**Course Change Proposal**

**Form A**

<table>
<thead>
<tr>
<th>Academic Group (College):</th>
<th>Academic Organization (Department):</th>
<th>Date: 08/24/2007</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Services</td>
<td>Recreation, Parks and Tourist Administration</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Type of Course Proposal:</th>
<th>Department Chair: Beth Kivel</th>
<th>Submitted by: Beth Kivel</th>
</tr>
</thead>
<tbody>
<tr>
<td>New ___ Change X___ Deletion ___</td>
<td>For Catalog Copy: Yes X No ___</td>
<td>Semester Effective:</td>
</tr>
<tr>
<td>Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No X ___</td>
<td>CCE (Extension): Yes ___ No X ___</td>
<td>Fall ___ Spring X __, 2008 ___</td>
</tr>
</tbody>
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This course replaces experimental course Subject Area (prefix) and Catalog Nbr (course number):

<table>
<thead>
<tr>
<th>Change from:</th>
<th>Change to:</th>
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<tbody>
<tr>
<td><strong>Subject Area (prefix) &amp; Catalog Nbr (course no.):</strong> RLS 195 E</td>
<td><strong>Subject Area (prefix) &amp; Catalog Nbr (course no.):</strong> RPTA 195 E</td>
</tr>
<tr>
<td><strong>Title:</strong> RLS 195 E: Internship: Recreation and Park Management.</td>
<td><strong>Title:</strong> RPTA 195 E: Internship: Recreation and Park Management.</td>
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<tr>
<td><strong>Units:</strong> 10-15</td>
<td><strong>Units:</strong> 10-15</td>
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**JUSTIFICATION:**

Moving from credit/no credit to a graded internship is intended to strengthen academic rigor of the internship. (The requirements for the internship have not changed, but we have added evaluative criteria for the internship reports and internship project – see attached syllabus). A generic syllabus is included that addresses 4, 6 and 10-unit classes. All students are required to do at least 10 units of supervised internship. They can choose to do one 10-unit class or a 4 unit plus a 6 unit class. The internship structure and goals would be the same for both short and longer placements – students have to develop some level of competency in all of the areas and they have to negotiate their learning goals and objectives through an internship contract that is site specific and signed by the agency, their faculty advisor and the department chair. If students do the 4 and 6 unit option, they learn something about all of the required areas in the first short placement and then get greater insight and depth in the next short internship. Grading of their work will reflect this progressive development of knowledge. By the end of two short internships it is hoped that students will be at a similar level of competence as students who did one-10 unit internship. Recreation and Park Management and Therapeutic Recreation students have similar broad internship objectives as outlined in the syllabus, but the individual contracts that they complete for their internships will be site specific and discipline specific depending on their concentration.

**NEW COURSE DESCRIPTION:** (Not to exceed 80 words, and language should conform to catalog copy. See http://www.csus.edu/acaf/univmanual/crspl.htm - Guidelines for Catalog Course Description)

**RPTA 195E. Internship: Recreation and Park Management.** Supervised, full-time internship in a recreation, park or tourism organization or business. Supervision is provided by faculty and also by personnel at the host site. Note: Refer to the RPTA Internship Manual for procedures and requirements. Prerequisites: RPTA 001, RPTA 030, RPTA 032, RPTA 042, RPTA 101, RPTA 105, RPTA 106, RPTA 109, RPTA 110, RPTA 136 and approval of academic advisor and internship coordinator. Graded. Units: 10.0-15.0.

**Note:**
Prerequisite: RPTA 001, RPTA 030, RPTA 032, RPTA 042, RPTA 101, RPTA 105, RPTA 106, RPTA 109, RPTA 110, RPTA 136 and approval of academic advisor and internship coordinator
Enforced at Registration: Yes X No
Corequisite: Yes No X
Enforced at Registration: Yes No X

CAN (California Articulation Number):
Graded: Letter X Credit/No Credit
Instructor Approval Required? Yes X No

Course Classification (e.g., lecture, lab, seminar, discussion): S-36
Title for CMS (not more than 30 characters): RPTA 195E: Internship: Recreation and Park Mgmt.

Cross Listed? Yes No X
If yes, do they meet together and fulfill the same requirement, and what is the other course.

How Many Times Can This Course be Taken for Credit? 1
Can the course be taken for Credit more than once during the same term? Yes No X

FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:

Description of the Expected Learning Outcomes: Describe outcomes using the following format: “Students will be able to: 1), 2), etc.” See the example at http://www.csus.edu/acaf/example.htm

LEARNING OBJECTIVES:

1. Develop an understanding of professionalism, service delivery, and issues facing recreation professionals.

2. Develop knowledge and understanding of the host organization, its organizational structure and operating procedures.

3. Develop and enhance communication skills including oral presentations, writing, and the use of technology.

4. Apply and demonstrate professional competencies comparable to an entry level position in the student's specialty area.

5. Apply inclusive practices to the design and operation of recreation programs services and facilities.

6. Gain an understanding of ethical and legal principles to the field of recreation services.

7. Gain an understanding of the concepts of organizational behavior, accountability, interpersonal relationships and decision making strategies.

8. Gain an understanding of and the ability to use diverse community, institutional, natural, and human service resources to promote and enhance the leisure experience.

**Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.

Assessment Strategies: A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Part 1: Internship Reports (750 points)
During your internship, you are responsible for completing and submitting 5, 4-6 page (minimum) summary reports (usually emailed to your Faculty Internship Supervisor every other week). These reports should help you learn about the overall operation of your internship agency or organization. In addition, the reports are a method of documenting and communicating to your Faculty
Internship Supervisor your experiences during your internship. Note that your Faculty Internship Supervisor will not remind you of when these reports are due. Failure to submit reports will reflect negatively on your internship. Each report will account for 150 points for a total of 750 points. All reports must be 4-6 pages in length minimum.

Part 2: Internship Project (250 points)

The internship project should be an independent effort that you conduct as part of your internship experience that will assist your agency in accomplishing it’s objectives, and also allows you to learn through the development of a project that involves your professional interests. The internship project will challenge you to consider what the needs of your agency are, and what lasting project could you leave as a contribution from your time as an intern there. Examples of projects include developing environmental education curricula, staff training manuals, campground construction contracts, or risk management plans. These are the kinds of projects that managers and professionals develop as a part of their work: they fill in the “blank spots” of an agency and usually satisfy some need or help the agency evolve professionally. You will need to complete Form F in your internship manual and return this to your faculty internship advisor in the second report. The internship project will vary in size and scope depending on the number of units for which the student is registered.

More detailed evaluative criteria are included in the attached syllabus and more detailed information about the internship process is included in the attached Internship Manual.

For whom is this course being developed?

Majors in the Dept. X. Majors of other Depts. X Minors in the Dept. X General Education X Other X

Is this course required in a degree program (major, minor, graduate degree, certificate?) Yes X No X

If yes, identify program(s): B.S. Recreation Administration

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes X No X

If yes, attach a description of resources needed and verify that resources are available.

Indicate which department or programs will be affected by the proposed course (if any).

The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.

Approvals: If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

Signatures: ___________________________ Date: 9/20/07

Department Chair: ___________________________ Date: 9/20/07

College Dean or Associate Dean: ___________________________ Date: 9/20/07

CPSP (for school personnel courses ONLY)

Associate Vice President and Dean for Academic Programs

Distribution: Academic Affairs (original), Department Chair and College Dean. Dean’s office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.
Course Syllabus

RPTA 195 B, C, D, E
Internship: Recreation and Park Management and Therapeutic Recreation

Name          Beth Erickson, Ph.D; Beth Kivel Ph.D. Jen Piatt, Ph.D.
Office        Solano 4000
Office Hours  TBD
Course date, time and place To be conducted on an agreed upon site by the advising faculty

Course Description:

RPTA 195B. Partial Internship: Recreation and Park Management. Supervised part-time or short-term internship in a recreation, park or tourism organization or business. Supervision is provided by faculty and also by personnel at the host site. Note: Refer to the RPTA Internship Manual for procedures and requirements. Prerequisite: RPTA 001, RPTA 030, RPTA 032, RPTA 042, RPTA 101, RPTA 105, RPTA 106, RPTA 109, RPTA 110, RPTA 136 and approval of academic advisor and internship coordinator. Graded. Units: 4.0.

RPTA 195C. Partial Internship: Recreation and Park Management. Supervised part-time or short-term internship in a recreation, park or tourism organization or business. Supervision is provided by faculty and also by personnel at the host site. Note: Refer to the RPTA Internship Manual for procedures and requirements. Prerequisite: RPTA 001, RPTA 030, RPTA 032, RPTA 042, RPTA 101, RPTA 105, RPTA 106, RPTA 109, RPTA 110, RPTA 136 and approval of academic advisor and internship coordinator. Graded. Units: 6.0.

RPTA 195D. Internship: Therapeutic Recreation. Supervised full-time therapeutic internship in a recreation, park or tourism organization or business. Supervision is provided by faculty and also by certified personnel at the host site. Meets the professional certification
requirements at the state and national levels. Note: Refer to the RPTA Internship Manual for procedures and requirements. Prerequisite: The completion of all required classes for the TR option. Completion of required administrative paperwork in the semester prior to internship, approval of major advisor. Graded. Units: 10.0-15.0.

RPTA 195E. Internship: Recreation and Park Management. Supervised, full-time internship in a recreation, park or tourism organization or business. Supervision is provided by faculty and also by personnel at the host site. Note: Refer to the RPTA Internship Manual for procedures and requirements. Prerequisite: RPTA 001, RPTA 030, RPTA 032, RPTA 042, RPTA 101, RPTA 105, RPTA 106, RPTA 109, RPTA 110, RPTA 136 and approval of academic advisor and internship coordinator. Graded. Units: 10.0-15.0.

Learning Objectives:

1. Develop an understanding of professionalism, service delivery, and issues facing recreation professionals.
2. Develop knowledge and understanding of the host organization, its organizational structure and operating procedures.
3. Develop and enhance communication skills including oral presentations, writing, and the use of technology.
4. Apply and demonstrate professional competencies comparable to an entry level position in the student’s specialty area.
5. Apply inclusive practices to the design and operation of recreation programs services and facilities.
6. Gain an understanding of ethical and legal principles to the field of recreation services.
7. Gain an understanding of the concepts of organizational behavior, accountability, interpersonal relationships and decision making strategies.
8. Gain an understanding of and the ability to use diverse community, institutional, natural, and human service resources to promote and enhance the leisure experience.

Part 1: During your internship, you are responsible for completing and submitting 5 summary reports (usually emailed to your Faculty Internship Supervisor every other week). These reports should help you learn about the overall operation of your internship agency or organization. In addition, the reports are a method of documenting and communicating to your Faculty Internship Supervisor your experiences during your internship. Note that your Faculty Internship Supervisor will not remind you of when these reports are due. Failure to submit reports will reflect negatively on your internship. Each report will account for 150 points for a total of 750 points.
Each report consists of your assessment about your internship experience and information about the agency. While you can set up a schedule with your internship advisor that fits your particular internship, the following schedule is suggested:

First Report:  Beginning of the 3rd Week (150 points)
Second Report:  Beginning of the 5th Week (150 points)
Third Report:  Beginning of the 7th Week (150 points)
Fourth Report:  Beginning of the 9th Week (150 points)
Fifth Report:  At the end of the final internship week (150 points)

While this is the suggested schedule, we recognize that some internships may not last ten weeks. That being the case, the internship supervisor will designate due dates for the five reports that will be spaced out evenly throughout the duration of the internship.

Report Format:

1. All reports are to be submitted via email. Each report must conform generally to the following format:

2. If you are earning 4 units for your internship all reports must be 2-pages in length minimum. To earn 6 units for your internship, reports must be 3-4 pages in length minimum. To earn 10-15 units for your internship, reports must be 4-6 pages in length minimum.

3. All your reports should begin with summary details, and then you should address the topic assigned for the particular phase of your internship.

A. Summary Details
(Minimum one page long, to be included with each biweekly summary report)

Your Name:
Weeks covered in report:
Dates covered in report:
Total Hours for Weeks Reporting:
Total Hours to Date:

Critical analysis and interpretation of activities and events (not just a list of accomplished tasks):

1) Activities: Describe your experiences during these 2 weeks as they relate to each of the goals and/or tasks listed in the Agency Information and Approval Form.

2) Problems: Identify any problem(s), both major and minor, you have had during this reporting period
with some analysis on how you did or how you plan to solve them.

3) Insights Gained: What have you learned from your experiences during this reporting period.

B. The second part of each report should address the individual topics described below:

1) First Report: Describe the Agency.
   Due: ________________ or beginning of the 3rd Week

   This report should familiarize both you and your Faculty Internship Supervisor with the agency. Provide a brief history of the founding of the agency, its current purpose, and legal status (private, public, nonprofit). Provide a general description of the agency's programs and services, clientele, and facilities, accreditations and regulations. Do not provide copies of pre-written agency documents, but rather describe your own understanding about the agency.

2) Second Report: Describe the organization and administration of the agency.
   Due: ________________ or beginning of the 5th Week

   Include a copy of the agency's organizational chart. Discuss the number of employees and volunteers (if any), the different types of personnel (administrative, professional and non-professional staff), and the role and duties each of these positions have within the agency. Discuss the agency's personnel policies: hiring practices, orientation program and in-service training, salary and benefits information. Do not provide copies of pre-written job descriptions, but rather describe your own understanding of these issues.

3) Third Report: Describe the financial structure of the agency.
   Due: ________________ or beginning of the 7th Week (Note: This is a sensitive area for some agencies, so exercise discretion in your inquiries for this information.) Discuss what are the various income sources; major areas of expenditures, budget development and approval process, tax structure, and purchasing procedures. TR: Include billing procedures for therapies (if applicable).

4) Fourth Report: Describe the marketing and public relations of the agency.
   Due: ________________ or beginning of the 9th Week
Discuss how the agency markets its programs and services. How are its promotional efforts developed and coordinated? TR: Also discuss treatment team procedures and how the TR process is implemented. (Include forms).

5) Final Report: **Internship Evaluation and Assessment**
Due: ______________ or during the last week of the term of your internship

*Evaluation of Self* (include your evaluation Form H with this form).

*Assess the overall internship experience by answering the following questions.*
   a). What goals were met during the internship experience?
   b) What goals were not met and why?
   c) What were some of the strengths developed during the internship experience?
   d) What skills do you still need to improve?
   e) What academic courses were helpful in preparing you for this internship?
   f) What academic courses would have been helpful in preparing you for this internship.

*Evaluation of Agency*
   a) Assess the agency/organization by answering the following questions.
   What were strengths of this agency for an RPTA internship experience?
   b) What were weaknesses of this agency for an RPTA internship experience?
   c) Would you recommend this internship site to other RPTA students? Explain why or why not.

Part 2: Internship Project (250 points)

The internship project should be an independent effort that you conduct as part of your internship experience that will assist your agency in accomplishing its objectives, and also allows you to learn through the development of a project that involves your professional interests. The project should be developed in consultation with your agency supervisor. The internship project will challenge you to consider what the needs of your agency are, and what lasting project could you leave as a contribution from your time as an intern there. Examples of projects include: developing environmental education curricula, staff training manuals, campground construction contracts, or risk management plans. These are the kinds of projects that managers and professionals develop as a part of their work; they fill in the “blank spots” of an agency and usually satisfy some need or help the agency evolve professionally. Although each
project will be different, the general criteria for evaluating the Internship Project include:

a. clear evidence that the project was developed in consultation with the agency supervisor (50 points)
b. Document should be thoroughly and clearly conceptualized (100 points)
c. Document should be well written (no grammar, punctuation and/or spelling errors) (100 points)

(Please note: The internship project will vary in size and scope depending on the number of units for which the student is registered.)

You will need to complete Form F in your internship manual and return this to your faculty internship advisor in the second report.

Grading Scale

<table>
<thead>
<tr>
<th>Report</th>
<th>Points</th>
</tr>
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<tbody>
<tr>
<td>First Report</td>
<td>150</td>
</tr>
<tr>
<td>Second Report</td>
<td>150</td>
</tr>
<tr>
<td>Third Report</td>
<td>150</td>
</tr>
<tr>
<td>Fourth Report</td>
<td>150</td>
</tr>
<tr>
<td>Fifth Report</td>
<td>150</td>
</tr>
<tr>
<td>Internship Project</td>
<td>250</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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</tbody>
</table>

The semester grade is based on the accumulation of points obtained in the assignments and is not subject to a curve. You will be awarded a grade based upon what you earn during the semester without having your score affected by an outside force over which you have no control.

<table>
<thead>
<tr>
<th>Total Points</th>
<th>%</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>930 – 1000</td>
<td>93 – 100%</td>
<td>A</td>
</tr>
<tr>
<td>900 – 929</td>
<td>90 – 92.9%</td>
<td>A-</td>
</tr>
<tr>
<td>870 – 899</td>
<td>87 – 89.9%</td>
<td>B+</td>
</tr>
<tr>
<td>830 – 869</td>
<td>83 – 86.9%</td>
<td>B</td>
</tr>
<tr>
<td>800 – 829</td>
<td>80 – 82.9%</td>
<td>B-</td>
</tr>
<tr>
<td>770 – 799</td>
<td>77 – 79.9%</td>
<td>C+</td>
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<td>730 – 769</td>
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<tr>
<td>600 – 629</td>
<td>60 – 62.9%</td>
<td>D-</td>
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<tr>
<td>0 – 599</td>
<td>0 – 59.9%</td>
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**Course Policies**

An approved incomplete petition, filed the Monday two weeks prior to the last week of the semester is required in order to receive an incomplete grade. The student must be passing the class based on their work-to-date in order to be considered for an incomplete grade. Incomplete grades are awarded at the discretion of the instructor.

In the absence of a petition, students will receive the grade that has been earned without the missing work.

All assignments should be typed using 12 point, Times or Times New Roman font and double-spaced. Margins should be set at 1 inch on all four sides. (APA format).

1. Grammar, punctuation, and spelling will be included in the evaluation of written assignments.
2. A penalty will be attached to late work. All assignments are due at the beginning of class. All late assignments-those turned in after class-will be penalized 25% per day. Late assignments will be accepted up to three days after the due date. After the third day from the due date, assignments will not be accepted.
3. All assignments and projects must be completed in order to receive a grade in the course.

**Expectations**

We expect students to do their own work on all graded material submitted for all departmental course requirements.

Students guilty of knowingly using, or attempting to use, another person’s work as though that work were their own, and students guilty of knowingly permitting, or attempting to permit, another student to use their work, will receive a grade of "F" for the course. Such conduct may also constitute grounds for dismissal from the University. Students who are unfamiliar with the University’s policy on plagiarism should consult http://www.csus.edu/admbus/umanual/UMA00150.htm. Students who are uncertain regarding what actions constitute plagiarism should consult the instructor.

**Special needs/disability services:**
Students having special needs/disabilities which require accommodations for the successful completion of this course must notify the office of Disability Services no later than the end of the first week of class. Failure to do so in a timely manner may result in accommodation not being available when needed. The office of Disability Services will verify the special needs of the student and determine accommodations as needed. In addition to the above, the student should make an appointment with the faculty member to discuss their needs and accommodations.