RECR 425 - Professional Field Experience

Student Workbook

Recreation Management Department

College of Education and Human Services
Lock Haven University of Pennsylvania
Lock Haven, Pa 17745
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Introduction

Welcome to RECR 425 – Professional Field Experience in Recreation. This manual includes all of the information you will need regarding the policies, due dates and assignments for the Professional Field Experience. By this time a Letter of Agreement (contract) has been established or is in process between Lock Haven University of Pennsylvania and the agency you selected.

The Professional Field Experience is the final link between your academic career and your entry into the professional work force. It is both experiential and academic in nature and is the time to implement the knowledge you have gained through your earlier experiences. You are expected to conduct yourself in a professional manner and follow the policies established in this manual.

Length of Experience

The student enrolled in the Professional Field Experience has the choice of completing a 10, 12 or 14 credit experience. The 10 credit internship requires a minimum of 10 weeks with 400 hours of full-time supervised work experience (10 credits) and the 12 credit internship requires a minimum of 12 weeks with 480 hours of full-time supervised work experience (12 credits) in an approved professional setting. The 14-credit internship is reserved for Therapeutic Recreation interns and is required by NCTRC. This internship requires 560 hours of full-time supervised work experience by a CTRS.

The Recreation Management Department has determined that a full-time work week of thirty-five (35) hours. A student who works the minimum of thirty five hours per week, at the end of ten or twelve weeks, will have to make up days in order to meet the hourly requirements of 400 hours (for a 10 credit internship) or 480 hours (for a 12 credit internship) or 560 hours (for a 14 credit internship).

NCTRC requirements for Therapeutic Recreation Students Only

Students enrolled in the Therapeutic Recreation track must meet the requirements for NCTRC as well as those of Lock Haven University of Pennsylvania. The following standards from NCTRC apply only to the Therapeutic Recreation students.

- The agency supervisor must maintain current certification with NCTRC
- The student must complete the entire internship at one site with one agency supervisor
- If the leaves, the student must begin the internship again with a new agency supervisor
- The student must complete 560 hours and a minimum of 14 consecutive weeks.
The student has to complete a minimum of 20 hours per week for the week to count toward the minimum hour requirement.

Any hours over 40 hours per week do not count toward the 560 hours.

A student may work over 14 weeks in order to complete the hour requirement.

Professional Field Experience Policies

Required Policy Documentation

The student is responsible for understanding and complying with the policies and procedures of their internship site. A statement must be signed by the student indicating that they understand and will comply with the policies and procedures established by the internship agency. This document must be signed by the student and submitted to the RECR425 field experience supervisor and the agency supervisor by the beginning of the second week of the internship start date.

College Holidays/Vacations

During your Professional Field Experience, you will follow the agency's calendar for holidays. This means that you will not have university holidays such as spring break, fall or spring holiday. This experience is to be either 10, 12, or 14 weeks consecutively; therefore, you may not take a vacation within your professional field experience.

Appropriate Greetings

You should address your agency supervisor by his/her title (Dr., Mr., and Ms.) until told otherwise. Ask your agency supervisor what the policy is for addressing clients/customers.

Absences/Personal Days

Students do not have sick or personal days. Any missed time at work must be accounted for either by extending the workday, the week or adding the time onto the end of the internship. Find out the agency’s policy in regard to reporting absences. Just in case you become ill or have an emergency you will know what to do. Do not interpret this as permission to be absent. Your plans to make up missed days must be documented with your agency and university supervisors.

Lateness

You are expected to conduct yourself in a professional manner at all times. Being on time for work and appointments is one characteristic of a professional. The agency’s policies and procedures for lateness must be followed. An assignment that is received late at the university will have points deducted at the rate of 10% per day that the assignment is overdue.
Attire

Another characteristic of a professional is being dressed in an appropriate manner. Proper attire should be discussed with the agency supervisor during the interview process. Cleanliness and neatness are expected. The unshaven, unkempt, wrinkled, sloppy look is not proper attire.

Liability

The university assumes no responsibility for your personal liability. Some agencies will require that you have your own insurance. Often an agency will not permit you to begin until you have received the coverage. The university accepts no responsibility for Workman’s Compensation or payment to you for services provided to the agency during your field experience.

Balancing Your Time

It is extremely important to balance your time well because this experience is both academic and experiential. You are expected to complete the university assignments on or before the due dates listed in this manual. Assignments for the university are to be completed on time away from the internship site. This includes all assignments such as the initial report, goal revisions, and directions to the site, resume, daily Time logs/analysis papers and the agency description. Only the special project can be completed using agency time.

Personal workouts, meals and breaks are not to be counted toward the required 400/480/560 hours. If the agency holds a working meeting during lunch, then you may count it. If you have any questions about what counts, ask your university supervisor.

Receiving an Incomplete

If there is a need, due to some extenuating circumstance such as a medical emergency, an incomplete may be assigned for the Professional Field Experience by the University Supervisor. Any work that is not finished must be completed prior to the mid-point in the next semester or it automatically becomes a failing (E) grade. The internship experience would need to be repeated if this is the case.

Reconsideration Policy

If the student is terminated from the field participation, this necessitates a review by the Recreation Management Department faculty to consider whether the student will be permitted to enter into another field experience.
FORMAL APPEAL PROCEDURE: (Adapted from the LHU Student Manual)

If a student believes that an incorrect final course grade has been assigned or a non academic dismissal has occurred unjustly an appeal may be filed on the following grounds:

1. Clerical or mechanical error in calculation or recording of a grade.

2. Arbitrary and Capricious Evaluation: Significant and unwarranted deviation from grading procedures and course outlines set at the beginning of the course (ordinarily during the first week of the course) or a grade assigned arbitrarily and capriciously on the basis of whim, impulse or caprice. The student may not claim arbitrariness and capriciousness if the student simply disagrees with the professional evaluation of the instructor.

3. Violation of policies and procedures that resulted in dismissal from the internship site.

The following steps must be followed:

1. The student has ten (10) working days from the time they received their grade or their letter of dismissal to begin the appeal process.

2. Deliver a written, signed appeal to the faculty member who awarded the grade or dismissal. The appeal should contain supporting evidence and indicate a desired solution. A copy must be sent to the departmental chairperson.

3. The faculty member will respond within ten (10) working days.

4. If the student is not satisfied, the student should within ten (10) working days, pass the appeal formally to the chairperson, who will respond within ten (10) working days.

5. If the student is not satisfied with the chairperson’s response or action, the student should, within ten (10) working days pass the appeal formally to the appropriate academic dean, who will respond within ten (10) working days.

6. If the student is not satisfied, the process continues by the student’s passing the appeal within ten (10) working days to the Vice President for Academic Affairs, who will respond within ten (10) working days.

7. If the student is not satisfied, the last appeal to be made within ten (10) working days, is to the President, who will respond to the student and faculty member within twenty (20) working days. The President may change assigned grades. The President’s decision is final.

At every stage of the appeal, all parties must have access to the evidence submitted.
Lock Haven University of Pennsylvania
Recreation Management Department

**Important Phone Numbers**

**Recreation Management Department Faculty** (Offices are located in Himes Building)

Mr. Leonard Long 570-484-2573
Community/Commercial Recreation Track llong@lhup.edu
Field Experience Supervisor

Dr. Kimberly Batty 570-484-3092
Community/Commercial Track Coordinator kbatty@lhup.edu

Dr. Kate Fiegel 570-484-2552
Fitness Management Track kaf833@lhup.edu

Dr. Steven Guthrie 570-484-2439
Outdoor Recreation Track sguthrie@lhup.edu

Dr. Julie Lammel, CTRS 570-484-2826
Department Chair
Therapeutic Recreation Track Coordinator
Professional Semester Coordinator
Field Experience Coordinator
jlammel@lhup.edu

Dr. Jeffrey Walsh 570-484-2232
Outdoor Recreation Track Coordinator
Field Experience Supervisor
jwalsh@lhup.edu

Dr. Brian Wilt 570-484-2292
Fitness Management Track Coordinator
bwilt@lhup.edu

**Department Secretary**

Beth Vuocolo 570-484-2299
bvucolo@lhup.edu

**Department Fax Number** 570-484-3025
Agency Supervisor’s Role

In order to facilitate a positive learning environment for the student the agency is expected to:

- Consult with the student on a daily basis
- Read and sign a series of reports that the student must submit
- Complete a mid-term evaluation
- Review the agency description developed by the student
- Assess the student’s special project
- Complete a final evaluation
- Review the final evaluation with the student
- Calculate a final grade
- Discuss the student’s progress with the university supervisor
- If applicable, visit with University Supervisor if requested by the university

University Supervisor’s Role

The university will assign a faculty member from the Recreation Management Department to provide the following services:

- Read and evaluate all assignments
- Provide timely written or oral responses to the assignments
- Assist the agency supervisor with any concerns/problems
- Receive input from the agency and submit final grade
Student’s Assignment Calendar

Your university supervisor will inform you of the correct procedure for submitting your assignments. Your individual university supervisor will inform you if he/she is willing to accept assignments via e-mail. **You may not fax entire assignments.** If you do use e-mail, a signed cover sheet must be faxed on the due date. Postmarks are used to determine the date sent for all mailed assignments. Whether you use mail or e-mail, the assignment must be sent on the day that your university supervisor has instructed. It will be either Monday or Tuesday of the week they are due. Remember, for those students participating in a 12-credit field experience a seventh Time log will be due. Follow the * symbol below. For those student participating in a 14-credit TR internship, a weekly time log will be required.

<table>
<thead>
<tr>
<th>Beginning of Week</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Initial Report/Policy Documentation</td>
</tr>
<tr>
<td>2</td>
<td>1st Time log + summary - 10 Points</td>
</tr>
<tr>
<td>3</td>
<td>2nd Time log + summary - 10 Points</td>
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<tr>
<td></td>
<td>Professional Reaction Paper A</td>
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<td>4</td>
<td>3rd Time log - 5 Points</td>
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<tr>
<td></td>
<td>Special Project Proposal Form</td>
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<td>5</td>
<td>4th Time log - 5 Points</td>
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<td>Agency Description</td>
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<td>6</td>
<td>5th Time log - 5 Points</td>
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<td>Professional Recreation Paper B</td>
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<td>Mid-Term Evaluation (Agency Supervisor)</td>
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<td>7</td>
<td>TR – Mid-term Evaluation (Agency Supervisor)</td>
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<tr>
<td>9</td>
<td>6th Time log - 5 Points</td>
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<td>9</td>
<td>TR – Time logs for weeks 6, 7 and 8 – 5 pts</td>
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<tr>
<td>9</td>
<td>Professional Reaction Paper C</td>
</tr>
<tr>
<td>11*</td>
<td>7th Time log - 5 Points</td>
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<tr>
<td>11^</td>
<td>TR – time logs for weeks 9, 10 – 5 pts</td>
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<tr>
<td>11#</td>
<td>Special Project</td>
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<td>11#</td>
<td>Special Project Report</td>
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<tr>
<td>11#</td>
<td>Final Evaluation and Grade Recommendation (Agency Supervisor)</td>
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<td>13*</td>
<td>Special Project</td>
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<tr>
<td>13*</td>
<td>Special Project Report</td>
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<tr>
<td>13*</td>
<td>Final Evaluation and Grade Recommendation (Agency Supervisor)</td>
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<td>TR – 8th time log for weeks 11, 12, 13, 14</td>
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<td>TR - Special Project</td>
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<td>15^</td>
<td>TR - Special Project Report</td>
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<td>15^</td>
<td>TR - Final Evaluation and Grade Recommendation (Agency Supervisor)</td>
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</table>

**Please Note:** Use the #, if you are completing a 10 credit internship.  
Use the *, if you are completing a 12 credit internship.  
Use the ^ if you are completing a 14 credit internship.
Field Experience Assignments

Introduction

The Professional Field Experience has a series of assignments that are to be graded by your university supervisor. The following is your guide to completing those assignments. Please read carefully and ask your university supervisor for clarification as needed. The grade for each assignment is determined by the quality of the contents as well as your spelling and grammar. **Your agency supervisor is expected to read and sign each of your assignments.**

Some Reminders…

- All assignments must be typed.
- Plan ahead. Your agency supervisor may not be available if you are working in the last minute mode.
- Your individual university supervisor will inform you of their rules for your assignments.
- Remember there is a **penalty of 10% for every day that it is late.**
- The agency description remains at Lock Haven University for other student’s usage.
- The copy of the special project submitted remains at Lock Haven University

**Assignment Descriptions**

**Initial Report/Policy Documentation**

Due: Week 2

The Initial Report includes a completed copy of the **Initial Report/Policy Documentation Form** (see following page 11). Remember it must be signed by you and your supervisor. A copy must be sent to the university and a copy remains with your agency supervisor.
Initial Report/Policy Documentation  
RECR 425 Professional Field Experience

Make arrangements during the first week of the experience to:

- Meet at least the other professional employees in your specific area of responsibility. 
- Locate the key distribution areas for materials, equipment and aids.
- Tour the facilities to see program areas and storage.
- Follow the procedures for requisitioning materials.
- Understand and sign the Required Policy Documentation (See below)

Updated Information

Your Agency Name & Address: ________________________________

___________________________________________________________

__________________________    ________    ________________________    _______

Student Signature        Date        Agency Supervisor        Date

Required Policy Documentation

1. I understand and agree to comply with the policies and procedures established by this agency.

________________________________________

E-mail: ________________________________

Fax: ________________________________
Lock Haven University of Pennsylvania
Recreation Management Department

Time Logs – Logs 1 and 2 – 10 points each
Logs 3, 4, 5, 6 and 7 – 5 points each
Time Logs for TR students must be done weekly.
Complete a cover sheet (found on page 13) and have it signed by your Agency Supervisor for each Time log.

**Time log 1** Due Week 2

Part 1 – Initial Report/Policy Documentation
Part 2 – Complete a detailed hourly log of your time for each day
Part 3 – At the end of each day, type a short summary of what you learned that day

**Time Log 2** Due Week 3

Part 1 – Complete a detailed time log of your time
Part 2 – At the end of each day, type a short summary of what you learned that day
Part 3 – Professional Reaction Paper A

**Time Log 3** Due Week 4

Part 1 – Complete a detailed time log of your time
Part 2 – Special Project Proposal Form

**Time Log 4** Due Week 5

Part 1 – Complete a detailed log of your time
Part 2 – Agency Description

**Time Log 5** Due Week 6

Part 1 – Complete a detailed log of your time
Part 2 – Professional Reaction Paper B
Part 3 – Mid-Term Evaluation (completed by your Agency Supervisor)

**Time Log 6** Due Week 9

Part 1 – Complete a detailed log of your time
Part 2 – Professional Reaction Paper C

**Time Log 7** Due Week 11# or 13*

Part 1 – Complete a detailed log of your time
Part 2 – Special Project
Part 3 – Special Project Report
Lock Haven University of Pennsylvania
Recreation Management Department

**Time Log 8**

Part 1 – detailed log of your time for the final weeks of your internship.

**Part 2** – Special Project

**Part 3** – Special Project Report

# - If you are completing a **10 credit** field experience, your **final evaluation** and **grade** are due on **week 11**.

* - If you are completing a **12 credit** field experience, your **final evaluation** and **grade** are due during **week 13**.

^ - If you are completing a **14 credit** field experience, your **final evaluation** and **grade** are due during **week 15**.
Report Cover Page
RECR 425 Professional Field Experience In Recreation

Your Name___________________Report#________________From________To_________

Your Agency Supervisor’s Signature___________________________

Comprehensive Time log of Hours—Lock Haven University, Professional Field Experience

<table>
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<th>Week (month/day)</th>
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Grand Total –

_________________________  __________________________  __________________________
Agency Supervisor              LHU University Supervisor               Student
Professional Reaction Paper A  
Due: Week 3

Based upon your understanding of group dynamics and leadership styles and techniques:

1. Summarize your observations of how the agency’s employees interact with one another, and identify specific leadership techniques you have observed at your internship site. Be sure to also discuss interpersonal relations, employee accountability, and decision making. In other words, explain how group dynamics and the use of a variety of leadership techniques and strategies worked within this agency?

2. Next, propose some strategies that this agency could implement related to leadership and group dynamics that would further enhance the recreation experience it provides to the consumer.

3. Discuss how leadership styles relate to what you have learned while at LHUP.

Professional Reaction Paper B  
Due: Week 6

You have been at your internship site long enough to observe, participate, plan, lead, organize, and evaluate. You have been exposed to the “ins and outs” of the agency, and you have met all types of personnel. Please reflect and write a professional paper that addresses the following:

1. What are the professional competencies you have observed at your internship site?

2. What professional skills could be improved at the internship site?

3. List 3 or 4 professional organizations/associations that a new professional at your internship site could join that would provide opportunities for professional growth.

4. Discuss ethics in the work environment as it applies to all professional practices including your attitudes and behaviors as well as other professionals and the clientele’s.

5. Choose at least three (3) professional competencies you could improve upon and outline a plan that shows how you propose to improve these competencies.

6. Explain the role of professional ethics in the development and delivery of recreation opportunities and experiences.
Professional Reaction Paper C  
Due: Week 9

This last reaction paper gives you an opportunity to put yourself in the position of being responsible for supervising interns and volunteers. Drawing upon your internship experiences, you are to re-design the intern position for your internship agency.

1. Begin by performing a job analysis for such an intern position.

2. Outline the recruitment, selection, and training processes related to this position.

3. Recalling your orientation to the internship site, identify both the strengths and weaknesses of that orientation, and propose improvements for the process.

4. Finally, recommend how you would facilitate the career development of the intern.

5. Discuss what courses and experiences you had at Lock Haven University of Pennsylvania that best prepared you for your internship. What recommendations do you have to improve the preparation you received at Lock Haven University of Pennsylvania?

Special Project Proposal Form  
Due: Week 4

See attached form and guidelines on page 18.

Mid-term Evaluation  
Due: Week 6

(TR – week 7)

Your agency supervisor must complete the mid-term evaluation. Please remind him/her in week 5 that it is due in week 6. You need to discuss it with your agency supervisor and make plans to demonstrate improvement in all categories where less than excellent marks were received. Please see page 23 for the form.
The purposes for completing the agency description are twofold. One is to have you develop an in-depth understanding of your internship agency. This will require you to interview people and find out how the agency works. The second is to provide students at Lock Haven University of Pennsylvania with a resource for future possible Field Experience sites; therefore, the agency description becomes the property of Lock Haven University of Pennsylvania.

The agency description must be typed (double-spaced) without any grammatical or typographical errors. It needs to include high quality pictures with captions, and be placed in a binder and post-marked by week five due date. Your agency supervisor is expected to read the report and approve it making any necessary corrections. It is essential that the agency description include a thorough and accurate presentation of information that would be helpful to students considering this agency for a field experience.

OVERVIEW OF AGENCY

Title Page

Provide the name and address of the agency, student’s name, agency supervisor’s name, date, and a signature line for the agency supervisor. It is important that the agency supervisor sign the title page after reviewing and approving the final form of the Agency Description. Feel free to include an agency logo.

Table of Contents

Provide all headings and subheadings with corresponding page numbers. (Remember to align everything.)

*Give an in-depth overview of the agency (or department, if the agency is exceptionally large). This section must include:*

**Purpose/Philosophy**

What is the mission or purpose of the agency? What is the agency’s philosophy as it relates to providing recreation services to its clientele, etc.?

**Services/Programs**

What services or activities are offered? How are these services organized and programmed (e.g., when, where, how often, types of programs, group structures, etc.)? Include information for the entire year. You may wish to include a brochure or program guide.

**Clientele**

What populations are served (e.g., general public, youth, persons with disabilities, economically disadvantaged, etc.)? What restrictions are there on membership? Include numbers and any additional demographic information that is available.
Funding

Where does the agency obtain its funding? What is the operational budget? Does the department have to be fiscally responsible? Reflect on the financial aspect of this agency.

SUMMARY OF FIELD EXPERIENCE OPPORTUNITIES

Application Process

Include specific directions for applying for a field experience

Application format and deadlines for summer, fall and spring
Application form if available
Contact person, address, e-mail, fax, and phone numbers
Recommended time of year for internship and explanation of why

Field Experience Job Description

What will an intern student do on a daily basis at this site? Is there an outline of how the student will progress through the internship? What is important for a potential intern student to know prior to coming to this internship site? What skills and abilities should a student possess? What courses would have been helpful? What textbooks or other materials would be beneficial to take with you or to have read prior to the internship? What certifications are needed?

Even if there are no special or unique requirements, this is probably one of the most important sections to potential students; please take some time to thoroughly and thoughtfully complete this section. Give the future potential student a clear picture of what it is like to be a student intern at this agency.

Expenses

Housing availability and costs
Transportation - public or personal
Cost of living
Special requirements - clothing, hours, stipend
Employment opportunities

PHOTOGRAPHS

All color photographs need to be at least 4 X 6 inches. Each one should have a typed label to indicate the purpose of the facility/service. Professionally prepared photographs may be substituted. The number of photographs will depend on what needs to be depicted at the agency in order to show the major programs/services. A recommended minimum would be 12. If people are included in the photographs, a signed release form may need to be obtained. Consult with your Agency Supervisor regarding the agency’s policy. Digital photography is acceptable.
Special Project Proposal Form
RECR 425 Professional Field Experience In Recreation
Due: Week 4 Minimum 50 Hours

Name of Student: _______________________________________________________________

Agency and Department: _______________________________________________________

Name of Agency
Agency Supervisor: ___________________________________________________________

If more space is needed, please attach another sheet. This proposal must be typed. Before answering, refer to the Special Project Proposal Guidelines in this manual for specific details.

Description and Purpose: (what and why?)

Audience: (who will directly benefit?)

Proposed Time Log: (what tasks will be accomplished each week for the length of the project?)

Week of  
Week of  
Etc.

Evaluators and Evaluation Methods: (how will you and the agency determine if the goals were met?)

<table>
<thead>
<tr>
<th>Evaluator</th>
<th>Method</th>
<th>Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. (you)</td>
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<tr>
<td>2. (agency supervisor)</td>
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<td></td>
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<tr>
<td>3. (audience/participants)</td>
<td></td>
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</tbody>
</table>

Student’s Signature: _______________________________ Date: ______________

Agency Supervisor’s Signature: _______________________________ Date: ______________

University Supervisor’s Signature: _______________________________ Date: ______________
Special Project Guidelines

Logistics - During the first weeks of your Professional Field Experience, discuss possible special project topics with your agency supervisor. The project must be achievable during the length of your internship and be of benefit to both you and the agency. **You are expected to complete a special project during your Professional Field Experience. Failure to complete the special project will result in lowering your final grade by two complete letter grades (20%).**

A copy of the special project that is produced along with the special project report will be submitted to Lock Haven University upon completion of the professional field experience. This special project will not be returned to the student.

The special project proposal form follows. This form needs to be as complete and as specific as possible because it will be utilized by the university supervisor to determine the feasibility of your idea as the special project. **Please do not begin work on the project until your university supervisor has approved it because it may not be approved.**

Upon completion of the assignment a **special project report** is compiled. The information needed to complete that report follows a bit later in this manual. No matter what you select as your special project, you will need to submit the project in a tangible form to your university supervisor as well as your agency supervisor upon finishing the project. In addition, you will be preparing a **special project report** for your university supervisor. The information regarding the report can be found later in this manual.

**Time** – The special project is the culminating experience of the internship. As such, this project will probably require a minimum of 50 hours of work on your part and may entail more than 75 hours.

**Topic** - Past projects have varied widely. As a senior Recreation Management major, you are expected to be able to complete a significant project with little outside direction.

Often students are asked to conduct a special event. The main question to be answered is, has this been done before and how much will you contribute to the project? If you are going to simply follow a previous plan, then this will not be approved as a special project. Remember you will need to submit a tangible product for the university supervisor to grade. In the case of an event, all of the materials utilized to develop the event, the lesson plans and all of the details such as equipment need to be listed. A good way to think of this is to send enough information that someone else can pick up your notes and run this event or duplicate your efforts from your notes.

**Approval Process** - The following proposal must be submitted for approval by the agency and your university supervisor during **week 4.**

**Sample Special Project Ideas**

Fitness - “Analysis of Low Participation Rates within Selected Departments,” “An Exercise Program for Arthritic Members,” “Development of Exercise Programs for Several Specific Population Groups”
Lock Haven University of Pennsylvania
Recreation Management Department

Community/Commercial - “Low Ropes Course Proposal,” “Marketing Campaign to Increase Public Awareness of Agency”

Outdoor - “Develop a Self-Directed Nature Trail,” “Aquatic Activities for a Summer Camp”

Therapeutic - “Develop a Plan for Implementing a Flower and Vegetable Gardening Program,” “Preparing a Student Internship Manual including Orientation Packet”

Special Project and Report – 100 points Due: Week 11 or 13

SPECIAL PROJECT INSTRUMENT/MANUAL 60 points

You must include a copy of the project that you have created. Even if it is an event, the process of creating the activity and the details of how to do the program would be considered the project in this case and must be included. This material is to be detailed enough that another person would know what to do in order to run this event without your presence.

If you have any questions about the project, format, contents etc., please consult your University supervisor. This is not a small project. This is the culminating experience of your academic career and needs to reflect that level of understanding.

SPECIAL PROJECT REPORT 40 points

After you have completed your special project, you must submit to your university supervisor a tangible product as a result of the project. In addition, you will prepare a typed special project report. Please note the special project will not be returned to the agency or the student; therefore, it may be necessary to develop additional copies of the project. The report is due on week 11 or 13, depending on whether you are completing a 10 or 12-credit internship. The following information pertains to the report portion only. The format for the tangible portion of the special project must be discussed with your university supervisor. It may take the form of a video tape, procedure manual, database, power point or something else. The project and how it will be presented to Lock Haven University is decided between the student and the university supervisor when the project is approved from the proposal form.

Title Page

The title page must include the title of the project, name and address of the agency, and the agency supervisor's signature and date signed. Your report will not be accepted without your agency supervisor's signature.

Description of the Project

Describe the project including the scope and purpose as well as how the project benefits the agency and you.
Audience

Describe the audiences that will benefit from your project. Remember to include all the people that will directly and indirectly be affected by this project.

Time Log

You need to keep track of your time/tasks as you work on the project. Do not wait until the end and try to remember this information. Prepare a time chart showing the tasks completed, dates and amount of time spent on each task.

Evaluation

A minimum of three evaluation reports are required. One is a self evaluation; the second must be provided by your agency supervisor; and the third most likely will come from audience members or users. You may design an evaluation tool or instrument to help the audience/users evaluate your project. The survey instrument, the survey results, and your analysis of the findings must be included in this part of the evaluation.

Depending upon what methods of evaluation you identified on your proposal form, include the written narratives and/or completed survey forms that you designed for this purpose. If multiple surveys were administered (one for your agency supervisor and another for the users), be sure to have a concluding paragraph summarizing the overall results.

Your personal evaluation should include thoughts on your project completion efforts from beginning to end. What was positive about the experience? What went wrong? What did you learn? What would you do differently or recommend to others who might repeat this project? Based on the evaluation of the other two parties (agency supervisor and audience/users), are you pleased with the final results? Your written assessment is a critical part of the evaluation process.
## Mid-Term Evaluation
*RECR 425 Professional Field Experience In Recreation*

**Name of Student** _________________  
**Agency** _________________

<table>
<thead>
<tr>
<th>Attendance</th>
<th>Regular</th>
<th>Irregular</th>
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</thead>
<tbody>
<tr>
<td>Punctuality</td>
<td>Regular</td>
<td>Irregular</td>
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</tbody>
</table>

### Relations with Others:
- ____ Exceptional interpersonal skills
- ____ Works well with others
- ____ Gets along satisfactorily
- ____ Has some difficulty working with others
- ____ Works very poorly with others

### Attitude - Application to Work:
- ____ Outstanding in enthusiasm and work
- ____ Very interested and industrious
- ____ Average in diligence and interest
- ____ Somewhat indifferent
- ____ Definitely not interested

### Judgment:
- ____ Exceptionally mature
- ____ Above average in making decisions
- ____ Usually makes the right decision
- ____ Often uses poor judgment
- ____ Consistently uses bad judgment

### Dependability:
- ____ Completely dependable
- ____ Above average in dependability
- ____ Usually dependable
- ____ Sometimes neglectful or careless
- ____ Unreliable

### Ability to Learn:
- ____ Extremely sharp
- ____ Learns readily
- ____ Average in learning
- ____ Rather slow to learn
- ____ Almost dull

### Quality of Work:
- ____ Excellent
- ____ Very good
- ____ Average
- ____ Below average
- ____ Very poor

Is this student progressing satisfactorily in accordance with his/her overall job assignment?  
____ Yes  ____ No

If no, please comment:  ____________________________________________________________

Is this student progressing at a satisfactory rate on the special project?  ____ Yes  ____ No

If no, please comment:  ____________________________________________________________

### Overall Evaluation of Performance to Date:
- ____ Excellent  ____ Good  ____ Average  ____ Marginal  ____ Poor

Additional Comments: Please include any strengths or problems with this student (use reverse side.)

________________________________  ________________________

**Agency Supervisor's Signature and Title**  
**Date**
Final Evaluation and Grade Recommendation - 150 points  Due: Week 11, 13 or 15

The final evaluation is a competency-based form and requires some time to complete. It is recommended that you make arrangements with your agency supervisor to discuss the completion of the items during the last 4-5 weeks of your field experience. This will allow you time to improve your ratings.

Your agency supervisor is also asked to recommend a grade for your internship. Please remember that the agency supervisor’s recommendation is only for the portion of work done for the agency. The mid-term evaluation, final evaluation and grade form were mailed to your agency supervisor along with envelopes to return the items to the university. It is your responsibility to remind your agency supervisor to complete these forms.
Final Evaluation Form
RECR 425 Professional Field Experience in Recreation

Name of Student
_____________________________________________________

Name of Rater
_____________________________________________________

Position or Title
_____________________________________________________

Agency
_____________________________________________________

Agency’s Address
_____________________________________________________

Period Covered by Rating  from ________________ to ________________

General Directions to Student

It is the student’s responsibility to initiate the evaluation process with the agency supervisor. It is recommended that this be done as soon after the mid-point of the field experience as possible. Frequent evaluation sessions will be more beneficial than one session at the conclusion of the field experience.

You are expected to be familiar with the competencies. It is further expected that you will jointly plan opportunities with your supervisor that will allow you to demonstrate your competency level.

The agency supervisor is expected to mail the completed form to the University Supervisor at the conclusion of the field experience.

Evaluation Guidelines

The following categories will be helpful in the summary of the student’s evaluation.

Outstanding  Consistently exceptional in fulfilling requirements
Commendable  More than frequently meets and exceeds minimum requirements
Good  Regularly meets and occasionally exceeds minimum requirements
Fair  Does passable work but does not extend oneself
Poor  Fails to meet minimum requirements
## I. Professional Performance

<table>
<thead>
<tr>
<th></th>
<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
<th>GOOD</th>
<th>FAIR</th>
<th>POOR</th>
<th>NON APPLICABLE</th>
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</thead>
<tbody>
<tr>
<td>Made sound decisions based upon department policy.</td>
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<td>Planned a program for the consumer using appropriate age-related activities.</td>
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<td>Could employ a variety of leadership techniques based on situational factors.</td>
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<tr>
<td>Could employ a variety of leadership techniques based upon the consumers’ needs.</td>
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<td>Could effectively employ marketing strategies to consumers.</td>
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<tr>
<td>Fulfilled job responsibilities in accordance with the mission statement of the agency.</td>
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<td>Displayed the capacity to motivate others.</td>
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<td>Displayed the ability to organize people.</td>
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<td>Displayed the ability to utilize and manage resources effectively.</td>
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<td>Demonstrated the ability to communicate ideas.</td>
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<td>Planned a structured approach for work to be accomplished.</td>
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<td>Effectively addressed identified programmatic goals.</td>
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<td>Demonstrated innovative thinking as evidenced in problem solving, program planning, and people management.</td>
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<tr>
<td>Adhered to national/state standards of practices and code of ethics for their chosen field of specialization. (i.e. Used assessment/evaluation to monitor progress, respect for colleagues, serves in the interest of all people, etc.)</td>
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<tr>
<td>Was able to employ the agency’s standards of practice in fulfilling assigned job responsibilities.</td>
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<tr>
<td>Created a comprehensive plan for an event that reflects the agency’s philosophy and needs.</td>
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<td>Effectively negotiated all phases of designing and facilitating a significant recreation experience.</td>
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<td>Demonstrated the ability to facilitate participation in designed experiences considering demographic differences (racial, ethnic, socio-economic, etc.).</td>
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</table>
Lock Haven University of Pennsylvania  
Recreation Management Department

II. Professional Knowledge

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<thead>
<tr>
<th></th>
<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
<th>GOOD</th>
<th>FAIR</th>
<th>POOR</th>
<th>NOT APPLICABLE</th>
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<tbody>
<tr>
<td>1.1 Provided rationale for a new program/technique or decision (Mastery of knowledge.)</td>
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<td>1.4 Displayed knowledge and understanding of program issues, principles and methods.</td>
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<tr>
<td>Displayed knowledge and understanding of program principles and methods</td>
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<td>Demonstrated an understanding of the total field of recreation/leisure</td>
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<td>Displayed ability to integrate conceptual knowledge into accomplishing work related responsibilities.</td>
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III. Professional Personality

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<tr>
<th></th>
<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
<th>GOOD</th>
<th>FAIR</th>
<th>POOR</th>
<th>NOT APPLICABLE</th>
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<tr>
<td>Is enthusiastic</td>
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<tr>
<td>Is cheerful and friendly</td>
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<tr>
<td>Exhibits pleasant, tasteful personal appearance</td>
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<tr>
<td>Maintains good health and health habits</td>
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<tr>
<td>Is courteous and tactful</td>
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<tr>
<td>Uses appropriate voice quality, speech presentation, tone and inflection</td>
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<tr>
<td>Displays mature judgment</td>
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<tr>
<td>Works respectfully and equitably with colleagues</td>
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<tr>
<td>Displays concern for others</td>
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<tr>
<td>Communicates in a professional manner using proper English and good grammar</td>
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### IV. Professional Attitude

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<th>OUTSTANDING</th>
<th>COMMENDABLE</th>
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<th>NON APPLICABLE</th>
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<tr>
<td>Displays initiative and imagination</td>
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<td>Displays enthusiasm for the profession</td>
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<td>Accepts assignments willingly</td>
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<td>Attends professional meetings</td>
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<tr>
<td>Upholds departmental policies</td>
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<tr>
<td>Accepts suggestions, direction and critical evaluation</td>
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<tr>
<td>Offers opinions and suggestions at professional meetings</td>
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</table>
Comments

Space is provided below for additional comments for improving performance or correcting deficiencies. If more space is needed, please attach sheet or use the back of this form.

Student’s Comments:

Rater’s Comments:

Summary of Evaluation Conference:

Rater’s Signature:________________________________________ Date:_____________

Student’s Signature:______________________________________ Date:_____________

University Supervisor’s Signature:_____________________________ Date:_____________

21/11
Lock Haven University of Pennsylvania
Recreation Management Department

**General Summary from Agency Professional**

Based on your experience with our student(s), please take a moment and provide us with more details and/or examples that will help us better prepare our students for their final internship and a career in the field. For example, if a student is underprepared in the area of Professional Knowledge, what content/knowledge areas should be strengthened? We value your input as we strive to meet the needs of our students in an ever-evolving professional work arena.

---

**Grade Recommendation**

**RECR 425 Professional Field Experience in Recreation**

Student’s Name: ____________________________________________

From your point of view as the Agency Supervisor, please circle the one letter grade that best reflects the student’s efforts while he/she was assigned to your agency. The

<table>
<thead>
<tr>
<th></th>
<th>A+ (99)</th>
<th>A (95)</th>
<th>A- (92)</th>
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</thead>
<tbody>
<tr>
<td>B+ (89)</td>
<td>B (85)</td>
<td>B- (82)</td>
<td></td>
</tr>
<tr>
<td>C+ (79)</td>
<td>C (75)</td>
<td>C- (72)</td>
<td></td>
</tr>
<tr>
<td>D+ (69)</td>
<td>D (65)</td>
<td>E (59 or lower)</td>
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</tbody>
</table>

Total Hours of Professional Field Experience Completed: _____________________

___________________________________    _______________
Agency Supervisor                        Date
Lock Haven University of Pennsylvania  
Recreation Management Department

**Grading Criteria**

The final grade is calculated utilizing the point system outlined below. The length of the Professional Field Experience determines the number of reports as well as points assigned.

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Time Logs (Six/Seven)</td>
<td>40/45</td>
</tr>
<tr>
<td>Professional Reaction Papers (Three – 50 points each)</td>
<td>150</td>
</tr>
<tr>
<td>Special Project</td>
<td>100</td>
</tr>
<tr>
<td>Agency Description</td>
<td>50</td>
</tr>
<tr>
<td>Agency Supervisor's Evaluation</td>
<td>150</td>
</tr>
</tbody>
</table>

**Total** 490/495 Points

10 semester hours = 490 points  
12 semester hours = 495 points