Students need to use this practicum manual with the RECR 3970 Course Syllabus.

Course Description: This is a 90-hour, minimum 4-week, structured practical experience working in recreation, parks, or therapeutic recreation. This course allows students to apply concepts learned in the classroom and to explore career opportunities. This experience will be under the supervision of an agency professional and Metropolitan State University of Denver faculty member.

Prerequisites/Co-requisites: RECR 2110 or permission of the instructor

Purpose of the Recreation Professions Practicum: The purpose of the practicum is to provide students with an opportunity both to explore career options within the field of recreation and to expand their professional skills.

Agency Selection: The selection of the agency used for the student placement is critical to the success of the practicum. Students should consider the following in their selection process:

1. What are the goals and objectives for my practicum and how can the agency help me achieve them?
2. Will the agency provide an opportunity for me to expand my professional skills?
3. Will the agency provide an opportunity for me to explore career options?
4. Will an agency supervisor be available and willing to provide me with feedback and guidance?
5. Is the agency conveniently located?
6. Does the practicum work schedule meet my needs?

Types of Responsibilities for a Practicum: Since the practicum is an opportunity for students to explore and expand their skills, it is essential that students seek a placement that can achieve that end result. Unacceptable placements include, but are not limited to, custodial work, solely working the front desk, life guarding, sales, jobs not reflecting parks and recreation, and jobs where the student has already mastered the skills.

In cases where a student is employed at an agency and has already mastered the skills of their position, the job may be used as a practicum only if a plan is developed whereby the student's job is expanded/enhanced. The agency supervisor, university supervisor, and student should jointly work on an acceptable job description.

Types of duties, which students may participate in, include, but are not limited to:

1. Observation
2. Assisting with leadership
3. Program development
4. Program administration, possibly to include record keeping, evaluation, registration
5. Administrative duties, possibly to include research, budgeting and billing, development of manuals and resource materials
6. Assessment and client documentation
The RECR 3970 course instructor, prior to the start of the experience, must approve the practicum placement. The Agency Information and Approval Form, which includes the review and signature by your agency supervisor, is due to the RECR Practicum Instructor, identified and named during the spring semester pre-practicum meetings, NOT LATER THAN midnight on the SECOND TUESDAY IN JANUARY, MAY or SEPTEMBER. The following other forms are due at that time:

- Memorandum of Understanding
- Workmen’s compensation form (available for download from the MSCD Human Resources website)
- Hepatitis B form
- Photo and Video form

NO LATE FORMS WILL BE ACCEPTED, EXCEPT UNDER APPROVED SPECIAL CIRCUMSTANCES. Students without forms submitted on time will need to complete their practicum the following summer. RECR 3970 is offered each semester.

Assistance in Selecting a Practicum Site: Students should first begin to define the broad area of interest for their practicum such as therapeutic recreation, state parks, city parks and recreation, commercial recreation, non-profit recreation, etc. Then, within this broad category, students need to determine what goals and objectives are important to them and then seek an agency to meet those criteria.

How Do You Find Agencies? The first step would be for the student to consult websites of agencies and job notebooks located in West Classroom 239. If the student still needs guidance toward an appropriate agency, it is suggested that he/she consult with the Recreation Professions faculty for direction.

Requirements:
Students are reminded that a grade of “C” or higher is required in RECR courses. If the student does not need the minimum requirements for a “C”, they will fail the course with a grade of “F”. Since the practicum is only offered in the summer, repeating the course the following summer may significantly delay a student’s graduation.

GRADE OF C
Students are required to complete the following in order to receive a “C” grade:

1. Completion of required forms prior to start of practicum (agency approval form with agency supervisor review and signature, memorandum of understanding, worker’s compensation, Hepatitis B, Photo and Publicity form)
2. Completion of 90 documented hours of experience, working at least four weeks minimum (a minimum of 4 weekly logs are required), by the last day of scheduled classes.
3. ON TIME, posting of time and task log by MIDNIGHT every Tuesday of a proceeding work week
   • LATE logs may not be accepted and can result in extending the practicum or failure of the course
4. Final evaluation, reflecting minimum average competency (33 points), completed by supervisor. Students with final evaluations reflecting LESS THAN 33 points will not pass the course.
5. On-going journal (written each day of practicum hours but posted by electronic deadline at end of course in the designated assignment box) that not only describes what you did but also discusses your reactions and thoughts
regarding the field experience duties. This is a separate assignment, posted at the end of the course (see due date on syllabus) that needs to have personal thoughts and reflection of the entire practicum experience. LATE POSTING OF THE ASSIGNMENT WILL NOT BE ACCEPTED, AS THE ASSIGNMENT BOX WILL AUTOMATICALLY CLOSE AT DEADLINE. Since this is a required assignment to receive a grade of “C”, not posting this assignment in time will result in failure of the course.

GRADE OF B
In addition to the above for C grades, students who want to contract for a “B” grade need to complete the following:

1. Typed summary of interviews of two professionals working in the agency to find out what their job entails, including the highlights and challenges of their positions. Students should develop a set of interview questions prior to scheduling an interview appointment. Refer to the course syllabus to determine the deadline for electronic posting.
   Quality Expectations: Each interview summary needs to be:
   • Written in complete sentences, in a narrative format
   • Demonstrate thoroughness of content and appropriate organization
   • Proofread, demonstrating technical accuracy
   • Approximately two pages (each interview: total 4 page paper)
   Failure to meet the above quality standards will result in non-acceptance of the paper and the student receiving a lower final grade.

2. Final evaluation, reflecting minimum competency, between 33-55 points, completed by supervisor

GRADE OF A
In addition to the above for B and C grades, students who want to contract for an “A” grade need to complete the following:

1. Typed summary of the content and your reaction to a department meeting of which you attended. See course syllabus for deadline for electronic posting.
2. Typed summary of either a community meeting you attended (discussing content and your reaction) or an in-service you attended (discussing content and your reaction). See course syllabus for deadline for electronic posting.
   Quality Expectations: Each assignment needs to be:
   • Written in complete sentences, in a narrative format
   • Demonstrate thoroughness of content and appropriate organization
   • Proofread, demonstrating technical accuracy
   • Approximately two pages each assignment
   Failure to meet the above quality standards will result in non-acceptance of the paper and the student receiving a lower final grade.

3. Final evaluation, reflecting minimum competency, between 33-55 points, completed by supervisor. Students with evaluations below 33 points will not pass the course.

All assignments should be titled (e.g., Interview, Community Meeting, In- Service), with your full name.
Students that do not meet the minimum requirements (C level) will receive a failing grade for the course. This includes needing to score a minimum of 33 points on your final evaluation completed by your site supervisor. Refer to your course syllabus for deadlines to posting course materials

“To Do” Checklist:

_____ Submitted agency information and approval form, with agency supervisor signature, to university supervisor (due by Midnight on second Tuesday of semester)

_____ Submitted a signed memorandum of understanding

_____ Submitted appropriate information for Hepatitis B to university supervisor (due by Midnight on second Tuesday of semester)

_____ Submitted last page of worker’s compensation form to university supervisor (due by Midnight on the second Tuesday of semester)

_____ Submitted photo and publicity form (due by Midnight on second Tues. of semester)

_____ Weekly Time and Task Log (for semester use) saved electronic copy

_____ Copy of practicum manual provided to agency supervisor with a copy of the practicum letter and evaluation form highlighted
Agency Information and Approval Form
(Due not later than Midnight on the second Tuesday of semester. Typed Only: No Handwritten Documents)

Date Form Submitted ___________________ Semester of Practicum ___________________

Name of Student ___________________________ Phone Number ___________________

Student MSU Denver E-Mail (required): __________________________________________

Name of Practicum Agency __________________________________________________

Mailing Address of Agency ____________________________________________________
____________________________________________________________________________

Name of Immediate Supervisor ___________________________ Title: ___________________

Phone Number __________ E-Mail: _______________________________________________

Review by Agency Practicum Supervisor: The student has provided me with a copy of the
student practicum manual, including the letter for practicum supervisors. I agree to provide the
student with on-going feedback during the semester and will provide written comments on the
weekly log form, required by students for each week that they accrue practicum hours.

I understand that the student must score a minimum of 33 points on their final evaluation for
the course, that I will grade the student fairly based on their performance, and submit the form
before deadline by FAX to 303 556-3439. I will review the evaluation with the student and
provide the student with a hard copy in a sealed envelope prior to deadline.

I will contact the MSU Denver faculty member in a timely way if a student’s performance is
problematic (303 556-3130).

____________________________________________________________________________

Signature of Agency Practicum Supervisor                  Printed Name of Agency Practicum
Supervisor

Description of Practicum Responsibilities at the Agency:

Have you been or are you currently employed at this agency? ____ No ____ Yes (if yes, describe
how the practicum placement will be expanded/enhanced to increase your learning).

Remuneration: ___________________________________________________________________

Behavioral Objectives (describe what you will achieve): At the conclusion of this practicum, I will
be able to:

1. __________________________________________________________________________

2. __________________________________________________________________________

3. __________________________________________________________________________

If this placement is not approved, the university supervisor will contact you via e-mail within 7
working days of receipt of this form.
MSU Faculty Supervisor Name: __________________________

TYPED Weekly Practicum Report  Week # _____  Submission Date: __________

Student: ___________________________ Agency: __________________________

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<th>Log start date: _______</th>
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<th>Total hours/week: _______</th>
<th>Running total hours: _______</th>
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<td>Saturday, Description of Duties</td>
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Hours Subtotal

Supervisor's Comments (required)  CHECK: _____ making adequate progress  _____ not making progress

Narrative Comments:

Supervisor's Signature (required) ___________________________ Date: ________
MSU Faculty Supervisor Name: __________________________________
Student Name: _______________________________________________

Practicum Evaluation Form
(Must be submitted to university supervisor by Midnight on: August 1, 2014)
1. STUDENT: UPLOAD THE COMPLETED EVALUATION TO ASSIGNMENT DROPBOX
2. SUPERVISOR: FAX A SIGNED ORIGINAL To the attention of the MSU faculty practicum supervisor, 303 556-3439

In order for the student to understand their strengths and weaknesses, we require the following evaluation to be completed based on their performance throughout the semester. This evaluation should be given back to the student for him/her to upload to the Assignment Dropbox and the SUPERVISOR SHOULD FAX a signed original to the attention of the MSU faculty supervisor 303 556-3439.

Use the following scale to rate the student on each trait:
5 = excellent (always above what is expected)
4 = good (consistently above what is expected)
3 = average (does what is expected)
2 = below average (sometimes does not meet what is expected)
1 = poor (frequently does not meet what is expected)

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<td>Attendance</td>
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<td>Punctuality</td>
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<td>Follows Instructions</td>
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<td>Willingness to Learn</td>
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<td>Asks Appropriate Questions</td>
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<td>Demonstrates Professional Traits</td>
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<td>Ability to Cooperate</td>
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<td>Demonstrates Appropriate Personal Traits</td>
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<td>Optional - Other:</td>
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Please comment on the student’s performance:

Supervisor Printed Name: __________________________________________
Supervisor's Signature: _______________________________ Date: __________
Agency: ____________________________________________________________________
Letter to Practicum Supervisor

Dear Practicum Supervisor:

The Recreation Professions Program at Metropolitan State University of Denver requires majors/minors to complete a practicum experience as part of their educational program. The practicum is typically a junior year experience when the student has the opportunity to explore the recreation and parks field through an experiential experience. This experience can be voluntary or paid. The course, RECR 3970, requires the student to complete a minimum of 90 clock hours over at least 4 weeks doing tasks such as:

1. Observation
2. Assisting with leadership
3. Program development
4. Program administration, possibly to include record keeping, evaluation, registration
5. Administrative duties, possibly to include research, budgeting and billing, development of manuals and resource materials
6. Assessment and client documentation

The student has met the minimum requirements for the practicum experience of which include completion of the RECR 2110 (Leadership) class or permission of the instructor, demonstrating prior work or competence.

It is suggested that the student applicant go through a screening process, including review of their goals and objectives to ensure a “good fit” with your agency as well as a background check. You will be required to provide on-going supervision of the student, signing-off on the student’s report form for weeks that they have accrued hours, and completion a final evaluation of the student’s performance at the end of the practicum experience. This needs to be faxed in by you, reviewed with the student, and the student provided a copy in a sealed envelope.

The Recreation Professions Program sincerely appreciates your dedication to recreation and parks by providing students with pre-professional experiences. Should you have questions or problems, please contact the Recreation Professions faculty at 303 556-3130.

Best regards,

Kate
Catharine F. Bishop (Kate), Ph.D.
Assistant Professor and Program Coordinator
cbisho21@msudenver.edu
303-352-4491

Kim
Kimberly A. Collins, M.S.
Adjunct Faculty
kcolli41@msudenver.edu
812-521-3611
Memorandum of Understanding
to be reviewed and signed off by the student

I have reviewed the Practicum Manual and will review the RECR 3970 course syllabus, which provides due dates and explanations for assignments. I understand that this course is only offered during the summer semester and is a requirement for the RECR major and minor. It must be passed with a “C” grade or better, or it must be repeated.

I have read the Practicum Manual that describes requirements to get a grade of “C”, “B” and “A”. If I do not meet the minimum requirements to receive a “C”, I will fail the course with an “F”. I will abide by submission deadlines as indicated in the course syllabus. I have received a copy at the pre-practicum meeting and can review this continuously online.

I will follow performance guidelines as outlined by the agency practicum supervisor. I realize that to pass this course I must score a minimum of 33 points on the required portion of the final evaluation.

I will abide by the policies and procedures, including ethical guidelines, outlined by Metropolitan State University of Denver.

___________________________________________
Student Signature
___________________________________________
Date

___________________________________________
Student Printed Name