

**Florida State University Panama City  
College of Applied Studies**

**RECREATION, TOURISM AND  
EVENTS**

**STUDENT  
HANDBOOK  
2014-2015**

## College of Applied Studies - Recreation, Tourism and Events

### UNDERGRADUATE PROGRAM INFORMATION

Welcome! The faculty of the Recreation, Tourism and Events (RTE) welcome you as you begin exploring opportunities available in the field of recreation, tourism, and special events. We are excited to assist you in your journey as you seek a career path in this very rewarding profession.

#### **INTRODUCTION**

The recreation, tourism, and leisure industry is the second largest industry in the United States. Florida State graduates have been very successful in securing professional positions in, resorts, special event companies, schools, universities, churches, youth agencies, city and county government recreation agencies, membership clubs, tour companies, convention and visitor bureaus, stadiums and arenas, armed forces recreation services, sports clubs, non-profit agencies, and many others. To succeed in this field you should recognize the value of memorable recreation experiences, have organizational skills, initiative and energy, and enjoy working with people.

**Course Requirements:** Students must take a minimum of 60 semester hours, including 45 hours of core Recreation courses and 15 hours of approved specialization courses (page 19). Students must receive a C- or better in all LEI required coursework and specialization courses. Prior to taking LEI 4940 Internship, students must have completed all required Recreation courses and approved specialization courses, have a 2.5 GPA in **all** college courses and a 2.5 GPA in LEI core courses. Students must have a current certificate in First Aid/CPR prior to Internship. Students may not be enrolled in any other university courses during their internship.

#### **Core Courses:**

- LEI 3004** Introduction to Recreation, Tourism and Event (3 credits)
- LEI 3312** Introduction to Special Events (3)
- LEI 3420** Recreation Activities Leadership (3)
- LEI 3435** Program Design (3)
- LEI 3843** Commercial Recreation and Tourism (3)
- LEI 4524** Leadership and Supervision in RTE Organizations (3)
- LEI 4551** Administration of RTE Organizations (3)
- LEI 4602** Planning and Maintenance of Facilities in RTE (3)
- LEI 4881** Assessment, Research, and Evaluation in RTE (3)
- LEI 4921** Field Work in RTE (1 credit, take two times)
- LEI 4930** Senior Seminar in RTE (1)
- LEI 4940** Internship in RTE (15)

#### **Other RTE Courses:**

- LEI 4561** Special Event Promotions (3). Note: This can be a Specialization Course

**Student Advisement and Orientation:** Each undergraduate student admitted into the Recreation, Tourism and Events program is assigned a faculty advisor to assist with advisement and career counseling. It is the student's responsibility to make appointments with the faculty advisor. Faculty advisors maintain regular office hours each week during the fall and spring semesters. A student can schedule an appointment by calling or electronically mailing the faculty member.

An orientation is provided to all students admitted into the Recreation, Tourism and Events program. The purpose of the orientation is to introduce incoming students to the faculty, the undergraduate curriculum, and the policies and procedures of the program. The orientation is generally incorporated into LEI 3004 Intro to Recreation, Tourism and Events.

## **FACULTY**

Faculty of the Recreation, Tourism and Events Program are highly qualified professionals with expertise in a variety of areas within the field of recreation. Faculty profiles are available on the department website (<http://appliedstudies.pc.fsu.edu/Academics/Undergraduate/Recreation-Tourism-and-Events>).

### **Dr. John Crossley**

Holley Academic Center A 111, Panama City Campus

850-770-2239

[jcrossley@pc.fsu.edu](mailto:jcrossley@pc.fsu.edu)

Student papers and other documents may be dropped off at the Reception Desk of the Faculty offices A111 on the first floor on the Holley Academic Center on the Panama City campus.

### **Donna G. Trafford, CPRP**

308 Kellogg Building, Main Campus, Tallahassee

850-245-9774

[dtrafford@fsu.edu](mailto:dtrafford@fsu.edu)

### **Rosemary Prince, CPRP**

312 Kellogg Building, Main Campus, Tallahassee

850-245-9773

[rprince@fsu.edu](mailto:rprince@fsu.edu)

## **COURSE DESCRIPTIONS**

**LEI 3004. Introduction to Recreation, Tourism and Events (3).** This course provides an introduction to the nature and diversity of recreation pursuits and the social and cultural forces that influence leisure related choices. Students will examine the various ways in which recreation is organized for delivery by professionals working in the recreation and event industry. Career opportunities in recreation and park and event management are explored.

**LEI 3312. Introduction to Special Events (3).** This course introduces students to special event planning and prepares them to design and implement a variety of special events for leisure, recreation, and park organizations, community organizations, non-profit agencies, associations, corporations, and other organizations.

**LEI 3420. Recreation Activities Leadership (3).** This course includes selection, development, and understanding of recreation activities and how specific activities meet the needs of individuals. This course develops leadership skills and the ability to plan and lead activities appropriate to age, interest, ability, and culture.

**LEI 3435. Recreation Program Design (3).** Prerequisites or Co-requisites: LEI 3004 and 3420. This course is designed to facilitate the understanding of principles and methods of recreation program design and operation. Students apply the processes of goal and objective technology and selection and sequencing activities in creating a program design within recreation and leisure services.

**LEI 3843. Commercial Recreation and Tourism (3).** This course is designed to introduce the concepts, principles, and practices of commercial recreation and tourism.

**LEI 4524. Leadership and Supervision in Recreation, Tourism and Events (3).** Prerequisites or Co-requisites: LEI 3004 and LEI 3435. This course introduces the concepts, principles, and best practices for leading and supervising professional employees of recreation, sport, and leisure organizations.

**LEI 4551. Administration of Recreation, Tourism and Event Organizations (3).** Prerequisite: LEI 3435. This course introduces students to the fundamental concepts, theories, principles, and practices of administering, marketing, and budgeting for leisure service agencies.

**LEI 4561. Special Event Promotions. (3).** This course will present students with an overview of standard event promotional techniques used by event producers and include online marketing strategies. Research, creativity, writing, analysis and organization are skills required to succeed in this course. NOTE: This is an RTE “Specialization Course,” not a required course for majors.

**LEI 4602. Planning and Maintenance of Facilities in Recreation, Tourism and Events (3).** Prerequisite: LEI 3435. Provides basic information for the planning and maintenance of leisure areas and facilities.

**LEI 4881. Assessment, Research, and Evaluation in Recreation, Tourism and Events (3).** Prerequisite: LEI 3435. Enables students to assess leisure functions, interests, and behaviors and teach students to understand and critique research findings in leisure settings.

**LEI 4906r. Directed Individual Study (1–3).** May be repeated to a maximum of twelve semester hours.

**LEI 4921r. Fieldwork in Recreation, Tourism and Events (1–3).** (S/U grade only) Prerequisites: LEI 3004 and 3420. Provides the student an opportunity to gain practical experience in an organized leisure setting. May be repeated to a maximum of six semester hours.

**LEI 4930. Senior Seminar in Recreation, Tourism and Events (1).** Prerequisite LEI 3004, 3420, 3435, and one LEI 4921. Co-requisite: All RTE major core courses except LEI 4940. The seminar is designed to introduce the current problems facing the leisure profession and the practitioner and to teach students to effectively discuss issues in a seminar setting.

**LEI 4932r. Special Topics in Leisure Services (3).** Current topics in leisure services are studied in depth. May be repeated to a maximum of nine semester hours.

**LEI 4940r. Internship in Recreation, Tourism and Events. (15).** Prerequisite: LEI 4930 and must be certified in First Aid/CPR. Full-time experience in a leisure agency under the supervision of a professional practice practitioner. May be repeated to a maximum of thirty semester hours.

## Specialization Courses for Recreation, Tourism and Events

RTE students must complete a minimum of 15 hours of specialization courses from this approved list. A grade of C- or better is required in these courses. Courses on this list taken prior to admission are included in the required hours. Note: Students are responsible for meeting all pre-requisites for all courses. Specialization courses must be approved by an RTE advisor as part of a logical career development plan. In accordance with University Policy, a maximum of 6 credit hours of courses taken to meet Liberal Studies requirements may be used in a major. Courses taken at universities and colleges other than those listed here will be considered if the student provides adequate information to justify the course being counted toward the RTE Specialization.

### Specialization Course List – FSU Panama City

ACG 2021 Introduction to Financial Accounting	MAN 4301 Human Resource Management
BUL 3310 The Legal & Ethical Environment of Business	MAR 3023 Basic Marketing Concepts
COM 3110 Communication for Business & Professionals	MAR 3400 Professional Selling
COM 4470 Desktop Media	MAR 4841 Services Marketing
ECO 2023 Principles of Microeconomics	PUR 3000 Introduction to Public Relations
GEB 3213 Business Communications	PUR 3100 Writing for Public Relations
HFT 3240 Managing Service Organizations	STA 2023 Fundamental Business Statistics
PPE 3003 Psychology of Personality	CLP 4134 Abnormal Child Psychology
DEP 3103 Child Psychology	SOP 3004 Social Psychology
DEP 4403 Psychology of Adult Development & Aging	EEC 4303 Expressive Arts
LEI 4561 Special Event Promotions	

### Specialization Course List - Gulf Coast State College

ACC 2001 Fiscal Accounting I	GEB 2090 Leadership Training
ACC 2011 Fiscal Accounting II	MAN 2021 Principles of Management
ACC 2021 Managerial Accounting	MAN 3240 Applied Organizational Behavior
BUL 2241 Business Law	MAN 3303 Principles of Management & Ldr.
EOC 2023 Principles of Microeconomics	MAR 2011 Marketing
DEP 2000 The Psychology of Childhood & Youth	SLS 2264 Leadership Development Seminar
POS 2112 State & Local Government	TPA 2200 Stagecraft
HFT 1000 Intro to Hotel & Restaurant	HFT 1011 Culinary & Travel Elements
HLP 1081 Wellness (2)	PEM 1624 Lifetime Fitness (1)
PEN 2114 Lifeguard Training (2)	PEO 1932 Adaptive Aquatics (1)
PEO 2003 Sports Officiating	PET 2622 Care & Prevention of Athletic Inj.

### Specialization Course List – Tallahassee Community College

ACG 2021 Financial Accounting	MAN 2021 Into to Management
ACG 2071 Managerial Accounting	MAN 2130 Business Writing
BUL 2241 Legal Concepts of Business	MNA 1161 Intro to Customer Service
DEP 2004 Human Development	PEM 1101 Adult Fitness (2)
GEB 1011 Intro to Business	PEO 2033 Officiating Techniques Ind. Sports
LEI 1541 Outdoor Recreation	PET 2084 Exercise Education
LEI 2730 Adaptive Therapeutic Recreation	MAR 2011 Principles of Marketing

## Specialization Course List – Main Campus Online Courses

**Note:** All courses below are offered at least once per year as online courses. Our students are not allowed to take Specialization courses that are taught in a “face-to-face” class on the main campus in Tallahassee campus. Exceptions include any main campus course that was taken prior to a student becoming an FSU Panama City major.

ADV 4411-Multicultural Marketing Communication  
CCJ 2020-Introduction to Criminal Justice  
CCJ 3651-Drugs and Crime  
CCJ 4601-Human Behavior  
CCJ 4614-Criminal and Delinquent Behavior  
CHD 4615-Public Policy: Child and Family Issues.  
CJJ 3013-Youth Culture and Crime  
CJJ 4010-Juvenile Justice  
COM 3332-New Communication Technology and Contemporary Society  
COM 4132-Communication and Stress Management  
EDF 4210-Education Psychology: Developmental Learners  
FAD 2230-Family Relationships and Life Development  
FAD 3220-Individual and Family Life Span Development  
FAD 3271-Ecological Contexts for Individual and Family Development  
HME 4221-Family Resource Management  
LDR 2102-Leadership Theory and Practice  
MMC 2000-Introduction to Mass Media  
PAD 4372-Leadership and Communication in Emergency Management  
PAD 4374-Introduction to Terrorism: Preparedness and Response  
PAD 4391-Foundations of Emergency Management  
PAD 4393-Emergency Programs, Planning, and Policy  
PAD 4395-Disaster Systems  
PAD 4833-International and Comparative Disaster Management  
PUR 3000-Introduction to Public Relations  
RTV 3001-Media Techniques  
SPC 3210-Contemporary Human Communication  
SPM 4012-Sport in Society  
SPM 4013-Cross-Cultural Sports Management  
SPM 4104-Facility and Event Management  
SYG 2010-Social Problems  
SYG 2430-Sociology of Marriage and Family  
SYP 3000-Social Psychology of Groups  
SYP 3730-Aging and Life Course  
SYP 4550-Alcohol and Drug Problems  
SYP 4570-Deviance and Social Control  
SYP 4650-Sports and Society

## **Recreation, Tourism and Events**

### **CAREER OPPORTUNITIES**

#### **Prospective Employers:**

- Public, Governmental – city, county, state, or national recreation and park departments and school-sponsored recreation
- Non-Profit Community Agencies – youth-serving agencies (YMCA, Girls and Boys Clubs, Boy and Girl Scouts), and other community service organizations, such as, United Way, assisted living centers.
- Commercial Recreation Businesses – for-profit enterprises such as golf courses, tennis clubs, health clubs, gymnastic centers, sports clubs, family entertainment centers, night clubs, or event companies.
- Armed Forces Recreation – military bases that provide recreation for military employees and their families.
- Campus Recreation – colleges and universities
- Sports Management – various public, private and non-profit agencies
- Tourism – resorts, theme parks, tour companies, cruise line, Convention & Visitor Bureaus, and other tourism organizations.
- Outdoor Recreation – outdoor schools, camps, adventure outfitters
- Special Event Companies

#### **Positions You Might Obtain:**

- Program Planner
- Facility Manger
- Recreation Supervisor
- Activities Director
- Guest Services Coordinator
- Event Planner
- Event Manager
- Program Specialist
- Regional Supervisor
- Agency Manager

#### **Potential Job Responsibilities:**

- Assessing client needs
- Leading recreation activities
- Event planning and scheduling
- Program planning & evaluation
- Marketing
- Budgeting
- Facility operations and maintenance
- Hiring & supervising staff
- Decision making
- Goal setting
- Team building
- Problem solving

## **Recreation, Tourism and Events**

### **STANDARDS OF CONDUCT FOR FACULTY AND STUDENTS**

#### **General Standards**

Students are expected to:

- Treat all faculty, staff, and fellow students with respect and courtesy.
- Arrive on time and be prepared for all classes and other meetings.
- Remain in class during the entire scheduled time.
- Submit assignments on time and in the required format
- Refrain from using any personal electronic devices during classes and meetings unless approved by the instructor.
- Refrain from eating food in the classrooms.
- Dress appropriately when attending off-campus events and meetings – see RTE Blackboard site for additional information.

Faculty will:

- Treat students fairly and with respect for individuality while adhering to program standards.
- Provide students with specific requirements for each course.
- Provide appropriate and prompt feedback.

#### **Appointments with Faculty**

- Students will review the faculty member's office hours posted on the faculty member's bulletin board or course Blackboard page and request an appointment time by email.
- For academic advisement, the student should bring a copy of the student's advising sheet and any other information pertaining to the situation.
- If a student is unable to keep a scheduled appointment, the student will call or email the faculty member in advance (unless an emergency). If a student misses a scheduled appointment with a faculty member, the student will call or email the faculty member as soon as possible and extend an apology.
- Faculty will post office hours on their course syllabus.
- Faculty will return student email messages within 72 hours (excluding weekends, holidays, breaks) and make an appointment with a student within 7 working days after receiving the request.
- If a faculty member is unable to keep the scheduled appointment, the faculty member will call or email the student in advance (unless an emergency). If a faculty member misses a scheduled appointment with a student, the faculty member will call or email the student as soon as possible and extend an apology and offer another appointment time within 48 hours (excluding weekends).



## **Recreation, Tourism and Events**

### **Letters of Reference for Internship or Jobs**

- The student will email the faculty member and personally ask whether he/she will serve as a reference. For internship, a student may only request one letter from one RTE faculty member. The second letter should come from a professional the student has worked with or a character reference.
- When requesting letters of reference, the student will provide the faculty member with all necessary materials including a current resume and the name and address of the individual to whom the letter should be written and position title. If the agency has a form for references, the student must provide that to the faculty member.

## **THINGS TO KNOW ABOUT REGISTRATION**

1. Your major code is 461005 in order to register for any Recreation, Tourism and Events core courses.
2. If this is your first semester at FSU, make sure you obtain a Student ID card and activate your email account with access to the student information center.

## **Academic Calendar and Registration On-Line**

**Registration Information and University Calendars:** Registration information and various university calendars are located on the Registrar web site at

<http://www.pc.fsu.edu/Admissions/Registration>

*Use the above address to learn about essential academic related information and obtain documents such as:*

- Undergraduate Bulletin and Course Catalog
- Registration Cancellations
- Academic Calendar
- Registration Guides
- Certification of Enrollment
- Course Search
- Registration Forms
- Transcripts

## **General Student Information**

Student Information such as Campus Tours, FSU ID cards, Student Organizations, etc., can be found at <http://www.pc.fsu.edu/Students>

**It is highly recommended that students register for classes as soon as their registration window opens, since most classes have a limited enrollment, including LEI courses.**

## **EMAIL ACCOUNT**

You must have a FSU email account. Information on setting up your email and other important student resources are available at <http://studentsfirst.fsu.edu/>

Faculty and staff will communicate with students through the FSU email account system. It is recommended that student use their FSU email account when communicating with faculty as sometimes outside email accounts are blocked for security reasons. Be sure to include your name in your email message.

## **Blackboard**

Once you have an FSU email account, you will be able to access Blackboard. Faculty and adjunct instructors use Blackboard to provide students with course information, assignments, and announcements. Some instructors use the Blackboard site for students to submit work.

## Recreation, Tourism and Events

### LEI 4921 FIELDWORK PROGRAM

**Purpose of Fieldwork:** This course is designed to provide the student with an opportunity to gain practical experience by working in an organized recreation, tourism or events agency or business. This course will provide the student with an opportunity to apply knowledge, skills, and abilities obtained in the classroom to an authentic agency operation. Fieldwork also helps students learn what type of agency and population best suit your future career needs, and is an excellent resume builder.

1. Each student must complete two (2) fieldwork classes prior to doing an internship. Students must complete LEI 3420 Activity Leadership and LEI 3004 Introduction to RTE before taking fieldwork.
2. This class will be conducted through the Fieldwork Blackboard site. All documents needed by the students will be found under the Forms section on this site. Communication can be done through email or by phone with the instructor. If you would like to meet in person or Skype with the instructor please arrange an appointment.
3. Each fieldwork must be conducted at a different site and involve different agencies. Students may not apply for an internship at the same place where fieldwork was performed without appropriate justification and **PRIOR** approval from the Internship/Fieldwork Coordinator.
4. Fieldwork courses are worth **ONE (1) CREDIT HOUR**. Students may not register for more than one (1) credit hour per fieldwork without prior approval from the Fieldwork Coordinator and their academic advisor.
5. Students are required to complete a minimum of 50 contact hours during the semester, but some agencies may require more hours. The required contact hours are actual hours on the job site, performing leadership, program planning, organization, and related tasks. The 50 hours must be spread out, over a minimum of 6 weeks during the semester. There are a variety of reports and forms that must be completed as part of the Fieldwork course and they must be completed on time. The time required to complete the forms and reports is not included in the contact hours.
6. Students are **NOT** to expect to be paid by an agency, but may be paid if the agency chooses to do so.
7. If you have a job that is in the recreation, tourism, events field, you may submit a request for your current work experience to be your fieldwork for that semester. The form to make this request is available from the Fieldwork Coordinator, and should be submitted as soon as you have obtained the position. Requests for credit for summer jobs must be submitted at least one month before the summer semester begins.
8. Reports, evaluations and general information on the agencies should be included in your professional file.

9. Most fieldwork agencies conduct interviews and some agencies conduct background checks and drug testing prior to accepting students for fieldwork placement.
10. In order to pass fieldwork you must follow the above steps, act in a professional manner at all times, and comply with all of the established fieldwork guidelines. Additional information will be provided in the course online.

### **LEI 4940 INTERNSHIP EXPERIENCE**

Prior to their internship, students are highly encouraged to gain as much practical experience within the industry as possible through paid and/or voluntary settings. At a minimum, students must complete all required coursework and two (2) fieldwork experiences (LEI 4921) of at least 50 hours each.

Students take LEI 4940 Internship in their last semester prior to graduation. This is a full-time commitment to an agency for a minimum of 40 hours per week for 12 consecutive weeks. Some internship agencies may require a longer commitment. The internship is an opportunity to gain practical experience while learning about the profession under the mentorship/supervision of a professional.

It is not required that a student receive compensation for the completion of the internship placement. However, arrangements for compensation can be made between the student and the agency. If an agency agrees to compensate the student, the agency is responsible for all employment rules, regulations, and laws related to that employment. If monetary compensation is not possible, the agency may agree to provide room and/or board, and/or vehicle mileage, and/or payment to workshops, seminars and conferences.

Please refer to the Recreation, Tourism and Events Internship Manual for complete information. This is available on the department website.

## PROFESSIONAL FILE

**Purpose of the Professional File:** The professional file is a comprehensive source of information and reference materials that will assist students during their internship and throughout their professional career. It also will include work that exemplifies the student's skills, knowledge and abilities. While the file will no doubt change over time, the following guidelines are provided to enable the student to initiate the development of their professional file.

### **Instructions:**

Students should maintain and organize all RTE Power Points, major projects (Events Notebook, Activities Notebook, Budget Project, Facility Plan, Program Plan, etc.), class handouts, guest lecturers' materials, and other supportive documents obtained during the program of study. The Professional File will be graded during the last semester of course work as a part of LEI 4930 Senior Seminar. Grades will be based mostly on content, but also on organization.

**Textbooks:** It is expected that students keep textbooks from the following courses:

LEI 3312 Special Events

LEI 4524 Leadership and Supervision

LEI 4551 Administration

LEI 4602 Planning and Maintenance of Facilities

Key Specialization Courses

NOTE: LEI 4524 and 4551 use the same text.

It is recommended but not required that students keep the textbooks for Program Design and Commercial Recreation & Tourism.

### ***Required Categories***

Listed below are the required major categories and examples of content for each. Students should develop subsections based on materials covered in class, field experiences, professional meetings and other collected material relevant to the profession. All major categories must be organized and labeled (*no hand written labels*). You should know where to look in your textbooks and in your files to find information when asked during the faculty review of your professional file in LEI 4930.

#### **1. Professional Portfolio**

Include the following items:

- Cover letter for internship or job application
- Resume
- Letters of Recommendation
- Certifications
- Performance Evaluations from Fieldwork and other work experiences
- At least two examples of work products or other documents that demonstrate your capabilities.

#### **2. RTE Major's Materials**

This section should include RTE Student Handbook, the RTE Internship Manual, and your copies of academic advising forms.

### **3. LEI 3004 Introduction to Recreation, Tourism and Events**

Agency Report

Course readings pack, notes, Power-Points and handouts

Other information you have collected about history, philosophy, agencies and delivery systems in RTE, professional associations and the benefits of RTE services

### **4. LEI 3312 Special Events**

Text

Events Notebook

Course notes, Power-Points and handouts

Other activity information you have collected

Other information you have collected about special events

### **5. LEI 3420 Activity Leadership**

Activity Notebook

Course notes, Power-Points and handouts

Other activity information you have collected

Other information about age group characteristics, leadership, and group dynamics.

### **6. LEI 3435 Program Design**

Program Plan

Course notes, Power-Points and handouts

Other information you have collected about recreation program design and development, inclusion strategies, program promotion, program staffing, and cost/profit analysis.

### **7. LEI 3843 Commercial Recreation and Tourism**

Mini-Projects

Course notes, Power-Points and handouts

Other information you have collected about commercial recreation and tourism, including entrepreneurship, business start-ups, economic principles, and industry trends and operations

### **8. LEI 4524 Leadership and Supervision**

Text

Mini-Projects

Course notes, Power-Points and handouts

Other information you have collected about leadership and management practices, human resources management, organizational structure, policy and procedure development, advisory boards mission statements, organizational goals & objectives, strategic planning, organizational behavior, etc.

### **9. LEI 4551 Administration in RTE**

Text

Budget Project and Mini-Projects

Course notes, Power-Points and handouts

Other information you have collected about revenue sources, financial management, budgeting, liability issues, contracts, and risk management

## **10. LEI 4602 Facility Planning & Maintenance**

Text

Facility Plan Project

Course notes, Power-Points and handouts

Other information you have collected about design principles, natural resource protection, ADA, long range/master planning, facility maintenance procedures, facility management, etc.

## **11. LEI 4881 Evaluation and Research**

Research Project Report

Course readings, notes, Power-Points and handouts

Other information you have collected about evaluation and research methods, data analysis, and reporting,

## **12. Specialization Courses**

Texts from important specialization courses that will be good sources of info for your career

Projects from those courses

Course notes, Power-Points and handouts

## **13. Other Professional Materials**

Copies of potentially useful materials. Examples include:

Handouts and notes collected at professional conferences

Professional trade publications; primarily books and professional association magazines

Newspaper, magazine, and/or internet articles about RTE industry practices and trends

Books and DVD's that support your professional development

Samples of RTE facility/program promotional materials, customer satisfaction evaluations, program brochures, etc.

## **SAMPLE PROFESSIONAL FILE QUESTIONS**

1. Explain two evaluation tools that you believe will be helpful to you in your career.
2. Describe the process you would use to plan activities for a particular age group.
3. Discuss any two employment laws that impact hiring or supervision of employees.
4. Show me some "get acquainted activities" your Activities Notebook.
5. Show me your professional portfolio.
6. Explain your budget project.
7. What are the advantages and disadvantages of contracting out for facility maintenance?
8. Explain how "Leisure," "Recreation," and "Play" differ.
9. What can you do to offset the negative effects of seasonality in a recreation business?
10. What are the steps in planning a special event?

## GRADUATION INFORMATION

Graduation information is located on the graduation page of the Registrar website. The web address is: <http://registrar.fsu.edu/services/graduation>

### **Graduation Check**

It is required for each student to have a graduation check done through the Registrar's Office prior to reaching 90 hours. *A stop will be placed on future registrations and will only be cleared by applying for the graduation check.* Failure to do so may result in delaying your ability to register for classes. You need to meet with your academic advisor as part of your graduation check in order to verify that you are on track for the courses in your major. Your other requirements for graduation (total hours, Liberal Studies requirement, Cross-Cultural requirement, etc.) will be checked by the Registrar's Office. Once you reach 90 credit hours you should request a Grad Check by contacting Ms. Angie Sexton ([asexton@pc.fsu.edu](mailto:asexton@pc.fsu.edu)). Your major's courses and Specialization Courses will be checked again when you are in LEI 4930 Senior Seminar. If you ever have a hold on your registration, please email the RTE Program Coordinator. In your last semester, when you apply for graduation, there will be another Grad Check.

### **Graduation Application**

In order to apply for graduation, a student must go to the Graduation Department located in the Registrar's Office. Typically, the student must apply for graduation within the first two weeks of the semester the student anticipates graduating. Specific dates for applying for graduation are published on the Registrar website (<http://registrar.fsu.edu/services/graduation/>) or can be obtained by calling 850-770-2178. PLEASE ONLY APPLY FOR GRADUATION FOR THE SEMESTER THAT YOU WILL ACTUALLY GRADUATE, WHICH WILL BE THE SEMESTER THAT YOU COMPLETE YOUR INTERNSHIP. Some students may request and be granted the opportunity to walk in the graduation ceremony prior to completion of internship (which will be discussed in Senior Seminar), but that will not be the semester that you graduate.

The graduation application will require the semester for graduation, student's name, social security number, diploma mailing address, local mailing address, contact phone number, school/college, degree, major, and double major or second degree major, if applicable. After completing the application, students should receive a copy of their graduation application along with a memorandum from the University Registrar Office outlining specific information regarding the graduation process.

There is no fee to apply for graduation unless you delete yourself from graduation after diplomas have been ordered and reapply for a later term.

### **Does a University graduation check clear a student for graduation?**

No. The student needs to ensure major requirements are met by reviewing their SASS report and completing their Internship Clearance Forms. If there are any concerns, students should meet with their faculty advisor.



## CALCULATING YOUR GPA

1. \*Find quality points on your transcript (Qty Pts).
2. For a total GPA (grade point average), add all quality points you have earned from all university or colleges you have attended.

For a RTE GPA, add all quality points you have earned in LEI core courses.

3. Find the section on your transcript, which indicates the hours for each course (SEM/QTR HRS FOR GPA). NOTE: They are already totaled by semester on your transcript.
4. For total GPA, add all hours for which you have earned a grade (A-F). For a total LEI GPA, add all hours for which you have earned a grade (A-F) in LEI core courses.
5. For total GPA, divide total quality points (calculated in step 2) by total hours (calculated in step 4).
6. For LSS GPA, divide LEI quality points (calculated in step 2) by total LEI hours (calculated in step 4).

$$\frac{\text{TOTAL QUALITY POINTS}}{\text{TOTAL HOURS}} = \text{TOTAL GPA}$$

$$\frac{\text{LEI QUALITY POINTS}}{\text{LEI TOTAL HOURS}} = \text{TOTAL LEI GPA}$$

\*If you cannot locate a calculated quality points section on your transcript, you can calculate the quality points for each course by multiplying the number of hours for the course by the points allotted for each grade. See following scale.

A = 4.00	B- = 2.75	D+ = 1.25
A- = 3.75	C+ = 2.25	D = 1.00
B+ = 3.25	C = 2.00	D- = .75
B = 3.00	C- = 1.75	F = .00

**EXAMPLE:**

	<u>Grade</u>	<u>Hours</u>
LEI 3420    Activities	A-	4.00

A- = 3.75 x 4 hours = 15 quality points

**There is also an online GPA calculator at [www.mailer.fsu.edu/~phanowel/gpa/gpacalc.html](http://www.mailer.fsu.edu/~phanowel/gpa/gpacalc.html).**

**FLORIDA STATE UNIVERSITY  
RECREATION, TOURISM AND EVENTS - ACADEMIC ADVISING FORM**

NAME: \_\_\_\_\_ ADVISOR: \_\_\_\_\_

**Prerequisites:**

_____ Liberal Studies – in accordance with FSU Policy	_____ Multicultural Requirement
_____ Computer Competency (CSG 2060 or 2600)	_____ Foreign Language
_____ Public Speaking (SPC 1016, 1017, 2600 or 2608 or SPA 2020)	_____ Hours upon acceptance to RTE

**Core Courses:** (C- or above required for all core courses)

<u>Core Courses:</u> (C- or above required for all core courses)	<u>Hours</u>	<u>Sem/Year</u>	<u>Grade</u>
LEI 3004 Introduction to Recreation, Tourism & Events	3	_____	_____
LEI 3420 Recreation Activities Leadership	3	_____	_____
LEI 3312 Introduction to Special Events	3	_____	_____
LEI 3843 Commercial Recreation and Tourism	3	_____	_____
LEI 3435 Program Design	3	_____	_____
LEI 4602 Planning and Maintenance of Facilities	3	_____	_____
LEI 4551 Administration of RTE Organizations	3	_____	_____
LEI 4881 Assessment, Research and Evaluation	3	_____	_____
LEI 4524 Leadership and Supervision in RTE Organizations	3	_____	_____
LEI 4930 Senior Seminar	1	_____	_____
Agency			
LEI 4921 Field Work _____	1	_____	_____
LEI 4921 Field Work _____	1	_____	_____
LEI 4940 Internship _____	15	_____	_____

*Must complete CPR/First Aid and have a 2.5 GPA for all college coursework and 2.5 program GPA prior to Internship*

**Approved Specialization Courses: Minimum 15 semester hours**

*(C- or above required for all approved specialization courses)*

<u>Course #</u>	<u>Title</u>	<u>Hours</u>	<u>Sem/Year</u>	<u>Grade</u>
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			
_____	_____			

# Recreation, Tourism and Events

## Minor Advising Sheet

Student Name \_\_\_\_\_ ID Number \_\_\_\_\_

Permanent Mailing Address \_\_\_\_\_

City \_\_\_\_\_ ZipCode \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

Major \_\_\_\_\_

### Requirements for the Minor in Recreation, Tourism and Events

LEI 3004 plus three other courses. Total = 12 Credit Hours

<u>Number &amp; Title</u>	<u>Semester</u>	<u>Grade</u>
LEI 3004 Intro to Recreation (3)	_____	_____
LEI 3312 Intro to Special Events (3)	_____	_____
LEI 3420 Recreation Activity Leadership	_____	_____
LEI 3435 Recreation Program Design (3)	_____	_____
LEI 3843 Commercial Recreation & Tourism (3)	_____	_____
LEI 4524 Leadership & Supervision (3)	_____	_____
LEI 4561 Special Event Promotions (3)	_____	_____

Verification of Completion \_\_\_\_\_ Date \_\_\_\_\_

Certification of Completion Mailed \_\_\_\_\_ Date \_\_\_\_\_

## **CAREER INFORMATION AND ASSISTANCE**

### **Career Center**

Students should take advantage of career information and assistance by utilizing the resources available at the FSU Career Center. Specific information about the Career Center is located at their website: <http://www.career.fsu.edu/>. The Center offers workshops on resume writing and interviews, resume critiquing and mock interviews. There is also information about several hundred RTE agencies and businesses on file at the Panama City office of the RTE Program.

### **Career Portfolio**

The FSU Career Center also offers a Career Portfolio to assist you in defining your learning experiences and documenting your skills and accomplishments. Once you establish your electronic portfolio, it can be used as a marketing tool for future employment.

### **Seminole Futures**

Seminole Futures is a Career Exposition offered by the FSU Career Center. The exposition is held each semester at the Leon County Civic Center. Specific information, including a list of the companies who will be attending the Seminole Future Career Exposition is listed at: <http://www.career.fsu.edu/expos/futures>.

## **PROFESSIONAL ASSOCIATIONS**

Professional development includes joining organizations specific to the student's area of interest. Within the field of recreation, tourism, and special events there are many professional organizations to choose from. These organizations provide resources such as current professional information, opportunities for networking, conferences, research, and internship/job postings. Students are encouraged to become familiar with these organizations and join those that are most appropriate. Students should discuss their choices with the Program faculty. Most organizations have discounted student rates. Some of the associations that are most likely to be of interest to students are listed below.

<b>Florida Festivals and Events Association (FFEA)</b>	<a href="http://www.ffea.com">www.ffea.com</a>
<b>Florida Recreation and Parks Association (FRPA)</b>	<a href="http://www.frpa.org">www.frpa.org</a>
<b>International Festivals and Events Association (IFEA)</b>	<a href="http://www.ifea.com">www.ifea.com</a>
<b>International Special Events Society (ISES)</b>	<a href="http://www.ises.com">www.ises.com</a>
<b>National Recreation and Park Association (NRPA)</b>	<a href="http://www.nrpa.org">www.nrpa.org</a>
<b>Resort and Commercial Recreation Association (RCRA)</b>	<a href="http://www.r-c-r-a.org">www.r-c-r-a.org</a>