



A GUIDE FOR COMPLETION OF OUT-OF-CLASS REQUIREMENTS IN RECREATION AND PARKS MANAGEMENT



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OUT-OF-CLASS REQUIREMENTS

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**Frostburg State University
Recreation and Parks Management**

OUT-OF-CLASS REQUIREMENTS

CATALOG DESCRIPTION:

{Recreation and Parks Management} students are required to complete 120 hours of practical experiences (not including internships), to attend one state, regional or national conference during their Junior or Senior year, and to have a current certification in CPR and first aid. Consult the Guide for Completion of Out-of-Class Requirement in Recreation. Graded NR/P.

ACCREDITATION STANDARD:

8.39 *Field experience prior to internship.*

INTRODUCTION:

In general, employers seek people trained in recreation and parks and people who have professional experience. Graduating with a degree in recreation fulfills the degree requirement. Along with the internship, the out-of-class requirements help provide you with professional experiences necessary to gain entry into the field. In general, these experiences should be completed before the internship.

As a new undergraduate, imagine your resume as a blank sheet of paper. You can enter your address and phone number. If you attended a community college you can enter your associate degree under your education. For most students, the rest of the resume is blank. In a sense, you have two to three years until graduation to fill in the blank spaces on your resume with professional experiences. The out-of-class requirements assist in providing you with professional experiences that enable you to fill in this blank area of your resume. Since professional experiences in the field are prized by employers, you should consider the out-of-class requirements as your minimum effort in obtaining professional experiences. With a little effort you can expand on the minimum out-of-class requirements to create a fairly impressive resume. If all you do is the minimum and complete the out-of-class requirements, you are ahead of most students since the three professional experiences listed on your resume are a much better alternative than a blank white page where experiences might have been listed.

PURPOSE:

Building on the discussion in the previous section, the out-of-class requirements have several purposes. The purposes of this program are:

- (1) *to provide students with pre-internship recreational experiences,*
- (2) *to provide students with professional experiences in recreation,*
- (3) *to provide students with the opportunity to network with professionals in the field,*
- (4) *to provide students opportunities that supplement classroom learning, and*

- (5) *to enable students to develop individual programs of a practical nature tailored to their needs.*

THE PROGRAM:

The program described on the following pages is divided into three general requirements: conference, 120 hour requirement, and the CPR and first aid requirement. The conference requirement is covered in Section 2.0, the 120 hour requirement is covered in Section 3.0, and the CPR and first aid requirement is covered in Section 4.0. The last section, Section 5.0, covers how you should document the completion of these requirements and how you should process your forms in order to complete the program and graduate.

1.0 INTRODUCTION TO OUT-OF-CLASS REQUIREMENTS

The purpose of the out-of-class requirements is to provide students with professional experiences in recreation and to provide opportunities to supplement classroom learning. It provides you with an opportunity to develop an individualized program which will prepare you in your job search. A great deal of flexibility is purposely designed into this requirement in an effort to allow you to tailor this program to your specific needs. In general, you should attempt to complete this requirement before your internship program since this will help you to better select your internship. However, completion of this program is not a prerequisite requirement of the internship program. Since many students enter the Recreation program between their sophomore and junior years, this additional time helps students complete this requirement. The basic requirements and procedures of the out-of-class program are listed on the following pages.

Prerequisites. There are several prerequisites in order for you to participate in the out-of-class requirements. First, you need to be a Recreation Major at Frostburg State University. Second, you may complete the Conference Requirement only during your junior or senior year (i.e. last two years).

Transfer Students. In most cases, if you are transferring from a community college into the Recreation program you can utilize your practicum, field experience or internship at the community college as part of your out-of-class requirements. You will receive no more than 50 hours in this program (i.e. out-of-class requirements) for these experiences. If you are a transfer student check with your advisor or the Program Coordinator during your first semester at Frostburg regarding the application of these experiences toward your requirements.

Appeals. Since this program is designed to be flexible, there is a chance that a problem may arise regarding the acceptability of an experience. In general, check with your advisor or the Program Coordinator regarding the suitability of the experience before you complete the experience. You may appeal the suitability of the experience either before or after completing the experience by writing a letter to the Program Coordinator. The recreation faculty will decide the appeal. You may appeal this decision using the normal appeal process outlined in the Pathfinder. ***Reduce the likelihood of the need for an appeal by consulting with and letting your faculty advisor know what you are planning to do before you do it.***

2.0 CONFERENCE REQUIREMENT

To meet the out-of-class requirements, you need to attend a state, regional or national professional conference during your Junior or Senior year. Although there is considerable flexibility in this requirement, it is best to check before you attend just to be sure. Complete the attached conference form and submit a copy of your registration as verification of your attendance (see page 8). ***You must obtain a valid conference registration because this is the criteria by which your attendance is determined.***

3.0 120 HOUR REQUIREMENT

The out-of-class requirements require 120 hours of professional experiences. There are several limitations on this experience. These experiences may be paid or volunteer. Also, you may receive credit for some of your experiences. **However, you cannot include your internship (RECR 492/495) as part of this program.**

First, you are required to have at least three different experiences. Second, the total hours received per experience is limited to no more than 50 hours. For example, your summer employment at summer camp may actually be 200 hours. However, in this program, you will receive only 50 hours for the experience. Next, there may be specific limitations on the type of experience in which you may participate. These are outlined below. You need not limit yourself just to these experiences. Use the "Out-of-Class Experience (Agency) Form" to verify completion of your hours (see page 12).

RECR 480. You may take RECR 480, Field Experiences in Recreation and Parks for three to six credits (3-6). In a sense the student can kill two birds with one stone. You can fulfill the out-of-class requirements while receiving credit for the experience. You need to register for this course the semester you are completing the experience. You will not receive credit for an experience after the fact. Although you may complete more hours in the course, you may only apply 50 hours of the RECR 480 experience toward your out-of-class requirements.

Summer Employment. Working in a park and recreation setting during the summer is encouraged. This could include a recreation center, playground, summer camp or other experience. Summer work experiences may be combined with RECR 480 if desired. Although you may complete more hours in your summer work, you may only apply 50 hours of your summer employment toward your out-of-class requirements.

Additional Professional Conferences. The out-of-class requirements require that you attend at least one professional conference. You may attend additional conferences and receive credit for these conferences. Generally, you must attend conferences of a state, regional or national level. Other conferences may be used but must be approved *beforehand*. Again use your registration as verification of your attendance (see page 8). You may receive eight hours for attending a one day conference; you may receive sixteen hours for attending a two or more day conference. In addition, you may receive no more than 32 hours total for additional conferences.

On-Campus Sites. There are several excellent opportunities available to the student on-campus. These include Student Activities in the Lane Center and the Alumni Center. Students are encouraged to avail themselves of these on-campus resources.

Recreation Society. The Student Recreation Society offers you programming opportunities. Attend the meetings, take advantage of its organization, become involved and use it to fulfill your out-of-class requirements.

Courses. Often the student will take a course outside FSU in order to obtain additional certifications. Perhaps you take a Wilderness Education Association course and obtain a WEA certification or take an Outward Bound Course. You may use these experiences as part of your requirement. In general, no more than 50 hours for one experience will be granted per experience. Again, consult with your advisor regarding the suitability of your experiences beforehand.

Practicums from other Schools. Students completing a practicum in recreation and parks from a community college or another university can use this practicum or field experience in place of the 120 hour experience requirement. You need to complete the specialized "Practicum Experience Form" enclosed in your packet on page 19. You need not complete the "Out-of-Class Experience (Agency) Form."

4.0 CPR AND FIRST AID CERTIFICATE REQUIREMENT

Students must complete at minimum an American Red Cross or equivalent course in Community First Aid and Safety and Community CPR. This requirement should be completed prior to the internship experience. You may take an academic course or you may take a course outside of the University to complete this requirement. Since this is a minimum requirement, you may complete a higher level certification (e.g. EMT, etc.). Use the form on page 10 to indicate completion of this requirement.

5.0 DOCUMENTATION AND COMPLETION PROCEDURES

In order to complete the out-of-class requirements, students must first register for the course RECR 497, Out-of-Class Requirements, and second, they must completed the necessary documentation and forms.

RECR 497. This course is the vehicle by which the Registrar determines completion of this requirement. Although it is a no credit course, you must complete the course in order to graduate. Also, completion of the out-of-class requirements are reflected in your Senior Audit vis-a-vis this course.

Normally, you will register for RECR 497 the semester that you plan to complete your out-of-class requirements. Although you may register for the course anytime you want, you need to register for it sometime after completing 90 credits. However, it is **mandatory** that you register for the course before the end of the "add period" of the semester in which you plan to graduate. Failure to do so, can result in your graduation being postponed an additional semester.

Since RECR 497 is a no credit course, it does not affect your course load. If you do not complete the course before the end of the semester in which you registered for the course, a grade of "NR" will be recorded. The "NR" grade does not affect your GPA and/or academic standing. Upon completion of the requirement, you will receive a "P" for the course. This is your verification that you have completed this requirement. The program coordinator of the Recreation Program will submit a grade (if completed during the same semester) or a change of grade form to the Registrar.

Documentation Procedures. This section focuses on generating the documentation that verifies that you have completed the out-of-class requirements and will result in the completion of the out-of-class requirements (i.e. RECR 497).

For professional conferences attended, use the attached professional conference form (see page 8). Be sure to include a valid registration and receipt of payment as verification of attendance. Also, this form may be used for courses attended or other similar documentation. If you work for an agency or an organization where you complete and out-of-class experience, you should complete the Out-of-Class Experience (Agency) Form (see page 12). A supervisor needs to sign the form verifying that you completed the hours. Complete an Out-of-Class Experience (Agency) Form for each setting where you work. Upon completion of your CPR and first aid requirement complete and submit the CPR and First Aid Form (see page 10). When you are ready to complete the out-of-class requirements, complete the memo with the Summary Work Sheet (see page 7). Submit all forms and appropriate documentation to the program coordinator and keep a copy for your records. It is preferred that you submit all of your documentation at the same time when you have completed all of the requirements.

Completion Procedures. When you have completed all the requirements, you should submit the individual documents along with the Memo and Summary Work Sheet to the Program Coordinator (see page 7). Be sure to make a copy of the signed documents for your files. The Program Coordinator will submit a grade of "P" on the grade sheet, if the requirement is completed the same semester that you registered for the course, If the requirements are completed during a different semester, the coordinator will submit a "P" for the course using a change of grade form.

Memorandum

DATE: Date: _____
TO: Director of Recreation
FROM: Student: _____
SUBJECT: **Completion of Out-of-Class Requirements**

I have completed the out-of-class requirements for the Recreation and Park Management program. As required, I have completed the summary worksheet below and have attached all of the necessary forms and copies of receipts and certificates where applicable. Please review these materials and submit a grade for me for the course, RECR 497, Out-of-Class Experiences.

SUMMARY WORK SHEET - OUT-OF-CLASS REQUIREMENTS

CONFERENCE REQUIREMENT: You are required to attend a state, regional or national professional conference during your Junior or Senior year. Attached is a completed Professional Conference Form (Form: OCPCF) along with copies of the required documentation.

Conference: _____

EXPERIENCES: A minimum of three experiences are required. Attached is a completed Out-of-Class Experience (Agency) Forms (Form: OCAGENCY) for each experience completed along with copies of the required documentation.

Out-of-Class Experiences	Number Hours per Experience
Experience #1: _____	
Experience #2: _____	
Experience #3: _____	
Experience #4: _____	
Experience #5: _____	
Paracticum Experience Form: check here [] if attached	
TOTAL HOURS:	

CPR AND FIRST AID REQUIREMENT. Attached is the CPR and First Aid completion form (Form: OCCPR), including copies of certificates. Indicate below the dates you completed the courses and the expiration dates of your certificates.

CPR: Completion Date: _____; Expiration Date: _____ First Aid: Completion Date: _____; Expiration Date: _____
--

form color: blue

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Professional Conference Form

Student: _____ Date: _____

Social Security Number: _____

STUDENT INSTRUCTIONS: Use this form to document a conference attended or the completion of a course which you have taken. Complete the form and attach a copy of the registration. If the registration form does not include proof of payment include a copy of your receipt of payment. You may include other evidence of completion of the course or conference if you want.

Conference: _____

City: _____

Dates of Conference: _____

General Purpose/Theme of Conference:

Signature

Date

I verify that I have completed the conference requirement under penalty of academic dishonesty as defined in the Pathfinder.

cc: student's personal file
form color: goldenrod

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Professional Conference Form

Student: _____ Date: _____

Social Security Number: _____

STUDENT INSTRUCTIONS: Use this form to document a conference attended or the completion of a course which you have taken. Complete the form and attach a copy of the registration. If the registration form does not include proof of payment include a copy of your receipt of payment. You may include other evidence of completion of the course or conference if you want.

Conference: _____

City: _____

Dates of Conference: _____

General Purpose/Theme of Conference: _____

Signature Date

I verify that I have completed the conference requirement under penalty of academic dishonesty as defined in the Pathfinder.

cc: student's personal file
form color: goldenrod

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

First Aid and CPR Completion Form

Student: _____ Date: _____

Social Security Number: _____

STUDENT INSTRUCTIONS: Use this form to document the completion of your CPR and First Aid requirements. Complete this form and provide a photo-copy of your CPR and First Aid cards.

Signature

Date

I verify that I have completed the CPR and First Aid requirements under penalty of academic dishonesty as defined in the Pathfinder.

cc: student's personal file (Advisor)

attachments
form color: goldenrod

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

First Aid and CPR Completion Form

Student: _____ Date: _____

Social Security Number: _____

STUDENT INSTRUCTIONS: Use this form to document the completion of your CPR and First Aid requirements. Complete this form and provide a photo-copy of your CPR and First Aid cards.

Signature

Date

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cc: student's personal file (Advisor)

attachments
form color: goldenrod

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

AGENCY'S INSTRUCTIONS: Recreation majors at Frostburg State University are required to obtain professional experiences as part of their out-of-class requirements. These requirements are necessary for graduation. This form documents the completion of one component of this requirement. If possible, an attached time sheet showing the dates and number of hours worked should be attached. If you have any questions regarding this form or its completion, feel free to call the Dr. Robert B. Kauffman, Director of Recreation (301) 687-4474. -- *Thank you for your assistance* --

The student has completed the following
number hours with our agency:

Student Signature Date

I verify that I have completed the hours as required under penalty of academic dishonesty as defined in the Pathfinder.

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

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The student has completed the following
number hours with our agency:

[Empty box for hours completed]

Student Signature Date

**I verify that I have completed the hours as required under penalty of
academic dishonesty as defined in the Pathfinder.**

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

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[Empty box for hours completed]

Student Signature Date

**I verify that I have completed the hours as required under penalty of
academic dishonesty as defined in the Pathfinder.**

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

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School Phone: () _____ Home Phone: () _____

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number hours with our agency:

Student Signature Date

I verify that I have completed the hours as required under penalty of academic dishonesty as defined in the Pathfinder.

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

AGENCY'S INSTRUCTIONS: Recreation majors at Frostburg State University are required to obtain professional experiences as part of their out-of-class requirements. These requirements are necessary for graduation. This form documents the completion of one component of this requirement. If possible, an attached time sheet showing the dates and number of hours worked should be attached. If you have any questions regarding this form or its completion, feel free to call the Dr. Robert B. Kauffman, Director of Recreation (301) 687-4474. -- *Thank you for your assistance* --

The student has completed the following
number hours with our agency:

Student Signature Date

**I verify that I have completed the hours as required under penalty of
academic dishonesty as defined in the Pathfinder.**

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Out-of-Class Experiences (Agency) Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

AGENCY'S INSTRUCTIONS: Recreation majors at Frostburg State University are required to obtain professional experiences as part of their out-of-class requirements. These requirements are necessary for graduation. This form documents the completion of one component of this requirement. If possible, an attached time sheet showing the dates and number of hours worked should be attached. If you have any questions regarding this form or its completion, feel free to call the Dr. Robert B. Kauffman, Director of Recreation (301) 687-4474. -- *Thank you for your assistance* --

The student has completed the following
number hours with our agency:

Student Signature Date

**I verify that I have completed the hours as required under penalty of
academic dishonesty as defined in the Pathfinder.**

Contact Person: _____

Agency: _____

Address: _____

Phone: () _____ Phone: () _____ Fax: () _____

Signature (Contact Person) Date

cc: student's personal file (Advisor)
form color: white

Frostburg State University
Recreation and Parks Management

OUT-OF-CLASS REQUIREMENTS

Practicum Equivalence Form

Student: _____ Date: _____

Address: _____

School Phone: () _____ Home Phone: () _____

STUDENT INSTRUCTIONS: If you completed an internship, practicum, or supervised field experience for credit as part of a curriculum which is recognized by the program, you may use that experience in place of the 120 hour experience requirement (you must still complete the first aid and conference requirements). **To count, the course must have been transferred into FSU.** If you have any questions regarding this form or its completion, feel free to call the Dr. Robert B. Kauffman, Director of Recreation (301) 687-4474. -- *Thank you for your assistance* --

Student Signature Date

I verify that I have completed this requirement under penalty of academic dishonesty as defined in the Pathfinder.

Course: Prefix _____ Number _____ Title _____ Credits

Institution: _____

Semester: _____ Transferred to FSU: _____ yes; _____ no

cc: student's personal file (Advisor)
form color: goldenrod