

Department of Recreation and Leisure Studies**RLST 4890 - Senior Seminar (1 Credit Hour)
Spring Semester 2006**

INSTRUCTOR: Katie Bemisderfer, MRPA
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OFFICE HOURS: Mondays: 12-2, Tuesdays: 10-12, Thursdays: 10-12 (Other Times By Appointment)
CLASS MEETS: Wednesdays 10:10 – 11:00 in Room 202 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, (8.09,8.11)*
8. Discuss ethical issues, burn-out, behavior management, youth at risk, child abuse, harassment and liability concerns.(8.08)*
9. Demonstrate knowledge of current technological resources, WWW, software presentation packages and current profession trends. (8.08, 8.10, 8.11)*
10. Discuss the responsibilities of professionals in leisure service agencies, involvement in professional organizations, and importance of professional partnerships with other disciplines, agencies, etc. (8.09,8.11)*

*refers to NRPA accreditation standards

University Honor Code and Academic Honesty Policy: UGA Student Honor Code

“I will be academically honest in all of my academic work and will not tolerate the dishonesty of others.” A Culture of Honesty, the University’s policy and procedures for handling cases of suspected dishonesty, can be found at www.uga.edu/ovpi

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 (2005-2006). Free, available from the Career Services Center at UGA

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 + 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 FRIDAY 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, cover letter and final evaluation** 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.

<u>Requirements</u>	<u>Points</u>	
1. Self-Assessment Reaction Paper	10	
2. Resume	25	A = 90-100
3. Internship Goals	10	B = 89-80
4. Cover Letter	10	C= 79-70
5. Book	10	D= 69-60
6. In Class Exercise	10	F= 59 and below
7. Interview Report	25	
Total	100	

Course Schedule

Dates	Topic	Assignment
1/11	Intro to Course Self Assessment	Read Chapters 1-2, Complete Personal assessment (pp.9-11) & Write reaction paper
1/18	Resumes: Ken Hansing	Reaction Paper Read Chapters 2 & 5
1/25	Resumes and Goals	Rough Draft Resume Read Chapter 4
2/1	Cover and Thank You Letters	Rough Draft Goals Read Chapter 3
2/8	Applying for Your Internships and Internship Websites	Final Resume Submit Book Title Read Chapter 7
2/15	Internship Resources	Rough Draft Cover Letter Read Chapter 6
2/22	Interviewing - Ken Hansing	Final Goals and Interview Date
3/1	In Class Exercise	Final Cover Letter
3/8	Book - In Class Writing	Bring Book
3/22	Telephone Interviews, Job Search and Negotiations	

3/29	Graduate School, Professional Organizations, Responsibilities and Certifications	
4/5	Teaching Techniques	
4/12	Intern Requirements and Responsibilities Liability Insurance	Interview Report
4/19	Intern Speakers	
4/26	Evaluation	
5/5	Final: 8:00 – 11:00 am	Final Packet (goals, resume, cover letter) Learning Outcomes

Details of Course Requirements

Requirement #1 Due: January 18, 2006

Write a Self Assessment Paper. Your **typed two page** 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 pgs. 9-11 in your text. **(10 points)** Fill out pgs.9 & 11 and turn in with paper (can use pencil on this only)

Requirement #2 Rough Draft Due: January 25, 2006

Final Copy Due: February 8, 2006

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 points)**

Requirement #3 Rough Draft Due: February 1, 2006

Final Copy Due: February 22, 2006

Following the guidelines discussed in class and in the readings, develop a minimum of 8 **internship goals**. These goals, worth **10 points**, will be evaluated according to:

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

Requirement #4 Rough Draft Due: February 15, 2006

Final Copy Due: March 1, 2006

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 **10 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. **(10 points)**

Requirement #5 Book Title to Katie by February 8, 2006

Book Read by: March 8, 2006

You are to choose any book that you wish to read that “relates” to recreation and leisure studies, administration, or therapeutic recreation (other RLST course required books NOT allowed). **Give Katie the title and author of the book BY February 8, 2006 for approval.** Read the book and bring it to class on March 8, 2006 for an in class writing assignment that is worth **10 points**. I will ask you to sign a piece of paper that states you read the book so read and enjoy!

Requirement #6 Due: March 1, 2006

In Class Exercise - worth 10 points towards your final grade.

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

Requirement #7 Due: April 12, 2006

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 February 22, 2006**

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)**

****February 15, 2006 - Presentation of Internship Sites**

Earn 2 extra points by presenting to the class 2 possible internship sites that you find interesting.

Present: name of agency, contact person, location, what internship entails, stipend/housing, etc, and where you found the information.