

Senior Practicum Guidelines

REC 463 (12 credits)

One of the most difficult, and yet, one of the most important adjustments for the graduating senior from a curriculum in Recreation and Park Administration, is the application of the academic theory and concepts to practical application during the Practicum experience they will face. The Senior Practicum is designed to provide students, in their senior year, an opportunity for practical application of knowledge gained in the classroom to the professional work setting. An application for the Senior Practicum (See Appendix E) is completed by the student, the instructor, and the agency should all share the responsibilities of the experience.

Eastern Kentucky University is providing this type of experience with the professional aid of recreation and/or park agencies in the Kentucky region and throughout the United States. The following is a brief outline of the field experiences.

1. The student will complete twelve (12) weeks at approximately 40 hours per week for 480 hours of practical and related work for a total of twelve (12) University semester hours credit. The experience is to be continuous and completed during any one semester. The student is expected to follow the rules, regulations, and policies of the agency. The student will not assume any other employment or outside assignment unless approved by the Practicum coordinator.
2. The University provides this Practicum Manual for the professional field experience. This Manual describes the philosophy and objectives of the field experience; progression and scope of experiences; the policies and procedures; and the forms, records, and reports to be submitted. A listing of University Responsibilities can be found in Appendix A.

3. The student must provide their resume to the agency. A University representative will visit (250 mile radius of Richmond) the agency for conferences with the student and agency supervisor.
4. The agency will assign a staff member qualified by professional certification, education, and experience to supervise the student. This person will outline the student's weekly schedules and submit evaluation reports (See Appendix M or N) on the Practicum experience. The student will be evaluated midway through the experience and again at the conclusion of the training. The same form is to be used at the midway and conclusion points.
5. The student will: participate in planning the Practicum experience, submit weekly and other specific reports (See Appendices H, I, J, K) to the University Supervisor; and have periodic conferences with the agency and University supervisors.
6. The agency and the University will jointly agree upon the placement of a student in the agency, after consultation with and in consideration of the needs of the student. The student must complete an interview with the agency before a final placement is approved. The agency will return an acceptance form (See Appendix L) indicating a general plan for student involvement.
7. During the field experience students should gain insight into agency activities. Some examples would be:

To observe:

1. Board, commission, or team treatment meetings.
2. Construction of recreation areas and facilities.
3. Office organization and management procedures.

4. Treatment interventions.
5. Fee-charging practices and policies.
6. Volunteer leadership procedures.
7. Maintenance techniques, procedures and/or problems.
8. Budget preparation, presentation, and administration.

To observe, and participate:

9. In staff and/or department meetings.
10. In the operation of programs, maintenance of facilities, and the care of equipment.

To observe and confer:

11. With recreation and/or park supervisors, interdisciplinary allied health workers, center directors, or special activity leaders as to their duties and job parameters.

To observe, plan, and conduct:

12. Specific program activities for different age levels in various situations.

To analyze:

13. The internal organization of the agency.
14. The scope of services offered by the agency.
15. Any political considerations for understandings.

To collect, analyze, and understand:

16. The records and reports used by the agency.

Other desirable experiences:

17. To plan and conduct recreation surveys.
18. To prepare and submit publicity information.
19. To research information on special topics.
20. To meet and cooperate with other community agencies and organizations.

The professional field experience should help the student to understand the total agency through the discussion of actual problems and situations in the operation of the agency. Agency supervisors should feel free to add valuable and useful information and experiences. The above 20 points should serve as a guideline. It is expected that experiences will be adapted to the characteristics of the specific agency.

The key to success of the practicum is, of course, the helpfulness of the supervisor in the agency. There can be a great deal of flexibility in assigning the student different types of experiences while providing necessary supervision.