

Department of Recreation, Park and Tourism Administration

College of Education and Human Services

Western Illinois University

Macomb, IL 61455

GRADUATE STUDENT HANDBOOK

2021

This guide outlines departmental requirements for the M.S. degree in RPTA and identifies student responsibilities for curriculum planning and degree completion.

Last updated: 8/19/2021

Description of the Program

The Department of Recreation, Park and Tourism Administration in the College of Education and Human Services, Western Illinois University, offers progressive course work and experiences leading to the Master of Science degree. The degree is designed to be flexible. Students may complete the degree on the Macomb and/or Quad Cities campus, and through remote course offerings taken online. Students have the opportunity to choose among directed electives and the exit option that best positions them for their careers based on approval of their graduate committee. This graduate degree program introduces students to theoretical and practical competencies in the following areas of study pertinent to leisure industries:

- leisure services administration,
- campus recreation,
- community recreation,
- outdoor recreation and leadership,
- natural and human dimensions of resource management,
- park planning and management,
- programming for leisure services,
- tourism, hospitality, and event management,
- recreation therapy and inclusion,
- youth services programming,
- non-profit organization and programming.

The purpose of the graduate program is to advance academic and professional competency in critical and integrative thinking, problem-solving, and social responsibility essential to the provision of leisure services through an examination of the literature, research, focused coursework, and participation in experiential programs and pre-professional field experiences.

Master of Science in Recreation, Park and Tourism Administration

Learning Outcomes

In order to assess the MS in Recreation, Park and Tourism Administration degree program, competencies gained from five core courses will be assessed. In addition, students' mastery of learning outcomes will be demonstrated through the defense of their exit option. Students will be informed of the learning outcomes at the annual RPTA Graduate Student Orientation and when they meet with the RPTA Graduate Coordinator (GC) for initial advising.

1. The student will be able to interpret basic descriptive and inferential statistics commonly used by leisure service organizations.
2. The student will be able to critique research/evaluation practices commonly used by leisure service organizations and scholars.
3. The student will be able to apply philosophical concepts/theories commonly used as frameworks in leisure research.
4. The student will demonstrate mastery of software used to construct budgets and fiscal documentation prevalently used in program, departmental and agency budgets.
5. The student will demonstrate mastery of administrative principles common in leisure service organizations.
6. The student will demonstrate professional competency, presentation creation skills, and written and oral communication skills through the public presentation of their exit option experience.

Program of Study

The curriculum consists of a minimum of 34 semester hours. This includes 16 semester hours of core requirements focusing on concepts and competencies in areas of research and administration of leisure services.

CORE COURSES (16 sh) - Required

- RPTA 511: Measurement and Statistical Analysis (3)
- RPTA 515: Philosophy of Leisure (3)
- RPTA 522: Seminar in the Administration of Leisure Services (3)
- RPTA 526: Fiscal Management in Leisure Services (3)
- RPTA 599: Research Methods in Leisure Services (3)
- RPTA 600: Seminar in Leisure Services (1)

DIRECTED ELECTIVES (12 sh) – Chosen and approved by Graduate Committee

With guidance from their graduate committee, students will choose 12 semester hours of directed electives. The program is customizable to meet individual student's needs; however, students do tend to select courses based on common professional goals. For this reason, the Department has created lists of suggested courses for students to select from based on their professional goals.

As there are often career opportunities in these fields about which students may be unaware, students are strongly encouraged to work closely with their graduate committee chair to determine the proper courses to achieve their professional goals.

Campus Recreation

- RPTA 461G Conference and Convention Planning and Management (3)
- RPTA 466G Resort and Country Club Management (3)
- RPTA 467G Event Planning and Management (3)
- RPTA 482G Facility Management (3)

Community Recreation Administration

- RPTA 422G Advanced Administration of Leisure Services (3)
- RPTA 424G Fund Raising and Volunteerism in Leisure Services (3)
- RPTA 428G Youth and Leisure Services (3)
- RPTA 482G Facility Management (3)

Outdoor Recreation & Natural and Human Dimensions of Resource Management

- RPTA 446G Wilderness Leadership (3)
- RPTA 448G Interpretation of Cultural and Environmental Resources (3)
- RPTA 449G Management of Outdoor Recreation (3)
- RPTA 450G Traveling Workshop (1–3, repeatable to 6)
- RPTA 478G Great Smoky Mountains Outdoor Recreation Consortium (3)
- RPTA 481G Human Dimensions of Resource Management (3)
- RPTA 487G Site Planning in Recreation and Parks (3)
- RPTA 488G Park Open Space Planning (3)

Tourism, Hospitality & Event Management

- RPTA 450G Traveling Workshop (1–3, repeatable to 6)
- RPTA 455G Casino Management (3)
- RPTA 460G Sustainable Tourism Development (3)
- RPTA 461G Conference and Convention Planning and Management (3)
- RPTA 462G International Tourism (3)
- RPTA 466G Resort and Country Club Management (3)
- RPTA 467G Event Planning and Management (3)

RPTA 482G Facility Management (3)
RPTA 563 Event Protocol and Promotion (3)
RPTA 567 Best Practices in Event Planning and Management (3)
HM 500 Fiscal Planning and Management for Events (3)
HM 501 Risk Management and Safety for Events (3)

Therapeutic Recreation & Inclusion

RPTA 451G Principles of Therapeutic Recreation (3)
RPTA 452G Leisure Services for Older Adults (3)
RPTA 453G Clinical Therapeutic Recreation Processes (3)
RPTA 454G Management of Therapeutic Recreation (3)
RPTA 493G Sport and Recreation for Individuals with Disabilities (3)

Independent Study/Research

When special needs exist for which regular course work is unavailable, the independent study course, RPTA 490(G): Independent Study (1-3, repeatable to 8) can be considered. RPTA 590: Research in Leisure Services (1-3, repeatable to 8) may only be used for elective study related to the thesis or graduate research project. Independent study projects may be requested by the student or suggested by a member of the graduate faculty.

Students interested in a special focus should contact the Chair of their Graduate Committee or the Graduate Coordinator early in the course of study. All independent study course proposals must be approved and reflected on the Graduate Degree Plan.

Electives in other Departments

Students should explore offerings in other departments to see if there are courses available that would further their knowledge. With the permission of their graduate committee, students may select directed electives from outside the department that provide targeted concepts and skill sets. Students may also design courses to learn more about areas of interest to them using independent study classes RPTA 490G or RPTA 590.

Transferring Graduate Credit

If students believe that previous graduate course work may be equivalent to and satisfies requirements for a core RPTA graduate course, they should discuss making a petition for transfer credit with the GC during preliminary advisement. All petitions for transfer credit must be discussed with a student's GCC, and must include official transcripts identifying the transfer courses and, when possible, a course syllabus to be reviewed by the Graduate

Committee. The student is responsible for providing copies of syllabi for all petitioned courses to the GCC and GC. No course credit may be transferred unless a minimum grade of “B” was received for that course. Upon approval the request must be signed by the GCC and GC, who will then forward it to the School of Graduate Studies. A maximum of nine (9) semester hours of graduate credit from an accredited institution may be considered for transfer.

Exit Option Requirements (6 sh)

The final six hours of the program consist of the exit option requirement which may take the form of the Thesis, Graduate Research Project, or Professional Internship.

RPTA 601: Thesis (6)

RPTA 602: Graduate Research Project (6)

RPTA 603: Professional Internship (6)

Each of the available options is designed to consolidate, enhance, and advance academic elements of the curriculum through direct application of the knowledge and skill sets acquired throughout the course of study. Three options are made available so that students may select the experience that best meets their professional and academic goals.

RPTA 601 requires students to do guided research toward the completion of a thesis; more details about thesis requirements can be found on the School of Graduate Studies website. RPTA 602 is typically taken by students who are currently employed and want to complete a graduate research project associated with their employment. RPTA 603 is a professional internship that must be approved by the students’ graduate committee. The internship must be 480 hours completed with an approved agency.

Upon completion of their exit options, students will be expected to publically present a defense of the competencies gained throughout the exit option process. They are expected to prepare and deliver a 25-30 minute presentation, and then to respond to questions from the audience and their committee members.

Students will be assessed on:

- a. Professional Presentation Delivery
- b. Professional Presentation Design
- c. Knowledge of Administrative Principles
- d. Mastery of Exit Option Requirements
- e. Oral Communication Skills
- f. Overall Presentation Effectiveness

For this reason, the departmental assessments will be using the rubric below to assess graduate learning in 2021-2022.

0	Doesn't meet expectations	Not submitted/0-59%
1	Minimally meets expectations	60-69%
2	Meets expectations	70-89%
3	Exceeds expectations	90-100%

Graduate Assistantships

Students who receive assistantships should be aware of the policies and regulations related to them. Students who are awarded assistantships will need to attend required trainings before semesters begin, and are responsible for submitting monthly time cards according to university guidelines. Students on assistantship should be aware that there can be tax and payroll issues depending on the number of credit hours they complete in a calendar year. For more information on this, please visit with University Payroll in Sherman Hall.

Initial Advisement

Once a student is admitted to the program, the RPTA Graduate Coordinator (GC) will recommend a graduate faculty member for the student to ask to serve as their Graduate Committee Chair (GCC). Students may elect to choose another graduate faculty member as their chair once the semester begins. The GC will help students to set up their first semester of classes. Students will schedule an appointment or email with the GC before the semester begins for preliminary advisement and then check in with their GCC during the first week of classes. Students should familiarize themselves with all departmental faculty by scheduling appointments with them early in their first semester and attending departmental functions and socials held for that purpose. These interactions facilitate introductions and provide opportunities to contact faculty other than the GC and GCC concerning areas of research and publication, and to serve on their graduate committee.

Forming a Graduate Committee

Students are responsible for forming their Graduate Committee during their first semester of classes. The advisory committee consists of three (3) members of the Graduate Faculty of which one, from the Department of Recreation, Park and Tourism Administration, serves as the Graduate Committee Chair (GCC). The GCC must have full membership in the Graduate Faculty. If students would like to have someone who is not a Graduate Faculty member serve on their committee, there is an appeal process outlined by the Graduate School.

The Graduate Committee (1) provides advice, guidance, and permission regarding course work and related concerns, (2) supervises students as they develop their degree plan, and (3) acts as the primary/academic supervisor of students required culminating experience.

Members of students' graduate committee should be selected based on their expertise, research, publication, and professional networks. The selection of the Graduate Committee Chair (GCC) is important because it is their responsibility to serve as the main resource for the students. Once students have obtained agreement of faculty to serve on their committee, students should have them sign the Graduate Committee Form (see Appendix) and submit a copy to their GCC. Students are also responsible for submitting a copy to the administrative assistant in the main office or the GC who will place it in their graduate file folder.

Graduate Studies Tasks & Timeline

For students beginning Fall Semester, the Graduate Committee Selection Form is due to the GC by November 1. It is the student's responsibility to make sure a copy of the form is in their file. For students beginning Fall Semester, the Graduate Committee must meet by the end of the first semester to meet the March deadline for completion of the graduate degree plan.

For students beginning Spring Semester, the Graduate Committee Selection Form is by March 1. For students beginning Spring Semester, the Graduate Committee must meet by the end of the first semester to meet the October deadline for completion of the graduate degree plan.

Additional meetings should be scheduled, as often as needed, so students receive timely and appropriate advice, guidance and permissions, and submit necessary forms to the School of Graduate Studies, GCC, GC and RPTA main office. Additionally, meetings are important for the discussion, determination, timeline, and approval for the culminating experience.

Initiating and scheduling graduate committee meetings are the **student's responsibility**.

Task	Fall semester start	Spring semester start
Form Committee	By October 1	By March 1
Submit Graduate Committee Selection Form to GCC & GC	By October 1	By March 1
Submit Degree Plan to GCC & GC	By March 1	By October 1
Submit Approved Degree Plan to Graduate School	Degree Plans should be submitted once the student has completed 21 sh.	Degree Plans should be submitted once the student has completed 21 sh.
Application for Graduation to Graduate School	Applications for graduation should be submitted the first month of last semester of classes	Applications for graduation should be submitted the first month of last semester of classes

The Graduate Degree Plan

After at least nine (9) semester hours of graduate work have been successfully completed and before the completion of 15 semester hours of graduate course work, the student must submit a graduate degree plan to their graduate committee. **After a student has completed 21 hours they must apply for candidacy by submitting their Graduate Degree Plan to the School of Graduate Studies and the GC.**

The degree plan form is available at www.wiu.edu/grad -- under current students/forms; it is also linked above. The degree plan must be typed, accurate, and include all information requested. List courses sequentially according to course prefix and course number, not by semester taken.

For example:

Correct way

KIN 545

RPTA 511

RPTA 522

Incorrect way

RPTA 522

RPTA 511

KIN 545

Students will develop their degree plan under the supervision their Graduate Committee Chair (GCC) in consultation with their committee members. Students/committees usually take several meetings to develop the formal plan.

Upon obtaining committee permission and filling out the appropriate form, the student will submit the written degree plan to the Graduate Committee Chair; they may submit it

electronically via email. The GCC will submit it to the GC as a pdf with an approval email. The GC will review and sign it electronically by indicating their approval via email. The GC will place a copy in the student's graduate file. **It is the student's responsibility to make sure the signed graduate degree plan is submitted to the School of Graduate Studies Office.**

For students who begin in the fall semester, the graduate degree plan is typically submitted to the Graduate School prior to March 1. Students beginning spring semester typically submit their degree plans to the Graduate School by October 1. Timely submission of the degree plan facilitates movement through graduate school protocols for graduation.

The degree plan prescribes the course work and culmination option students must complete to receive the master's degree. Any modification of the degree plan, after it has been submitted and filed with the School of Graduate Studies, requires formal petitioning that includes the consent and approval of the Graduate Committee. The petition form is available on the School of Graduate Studies' website.

Only upon satisfactory completion of all academic course work and the approved culminating experience, as they appear on the approved Graduate Degree Plan, will the degree, Master of Science in Recreation, Park and Tourism Administration, be awarded.

Getting the most out of a master's degree experience

Graduate students are encouraged to take advantage of the numerous opportunities present in the department, community, and professional associations that facilitate success in a leisure service agency. Students should reach out to professors if there are activities and/or research that interests them.

Students are strongly encouraged to become involved in scholarly and professional networks by attending, participating, or presenting sessions at academic and professional conferences, workshops, and conventions. Examples of state, regional, and national organizations offering such opportunities include, but are not limited to the following: the Illinois Parks and Recreation Association, the National Recreation and Park Association, American Therapeutic Recreation Association, International Council on Hotel, Restaurant & Institutional Education, Illinois Recreation Therapy Association, Association of Interpretive

Naturalists, Midwest Symposium on Therapeutic Recreation, the Association for Experiential Education, and the Wilderness Education Association.

RPTA GRADUATE FACULTY

The following Recreation, Park and Tourism Administration faculty are members of the Graduate Faculty and are eligible to serve on, and/or chair advisory committees, and chair thesis committees:

Dr. Katherine Broughton, Ph.D., University of Illinois, Associate Professor

Office: Quad Cities Campus 309-762-3999, x 62353, email: ka-broughton@wiu.edu

Dr. Young Gin Choi, Ph.D., Kansas State University, Assistant Professor

Office: Knoblauch Hall 211, 309-298-2052, email: yg-choi@wiu.edu

Dr. Minsun Doh, Ph.D., Texas A & M University, Professor & Undergraduate Internship Coordinator

Office: Currens Hall 404C, 309-298-1967, email: m-doh@wiu.edu

Ms. Julie Eggleston, M.S., Western Illinois University

Office: Currens Hall 403, 309-298-1967, email: ja-eggleston@wiu.edu

Dr. Michael Lukkarinen, Ph.D., University of Illinois, Associate Professor & Interim Dept. Chair

Office: Currens Hall 400 & 404B, 309-298-1517, email: md-lukkarinen@wiu.edu

Dr. Donald McLean, Ph.D., University of Waterloo, Professor

Office: Quad Cities Campus 309-762-3999, x 62307, email: dj-mclean@wiu.edu

Dr. Megan Owens, Ph.D., University of Illinois, Assistant Professor

Office: Currens Hall 403, 309-298-2990, email: mh-owens@wiu.edu

Dr. Cindy Piletic, Ph.D., Texas Woman's University, Professor

Office: Currens Hall 401, 309-298-1967, email: c-piletic@wiu.edu

Dr. Rob Porter, Ph.D., University of Georgia, Professor

Office: Quad Cities Campus, 309-762-3999, x 62355, email: r-porter@wiu.edu

Dr. Jeremy Robinett, Ph.D., University of Illinois, Associate Professor & Graduate Coordinator

Office: Currens Hall 413, 309-298-1967, email jl-robinett@wiu.edu

Checklist for RPTA Masters

- Submit application to WIU Graduate School for admission to degree program.
- WIU Graduate School will submit the required documentation to the RPTA Graduate Coordinator. RPTA Graduate Admissions Committee reviews application and makes decision.
- Receive a letter of admission from the Graduate School.
 - a. If a student receives a conditional admission, all conditions of admission must be met prior to filing the Graduate Degree Plan.
 - b. If a student receives probationary admission, probationary status must be removed prior to filing the Graduate Degree Plan.
- Students with less than a 3.00 gpa will typically not be selected for graduate assistantships.
- Contact RPTA Graduate Coordinator (GC) for initial advisement.
- Enroll in classes as advised as soon as possible, since classes with low enrollment are often cancelled prior to the start of the semester.
- Form Graduate Committee within eight weeks of first semester of enrollment. Fill out Graduate Advisory Committee Form, obtain member approval emails and submit to GC.
- Consult with individual committee members for academic planning and to obtain specific departmental degree requirements.
- Convene graduate advisory committee to develop Graduate Degree Plan prior to the completion of 15 semester hours of course work Oct. 1 or March 1. Select remaining course work and determine exit option project: Thesis, Research Project, or Professional Internship.
- Fill out degree plan form and submit to GC for review and correction.
- After students have completed 21 semester hours, they should submit approved graduate degree plan to the School of Graduate Studies.
- Students should modify the graduate degree plan if they receive notification of need for correction in the degree plan from the Graduate School.
- Discuss and prepare exit option proposal with the GCC and committee; RPTA 601 Thesis, RPTA 602 Research Project, or RPTA 603 Professional Internship. Submit exit option Committee Approval form to GCC and GC.
- Upon approval by the GC, students should register for six hours of RPTA 601 Thesis, RPTA 602 Graduate Research Project, or RPTA 603 Professional Internship. Unless otherwise arranged, the GCC will supervise thesis and research projects. The GC will supervise the coursework for RPTA 603, and GCC will coordinate the defense.
- Complete and publicly present and defend the thesis, research project, or professional internship for evaluation by the graduate committee and invited members of the public. NOTE: Students must be continuously enrolled the semester they defend their culminating experience. Therefore, students must enroll in UNIV 695 each subsequent semester until their exit option is completed and defended.
- Refer to the School of Graduate Studies' calendar for application for graduation deadlines. **Do not be tardy in completing this!!** Students are strongly encouraged to participate in commencement ceremonies to celebrate the successful completion of their master's degree.

APPENDIX

These forms can, and should, be accessed and submitted online or via email. The forms can be found at the links below or at <http://www.wiu.edu/coehs/rpta/graduate/resources.php>

Appendix A: [Graduate Advising Sheet](#)

Appendix B: [Graduate Committee Form](#)

Appendix C: [Independent Study Permission Form](#)

Appendix E: [RPTA Exit Option Assessment Form](#)

Appendix F: [RPTA 602 Research Project Approval Form](#)

Appendix G: RPTA 603 Internship Agreement Contract
(The GC will coordinate this contract) – a sample of the information they will request can be determined from the form that follows

Appendix H: RPTA 603 Biweekly Report Topics

Appendix I: [RPTA 603 Internship Agency Evaluation Form](#)

Appendix J: [School of Graduate Studies Petition Form](#)

Appendix K: [School of Graduate Studies Degree Plan](#)

Graduate Advising Sheet

Student: _____ **Beginning semester:** _____

I. Core Courses (or their equivalent competency): 16 sh

- _____ RPTA 511 Measurement and Statistical Analysis (3)
- _____ RPTA 515 Philosophy of Leisure (3)
- _____ RPTA 522 Seminar in Administration of Leisure Services (3)
- _____ RPTA 526 Fiscal Management in Leisure Services (3)
- _____ RPTA 599 Research Methods in Leisure Services (3)
- _____ RPTA 600 Seminar in Leisure Services (1–3)

II. Directed Electives: 12 sh

III. Select one of the following culminating experiences: 6 sh

- Thesis
RPTA 601 Thesis (6)

- Graduate Research Project
RPTA 602 Graduate Research Project (6)

- Internship
RPTA 603 Professional Internship (6)

Total (34 sh): _____

The Department of Recreation, Park and Tourism Administration Graduate Advisory Committee

The following members of the graduate faculty have been selected to serve on the Graduate Advisory Committee for _____
Type full name of candidate

Candidate Signature _____ Date _____

Chair of Graduate Committee _____
Type full name of committee chair

Signature _____ Date _____

Graduate Committee Member _____
Type full name of committee member

Signature _____ Date _____

Graduate Committee Member _____
Type full name of committee member

Signature _____ Date _____

An adjunct advisor is not required, but may be added at the request of the student or committee members

Adjunct Committee Member _____
Type full name of adjunct member

Signature _____ Date _____

The student must schedule a formal graduate advisory committee meeting the first semester that he or she is admitted to degree candidacy in RPTA, at which all members of the advisory committee are present to complete graduate advisement and the degree planning process.

For students beginning Fall Semester, the Graduate Advisory Committee selection form is due to the Graduate Committee Chair, and Graduate Coordinator **by November 1.**

For students beginning Spring Semester, the Graduate Advisory Committee selection form is due **by March 1.**

APPROVAL FOR RPTA DEPARTMENT INDEPENDENT STUDY
RPTA 490(G) or RPTA 590

Student's Name _____ Semester _____ Year _____

I.D. # _____ Phone _____

Course Number/Title 490G 590 Credit Hours _____

Project _____ **OR** substitute class title number _____

Topic: _____

Learning Objectives: (Must be typed - Expand on back of form as needed)

- 1.
- 2.
- 3.
- 4.
- 5.

Method(s) of Evaluation: (Must be typed - Expand on back of form as needed.)

Student's Signature

Date

Faculty Member Directing Independent Study Signature

Date

Student's Grad Committee Member's Signature (Grad Students)

Date

RPTA Department Chair's Signature

Date

Star number: _____ Date _____

Copies: Department Chair
RPTA Faculty Member
Graduate Student's File

Department of Recreation, Park and Tourism Administration
Graduate Exit Option Presentation Rubric
 August 2019

Please use this form to assess graduate students' exit option presentations. Once you have completed the form, please submit it to the Graduate Coordinator so that it may be used to complete our Graduate Assessment.

Presentation Information

Student's Name _____
 Presentation Date _____
 Evaluator _____

Exit Option Information

Thesis Title _____
 Project Title _____
 Internship Site _____

Does not meet expectations (0)	Minimally meets expectations (1)	Meets Expectations (2)	Exceeds Expectations (3)
The students failed to demonstrate awareness or mastery of fundamental skills	The student demonstrated the ability to recognize and/or discuss the fundamental components of the skill(s).	The student demonstrated the ability to integrate and/or apply the skill(s) under typical circumstances.	The student demonstrated the ability to adapt and/or interpret the skills(s) in order to use the skill(s) to advance knowledge and/or apply for use in practice.

Professional Presentation Delivery **1** **2** **3**
 Comments:

Professional Presentation Design **1** **2** **3**
 Comments:

Knowledge of Administrative Principles **1** **2** **3**
 Comments:

Mastery of Exit Option Requirements **1** **2** **3**
 Comments:

Oral Communication Skills **1** **2** **3**
 Comments:

Overall Presentation Effectiveness **1** **2** **3**
 Comments:

RPTA 602 GRADUATE RESEARCH PROJECT PROPOSAL

Student's Name _____ Semester _____ Year _____

I.D. # _____ Phone _____

Project Title: _____

Project Description: (Project Description must be typed - additional pages as needed).

Upon completion of the graduate research project, the student is required to appear before the graduate advisory committee for public presentation and committee evaluation of the project.

Student's Signature _____
Date

Faculty Member Directing RPTA 602 Project Signature _____
Date

Graduate Coordinator/Program Coordinator signature _____
Date

RPTA Department Chair's Signature _____
Date

Registration Star number: _____

- Copies: Department Chair
- RPTA Faculty Project Supervisor
- Student's File

RPTA GRADUATE INTERNSHIP AGREEMENT

Between AGENCY

and

The Board of Trustees of Western Illinois University, on behalf of the Department of Recreation, Park and Tourism Administration Macomb and Quad Cities Campuses

This agreement confirms arrangements for a graduate level internship placement for (YOUR) NAME _____ at (YOUR AGENCY) _____ during the SEMESTER of _____ YEAR _____. The semester begins (SEMESTER BEGIN Date) _____ and concludes (SEMESTER END DATE) _____. Students must complete a minimum of 480 hours (typically three months minimum at an average of 40 hours per week) and remain in the Agency throughout the duration of the semester.

The **University** agrees to:

- provide the Agency with appropriate information about the student placement, the Graduate Internship Program, and the expectations for the internship experience,
- provide the Student with an internship guide that can be found in the *RPTA Graduate Student Handbook* that outlines the progression and scope of the internship, the policies and procedures, forms, and records and reports to be submitted,
- place students only in agency sites that meet the selection criteria,
- assign to the Agency only students who will have successfully completed the internship prerequisites of the Graduate Internship Program,
- provide a Faculty Internship Supervisor who will monitor the internship and consult regarding any problems the student or the Agency is having with the internship,
- comply with all applicable state, federal, and local laws regarding the confidentiality of patient information and medical records,
- provide liability insurance coverage of \$1,000,000 for the student during performance of professional services in the practicum, and
- solicit performance evaluation input from the Agency field instructor and assign the final grade.

The **Student** agrees to:

- work the scheduled hours at the Agency and comply with the Agency's policies and procedures,
- comply with the University's policies and procedures,
- participate in planning the internship and submit bi-weekly reports to the Faculty Internship Supervisor,
- engage in midterm and final evaluation conference calls with the Faculty Internship Supervisor,
- keep the Agency field instructor and the Faculty Internship Supervisor fully informed about the internship experience and the student's supervision needs,
- register for six semester hours of credit in RPTA 603,
- maintain health insurance coverage during the course of the internship, and
- comply with all applicable federal, state, and local laws regarding the confidentiality of patient information and medical records.

The **Agency** agrees to:

- designate an agency field instructor with the proper credentials and experience to supervise the student,
 - allocate appropriate time for student supervision, including scheduled weekly supervisory sessions and oversight of any activities in which the student is assigned to work with other professional staff,
 - allocate appropriate time for field instructor orientation, consultation, and education provided by the University, including possible visits by the Graduate Internship Program Faculty Internship Supervisor when feasible,
 - provide adequate work support for the student, including office space, computer and telephone access, clerical support, and expenses for business travel,
 - provide appropriate orientation, work assignments, and learning experiences for the student, including direct service to clients and participation in Agency and community meetings,
 - comply with all applicable federal, state, and local laws regarding the confidentiality of patient information and medical records,
 - assess the learning and skill needs of the student and submit midterm and final performance evaluation forms,
 - assist the student in self-assessment and in integrating theoretical knowledge with applied experience,
 - keep the Faculty Internship Supervisor informed about the student's performance, and
 - keep the Faculty Internship Supervisor informed about Agency/University relationship issues.
- If applicable – NCTRC Certification # _____ Date: _____

This agreement will remain in effect until the student completes the field experience in the Agency. Either the Agency or the University, following consultation involving the Agency, the student, and the University, when the successful completion of the graduate internship is rendered impossible by a given situation, may terminate the agreement.

The Graduate Coordinator will coordinate the process of collecting the appropriate signatures.

RPTA BI-WEEKLY REPORT TOPICS

Report 1: Organizational Orientation

The objective of this report is for students to demonstrate knowledge of the organizational structure and function (goals and objectives) of the internship agency site, and how they fit within them. This report should include the students' personal goals and objectives to be achieved during the internship. Students may provide affective, behavioral/psychomotor, and/or cognitive goals. It is expected that students will provide objectives that meet SMART and/or ABCD criteria.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

Report 2: Procedure and Professional Practice

The objective of this report is for students to demonstrate knowledge of personnel (i.e., recruitment, hiring, orientation, training, evaluating, discipline, etc.) and professional policy practices (standard operating procedures) of the internship agency site.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

Report 3: Programming

The objective of this report is for students to display their ability to plan, organize, and implement programs in Recreation Administration. This report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

Report 4: Resource Management

The objective of this report is for students to demonstrate knowledge of the internship agency site's resource management (i.e., decision-making practices, budgetary practices, land-utilization, strategic planning, etc.) capabilities.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1" margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

Report 5: Evaluation Process

The objective of this report is for students to demonstrate the ability to effectively evaluate personal and internship agency site outcomes. Students should demonstrate knowledge of the internship agency evaluation procedures (i.e., programming, personnel, planning, etc.). The report should include to what degree students have and have not achieved their personal goals and objectives.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also

reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1” margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

Report 6: Capstone Experience

The objective of this report is for students to demonstrate knowledge and professional experiences related to the internship agency site’s programs, facilities, and services. Simply stated, this report should summarize what students learned about themselves, recreation practices, and the agency throughout their internship.

The report must reference/cite specific RPTA coursework (e.g., courses, assignments, experiential learning, fieldwork, etc.) that is applicable to their duties. Students may also reference/cite skills and/or information for which they feel courses and/or coursework could have better prepared them.

Students should include any artifacts they have completed that will help their internship supervisor better appreciate their achievements (e.g., press releases, program reports, photos, maps, GIS, etc.)

The report should be double-spaced, use Times New Roman 12 pt. font, 1” margins, and not exceed two pages in length. Artifacts should be treated as an appendix and do not count toward the two pages.

EVALUATION FORM: INTERNSHIP IN LEISURE SERVICES

Department of Recreation, Park and Tourism Administration
Western Illinois University

Midterm/Final Evaluation

Please supplement the following ratings with a statement covering any additional points. Make note of abilities or characteristics that will particularly qualify, or problems that will affect, the student for work in leisure services. A supplement email or from the agency supervisor is suggested as well as submission of the RPTA 603 Graduate Intern Evaluation Form found at <http://www.wiu.edu/coehs/rpta/graduate/resources.php>

Key: 0 = Does not meet 1 = Minimally Meets 2 = Meets Expectations 3 = Exceeds Expectations

I. PROFESSIONAL QUALITIES

- Establishes work goals and objectives
- Displays basic understanding and knowledge of leisure services
- Possesses the ability to think independently and appropriately
- Displays initiative and imagination
- Is able to apply knowledge in a practical way
- Has displayed growth in knowledge and basic understanding
- Strives for quality in own performance

II. PROFESSIONAL PERFORMANCE AND LEADERSHIP

- Is successful in achieving goals and objectives
- Is able to organize people and resources
- Capable of motivating others
- Uses all available resources
- Is able to lead and direct
- Completes assignments on or before due date
- Is punctual for meetings, appointments and deadlines
- Has shown an increase in skills in all areas

III. PROFESSIONAL PERSONALITY AND ATTITUDE

- Shows enthusiasm for work
- Exhibits pleasant and tasteful personal appearance
- Displays a sense of humor at appropriate times
- Displays mature judgement
- Accepts assignments willingly
- Actively seeks and is alert to potential learning situations
- Is willing to work to improve areas of weakness
- Projects a positive and supportive attitude toward other staff members

IV. COMMUNICATION AND INTERPERSONAL SKILLS

- Is able to communicate ideas orally and in writing
- Strives for quality in oral and written expression
- Is courteous and tactful
- Accepts suggestions and criticism
- Displays concern for others
- Is consistent and fair in professional relationships
- Confronts problem areas in a positive, constructive manner

STUDENT NAME _____

STUDENT SIGNATURE _____

AGENCY SUPERVISOR SIGNATURE _____

AGENCY _____

DATE _____

DATE _____

Petition Form

Date: _____
Name: _____
WIU ID No: _____
Field of study: _____

Select one from the list below:
 Degree plan – change
 Grade replacement
 Hold an assistantship with less than 3.0 GPA
 Late total university withdrawal (indicate semester)
 Remove from probationary status
 Request to change grade back to an I
 Waiver of 6-hour C rule
 Other (please be specific in rationale below)

Give full reason(s) for request: If petition is to be presented to the Graduate Council, student must provide rationale and documentation to support appeal. Additional documentation may be attached to this form.

Note: If petition is a request to change an F grade back to an incomplete, an extension date must be indicated within the request. The course instructor must also sign.
Instructor: _____

Student's signature: _____
Email address: _____
Current address: _____
Home address: _____

Students: Do Not Write Below This Line

Give full reason(s) for department/program recommendation: If petition is to be presented to the Graduate Council, department must provide rationale for recommendation. Additional documentation may be attached to this form.

Recommendation

Graduate Committee action: ___ Approve ___ Deny

Department Chair recommendation: ___ Approve ___ Deny

Signatures

Member/date: _____
(Should be someone other than department chairperson)

Chairperson/date: _____

