of the major.

Required Text:

None. Handouts used as necessary.

Course Expectations:

1. This is your seminar. It is expected that you will attend and actively participate in all of its meetings. The content discussed during class meetings can not be made up. Therefore, it is mandatory that you attend every class period. Attendance points will be assigned. A student may be excused from attendance point deduction if he or she notifies the instructor of an impending absence in writing at least 72 hours prior to the scheduled class, *and* if the instructor approves the student's excuse.
2. It is expected that you will be in your seats and prepared to participate in class activities no later than 10:10AM. Not only does tardiness disrupt the learning environment, it exhibits disrespect for your peers and the instructor. If you have a legitimate reason to be tardy, please inform the instructor.
3. If you do miss a class meeting, you are responsible for its content. Consult your syllabus, WebCT, and/or your classmates (not the instructor) regarding the content missed.
4. Written assignments are to be turned-in at the beginning of the class period on the day they are due. Ten percent will be deducted for every 24-hour period that an assignment is late. **No assignment will be accepted later than 72 hours past its due date.**
5. Please note that the Internship Goals, the cover letter, and the resume will all require several drafts to complete. If the initial draft of one of these is not turned in its due date, you will have 72 hours to turn in the draft, after which it will no longer be accepted. Even after turning a copy of one of these three assignments for a grade further drafts will be required in order to create a final version that is fit to send to internship agencies.
6. All written work should conform to the Recreation and Leisure Studies Program's Standards for Written Work, which is posted on WebCT, and the American Psychological Association's Publication Manual (5th Ed.). The correct format for resumes and cover letters is also covered in the required text.
7. If you do not meet the deadlines for securing, confirming, or completing internship paperwork, you will not be permitted to register for your internship. Only students who meet all deadlines will be allowed to participate in an internship. All others will have to postpone their internship to meet the next set of deadlines.
- 8. IF YOU FAIL THIS COURSE, YOU CANNOT PARTICIPATE IN AN INTERNSHIP! In other words, if you receive a C -, you cannot participate in your internship.**

Performance Evaluation: A student's grade in this course will be calculated from the following assignments. Please note the grading scale and the use of the plus/minus grading system.

Assignment	Pts.	Grading Scale
Attendance	15	A = 93-100 A- = 90-92 B+ = 88-89
Resume Rough Draft	5	B = 83-87 B- = 80-82 C+ = 78-79
Resume Final Draft	10	C = 70.5-77 C- = 70-70.49 D = 60-69
Internship Goals Rough Draft	5	F = 59 or below
Internship Goals Final Draft	10	
Cover Letter Rough Draft	5	
Cover Letter Final Draft	10	
Book Participation	10	
Portfolio	10	
This I Believe	10	
Interview Evaluations	10	
Total Points	100	

Departmental and Course Policies

Appropriate Classroom Behavior: You are adults and I expect you to behave as such in this classroom. The free and open exchange of ideas can only be possible when we respect one another. Therefore a diversity of opinions, including disagreements, will be tolerated so long as those opinions do not threaten the physical or emotional safety of classmates or guests.

This is an interactive course and is not evaluated using quizzes or exams. The presence of personal computers in the classroom is a distraction for students and instructors alike. The use of laptops and other personal computing devices is therefore prohibited during our class meetings unless otherwise sanctioned by the instructor. Failure to comply with this policy will result in penalties identical to those for cell phone usage.

The use of cell phones, pagers, and other disruptive devices will not be tolerated under any circumstances. If any of these devices are used or go off during class, the student responsible for the device will write a 2-3 page essay commenting on the impact of cellular/digital technology on the recreation and leisure experience. The paper is due exactly one-week from the incident. Failure to complete the paper in the timeframe will result in 5 % being deducted from your overall grade in this course. Please do not put me in a position of enforcing this policy; turn off devices before coming to class or leave them at home or in your car.

Academic Integrity: “All students are responsible for maintaining the highest standards of honesty and integrity in every phase of their academic careers. The penalties for academic dishonesty are severe and ignorance is not an acceptable defense” (A Culture of Honesty). 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. Violations include: cheating (use of any dishonest, deceptive or fraudulent means, unauthorized aid or assistance or the giving or receiving of unfair advantage on any form of academic work; plagiarism (using the ideas or work of another without giving credit to the source); copying the language, structure, ideas, and/or thoughts of another and adopting those as one’s original work; falsification, statement of untruth, either spoken or written, regarding any circumstances relating to academic work. Copying the work from a previous class, using another student's work, failing to cite references, etc. are also considered violations.

Accommodations: The University of Georgia’s Department of Counseling and Human Development Services is committed to providing access to all persons with disabilities and will provide accommodation if notified. If you have a documented disability or any other special needs and wish to discuss academic accommodations, please contact me as soon as possible. Necessary academic accommodations will be made for you based on the recommendations received from Disability Services. You must be registered with Disability Services to receive academic accommodations.

Incompletes: Incompletes must be approved 14 days prior to the last day of classes.

Office Hours: I am happy to see students during posted office hours. Students who have made an appointment will receive priority over those without one. I am also happy to meet with students outside of regular office hours, but that needs to be pre-arranged.

Finally, as a reminder, current COE policy does not allow a C- or below to count toward major degree requirements.

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

COURSE SCHEDULE

Date	Topic	Assignments Due
August 20	Introduction Review of Syllabus Resumes	Student Info Sheet 3 potential internship sites and contact information
August 27	Applying for Internships Internship Web Sites Internship Goals	Resume Rough Draft Cover Letter Rough Draft
September 3	Cover Letters	Internship Goals Rough Draft
September 10	Interviewing Guest Speaker: Ken Hansing	Resume Final Draft Cover Letter Final Draft
September 17	GRPA District Meeting	Internship Goals Final Draft – submit on WebCT by 10am
September 24	Portfolios Interview Exercise	Book title Proof of GRPA attendance
October 1	Professionalism	
October 8	Educational Advantage Exercise “Blue” Sheets	
October 13	INTERNSHIP SECURED and CONFIRMED DEADLINE	
October 15	First Aid & CPR Certification	
October 23	MIDPOINT SEMESTER WITHDRAWAL DEADLINE	
October 22	Graduate School, Professional Organizations, Responsibilities and Certifications Guest Speaker: Dr. Samdahl	Advisor Appointments
October 29	This I Believe	Portfolios Due

November 1	INTERNSHIP PAPERWORK DEADLINE	
November 5	GRPA Time Trade	
November 12	Book Discussion	Bring book to class
November 19	Interview Time Trade	
December 3	Course Evaluation Internship Requirements	Interview Evaluations This I Believe Final Draft Due
December 17	Final Exam Period 8-11am	