Official Academic Fieldwork and Internship Document (Description)

Program of Recreation & Tourism Management

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Warning: Unauthorized duplication of the documents for other students will not be considered as official documentation for the assignment of a grade or for verifying professional experience at a later date.
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INTRODUCTION

The intent of this description is to provide both a summary and a resource for students who want long-term documentation for “professional experience” in the field of recreation, parks, and tourism. This description can serve students who complete a fieldwork and an internship experience in the systems management emphasis, the outdoor recreation management emphasis, or sustainable tourism management emphasis. At future points in time, graduates will be able to readily access the course descriptions of their experiences, the name of the university supervisor, the name of the agency supervisor, the correct name and address of the agencies, how many hours were completed for each experience, and progressive evaluations of demonstrated skills. References to this description and the other posted documents at future times should help to remind students of the value of completing the course objectives and provide a reference for improving skills or making career choices.

The documentation forms posted for students include lines for signatures as a means to officially record the participating university faculty and staff as well as the agency supervisor. While these documents do not substitute for an official transcript, the documentation for evaluation addresses the demonstrated skills of the student and provides for progressive evaluation. In addition to the concurrent academic credit earned, students may want to consider the value of providing documentation that supports his or her ability to learn and grow while working in an agency with other professionals.

Students are encouraged to note the time deadlines for submitting documentation that is noted on each form and requires signatures. These deadlines permit the experiences to be monitored for relevance to the career development of the student. The Recreation and Tourism Management Program recognizes the need to consistently and accurately account for the quality of fieldwork and internship experiences with large numbers of students. Program faculty cannot be expected to edit and be responsible for the accuracy of unauthorized versions of the fieldwork and internship materials. Please note that duplication for the faculty advisor is acceptable and necessary for processing academic credit information. Warning: Unauthorized duplication of documents will not be considered as official documentation for the assignment of a grade or for verifying professional experience at a later date.

Note: Students who do not contact their university supervisor and submit a copy of the fact sheet plus the agency agreement before the fifth week of the semester will not receive credit for the course.
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Note: Fieldwork and internship experiences will be completed with concurrent enrollment status in order for academic credit to be received.

RTM 284 - Fieldwork Experience (totaling 125 hours = 3 unit course): An introductory professional work experience that is in a recreation service setting relevant for an emphasis in Systems Management, Outdoor Recreation Management, or Sustainable Tourism Management. Prerequisites: Site approval by Faculty Supervisor, completion or current enrollment in Recreation 107, and 200 hours of relevant human service experience.

RTM 498 - Internship Experience (totaling 500 hours = 12 unit course, totaling 250 hours = 6 unit course): An advanced professional work experience that is in a recreation service setting and relevant for a career resulting from an emphasis in Systems Management, Outdoor Recreation Management, or Sustainable Tourism Management. Note: A typical 12 unit internship load results in approximately 40 hours per week for almost 13 weeks. Prerequisite: Site approval by Faculty Supervisor and completion of all lower-division courses required for the major.

Experiential Content: Within the curriculum, RTM 284 - Fieldwork is a lower division course while RTM 498 - Internship is an upper division course. Both RTM 284 and 498 are intended to enhance an understanding and use of diverse community, institutional, natural, and human service resources oriented to the leisure experience. In addition, both fieldwork and internship are intended to support an understanding and ability to implement principles and procedures related to operation and care of resources, areas, and facilities.

Although fieldwork and internship experiences differ in terms of the level of skill and the time required, both courses may educate students in budgeting and financial record keeping, personnel supervision, public relations, program development, facility development, equipment management, resource management, delivering human services, program assessment, and program evaluation. Each faculty supervisor may have additional assignments beyond this manual for students to complete.

Fieldwork / Internship Course Objectives
1. To help the student relate classroom instruction to the professional field.
2. To provide the student with the opportunity to develop planning, leadership, and, if applicable, supervisory skills.
3. To assist the student in the transition from the academic experience to the professional experience.

Insurance Coverage
San Diego State University addresses insurance information in the General Provisions section at the end of the Service/Learning Agreement.
Academic Integrity

Students are required to adhere to student policies regarding academic integrity. Any student found violating policies will be referred to the Office of Judicial Procedures for disciplinary action. Academic dishonesty includes, but is not limited to, forging any signature (with or without permission), fabricating information, plagiarizing agency literature, submitting work of another person, and all other infringements as outlined in Article 1.1 of Title 5, the California Code of Regulations, Sections 41301 through 41304.

Department Records, Finding a Site, and Receiving a Grade

1. Advising Fieldwork Students and Interns—During each semester, a fieldwork/internship information file will be developed for advising each student completing RTM 284 or RTM 498. Ideally, this file will contain information such as the student’s current address and phone number, a long-term address, and a record of the student’s completion of the field experience. This information is intended for academic advising and developing a long-term perspective of the value of the fieldwork/internship experience.

2. Securing a Fieldwork or Internship Site—Each student is responsible for securing a fieldwork or internship location in order to receive credit for RTM 284 or RTM 498. (Attend the Fieldwork Fair, and see department postings of agencies if necessary.)

3. The Fieldwork/Internship Documentation—To assist the student, the course Blackboard sites will post common fieldwork/internship documentation as a resource and official document for the student. The documentation will service both the fieldwork experience and the internship experience. The documentation is intended to be a long-term records document as part of a "Portfolio" for the student to keep. Years after completing the fieldwork or internship experiences, students can refer to the documentation for completing certification requirements, clarifying professional experiences, locating references, and networking with other professionals.

At the start of the fieldwork or internship experience, the Fact Sheet and the Learning/Service Agreement prepared by the university can be completed, signed, copied, and submitted in order to confirm enrollment with the academic advisor. To receive final academic credit, however, all information should be recorded directly into the documentation with the appropriate signatures and submitted to the faculty advisor. The academic advisor must collect the Mid-semester Progress form and the Final Evaluation form. Students are required to meet with the faculty advisor for this purpose during the semester. The official documentation for the Mid-semester Progress Report and the Final Evaluation must be submitted in order to receive a final grade for the course. Department faculty cannot be expected to edit and be responsible for the accuracy of unauthorized versions of the fieldwork and internship materials. Please note that duplication for the faculty advisor is acceptable and necessary for processing academic credit information. Warning: Unauthorized duplication for other circumstances will not be considered as official documentation for the assignment of a grade or for verifying professional experience at a later date.
4. Documentation Deadlines

Before the fifth week of the semester, each student who registers for RTM 284 and RTM 498 during the regular academic year must do the following: (1) meet with their course supervisor and (2) submit a fact sheet plus a letter of agreement. Each faculty member supervising fieldwork or internship students will submit this information to the department chair by the end of the fifth week of the semester in order to create a current master list of students and sites. Any students not included on the list will not receive credit for the experience. All internship sites are subject to the approval of the faculty supervisor. Any questions concerning the appropriateness of a site or experience should be directed promptly to the faculty supervisor. The due dates for mid-semester progress report and final evaluation will be determined by the faculty supervisor of the course section. All final grades will be processed according to university policies and procedures.