

THIS RTTR 398 PRACTICUM PACKET INCLUDES:

THE RTTR PRACTICUM SYLLABUS

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THE RTTR PRACTICUM EVALUATION TO BE COMPLETED BY THE SITE
SUPERVISOR

COURSE: No. 398 Title: Practicum in Recreation/Therapeutic Recreation

Instructor: Dr. Lorene Olson lolson@winona.edu

COURSE SYLLABUS

Practicum in Recreation/Therapeutic Recreation – 3 credits (Pre-requisites: Must have completed RTTR 229 and 245 and consent OR special permission of department.)

1. Catalog Description This course offers one an opportunity to learn by experience and further one's professional development under the careful guidance of experienced professionals and college supervisors. (May be repeated once for credit in different settings).

2. Statement of Major Focus and Objectives of the Course When students, agency professionals and university faculty are brought together through a practicum experience, all three groups will benefit.

Most of the entry level jobs in Recreation and Therapeutic Recreation are gained by individuals with sound educational backgrounds along with a variety of practical, pre-professional experiences in the field. The goal of this course is for students to gain valuable pre-professional experience in various areas of their chosen profession.

Course Objectives

- * The practicum experience will enable the recreation major to “sample” various potential employment areas within the field.
- *The practicum experience will serve as a catalyst in assisting recreation majors to relate textbook knowledge and classroom discussion with an actual field experience.
- * Practicum experiences provide students with the opportunity to observe, practice, and apply theory to specific situations. Through such experiences students will gain a greater understanding of the duties and responsibilities of full-time recreation and park and therapeutic recreation personnel.
- * Throughout, and following involvement in a practicum experience, students will gain the opportunity for self-evaluation in terms of his/her training, strengths, and weaknesses.
- * The practicum experience will provide students with the opportunity to expand and develop strong human relation skills.
- * Through practicum experience(s) students will build professional experience and accomplishments for a resume.
- * Through practicum experience(s), students will be provided with the opportunity to observe and later to articulate their understanding of the working relationships between employees at all levels within an organization.
- * As a result of practicum involvement students will expand their philosophy and knowledge of recreation and parks and therapeutic recreation professions.

3. Course Outline of the Major Topics and Subtopics Depending upon the selected site, the content of the practicum will vary significantly. All students are expected to obtain an on-site orientation and

become involved in the observation, as well as the planning, promotion, and implementation of ongoing recreation programs.

To obtain permission to register for this course, the student will complete the following application:

Practicum Application Form.

(Please cut and paste and email this form to: lolson@winona.edu)

Your name:

Your tech ID number

Your star ID

A phone number at which you can be reached

Approximate dates and times in which you intend to complete your practicum (i.e. Tuesday afternoons, 12:30 – 4:30).

Site Name and Address:

Site web address:

Site Supervisor Name and Title:

Site Supervisor's Email:

Site Supervisor's Phone:

Is this a RT or TR Practicum?

Is this a paid practicum?

Do we have an existing contract with this practicum site? ____Yes ____No

(Note: You may not begin counting any practicum hours until a contract has been signed and this can take up to a few months in some instances. There have also been times when both parties cannot agree on the language of the contract and as a result the student is not allowed to do a practicum there).

A sentence or two that describes the clientele served and 4-5 of your duties and responsibilities.

***Please send a copy of the completed application form along with a copy of your background clearance letter to lolson@winona.edu Then make a hard copy of both of these documents and put in Dr. Olson's mail file in the RTTR office. Once Dr. Olson has this information and approved your application she can register you for the practicum.

During his/her practicum the student will:

1. Complete a 100 hour practicum experience in on site under an approved practicum supervisor
2. Maintain an hours log and brief description of all practicum experiences. (At the end of each day the student completes practicum hours he/she should document the time spent on site and write a sentence or two re: what he/she did that day. Include any impressions, new insights, etc. when appropriate).
3. Attend any required agency orientation and in-service training programs
4. Plan, promote, implement, and evaluate a special project for the agency in which he/she is doing his/her practicum. Note: This is a good idea but not mandatory if the site supervisor does not feel a special project fits their agency needs.
5. Remind site supervisor to email evaluation forms at the appropriate time or submit signed evaluation form along with your report and hours log. (Note: Students should request that site supervisor go over his/her evaluation with the student in person prior to sending it to the University.)
6. Submit a typewritten, signed report on his/her experiences.

The faculty supervisor will:

1. Counsel with prospective practicum students regarding placement, interests, opportunities, and concerns.
2. Act as a liaison between the student and site when any problems or concerns arise.
3. Read and grade final papers and assign the final practicum grade.

The agency supervisor will:

1. Orient students to the following: a. goals of the agency b. agency staff c. services offered d. facilities and other resources of the agency e. opportunities which the student can assist in during his/her experiences
2. Inform the student of all policies and regulations he/she must abide by during his/her involvement at the agency.
3. If mutually beneficial, assign the student a special project. This project should be one in which the student will have major responsibility for the planning, promotion, conducting, and evaluating tasks. (Note: This is not a mandatory requirement).
4. Contact the faculty supervisor with any concerns on a timely basis
5. Maintain (or ensure the student is maintaining) a record of the number of clock hours the student spends at the agency
6. Provide the student with constructive criticism, encouragement, and/or praise as needed.
7. Submit the evaluation form to the designated university supervisor at the end of the student's experience. (Please review this form with the student prior to submitting).

Basic Instructional Plan and Methods Utilized

"Hands-On" experiential involvement

Course Requirements & Means of Evaluation The agency supervisor's written and verbal evaluation of the student will significantly impact one's practicum course grade. The faculty advisor will also consider the quality of the student's written report as well as other indicators that relate to the level of commitment and resourcefulness demonstrated by the student in terms of his/her involvement and special project(s). Students should submit their work via D2L Dropbox.

Textbook(s) or alternatives Due to the varied nature of this class, there will be no textbook. Students are encouraged to utilize their programming textbooks and agency resources for the program planning and implementation exercises in which they become involved.

Practicum Report Outline

A. A cover page with the following information

1. Your Name
2. Agency where practicum experience took place _____
3. Clientele worked with _____
4. Address and phone number of agency _____
- 5 Agency supervisor _____ Title _____
6. Your hours log signed off on by the site supervisor

B. Respond to each of the following, forming the body of the report. (Please include a heading for each topic area)

1. Needs and/or interests of the clientele served
2. Short and long-term objectives of the agency/program
3. Recreation activities observed, participated in and/or planned and implemented
4. Other recreational activities conducted while student was not present
5. Equipment/areas/facilities utilized to conduct recreation programs
6. Personnel involved in the recreation program: training, educational, or professional background of staff
7. Assessment procedures: methods/testing instruments/evaluation techniques/charting procedures and/or other documentation procedures
8. Suggestions for additional recreation services: insight, perception
9. A summary of the program or special project the student planned, promoted, implemented, and evaluated
10. Comments/reactions to overall experience
11. Implications of this experience to my professional development

Practicum Evaluation Form (to be completed by the site supervisor)

Students Name _____ Practicum supervisor's signature and contact details (email, phone, address)

1. Please list the approximate beginning and ending dates of this student's affiliation with your agency

2. Can you verify this student completed the required 100 hours within your agency? ____ yes ____ no

3. Please comment on this student's promptness, dependability, attendance and level of professionalism.

4. Please comment on the level of initiative taken by the student. Do you believe he/she has the potential to be a strong leader or is he/she more likely to be a follower?

5. Please comment on one or two things this student did best.

6. Please comment on one or two areas this student could improve prior to entering the field.

7. Based upon your observation of this student at his/her current level of functioning would you, or would you encourage a colleague to hire this student for a part-time recreation related job? Why or why not?

8. If you were to assign a grade to this student for his/her practicum performance, what would that grade be? Thank you! If you have any questions or concerns as you complete this evaluation, please email Dr. Lorene Olson at lolson@winona.edu. Thank you!