STUDENT MANUAL

BACHELOR OF SCIENCE IN RECREATION MANAGEMENT

DEPARTMENT OF RECREATION MANAGEMENT

ACADEMIC YEAR 2014 - 2015
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INTRODUCTION

Welcome to Lock Haven University’s Recreation Management program. The program has evolved over a period of years and is one of the largest programs on campus.

This manual is intended to be used as a guide to successfully earn a Bachelor of Science Degree in Recreation Management. Please note that all graduates from our program graduate with a degree in Recreation Management. As you will learn, a degree in Recreation Management is increasingly valued in our dynamic, ever-changing world. Many doors of opportunity abound in communities throughout the world for people who possess leadership skills and the desire to help others. Our graduates are prepared to assist current and future generations of people in leading happy, balanced and productive lives by embracing and pursuing a healthy leisure lifestyle.

To graduate, you must meet all requirements that are in place at the time of your admission to the recreation program. Subsequent changes to the program will be available to you as space permits on an elective basis. As a Recreation Management major, you will select at least one of the following tracks of emphasis: Fitness Management, Community/Commercial Recreation, Outdoor Recreation, or Therapeutic Recreation.

The contents of this manual will be referred to in several courses and should be used when you consult with your advisor. You should place this manual in a three-ring binder and add appropriate material to it as you progress toward degree completion. It is recommended that you take your binder with you when you meet with your faculty advisor for scheduling purposes.

A quick review of the Table of Contents on the previous page provides evidence of the comprehensive nature of this manual. The faculty has made every attempt to include every form and document that you will need to successfully complete the degree requirements. These forms can also be obtained at the department website at www.lhup.edu/recreation.

We encourage you to carefully read and reflect upon our department’s mission statement.

___________________________________________

Recreation Management Department
Mission Statement

The Mission of the Recreation Management Department is to provide an academic environment that integrates theoretical foundations with pragmatic applications to prepare students for the recreation profession.
DEPARTMENT OF RECREATION MANAGEMENT

FACULTY

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Expectations for Success
Recreation Management Department

The Recreation Management Department is excited about your education and your future. Whether you want to enter the recreation profession, continue your schooling or enter another field, we are thrilled that you are a member of our team. We strive to provide you with a wide variety of experiences from the classroom to the work world. We want you to grow as a professional and as a person as a result of your time with us.

You will always be a part of the Lock Haven University Recreation Management family from this day forward. With that membership, comes responsibility. The following is a list of the professional behaviors and ethics we hope you will adopt and strive for within your life. Many of these items are described in more detail in the following places: Recreation Management Student Manual; the Academic Policies Procedure Manual and your individual faculty members’ course outlines.

- Be kind, courteous, civil and respectful – this includes speaking when spoken to, using the person’s name and leaving your full name and number when leaving phone messages
- Be professional – dress for success – leave the loungewear and clothing you slept in at home – fix your hair so you aren’t tempted to wear a cap that affects your personal communication
- Be prepared - complete your assignments and other readings on-time – think ahead about printing time
- Be punctual – come to class on-time, schedule your advising and other appointments around your class schedule
- Be awake – you are an integral part of creating the class experience – be alive, alert, awake and enthusiastic – avoid talking to others during class or using your electronic devices inappropriately
- Be understanding – we all have bad days, maintain your calm when something doesn’t go your way
- Be a leader – come to class (wherever class is being held) tobacco, drug and alcohol free
- Be a problem solver – follow the guidelines set up for you regarding maintaining grades and turning in assignments. Be a problem solver instead of a problem creator
- Be responsible – leave enough time to complete your own work so you don’t have to cheat or plagiarize
- Be a Recreation Management Advocate – be enthusiastic about community service and the projects that are meant to be preparation for the work world – speak positively about your major and be an environmental steward.
Expectations

Use of Student Manual

This manual, like the department’s mission statement, was developed by our faculty with your best interest in mind. Significant timelines, procedures, and requirements are outlined on the following pages. It is your responsibility to read this manual and follow the guidelines addressed in it. If there is information that you do not understand, we expect you to contact your advisor for more details or clarification.

The content of this manual will be referred to in several courses. You should place this manual in a three-ring binder and add appropriate material to it as you progress toward degree completion. It is recommended that you bring it with you when you meet with your faculty advisor for scheduling purposes.

Professionalism

Since your field of study is among the largest programs at LHUP, you will be highly visible on campus at certain times. You will also be encouraged to actively develop leadership skills. At other times, especially when completing your community service hours, you will be very involved with citizens living in Lock Haven and neighboring communities as you use your expertise to help others. Your words and actions will have positive or negative consequences. It is imperative that you understand how your behavior reflects upon our department as well as the university. Our image and reputation rests, in part, on you. Thus, we expect you to conduct yourself appropriately in public. To do otherwise may have a direct bearing on the level of success you achieve in our program.

As a first step in your professional development, Recreation Management students have a responsibility to join and attend the monthly meetings of the Recreation Society, our majors’ club on campus. This organization should be an integral part of your professional development. It is led by students and provides many opportunities to interact with successful recreation professionals in the field. The social activities sponsored by the club complement the professional benefits of participation.

Academic Progress

For some students, the transition from high school to college work and a more independent life can be difficult. If you were not challenged by high school requirements, or have poor study habits, your ability to remain in good academic standing at LHU may be in jeopardy. The Recreation Management faculty encourages you to develop good time management skills. To assure success, this means arriving on-time to your classes and other meetings. For a late arrival, an apology is expected and goes a long way to defuse the interruption created by your disrespectful action.

In addition to attending your classes regularly (regular means daily attendance with a mere two to three misses per semester for funerals, illness, and the like), paying attention and participating in class, and completing all assignments by the due dates, are the behaviors leading to success. For every hour spent in class, three hours of study outside of class is the norm for students who succeed and are adequately prepared for professional employment. During the last week of each semester, a special exam schedule is formulated by the university’s administration for the final course meeting. The final test period is judged extremely important by your professors. Faculty do not appreciate requests to leave early, so plan your end of semester departure
after the exam period. Recognizing and abiding by the standards of this institution will assist you in your academic progression. Not only will these good habits help you to graduate in four years, but they will also become the bedrock of your professional career.

**Communication Courtesy**

As aforementioned under professionalism, acceptable behavior and decent language should be the norm on or off campus. Likewise, there are appropriate ways to communicate beyond the spoken language. Whispering and using cell phones are some of the common disruptions in classes. Please refrain from these nuisances.

Be aware that there are times when your emails should be formal in nature. For instance, when writing to a professor or the department chair for a special request, please be sure your punctuation and spelling are correct. Faculty may not return answers, or may be inclined to deny requests based on the effort you put into the writing.

Like you, faculty members are very busy people. Just because you sent an email does not mean that the faculty member will be able to respond immediately or take the onus of responsibility from you. Often students want faculty to complete tasks that students can and should do for themselves. The faculty is dedicated to preparing you to be critical thinkers and problem solvers. Many times that means you need to practice finding the answers for yourself. Each year as you progress in your education at LHUP, know that faculty will be less likely to rescue you.

**Leadership**

Helping you to become a leader is part of our department’s mission. Thus, the Recreation Management faculty will encourage you to hold positions in clubs, excel in the classroom, or spearhead community service activities. Leadership is developed through participation in the required community service hours or by mentoring underclassmen in the major. Being a role model to other students in our major, or across campus, speaks volumes toward who you are and what you are accomplishing. Recreation Management faculty expect you to take the lead among your peers in being civil and decent to others. Ethical decision making should be an integral part of your leadership style by the time you graduate from our program.

**Life-Long Learning**

Acquiring a college education signifies hard work and sacrifice. Graduation from LHUP should not mean the end of your educational pursuits. For some, an advanced degree is necessary to fulfill career aspirations. Even if your formal education ends with an undergraduate degree in Recreation Management, to be professionally successful, you will need to continue your education throughout your lifetime. To remain in good standing as a professional in the field of recreation, at the very least, you should join the state recreation association, (Pennsylvania Recreation and Park Society), as well as other professional associations closely linked to your track emphasis.
Classroom Behavior

Students and faculty share responsibility for maintaining an appropriate learning environment in the classroom. Civility and respect create a safe and productive atmosphere in which students can achieve. Disruptive behavior hinders the educational process and is unacceptable at Lock Haven University of Pennsylvania.

The definition of disruptive behavior is at the reasonable discretion of the faculty member teaching the class, and determination of whether a specific behavior is disruptive resides within the authority of the faculty member. Examples of disruptive behavior include, but are not limited to, the following:

1. Showing disrespect for and displaying poor manners, including inappropriate language, toward any faculty member or other students.
2. Disruptive or inappropriate use of technology and electronic devices in the classroom, such as cell phones, computers, pagers, and MP3 players.
3. Persistent speaking without being recognized or interrupting other speakers.
4. Persistently entering class late or leaving early without an excuse or the faculty member’s permission.
5. Threats, harassment, or personal insults of any kind directed toward any faculty member and other students.

Faculty have the discretion to impose sanctions for disruptive behavior in their classrooms. Some of the sanctions may include:

- a formal apology
- dismissal from the class in which the disruptive behavior occurs
- referral to Student Affairs for resolution of the situation, which could result in dismissal from the University

Source: Academic Regulations Committee,
Deans and Staff Members of Student Affairs
DEPARTMENT POLICIES

DRESS CODE

Students are not permitted to wear brimmed hats in any recreation class while meeting indoors. At times, with the instructor’s permission, you may wear a hat for outdoor activities. There is a specific dress code for the Professional Semester. It is published in the orientation manual that Professional Semester students receive. Individual faculty have the prerogative to apply more stringent dress code rules in their specific courses. If so, these requirements will be stated in the course syllabus.

ATTENDANCE

You are expected to attend every scheduled class. Some faculty members will deduct points if you are not in class. Individual attendance policies are set by each faculty member and will be discussed during the first class period in the semester.

There is a positive correlation between regular attendance and good grades. Don’t waste your time, money or learning opportunities by not attending all classes.

CIVILITY

It is the expectation of the University and the Recreation Management Department that you will demonstrate respect for your fellow students, the faculty, and others at all times. Recreation is a people business. Practice good people skills daily.

APA WRITING STANDARDS

The department has adopted the Publication Manual of the American Psychological Association as its official resource for all written papers. Please refer to the standards published in that manual for questions about grammar, punctuation, quotations, citations, and other technical writing skills. Copies of the manual are in the library.

You may also refer to www.APA.org. (See page 41 for more information)

ASSIGNMENTS

In RECR 425, Professional Field Experience, the Agency Description and Special Project assignments remain property of the Recreation Management Department.

INTERRUPTED STUDIES/LEAVE OF ABSENCE

When a student is not enrolled in the Recreation Management program for three successive semesters, he/she may be required to satisfy any new or additional requirements that have been established during the absence.
ADMISSION AND PROGRESS STANDARDS

ADMISSIONS

A. External Admission: University Admissions Standards
B. Internal Transfer: Minimum Overall 2.0 GPA

PROGRESS STANDARDS

A. Prerequisites for RECR 210 Field Participation in Recreation
   1. Minimum overall 2.0 GPA
   2. Minimum GPA of 2.3 in the following courses:
      a. RECR 105 Leisure, Wellness and Personal Lifestyle (3)
      b. RECR 110 Introduction to Recreation and Leisure (3)
      c. RECR 244 Recreation Leadership and Supervision (3)
   3. Minimum of 25 community service hours

B. Prerequisites for enrollment in Professional Semester
   1. Minimum overall 2.0 GPA
   2. Minimum GPA of 2.5 in core/prescribed courses within your track
   3. Minimum of 50 community service hours

C. Prerequisites for RECR 425 Professional Field Experience
   1. Minimum overall 2.0 GPA
   2. Minimum GPA of 2.0 for all Professional Semester classes and a minimum grade of D in all professional semester classes.

D. Prerequisites for Graduation
   1. Minimum overall 2.0 GPA
   2. Completion of all required courses
GENERAL EDUCATION REQUIREMENTS
(http://www.lhup.edu/majors/generaleducation.html)

General education is a required program of study developed and approved by Lock Haven University’s faculty to ensure that our students acquire a broad intellectual context for their major, as well as, a foundation for the complex and multiple roles they will undertake as citizens of the twenty-first century. As students begin upper-division study, faculty will assume students possess the abilities, based on successful completion of general education courses, to communicate effectively in both written and oral form and demonstrate an appropriate level of numerical literacy.

Our students, as citizens, will have futures extending beyond service to professions and places of employment. They will have responsibilities as members of a family, community, nation, and world. Increasingly, our graduates will be called upon to make informed choices regarding public policy, health care, education, the environment, and technology. While a general education program cannot equip them with information relevant to every situation they will encounter, our goal is to provide them with the skills, research tools, modes of inquiry, and knowledge of the arts, humanities, and social and natural sciences that will assist them in making responsible decisions.

In creating a general education program, the faculty makes certain assumptions about the future including: ongoing advances in technology, rapidly expanding sources of information, growing global interdependence and increasing multicultural interactions, changing natural resources, varying practices in labor and employment, and revised conceptions of the nature of knowledge. Lock Haven University’s faculty presents a wide variety of educational experiences that allow students to explore topics from different points of view. The intent is to integrate information from various sources helping students to form new perspectives about the world around them.

To assure that students are prepared to meet the demands of the workforce and our society, every LHU student must meet competencies which are designated to fulfill the following requirements:

2 Written Communication courses (beyond ENGL100)

2 Critical Thinking courses

2 Experiential Learning Units (each unit equals 14 hours)

Our educational program challenges students intellectually; simultaneously leading them to raise questions, yet molding them for effective participation in an ever-changing world and complex future.

Most of the aforementioned requirements will be met within the Recreation Management program major, however you may need to look at your general education courses to meet the above requirements. Your advisor will help you schedule the specific general education courses that meet the requirements. For example, one of your recreation core courses; RECR105 Leisure, Wellness, and Personal Lifestyle, meets the general education wellness requirement. Other recreation courses fulfill the WCand EE mandates. However, you must schedule both MC courses from the sanctioned list of courses outside of the Recreation Management major. Failure to do so could delay your expected graduation date.
PROGRAM TRACKS

Within the recreation degree program, there are four tracks offered to students. Each of the tracks is briefly described below.

FITNESS MANAGEMENT TRACK

Graduates are prepared for entry-level positions in corporate fitness facilities, wellness centers, hospitals, health clubs, YMCAs, and university conditioning programs. You will be prepared to administer fitness assessments; design and prescribe exercise programs; teach aerobics; serve as personal trainers; and train high school, college, and professional athletes. Reputable fitness industry certifications may be earned while completing the program.

COMMUNITY/COMMERCIAL RECREATION TRACK

Students are prepared for careers in community recreation, YMCA and YWCAs, prison recreation, resorts, cruise lines, military recreation, and facility and event management. You will learn how to plan, promote and evaluate programs with an emphasis on leadership, marketing, and business skills.

OUTDOOR RECREATION TRACK

Graduates are prepared for entry-level positions as camp administrators, park managers, federal and state park rangers, cultural and environmental interpreters, Scouting executives, and adventure program instructors. You will acquire skills and knowledge in the natural sciences, resource management, outdoor recreation and education. Certifications may often be earned through your course work.

THERAPEUTIC RECREATION TRACK

Students are prepared for careers working with special populations in a variety of settings including: rehabilitation hospitals, youth-at-risk programs, long-term care facilities/nursing homes, alcohol and drug treatment centers, and behavioral health programs. You will be prepared to assess clients, plan and conduct programs, and evaluate/document outcomes. Graduates meet the requirements to sit for The National Council for Therapeutic Recreation Certification examination.

On the following pages, you will find track specific check sheets which contain the general education and core requirements for each track. Core course sequences have also been duly noted so that students can progress toward graduation in the most expeditious time line. If you complete your core course work as outlined and schedule the remainder of the semester credits from general education requirements, you can graduate in four years. **Keep in mind that you must pass each course and average 15 credits a semester to qualify for graduation within a four year time frame.**
# Lock Haven University
## Recreation Management Department
### Bachelor of Science

**Recreation Management – Fitness Management**

For Students entering LHU Fall 2014

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<th>Intellectual Foundation</th>
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<td>Written Communication</td>
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<td>ENGL100: Composition (3 sh)</td>
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<td>Oral Communication</td>
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<td>Mathematical and Computational Thinking</td>
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<td>Critical Thinking</td>
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<td>#RECR330: Marketing Recreation Services</td>
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<td>#RECR410: Seminar in Current Issues of Recreation</td>
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<td>#RECR415: Organization and Management of Recreation</td>
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<td>#RECR430: Assessment, Evaluation and Research</td>
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<td>#RECR301: Exercise Prescription</td>
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<td>#RECR302: Supervision of Strength Training Programs</td>
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<td>#RECR303: Sports Nutrition</td>
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<td>#RECR312: Teaching Conditioning Principles for Certification Testing</td>
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<td>HLT353: Physiology of Exercise</td>
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<td>Historical, Behavioral, and Social Science Inquiry</td>
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<td>RECR105: Leisure, Wellness and Personal Lifestyle</td>
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Lock Haven University  
Recreation Management Department  
Fitness Management Track  
Suggested Course Sequence

Fall Freshman (example)  
ENGL100: Composition (3)  
RECR119: First Year Student Seminar (1)  
RECR105: Leisure, Wellness and Personal Lifestyle (3 - WEL)  
RECR110: Introduction to Recreation (3)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Credit Total: 16

Spring Freshman (example)  
RECR200: Personal Training and Aerobic Leadership (3)  
RECR244: Recreation Leadership and Supervision (3)  
HLTH128: Anatomy and Physiology 1 (3)  
HTLH129: Anatomy and Physiology 1 Lab (1)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Credit Total: 16

Fall Sophomore (example)  
RECR205 Nutrition for Wellness (3)  
RECR315 Program Planning (3)  
HLTH130 A&P 2 (3)  
HTLH131 A&P 2 Lab (1)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Credit Total: 16

Spring Sophomore (example)  
RECR275 Inclusive Recreation and TR (3)  
RECR330 Marketing Recreation Services (3)  
HLTH353 Physiology of Exercise (3)  
RECR210: Field Experience (3)  
Elective/Gen Ed: (3)  
Credit Total: 15

Fall Junior (example)  
RECR301 Exercise Prescription (3)  
RECR303 Sports Nutrition (3)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Credit Total: 15

Spring Junior (example)  
RECR302 Supervision of Strength Training Programs (3)  
RECR312 Teaching Conditioning Principles for Certification Testing (3)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Elective/Gen Ed: (3)  
Credit Total: 15

Fall Senior – Professional Semester  
RECR405 Health Promotion (3)  
RECR410 Issues (3)  
RECR415 O & M (3)  
RECR420 Recreation Resource Management (3)  
RECR320 Evaluation and Research (3)  
Credit Total: 15

Spring Senior (example)  
RECR425 Professional Field Experience (10/12)  
Credit Total: 10/12
## Lock Haven University
### Recreation Management Department
### Bachelor of Science
#### Recreation Management – Community Commercial

For Students entering LHU Fall 2014

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<th>Electives</th>
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Lock Haven University  
Recreation Management Department  
Community Commercial Recreation Track  
Suggested Course Sequence

**Fall Freshman (example)**
- ENGL100: Composition (3)
- RECR119: First Year Student Seminar (1)
- RECR105: Leisure, Wellness and Personal Lifestyle (3 - WEL)
- RECR110: Introduction to Recreation (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Credit Total: 16

**Spring Freshman (example)**
- RECR244: Recreation Leadership (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Credit Total: 15

**Fall Sophomore (example)**
- RECR215: Travel and Tourism (3)
- RECR315: Program Planning (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Credit Total: 15

**Spring Sophomore (example)**
- RECR304: Finance and Acquisition (3)
- RECR275: Inclusive Recreation and TR (3)
- RECR202: Outdoor Activities (3)
- RECR210: Field Experience (3)
- Elective/Gen Ed: (3)
- Credit Total: 15

**Fall Junior (example)**
- RECR300: Special Events (3)
- RECR330: Marketing (3)
- Additional RECR course: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Credit Total: 15

**Spring Junior (example)**
- RECR325: Camp Counseling (3)
- RECR340: Commercial Recreation (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)
- Credit Total: 15

**Fall Senior –Professional Semester**
- RECR410: Issues (3)
  - RECR415: O & M (3)
  - RECR420: Recreation Resource Mgt (3)
  - RECR430: Evaluation and Research (3)
- Credit Total: 12

**Spring Senior (example)**
- RECR425 Professional Field Experience (12)
- Credit Total: 12
Lock Haven University  
Recreation Management Department  
Bachelor of Science  
Recreation Management – Outdoor Recreation  
For Students entering LHU Fall 2014

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<td>#RECR430: Assessment, Evaluation and Research</td>
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<td>*RECR290: Special Topics</td>
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<td>*RECR202: Outdoor Activities and Leadership</td>
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<td>*RECR203: Team Building/Challenge Course</td>
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<td>*RECR355: Outdoor Recreation</td>
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<td>*RECR356: Outdoor Education</td>
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<td>RECR105: Leisure, Wellness and Personal Lifestyle</td>
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Experiential Learning  
EL Competency 1  
EL Competency 2  

Electives | 17 sh | 14/16 sh
Lock Haven University
Recreation Management Department
Outdoor Recreation Track
Suggested Course Sequence

**Fall Freshman (example)**
ENGL100: Composition (3)
RECR119: First Year Student Seminar (1)
RECR105: Leisure, Wellness and Personal Lifestyle (3 - WEL)
RECR110: Introduction to Recreation (3)
Elective/Gen Ed: (3)

Credit Total: 16

**Spring Freshman (example)**
RECR244: Recreation Leadership (3)
Elective/Gen Ed: (3)

Credit Total: 15

**Fall Sophomore (example)**
RECR203: Team Building (3)
RECR315: Program Planning (3)
Elective/Gen Ed: (3)
Elective/Gen Ed: (3)
Elective/Gen Ed: (3)

Credit Total: 15

**Spring Sophomore (example)**
RECR320: Interpreting the Environment (3)
RECR275: Inclusive Recreation and TR (3)
RECR202: Outdoor Activities (3)
RECR210: Field Experience (3)
Elective/Gen Ed: (3)

Credit Total: 15

**Fall Junior (example)**
RECR356: Outdoor Education (3)
RECR330: Marketing (3)
Elective Gen Ed: (3)
Elective/Gen Ed: (3)
Elective/Gen Ed: (3)

Credit Total: 15

**Spring Junior (example)**
RECR325: Camp Counseling (3)
RECR355: Outdoor Recreation (3)
Lab Science: (3)
Elective/Gen Ed: (3)
Elective/Gen Ed: (3)

Credit Total: 15

**Fall Senior –Professional Semester**
RECR410: Issues (3)
RECR415: O & M (3)
RECR420: Recreation Resource Mgt (3)
RECR430: Evaluation and Research (3)

Credit Total: 12

**Spring Senior (example)**
RECR425 Professional Field Experience (12)

Credit Total: 10/12
### Lock Haven University

**Recreation Management Department**

**Bachelor of Science**

**Recreation Management – Therapeutic Recreation**

*For Students entering LHU Fall 2014*

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### First Year Student Seminar

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### Major Area and Cognate Courses

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<td>RECR204: Foundations of TR</td>
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<td>#RECR364: TR Assessment and Documentation</td>
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<td>#RECR365: TR Methods and Techniques</td>
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<td>#RECR402: Leisure Education in TR</td>
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<td><em>Must complete one additional TR course to be eligible to sit for the NCTRC exam</em></td>
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### Knowledge and Inquiry

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### Historical, Behavioral, and Social Science Inquiry

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<td><em>HLTH122: Essentials of A &amp; P</em></td>
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<td><strong>PSYC240: Life Span Development</strong></td>
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<td><strong>PSYC307: Abnormal Psychology</strong></td>
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### Philosophical, Literary, and Aesthetic Inquiry

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### Personal and Social Responsibility

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### Experiential Learning

| EL Competency 1 |
| EL Competency 2 |

### Electives

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### Electives

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*Must complete one additional TR course to be eligible to sit for the NCTRC exam.*

*required for NCTRC certification eligibility*
### Fall Freshman (example)
- **ENGL100**: Composition (3)
- **RECR119**: First Year Student Seminar (1)
- **RECR105**: Leisure, Wellness and Personal Lifestyle (3 - WEL)
- **RECR110**: Introduction to Recreation (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)

**Credit Total: 16**

### Spring Freshman (example)
- **PSYC100**: Intro to Psych (3)
- **RECR244**: Recreation Leadership and Supervision (3)
- **HLTH100**: Medical Terminology (1)
- **RECR275**: Inclusive Recreation and TR (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)

**Credit Total: 16**

### Fall Sophomore (example)
- **RECR204**: Foundations of TR (3)
- **RECR315**: Program Planning (3)
- **HLTH122**: Essentials of A&P (3)
- **HLTH100**: Medical Terminology (3)
- Elective/Gen Ed: (3)

**Credit Total: 15**

### Spring Sophomore (example)
- **PSYC240**: Lifespan Development (3)
- **RECR364**: TR Assessment and Documentation (3)
- **RECR365**: TR Methods and Processes (3)
- **RECR210**: (3)

**Credit Total: 15**

### Fall Junior (example)
- **Area Studies Course**: (3)
- **RECR330**: Marketing Recreation Services (3)
- **PSYC307**: Abnormal Psych (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)

**Credit Total: 15**

### Spring Junior (example)
- **Online TR Course**: (3)
- **Elective/Gen Ed**: (3)
- Elective/Gen Ed: (3)
- Elective/Gen Ed: (3)

**Credit Total: 15**

### Fall Senior – Professional Semester
- **RECR402**: Leisure Education in TR (3)
- **RECR410 Issues**: (3)
- **RECR415 O & M**: (3)
- **RECR420 Recreation Resource Management**: (3)
- **RECR430 Evaluation and Research**: (3)

**Credit Total: 15**

### Spring Senior (example)
- **RECR425 Professional Field Experience**: (14)

**Credit Total: 14**
RECREATION SERVICE EXPERIENCE HOURS
(For ALL Tracks)

INTRODUCTION

Lock Haven University and the Recreation Management Department believe that community service is an important way to connect with a community and to develop important professional relationships. Understanding this, and the ability to do so, is a prerequisite for a recreation professional. In addition, community service and recreation leadership experiences provide a significant complement to academic coursework in recreation. Consequently, the Recreation Management Department requires completion of recreation service experience hours by its majors.

Recreation service experience hours (aka “experience hours”) are volunteer experiences that you arrange through agencies to gain valuable experience related to the recreation profession. In general, the experience should provide a solid professional experience, or the community should directly benefit. If you choose these experiences wisely, you will want to include a summary of them in your professional portfolio and resume.

The two types of required recreation service experience hours are community service hours (aka “service hours”) and recreation leadership hours (aka “leadership hours”). Clarification of the terms community service and recreation leadership occurs below.

Prior to acceptance into the RECR 210 Field Experience (Internship), you are required to complete a minimum of 25 recreation community service hours. These may be any combination of community service hours or recreation leadership hours.

Prior to entrance to the Professional Semester program, you are required to complete a minimum of 50 experience hours (up to 25 community service hours, at least 25 recreation leadership hours)

OTHER REQUIREMENTS AND POLICIES

- Of these 50 hours, a minimum of 40 hours must be within the Lock Haven area or an agency that is affiliated with the Recreation Management Department; the remaining 10 may be outside the Lock Haven area. (For clarification of Lock Haven area, see below.)

- You should obtain your advisor’s approval prior to the beginning of each service experience. Use either the Service Hours form (Form A, p. 28), or the Leadership/ Programming Hours form (Form B, p. 29) to obtain prior approval.

- It is your responsibility to contact agencies and make the necessary arrangements to complete your community service hours. When you make a commitment with an agency, you will be expected to honor it.

- No more than 20 hours may be earned at one agency; and no more than 10 hours for an event.

- No required class work may be used as community service hours.
• You are required to obtain all necessary signatures on the appropriate forms and then submit the completed form to your advisor. It is strongly recommended that you make copies of these forms for your own personal records and keep them in your binder with this manual.

• Different tracks may establish their own criteria to approve hours.

**RECREATION SERVICE EXPERIENCE FORMS**

The verification forms for your service hours are found on **pages 28-29**. They can also be obtained at the Recreation Management website.

**CLARIFICATION OF TERMS**

*Service hours* involve community service such as trash pickup, planting trees, stocking fish, chaperoning a dance, assisting with parking cars or collecting tickets during a special event, etc. They do not need to be conducted with a recreation agency, but they do need to be sponsored through a recognized organization (i.e., not just friends getting together) with a responsible person who can verify the hours.

*Recreation leadership hours* involve leadership with a *significant responsibility* which is recreation-oriented. Essentially, we accept two kinds of leadership: Programming, and face-to-face. The leadership experience is *recreation-oriented* if it either a) provides a recreation experience or b) is undertaken with a recreation agency.

*Recreation programming* involves planning and implementing an event. Planning an event involves scheduling, advertising and recruiting participants, obtaining appropriate event workers or leaders, and other things. Generally, you can’t receive hours just for planning the event. The event also must be implemented.

*Face-to-face* leadership occurs when you facilitate an activity to a group. For example, you are responsible for implementing, or assisting in a significant way, a recreation program, such as a Halloween party. Using the Halloween party example, “assisting in a significant way” would mean that you lead several activities at the party, even if you are not overall in charge of the party. Other examples of face-to-face leadership include leading a hike, or teaching soccer to a group.

Generally, only a maximum of two (perhaps three) persons, a primary leader and assistant leader(s), can receive leadership hours for a recreation event. Some events might need more than two people with “significant responsibility,” but these will be infrequent. Generally, programs with only a few participants need at most two leaders; so don’t arrange a program and then invite your friends to join you in getting leadership hours, unless they are justifiable.

A *recreation agency* is an organization whose primary mission or purpose is to provide recreation activities. Because of its size, Lock Haven University is considered to contain several “agencies” (i.e., organizations, units, or departments). The Student Recreation Center, and the SCC, and the Haven
Activities Council, are examples of LHU recreation organizations. Within LHU, Mountain Serve is a community service agency, but not a recreation agency. Dormitories are not recreation agencies, but you may run recreation programs for dormitories. The YMCA and state parks are examples of non-LHU recreation agencies.

A recreation program is a program which is intended primarily to provide a recreation experience. Although recreation agencies primarily conduct recreation programs, sometime they might conduct a program such as fund raising or community service, which is not a recreation program. For the purposes of recreation leadership service hours, leading in such a program still counts as a recreation program because it is sponsored by a recreation agency.

The Lock Haven area is defined to include Clinton County; northeast into Lycoming County to Jersey Shore, and up Pine Creek to Little Pine State Park and Jersey Mills; west and southwest along Route 150 into Centre County to Bald Eagle State Park as far as Curtin Village. Milesburg and Bellefonte are outside the Lock Haven area.
COMMUNITY SERVICE HOURS (Form A)

LOCK HAVEN UNIVERSITY
RECREATION MANAGEMENT DEPARTMENT

COMMUNITY SERVICE EXPERIENCE
HOUR VERIFICATION FORM

Name ____________________________ Phone _____________________ Email___________________

Track_____________________________ Event Title ____________________

Section One: To be completed by student prior to obtaining your advisor's approval for this experience.

Describe your service:

Number of service hours you expect to earn ___________ Sponsor ________________________
Advisor's Signature ____________________________ Date ________________

Section Two: To be completed by agency supervisor upon completion of the experience.

Event _______________________________
Agency Name _____________________________ Phone ________________
Agency Supervisor's Signature _______________ Date ________________
Date of Community Service _________________ Total Hours __________

Section Three: Upon completion of hours, advisor will sign, date, and file.

Advisor's Signature ____________________________ Date ________________

Community Service Hours Policies are listed on pages 25-27 of the Student Manual. The student is responsible to make sure the proper criteria have been met. Make a copy of this form for your own files and submit the original to your advisor. This form can also be obtained at the Recreation Management website.

Warning: The hours you select must be approved by your advisor prior to beginning the recreation service experiences.

8/13
LEADERSHIP/PROGRAMMING HOURS (Form B)

LOCK HAVEN UNIVERSITY
RECREATION MANAGEMENT DEPARTMENT

RECREATION LEADERSHIP EXPERIENCE
HOUR VERIFICATION FORM

Name _____________________________ Phone ____________________ E-mail ______________________
Track _____________________________ Event Title ____________________________

Section One: To be completed by student prior to obtaining your advisor's approval for this experience.

Describe your service. Who, what, where, when, purpose, how many? It should be clear that it is a significant leadership experience, and that it is either a) for an appropriate recreation agency, or b) a recreational experience. Also, what agency (who) is the sponsor? (Use back if necessary.)

Number of leadership hours you expect to earn ___________ Sponsor ____________________________
Advisor's Signature _____________________________ Date ____________________________

Section Two: To be completed by agency supervisor upon completion of the experience.

Event _____________________________________________
Agency Name ________________________________________ Phone ______________
Agency Supervisor's Signature __________________________ Date _______________
Date(s) of Leadership Experience ________________________ Total Hours __________

Section Three: Upon completion of hours, advisor will sign, date, and file.

Advisor's Signature _____________________________ Date _______________

Recreation Leadership Hours Policies are listed on pages 25-27 of the Student Manual. The student is responsible to make sure the proper criteria have been met. Make a copy of this form for your own files and submit the original to your advisor. This form can also be obtained at the Recreation Management website.

Warning: The hours you select must be approved by your advisor prior to beginning the recreation service experiences.

8/13
LOCK HAVEN UNIVERSITY
RECREATION MANAGEMENT DEPARTMENT
PROFESSIONAL SEMESTER
RECREATION SERVICE EXPERIENCE
VERIFICATION FORM

Name _______________________________ Date ______________

The above named student has indicated you are his/her advisor. Please verify that this student has completed **up to 25 community service hours and at least 25 recreation leadership hours**, with 40 hours within the Lock Haven area.

Advisor's Signature _______________________________ Date ______________

NOTE: This form is to be completed and turned into the Professional Semester Coordinator by **April 1** for the ensuing fall professional semester or **November 1** for the ensuing spring professional semester.
RECR 210
FIELD PARTICIPATION IN RECREATION

INTRODUCTION

The course RECR210 Field Participation in Recreation provides you the opportunity to explore the professional field of recreation and earn University credit. It is required of all students earning a degree in Recreation Management.

For some, the experience will provide their first formal exposure to the profession. For others, it will increase the depth of their experience or provide an opportunity to explore a different professional setting.

You will be required to apply the theoretical base of knowledge that you obtained in the prerequisite classes to the professional world of a recreation agency. If you make a wise agency selection, your experience should become an important part of your resume.

WHEN SHOULD YOU DO YOUR 210 EXPERIENCE?

Most students will have completed the prerequisite courses during their freshman year. The prerequisite courses are listed below. You should confer with your advisor about the best time for you to enroll in RECR 210. For most students, the summer following their freshman or sophomore year is recommended. Acquiring this practical experience helps you in ensuing course work at LHUP, plus it often confirms your career choice.

Prerequisite Courses
RECR 105 Leisure, Wellness, and Personal Lifestyle
RECR 110 Introduction to Recreation and Leisure
RECR 244 Recreation Leadership and Supervision

Note: You must have a minimum GPA of 2.3 in the prerequisite courses.

Additional Requirements
Minimum overall 2.0 GPA
Minimum of 25 community service hours
Be a declared major in Recreation Management
Attend orientation session in February and complete application on page 32 of this manual.

RECR 210 IS A SUMMER SCHOOL COURSE

Currently, it is only possible to enroll in RECR 210 during the summer. This offers you the advantage of doing your participation at home or at some other approved location. You must register and pay for 3 semester hours before you begin your experience.

BE SURE TO OBTAIN THE MOST RECENT STUDENT MANUAL FOR THIS COURSE. MANUALS ARE FREQUENTLY REVISED AND STUDENTS MUST COMPLETE THE MOST RECENT REQUIREMENTS.
RECR 210 FIELD PARTICIPATION IN RECREATION APPLICATION

NAME ______________________________________ DATE __________________

LOCAL ADDRESS _______________________________________________________

LOCAL PHONE ____________________________ EMAIL ______________________

SH Completed Prior to this Semester

SH in Progress this Semester

Total SH prior to RECR 210 (Minimum 30 SH)

PREREQUISITE COURSES COMPLETED

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COURSE</th>
<th>SH GRADE VALUE</th>
<th>QUALITY POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR 105</td>
<td>Leisure, Wellness, and Personal Lifestyle</td>
<td>3 X _____</td>
<td>= _____</td>
</tr>
<tr>
<td>RECR 110</td>
<td>Introduction to Recreation and Leisure</td>
<td>3 X _____</td>
<td>= _____</td>
</tr>
<tr>
<td>RECR 244</td>
<td>Recreation Leadership and Supervision</td>
<td>3 X _____</td>
<td>= _____</td>
</tr>
</tbody>
</table>
|                    |                                             | 9 Total ______

NOTES

Grade values are available in the Student Manual on page 48.

Divide the total quality points by 9 and enter your GPA for these courses on the line below.

GPA in courses listed above. (Minimum GPA of 2.3 required)

Overall GPA. (Minimum GPA of 2.0 required)

Documented Recreation Service Experience Hours. (Minimum of 25 required)

APPROVAL SIGNATURES

Faculty Advisor ____________________________ Date __________________

RECR 210 Supervisor ____________________________ Date __________________

This form can also be obtained at the Recreation Management website.
PROFESSIONAL SEMESTER

INTRODUCTION

The Professional Semester provides an integrated learning environment. During the semester, you will be expected to apply learning experiences from previous courses and fieldwork to the new material presented in this semester. The professional semester is offered in both the fall and spring semesters. Be sure to ask your advisor about any required track-specific courses such as Health Promotion at the Worksite or Trends in Therapeutic Recreation.

FACULTY EXPECTATIONS

To achieve your maximum growth during this semester, you must possess or quickly develop good time management skills. You must be able to follow oral instructions, work in small groups, take the initiative, motivate yourself, and use good oral and written communication skills.

You are expected to be punctual, attend classes regularly, and meet all deadlines. There are stated policies regarding dress code, attendance and class behavior. A professional semester manual is distributed to all students enrolled in the block courses.

PREREQUISITES

Prerequisites for enrollment in the Professional Semester

1. Minimum overall 2.0 GPA
2. Minimum GPA of 2.5 in core and prescribed courses within your track.
   See the specific track application for the complete list of courses.
3. Minimum of 50 community service hours

APPLICATION

On the following pages you will find an application for the Professional Semester. Choose the form specific to your track. You must complete the form, collect the appropriate signatures, and submit it to the designated university supervisor. There will be an announced orientation meeting each semester for students wishing to enroll in the ensuing professional semester. The due dates for the Professional Semester application are as follows:

- FALL Professional Semester applications must be submitted by April 1.
- SPRING Professional Semester applications must be submitted by November 1.
RECREATION MANAGEMENT DEPARTMENT
APPLICATION FOR PROFESSIONAL SEMESTER
FITNESS MANAGEMENT TRACK

Name___________________________________________ ID#__________________________
Permanent Address________________________________ Local phone___________________
E-mail__________________________________________

_____ Semester Hours (S.H.) Completed (60 SH Minimum)
_____ Overall GPA (2.0 Minimum)

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>SH</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR105 Leisure, Wellness, and Personal Lifestyle</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR110 Introduction to Recreation and Leisure</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR210 Field Participation in Recreation (B)</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR244 Recreation Leadership and Supervision</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR275 Therapeutic Recreation and Inclusive Recreation for People with Disabilities</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR315 Program Planning and Design in Recreation</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR330 Marketing Recreation Services</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
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</tbody>
</table>

SH Total 21

Prescribed Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>SH</th>
<th>Grade</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR200 Personal Training and Aerobic Leadership</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR205 Nutrition for Wellness</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR301 Exercise Prescription</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>RECR312 Teaching Conditioning Principles for Certification</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>HLTH115 A &amp; P I</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>HLTH120 A &amp; P II</td>
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<td>3</td>
<td>x</td>
<td>_____</td>
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<tr>
<td>HPED352 Kinesiology/HLTH305 Intro to Biomechanics</td>
<td>_____</td>
<td>2/3</td>
<td>x</td>
<td>_____</td>
</tr>
<tr>
<td>HLTH353 Physiology of Exercise</td>
<td>_____</td>
<td>3</td>
<td>x</td>
<td>_____</td>
</tr>
</tbody>
</table>

SH Total 23/24

Add quality point subtotals for core and prescribed courses and divide by 44/45 (the number of SH you have completed to get your GPA).

_____ GPA combined core and prescribed courses (minimum 2.5)
_____ Recreation Service Experience Hours (minimum 50 hours)

Faculty Advisor___________________________________________ Date_____________________

NOTE: Due date for Spring Professional Semester is November 1 and Fall Professional Semester is April 1.
This form can also be obtained from the Recreation Management website.
8/13
## RECREATION MANAGEMENT DEPARTMENT

### APPLICATION FOR PROFESSIONAL SEMESTER

#### COMMUNITY/COMMERCIAL TRACK

<table>
<thead>
<tr>
<th>Name ___________________________</th>
<th>ID# ___________________________</th>
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<tbody>
<tr>
<td>Permanent Address __________________</td>
<td>Local Phone _____________________</td>
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<tr>
<td>E-mail __________________________</td>
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</table>

<table>
<thead>
<tr>
<th>_____ Semester Hours (S.H.) Completed (60 S.H. Minimum)</th>
<th>_____ Overall G.P.A. (2.0 Minimum)</th>
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### Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>S.H.</th>
<th>Grade Value</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>RECR105</td>
<td>Leisure, Wellness, and Personal Lifestyle</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR110</td>
<td>Introduction to Recreation and Leisure</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR210</td>
<td>Field Participation in Recreation</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR244</td>
<td>Recreation Leadership and Supervision</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR275</td>
<td>Therapeutic Recreation and Inclusive Recreation Services for People with Disabilities</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR315</td>
<td>Program Planning and Design</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR330</td>
<td>Marketing Recreation Services</td>
<td></td>
<td>3 x</td>
<td>=</td>
<td>=</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>_____ S.H. Total 21</th>
<th>Total</th>
</tr>
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### Prescribed Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>S.H.</th>
<th>Grade Value</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>RECR215</td>
<td>Travel and Tourism</td>
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<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR300</td>
<td>Special Event and Convention Center Management</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR304</td>
<td>Finance and Acquisition</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR325</td>
<td>Camp Counseling and Administration</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR340</td>
<td>Commercial Recreation</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR200</td>
<td>Personal Training and Aerobic Leadership OR</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<tr>
<td>RECR355</td>
<td>Outdoor Recreation OR</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR356</td>
<td>Outdoor Education OR</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR402</td>
<td>Leisure Education in Therapeutic Recreation</td>
<td></td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
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<table>
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<th>Total</th>
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<tbody>
<tr>
<td></td>
<td>_____</td>
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</table>

Add quality point subtotals for core and prescribed courses and divide by 39 (the number of S.H. you have completed to get your G.P.A).

<table>
<thead>
<tr>
<th>_____ G.P.A. combined core and prescribed courses (minimum 2.5)</th>
<th>_____ Recreation Service Experience Hours (minimum 50 hours)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Faculty Advisor ___________________________ Date ________________

**NOTE:** Due date for Spring Professional Semester is *November 1* and Fall Professional Semester is *April 1*.

This form can also be obtained from the Recreation Management website.

Revised 8/13
RECREATION MANAGEMENT DEPARTMENT

APPLICATION FOR PROFESSIONAL SEMESTER
OUTDOOR RECREATION TRACK

Name___________________________________________ ID#__________________________
Permanent Address____________________________________________ Local Phone____________________
E-mail____________________________________________

_____ Semester Hours (S.H.) Completed (60 S.H. Minimum)
_____ Overall G.P.A. (2.0 Minimum)

Core Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>S.H.</th>
<th>Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR105 Leisure, Wellness, and Personal Lifestyle</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>RECR110 Introduction to Recreation and Leisure</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECR210 Field Participation in Recreation</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECR244 Recreation Leadership and Supervision</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECR275 Recreation Services for People with Disabilities</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>RECR315 Program Planning and Design</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>RECR330 Marketing Recreation Services</td>
<td></td>
<td>3</td>
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</table>

S.H. Total 21

Total

Prescribed/Area Studies Courses (select 6 of the 7 recreation courses)

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>S.H.</th>
<th>Value</th>
<th>Quality Points</th>
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<tbody>
<tr>
<td>RECRxxx Special Topics in Recreation</td>
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<td>3</td>
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<tr>
<td>RECR202 Outdoor Recreation Activities</td>
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<td>3</td>
<td></td>
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<td>RECR203 Teambuilding and Challenge Course Facilitation</td>
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<td>3</td>
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<tr>
<td>RECR320 Interpreting the Environment</td>
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<td>3</td>
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<tr>
<td>RECR325 Camp Counseling and Administration</td>
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<td></td>
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<tr>
<td>RECR355 Outdoor Recreation</td>
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<td>3</td>
<td></td>
<td></td>
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<tr>
<td>RECR356 Outdoor Education</td>
<td></td>
<td>3</td>
<td></td>
<td></td>
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<tr>
<td>_______ Lab Science (required)</td>
<td></td>
<td>3</td>
<td></td>
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</tbody>
</table>

S.H. Total 21

Add quality point subtotals for core and prescribed courses and divide by 42 (the number of S.H. you have completed to get your G.P.A).

_____ G.P.A. combined core and prescribed courses (minimum 2.5)
_____ Recreation Service Experience Hours (minimum 50 hours)

Faculty Advisor___________________________________________ Date____________________

NOTE: Due date for Spring Professional Semester is November 1 and Fall Professional Semester is April 1.
This form can also be obtained from the Recreation Management website.
RECREATION MANAGEMENT DEPARTMENT

APPLICATION FOR PROFESSIONAL SEMESTER
THERAPEUTIC RECREATION TRACK

Name____________________________________ ID#____________________________________

Permanent Address________________________________ Local Phone_____________________

E-mail____________________________________

_____ Semester Hours (S.H.) Completed (60 S.H. Minimum)
_____ Overall G.P.A. (2.0 Minimum)

Core Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>S.H</th>
<th>Grade Value</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR105</td>
<td>Leisure, Wellness, and Personal Lifestyle</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
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</tr>
<tr>
<td>RECR110</td>
<td>Introduction to Recreation and Leisure</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR210</td>
<td>Field Participation in Recreation</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR244</td>
<td>Recreation Leadership and Supervision</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR275</td>
<td>Therapeutic Recreation and Inclusive Recreation</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR315</td>
<td>Program Planning and Design</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR330</td>
<td>Marketing Recreation Services</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
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</table>

S.H. Total 21 Total _____

Prescribed Courses

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Grade</th>
<th>S.H</th>
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<tr>
<td>RECR204</td>
<td>Introduction to Therapeutic Recreation</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
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<tr>
<td>RECR364</td>
<td>Therapeutic Recreation Assessment and Documentation</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
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<tr>
<td>RECR365</td>
<td>Therapeutic Recreation Methods and Techniques</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
</tr>
<tr>
<td>RECR402</td>
<td>Leisure Education in Therapeutic Recreation</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
<td></td>
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<tr>
<td>HLTH122</td>
<td>A &amp; P</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
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<tr>
<td>PSYC240</td>
<td>Life-Span Development</td>
<td>_____</td>
<td>3</td>
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<tr>
<td>PSYC307</td>
<td>Abnormal Psychology</td>
<td>_____</td>
<td>3</td>
<td>x _____ = _____</td>
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</tr>
</tbody>
</table>

S.H. Total 21 Total _____

Add quality point subtotals for core and prescribed courses and divide by 42 (the number of S. H. you have completed to get your G.P.A).

_____ G.P.A. combined core and prescribed courses (minimum 2.5)
_____ Recreation Service Experience Hours (minimum 50 hours)

Faculty Advisor____________________________________ Date_____________________

NOTE: Due date for Spring Professional Semester is November 1 and Fall Professional Semester is April 1.
This form can also be obtained from the Recreation Management website.
RECR425 FIELD EXPERIENCE IN RECREATION
SENIOR INTERNSHIP

INTRODUCTION

The Professional Field Experience is popularly referred to as the “Senior Internship.” It provides you with the opportunity to transition from the academic world to the professional world.

It is similar to your RECR210 experience in that you will be working in a professional agency within your track. It is dissimilar in that you will be expected to be functioning at a much higher level of responsibility.

REQUIREMENTS

RECR425 is worth 10, 12, or 14 semester hours (sh) of credit. To earn the 10 sh, you must work in a professional agency for a minimum of 10 weeks (40 hour work weeks) and complete 400 hours of work. Students enrolling for 12 sh will be on the job for 12 weeks completing 480 hours of work. The Therapeutic Recreation track requires a 14-week experience to gain 560 hours of field experience. The 14 credit hour experience is only for TR students.

In addition, there are projects and written assignments that you must complete. When qualified, you may enroll in RECR425 during any semester or the summer. You will be expected to begin your experience at the beginning of the semester or early in the summer.

You must submit an application form and be approved by the internship coordinator before you may begin your field experience. The form is found in this manual on page 40. It can also be obtained from the Recreation Management website.

FACULTY ASSISTANCE

There are several sources of assistance available to you during the process of selecting and completing an internship. Your advisor will be a good resource for help in finding potential agencies. The department has an Internship Coordinator who oversees the placement and contract process. The filing cabinets in the main office, 107 Himes, also contain information about agencies where other students fulfilled their internship.

BE SURE TO GET YOUR STUDENT MANUAL FOR THIS COURSE. THE MANUALS ARE REVISED REGULARLY. BE CERTAIN YOU HAVE THE MOST RECENT PUBLICATION OF THE RECR425 PROFESSIONAL FIELD EXPERIENCE MANUAL. THESE MANUALS CAN BE OBTAINED FROM THE INTERNSHIP COORDINATOR.
Policy to Resume Studies Regarding RECR 425

Completing the RECR 425 Professional Field Experience

If a student has successfully (maintained a GPA of 2.0 and passed all four courses with a 2.0 or higher) completed the Professional Semester, the student has five years from the completion of the Professional Semester to complete the RECR 425 Professional Field Experience.

If the student has not completed the RECR 425 Professional Field Experience in that five year time period, the student who wishes to resume study will have to complete any new course work that has been added to the curriculum.

Earning an Incomplete that turns into an “E” in the RECR 425 Professional Field Experience or Earning an “E”

If a student has earned an incomplete in the RECR 425 Professional Field Experience, and the grade has turned into an ”E”, the student has five years from the date of receiving the “E” to complete the RECR425 Professional Field Experience.

Once an incomplete has turned into an “E”, the student must complete a new RECR 425 Professional Field Experience.

If the student has not completed the RECR 425 Professional Field Experience in that five year time period, the student who wishes to resume study, will have to complete any new course work that has been added to the curriculum.
Recreation Management Department
Application for Professional Field Experience

Name_________________________________________  ID# ______________________________

Local Address_________________________________  Local Phone_______________________

E-mail________________________________________

_____ Semester Hours (S.H.) completed (minimum 90 SH)
_____ GPA overall (minimum 2.0 GPA)
_____ A minimum overall of 2.0 in the Professional Semester courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Grade</th>
<th>SH</th>
<th>Value</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>RECR 410 Seminar in Current Issues in Recreation</td>
<td>_____</td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR 415 Organization and Management of Recreation</td>
<td>_____</td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR 420 Recreation Resource Management</td>
<td>_____</td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
<tr>
<td>RECR 430 Assessment, Evaluation and Research for Recreation Services: Method and Design</td>
<td>_____</td>
<td>3 x</td>
<td>_____</td>
<td>_____</td>
</tr>
</tbody>
</table>

Add quality point subtotals for core and prescribed courses and divide by 12 _____ TOTAL.

Internship Coordinator _______________________________  Date ________________
COMPETENCIES FOR COMMUNICATION

There are consequences for ineffective communication. The ability to speak and write with clarity and succinctness are fundamental to success in the recreation industry. Most classes in your major will have requirements for oral presentations and written projects. All students will be expected to demonstrate proficiency in the following competencies:

APA WRITING STYLE

The American Psychological Association (APA) sets forth writing guidelines which are followed by most in the recreation industry. The guidelines include proper content and organization of a manuscript; correct expression of ideas including style, grammar and (reducing) bias; and appropriate editorial style with particular emphasis on correct, consistent referencing.

It is strongly recommended that you purchase the latest edition of the APA Manual. You may also refer to www.apa.org/journals/abl.html.

PROFESSIONAL DOCUMENTS AND PRESENTATIONS

You will be provided with many opportunities to advance your oral and written communications skills in your recreation courses. You will develop professional communication pieces which recount experiences, explain procedures, interpret materials, and argue positions. Developing track specific communication skills such as fitness assessment measurements for adults, interpretive materials for parks, progress notes for clients, grants for agencies, and promotional materials unique to the organization will also be included in your course assignments.
Academic Honesty Policy

PREAMBLE Lock Haven University endeavors to promote an appreciation of the values of fairness and intellectual honesty and to establish a climate of academic freedom within which students learn. Any breach of trust may undermine academic freedom and diminish the integrity of the University’s mission. The University has established means of discouraging academic dishonesty and has established procedures to protect every student’s right to fair treatment and due process. Instructors share the expectation that students demonstrate their mastery of subject matter in an honorable and straightforward manner. Violations of ethical norms are very serious.

Instructors share the expectation that students demonstrate their mastery of subject matter in an honorable and straightforward manner. Violations of ethical norms are very serious.

The Academic Honesty Policy can be found on the Registrar’s Homepage at the following link:

http://www.lhup.edu/registrar/Academic%20Honesty%20Policy.pdf

Source: Academic Policies and Procedures Handbook  Fall 2012
MINOR PROGRAMS OF INTEREST TO RECREATION MANAGEMENT MAJORS

As a Lock Haven University student majoring in Recreation Management, you have “elective hours”. They are called “elective hours” because you may decide what courses to take since these don’t fall within the required categories. Often students will use these credits to develop a knowledge base in a field of study that will make them more employable. Listed on the following pages are three minors that have frequently been selected by recreation management majors to compliment their degree programs. Actual requirements will be determined when you declare the minor. The minors found on the following pages are samples, but not necessarily the latest requirements. The requirements for a minor are determined by the individual departments.

Department of Business and Computer Science

Baccalaureate degree students may wish to enhance their major program of study with knowledge of the basic principles of business. A Minor in Business will provide these students with a general overview of fundamental business concepts and terminology and an introduction to professional business skills. This knowledge may be applied to careers in industry, government or professional occupations, as well as to entrepreneurial endeavors.

Computer Science -

Business -

Environmental Studies Minor

Environmental Studies is for anyone interested in better understanding the relationship between human activity and the environment. This minor would be especially good for those pursuing careers in corporate environmental affairs departments, industrial monitoring and assessment programs, conservation agencies, environmental consulting firms, regulatory and other governmental agencies, financial institutions, advocacy and lobbying groups, and educational institutions.

The 18-credit minor integrates expertise from departments across the university. To ensure that students gain in-depth knowledge in the discipline of Environmental Studies, they will take two required courses, Introduction to Environmental Studies (ENVT101) and Environmental Studies Capstone (ENVT450). For the remaining 12 credits, students in the minor would choose a minimum of one course from the sciences and a minimum of one course from the Humanities and Social Sciences. The remaining two courses could be from either category.

Leadership Minor

This hands-on, interdisciplinary minor focuses on preparing future leaders by providing information on current theories and findings in leadership studies, assisting them in gaining leadership skills, and giving them opportunities to practice their knowledge and skills.

Students will complete 6 courses, totaling 18 credits. Two of those courses will cover basic leadership skills, whereas the remaining four (12 credits) will focus on leadership skills within different areas. Students will also show evidence of at least six leadership skills through an electronic portfolio and the application of leadership skills in projects involving service learning, campus leadership positions, or internship work.

http://www.lhup.edu/colleges/natural_behavioral_health/psychology/lead

Psychology Minor

The Psychology Minor fulfills the needs and interests of students preparing for careers in human services, education, business and industry. The minor provides a mechanism by which students who have interests in the scientific study of behavior and mental processes can be recognized for their coursework in the area of psychology.

A quality point is the unit of measurement pertaining to the quality of work done by the student. For graduation, students must have earned twice as many quality points as they have semester hours. This equates to a 2.0 GPA. Quality points are computed as follows:

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Quality Points</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Per Credit Hour</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
</tr>
<tr>
<td>A-</td>
<td>3.70</td>
</tr>
<tr>
<td>B+</td>
<td>3.30</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
</tr>
<tr>
<td>B-</td>
<td>2.70</td>
</tr>
<tr>
<td>C+</td>
<td>2.30</td>
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<tr>
<td>C</td>
<td>2.00</td>
</tr>
<tr>
<td>C-</td>
<td>1.70</td>
</tr>
<tr>
<td>D+</td>
<td>1.30</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
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<tr>
<td>E</td>
<td>0.00</td>
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