George Mason University
College of Education and Human Development
School of Sport, Recreation and Tourism Management

RMGT 490-001 (77031) Recreation Management Internship
12 Credits
Fall 2024

Faculty:
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Prerequisites:
RMGT 210, RMGT 241, RMGT 310, RMGT 316, RMGT 317, RMGT 323, and SRST 200.

University Catalog Course Description
Consecutive weeks in an agency for a minimum 10-15 weeks of 30-40 hours weekly (400 total hours-parks and outdoor recreation or individualized concentration) and (560 total hours-therapeutic recreation concentration supervised by a Certified Therapeutic Recreation Specialist). Applies course work, theories, and research to an agency site chosen by the student after approval by Internship Coordinator. Includes meetings and assignments before and during internship. Note: Mandatory internship meeting attendance required before registration and CPR and AED certification required by start of class.

Course Overview
This course satisfies the Mason Core requirement for the Integration course. The purpose of the course is to provide students with the opportunity to synthesize the knowledge, skills and values gained from the Mason Core curriculum. These courses strive to expand students' ability to master new content, think critically, and develop life-long learning skills across the disciplines. While it is not feasible to design courses that cover "all" areas of education, Integration courses should function as a careful alignment of disciplinary goals with a range of Mason Core learning outcomes. Students are held to the standards of the George Mason University Honor Code. You are expected to meet all course requirements as listed below as well as fulfill your duties and responsibilities as stipulated by the on-site supervisor.

It is a student's responsibility to work with an organization outside, and in no relation to, George Mason University regarding certification program requirements (i.e. Certified Therapeutic Recreation Specialist (CTRS), Certified Park and Recreation Professional (CPRP), Certified Park and Recreation Executive (CPRE), Certified Playground Safety Inspector (CPSI), Aquatic Facility Operator (AFO), etc.). Certification requirements change frequently and may differ from

coursework that is required for degree conferral with George Mason University. We encourage students to be proactive and contact outside organizations for the most up to date certification requirements.

Course Delivery Method
This course will be delivered online (76% or more) using an asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log into 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 August 19, 2024.

- To access your course in Blackboard Learn: https://mymasonportal.gmu.edu/

Under no circumstances may students participate in online class sessions while operating motor vehicles.

Learning Outcomes
This course is designed to enable students to do the following:
1. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, and staff relations);
3. Apply decision-making and problem-solving skills through the formulation, evaluation and implementation of alternative solutions to problems and approaches to issues;
4. Attend or participate in professional board and committee meetings, conferences, hearings, state meetings, training sessions and workshops in order to acquire practical career enhancing skills;
5. Describe and evaluate the overall agency/company organizational structure and its management philosophy (or corporate culture) and clientele base, as well as the agency's relative position to other local, national and/or global competition in the market place;
6. Assess personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting;
7. Set personal objectives for a career in health promotion and exercise science field utilizing both personal assessment and evaluation by the academic institution and the internship agency; and
8. Compile a list of industry professionals that can be used when seeking full-time employment.

Professional Standards
This course addresses the following professional standards:
Further, upon completion of this course, students will meet the Council on Accreditation of Parks, Recreation, Tourism and Related Professions (COAPRT) professional accreditation standard:
7.04   Students graduating from the program shall demonstrate, through a comprehensive internship of not less than 400 clock hours and no fewer than 10 weeks, the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations.

Required Texts
There is no required text.

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

- High-speed internet access with updated browsers.
  - Blackboard Learn supported browsers: https://help.blackboard.com/Learn/Student/Ultra/Getting_Started/Browser_Support
  - Canvas supported browsers: https://guides.instructure.com/a/720329]

- Consistent and reliable access to GMU email and the course LMS, as these are the official methods of communication for this course.

- Speakers and a microphone or a microphone-enabled headset for use with the synchronous web conferencing tools.

- Note that 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.

Expectations
- Course Week: The internship starts on the day best for the intern and their supervisor with expectations of submission of the **Weekly Report the same day each week.**
- 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 **#3** times per week. In addition, students must log-in for all scheduled online synchronous meetings.
- 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 self-paced weekly following the internship format. Students are expected to meet *specific*. It is the student's responsibility to keep track of their weekly course schedule of topics, 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.
- Netiquette:

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.

- Accommodations:
  Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

Course Performance Evaluation

Students are expected to submit all assignments on time in the manner outlined by the instructor. During the internship, students must fulfill specific requirements and complete specified forms and assignments in order to be evaluated and receive a grade for their internship. These include:

- Attending mandatory internship seminars or complying with other arrangements such as telephone conferencing.
- Working full-time at an approved agency for a minimum of 400 hours (560 for therapeutic recreation students) of professional practice over a period of <u>10 to 15 consecutive weeks</u>, for no less than 30 hours per week/no more than 40 hours per week. Consecutive weeks means that an intern cannot take a break during their internship (i.e. vacation during spring break).
- Completing *Weekly Progress Reports* and turning them on time each week.
- Read weekly Mason emails and respond (when appropriate) within 72 hours.
- Submitting signed copies to blackboard of the *Midpoint* and *Final Internship Performance Assessment Forms* completed by the Agency Supervisor after discussion with and agreement by the intern.
- Developing and completing over the course of the internship a *Special Project* in cooperation with their Agency Supervisor.
- Meeting with their Agency Supervisor and the Faculty Supervisor during a routine visit at their placement agency. Alternative arrangements are made for those interns based outside the Washington, D.C. metropolitan area.
- Presenting an overview of their internship site work experience and special project at a mandatory closing panel session attended by all interns, faculty supervisor(s), faculty and invited students, as warranted toward the end of the synthesis course. Other arrangements may be made if the placement site is located outside the Washington D.C. metropolitan area.
- Submitting a *Final Internship Portfolio* which encapsulates the cumulative experience of their internship including an evaluation of the Site, University, and Supervisors.

In addition, the Weekly Progress Reports, Special Project, Final Panel Session, and Final Internship Portfolio have associated rubrics utilized for evaluation. They are found at the end of the Syllabus.

Grading Scale:

The University Supervisor assigns the grade based on the intern meeting the above course requirements. The grade will be either 'Satisfactory' (S) (reflecting a C grade or better for undergraduates) or a 'No Credit' (NC, which is equivalent to a failing grade). Any intern receiving a NC grade for their overall performance in their internship program will be required to begin a new

internship, including re-enrollment and repayment for the 12-credit hours. All coursework and requirements must be completed before the conferral date for graduating seniors.

Use of Generative AI
Use of Generative AI tools should be used following the fundamental principles of Mason's Academic Standards. This includes being honest about the use of these tools for submitted work and including citations when using the work of others, whether individual people or Generative AI tools.

Student and Faculty Names and Pronouns
Name and pronoun use: If you wish, please share your name and gender pronouns with me and indicate how best to address you in class and via email. I use [faculty insert your specific pronouns here] for myself and you may address me as "[YOUR NAME]", "Dr./Prof. [NAME]" or "Mr./Ms./Mx. [NAME]" in email and verbally. I encourage students to use tools Mason provides to change your name and pronouns on Mason records, if you so choose: https://registrar.gmu.edu/updating-chosen-name-pronouns/

Diversity and Inclusion Statement
The College of Education and Human Development, an intentionally inclusive community, promotes and maintains an equitable and just work and learning environment. We welcome and value individuals and their differences including race, economic/class status, gender expression and identity, sex, sexual orientation, ethnicity, national origin, first language, religion, age, and ability status, among other characteristics.
- We value our diverse student body and desire to increase the diversity of our faculty and staff.
- We commit to supporting students, faculty and staff who have been the victims of bias and
- discrimination.
- We promote continuous learning and improvement to create an environment that values diverse points of view and life experiences.
- We believe that faculty, staff, and students play a role in creating an environment that engages diverse points of view.
- We believe that by fostering their willingness to hear and learn from a variety of sources and viewpoints, our students will gain competence in communication, critical thinking and global understanding, and become aware of their biases and how they affect their interactions with others and the world.

Land Acknowledgement Statement
At the place George Mason University occupies, we give greetings and thanksgivings to these Potomac River life sources, to the Doeg ancestors, who Virginia annihilated in violent campaigns while ripping their lands apart with the brutal system of African American enslavement, to the recognized Virginia tribes who have lovingly stewarded these lands for millennia, including the Rappahannock, Pamunkey, Upper Mattaponi, Chickahominy, Eastern Chickahominy, Nansemond, Monacan, Mattaponi, Patawomeck, and Nottaway, past, present, and future, and to the Piscataway tribes, who have lived on both sides of the river from time immemorial.

Professional Dispositions (CEHD Student Guide)
Throughout study in the College of Education and Human Development, students are expected to demonstrate behaviors that reflect the positive dispositions of a professional. See https://cehd.gmu.edu/current-students/cehd-student-guide.

Class Schedule
Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

- Following the last day per week throughout the Internship – Submit **weekly** reports on Blackboard "Discussion Board"
- Upload the signed and scanned **Mid-Point Evaluation** onto Blackboaard after the Site Supervisor goes over the report with you - 200 (POR) or 280 (TR and Individualized) hours into the internship.
- Contact Faculty Supervisor to set up a **Site Visit** for approximately one hour along with your Site Supervisor if you are local and by telephone or virtually if you are out of the area.
- **Faculty Panel Session** - Provide a Powerpoint presentation of the internship site work to majors and faculty that highlights the **Special Project** (no longer than15 minutes per presentation). Content should include how the learning outcomes in Recreation Management classes were applied in the internship experience.

- The **Final Portfolio** is a synthesis project, which should reflect evidence of preparation, effort and depth of reflection to include: Section A: Cover Sheet; Section B: Agency Overview; Section C: Overview of Internship Experience; Section D: Special Project; Section E: Report Section; and Section F: Final Presentation

CEHD Commitments
The College of Education and Human Development is committed to fostering collaboration and community, promoting justice and equity, and advancing research-informed practice. Students are expected to adhere to, and contribute to, these commitments, the CEHD Mission, and Core Values of George Mason University. More information can be found here: https://cehd.gmu.edu/about/culture/

GMU Policies and Resources for Students
Policies

- Students must adhere to Mason's Academic Standards (see https://catalog.gmu.edu/policies/academic-standards/)

- Students must follow the university policy for Responsible Use of Computing (see https://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 https://ds.gmu.edu/).

- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

Campus Resources
- Support for submission of assignments to VIA should be directed to viahelp@gmu.edu or https://cehd.gmu.edu/aero/assessments.

- Questions or concerns regarding use of your LMS should be directed to:
  o Blackboard Learn: https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/

- For information on student support resources on campus, see: https://ctfe.gmu.edu/teaching/student-support-resources-on-campus
  o TimelyCare: https://caps.gmu.edu/timelycare-services/
  o Writing Center: https://writingcenter.gmu.edu/

Notice of mandatory reporting of sexual assault, sexual harassment, interpersonal violence, and stalking:

As a faculty member, I am designated as a "Non-Confidential Employee," and must report all disclosures of sexual assault, sexual harassment, interpersonal violence, and stalking to Mason's Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason's confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance or support measures from Mason's Title IX Coordinator by calling 703-993-8730, or emailing titleix@gmu.edu.

Rubrics:

Weekly Reports Rubric RMGT 490

*Fieldwork experience is required.

The internship student will be able to identify, analyze and attempt to resolve challenges experienced during their internship as evidenced in the internship weekly reports.

The weekly report…	NO Credit	Unsatisfactory	Competent	Highly Competent
… identifies and explains challenges (as reported in the Description of	0	1	2	3

Principle Assignments and Responsibilities)				
… analyzes challenges (as reported in Rewarding and/or Disappointing/Frustrating Experiences)	0	1	2	3
…utilizes available resources (as reported in any section of the Weekly Report)	0	1	2	3
…explains attempts to overcome challenges and resolve disappointing and/or frustrating experiences (as reported in any section of the Weekly Report)	0	1	2	3
…is written in such a way that it is clearly communicated what assignments, frustrations, challenges, and successes the student completed during the week.	0	1	2	3
…is submitted on time weekly.	0	1	2	3
Total	**0**	**1-6**	**7-12**	**13-18**

Special Project Rubric RMGT 490

The internship student will be able to develop and complete a special project in cooperation with their agency supervisor over the course of the internship. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably "doable" and be of interest to the intern.

The project…	**NO Credit**	**Unsatisfactory**	**Competent**	**Highly Competent**

… is realistically and reasonably "doable" and be of interest to the intern	0	1	2	3
… provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills	0	1	2	3
…provides agency a tangible/useful finished resource or service	0	1	2	3
…was completed in incremental stages throughout the internship	0	1	2	3
…is contained in the students' internship portfolio presented by relevant supporting documentation	0	1	2	3
Total	**0**	**1-5**	**6-10**	**11-15**

Final Panel Presentation Rubric RMGT 490

*This is a Performance-Based Assessment.

	Unsatisfactory (1)	**Minimal (2)**	**Competent (3)**	**Outstanding (4)**
Presents the nature and scope of the site (services, personnel, onsite supervisor, etc.) **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element

	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Describes the operations and strategic admin/mngt of the site **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Presents responsibilities and challenges faced during the internship **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Describes completely the special project **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Demonstrates techniques and processes used by the professionals there **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Identifies foundation of the profession in history, science, and/or philosophy **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Describes design, implementation, and	Missing required	Missing required	Required element but	Includes required

evaluation of a service provided while interning COAPRT 7.04	element AND does not demonstrate understanding of the content area subject	element OR does not demonstrate understanding of the content area subject	does not fully present element	element; demonstrates understanding of the element
Demonstrates good oral presentation skills **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element
Use of technology **COAPRT 7.04**	Missing required element AND does not demonstrate understanding of the content area subject	Missing required element OR does not demonstrate understanding of the content area subject	Required element but does not fully present element	Includes required element; demonstrates understanding of the element

Comments:

Portfolio Rubric PRLS 490

The internship student will complete a portfolio which, at a minimum, encompasses the following areas that the intern has completed throughout their internship experience (*additional information can be found on Appendix 1*):

Section A: Cover Sheet

Section B: Agency Overview

Section C: Overview of Internship Experience

Section D: Special Project

Section E: Report Section

Section F: Final Presentation

In addition, the final portfolio should be submitted on time (*due date to be determined each semester based upon when final grades are to be submitted via Patriotweb by the internship supervisor*) and should exemplify appropriate grammar and writing techniques. The final portfolio is a synthesis project, which should reflect evidence of preparation, effort and depth of reflection.

Final portfolio presentation to the internship supervisor should be clean and professional (i.e. in an organized 3 ring binder, bound, and/or orderly when submitted via Blackboard).

The final portfolio…	NO Credit	Unsatisfactory	Competent	Highly Competent
… encompasses Section A: Coversheet, of the above mentioned areas.	0	1	2	3
… encompasses Section B: Agency Overview, of the above mentioned areas.	0	1	2	3
… encompasses Section C: Overview of Internship Experience, of the above mentioned areas.	0	1	2	3
… encompasses Section D: Special Project, of the above mentioned areas.	0	1	2	3
… encompasses Section E: Report Section, of the above mentioned areas.	0	1	2	3
… encompasses Section F: Final Presentation, of the above mentioned areas.	0	1	2	3
… exemplifies appropriate grammar and writing techniques	0	1	2	3
…is submitted on time.	0	1	2	3

…reflects evidence of preparation, effort and depth of reflection.	0	1	2	3
…is clean and professional looking.	0	1	2	3
Total	**0**	**1-10**	**11-20**	**21-30**