

FRESNO STATE

Recreation Administration

Student Handbook



2016 -2017

Updated 06/27/2016

California State University, Fresno

Department of Recreation Administration

Welcome! The faculty of the Department of Recreation Administration (RA) welcomes you as you begin exploring opportunities available in the recreation, parks, and tourism field. We are excited to assist you in your journey as you seek a career path in this very rewarding profession.

The following information is intended to assist you throughout your experiences in the Department. Faculty members are committed to excellence and have high expectations for all students. This handbook will explain those expectations, department policies, and provide general information. Please familiarize yourself with its content. At any time, if you have questions not answered here, PLEASE ASK!

“Choosing to study recreation was one of the best decisions I made in my life. Recreation careers enable students to have a positive impact in their communities, environment, work, and the lives of others.”- Kesa Channoy, 2011

INTRODUCTION

The Department of Recreation Administration was established at Fresno State in 1959. The Department offers an undergraduate degree in Recreation Administration for individuals committed to the recreation, parks, and tourism profession. As a faculty, we believe self-determined, full engagement in leisure provides a valuable foundation for a high quality of life for all people. Opportunities for such engagement are provided by government, non-profit, and commercial entities so that a full range of services are made available that include choice of activity, cost, time, location and level of instruction or involvement.

The recreation and tourism profession comprises the second largest industry in the United States. Our graduates are leaders in a wide variety of recreation settings including: city and county agencies; state and federal parks; youth agencies; non-profit agencies; camps; detention centers; resorts; membership clubs; travel and tourism; hotel guest services; employee services; armed forces recreation; convention and visitor bureaus; stadiums and arenas; outdoor adventure programs; special event companies; sports clubs; rehabilitation and psychiatric hospitals; and programs for people with disabilities.

It is our mission to prepare students in the breadth and depth of the leisure service industry and profession. Our nationally accredited curriculum centers on relevant project-based and experiential learning methods designed to foster career preparation. Students graduating from our department will be able to implement recreation programs and manage facilities serving diverse populations.

CURRICULUM

“CSU Fresno offers a Recreation program that will prepare you for your future career in the recreation industry. You will leave feeling confident in both yourself and your skills.”- Erica Banta, 2013

Our curriculum is accredited by the Council on Accreditation: Parks, Recreation, Tourism and Related Professions (COAPRT). Additional information about our accreditation may be found at <http://www.nrpa.org/coaprt/>. The Department offers a Bachelor of Science degree and a Minor in Recreation Administration as well as four certificates.

The faculty is committed to providing a high quality professional preparation program in recreation, parks and tourism, founded on a competency based curriculum. Our graduates acquire specific competencies as identified by practitioners, our advisory board, faculty, and COAPRT. These competencies are related to leadership, program planning, recreation and leisure oriented activities, budgeting & financial management, evaluation of programs, personnel administration, professional ethics and philosophy, research techniques, public relations and marketing, communication skills, organizational systems, laws and legislation, facility planning and management, administration, and therapeutic techniques.

Professional preparation is provided within the major for five distinct emphasis areas: **Adventure Recreation and Tourism, Commercial Recreation and Event Planning, Community Recreation and Youth Services, Sports and Entertainment Facility Management, and Therapeutic Recreation.** Students develop specific competencies in the areas of marketing, program planning, supervision, and facility management, plus, depending upon their emphasis, either business administration, outdoor recreation management, or community and youth services. Students in the therapeutic recreation acquire specific competencies related to physiology, life span development, foundations of therapeutic recreation service, methods in therapeutic recreation, abnormal psychology, facilitation techniques and individual and small group counseling. Please see visit our website for specific course requirements for each emphasis area.

At the completion of their studies, students complete a 12 unit, full-time internship with an approved agency under the guidance of a qualified professional. The internship setting is dependent upon the student's emphasis.

Minor

Students may also opt for a minor in Recreation Administration by taking 24 units of core and elective courses. Students completing the minor develop a basic knowledge of leisure services management that has application in many fields. Consult the California State University, Fresno catalog for specific course requirements.

Certificates

The Department offers four certificates (12-16 units). These are designed to enhance professional preparation skills in specific areas. All coursework to be applied to certificates must be completed with a C or better. Students complete an application after completion of all coursework applicable to certificate. You do not have to be a recreation major to complete a certificate, and students in any emphasis may earn any certificate. All certificates include enrollment in RA 115 concurrent with the core course of the certificate. RA 115 requires the completion of 75 hours of service related to the certificate area. Specific course requirements for each certificate may be found at www.fresnostate.edu/chhs/recreation/about/certificate-programs.

Adventure-Based Programming

This certificate program is designed for students pursuing a professional interest in perceived risk and wilderness activities within settings such as youth organizations, church groups, travel and tourism, and schools and colleges. Adventure education is explored through courses using group initiative and perceived risk activities to foster personal development. The certificate prepares students to facilitate ropes courses, climbing walls, mobile initiative courses, and natural resource-based pursuits such as rock climbing, backpacking, cross-country skiing, and other outdoor activities. Recreation majors in the Adventure Recreation and Tourism emphasis can earn this certificate with just 3-4 additional units of courses.

Serving At-Risk Youth

The certificate in Serving At-Risk Youth is designed for students pursuing an interest in youth based and community organizations such as schools, human service agencies, city and county recreation programs, and alternative education programs. Courses will provide an overview of the critical issues facing youth and the service concerns associated with meeting their needs. Students will explore environmental, societal, family, and school influences on today's youth. Hands on experience will provide students with the opportunity to compare theory to practice. Recreation majors in the Community Recreation and Youth Services emphasis can earn this certificate with just one additional three unit course. This certificate is also ideal for students majoring in areas such as liberal studies, sociology, criminology, and psychology.

Special Event Planning

The certificate in Special Event Planning is designed to prepare students to plan large community events such as street fairs, community festivals, convention center events, major fund-raising events, corporate events, and joint sponsorship events. The certificate is appropriate for those students seeking employment in community based recreation agencies, corporate recreation, community non-profit organizations, convention centers, and any business dealing with special event planning. Recreation majors in the Commercial Recreation and Event Planning and Community Recreation and Youth Services emphases can earn this certificate with just one additional three unit course. Students from many majors such as business, marketing, sociology and public health also find this certificate useful.

Sports and Entertainment Facility Management

The certificate in Sports and Entertainment Facility Management is designed to prepare students to work in arenas, stadiums, performing arts centers, convention centers, and other public assembly facilities. These facilities may host sports events, concerts, cultural arts events, holiday events, family shows, trade shows, conventions, and other events. RA majors in the Sports and Entertainment Management emphasis can earn this certificate with just one additional three unit course. This could also be an ideal certificate for students who major in Business, Mass Communications and Journalism, Theater Arts, or other majors.

COMMUNICATION WITH STUDENTS

The department uses three main methods to communicate with students. First, instructors regularly provide students with announcements at the beginning of classes to keep students informed of department events, volunteer/job opportunities, scheduling changes, etc. Secondly, the department uses a student listserv to share important department announcements and volunteer opportunities. Students are added to the listserv once they fill out the *Recreation Administration Major Advising Information* form, typically done during their first advising appointment. Students may also request to be added to (and removed from) the listserv by contacting the department office. Finally, part-time and full-time job announcements are posted on the department Facebook Fan Page (www.facebook.com/FresnoStateRecAdmin) along with student, faculty, and alumni achievements. Job announcements and other profession-related information can also be found on the RA bulletin board, across the hall from the RA office.

SCHOLARSHIPS

Students are encouraged to pursue scholarship opportunities through the Scholarship Office in Joyal. The department has one annual scholarship, the *Cynthia Goddard Endowed Scholarship*. This scholarship honors the memory of Cynthia Goddard, an exceptional student and service minded individual who died from cancer two years after her graduation from CSUF. Applications are accepted throughout the year until April through

the CSUF Scholarship Office <http://www.fresnostate.edu/studentaffairs/scholarships/>. This scholarship requires a minimum GPA of 3.5 plus a record of outstanding community service in health related areas.

In addition, the California Parks and Recreation Foundation and the CPRS District VII Board, post annual calls for applications. Other professional organizations occasionally offer general scholarship and/or conference scholarship opportunities as well. Information about these opportunities is provided in class, posted on bulletin boards, the Facebook page, or forwarded to students via the RA student listserv.

PRE-INTERNSHIP EXPERIENCE

“A critical part of developing in this field of work is being involved and volunteering. I know that being a college student is time consuming and financially straining, but volunteer whenever you can. Volunteering will give you experience, connections for future employment, recommendations and will allow you to build your resume.” - Travis Cope, 2011

Entry level positions for most agencies in the recreation industry require a minimum of one year experience in addition to a degree. Prior to internship, students are required to have a minimum of 200 hours of paid and/or voluntary experience within their emphasis in the recreation, parks, tourism, hospitality, sports, and/or entertainment industry. To ensure a well-rounded experience, hours should be obtained from a variety of agencies and types of positions within the students' emphasis. Students should consult with their faculty advisor to verify that a paid or voluntary experience will count toward this requirement. Experience may date back to high school graduation or five years, whichever is most recent.

While 200 hours is the required minimum, **1000 hours are recommended and expected**. Any hours the student is required to complete as part of RA courses will count toward the 1000 hours (hours completed as part of an RA course may count toward the required 200 hours if those hours are approved by the student's advisor as relating to the student's emphasis). The 1000 hours may encompass experiences within the recreation industry outside of the students emphasis (i.e. a commercial recreation and event planning student could get credit for working at an afterschool program).

“Outside of the classes what helped me the most was the emphasis that the department had on obtaining experience during my time at Fresno State. Because they expected me to obtain so many hours of internship/volunteer experience I was able to increase my recreation experience. One thing I've noticed is recreation agencies require a lot of experience. I've been able to gain experience in a lot of different areas of interest and not only did it help improve my resume it also helped me learn what direction I wanted to pursue.” - Javier Ramirez, 2010

In order for hours to be counted, there must be documentation in the student's file. Students should request verification from their agency supervisor as soon as possible to minimize a delay (a letter on agency letterhead is sufficient). A sheet outlining the necessary information is available in the Department office and at <http://www.fresnostate.edu/chhs/recreation/>. If the supervisor is no longer available, students are encouraged to go to the human resources department at the agency.

Acceptance of hours is at the discretion of the Department faculty. Students should consult with their faculty advisor if they have any questions. Final verification of hours will occur during RA 180.

Qualified Experiences

The hours are to be completed in a variety of recreation agencies or businesses identified within the recreation, parks, tourism, hospitality, sports and entertainment industries. The hours must represent an appropriate variety from the student's emphasis.

Breadth of Experiences

"Even though I had a great deal of experience, most of the experience that I had prior to graduating was all in the same area, and I wish I had expanded more. Your professors give you this advice – get experience – listen to them." - Brian Westbay 2010

The hours should offer the student a variety of experiences and not be completed in just one or two settings or with just one or two age groups. It is recommended the student complete 1,000 hours in the following categories:

- 50-500 public recreation setting (federal, state, county, city, special district, university).
- 50-500 non-profit setting (YMCA, YWCA, Boys & Girls Club, church, scouting, corporate/employee, youth service agency, senior center, or camps).
- 50-500 commercial setting (outdoor/outfitter, entertainment, theme park, resort, convention center, stadium or arena, travel/tourism, hospitality, or retail).
- 50-200 second or third agency and/or business in the categories mentioned above
- 20-200 *professional development/specialization/general.

*This category will include:

- Elected position or chair of the Student Recreation Association or Sports and Entertainment Mgmt Club
- Attendance at a professional organization meeting such as: California Park and Recreation Society District VII or other professional association.
- Attendance at a professional conference
- Additional hours completed in excess of the categories listed above which a student may want to develop a specialization.
- Other agencies in the recreation and human services field as approved by the Department faculty.

Examples of Qualified Experiences

Adventure Recreation and Tourism

- Ropes Course/Experiential Education Facilitator
- Organized Camping Director
- Adventure Guide and Commercial Outfitter (backcountry, whitewater)
- Outdoor and Environmental Educator (e.g., outdoor science schools)
- Ecotourism (environmental planning, tour guiding)
- Forestry (interpreter, recreation planning)
- Nature Center manager/interpreter

Commercial Recreation and Event Planning

- Tour Manager/Guide
- Program Development, Supervision, and/or Instruction at a commercial recreation agency
- Marketing Development and Implementation at a commercial recreation agency
- Facility Management Guest Services

- Special Event Assistant or Coordinator

Community Recreation and Youth Services

- Afterschool Program Staff
- Camp staff
- Sports Coaching/Officiating
- Activity Specialist (arts, crafts, drama, music, dance, exercise, games, environmental education)
- Aquatics (life guarding, swim instruction, pool management)
- Special Event Assistant or Coordinator
- Church Youth Coordinator (when leading recreation activities)
- Student life, Campus Recreation or Residence Assistant
- Ropes Course Staff

Sports and Entertainment Facility Management

- Special Event Assistant or Coordinator at a stadium or arena
- Public Assembly Facility Crew
- Box Office/Ticketing Assistant
- Venue Operations Assistant at a SEFM venue
- Venue Marketing Assistant at a SEFM venue
- Venue Management Guest Services at a SEFM venue

Therapeutic Recreation

It is recommended students gain experience with two or more of the populations below in multiple settings

- Developmental Disabilities (Community Recreation, Intermediate Care Facility, State Hospital)
- Older Adults (Senior Center, Assisted Living, Skilled Nursing Facility)
- Mental Health (Inpatient, Outpatient, Intermediate Care Facility, State Hospital, Correctional Facility)
- Physical Disabilities (Community Recreation, Inpatient, Outpatient)

INTERNSHIPS

Students take either RA 184 (Internship in Recreation, Parks and Tourism) or RA 187 (Internship in Therapeutic Recreation) in their last semester prior to graduation. This is a full-time commitment to an agency for a minimum of 35 hours per week for 15 consecutive weeks (38 hours per week for Therapeutic Recreation students). All other major, general education, and elective coursework must be complete prior to the internship. The internship is an opportunity to gain practical experience while learning about the profession under the mentorship/supervision of a professional. No other coursework is taken during this semester. In order to be eligible to register for RA 184/187, the minimum 200 hours of pre-internship experience must be complete and approved.

It is not required that a student receive compensation for the completion of the internship placement; however, the Department realizes the financial hardship placed upon the student to complete the internship, therefore, arrangements for compensation can be made between the student and the agency and generally do not involve the Department. In such cases, the student may be compensated for up to twenty (20) hours work per week. If an agency agrees to compensate the student, the agency is responsible for all employment rules, regulations, and laws. If monetary compensation is not possible, the agency may agree to provide room and/or board,

and/or vehicle mileage, and/or payment to workshops, seminars and conferences. Students may submit a petition to the faculty requesting approval for payment beyond twenty (20) hours per week.

Internships may be completed at an approved site anywhere within California. A list of approved internship agencies is made available to students in RA 180. Students are encouraged to select from this list, however, students do have the option of applying for an internship at a new agency. Students may apply for an out of state internship if they achieve a major GPA of 3.3 and a Fresno State cumulative GPA of 3.0. Please refer to the *Recreation Administration Internship Manual* for complete information at www.fresnostate.edu/chhs/recreation/policies-forms/index.html.

Internships typically occur during either fall or spring semester. Summer internships are limited and should not be anticipated. The criteria for consideration of a summer internship is: 1) acceptance to graduate school the following fall; 2) member of ROTC with deployment orders for the fall; 3) unique summer-only internship experience. The availability for summer internships is determined on a year-to-year basis and is outside of department control.

“You will probably hear this over and over again, but don’t procrastinate while searching for an internship. The process can take a while and deadlines will come faster than you realize. It is important also to keep your options open. Don’t have your heart too set on only one agency; things sometimes fall through so it’s wise to have a solid back up. It is very hard to find a well-paying internship, so you should start saving money now in order to make life a little easier if you are working unpaid 40 hour work weeks.”- Travis Cope 2011

RA 180 is taken the semester prior to internship. This course provides the framework for assisting students to select the appropriate internship experience and prepares students for their internship. In order to receive permission to register for RA 180, students must meet with their advisor and provide their advisor with the current DARS showing that all courses (with the exception of RA 180 and RA 184) is in progress, complete, or has been registered for. At this time, students should also be prepared to verify the completion (or work toward completing) the required 200 hours of pre-internship experiences and their progress toward documenting those hours.

“Go for the one [internship] that will take you the farthest. You will be a skillful worker and can greatly benefit a recreation agency upon completion of your classes. Be sure to choose the one that can be the stepping stone to your career endeavors, the agency you intern at can really help you get to where you want to be. Select the one that can offer you the most learning opportunities.”- Kellen Dart, 2013

SENIOR CELEBRATION

The ultimate goal... Graduation! Each May, at the end of finals week (on the day before the University Commencement), the department holds its graduation ceremony. Since the university only holds commencement in May, the department uses its *Senior Celebration* to honor students who are graduating that May, as well as those who will be completing internships in August and December (students who are in 180, 184, and 187 during the spring semester). A student is selected by their peers to serve as the class speaker and students also vote on whether or not to wear regalia to the event. Date and time information, as well as other information students need to share with family is distributed in RA 180, 184, and 187.

Facilities Planning and Operations; Sports & Entertainment Facility Management; Sports & Entertainment Facility Booking, Promotion, and Box Office Operations; Sports & Entertainment Facility Operations
Advisor: Sports and Entertainment Facility Management; Certificate in Sports and Entertainment Facility Management

Research Interests: Alcohol and Drug Use Among Former Elite Athletes; Facility, Crowd, and Security Management Issues at Sport and Entertainment Venues; Fan Satisfaction at Sport and Entertainment Venues; Baseline Qualifications and Professional Development for Venue Management and Operations Professionals.
Interests and Hobbies: Domestic and international travel, golf, quality time with family and friends.

Dr. Nancy Nisbett PHS 127 278-7886 nancyni@csufresno.edu

Ed.D. University of California, Davis/California State University, Fresno

M.A. Central Michigan University

B.A. Michigan State University

Position: Professor and Coordinator of Therapeutic Recreation Emphasis and Internship Coordinator.

Teaches: Internship in Recreation Parks and Tourism; Diversity and Inclusive Recreation, Trends and Issues in Therapeutic Recreation, Foundations of Therapeutic Recreation.

Advisor: Therapeutic Recreation

Research interests: Benefits of Recreation for Youth; Recreation Interventions for Incarcerated Youth and Youth At-risk; Inclusive Recreation; Professional Ethics; Curriculum and Pedagogy.

Interests and Hobbies: Traveling, theater, hiking, college sports and other outdoor pursuits.

Dr. Jason Whiting PHS 125 278-8749 jawhiting@csufresno.edu

Ph.D. University of Georgia

M.S. Western Illinois University

B.S. Western State College of Colorado

Position: Assistant Professor and Coordinator of the Commercial Recreation and Event Planning Emphasis, Coordinator for the Special Event Planning Certificate.

Teaches: Introduction to Recreation, Parks, and Tourism, Leisure and Human Behavior; Special Event Planning; Foundations of Commercial Recreation.

Advisor: Adventure Recreation and Tourism; Certificate in Adventure Based Programming

Research interests: Human Dimensions of Natural Resource Management and Conservation; Outdoor Recreation Participation; Environmental Education.

Interests and Hobbies: Paddling, biking, tele skiing, mountaineering, distance running, traveling, and spending time with family.

Primary Part-Time Faculty

Brandon Taylor PHS 124 278-2315 brtaylor@csufresno.edu

M.S. Fresno Pacific

B.S. California State University, Fresno

Position: Lecturer

Teaches Programming in RPT, Special Event Planning.

Advisor: Community Recreation and Youth Services; Certificate in Serving At Risk Youth

Interests and Hobbies: Basketball, Golf, Watching my kids participate in their leisure pursuits, and cooking great BBQ.

Justin Butchert PHS 136 278-2838 justinb10@comcast.net

B.S. and M.B.A. California State University, Fresno

Position: Lecturer

Teaches: Lifelong Learning in the Natural Environment; Commercial Recreation & Tourism; Recreation, Parks and Tourism Marketing; Supervision and Administration Recreation Parks and Tourism.

Professional Background: Owner and Manager of Kings River Expedition since 1981

Interests and Hobbies: Photography/videography, kayaking, snowboarding, skydiving, and most outdoor sports.

Ryan Soares PHS 136 278-2838 rsoares@csufresno.edu

B.S. California State University, Fresno

M.S. California Polytechnic State University, San Luis Obispo

Position: Lecturer and E.D.G.E Challenge Course Manager.

Teaches: Challenge Course Facilitation.

Professional Background: Branch Manager for Wells Fargo, Manager and Outdoor programs Director for California Outfitters

Interests and Hobbies: Hang gliding, Telemark skiing, whitewater kayaking, rock climbing, winter & summer mountaineering, road and mountain biking, and running.

Samara Trimble PHS 136 278-2838 strimble@csufresno.edu

B.S. and M.S. California State University, Fresno

Position: Lecturer

Teaches: Diversity and Inclusive Recreation Practices

Interests and Hobbies: Playing the piano, gardening, skiing, horseback riding and most any other outdoor activity.

RECREATION ADMINISTRATION OFFICE

PHS 121 278.2838 Fax 559.278.5267

Mailing address:

5310 N. Campus Drive m/s PH103

Fresno, CA 93740

Selena Winchell PHS 121 278-2838 swinchell@csufresno.edu

Position: Administrative Support Coordinator

Responsibilities: Assistant to the Department Chair. Primarily responsible for supporting the operation of the department and mission of the university. Provides administrative support to the Department Chair, the faculty, and students while ensuring the compliance with department, college, university, and California State University policies and procedures.

Interests and hobbies: Baking, writing, reading, movies, art, music, road trips, and spending as much time as possible with my family.

COLLEGE OF HEALTH AND HUMAN SERVICES

Office of the Dean

McLane Hall, Room 178 278-4004

Dean

Dr. Jody Hironaka-Juteau

Associate Dean

Dr. Mitzi Lowe

ALUMNI

The department is fortunate to have a strong network of alumni in the community. These professionals are excellent resources for students and often serve as guest speakers, volunteer and internship supervisors, interview panelists and mentors. Students are encouraged to utilize these contacts as they develop hands on experience in the field.

Once students graduate, they are encouraged to maintain contact with the department, become a fan on our Facebook page, www.facebook.com/FresnoStateRecAdmin, our LinkedIn page, www.linkedin.com/RACSUFReno and are also encouraged to become members of the CSUF Alumni Association (www.alumniconnections.com/olc/pub/CAF)

Outstanding Alumni

Every year, the faculty selects one alumnus to honor as our *Outstanding Alumni*. This honor is given to an alumnus who has demonstrated extraordinary service to the profession, the community, and/or the department. The honoree is invited to speak at the Senior Celebration and his or her name is added to the perpetual plaque in the RA office.

ADVISORY BOARD

The department has an extremely qualified and active group of professionals who serve as advisory board members. These individuals represent all five emphases and consist of alumni and non-alumni. The advisory board is called on to provide insight into the curriculum through review and input on learning outcomes and assignments. The advisory board also assists in promoting the department and its students. The board typically meets once a year, while board members can also be seen as guest speakers and assisting with department functions such as faculty searches, and program review.

DEPARTMENT OF RECREATION ADMINISTRATION POLICIES

Below are department policies that directly impact students. Questions regarding the policies of the department should be addressed to the Department Chair.

Student Representation

Each year, a student representative is selected by the student body (via the Student Recreation Association), to serve as *Student Liaison* to the department faculty. The *Student Liaison* attends all department meetings and is a conduit for sharing questions or concerns of the students as well as to take back relevant information to the students. Contact information for the *Student Liaison* is made available from the Recreation Association Board or at the RA department office. Students are encouraged to bring any questions or concerns related to the department to the *Student Liaison* to bring to department meetings. Students are also invited to attend regularly

scheduled faculty meetings on their own. Student concerns are an agenda item at every department meeting. Date, time and location of these meetings may be obtained from the Department Chair. Students should notify the Chair in advance so that their item may be placed on the agenda.

Student Petitions

Under unique circumstances a student may submit a petition to the Department of Recreation Administration seeking special approval. This may include subjects such as a substitution or transfer of courses, pre-requisite waiver, pre-internship hour approval, or internship placement requests. Petitions are to be in the form of a well written letter to the faculty explaining the request and its justification. Students are encouraged to consult with a faculty advisor for format and content expectations. Petitions should be submitted to the Department Chair and will be reviewed by faculty during regularly scheduled department meetings.

Course Fee Refund

In the event of extraordinary circumstances (for serious and compelling reasons), a student may apply to receive a refund of course fees (REC 75, 83, 87) if the student is unable to participate in the course after the drop deadline. The request should be made in writing and approved by the Department Chair no later than 10 working days in advance of the first day of the course/fieldtrip (first time expense is incurred or deposit becomes non-refundable to outfitter. Proof of serious and compelling reason is required).

Assessment Data

Each semester, the department collects data using measurement tools designed for program review and outcomes assessment purposes (program review and accreditation). This data is used only for this purpose and is not used for instructor evaluation or any other non-related functions. For more information consult Department Chair.

Problem Resolution

Concern related to department function should be addressed through the student representation process described above. As noted in RA course policies, any concerns related to individual instructors or course procedures should be addressed first with the appropriate instructor. If not resolved at that level, students are encouraged to consult with the Department Chair.

RA Course Policies

Participation: Regular and on-time attendance is a basic Department expectation. If a class is missed, it is the student's responsibility to obtain the material missed. Students should recognize that entering a class late is disruptive to both the instructor and the other students and should make every effort to be on time. Participation includes bringing appropriate materials to class, completing assignments on time, and completing any reading assignments prior to class so that the student is able to take part in class discussions.

Professionalism: The faculty regards recreation administration and leisure studies as a profession that is recognized at state and national levels. As such, students are expected to behave in a professional manner. Basic Department expectations include professional behavior in the classroom and during all field experiences. Attendance, preparedness, effort, and honesty, in combination with respect for faculty and other students are all considered under the heading of professional behavior. The goal is to create a community of learners in a positive, insult-free zone. A student who is unable to conduct himself or herself in a courteous and respectful manner will be asked to remove himself or herself from the classroom. Cell phone and other electronic communication devices are to be turned off during class and stored out of the way of class activity.

Problem Resolution: Any student who has a question about a grade or a class procedure is advised to first approach the course instructor. If the issue is not resolved at this level, the student is encouraged to meet with the Department Chair.

Writing Competency: The student's ability to effectively communicate in writing is very important. The instructor will evaluate the efforts of each student not only for the content presented but also for spelling, grammar, punctuation, neatness and organization of thought. Unless notified otherwise by the instructor, all written work must be typed and is expected to be high quality work. You may be asked to correct and resubmit a paper that is initially not of acceptable quality. Grades for resubmitted papers will be the average of the original and the revision.

Format Expectations for Written Assignments: The Department of Recreation Administration faculty has developed the following guidelines to assist students in preparing papers and assignments for submission in RA courses. Papers and assignments submitted that do not meet these expectations will not be graded and will be returned to the student. Font style: Times New Roman

1. Font size: 12 point font
2. Spacing: Double space
3. Margins: Standard 1" margins
4. Cover page: Include the title of the assignment, your name, class title, instructor name, and date.
5. Table of contents (if applicable): Include major headings and page numbers
6. Page numbers: Include page numbers. Be sure that these correspond to those listed in the table of contents.
7. References and in text parenthetical citations: Use APA form and style (Publication Manual of the American Psychological Association, Sixth Edition American Psychological Association)
<http://www.apastyle.org/pubmanual.html>
http://www.csufresno.edu/library/libraryinformation/libraryinstruction/for_students/guides_bibliographies/apa.pdf
8. Staple: Use a staple to attach multiple page assignments. Do not use a paper clip.
9. Assignments that are required to be typed must be typed.

Alcohol and Illicit Drug Use: The Department of Recreation Administration adheres to the University Policy on Disruptive Classroom Behavior and the Drug Free School Policy. Students are directed to the Division of Student Affairs website for additional information.

- a) In Class - Respect for your classmates, your instructor, and yourself includes attending class free from the effects of alcohol or illicit drug use. If a student displays behavior consistent with alcohol or drug use, the student will be asked to leave class immediately and will not receive credit for attendance or for any in-class activity, exam, or presentation. As per University policy, the instructor is required to inform the Department Chair, Dean of the College, and Vice President and Dean of Student Affairs and file a Disruptive Classroom Incident Report.
- b) Field Trips - All Recreation field trips, which include any out-of-the-classroom experience, are dry. Alcohol and illicit drugs are prohibited at ALL times (before, during, and after the activity as well as evenings on multi-day trips). Any student, enrolled in an RA/REC course and attending a field trip, who possesses or consumes alcohol or illicit drugs at any time during that experience, will at minimum receive a failing grade for that assignment. The event will be documented by the instructor and placed in the student's file. In the case of one-unit activity courses, the use of alcohol or illicit drugs will result in automatic failure of the course. As per University policy, the student will be referred to the Vice President and Dean of Student Affairs for disciplinary action.

Withdrawal Policy: Every student who gets a late “Withdrawal” (past the second week of the semester) from a course has potentially displaced another student from the opportunity to take that course. Therefore, the Department will adhere strictly to the University’s policy. Students may drop a course before the end of the second week of class using the standard computer system without need for instructor permission. However, course withdrawals past the end of the second week of class will not be allowed without “serious and compelling” reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as justifiable reasons.

SupportNet: Our campus has developed SupportNet to connect students with specific campus resources promoting academic success. The Department of Recreation Administration has agreed to participate in this program and your instructor may refer you to it if s/he believes you need the services provided by SupportNet to succeed in this course.

PROFESSIONAL DEVELOPMENT

“This major allows you the opportunity to get out in to the world and gain professional experience that will help you in getting your foot in the door to accomplish your dreams. In order to be completely successful, I urge students to take advantage of every opportunity that comes your way in the program. One aspect of the program that I enjoyed was the encouragement for professional development. The professors in the [RA] program encourage students to get out in to the professional world via any way possible and network.”- Cody Dixon, 2010

“Throughout your time as a student in the RA program, the department will provide a wide variety of connections and networking opportunities from recreation professionals in the community. I recommend that you save all the business cards and contact information you get and put them to good use.”- Travis Cope, 2011

Student Organizations

There are a number of organizations and student involvement opportunities on campus. Students are strongly encouraged to consider these opportunities to enhance professional and personal development. The Student Involvement office (3rd floor USU) is a great resource to begin exploring campus opportunities. Within the department, there are two student clubs that provide development and leadership opportunities for students.

Student Recreation Association

Organized and managed by Recreation Administration majors, the Recreation Association is an excellent way to develop and practice leadership and programming skills. Each year, a student board is elected to plan and implement a wide variety of activities. Past activities have included fundraisers, trips, and social events, as well as educational sessions such as First Aid/CPR classes. The Recreation Association assists in the promotion of the recreation field and recruitment of new students and in the past has provided scholarships for professional development activities for its members.

Membership drives are held each semester with minimal dues to join. For membership information or to find out about upcoming events, check the association's bulletin board in the PHS Building, talk to any of the board members, or check with your faculty advisor. Non-recreation majors are welcome.

Sport and Entertainment Facility Management Club

Advised by Dr. Mahoney, this club raises funds to assist students with venue visitation and assists students in networking. The club is open to all students.

Professional Organizations

Professional development includes joining professional member organizations specific to the student's area of interest. Within the field of recreation, parks, and tourism there are many professional organizations to choose from. These organizations provide resources such as current professional information, opportunities for networking, conferences, research, and internship/job postings. Students are encouraged to become familiar with these organizations and join those that are most appropriate. Below is a sample of organizations. Students should discuss their choices with the department faculty. Most organizations have discounted student rates.

American Camping Association (ACA)	765-342-8456	www.aca-camp.org
Association for Experiential Education (AEE)	303-440-8844	www.aee.org
American Therapeutic Recreation Association (ATRA)	703-683-9420	www.atra-online.org
California and Nevada Festivals Association (Calfest)	530-583-5605	www.calfest.com
California Park and Recreation Society (CPRS)	916-665-2777	www.cprs.org
International Association of Venue Managers (IAVM)	972-906-7441	www.iavm.org
National Recreation and Park Association (NRPA)	703-858-0784	www.nrpa.org
Resort and Commercial Recreation Association (RCRA)	630- 892-2175	www.r-c-r-a.org
Stadium Managers Association (SMA)	515-282-8192	www.stadiummanagers.org

Certifying Bodies

California Board of Recreation and Park Certification (CBRPC) 661-538-1332

www.cbrpc.org *State certification board- students will use this number to obtain RC and RTC certification information.

National Council for Therapeutic Recreation Certification (NCTRC) 845-639-1439

www.nctrc.org *National certification board- TR students will use this number to obtain certification information

National Recreation and Park Association (NRPA) 703-858-0784

www.nrpa.org *National certification- students may use this number to obtain national certification information

Conferences

"I encourage everyone to attend as many conferences as possible, I know the entrance fees might be a little bit deep, but in the long run it is definitely worth it. Attending conferences will open so many doors for you, and the opportunities will come your way." - Andrew Watson, 2009

Regional, state, and national conferences are scheduled throughout the year by many of the organizations listed above. Conferences provide an opportunity for professional development and networking as well as a chance to learn the newest advances in the field. Dates, locations and program information will be provided in classes, or students may contact the organizations for information. As available, conference information is also posted on the bulletin board across from the RA office.

Student Training Stipends

The department faculty believe strongly in providing students with the opportunity to attend conferences and other professional development events. In addition to providing on campus forums, when funding is available, the department provides training stipends for students attending local, state or national events. The amount of the stipend varies and is dependent upon available funding. Students interested in this opportunity should

contact the Department Chair. A registration receipt and proof of attendance are required for reimbursement. Advanced planning is required to obtain these funds. The University will require paperwork to be completed more than two weeks in advance.

E.D.G.E. CHALLENGE COURSE

The department houses the leadership training and challenge course, known as the E.D.G.E. (Experientially Designed Group Effort). This program offers group-oriented activities to foster teamwork, leadership, trust, creativity and personal awareness.

The E.D.G.E. facility, located behind the South Gym, is comprised of several utility poles connected with cables. Low elements are just inches off the ground providing group challenge activities. High elements, 25-35 feet off the ground, are perceived risk activities for those seeking peak experiences. The E.D.G.E. course is utilized by both student and community groups. In addition to challenging themselves, students also have the opportunity to become E.D.G.E. facilitators (paid part-time positions) and assist others to step out on the E.D.G.E. For further information about participating with the E.D.G.E. Course, or employment opportunities, please contact Ryan Soares at rsoares@csufresno.edu.

ADVISING

RA faculty take advising very seriously and are willing to invest their time to assisting students in academic advising and career planning. Student are encouraged to meet with the advisor for their specific emphasis, however, it is allowable for students to choose a different RA advisor if so desired. Please see the faculty information above to determine the appropriate advisor and his/her contact information. Students are expected to meet with their advisor at least once a semester and should pay attention to updates provided in classes and through the department listserv. If you schedule an appointment with an advisor and are unable to keep it, be sure to let your advisor know in advance so that another student has access to that advising time.

During the first advising session, the advisor will review advising expectations with students and ask the student to sign off on the *RA Advising Student Responsibility* form. These expectations will help students to properly prepare for advising sessions and guide students to taking responsibility for their academic progress.

Degree Plans and Certificate Applications

Degree Plans also known as *Advising Sheets* are posted on the Recreation Administration website at <http://www.fresnostate.edu/chhs/recreation/>. Students are reminded that these plans do not replace formal advising. The plans represent general requirements for the current academic year. Please check your catalog to ensure that all degree requirements have been met. Substitutions to degree requirements (elective options) may only be made with the approval of your Department academic advisor. Applications for all certificates are found on the website as well and are also available outside the department office.

Advising Notes

1. Every new major is to complete the *Recreation Administration Major Advising Information* form, available from your advisor or outside the department office, and submit it to the office. Students should complete an updated form as needed.
2. As part of the RA 55 course, students complete a "Degree Plan" assignment that schedules all their remaining courses to complete a degree. If a student enters the curriculum with a transfer course in place of RA 55, then the student should meet with their emphasis advisor to create a Degree Plan. Students can also meet with the Department Chair and/or other faculty prior to RA 55 to complete a preliminary Degree Plan.

3. Academic advising is typically conducted each semester concurrent with the release of the schedule of courses for the upcoming semester; however, students may meet with their advisor at any time. Students are encouraged to check regularly with their faculty advisor to ensure that they are on track for graduation.
4. Many RA courses have pre-requisites. It is the student responsibility to be aware of pre-requisite requirements and plan accordingly. The current course catalog is a good resource for pre-requisite information.
5. CR/NC grading is not permitted in the recreation administration major with the exceptions of REC 74, 75, 82, 84, 86, 88, RA 115, and 192T. Please note the university allows a maximum of 24 credit units to apply toward graduation.
6. General education and elective units may be used toward a minor. Consult the appropriate department chair, or faculty advisor for further information.
7. Students who must complete a course to fulfill the university Upper-Division Writing Skills requirement are advised to take BA105W. About 50% of students who take the written test (Upper-Division Writing Examination “UDWE”) pass it. This test is given about twice each semester, and students must pre-register. Call 278-2457 to check on the schedule for the tests.
8. Completion of the Upper Division Writing Skills requirement is a pre-requisite for RA 139. This requirement must be complete in order to register for RA 139.
9. Only a grade of C or higher is acceptable for all Recreation Administration courses used in the major (requirements are slightly different for students whose catalog year is prior to 2010, students should consult their catalog).
10. Students may apply for an out of state internship if they achieve a major GPA of 3.3 and a CSUF cumulative GPA of 3.0. See the internship manual for additional information.
11. Graduation requirements may be slightly different depending on the year a student begins at California State University, Fresno or Community College. Students should consult their DARS to determine their catalog year.
12. If a student receives less than a ‘C’ in a course, the course may be repeated. Students should be aware that the university has specific policies regarding the number of units that may be repeated and the number of times a course may be attempted. Students should consult with the Admissions, Records, and Evaluations office for further information.
13. Questions or concerns regarding General Education should be directed to Frank Castro, the CHHS GE Advisor. Mr. Castro can be reached at 559.278.5027. His office is in McLane Hall #194.

UNIVERSITY POLICIES

All students are advised to refer to the Academic Regulations section in the California State University, Fresno General Catalog as the University Student Handbook. This section will answer questions pertaining to subjects such as grading, classification and disqualification.

Services for Students with Disabilities (SSD) at California State University, Fresno coordinates academic support services for students with disabilities. The SSD office also provides disability related counseling, assistance with registration and temporary blue-curb parking, orientation and coordination with off campus agencies.

Establishing Services: Students are required to provide SSD with verification of their disability from an appropriate professional. The student later meets with a Disability Management Specialist to discuss individual needs and appropriate accommodations.

Providing Academic Services: Services are provided to students with verified physical, psychological and

learning disabilities in accordance with the ADA and California State University guidelines. For more information, contact Services for Student with Disabilities at (559) 278-2811 or visit their website at <http://www.csufresno.edu/ssd/students/index.shtml>

Honor Code: “Members of the CSU Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities.”

Principles of Implementation

- a. All members of the university community are responsible for adhering to high standards of academic integrity, for actively ensuring that others uphold the Code, and for responding assertively to violations. (APM 336 *)
- b. Faculty members are responsible for informing students of academic behaviors that are permissible and not permissible, and for reporting violations of the code to the proper campus authorities. (APM 235, 241, 336)
- c. Students shall not give or receive unauthorized aid on examinations or other course work that is to be used by the instructor as the basis of grading.

Instructors may require students to sign a statement at the end of all exams and assignments that “I have done my own work and have neither given nor received unauthorized assistance on this work.”

Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).**Computers:** "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from [Information Technology Services](#) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

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Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come

together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

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