

**Department of Recreation and Leisure Studies**

**RLST 4890 - Senior Seminar (1 Credit Hour)  
Spring Semester 2003**

**INSTRUCTOR:** Katie Bemisderfer, MRPA  
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**OFFICE:** 351 Ramsey Student Center  
**PHONE:** 542-4334  
**OFFICE HOURS:** Tuesday: 11-12, 1-2:30  
 Wednesdays: 9-12  
 Thursday: 11-12, 1-2:30 (Other Times By  
 Appointment)  
**CLASS MEETS:** Mondays 10:10 - 11:00 in Room 225  
 of the Ramsey Student Center

Course Description:

Current aspects of the field of recreation as a profession. Trends and problems of concerns to graduating recreation majors preparing for internships.

Course Objectives:

- At the completion of this course, you should be able to:
1. Identify the personal skills you most enjoy using and where you would like to use those skills.
  2. Demonstrate knowledge of how to complete a successful internship/job search.
  3. Demonstrate the ability to develop internship goals.
  4. Develop a resume.
  5. Write cover letters to prospective internship sites.
  6. Utilize the services of the Career Planning and Placement Center.
  7. Discuss relevant internship opportunities, career planning issues, professional issues, certifications, etc.
  8. Discuss ethical issues, behaviors, child abuse, harassment and liability concerns.
  9. Demonstrate knowledge of current technological resources, WWW, software presentation packages and current profession trends.

REQUIRED TEXT:

Internships in Recreation and Leisure Services: A Practical Guide for Students, Third Edition by Edward E. Seagle, Jr. and Ralph W. Smith, Venture Publishing, 2002.

RECOMMENDED RESOURCE:

The Placement Manual (2002-2003). Available free of charge from the Career Services Center, University of Georgia.

GENERAL COURSE REQUIREMENTS:

+ You are asked to attend class, be on time, turn in assignments on time, and participate in class discussions.

You are expected to keep current with reading assignments and to integrate this material with in and out-of-class activities.

+ You are required to attend those classes indicated in **BOLD** on your schedule.

Attendance will be taken and 2 pts. deducted from your **final** grade for each bold day missed.

+ All course work, including drafts, must be typed and single-spaced, except self-reaction paper and interview report which should be double-spaced. Format is a very important component of these assignments.

+ Course grade of A - F will be determined by the total number of points earned during the semester. The points earned for each assignment will be totaled and a final grade computed using the scale listed on page 3. Assignments are to be turned in at the beginning of class on the pre-assigned date. Late assignments will be marked down ONE LETTER GRADE for each day late. **\*\*\*Assignments that are more than two days late will not be accepted. After Wednesdays at 5:00 assignments will not be accepted.\*\*\***

OTHER:

You will receive an **INCOMPLETE** (for your grade) if a final corrected copy of your **internship goals, resume, and cover letter** is not returned to the instructor by the last class.

Any student with a disability who needs an accommodation or other assistance in this course should make an appointment with the instructor as soon as possible. In addition, you may be interested in ordering Career Development Guide for Professionals with Disabilities (nominal charge) as a supplement to the course text.

**Requirements****Points**

1. Self-Assessment Reaction Paper	10	
2. Resume	25	A = 90-100
3. Internship Goals	15	B = 89-80
4. Cover Letter	15	C = 79-70
5. In Class Exercise	10	D = 69-60
6. Interview Report	25	F = 59 or below

**Total****100****Course Schedule**

Dates	Topic	Assignment
1/13	Intro to Course Self Assessment	Read Chapters 1-2 Complete Personal assessment (pp.9-11) & Write reaction paper
1/27	<b>Resumes: Ken Hansing</b>	Reaction Paper Read Chapters 2&5
2/3	Resumes and Goals	Rough Draft Resume Read Chapter 4
2/10	Cover Letter and Thank you letter	Rough Draft Goals Read Chapter 3
2/17	Internship Resources/ Web Sites	Final Resume Read Chapter 7
2/24	<b>Applying for your Internship</b>	Read Chapter 6 Rough Draft Cover Letter

3/3	<b>Interviewing: Ken Hansing</b>	Final Goals
3/10	Interviewing - Telephone	Final Cover Letter
3/24	<b>In Class Exercise</b>	Interview Date
3/31	<b>Certifications: ALS, RRM, and TR</b>	Interview Report Due
4/7	<b>Graduate School, Professional Organizations</b>	
4/14	Teaching Techniques	
4/21	<b>Intern Requirements and Responsibilities</b>	
4/28	<b>Intern Speakers</b>	
5/1	<b>Evaluation</b>	

### Details of Course Requirements

#### **Requirement #1 Due: January 27, 2003**

Write a Self Assessment Paper. Your paper should focus on your current strengths and limitations/weaknesses; skills you have acquired or need to acquire in a work setting. Review traits/skills on pps.9-11 in your text. **(10 points)**

#### **Requirement #2 Rough Draft Due: February 3, 2003 Final Copy Due: February 17, 2003**

Develop your resume following one of the formats presented in class and in your readings. You should turn in a rough draft, which will

be critiqued and returned to you to assist you in producing a better final product. Worth: **25 points**:

1. content - (technical correctness, clarity, etc.) **(10 points)**
2. format - (grammar, spelling, style, overall appearance, etc.)  
**(15 pts)**

**Requirement #3 Rough Draft Due: February 10, 2003**  
**Final Copy Due: March 3, 2003**

Following the guidelines discussed in class and in the readings, develop a minimum of 8 **internship goals**. These goals, worth **15 points**, will be evaluated according to:

1. content - (technical correctness, comprehensiveness, clarity, etc.) **(10 points)**
2. format - (grammatical correctness, spelling/typing errors, style, overall appearance, etc.) **(5 points)**

**Requirement #4 Rough Draft Due: February 24, 2003**  
**Final Copy Due: March 10, 2003**

Write a **cover letter** for to a prospective internship site. You should turn in a rough draft, which will be critiqued and returned to you, and a final copy of your cover letter.

The cover letter is worth **15 points** and will be evaluated according to content and format. Follow the suggestions for corresponding effectively with employers discussed in class and in your readings. A copy of your cover letter will be placed in your final packet that will remain in your student file. **(15 points)**

**Requirement #5 Due: March 24, 2003**

Develop a job description for a leisure services manager. You can choose the area of service delivery. List the qualifications, certifications, educational requirements, etc., needed for the job. List responsibilities of that position and any other pertinent information for a job seeker to know. **(10 points)**

You are going to interview the top 3 candidates by telephone. Develop 5 interview questions that will assist you in determining the final candidate selected for the job.  
Develop 5 questions **(5 points)**

Give written justification why you selected the question you did.  
**(5 points)**

**!!!!THE FOLLOWING ASSIGNMENT SHOULD BE STARTED IMMEDIATELY!!!!**

**Requirement #6 Due: April 21, 2003**  
Schedule and take part in an **interview session** (approximately 1/2 hour) with Ken Hansing at the Career Planning and Placement Center. Mr. Hansing is available Monday through Friday, 6:45 a.m. to 4:00 p.m. The session should be scheduled by March 24, 2003.

To schedule an appointment you must call the Career Services Center (542-3375). You will need to take a current resume to the interview with Ken Hansing.

A two-page evaluation summary, double-spaced, of the interview session is required. Using information from the class reading assignments, class discussions, previous interview experiences, and feedback from Mr. Hansing, critique your performance. The emphasis should not be on whether or not you are a great interviewee at this point, but rather on your efforts to utilize specific interviewing and communication skills. You should reflect thoughtfully on your strengths, weaknesses, and ways to improve. **Attach your interview evaluation from Ken Hansing at the back of your Interview Report.**

The interview report, worth **25 points**, will be evaluated according to:

1. content - (identification of strengths and weaknesses, reflection on and discussion of ways to correct, improve and/or refine interviewing skills, etc.)  
**(15 points)**

2. format - (grammatical correctness, spelling/typing errors, writing style, organization, physical appearance, etc.) **(10 points)**