

Eastern Washington University
Physical Education, Health and Recreation Department
RCLS 435-01: Employment Processes in RCLS
FALL 2015

A question to ponder: What does it mean to be a “professional?”

Course Information

Instructor: Emily Messina, PhD, CTRS/R
Office: PEC 233
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Office Hours: Monday and Wednesday 11AM-12PM; Tuesday and Thursday 8AM-9AM
Class meets: September 21 & 22 from 9:00-5:00; October 5th OR 6th from 3:30-5:00
Location: PEC 103
Credits: 2

Course Description

This course is designed to introduce recreation students to the employment process including recruiting, application, resume development, interviewing, reference checks, hiring processes, on-the-job training, and probationary status. It is a 2-day intensive course that incorporates numerous local professionals sharing industry insights.

Instructional Methods and Materials

Lecture, PowerPoint, Discussion, Small Group Work, Micro Teaching, Cooperative Learning, Activities, Role Playing, Field Experiences, Online Participation, Community Engagement, Guest Lectures

Text

None

Note: Additional reading materials will be distributed in class or online. It is essential that students read all assigned material for class. Even if not explicitly discussed, lectures, discussion, and class exercises may assume student knowledge of the reading material.

Learning Outcomes

By the end of this course, students should be able to:

1. Develop and maintain a professional presence online that is pertinent to the application process
2. Develop a professional portfolio relevant to finding a career after college
3. Deliver a presentation with confidence and professionalism, similar to the interview process
4. Understand the necessary components of a resume and cover letter
5. Summarize the details and requirements found within the student and supervisor internship manuals
6. Critically think about what they aspire to be as a recreation professional
7. Utilize various search techniques for finding internships and jobs
8. Understand the different sectors found within the recreation and leisure industry
9. Demonstrate the importance of professional networking
10. Illustrate what professional employers are looking for in job candidates

Course Procedures and Policies

Participation:

This course demands a high level of class discussion and active participation. This course is designed around the assumption that people learn best and help others learn when they participate. Participation includes coming to class to share thoughts and perspectives, as well as taking notes and being an engaged listener. It also includes participation through technology-based formats such as **Canvas™** (<http://canvas.ewu.edu/>). The more each student participates, the better this class will be. One of the best features of this class is the open exchange of ideas concerning our materials. Attendance and participation in this class is therefore considered mandatory. *Regarding the use of cell phones in class: PLEASE DON'T USE THEM.*

Attendance:

Attendance and participation are required for this class. If you miss any of the class for any unexcused reason, you will need to retake the course. Please do not call the instructor to indicate that you might miss a class. Attendance means that you are in class for the entire class, late arrival or early departures break up the flow of the class and are not fair to your peers. If you miss class, it is your responsibility to obtain the proper documentation to have your absence excused.

Grading and Evaluation Procedures:

Criteria for evaluation in this class include ordinary standards of good writing (clear expression; accurate punctuation, grammar, and spelling; well organized) and meeting specifications of individual assignments. Assignments must be handed in on or before announced deadlines. Assignments must be typed (12 point font) and double-spaced. Late assignments will not be accepted. All required assignments must be completed to earn a course grade of 2.5 or higher.

Grades will be assigned according to normal university standards, (which includes an assumption of basic literacy in English)

95%	4.0	86%	3.3	77%	2.7	68%	1.9
94%	3.9	85%	3.2	76%	2.6	67%	1.8
93%	3.8	84%	3.1	75%	2.5	66%	1.7
92%	3.8	83%	3.1	74%	2.5	65%	1.6
91%	3.7	82%	3.0	73%	2.4	64%	1.5
90%	3.6	81%	3.0	72%	2.3	63%	1.4
89%	3.5	80%	2.9	71%	2.2	62%	1.3
88%	3.4	79%	2.8	70%	2.1	61%	1.2
87%	3.4	78%	2.8	69%	2.0	60%	1.1

Final grades will be assigned according to the following breakdown:

Assignment	Points
Participation/Attendance	100 pts.
Presentation	100 pts.
Website	100 pts.
Cover letter	100 pts.
Resume	100 pts.
	500 total pts.

Assignments

All assignments are due on the dates AND times specified. Late assignments **are not** accepted. If a “special circumstance” arises related to the timely delivery of an assignment, please speak to the instructor **prior to due date**. Refer to Canvas™ regularly to stay on top of due dates.

- **Participation/Attendance (100 pts.):** Attendance is mandatory for this class. It is your responsibility to be to class on time and prepared for that day’s activities.
- **Presentation (100 pts.):** Students will deliver a 1-2 minute presentation to the class that illustrates their professional qualities and attributes that potential employers should notice. The specific requirements for this assignment will be discussed in class and posted on Canvas. **Presentations to be held October 5th OR 6th from 3:30-5:00.** A signup sheet will be distributed in class.
- **Website Development (100 pts.):** Students will develop a professional website during this course. Details will be discussed in class and posted on Canvas. **Link is due on canvas by Thursday, October 22nd at 11:59PM.**

- **Cover letter (100 pts.):** Students will create a professional cover letter that is worthy of use during the job application process. Details will be discussed in class and posted on Canvas. **Cover letter is due on canvas by Thursday, October 22nd at 11:59PM.**
- **Resume (100 pts.):** Students will create a professional resume that is worthy of use during the job application process. Details will be discussed in class and posted on Canvas. **Resume is due on canvas by Thursday, October 22nd at 11:59PM.**

Academic Integrity

- 1) Violations of academic integrity will not be tolerated. Examples of academic dishonesty include misrepresenting others' work as your own, failure to provide proper citations in written text, stealing or destroying material intended for the use of other students, using notes or cell phones during exams, taking photographs of exams, assisting others during exams, copying someone else's work, letting his or her work be copied. **Any** violation of academic integrity for any assignment in this class may result in an XF grade **for the course as a whole**. An XF grade indicates that you failed the course for violating EWU's policy on academic integrity. For additional information regarding this issue, refer to the following link <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>.
- 2) Any form of academic dishonesty will be documented and reported to the Vice Provost for Undergraduate Affairs. A student who cheats on a test, quiz or homework assignment (copying someone else's work, letting his or her work be copied, talking or sharing a calculator during an exam and other forms of cheating) will receive a zero on the assignment or assessment. Another incidence of cheating may result in a grade of XF for the quarter. (XF on a transcript indicates that a student received a 0.0 because he or she cheated.) For additional information regarding this issue, refer to the following link <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>.
- 3) EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation for a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review. EWU's academic integrity policy is available online at: <http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>

- 4) **Statement on plagiarism and academic fraud:** Broadly speaking, plagiarism occurs when an author uses the words, ideas, and/or phrasing of another author (either directly or in paraphrase) without proper attribution. Cutting and pasting sentences, paragraphs, or entire articles written by someone else into your essay and then submitting it as your own is the obvious example. However, academic fraud is broader than this. For example, if you use the words of another author but fail to put quotation marks around them, that's plagiarism. Or if you put quotation marks around them but fail to provide a citation, that's plagiarism too. Using the notes or class materials of another student in the completion of an exam or other assignment (whether it's an in-class or take-home exam), is cheating. If you *provide* your notes/class materials to another student who then uses them to complete an assignment, that could be defined as cheating too.

In addition, there's a difference between collaboration and collusion. Collaboration involves things like talking, thinking, or brainstorming with your fellow students and is generally encouraged. Collusion occurs when that collaboration results in the submission of identical or substantially similar work by two or more students and is always frowned upon. There is a difference between careless academic practice and the outright intent to deceive, and sanctions for such offenses can be modulated depending on the professor's view of the seriousness of the offense. The point is that you need to be triple-extra sure about what sorts of collaboration are permitted by your instructors and which aren't. Do not assume anything! Just because a certain kind of collaboration has not been expressly prohibited by an instructor does not mean it's permitted. Just because some professors permit collaboration does not mean they all do. Any student found guilty of plagiarism or other academic fraud in this class will automatically receive a 0.0 grade for the course. I reserve the right to refer especially serious instances of academic fraud (e.g. an obvious intent to deceive) to the appropriate university authorities and request the more serious sanction of an X/F grade for the course. Please consult with me if you're even slightly unsure of what this all means.

EWU's academic integrity policy is available online at:

<http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml>

Disability Support and ADA

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager of DSS, or call 509-359-6871.

Equal Opportunity/Affirmative Action

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University. Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

Student Conduct

Students are subject to the University's Student Conduct Code, which has been promulgated as a chapter in the Washington Administrative Code (WAC) at Ch. 172-120. This code protects the interests of the University in providing an atmosphere supportive of student learning. In this class, students are expected to treat other individuals with respect and to engage in the learning activities assigned. Distractive, disruptive, irrelevant or inappropriate behavior will not be tolerated.

Withdrawal/ Incomplete

If it becomes necessary for you to withdraw from the course, it is your responsibility to do so. To receive an incomplete (X), a student must be passing the course when a verifiable documented emergency occurs after the last withdrawal date.

Syllabus Disclaimer

This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to be modified as class needs change. Any changes will be posted and documented on the Canvas Announcement page.

Monday, September 21st

9:00 AM – Introduction, Syllabus, Assignments, Grading

10:00 AM – **Ryan Weldon**, CALE Career Advisor, Developing your resume and cover letter, Career services overview

11:00 AM – Professional aspects of the RCLS industry

12:00 PM - Lunch

1:00 PM – **Adriano Eva**, City of Spokane Parks and Recreation, Athletic Programs & Facilities

2:00 PM – **Laura Stensgar**, Marketing Director at Coeur d'Alene Casino Resort and Hotel

3:00 PM – Website development

4:30 PM – Closing Summary

Tuesday, September 22nd

9:00 AM – Group review of resumes and cover letters

11:00 AM – **Kelley Heydon**, Spa Director at Coeur d'Alene Casino Resort and Hotel.

12:00 PM - Lunch

1:00 PM – **Alice Busch**, City of Spokane Therapeutic Recreation Services

2:00 PM – **Jennifer Papich**, CPRP, Recreation Coordinator, City of Spokane Valley

3:00 PM - **Chris Hoppe**, Recreation and Athletic Specialist, Intramurals, Eastern Washington University

4:00 PM – **Dr. Matt Chase**, Professor and Co-chair PEHR, Professional Recreation Internship

4:30 PM – Closing Summary