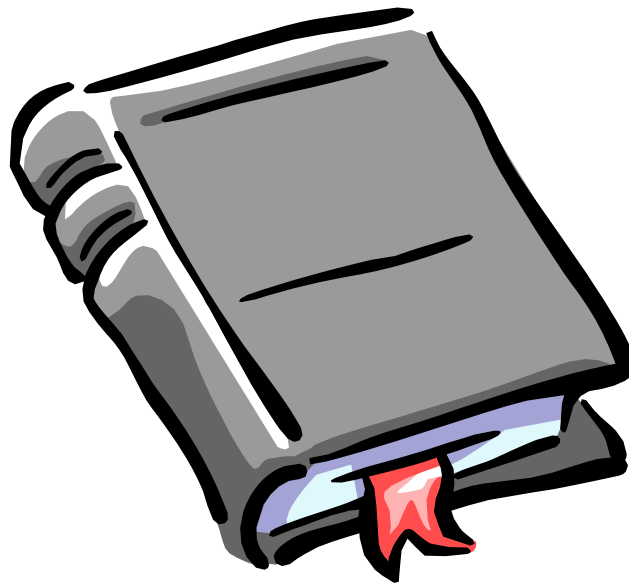




Student Handbook



Department of Recreation Administration

2009 - 2010

California State University, Fresno

Department of Recreation Administration

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California State University, Fresno

Department of Recreation Administration

Welcome! The faculty of the Department of Recreation Administration welcomes you as you begin exploring opportunities available in the recreation, parks, and tourism field. We are excited to assist you in your journey as you seek a career path in this very rewarding profession.

The following guidelines are intended to assist you throughout your experiences in the Department of Recreation Administration. Faculty members are committed to excellence and have high expectations for all students. These guidelines will explain those expectations, department policies, and provide general information. Please familiarize yourself with its content. At any time, if you have questions not answered in these guidelines, PLEASE ASK! We are here to help you.

INTRODUCTION

The Department of Recreation Administration was established at Fresno State in 1959. The Department offers an undergraduate degree in Recreation Administration for individuals committed to the recreation, parks, and tourism profession. As a faculty, we believe that self-determined, full engagement in leisure provides a valuable foundation for a high quality of life for all people. Opportunities for such engagement are provided by government, non-profit, and commercial entities so that a full range of services are made available.

The recreation, parks, and tourism industry is the second largest industry in the United States. Fresno State graduates have been very successful in securing professional positions in hospitals and rehabilitation facilities, schools, universities, churches, youth agencies, detention centers, prisons, cities, county, state, and federal government recreation agencies, hotels and resorts, membership clubs, tour companies, convention and visitor bureaus, stadiums and arenas, corporate recreation programs, armed forces recreation services, sports clubs, special event companies, outdoor recreation companies, non-profit agencies, and many others.

CURRICULUM

Our curriculum is accredited by the Council on Accreditation sponsored by the National Recreation and Park Association. The Department offers a Bachelor of Science degree and a Minor in Recreation Administration.

The faculty is committed to providing a high quality professional preparation program in recreation, parks and tourism, founded on a competency based curriculum. Our graduates acquire specific competencies as identified by practitioners, faculty, and the Council on Accreditation. These competencies are related to leadership, program planning, recreation and leisure oriented activities, budgeting & financial management, evaluation of programs, personnel administration, professional ethics and philosophy, research techniques, public relations and marketing, communication skills, organizational systems, laws and legislation, facility planning and management, administration, and therapeutic techniques.

Professional preparation is provided within the major for two distinct emphasis areas: **Leisure Services Management** and **Therapeutic Recreation**. Within the Leisure Service Management emphasis, students specialize in one of the following: **Adventure Recreation and Tourism, Commercial Recreation, Community Recreation and Youth Services**, or **Sports and Entertainment Facility Management**. Students in these four specializations develop specific competencies in the areas of marketing, program planning and supervision, and facility management, plus, depending upon their specialization, either business administration, outdoor recreation management, or community and youth services.

Students in the therapeutic recreation emphasis acquire specific competencies related to physiology, life span development, foundations of therapeutic recreation service, methods in therapeutic recreation, abnormal psychology, facilitation techniques and individual and small group counseling. If you are interested in Therapeutic Recreation, please contact Dr. Jody Hironaka-Juteau (jhironak@csufresno.edu) to let her know about your interest.

Please see visit our website for specific course requirements for each emphasis area and specialization.

At the completion of their studies, students complete a 12 unit, full-time internship with an approved agency, facility, or program, under the guidance of a qualified professional. The internship setting is dependent upon the student's emphasis and area of specialization.

Minor

Students may also opt for a Minor in Recreation Administration by taking 24 units of core and elective courses. Students completing the minor develop a basic knowledge of leisure services management that has application in many fields. Please visit our website for specific course requirements.

CERTIFICATES

The Department also offers four different 12-15 unit certificates: **Adventure-Based Programming, Serving At-Risk Youth, Special Event Planning, and Sports and Entertainment Facility Management.** These are designed to enhance professional preparation skills in specific areas. All coursework to be applied to certificates must be completed with a minimum grade of C to be counted. Students must apply with the appropriate instructor in order to be eligible to complete a certificate. You do not have to be a recreation major to complete a certificate, and students in any specialization may earn any certificate.

Please see our website for specific course requirements for each certificate.

Adventure-Based Programming

This certificate program is designed for students pursuing a professional interest in perceived risk and wilderness activities within settings such as youth organizations, church groups, travel and tourism, and schools and colleges. Adventure education is explored through courses using group initiative and perceived risk activities to foster personal development. The certificate prepares students to facilitate ropes courses, climbing walls, mobile initiative courses, and natural resource-based pursuits such as rock climbing, backpacking, cross-country skiing, and other outdoor activities. Recreation majors in the Adventure Recreation and Tourism specialization can earn this certificate with just 3-4 additional units of courses.

Serving At-Risk Youth

The certificate in Serving At-Risk Youth is designed for students pursuing an interest in youth based and community organizations such as schools, human service agencies, city and county recreation programs, and alternative education programs. Courses will provide an overview of the critical issues facing youth and the service concerns associated with meeting their needs. Students will explore environmental, societal, family, and school influences on today's youth. Hands on experience will provide students with the opportunity to compare theory to practice. Recreation majors in the Community Recreation and Youth Services specialization can earn

this certificate with just one additional three unit course.

Special Event Planning

The certificate in Special Event Planning is designed to prepare students to plan large community events such as street fairs, community festivals, convention center events, major fund-raising events, corporate events, and joint sponsorship events. The certificate is appropriate for those students seeking employment in community based recreation agencies, corporate recreation, community non-profit organizations, convention centers, and any business dealing with special event planning. Recreation majors in the Commercial Recreation specialization can earn this certificate with just one additional three unit course.

Sports and Entertainment Facility Management

The certificate in Sports and Entertainment Facility Management is designed to prepare students to work in arenas, stadiums, performing arts centers, convention centers, and other public assembly facilities. These facilities may host sports events, concerts, cultural arts events, holiday events, family shows, trade shows, conventions, and other events. RLS majors in the Sports and Entertainment Management specialization can earn this certificate with just one additional three unit course. This could also be a good certificate for students who major in Business, Mass Communications and Journalism, Theater Arts, or other majors.

PRE-INTERNSHIP EXPERIENCE

Prior to their internship, students are required to have a minimum of 200 hours of paid and/or voluntary experience within their emphasis in the recreation, parks, tourism, hospitality, sports, and/or entertainment industry. While 200 hours is the required minimum, 1000 hours are recommended and expected. This includes any hours the student is required to complete as part of an RLS class. Additionally, to ensure a well-rounded experience, hours should be obtained from a variety of areas within the students' emphasis. Students should consult with their faculty advisor to verify that a paid or voluntary experience will count toward this requirement. Experience may date back to high school graduation or five years, whichever is most recent.

In order for hours to be counted, there must be documentation in the student's file. Students should request verification from their agency supervisor as soon as possible to decrease a delay. A sheet outlining the necessary information is available in the Department office and at www.csufresno.edu/recadmin. If the supervisor is no longer available, students are encouraged to go to the human resources department at the agency

Acceptance of hours is at the discretion of the Department faculty. Students should consult with their faculty advisor if they have any questions. Final verification of hours will occur prior to the completion of RLS 180.

Qualified Experiences

The hours are to be completed in a variety of recreation agencies or businesses identified within the recreation, parks, tourism, hospitality, sports and entertainment industries. The hours must represent an appropriate variety from the student's emphasis.

Breadth of Experiences

The hours should offer the student a variety of experiences and not be completed in just one or two settings or with just one or two age groups. It is recommended the student complete 1,000 hours in the following categories:

- 50-500 public recreation setting (federal, state, county, city, special district, university).
 50-500 non-profit setting (YMCA, YWCA, Boys & Girls Club, church, scouting, corporate/employee, youth service agency, senior center, or camps).
 50-500 commercial setting (outdoor/outfitter, entertainment, theme park, resort, convention center, stadium or arena, travel/tourism, hospitality, or retail).
 50-200 second or third agency and/or business in the categories mentioned above
 50-200 professional development/specialization/general (*).

(*) This category will include:

- Attendance at one professional organization meeting per semester, such as: CSUF Recreation Association, California Park and Recreation Society, or other professional association.
- Attendance at one professional conference or two professional seminars/workshops before internship.
- Additional hours completed in excess of the categories listed above which a student may want to develop a specialization.
- Other agencies in the recreation and human services field as approved by the Department faculty.

EXAMPLES OF QUALIFIED EXPERIENCES

Adventure Recreation and Tourism

- Ropes Course/Experiential Education Facilitator
- Organized Camping Director
- Adventure Guide and Commercial Outfitter (backcountry, whitewater)
- Outdoor and Environmental Educator (e.g., outdoor science schools)
- Ecotourism (environmental planning, tour guiding)
- Forestry (interpreter, recreation planning)
- Nature Center manager/interpreter

Commercial Recreation

- Tour Manager/Guide
- Program Development, Supervision, and/or Instruction
- Marketing Development and Implementation
- Facility Management Guest Services
- Special Event Assistant or Coordinator

Community Recreation and Youth Services

- Afterschool Program Staff
- Camp staff
- Sports Coaching/Officiating
- Activity Specialist (arts, crafts, drama, music, dance, exercise, games, environmental education)
- Aquatics (life guarding, swim instruction, pool management)
- Special Event Assistant or Coordinator
- Church Youth Coordinator (when leading recreation activities)
- Student life, Campus Recreation or Residence Assistant
- Ropes Course Staff

Sports and Entertainment Facility Management

- Special Event Assistant or Coordinator
- Public Assembly Facility Crew
- Box Office/Ticketing Assistant
- Venue Operations Assistant
- Venue Marketing Assistant
- Venue Management Guest Services

Therapeutic Recreation

- Developmental Disabilities (Community Recreation, Intermediate Care Facility, State Hospital)
- Older Adults (Senior Center, Assisted Living, Skilled Nursing Facility)
- Mental Health (Inpatient, Outpatient, Intermediate Care Facility, State Hospital, Correctional Facility)
- Physical Disabilities (Community Recreation, Inpatient, Outpatient)

Internships

Students take either RLS 184 (Internship in Recreation, Parks and Tourism) or RLS 187 (Internship in Therapeutic Recreation) in their last semester prior to graduation. This is a full-time commitment to an agency for a minimum of 35 hours per week for 15 consecutive weeks. 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, the Department realizes the financial hardship placed upon the student to complete the internship, therefore, arrangements for compensation can be made between the student and the agency and generally do not involve the Department. In such cases, the student may be compensated for up to twenty (20) hours work per week. If an agency agrees to compensate the student, the agency is responsible for all employment rules, regulations, and laws. 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. Students may submit a petition to the faculty requesting approval for payment beyond twenty (20) hours per week.

Students may apply for an out of state internship if they achieve a major GPA of 3.3 and a Fresno State cumulative GPA of 3.0. Summer internships are not usually possible due to California State University budget limitations.

Please refer to the Recreation Administration Internship Manual for complete information. This is available at www.csufresno.edu/recadmin.

FACULTY

The faculty of the Department of Recreation Administration is a highly qualified group of professionals with expertise in a variety of areas within the field of recreation. Their diverse areas of interest for practice and research include leisure behavior, public and non-profit agency program management, at-risk youth, commercial recreation, resort recreation, travel/tourism, theme parks, special event planning, experiential education, adventure-based recreation, and therapeutic recreation. Faculty members are student-oriented, dedicated to providing a high quality education and committed to promoting the field of recreation. They are well known in the field, serving on boards of local, state, and national organizations. Faculty members have also written textbooks, written articles for professional journals, and presented at state, national, and international conferences.

The Department currently includes several full-time faculty members as well as several part-time instructors. Each full-time faculty member posts his or her office hours for the semester on the bulletin board outside his or her office door. Office hours are also listed on each course outline.

Dr. John Crossley

PHS 136

278-8749

jcrossle@csufresno.edu

Ed.D. University of Utah

M.Ed. University of Georgia

B.S. Florida State University

Position: Professor and Coordinator of the Commercial Recreation SpecializationTeaches: Legal and Financial Aspects; Introduction to Recreation, Parks, and Tourism; Commercial Recreation and Tourism; and Discount Travel.Research Interest: Customer Satisfaction; Ecotourism; Public-Commercial Partnerships in Parks & Recreation.Interests and hobbies: Running, biking, swimming, basketball, flag football, skiing, scuba diving, photography, travel, music, and FSU sports. John lives in Fresno with his wife Leanilyn and son.**Dr. L-Jay Fine**

PHS 127

278-2629

larryf@csufresno.edu

Ph.D. Southern Illinois University

M.S. Southern Connecticut State University

B.S. University of New Hampshire

Position: Professor, Coordinator of the Adventure Recreation and Tourism Specialization and the Coordinator of the Adventure Based Programming Certificate, E.D.G.E. Challenge Course Director.Teaches: Leadership; Programming; Adventure-Based Programming; Wilderness Survival; and Challenge Course Facilitation.Research Interests: Experiential Education; Leadership Development; Outdoor Education.Interests and hobbies: Backcountry skiing, rock climbing, mountain biking, hiking, and any other non-motorized wilderness activity. Dr. Fine lives in Bass Lake with wife Kelly and daughter Jessica.**Dr. Jody Hironaka-Juteau**

PHS 121

278-6807

jhironak@csufresno.edu

Ed.D. The Fielding Graduate University
B.S., and M.A. California State University, Fresno

Position: Professor and Department Chair. Serves as Academic Advisor for Therapeutic Recreation and Commercial Recreation (spring semester).

Teaches: Leadership; Diversity and Inclusive Practices; Internship in Recreation Parks and Tourism.

Research Interests: Culture and Diversity; Inclusion; Cause-related Fitness and Wellness; Teaching and Learning Styles; Action Research.

Interests and hobbies: Cycling, camping, guitar, golf, martial arts, photography, traveling, car restoration, and yo-yos. Dr. Hironaka-Juteau lives in Clovis with husband Marc, their two children, and two dogs.

Dr. Michael Mahoney

PHS 139

278-5263

mmahoney@csufresno.edu

Ed.D., and M.Ed. Temple University
B.S. California State University, Chico

Position: Assistant Professor and Coordinator of the Sports & Entertainment Facility Management Specialization. Coordinator of the Special Event Planning Certificate and Sports and Entertainment Facility Management Certificate.

Teaches: Sports & Entertainment Facility Management; Booking, Promotion & Box Office Operations; Sports & Entertainment Facility Operations; Special Event Planning; and Community Placement in Leisure Settings, Supervision and Administration Recreation Parks and Tourism, Internship in Recreation Parks and Tourism.

Research Interests: Alcohol and Drug Use Among Former Elite Athletes; Facility, Crowd, and Security Management Issues at Sport and Entertainment Venues; Fan Satisfaction at Sport and Entertainment Venues; Baseline Qualifications and Professional Development for Venue Management and Operations Professionals.

Interests and hobbies: Domestic and international travel, golf, quality time with family and friends.

Dr. Nancy Nisbett

PHS 125

278-7886

nancyni@csufresno.edu

Ed.D. University of California, Davis/California State University, Fresno
M.A. Central Michigan University
B.A. Michigan State University

Position: Associate Professor and Coordinator of the Community Recreation and Youth Services Specialization, Coordinator for the Serving Youth-At-Risk Certificate Program, and Internship Coordinator.

Teaches: Serving At-Risk Youth; Leisure and Human Behavior; Diversity and Inclusive Recreation Practices; Research and Evaluation; Community and Non-Profit Recreation Services; and Community Placements in Leisure Settings, Professional Placement, Internship in Recreation Parks and Tourism.

Research interests: Benefits of Recreation for Youth; Recreation Interventions for Incarcerated Youth and Youth At-risk; Inclusive Recreation; Professional Ethics; Curriculum and Pedagogy.

B.S. and M.S. California State University, Fresno

Position: Lecturer

Teaches: Adventure Ropes Course, Community Placements in Leisure Settings, and Internship in Recreation Parks and Tourism.

Interests and hobbies: Playing the piano, gardening, skiing, horseback riding and most any other outdoor activity. Samara lives in Visalia with husband Shaun and two children.

RECREATION ADMINISTRATION MAIN OFFICE

Juanita Chong

PHS 121

278-2838

juanitaj@csufresno.edu

Position: Administrative Support Coordinator

Responsibilities: Assistant to the Department Chair. Primarily responsible for supporting the operation of the department and mission of the university. Provides administrative support to the Department Chair, the faculty, and students while ensuring the compliance with department, college, university, and California State University policies and procedures.

Interests and hobbies: Gardening, computer technology and mentoring students. Traveling, dancing, weight lifting, walking, biking, jet skiing, basketball, jazz, theater, fashions and decorating.

College of Health and Human Services

Dean

Dr. Andrew Hoff

Office of the Dean

McLane Hall, Room 178 Telephone: (559) 278-4004

University Policies

Students with Disabilities: Upon identifying themselves to the instructor and the university, students with disabilities will receive reasonable accommodation for learning and evaluation. For more information, contact Services to Students with Disabilities (278-2811).

Honor Code: "Members of the California State University, Fresno academic community adhere to principles of academic integrity and mutual respect while engaged in university work and related activities." You should:

- a) Understand or seek clarification about expectations for academic integrity in this course (including no cheating, plagiarism and inappropriate collaboration)
- b) Neither give nor receive unauthorized aid on examinations or other course work that is used by the instructor as the basis of grading.
- c) Take responsibility to monitor academic dishonesty in any form and to report it to the instructor or other appropriate official for action.

Instructors may require students to sign a statement at the end of all exams and assignments that "I have done my own work and have neither given nor received unauthorized assistance on this work."

Cheating and Plagiarism: "Cheating is the actual or attempted practice of fraudulent or deceptive acts for the purpose of improving one's grade or obtaining course credit; such acts also include assisting another student to do so. Typically, such acts occur in relation to examinations. However, it is the intent of this definition that the term 'cheating' not be limited to examination situations only, but that it include any and all actions by a student that are intended to gain an unearned academic advantage by fraudulent or deceptive means. Plagiarism is a specific form of cheating which consists of the misuse of the published and/or unpublished works of others by misrepresenting the material (i.e., their intellectual property) so used as one's own work." Penalties for cheating and plagiarism range from a 0 or F on a particular assignment, through an F for the course, to expulsion from the university. For more information on the University's policy regarding cheating and plagiarism, refer to the Class Schedule (Legal Notices on Cheating and Plagiarism) or the University Catalog (Policies and Regulations).**Computers:** "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from [Information Technology Services](#) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Computers: "At California State University, Fresno, computers and communications links to remote resources are recognized as being integral to the education and research experience. Every student is required to have his/her own computer or have other personal access to a workstation (including a modem and a printer) with all the recommended software. The minimum and recommended standards for the workstations and software, which may vary by academic major, are updated periodically and are available from Information Technology Services (<http://www.csufresno.edu/ITS/>) or the University Bookstore. In the curriculum and class assignments, students are presumed to have 24-hour access to a computer workstation and the necessary communication links to the University's information resources."

Disruptive Classroom Behavior: "The classroom is a special environment in which students and faculty come together to promote learning and growth. It is essential to this learning environment that respect for the rights of others seeking to learn, respect for the professionalism of the instructor, and the general goals of academic

freedom are maintained. ... Differences of viewpoint or concerns should be expressed in terms which are supportive of the learning process, creating an environment in which students and faculty may learn to reason with clarity and compassion, to share of themselves without losing their identities, and to develop and understanding of the community in which they live . . . Student conduct which disrupts the learning process shall not be tolerated and may lead to disciplinary action and/or removal from class."

Copyright policy: Copyright laws and fair use policies protect the rights of those who have produced the material. The copy in this course has been provided for private study, scholarship, or research. Other uses may require permission from the copyright holder. The user of this work is responsible for adhering to copyright law of the U.S. (Title 17, U.S. Code). To help you familiarize yourself with copyright and fair use policies, the University encourages you to visit its [copyright web page](#).

<http://www.csufresno.edu/library/libraryinformation/campus/copyright/copyrtpolicyfull.pdf>

For copyright Questions & Answers:

<http://www.csufresno.edu/library/libraryinformation/campus/copyright/faqcopyright.pdf>

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DEPARTMENT OF RECREATION ADMINISTRATION POLICIES

Questions regarding the policies of the Department should be addressed to the Department Chair. If students have questions or concerns related to the Department, they are also invited to attend regularly scheduled faculty meetings. Student concerns are an agenda item at every faculty meeting. Date, time and location of these meetings may be obtained from the Department Chair. Students should notify the Chair in advance so that their item may be placed on the agenda.

Participation: Regular and on-time attendance is a basic Program expectation. If a class is missed, it is the student's responsibility to obtain the material missed. Students should recognize that entering a class late is disruptive to both the instructor and the other students and should make every effort to be on time. Participation includes bringing appropriate materials to class, completing assignments on time, and completing any reading assignments prior to class so that the student is able to take part in class discussions.

Professionalism: The faculty regards recreation administration and leisure studies as a profession that is recognized at state and national levels. As such, students are expected to behave in a professional manner. Basic Department expectations include professional behavior in the classroom and during all field experiences. Attendance, preparedness, effort, and honesty, in combination with respect for faculty and other students are all

considered under the heading of professional behavior. The goal is to create a community of learners in a positive, insult-free zone. A student who is unable to conduct himself or herself in a courteous and respectful manner will be asked to remove himself or herself from the classroom. Cell phone and other electronic communication devices are to be turned off during class and stored out of the way of class activity.

Problem Resolution: Any student who has a question about a grade or a class procedure is advised to first approach the course instructor. If the issue is not resolved at this level, the student is encouraged to meet with the Department Chair.

Writing Competency: The student's ability to effectively communicate in writing is very important. The instructor will evaluate the efforts of each student not only for the content presented but also for spelling, grammar, punctuation, neatness and organization of thought. Unless notified otherwise by the instructor, all written work must be typed and is expected to be high quality work. You may be asked to correct and resubmit a paper that is initially not of acceptable quality. Grades for resubmitted papers will be the average of the original and the revision.

Format Expectations for Written Assignments: The Department of Recreation Administration faculty has developed the following guidelines to assist students in preparing papers and assignments for submission in RLS courses. Papers and assignments submitted that do not meet these expectations will not be graded and will be returned to the student. A model paper has been developed to assist students. This can be found on the RLS website under *Policies and Forms*. <http://www.csufresno.edu/recadmin>

1. Font style: Times New Roman
2. Font size: 12 point font
3. Spacing: Double space
4. Margins: Standard 1" margins
5. Cover page: Include the title of the assignment, your name, class title, instructor name, and date.
6. Table of contents (if applicable): Include major headings and page numbers
7. Page numbers: Include page numbers. Be sure that these correspond to those listed in the table of contents.
8. References and in text parenthetical citations: Use APA form and style (Publication Manual of the American Psychological Association, Fifth Edition American Psychological Association)
<http://www.apastyle.org/pubmanual.html>
http://www.csufresno.edu/library/libraryinformation/libraryinstruction/for_students/guides_bibliographies/apa.pdf
9. Staple: Use a staple to attach multiple page assignments. Do not use a paper clip.
10. Assignments that are required to be typed must be typed.

Alcohol and Illicit Drug Use: The Department of Recreation Administration adheres to the University Policy on Disruptive Classroom Behavior and the Drug Free School Policy. Students are directed to the Division of Student Affairs website for additional information.

- a) In Class - Respect for your classmates, your instructor, and yourself includes attending class free from the effects of alcohol or illicit drug use. If a student displays behavior consistent with alcohol or drug use, the student will be asked to leave class immediately and will not receive credit for attendance or for any in-class activity, exam, or presentation. As per University policy, the instructor is required to inform the Department Chair, Dean of the College, and Vice President and Dean of Student Affairs and file a Disruptive Classroom Incident Report.

- b) Field Trips - All Recreation field trips, which include any out-of-the-classroom experience, are dry. Alcohol and illicit drugs are prohibited at ALL times (before, during, and after the activity as well as evenings on multi-day trips). Any student, enrolled in an RLS course and attending a field trip, who possesses or consumes alcohol or illicit drugs at any time during that experience, will at minimum receive a failing grade for that assignment. The event will be documented by the instructor and placed in the student's file. In the case of one-unit activity courses, the use of alcohol or illicit drugs will result in automatic failure of the course. As per University policy, the student will be referred to the Vice President and Dean of Student Affairs for disciplinary action.

Withdrawal Policy: Every student who gets a late "Withdrawal" (past the second week of the semester) from a course has potentially displaced another student from the opportunity to take that course. Therefore, this course will adhere strictly to the University's policy. Students may drop a course before the end of the second week of class using the standard computer system without need for instructor permission. However, course withdrawals past the end of the second week of class will not be allowed without "serious and compelling" reasons that are documented by appropriate medical or other professional authority. A change of work schedule, lack of interest in the material, failing grades, etc. are not going to qualify as reasons to drop the course.

SupportNet: Our campus has developed SupportNet to connect students with specific campus resources promoting academic success. The Department of Recreation Administration has agreed to participate in this program and your instructor may refer you to it if s/he believes you need the services provided by SupportNet to succeed in this course.

UNIVERSITY GENERAL CATALOG

All Students are advised to refer to the Academic Regulations section in the California State University, Fresno General Catalog as the University Student Handbook. This section will answer questions pertaining to subjects such as grading, classification and disqualification.

PROFESSIONAL DEVELOPMENT

Student Recreation Association

Organized and managed by Recreation Administration majors, the Recreation Association is an excellent way to develop and practice skills you learn in class. Each year, a student board is elected to plan and implement a wide variety of activities. In the past, activities have included fundraisers, trips, and social events, as well as educational sessions such as First Aid/CPR classes. The Recreation Association assists in the promotion of the recreation field and recruitment of new students and in the past has provided scholarships for professional development activities for its members. A highlight every year is the association's involvement in the California Parks and Recreation Society Annual Conference. The Recreation Association has a strong presence at this conference, and raises money each year to provide financial support for students to attend.

Dues are \$10.00 for the year or \$6.00 for a semester. Membership drives are held at the beginning of each semester. For information about membership or to find out about upcoming events, check the association's bulletin board in the PHS Building, talk to any of the board members, or check with the faculty advisor (Dr. Crossley – fall semester or Dr. Fine – spring semester). You do not have to be a Recreation Administration major to join.

Professional Organizations

Professional development includes joining organizations specific to the student's area of interest. Within the field of recreation, parks, and tourism 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 Department faculty. Most organizations have discounted student rates.

American Camping Association (ACA) 765-342-8456
www.aca-camp.org

Association for Experiential Education (AEE) 303-440-8844
www.aee.org

American Therapeutic Recreation Association (ATRA) 703-683-9420
www.atra-tr.org

California and Nevada Festivals Association (Calfest) 530-583-5605
www.calfest.com

California Parks and Recreation Society (CPRS) 916-665-2777
www.cprs.org

International Association of Assembly Managers (IAAM) 972-906-7441
www.iaam.org

Resort and Commercial Recreation Association (RCRA) 630- 892-2175
www.r-c-r-a.org

Stadium Managers Association (SMA) 515-282-8192
www.stadiummanagers.org

Therapeutic Recreation Certifying Bodies

California Board of Recreation and Park Certification (CBRPC) 661-538-1332

*State certification board- TR and leisure service management students will use this number to obtain certification information.

National Council for Therapeutic Recreation Certification (NCTRC) 845-639-1439
www.nctrc.org

*National certification board- TR students will use this number to obtain certification information

National Recreation and Park Association (NRPA) 703-858-0784
www.nrpa.org

*National certification- leisure service management students may use this number to obtain national certification information

Conferences

Regional, state, and national conferences are scheduled throughout the year by many of the organizations listed above. Conferences provide an opportunity for professional development and networking as well as a chance to learn the newest advances in the field. Dates, locations and program information will be provided in classes, or students may contact the organizations for information.

Alumni

The Department of Recreation Administration is fortunate to have a strong network of alumni in the community. These professionals are excellent resources for students. Students are encouraged to utilize these contacts as they develop hands on experience in the field.

Once students graduate, they are encouraged to maintain contact with the Department and are also encouraged to become members of the CSUF Alumni Association (www.alumniconnections.com/olc/pub/CAF)

Student Training Stipends and Scholarships

The Department and its faculty believe strongly in providing students with the opportunity to attend conferences and other professional development events. In addition to providing on campus forums, the Department provides training stipends for those students attending local, state or national events. The amount of the stipend varies. Students interested in this opportunity should contact the Department Chair. A registration receipt is required for reimbursement.

Additional scholarships are made available through the Scholarship Office, CPRS as well as other professional organizations. Information about these opportunities will be provided in class, posted on bulletin boards or the website, or forwarded to students via the RLS Majors listserv.

E.D.G.E. CHALLENGE COURSE

The Department houses the leadership training and challenge course, known as the E.D.G.E. (Experientially Designed Group Effort). This program offers group-oriented activities to foster teamwork, leadership, trust, creativity and personal awareness.

The E.D.G.E. facility, located behind the South Gym, is comprised of several utility poles connected with cables. Low elements are just inches off the ground providing group challenge activities. High elements, 25-35 feet off the ground are perceived risk activities for those seeking peak experiences. The E.D.G.E. course is utilized by both student and community groups. In addition to challenging themselves, students also have the opportunity to become E.D.G.E. facilitators (paid part-time positions) by assisting others to step out on the E.D.G.E.

For further information about participating with the E.D.G.E. Course, or employment opportunities, please contact Dr. L-Jay Fine at 278-2629.

DEGREE PLANS, ADVISING SHEETS AND CERTIFICATE APPLICATIONS

“Degree Plans” also known as “Advising Sheets” Certificate Applications have been posted on the Recreation Administration website at www.csufresn.edu/recadmin. Students are reminded that these sheets do not replace formal advising. The sheets represent general requirements; for the current academic year please check your catalog to ensure that all degree requirements have been met. Substitutions to program requirements may only be made with the approval of your Department academic advisor.

Advising Notes

1. Every new major is to complete the “Recreation Administration Major Advising Information” sheet and submit it to the office. Students complete an updated sheet each semester.
2. Academic advising is conducted each semester concurrent with the release of the schedule of courses for the upcoming semester. Students are encouraged to check regularly with their faculty advisor to ensure that they are on track for graduation.
3. Students are encouraged to choose their advisor based on the specialization.
4. CR/NC grading is not permitted in the recreation administration major with the exceptions of RLS 74, 75, 82, 84, 86, 88, 115, and 192T. Please note the university allows a maximum of 24 credit units to apply toward graduation.
5. General Education and elective units may be used toward a minor. Consult the appropriate department chair, or faculty advisor for further information.
6. Students who must complete a course to fulfill the university upper division writing requirement are advised to take IS 105W or BA105W. About 50 percent of students who take the written test (Upper-Division Writing Examination “UDWE”) pass it. This test (\$30) is given about twice each semester, and students must pre-register. Call 278-2457 to check on the schedule for the tests.
7. Only a grade of C or higher in RLS 55, 73, 77, 80, and 101 will apply to the major in Recreation Administration.
8. Students may apply for an out of state internship if they achieve a major GPA of 3.3 and a CSUF cumulative GPA of 3.0.
9. Graduation requirements may be slightly different depending on the year a student begins at California State University, Fresno. Students should consult the catalog from their first year.

As you have questions, please contact the following faculty advisors:

Dr. John Crossley, Professor.

Advisor: Specialization in Commercial Recreation (fall only)

Email: jcrossle@csufresno.edu Phone: (559) 278-8749 Office: PHS 136

Dr. L-Jay Fine, Professor

Advisor: Specialization in Adventure Recreation and Tourism; Certificate in Adventure Based Programming; E.D.G.E. Challenge Course Director

Email: larryf@csufresno.edu Phone: (559) 278-2629 Office: PHS 127

Dr. Jody Hironaka-Juteau, Professor and Department Chair

Advisor: Therapeutic Recreation; Specialization in Commercial Recreation (spring only)

Email: jhironak@csufresno.edu Phone: (559) 278-6807 Office: PHS 121

Dr. Michael Mahoney, Assistant Professor

Advisor: Specialization in Sports and Entertainment Facility Management (SEFM); Certificate in Special Event Planning; Certificate in Sports and Entertainment Facility Management

Email: mmahoney@csufresno.edu Phone: (559) 278-5263 Office: PHS 139

Dr. Nancy Nisbett, Assistant Professor

State University, Fresno

Advisor: Specialization in Community Recreation and Youth Services; Certificate in Serving At-Risk Youth; Internship Coordinator

Email: nancyni@csufresno.edu Phone: (559) 278-7886 Office: PHS 125

2009-2010 RLS Student Handbook
California State University, Fresno
Department of Recreation Administration

Advising Information

Name	Last	First	Middle
Student ID#			
Mailing Address	Street Address		
	City	State	Zip
Telephone	Home ()	Cell ()	
Email			
Academic Level	(Circle One): Freshman Sophomore Junior Senior		
	Total number of units taken_____		Current grade point average_____

The following area(s) of the Recreation major is/are of interest to me (check all that apply):

- Leisure Services Management Emphasis Area
- Specialization in Community Recreation and Youth Services
 - Specialization in Commercial Recreation
 - Specialization in Adventure Recreation and Tourism
 - Specialization in Sports and Entertainment Facility Management

Therapeutic Recreation Emphasis Area

- Certificates
- Certificate in Serving At-Risk Youth
 - Certificate in Special Event Planning
 - Certificate in Adventure-Based Programming
 - Certificate in Sports and Entertainment Facility Management

How did you first hear about the major?

- Flyer on campus
- Friend
- Professional in the field
- University catalogue
- While taking a Recreation Administration course _____
- Other _____

Today's date _____

Please return your completed form to the Department of Recreation Administration Office PHS 121