DAY/TIME: TBA LOCATION: TBA
PROFESSOR: Natalie Haynes, CTRS, M.Ed., M.S. EMAIL ADDRESS: Natalie.Haynes@fairfaxcounty.gov
OFFICE LOCATION: 12011 Govt Center Pkwy 10th floor, Fairfax VA PHONE NUMBER: 703-324-5557
OFFICE HOURS: By Appointment FAX NUMBER: 703-222-9788
PREREQUISITES

**Parks and Outdoor Recreation** - 90 hours, including HEAL 205, HEAL 323, PHED 200, PRLS 210, PRLS 241, PRLS 310, PRLS 316, and PRLS 317.

**Therapeutic Recreation** - 90 hours, including HEAL 205, HEAL 323, PHED 200, PRLS 210, PRLS 241, PRLS 310, PRLS 316, and PRLS 327.

COURSE DESCRIPTION
Paid or voluntary work experience in a park and recreation agency for 400 hours for POR and 560 for TR students. Applies course work, theories, and research to work settings. Work sites are chosen by students after approval of faculty supervisors. Includes meetings and assignments before and during internship.

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

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

COURSE OVERVIEW
This course satisfies the University general education requirement for the synthesis course. The purpose of the synthesis course is to provide students with the opportunity to synthesize the knowledge, skills and values gained from the general education curriculum. Synthesis courses strive to expand students’ ability to master new content, think critically, and develop life-long learning skills across the disciplines. While it is not feasible to design
courses that cover “all” areas of general education, synthesis courses should function as a careful alignment of
disciplinary goals with a range of general education learning outcomes.

Students are held to the standards of the George Mason University Honor Code. You are expected to meet all
course requirements as listed below as well as fulfill your duties and responsibilities as stipulated by the on-site
supervisor.

REQUIRED READINGS
Updated Internship manual: A guide for students, faculty and agencies participating in the HFRR internship
program.

NATURE OF COURSE DELIVERY
Field experience

EVALUATION
During the internship, students must fulfill specific requirements and complete specified forms and assignments
in order to be evaluated and receive a grade for their internship. These include:

- attending mandatory internship seminars or complying with other arrangements such as telephone
  conferencing and/or GMU Town Hall conferencing.
- working full-time at an approved agency for a minimum of 400 hours (560 for therapeutic recreation
  students) of professional practice over a period of 10 to 15 consecutive weeks, for no less than 30 hours
  per week/no more than 40 hours per week.
- completing Weekly Progress Reports.
- submitting signed copies of the Midpoint and Final Internship Performance Assessment Forms
  completed by the Agency Supervisor after discussion with and agreement by the intern.
- developing and completing a Special Project in cooperation with their Agency Supervisor.
- meeting with their Agency Supervisor and the University Supervisor during a routine visit at their
  placement agency. Alternative arrangements are made for those interns based outside the Washington,
  D.C. metropolitan area.
- presenting an overview of their internship site work experience and special project at a mandatory closing
  panel session attended by all working interns, University Supervisor(s), Departmental Internship Program
  Coordinator, relevant faculty advisors and other staff members, as warranted toward the end of the
  synthesis course. Other arrangements may be made if the placement site is located outside the
  Washington D.C. metropolitan area.
- submitting an internship portfolio which encapsulates the cumulative experience of their internship.

Grading Scale
The University Supervisor assigns the grade based on the intern meeting the above course requirements. The grade
will be either ‘Satisfactory’ (S) (reflecting a C grade or better for undergraduates) or a ‘No Credit’ (NC, which is
equivalent to a failing grade). Any intern receiving a NC grade for their overall performance in their internship
program will be required to begin a new internship, including re-enrollment and repayment for the 12-credit hours.
All coursework and requirements must be completed before the conferral date for graduating seniors.

TENTATIVE COURSE SCHEDULE
Mondays throughout the Internship – Submit weekly reports on Blackboard “Discussion Board” each week

200 hours into the internship – 1) Fax or email scanned Mid-point Evaluation after the Site Supervisor goes
over the report with you and both of you sign it

          2) Contact me to set up a Site Visit for approximately one hour with your site
supervisor if you are local and by telephone if you are out of the area

Panel Session to faculty reviewing the internship site work and mostly discussing on power point about the
special project (15 minutes per presentation) POR and TR interns and faculty in a TBD class prior to the end of
the semester.
Within a 15 minute period, the power point presentation should cover the following as listed below. Criteria to be sure to include are:

1) Presents overview of internship agency, services, personnel, onsite supervisor, etc.
2) Describes internship responsibilities;
3) Presents challenges faced during internship;
4) Describes completely the special project;
5) Explains what was learned from this experience and how it will be applied to their career;
6) Demonstrates good oral presentations skills;
7) Other (e.g., uses of technology effectively);

Comments:

Note: Faculty reserves the right to alter the schedule as necessary.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See http://academicintegrity.gmu.edu/honorcode/].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See http://ods.gmu.edu/]
- Students must follow the university policy for Responsible Use of Computing [See http://universitypolicy.gmu.edu/1301gen.html].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students’ personal experience and academic performance [See http://caps.gmu.edu/].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See http://writingcenter.gmu.edu/].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See http://rht.gmu.edu].

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.