DAY/TIME: TBD by site   LOCATION: Approved Mason affiliated site
INSTRUCTOR: Dr. Brenda Wiggins   E-MAIL: bwiggins@gmu.edu
                                                PHONE: 703.993.2068
OFFICE HOURS: By appointment   FAX: 703.993.2025

PREREQUISITES: PRLS 210

Notes: Open to departmental majors and minors only. Serves as a capstone for minors who have completed PRLS 310, 316, and 327.

COURSE DESCRIPTION: Paid or voluntary work experience in a park and recreation agency. Minimum period of 10 to 12 weeks of part-time employment (10 hours minimum) or experience. Capstone course for minors, allowing for integration and application of course work, theories, and research to a work setting. Work sites chosen among approved sites. Includes meetings and assignments prior to and during the practicum.

COURSE OBJECTIVES: At the completion of the course, students should be able to:

1. Experience various aspects of facility operation (staff, organizational structure, funding base, clientele, budget, etc.).

3. Gain administrative, leadership and/or programming experience in the provision of parks and outdoor recreation/ therapeutic recreation services.

4. Gain experience in the development, maintenance and/or management of parks and outdoor recreation/ therapeutic recreation services.

5. Develop new understanding of internship and career prospects in the field of recreation management: parks and outdoor recreation, therapeutic recreation.

PROFESSIONAL ASSOCIATION STANDARDS:

Further, upon completion of this course, students will meet the following professional accreditation standards:

Council on Accreditation of Parks, Recreation, and Tourism Related Professions (COAPRT) *standards met*
7.04: Students graduating from the program shall demonstrate, through a comprehensive internship of not less than 400 clock hours (560 for TR) and no fewer than 12 weeks (PRLS 490), the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations.
NATURE OF COURSE DELIVERY:

Pre-internship fieldwork experience at an approved site for consecutive weeks.

EVALUATION:

At the conclusion of the practicum, the on-site supervisor will attest to the satisfactory completion of the 120 hours of required field experience. The student will receive a grade of "Credit" for satisfactory completion of 120 consecutive hours of required field experience and submission of a matrix of weekly tasks completed. A grade of "No Credit" will be entered if the student fails to complete, quantitatively and/or qualitatively, the 120 hours of consecutive weeks of required field experience in a manner considered satisfactory by the on-site supervisor.

Depending upon the individual administrative procedures of the practicum site for existing personnel, the on-site supervisor will see the tracked hours logged by the individual student to meet the 120-hour practicum requirement. In addition, depending upon the existing evaluation and personnel procedures of the practicum site for existing personnel, the on-site supervisor, to the extent practicable, will develop a procedure to provide ongoing feedback and evaluation to the individual practicum student, as well as an exit interview/evaluation at the completion of the practicum experience. To the extent such evaluation materials are produced, at the discretion of the on-site supervisor, they will be made available to the student and instructor of record for PRLS 241.

REQUIREMENTS:

First, prior to being able to begin earning Practicum hours, the student will submit Practicum Forms to Dr. Wiggins for approval in the Dean's Office.

Second, on a weekly basis please send an updated **Students Hours Plus** created from the template below:
1). By Sunday at 11:59p.m., submit to Dr. Wiggins the number of hours worked for the past week, *along with*
2). The kinds of tasks you performed which may end up being in categories (see below), limit of 3-5 tasks, *and*
3). What you plan to do for the next week at the site.
4). Keep a running total of hours **completed to date**.

See example template **below** and copy and paste for your use:
……………………………………………………………………………………………..

Student Hours Plus
Example for Spring 2018

Name of Practicum Student: XXX   **Cell #: XXX**
Site of Practicum: XXX   **Completed Hours to date: #**

Site Supervisor: XXX

Date	Number of hours this past week	Task-*example* Coaching	Task-*example* Administration	Plans for next week
Week One:		Leisure coach	Inventoried camp	Begin planning

June 6 June 8	7 3 10 hours total	today at Frying Pan Farm Park Leisure coach and training	site	special event
Week Two: June 13	10 10 hours total	Leisure coach and coming up with inclusion plans for the campers parents, counselors, and staff	Went shopping for camp supplies	Meeting with major vendors
Week Three: June 20 June 22				
Week Four:				
Week Five:				
Week Six:				
Week Seven:				
Week Eight:				
Week Nine:				
Week Ten:				
Total Hours	120			

Signature of site supervisor confirming final total hours: _____

Additional Comments by site supervisor: (Optional)

………

Note: **It will be important that your site supervisor see your** *Student Hours Plus* **weekly
so that they are aware of your hours earned, tasks, and interest in what you perceive you'll be doing the next week.**

Lastly, under the direction of an on-site supervisor, the student will complete 120 hours of field experience over ten to twelve weeks and satisfy the course objectives while meeting the needs of

the facility. During PRLS 241, the focus is on providing each student with hands-on practical experience in programming and facility management.

GRADING SCALE

S (satisfactory) completion of all required hours, and above described course requirements in a satisfactory fashion as confirmed by the GMU affiliated on-site supervisor.

NC (no credit) failure to compile all required hours, and above described course requirements in a satisfactory fashion as confirmed by the GMU affiliated on-site supervisor.

TENTATIVE COURSE SCHEDULE

Based on the individual student's background and interests, as well as the needs of a particular facility, the on-site supervisor will work with the student to produce an individualized practicum schedule, which can include a variety of work-related experiences.

Course Delivery Method

This course will be delivered online (76% or more) using [select either a synchronous or an asynchronous] format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available on [Day and/or Time].

Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.

Technical Requirements
To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:
  https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers

  To get a list of supported operation systems on different devices see:
  https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool. [Delete this sentence if not applicable.]

- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download: [Add or delete options, as desire.]
    - Adobe Acrobat Reader: https://get.adobe.com/reader/
    - Windows Media Player: https://support.microsoft.com/en-us/help/14209/get-windows-media-player
    - Apple Quick Time Player: www.apple.com/quicktime/download/

Expectations
- Course Week: [Include only the sentence below that is appropriate for the course. Delete the sentence that is not applicable.]
  Because asynchronous courses do not have a "fixed" meeting day, our week will start on Monday and finish on Sunday.
  Our course week will begin on the day that our synchronous meetings take place as indicated on the Schedule of Classes.
- Log-in Frequency:
  Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least [#] times per week. In addition, students must log-in for all scheduled online synchronous meetings. [Include this sentence only if the course is synchronous. Delete the sentence if the course is asynchronous.]
- Participation:
  Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:
  Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:
  Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:
  Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- Instructor Support:
  Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to

schedule a one-on-one session, including their preferred meeting method and suggested dates/times.

- <u>Netiquette:</u>
  The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- <u>Accommodations:</u>
  Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: http://cehd.gmu.edu/values/.

Professional Dispositions

See https://cehd.gmu.edu/students/polices-procedures/
[Additional course or program specific language may be added.]

Core Values Commitment

GMU Policies and Resources for Students
Policies
- Students must adhere to the guidelines of the Mason Honor Code (see https://catalog.gmu.edu/policies/honor-code-system/).

- Students must follow the university policy for Responsible Use of Computing (see http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/).

- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.

- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see http://ods.gmu.edu/).

- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.

Campus Resources

- Support for submission of assignments to Tk20 should be directed to tk20help@gmu.edu or https://cehd.gmu.edu/aero/tk20. Questions or concerns regarding use of Blackboard should be directed to http://coursessupport.gmu.edu/.

- For information on student support resources on campus, see https://ctfe.gmu.edu/teaching/student-support-resources-on-campus

For additional information on the College of Education and Human Development, please visit our website https://cehd.gmu.edu/students/ .

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