



SACRAMENTO
STATE

UNDERGRADUATE MANUAL

Department of Recreation, Parks &
Tourism Administration

College of Health & Human Services

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

The mission of the **Department of Recreation, Parks and Tourism Administration** is to enrich the lives of students through scholarship, research and creative activity, as well as to make a positive contribution to the various communities of which we are a part. We seek to promote among our students an appreciation of collaboration, cultural awareness, and social and environmental responsibility. We strive to provide our students with the knowledge and skills necessary for successful careers in their particular areas of specialization. To these ends, the Department fosters an environment of intellectual curiosity and challenge that promotes the development of our future recreation and leisure professionals.

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)

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 two minors: an 18-unit minor in Recreation Administration, and a 21-unit minor in Non-Profit Administration, which is in the process of being reduced to 18 units. 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

Sac State RMA



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.

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 will be asked to read and sign release and/or liability forms and photo-release 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

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.

Students seeking RPM and HTM approved internship sites should visit the [Community Partner List at the Community Engagement Center website](#) (For RT students, approved sites are listed on the RPTA website).

If an agency does not have a formalized contract with the University please see the Internship Coordinator for your area.

Internship Resources:

Internship Manuals

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/rt-internship-manual.pdf

List of sites with Academic Internship-Service Learning Agreement with the university. Good spot for RMA students to look for internships

www.csus.edu/experience/anchor-university/community-engagement-center/internal/community-partner-list.html

Link on this page has list of agencies with contracts with the university to provide RT internships.

www.csus.edu/college/health-human-services/internal/inside-rpt/rt.html

NCTRC internship requirements for RT students

www.nctrc.org/new-applicants/become-a-ctrs/

Instructor Role in Internship Placement:

While students must identify their choice of internship placement from a pre-approved list of sites with active student placement agreements in place, the faculty advisor will review and approve each student's placement. The approval process takes into consideration multiple factors including a student's career goals, academic preparedness, previous relevant experience, as well as the availability of approved sites at the time of the assignment.

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.
- **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

Portfolio

Prior to graduation, students must complete a portfolio, which is a compilation of your work from several classes in the major. Developing a portfolio will provide you with a framework for organizing and displaying your achievements, competencies, and achievement of course requirements. It also provides the department with a mechanism for determining the extent to which you have demonstrated your skills and abilities in completing requirements for the major. Constructing a portfolio will help you to articulate where you have been and where you want to go with regard to your college education and future career. More information about the portfolio will be available in RPTA 001, and 101 or 102.

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

Professional Associations

We encourage students to join one of the many professional associations in our field. Some of these associations include:

- American Recreation Therapy Association - www.atra-online.com
- National Recreation and Park Association – www.nrpa.org
- Association of Experiential Educators – www.aee.org
- Wilderness Educators Association – www.weainfo.org
- Society of Outdoor Recreation Professionals (SORP) - <http://www.recpro.org/>
- California Park and Recreation Society – www.cprs.org
- American Alliance of Health, Physical Education, Recreation & Dance – www.aahperd.org
- Resort and Commercial Recreation Association - <http://www.rcra.org/>
- National Intramural Recreation Sports Association -- www.nirsa.org/
- Travel and Tourism Research Association -- www.ttra.com/

Policies and Procedures

There are many policies that impact your education – you can access the university’s policy manual at <https://www.csus.edu/umannual/>. 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.

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. The appeal must occur right away in the semester following the course for which you are appealing the grade.
Add Drop Policy	This policy outlines your ability to add or drop a course at different points in the semester. After 12 weeks, you must have a documented serious and compelling reason to drop a course.
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.

Our Department

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/

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.

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