



SACRAMENTO  
STATE

# UNDERGRADUATE MANUAL

Department of Recreation, Parks & Tourism  
Administration

College of Health & Human Services

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**This document can be made available in  
an alternative format.**

## Mission

*We inspire, mentor and prepare the next generation of leaders to respond to 21st century opportunities and challenges in their respective communities of practice.*

## Vision

*We cultivate wellness and a healthy society through stewardship of the environment and advocacy of justice, equity, diversity and inclusion.*

# Welcome to the Department of Recreation, Parks and Tourism Administration!

We are glad you will be joining us and the more than 2000 individuals who have received a degree in this program since 1955. We are very proud of the department, faculty and staff, and of the individuals who have graduated from this program, many of whom are in leadership positions in recreation, parks and tourism in the Sacramento region, throughout the State of California and across the United States. We are so glad that you found us and that you will be joining us to complete your Bachelor of Science degree.

## How to reach us:

- **RPTA Office:** Solano 4000
- **RPTA Office Phone:** (916) 278-6752.
- **Office Hours:** 8:00 a.m. to 4:00 p.m. (closed during the lunch hour, 12:00-1:00).

## How we will reach you:

- The school, the college, the department and your faculty members will contact you through email. PLEASE check your CSUS email regularly.
- You are encouraged to follow the department's social media feeds.

## Characteristics of being a Professional in RPTA

Individuals who receive the Recreation Administration degree and who pursue a career in this field will be joining thousands of other individuals who have become practitioners, researchers, educators and professionals in the field of recreation, parks and tourism. This profession, like most other professions, is characterized by the following:

- A **specific body of knowledge** that includes: science, philosophy, experiential learning, art, problem solving, critical thinking; and language that is specific and unique to our profession;
- **Formal, educational preparation** at two-year and four-year institutions. In another important tie to the profession, the core components of our undergraduate degree program is accredited by the National Recreation and Parks Association's Council on Accreditation. Additionally, the curriculum of the Recreation Therapy concentration (TR) has been designed to meet the professional certification requirements of state and national TR accrediting bodies.
- **Research in the field** which is disseminated through numerous journals, many of which our faculty have published in, reviewed for and/or have served as Associate Editors, including: *The Journal of Leisure Research*, *Journal of Park and Recreation Administration*, *Schole*, *Recreation Therapy Journal*, *Leisure Sciences*; *Annals of Tourism*; *Journal of Experiential Education*, etc.
- Opportunities for **certification** in Recreation Therapy and park and recreation management;
- **Standards of practice and codes of conduct** that provide guidance on ethical behavior and procedural guidelines for working with a variety of people in a variety of settings. Because so much of what we do as a profession involves working with the general public, students and practitioners must exhibit a high degree of professionalism, flexibility and resourcefulness.
- **Professional organizations** that recognize and further the educational base of individuals in the field (i.e., CPRS, NRPA, ATRA, AEE, etc.)

## Advising

Students in the major will be assigned an advisor who will work with you to plan out your coursework (core classes and electives in the major), make a determination about your pre-internship hours, and discuss internship opportunities. Meet with your advisor every semester to ensure that you are on track for graduation. For general education advising, we encourage all students to speak with a General Education Advisor in Lassen Hall. ([www.csus.edu/student-life/academic-advising](http://www.csus.edu/student-life/academic-advising))

## Our Degrees

You will receive a **Bachelor of Science in Recreation Administration** with one of the following majors:

### **Recreation Administration**

The BS in Recreation Administration provides students with the skills to manage people, programs, and events in a variety of recreational settings that include city parks and recreation programs, state and national parks, hotels, playgrounds, forests, beaches, health clubs, tourism destinations, recreational therapy programs, and non-profit community centers. Students will also gain an understanding of professional advocacy, ethics, inclusion, and current evaluation procedures applicable in a variety of employment settings.

### **Hospitality & Tourism Management**

The BS in Hospitality and Tourism Management allows students flexibility in the selection of courses related to hospitality and tourism management, commercial recreation, and event planning. Curriculum focuses on hotel management, tourism destination marketing, and convention and meeting planning, as well as the basics of entrepreneurial businesses, and the skills needed for working with for-profit, and experience industry agencies (e.g., resorts, ski lodges, conference and meeting facilities, cruise lines, theme parks, destination marketing agencies, spas, clubs, and travel agencies). Local industry professionals from the Sacramento Hotel Association and Visit Sacramento (Sacramento Convention and Visitors Bureau) work closely with department faculty to give students practical skills associated with internships and jobs in the industry.

### **Recreation Therapy**

The BS in Recreation Therapy focuses on recreation services for individuals who are ill, disabled, elderly, or incarcerated. It can be applied in clinical, transitional, and community based settings. Emphasis is on therapeutic recreation as it applies to children and adults who are physically, mentally, socially, and/or emotionally challenged.

## The Minor

The Department offers a 21-unit Minor program. The Minor can be used in combination with several degrees offered at Sacramento State by allowing students the flexibility to choose between several core and elective courses. For a listing of Minor requirements and course options, please visit the department website.

## Recreation Majors Association



The Recreation Majors Association (RMA) is a campus club for majors and minors in the department. RMA is a great way to meet new people in the field and network with professionals. RMA hosts a variety of events, and provides an excellent leadership opportunity for students.

For more information, please contact via Facebook or register to join through [orgsync.org](http://orgsync.org).

## Our Coursework

This degree provides the skills necessary to be successful in our profession, including both theoretical and practical knowledge. Our coursework reflects a combination of classroom and experiential learning opportunities.

- **Core Classes:** All students, regardless of your option, take core classes. These classes are part of the standard curriculum developed by the National Recreation and Park Association (NRPA). NRPA has accredited our program, meaning we are in compliance with national standards. These classes constitute the core of what all students in this field should know.
- **Additional Courses:** Each area of concentration will have additional core and **elective requirements**. Your advisor will work with you to develop a roadmap for completing your degree, including the order to take classes, and selecting your electives.

Degree requirements and class descriptions class course catalog at <https://catalog.csus.edu>

## Field Trip Guidelines

Academic courses may involve field trips away from the campus. Students are required to provide their own transportation. Carpools are allowed, but students must make arrangements independently. Students may be asked to read and sign release and/or liability forms. Your instructors will explain the policies and procedures and distribute all required forms in class. While participating in a course-related activity off-campus, the use of alcohol and other substances is prohibited.

## Pre-internship and Internship Hours

The National Recreation and Park Association (NRPA) requires students have at least 1000 hours of experience in the field prior to graduation. Our students meet this requirement by completing **600 pre-internship hours** and a **400 or 560-hour internship**. Pre-internship hours are earned by paid or volunteer work in a recreation-related field, and must be completed before the internship. Pre-internship hours give students an opportunity to determine what area of recreation they want to pursue (tourism, event planning, recreation therapy, park ranger, afterschool program coordinator, etc.) and with what population they might want to work (e.g., children, families, seniors, etc.)

Many students already have related experience from jobs working at summer camps, volunteering in a hospital programs, or positions in the hospitality field. Students can use a mix of employment, service learning, and/or volunteer experience to meet this requirement. For students in RT, at least 300 pre-internship hours need to be working directly with people with disabilities. Work with your advisor to determine what experience can be counted towards this requirement.

**Form A, Verification of Hours:** Use this form to document your hours. Forms are available at [www.csus.edu/hhs/rpta](http://www.csus.edu/hhs/rpta)

## Internship

An internship is a culminating learning experience that helps the student transition from academic study to a professional career. The internship is an opportunity to apply the knowledge and theory gained in the classroom in a professional setting. The best way to learn to function as a recreation professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals. Your internship is generally completed after all other required coursework. Recreation and Park Management Concentration will complete a 400-hour internship. Recreation therapy students will complete an internship of at least 560-hours. Many RT sites require 600-hours for the internship.

### Internship Resources:

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| CSUS Career Center  | <a href="http://www.csus.edu/student-life/career-center/internships/">www.csus.edu/student-life/career-center/internships/</a>   |
| Internship Manuals  | <a href="http://www.csus.edu/college/health-human-services/internal/inside-rpt/internal/documents/rpm-internship-manual.pdf">www.csus.edu/college/health-human-services/internal/inside-rpt/internal/documents/rpm-internship-manual.pdf</a><br><br><a href="http://www.csus.edu/college/health-human-services/internal/inside-rpt/internal/documents/rt-internship-manual.pdf">www.csus.edu/college/health-human-services/internal/inside-rpt/internal/documents/rt-internship-manual.pdf</a> |
| List of sites with Academic Internship-Service Learning Agreement with the university. Good spot for RMA students to look for internships | <a href="http://www.csus.edu/experience/anchor-university/community-engagement-center/internal/community-partner-list.html">www.csus.edu/experience/anchor-university/community-engagement-center/internal/community-partner-list.html</a>   |
| Link on this page has list of agencies with contracts with the university to provide RT internships.                                      | <a href="http://www.csus.edu/college/health-human-services/internal/inside-rpt/rt.html">www.csus.edu/college/health-human-services/internal/inside-rpt/rt.html</a>   |
| NCTRC internship requirements for RT students   | <a href="http://www.nctrc.org/new-applicants/become-a-ctrs/">www.nctrc.org/new-applicants/become-a-ctrs/</a>   |

## Certifications

- **Certified Therapeutic Recreation Specialist (CTRS):** Many jobs in the RT field require certification. Coursework and internship prepare RT students to sit for the national certification exam. [www.nctrc.org](http://www.nctrc.org).
- **Certified Park and Recreation Professional (CPRP).** Students in the Recreation and Park Management can become certified through the National Recreation and Park Association. This certification is most appropriate for students in community recreation and/or non-profit administration. <https://www.nrpa.org/certification/cprp/>
- **Certified Hospitality Administrator (CHA) certification:** This is for students interested in hospitality may want to consider this certification offered by the American Hotel and Lodging Association (AHLA). [www.ahlei.org](http://www.ahlei.org)

## Scholarships

There are many scholarships students can apply for – watch your campus email for announcements about applications and due dates.

- **The J.R. Needy Foundation Scholarship** - The J. R. Needy Foundation, created in the memory and spirit of the professional dedication of Dr. J. R. “Shocky” Needy, offers up to two \$1,000 scholarships to RPTA undergraduate and graduate students.
- **Judy M. Quattrin Community Recreation Student Scholarship** -The College of Health and Human Services presented the scholarship to Judy Quattrin at her retirement in July 2001 to recognize RPTA students who have made a difference in communities by creating and implementing innovative recreation programs to enrich the lifestyles of children and adults.
- **Skål International Sacramento Scholarship** - This scholarship supports undergraduate students pursuing careers in the tourism, hospitality and commercial recreation industries.
- **CPRS Regional Scholarships** - Students can apply for scholarships through the CPRS District II.
- **CFPR Statewide Scholarships:** The California Foundation for Parks and Recreation awards approximately 25 scholarships to undergraduate and graduate students in parks, recreation and leisure. Students are awarded approximately \$1,000 during the CPRS annual conference.

## Awards

**Department Awards:** The Department has several awards to honor graduating seniors. They are given to students who have demonstrated leadership, excelled academically, participated in community and/or university service, and who have distinguished themselves in the major.

- **The Senior Recognition Award** – Given to seniors who have demonstrated academic excellence, professional service and extra-curricular participation. It requires an overall GPA of at least 3.0, with a 3.5 in major coursework.
- **Faculty Award of Merit** – Presented to undergraduate or graduate students who have excelled in some aspect of their academic or professional careers in such a way as to warrant special recognition.
- **Stephen J. Walker R.P.T.M.A. Leadership Award** – Presented to an undergraduate or graduate student in recognition of excellence and inspirational leadership in relation to the functioning of the Recreation, Park and Tourism Administration Majors Association.

To **Graduate with Honors**, students must have completed at least 30 graded units at CSUS and fall in these GPA ranges, based on courses taken at CSUS:

- 3.50 -- 3.74 Cum Laude
- 3.75 -- 3.89 Magna Cum Laude
- 3.90 -- 4.00 Summa Cum Laude

## Graduation

**Apply for Graduation:** Students should file a Bachelor’s Degree Application at least one year prior to graduation. Your graduation date is after your internship has been completed.

- Degree Evaluations Office Phone: (916) 278-4862
- Online Application: [www.csus.edu/registrar/graduation/#apply](http://www.csus.edu/registrar/graduation/#apply)

## Professional Associations

We encourage students to join one of the many professional organizations associated with our field. Below are just a few to consider; this is just a representative sampling of organizations on a local, regional, and national level.

- California Parks and Recreation Society (CPRS) [www.cprs.org](http://www.cprs.org).
- National Parks and Recreation Association (NRPA) [www.nrpa.org](http://www.nrpa.org).

## Outdoor Recreation

- American Camping Association [www.acacamps.org](http://www.acacamps.org).
- Association of Outdoor Recreation and Education [www.aore.org](http://www.aore.org).
- Association for Experiential Education [www.aee.org](http://www.aee.org).
- Outdoor Industry Association <https://outdoorindustry.org>.
- Park Ranger Association of California [www.calranger.org](http://www.calranger.org).
- California State Park Ranger Association [www.cspra.com](http://www.cspra.com).
- Society of Outdoor Recreation Professionals [www.recpro.org](http://www.recpro.org).
- Wilderness Education Association [wea.wildapricot.org](http://wea.wildapricot.org).
- National Association for Interpretation <http://www.interpnet.com>.
- Student Conservation Association [www.thesca.org](http://www.thesca.org).

## Activity Focused

- Professional Ski Instructors Association [www.thesnowpros.oz](http://www.thesnowpros.oz).
- American Mountain Guides Association [www.amga.com](http://www.amga.com).
- Professional Climbing Instructors Association [www.pcia.us](http://www.pcia.us).

## Event Planning

- International Live Event Society [www.ileahub.com](http://www.ileahub.com).
- Event Planners Association <https://eventplannersassociation.com>.
- Meeting Planners International [www.mpiweb.org](http://www.mpiweb.org).
- Event Industry Council: [www.eventscouncil.org](http://www.eventscouncil.org).
- Professional Convention Management Association: [www.pcma.org](http://www.pcma.org).
- Meeting Planners International - [www.mpi.org](http://www.mpi.org).

## Hospitality

- Resort and Commercial Recreation Association [www.rcra.org](http://www.rcra.org)
- National Society of Minorities in Hospitality [www.nsmh.org](http://www.nsmh.org).
- American Hotel and Lodging Association [www.ahla.com](http://www.ahla.com).
- National Restaurants Association - [www.restaurant.org](http://www.restaurant.org).
- International Council on Hotel, Restaurant, and Institutional Education: [www.chrie.org](http://www.chrie.org).
- Sacramento Hotel Association: <https://sacramentohotelassociation.com>.

## Tourism

- California Travel Association: [www.caltravel.org](http://www.caltravel.org).
- Travel and Tourism Research Association: <https://ttra.com>.
- World Tourism Organization: [www.unwto.org](http://www.unwto.org).

## Community/Non-Profit

- National Intramural Recreation and Sports Association [www.nirsa.org](http://www.nirsa.org).

- Association of Fundraising Professionals - <https://afpglobal.org/>.
- Association for Volunteer Administration - <https://www.avaintl.org>.
- Association for Research on Nonprofit Organizations and Voluntary Action [www.arnova.org/](http://www.arnova.org/)
- The Independent Sector <https://independentsector.org>.

### Recreation Therapy

- American Therapeutic Recreation Association [www.atra-online.com](http://www.atra-online.com).
- Professional Association of Therapeutic Horsemanship International [www.pathintl.org](http://www.pathintl.org)
- Bay Area Therapeutic Recreation Association (BATRA) <https://batra-tr.org/>.

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| <b>Policies and Procedures</b> |
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There are many policies that impact your education – you can access the university’s policy manual at <https://www.csus.edu/umanual/>. Below are just a few policies you will want to be aware of. You should also carefully read the course policy that will be part of the syllabus for each class.

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|------------------------------|--|
| Student Grade Appeal Process | You have rights to appeal a grade you feel has been awarded in violation of university policy. There are important deadlines within this policy. |
| Add Drop Policy              | This policy outlines your ability to add or drop a course at different points in the semester.   |
| Repeat Policy                | There are limits on how often a student can repeat a course.   |
| Registration Hold            | A number of things can put a hold on your registration - meaning you won't be able to register until you've cleared the hold.                    |
| Transfer Credit              | Will classes you've taken (or will take) count for credit at CSUS? Understand the transfer credit policies.                                      |

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| <b>Our Department</b> |
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RPTA is one of seven departments in the College of Health and Human Services. The faculty is committed to offering our students outstanding learning experiences, practical training, and professional development. We are an inclusive faculty, representing a variety of backgrounds, cultures, and philosophical orientations. Most of our part-time faculty hold the master’s degree, and all of the full-time, tenure-track faculty hold either the Ph.D. or Ed.D. Each of us has practical experience in the field of recreation and leisure services and we have published articles, book chapters, and books on different aspects of the profession. We draw upon our experience and education, including research and publication, in our teaching, advising, and interactions with our students. Each faculty member holds office hours to meet with students, you are encouraged to use this time to get to know your instructors.

Follow this link for a list of faculty, their contact information, and office hours:

[www.csus.edu/college/health-human-services/recreation-parks-tourism-administration/meet-us/](http://www.csus.edu/college/health-human-services/recreation-parks-tourism-administration/meet-us/)



## **Our History**

In 1953 Sacramento State College, as it was then known, offered a B.A. in Recreation Therapy. The Recreation Department began in 1955 as part of the Division of Physical Education and Recreation. A minor in Recreation and a Major in Recreation Therapy culminated in a B.A. degree. From 1956 to 1958, the program had a specialization in Camping and Outdoor Education, Public Recreation, Recreation and Youth Agencies, Therapy and Hospital Recreation. The degree was identified as a major in Recreation Leadership and minor in Recreation.

In 1964, the degree title was changed to Recreation Management and an MA in Recreation and Physical Education was added. The Park Management program began in 1964 with a B.S. degree in Park Management in the School of Arts and Sciences. In 1973, the Department of Environmental Resources merged with the Department of Recreation Administration within the Division of Health, Physical Education and Recreation.

In 1978, the department was relocated under the School of Business and Public Administration. In 1982, independent department status was achieved under the College of Health and Human Services. At some point, the department chose the name, "Recreation and Leisure Studies" and has continued to change options and concentrations to meet the current demand of the profession. In 2007, the Department collectively agreed to once again change the name to more accurately reflect who we are and what we teach. The department is now known as "The Department of Recreation, Parks and Tourism Administration." The RPTA Department and the RPM and RT degrees are also accredited by the Council on Accreditation for Parks, Recreation & Tourism and have been since the late 1970s.

***Updated 10/2022***