

RCPT 210: Introduction to Recreation, Parks and Tourism Field Experience



One of the requirements for this class is 25 hours of field experience at a community or campus agency/department. The purpose of this experience is for you to learn about the agency and the population it serves. You also get hands-on experience. For some of you, this is the beginning of your professional experience and networking with professionals. In addition, the way you represent yourself at the agency also represents the Department and the University. Please follow these steps:

1. If you want to work at an agency that several people are interested in, communicate with the other students to make contacts and appointments. (You may not use family member, family friends or relatives)
2. Call the agency and set up an appointment to go to the agency.
3. Make sure you know the assignment requirements and what you need to do as well as when you can volunteer.
4. Have the agency professional fill out the contract and you complete the information.
5. Complete your report. Five point penalty for every hour short of 25 hour requirement.

Your report should be written in APA format and include the following:

	1 = Not Acceptable									10 = Professional
1. Proper APA format is used.	1	2	3	4	5	6	7	8	9	10
2. The paper introduces clearly what it is about in the beginning paragraph and has a summary paragraph or conclusion.	1	2	3	4	5	6	7	8	9	10
3. The paper describes the agency, including the mission of the agency and who the agency serves.	1	2	3	4	5	6	7	8	9	10
4. The paper describes what you did during your service-learning.	1	2	3	4	5	6	7	8	9	10
5. You use clear grammar and spelling.	1	2	3	4	5	6	7	8	9	10
6. The paper tells about your initial expectations before you started and how the expectations were met or not met.	1	2	3	4	5	6	7	8	9	10
7. The paper describes the most important thing you learned from this experience.	1	2	3	4	5	6	7	8	9	10
8. The paper describes how this experience may help you as a professional.	1	2	3	4	5	6	7	8	9	10
9. Attach time line of hours worked (work record) and summary of duties completed.	1	2	3	4	5	6	7	8	9	10
10. Attach copy of Performance Evaluation Form completed by agency supervisor.	1	2	3	4	5	6	7	8	9	10

You may hand it in as soon as you are done with your service-learning. This assignment is worth 30% of your final grade. Therefore, take your time and produce a quality product. Also remember to also submit your evaluation and work record along with this report.