Department of Recreation and Leisure Studies

RLST 4890 - Senior Seminar (1 Credit Hour)
Fall Semester 2005

INSTRUCTOR: **Katie Bemisderfer, MRPA**
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OFFICE: **351 Ramsey Student Center**
PHONE: **542-4334**
OFFICE HOURS: Mondays: 12-2,Tuesdays: 10-12, Thursdays: 10-12 (Other Times By Appointment)
CLASS MEETS: **Wednesdays 1:25 – 2:15 in Room 114 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 and present those goals orally.
4. Develop a resume.
5. Write a cover letter.
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, 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. Internship Goals	10	
3. Resume	25	A = 90 - 100
4. Goals Presentation	10	B = 89-80
5. Cover Letter	10	C = 79-70
6. In Class Exercise	10	D = 69-60
7. Interview Report	20	F = 59 or below
8. Final Evaluation	5	
Total	**100**	

Course Schedule

Dates	Topic	Assignment
8/24	Intro to Course Self Assessment	Read Chapters 1-2, Complete Personal assessment (pp.9-11) & Write reaction paper
8/31	**Goals and Resume**	Reaction Paper Read Chapter 5
9/7	**Resumes: Ken Hansing**	Rough Draft Goals Read Chapter 4
9/14	Resume Concerns Cover and Thank You Letters	Rough Draft Resume Read Chapter 3
9/21	**Applying for Your Internship**	Final Goals Read Chapter 7
9/28	**Presentations: Goals**	Final Resume Presentations
10/5	**Presentations: Goals**	Rough Draft Cover Letter Presentations
10/12	**Interviewing: Ken Hansing**	Read Chapter 6
10/19	**In Class Exercise**	Final Cover Letter
10/26	Job Search, Offers, Certifications, and Professional Organizations	

11/2	**Graduate School, Lifelong Learning and Professional Ethics**	
11/9	Teaching Techniques	
11/16	****Intern Requirements, Responsibilities, and Liability Insurance ****	Interview Report
11/30	**Intern Speakers**	
12/7	**Evaluation**	Evaluation Paper
12/16	**FINAL EXAM** (12:00 -3:00)	Final Packet (goals, resume, cover letter) Learning Outcomes

<u>Details of Course Requirements</u>

Requirement #1 Due: August 31, 2005

Write a <u>Self Assessment Paper.</u> Your **typed two FULL 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: September 7, 2005
Final Copy Due: September 21, 2005

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) (**8 points)**
2. format - (grammatical correctness, spelling/typing errors, style, overall appearance) **(2 points)**

Requirement #3 Rough Draft Due: September 14, 2005
Final Copy Due: September 28, 2005
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 # 4 Due: September 28, 2005 and
October 5, 2005

Develop a 5 minute (no less) oral presentation describing a potential internship site (include location, supervisor contact, intern learning experiences, housing, stipend, etc), your goals specific to that site and why you would like to do an internship at that site/agency. You will be graded on content, delivery skills, and 5 minute time minimum. Use note cards, NOT Powerpoint, may provide handouts to class.**(10 points)**

Requirement #5 Rough Draft Due: October 5, 2005
Final Copy Due: October 19, 2005

Write a **cover letter** for a prospective internship site. You should turn in a rough draft, which will be critiqued and returned to you, and then use revisions for 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 #6 Due: October 19, 2005
In Class Exercise - worth 10 points towards your final grade.

<u>!!!!THE FOLLOWING ASSIGNMENT SHOULD BE STARTED IMMEDIATELY!!!!</u>

Requirement #7 Due: November 16, 2005
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. **Schedule this early, Ken's appointments full up quick!**

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 **20 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.) **(10 points)**
2. format - (grammatical correctness, spelling/typing errors, writing style, organization, physical appearance, etc.) **(10 points)**

Requirement #8 Due: December 7, 2005

Write a **two page** evaluation on your experiences in Recreation and Leisure Studies using the following headings: **Advising, Courses/Curriculum, General Comments**. These comments will be shared with appropriate parties so we can use your comments/concerns to make our program better in the future. You are free to share you ideas for areas of improvement, indicate those things you think we do well, and any helpful general comments for future students. This was previously called an "exit interview' but students take this course at various times in their major. These evaluation papers will be used as part of our program's assessment requirements for UGA. **(5 points)**