

**GEORGE MASON UNIVERSITY**  
**College of Education and Human Development**  
**School of Sport, Recreation and Tourism Management**

PRLS 241- Recreation Management Practicum  
3 Credits  
Spring 2023

**Faculty:**

Name: Brenda Wiggins, Ph.D.

Office Hours: Remote

Office Phone: 703.993.2068

Email Address: bwiggins@gmu.edu

**Prerequisites:** RMGT 210 or SRST 200

**Notes:** Serves as a capstone for RMGT *minors* who have completed all requirements but RMGT 410.

**Course Description:**

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

**Course Delivery Method:**

This course will be delivered using an internship format.

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This course will be delivered using an internship format online (76% or more) using an asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available the week before classes begin.

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

*Technical Requirements*

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

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supportedbrowsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supportedbrowsers).
- To get a list of supported operation systems on different devices see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#testeddevices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#testeddevices-and-operating-systems).
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.

### *Expectations •*

#### Course Week:

Because asynchronous courses do not have a “fixed” meeting day, our week will start on the first day each week reporting to the practicum site.

- Log-in Frequency:  
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 2 times per week.
- Participation:  
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:  
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:  
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:  
Please be aware that this course is self-paced for the semester.
- Instructor Support:  
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- Netiquette:  
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must

always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.

- Accommodations:

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

### **Course Objectives:**

This course is designed to enable students to do the following:

1. Experience various aspects of facility operation (staff, organizational structure, funding base, clientele, budget, etc.).
2. Gain administrative, leadership and/or programming experience in the provision of parks and outdoor recreation/ therapeutic recreation services.
3. Gain experience in the development, maintenance and/or management of parks and outdoor recreation/ therapeutic recreation services.
4. Develop new understanding of internship and career prospects in the field of recreation management: parks and outdoor recreation, therapeutic recreation.

### **Professional Standards:**

Further, upon completion of this course, students will meet the *Council on Accreditation of Parks, Recreation, and Tourism Related Professions* (COAPRT) professional standard:

7.04: Students graduating from the program shall demonstrate, through a comprehensive internship of not less than 400 clock hours (560 for TR) and no fewer than 12 weeks (PRLS 490), the potential to succeed as professionals at supervisory or higher levels in park, recreation, tourism, or related organizations.

### **No Required Texts**

### **Course Performance Evaluation**

Students are expected to submit all assignments on time in Blackboard.

### **Assignments:**

Prior to being able to begin earning the practicum credits, the student will submit Practicum Forms which includes an Experiential Learning Packet via email to the Internship Coordinator for approved signature in the Dean's Office. The instructor of record for RMGT 241 will be informed when the paperwork has been approved.

Second, required on a weekly basis, uploaded *Students Hours Plus* created from the Weekly Log template at the bottom of the syllabus.

- 1). On the same day each week submit on Blackboard the number of hours worked for the past week, *along with*
- 2). The kinds of tasks you performed and categorized, limit of 2-3 tasks, *and* 3).  
What you plan to do for the next week at the site.
- 4). Keep a running total of hours completed on the *Students Hours Plus* form on Blackboard.

### **Grading:**

At the conclusion of this practicum field experience, the on-site supervisor will attest to the satisfactory completion of 10 – 12 weeks work with the chosen site plus a minimum of **120** hours of performance. The student will then receive a grade of “Credit” for satisfactory completion of 120 consecutive hours of required field experience over 10 – 12 weeks and **submission of a log of weekly tasks completed**. See end of the syllabus for a description. A grade of “No Credit” will be entered if the student fails to complete the 120 hours of consecutive 10 – 12 weeks of required field experience in a manner considered satisfactory by the on-site supervisor.

Depending upon the individual administrative procedures of the practicum site, the on-site supervisor will see the tracked hours logged by the individual student to meet the 120-hour practicum requirement. In addition, depending upon the existing evaluation and personnel procedures of the practicum site, the on-site supervisor may develop a procedure to provide ongoing feedback and evaluation to the individual practicum student. **All supervisors will sign the final log and should offer comments at** the completion of the practicum experience. To the extent any additional evaluation materials are produced, at the discretion of the on-site supervisor, they will be made available to the student and instructor of record for RMGT 241.

Lastly, under the direction of an on-site supervisor, the student will complete 120 hours of field experience over 10 to 12 weeks and satisfy the course objectives while meeting the needs of the facility. During RMGT 241, the focus is on providing each student with practical experience in such areas as programming and/or facility management.

### **Grading Scale:**

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

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

### **Professional Dispositions**

See <https://cehd.gmu.edu/students/policies-procedures/>

### **Class Schedule**

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

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

### **Core Values Commitment**

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

### **GMU Policies and Resources for Students *Policies***

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/>).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboardinstructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

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

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

Assignment Information:

See [example](#) of Practicum Log template **below** to copy and paste for Blackboard:

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**Student Hours Plus Tasks for RMGT 241**  
 Spring 2023

Name of Practicum Student: ...

Cell #: ...

Site of Practicum: ...

Site Supervisor: ...

Completed Hours to date: [This is updated weekly with accumulated hours to date](#)

Date	Number of hours this past week both by day and total	Task <i>Example: Coaching</i>	Task <i>Example: Administration</i>	Plans for next week
Week One: <i>Date: example</i> Wed. Feb.1  <i>Date: example</i> Fri. Feb. 3	7  3 <b>10 hours total</b>	Leisure coach today at Frying Pan Farm Park  Leisure coach and training	Inventoried camp site	Begin planning virtual special event
Week Two: <i>Date: example</i> Wed. Feb. 8	10  <b>10 hours total</b>	Leisure coach and coming up with inclusion plans for the virtual campers' parents, counselors, and staff	Trip to outlets for supplies	Zoom Meeting with major vendors
Week Three: ...				
Week Four:				
Week Five:				
Week Six:				
Week Seven:				
Week Eight:				
Week Nine:				

Week Ten:				
<b>Total Hours</b>	120			

**Signature** of site supervisor confirming final total hours: -

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**Additional Comments by site supervisor:** (Optional). [Encourage comments from him or her](#)

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

