

Pre-Practicum Professional Preparation

RECM 450 – 1 Credit

Fridays, 9:10-11:00 a.m.

January 30, February 6, 13, 20, 27, March 6

Instructor: Kari Gunderson
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Office Hours: Fridays, 11:00 – 1:00 and by appointment

Course Description:

This class provides orientation and preparation for RECM 460, Practicum in Recreation. Successful completion of the practicum requires that a student understand the connection between the academic and professional environments. This course focuses on preparing for and selecting a practicum site and understanding RECM 460 academic requirements.

Practicum Website: <http://www.cfc.umt.edu/courses/recm460/>

Required Textbook:

Landes, M. (2005)
The Back Door Guide to Short Term Job Adventures. Berkeley, CA: Ten Speed Press.

Recommended Text

Bolles, R. (2007)
What Color is Your Parachute? Berkeley, CA: Ten Speed Press.

Assignments:

There are 3 assignments and 1 test for this class. Each assignment will be graded on completeness, professionalism, and initiative.

1. Resume (submit 2 copies) (Worth 100 points.)
Due:
Draft, February 13
Final, February 27
2. Back Door Guide Organizational Review (Worth 100 points)
Due March 6
3. Schedule individual appointment with instructor to review Practicum Contract Agreement and Proposal
Complete by May 1
4. Exam (Worth 200 points.)
March 6
5. Attendance (Worth 100 points.)

Course Schedule:

Week	Topics	Readings	Assignment due
Friday, January 30	- Syllabus review - How to prepare for and conduct the Practicum - Review of website - RECM 460 syllabus/grading - Subscribe to RecNet		
Friday, February 6	- Resume/letters - Interviewing	Back Door Guide (BDG) 1-35	
Friday, February 13	- Review resumes - Searching for a Practicum	Practicum Manual (<i>see website</i>) Note land mgmnt agency Information in BDG 210-212; 219-220; 236-238; 247-248; 255-256	Resume (2 copies)
Friday, February 20	- Project and Paper - Journal Writing for the Practicum	RECM Journaling (<i>see website</i>) RECM 460 Project and Paper (<i>website</i>)	
Friday, February 27	- Review sample projects - Exam handed out	<i>All on website:</i> RECM 460 Syllabus RECM Grading RECM Evaluation for supervisor and self	Final Resume (2 copies of final along with drafts with recommendations)
Friday, March 6	<i>No class meeting – turn assignments and exam into my Mailbox (CLP 463)</i>		Back Door Guide Review
Prior to May 1	Schedule an individual appointment with the instructor; bring completed Practicum Contract Agreement and Practicum Proposal to the meeting. We will complete override forms for students conducting summer 08 Practicum work.		

Revised January 2009

Policies:

1. Eligible students with disabilities will receive appropriate accommodations in this course when requested. Please be prepared to provide a letter from your DDS Coordinator. Early notification is the best assurance that accommodations can be provided in a timely way.
2. It is expected that all work tended for evaluation will be professionally presented. Written submissions should be typed. Proofread and spell-check your documents.
3. Late submissions are discouraged. A standard policy of subtracting 10% per day late is applied and is fair to everyone (students, instructors, and administration). Extraordinary circumstances (such as leave due to a death in the family) should be discussed with the instructor in advance of your absence. Leave from college due to medical conditions can be documented with doctor's certificates. Otherwise special dispensation involves discussion with the Associate Dean. Seek assistance before problems or difficulties get too major.
4. Attendance is expected for all classes.
5. All course activities are governed by the Student Conduct Code, which embodies the ideals of academic honesty, integrity, human rights, and responsible citizenship.

Protocol for assignment:

BACK DOOR GUIDE (BDG) ORGANIZATIONAL REVIEW

A. Some questions to get you oriented with the Back Door Guide to Short Term Job Adventures. Please submit written responses.

- What is the web-site address for the National Park Service that has job Information?
- What is the minimum length of time (weeks) you must commit to an internship with Wilderness Inquiry?
- In the Great Outdoors section, what does a University of MT professor say about getting hired into government jobs?
- Does the Internships International program provide wages to interns?
- Does the National Park Service maintain a centralized list of internship opportunities?

B. Conduct the following assessment by choosing three (3) organizations to research. Your selections should be from at least 2 different chapters in the Back Door Guide. They should be organizations with whom you would consider doing an internship, and for whom you think you are qualified to work as an intern.

ASSESSMENT: Research each site by checking their website, asking other professionals, calling the agency, reading their magazines or other publications. In your paper, discuss the following for each organization:

- Write about how you conducted your research and what you learned including description of the organization, its objectives, market niche, and structure.
- Write briefly about why you chose these organizations. How does each agency:
 - meet the criteria for a place that you would like to live and work.
 - meet the criteria for the kind of organization you would most like to work for, in terms of its location, programs, philosophy, goals, size, and working conditions.
 - fit into your career plan concept.
- Learn about their internship programs. What sorts of characteristics and abilities they look for in the people that they hire. Learn about the process they go through in their hiring process. Learn what criteria are used to evaluate their interns and what process is used to do so. If they have a structured internship program, learn how it was put together and what sorts of experiences are included.
- Write about your overall impressions of the organization – its style, level of preparation and enthusiasm for internships. How well would you fit within such an organization? How do you feel your experiences and education could contribute to the mission of this organization? How well would an internship with this organization help you reach your long-term goals?