

PRT 4828-079**The Senior Internship in Parks, Recreation, and Tourism****Online | 12 Credit Hours | Spring 2022****Instructor:** Preston Tanner, Ph.D., MBA, CYSA**Office:** William Stewart Bldg, Room 213G (Out of office due to Covid-19. Available via Zoom)**Office Hours:** By appointment**Office Telephone:** 801-587-7357**E-mail:** preston.tanner@utah.edu or through Canvas (Canvas is best)**Course Prerequisites:**

- Completion of all coursework & PIR
- Current 1st Aid & CPR
- A minimum GPA of 2.5
- Department consent

Required Materials:

1. All course materials will be provided via Canvas as necessary. All assignments must be submitted via Canvas. Therefore, it is imperative that you have reliable internet access.
2. Canvas is where course content, grades, and communications will be available for this course. You can access Canvas via CIS or directly through <http://utah.instructure.com>. Your username is your UNID, and your password is your University password (the same one you use for CIS or UMail). For Canvas questions, you can use the Canvas help guides or contact Teaching and Learning Technologies by phone at 801-581-6112 or email: classhelp@utah.edu. For password or other computer-related technical support contact The University Information Technology Help Desk by phone at 801-581-4000 or email: helpdesk@utah.edu.

Course Description:

This internship represents the final academic requirement for students majoring in Parks, Recreation, and Tourism. It consists of a semester long placement in a professional setting that is consistent with the career goals and interests of each student. Through cooperative education experiences, students have the opportunity to integrate and apply the knowledge, skills, and abilities developed through their undergraduate education.

Relevant Professional, University and PRT Curriculum Standards:

Professional Accreditation Standards: 8.06.02, 8.06.03, 8.07, 8.08, 8.13, 8.23, 8.24

PRT Standards: This course meets the course class requirement for all PRT majors.

Student Learning Outcomes:

Upon completion of this course each student will be able to:

- Propose your career goals in addition to internship goals that are developed in conjunction with community partners to address both, your professional growth and community needs.
- Integrate concepts learned in your coursework with your field experience.
- Develop potential job prospects through networking and professional resources.
- Evaluate your practical experience in the PRT profession.
- Identify and reflect upon the ways in which your internship agency addresses issues of health & wellness, environmental sustainability, and social equity in the community.

Teaching and Learning Methods:

This is an online course that does not meet in class, but involves significant community engagement outside of the classroom, and is rooted in internship fieldwork at pre-approved agencies. Community engaged learning is a form of experiential education that involves fieldwork in the community, reflection on your experiences as well as your education, and demonstration of what you have learned and accomplished in your community.

In addition to your community engagement, this course includes online discussions, reflections, supervisor and student evaluations, site visits, professional portfolio development, hour logs, and other types of more traditional activities and assignments.

Class Assignments

Assignment	Points
Syllabus Quiz	10
Goals & Objectives	30
Discussions and Presentations	115
Hours Log	30
Site Visit	65
Student and Supervisor Evaluations	150
Reflective Journal Reports X6 (with optional 7 th)	150 (25 each)
Professional Portfolio	100
TOTAL POINTS	650 POINTS

**Assignments may vary from those listed below depending on the type of internship (standard/remote, project-based) and the number of credit hours in which you are registered. Assignments will be custom assigned to you and your situation directly through Canvas.*

Description of Assignments:

1. *Syllabus Quiz*: After reviewing the syllabus, you will complete a short quiz to check for comprehension to ensure that you understand what is expected of you, course policies, and what you can expect from the course.
2. *Goals & Objectives*: You will prepare a minimum of two goals and two objectives for each goal. Objectives must be specific, observable, measurable, and time-bound. You

will be expected to revise and resubmit poorly written goals and objectives within one week before this assignment can receive a grade.

3. *Discussions & Presentations:* Over the course of the semester, you will complete three discussion assignments: 1) a class introduction, 2) a mid-semester update, and 3) a final presentation. These discussion assignments will give the class the opportunity to learn about each other and their internships, and to see the challenges and successes that everyone is experiencing. These assignments will also require you to reflect on the “big issues” in the field which are reflected in the three core pillars (or values) of the Parks, Recreation, and Tourism program: Health & Wellness, Environmental Sustainability, and Social Equity.
4. *Hours Log:* You are required to submit an hours log documenting a minimum of 480 hours over the course of 12-14 weeks. A spreadsheet should be developed using Microsoft Excel. By submitting this hour log, you certify that you have worked the hours indicated. This document should also have a signature line for your supervisor to sign. **This assignment must be typed and signed by your agency supervisor.**
5. *Site Visit:* You must schedule a time to meet, at your internship site, with the academic supervisor and your agency internship supervisor. If your internship is out of town, a conference call or Skype will suffice. When scheduling the visit, select several possible times that you and your supervisor can meet before requesting a meeting with your academic supervisor. Site visits will consist of you, your agency supervisor, and the academic supervisor meeting for approximately 30-45 minutes to review your experience.
6. *Student and Supervisor Evaluations:* You are responsible for ensuring that your supervisor submits a mid-semester evaluation and final performance assessment by the due date. You are responsible for getting the forms to the supervisor well in advance of the due date and verifying that your supervisor submits the evaluations on time. Additionally, you will complete and submit your own mid-semester and final evaluations too.
7. *Reflective Journal Reports:* Throughout the course of the semester, you will write a minimum of six (6) bi-weekly (one every two weeks) reflective journal reports. These will require you to reflect on what you have learned during your internship experience. This is not a description of your work, but a thorough examination of events, tasks, interactions, communications, and incidents. A high standard of writing is expected at all times.
8. *Professional Portfolio:* This assignment may build on an electronic portfolio you started in PRT 3101, and for some, PRT 5460. The portfolio should demonstrate learning, integration of PRT concepts, and transition from student to professional. Projects and reflections that contain evidence of the following would be appropriate additions to your portfolio: a) detailed planning; b) analytical processing; c) problem solving; d) computational analysis; e) documentation using literature or other data to substantiate assertions; and f) original or creative products. An ideal internship placement is one in

which the agency values your contributions, allows you to take on larger job responsibilities, and provides mentorship along the way. Students in these situations are generally in an excellent position to take ownership of special projects and see them through to completion. In this case, one or two large projects will make excellent additions to your portfolio. **For this assignment you will submit a website URL.**

Assignment Details for Project-Based Interns

In lieu of the goals and objectives assignment and the seven reflective journal reports, *interns approved to complete project-based internships* complete the following four project-based assignments: Project Identification and Justification, Project Plan, Project Status Report, Project Evaluation and Deliverable(s). These assignments reflect stages associated with project identification, development, implementation, and evaluation. Goals and objectives for the project are developed within the project identification and justification assignment. Project reflection is integrated throughout these project-based assignments.

Late Policy:

Late assignments will be penalized 10% per day, up to a maximum of 30%. Assignments will not be accepted more than three days after the due date. For example, if an assignment is due on Thursday at 11:59pm, then anything turned in on Friday starting at midnight will be deducted 10%; 20% if turned in on Saturday, and 30% if turned in on Sunday. The assignment would not be accepted after 11:59pm on Sunday, and the student would receive a zero on that assignment. In extreme and rare circumstances, assignments may be accepted late (e.g., emergencies). If possible, contact your University supervisor (or the instructor) prior to the deadline explaining the issue. Your University of Utah supervisor will evaluate the situation, and if permitted, will work with you to set a new deadline for the assignment. **Technological difficulties and general time management difficulties due to busy schedules are not reasonable excuses for deadline extensions or adjustments.** Please allow buffer time; do not wait until the last minute to submit an assignment.

Grading Scale:

Grades will be determined based on the following scale:

A = 92.5% +	B- = 79.5-82.4%	D+ = 66.5-69.4%
A- = 89.5-92.4%	C+ = 76.5-79.4%	D = 62.5-66.4%
B+ = 86.5-89.4%	C = 72.5-76.4%	D- = 59.5-62.4%
B = 82.5-86.4%	C- = 70.5-72.4%	E = less than 59.5%

****This course must be passed with a C- or better to earn credit toward the PRT major.****

Course Schedule: Assignment due dates will be posted on Canvas. Your internship schedule will be determined in conjunction with your agency supervisor. You must complete a minimum of 12 weeks of internship work AND 480 hours of internship work with your agency.

Course Policies:

Communications Plan: Canvas will be used for the majority of communications. Any updates to the syllabus, assignments, or course details will occur in Canvas and will be communicated via Canvas. Announcements and messages (Canvas email) may be used to communicate with the class as a whole or with individual students. Please make sure your Canvas notification preferences are set so that you will receive course announcements, notifications, and information "Right Away" or "Daily" (click the appropriate link to set your preference). You are expected to check Canvas regularly and frequently, preferably daily.

Writing Expectations: The quality of your writing is important. If an assignment is superficial, poorly written, and fails to meet minimum expectations, you may not receive credit or you may be expected to revise and resubmit for partial credit. Please make use of the University Writing Center in the Marriott Library. You may also use e-Tutoring services for your writing.

Internship Behavior and Professionalism: You are expected to represent the University of Utah, the Department of Health, Kinesiology, and Recreation, the Parks, Recreation, and Tourism program, and yourself in a professional manner at all times during the internship experience. This includes at maintaining appropriate, professional behavior at work parties, socials, etc. You are expected to maintain excellent relations with the agency and the agency supervisor. This will enable our department to provide internship opportunities for future students and enable you to create post-graduation employment opportunities as well as job references. You are expected to complete the internship requirements before the end of the semester unless prior arrangements have been approved by the instructor. You are required to meet all agency requirements as well as the minimum requirements of the course. If you quit your internship or are fired from the agency, you cannot receive credit for your internship and will need to retake the course.

Be sure to adhere to formal and informal dress code policies of your agency. Respect schedules, day-off/vacation policies, sick-day policies, etc. Maintain confidentiality and keep a positive attitude. I highly recommend that you seek out mentors and additional responsibilities while you build your network. Communicate with your supervisors regularly, and be a positive representative for your agency, Parks, Recreation, and Tourism, and yourself.

Professional Code of Ethics: All parks, recreation, and tourism majors at the University of Utah are bound to a professional code of ethics. That code of ethics defines fundamental values that are shared by park, recreation, and tourism professionals as well as standards for professional conduct.

Syllabus Changes: This syllabus has been created as an outline and guide to the class. However, all information is subject to change as class needs change. I will notify the class regarding all changes, via Canvas.

University Policies:

Covid –19 Information: Based on CDC guidelines, the University requires everyone to wear face coverings in shared public spaces on campus, including our classroom. As a reminder, when I wear a face covering, I am protecting you. When you wear a face covering, you are protecting

me and all of your classmates. If you forget your face covering, I will ask you to leave class to retrieve it. If you repeatedly fail to wear a face covering in class, I will refer you to the Dean of Students for a possible violation of the 2 Student Code. Note that some students may qualify for accommodations through the Americans with Disabilities Act (ADA). If you think you meet these criteria and desire an exception to the face covering policy, contact the Center for Disability and Access (CDA). Accommodations should be obtained prior to the first day of class so that I am notified by CDA of any students who are not required to wear a face covering.

The Americans with Disabilities Act: The University of Utah seeks to provide equal access to its programs, services, and activities for people with disabilities. If you will need accommodations in this class, reasonable prior notice needs to be given to the Center for Disability & Access (CDA; <http://disability.utah.edu/>; 162 Olpin Union Building; 801-581-5020). CDA will work with you and the instructor to make arrangements for accommodations. All written information in this course can be made available in an alternative format with prior notification to the CDA.

University Safety Statement: The University of Utah values the safety of all campus community members. To report suspicious activity or to request a courtesy escort, call campus police at 801-585-COPS (801-585-2677). You will receive important emergency alerts and safety messages regarding campus safety via text message. For more information regarding safety and to view available training resources, including helpful videos, visit safeu.utah.edu.

The Code of Student Rights and Responsibilities: The code, which specifies student rights as well as conduct involving cheating, plagiarism, collusion, fraud, theft, etc., is provided at <http://regulations.utah.edu/academics/6-400.php>.

Faculty and Student Responsibilities: “All students are expected to maintain professional behavior in the classroom setting, according to the Student Code, spelled out in the Student Handbook. Students have specific rights in the classroom as detailed in Article III of the Code. The Code also specifies proscribed conduct (Article XI) that involves cheating on tests, plagiarism, and/or collusion, as well as fraud, theft, etc. Students should read the Code carefully and know they are responsible for the content. According to Faculty Rules and Regulations, it is the faculty responsibility to enforce responsible classroom behaviors, and I will do so, beginning with verbal warnings and progressing to dismissal from class and a failing grade. Students have the right to appeal such action to the Student Behavior Committee.”

Academic Dishonesty: The instructor of this course will take appropriate actions in response to Academic Dishonesty, as defined the University’s Student Code. Acts of academic dishonesty include but are not limited to:

- ***Cheating:*** using, attempting to use, or providing others with any unauthorized assistance in taking quizzes, tests, examinations, or in any other academic exercise or activity. Unauthorized assistance includes:
 - Working in a group when the instructor has designated that the quiz, test, examination, or any other academic exercise or activity be done “individually;”
 - Depending on the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments;

- Substituting for another student, or permitting another student to substitute for oneself, in taking an examination or preparing academic work;
- Acquiring tests or other academic material belonging to a faculty member, staff member, or another student without express permission;
- Continuing to write after time has been called on a quiz, test, examination, or any other academic exercise or activity;
- Submitting substantially the same work for credit in more than one class, except with prior approval of the instructor; or engaging in any form of research fraud.
- *Falsification*: altering or fabricating any information or citation in an academic exercise or activity.
- *Plagiarism*: representing, by paraphrase or direct quotation, the published or unpublished work of another person as one's own in any academic exercise or activity without full and clear acknowledgment. It also includes using materials prepared by another person or by an agency engaged in the sale of term papers or other academic materials.

Addressing Sexual Misconduct: Title IX makes it clear that violence and harassment based on sex and gender (which includes sexual orientation and gender identity/expression) is a Civil Rights offense subject to the same kinds of accountability and the same kinds of support applied to offenses against other protected categories such as race, national origin, color, religion, age, status as a person with a disability, veteran's status or genetic information. If you or someone you know has been harassed or assaulted, you are encouraged to report it to the Title IX Coordinator in the Office of Equal Opportunity and Affirmative Action, 135 Park Building, 801-581-8365, or the Office of the Dean of Students, 270 Union Building, 801-581-7066. For support and confidential consultation, contact the Center for Student Wellness, 426 SSB, 801-581-7776. To report to the police, contact the Department of Public Safety, 801-585-2677(COPS).

Wellness Statement: Personal concerns such as stress, anxiety, relationship difficulties, depression, cross-cultural differences, etc., can interfere with a student's ability to succeed and thrive at the University of Utah. For helpful resources contact the Center for Student Wellness, <http://wellness.utah.edu/>; 801-581-7776.

Veterans Center: If you are a student veteran, I want you to know that the U of Utah has a Veterans Support Center on campus. They are located in Room 418 in the Olpin Union Building. Hours: M-F 8-5pm. Please visit their website for more information about what support they offer, a list of ongoing events and links to outside resources: <http://veteranscenter.utah.edu/>. Please also let me know if you need any additional support in this class for any reason.

LGBT Resource Center: If you are a member of the LGBTQ community, I want you to know that my classroom is a safe environment. Additionally, please know that the U of Utah has an LGBT Resource Center on campus. They are located in Room 409 in the Olpin Union Building; their hours are M-F 8-5 pm. You can visit their website to find more information about the support they can offer, a list of events through the center and links to additional resources: <http://lgbt.utah.edu/>. Please also let me know if there is any additional support you need in this class.