Department of Parks, Recreation, and Tourism

Undergraduate Manual

Academic Year 2013-2014

Department Overview, Academic Policies and Department Procedures, and Programs of Study.
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Department Overview

Our Mission, Values, and Vision

Our Mission

We create, share, and apply knowledge about parks, recreation, and tourism to inspire students, inform policy, serve social needs, encourage sustainability and economic vitality, and advocate for the health of people, communities, and the environment of which we are a part.

Our Values

1. Student-centeredness
2. Student engagement
3. Community connections
4. Informed and engaged citizenship
5. Excellence in and integration of scholarship, teaching, and service
6. Outdoor, experiential, and traditional instruction
7. Speculative as well as applied knowledge
8. Ecological literacy
9. Diversity and inclusion
10. Career development and professional advancement of our graduates
11. Independent and lifelong learning

Our Vision

We advance individual, community, and environmental health through education, research, and action informed by the preventive, developmental, and rehabilitative powers of parks, recreation, and tourism.
Our Undergraduate Curriculum

The department’s nationally respected faculty have developed comprehensive and contemporary programs of professional courses and natural resources learning outdoor adventure courses. The professional courses are designed for students majoring in Parks, Recreation, and Tourism. The Experiential Learning and Outdoor Recreation Education (U-EXPLORE) outdoor adventure courses are for majors and non-majors and provide opportunities for experience in a variety of recreation settings.

Financial Aid and Scholarships

Undergraduate students have the opportunity to earn scholarships and awards through the Department of Parks, Recreation, and Tourism. These include university wide Merit Scholarships, and numerous departmental scholarships. Applications for these scholarships are made to the Department of Parks, Recreation, and Tourism at the beginning of Spring Semester each year. Please view the PRT department website for more information about scholarships (http://www.health.utah.edu/prt/resources/scholarships/index.html).

Program Accreditation

The Department of Parks, Recreation, and Tourism is accredited through the National Recreation and Park Association. The University of Utah is accredited by the Northwest Association of Schools and Colleges.
Careers in Parks, Recreation, and Tourism

*Community Recreation and Sport Management, Sustainable Tourism Management, Hospitality Management, Commercial Recreation Management, Natural Resources Recreation Planning and Management, Therapeutic Recreation, and Adventure and Outdoor Programs*

**Community Recreation and Sport Management, Sustainable Tourism Management, Hospitality Management, Commercial Recreation Management**

Community Recreation and Sport Management emphasizes planning for and managing recreation and sport programs, activities, and events in community recreation programs as well as professional sports organizations. The Sustainable Tourism Management, Hospitality Management, and Commercial Recreation Management programs prepare students for a variety of recreation jobs in retail, events, food and beverage services, hotels, resorts, travel providers, recreation equipment manufacturing, and guiding.

The curriculum focuses on the business aspects, and contemporary issues of leisure services management. Among the most important attributes of a successful professional are the ability to get along with other people, creativity, and, most of all, the ability to sell the product, service, or facility.

A wide variety of businesses and agencies offer student internships including: Park City, Deer Valley, and Snowbird Ski Resorts; the Salt Lake City Convention and Visitors Bureau, Marriott Hotels, Double Tree Inns, State Line Resort and Casino, Salt Lake County Parks and Recreation Department, Cottonwood Heights Recreation District, YWCA, ReAL Salt Lake, ski shops, tour operators, and other enterprises. In addition, there is opportunity for students to earn the Hospitality Operations Certificate offered through the American Hotel and Lodging Association.
Natural Resource Recreation Planning and Management

The Natural Resource Recreation Planning and Management emphasis prepares the student to develop and administer programs and facilities in agencies which manage outdoor recreation resources. Students may gain experience with agencies such as the National Park Service, Utah State Parks, United States Forest Service, the Bureau of Land Management, Boy Scouts, Girl Scouts, campus outdoor programs, plus other outdoor recreation agencies, and private corporations.

Professionals manage natural resources while, at the same time, providing opportunities for people to enjoy the outdoors. Managing this balance between recreational activity and environmental protection is not easy. Professionals must understand the natural sciences, visitor behavior, and outdoor recreation activities; have excellent communication skills; be able to supervise other employees; maintain natural areas; and plan for proper use of the natural environment.

Therapeutic Recreation

The Therapeutic Recreation emphasis develops within the student the professional knowledge and necessary skills to practice along the diverse continuum of Therapeutic Recreation from community-based recreation programs to the specialized practice of Recreational Therapy. The Therapeutic Recreation curriculum is designed to teach all aspects of the National Counsel for Therapeutic Recreation Certification’s (NCTRC) job analysis. [www.nctrc.org]

Therapeutic Recreation is a health and human service profession that provides services/treatment for individuals with disabilities. It promotes increased functioning, enhanced personal awareness, improved health and well-being, and the development of a greater quality of life, through specialized applications of recreation and activity-based interventions.

The Therapeutic Recreation profession is a diverse profession offering a variety of career opportunities in long-term care facilities, group homes, rehabilitation facilities, psychiatric services, residential programs, park and recreation departments, and outdoor or camp programs. A professional in Therapeutic Recreation is dedicated to working with individuals with disabilities in providing the best services/treatment possible. They are full-time advocates for individuals with disabilities and possess the traits of a professional health care provider. A professional is state licensed, nationally certified, and a member of a professional organization promoting the highest level of standards of practice.
Adventure and Outdoor Programs

The Adventure and Outdoor Programs emphasis prepares students to facilitate hands-on learning activities in a variety of adventure and outdoor settings. Potential employers of students vary by specialization area, but could include: the National Outdoor Leadership School (NOLS), Outward Bound, or other guide services; residential and/or expedition-based therapeutic wilderness programs or camps; day, residential, or environmental camps for "traditional" or special populations; community recreation centers and programs (such as Boys and Girls Clubs, YMCA, S'PLORE, etc.); ropes courses and other adventure facilities; public and private schools; and more.

The coursework in Adventure and Outdoor Programs provides students with the opportunities to develop skills in group dynamics and leadership, business administration, and teaching and communication. Students also have the opportunity to acquire and enhance outdoor and environmental skills and knowledge related to a wide variety of populations. Specialized skills within this emphasis include sequencing, facilitation, and processing of activities, with specific attention to the transfer of learning from contrived experiences to the "real lives" of participants. In addition, the abilities to safely engage in and provide outdoor recreation activities, manage risk, and effectively teach skills in an outdoor or experiential setting are central to the field of Adventure and Outdoor Programs. Ideal student attributes include a love of and desire to serve people, the ability to improvise, the ability to function effectively under pressure, and the ability to recognize and manage safety concerns.
Procedures for New Students

For all students new to the Department of Parks, Recreation, and Tourism

General Information and Instructions

Meeting with the Academic Advisor
Schedule an appointment with the PRT Academic Advisor, Dr. Betsy Cook (Annex 1085, 801-581-8542) for assistance in determining the courses to take during your first semester of study as a Parks, Recreation, and Tourism major. Bring to your appointment all handouts and the “Summary of Transfer Credits,” that you received during the admissions and orientation process and a printed copy of your Degree Audit Report (DARS) from the University of Utah Campus Information System.

Meeting with Faculty
If you have additional questions after meeting with the PRT Academic Advisor, you may schedule an appointment to meet with one or more of our “Emphasis Coordinators.” Emphasis coordinators help students make decisions about allied field courses and courses within their specialization. They also coordinate with professionals from their specialization regarding jobs, internships, guest speaking, research projects, service projects, and field trips.

<table>
<thead>
<tr>
<th>Emphasis Area</th>
<th>Emphasis Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainable Tourism Management</td>
<td>Dr. Kelly Bricker</td>
</tr>
<tr>
<td>Commercial Recreation Management</td>
<td>Dr. Kelly Bricker</td>
</tr>
<tr>
<td>Hospitality Management</td>
<td>Dr. Linda Ralston</td>
</tr>
<tr>
<td>Natural Resource Recreation Planning and Management</td>
<td>Dr. Matt Brownlee</td>
</tr>
<tr>
<td>Adventure and Outdoor Programs</td>
<td>Dr. Jim Sibthorp</td>
</tr>
<tr>
<td>Therapeutic Recreation</td>
<td>Ms. Sandra Negley</td>
</tr>
<tr>
<td>Community Recreation and Sport Management</td>
<td>Dr. Mary Wells</td>
</tr>
<tr>
<td>Cooperative Education</td>
<td>Dr. Steven Bell</td>
</tr>
</tbody>
</table>

Please be sure to schedule appointments with specialization coordinators at least one week in advance. Call 801-581-8542 or stop by the PRT office at ANNEX C room 1085 to schedule an appointment.

Your Degree Plan and Scheduling Worksheet
After reviewing your DARS and the Degree Plan, complete a semester-by-semester plan for completing your bachelor’s degree. Submit a copy of your degree plan and your scheduling worksheet to the PRT Academic Advisor. You must update your Degree Plan each semester by listing the grades for each course you passed and the year and semester completed. Follow this plan through until graduation. Meet with the PRT Academic Advisor each semester to check your progress.
Declaring the Major
You must declare a major and an emphasis to graduate. Once you declare your major, you establish a catalog year and minimize changes in requirements. You will also avoid a registration hold and you may qualify for departmental scholarships. A good time to declare is upon completion of PRT 3100 or the Integrated Core. Major Declaration forms are available in the PRT Main Office, on the department website, or from the PRT Academic Advisor. To declare PRT as your major, complete the form and meet with the academic advisor.

Steps for Completing Your Scheduling Worksheet

General Education Requirements
The University QA (MATH 1030, MATH 1050, or MATH 1090) and WR2 (WRTG 2010) must be completed before enrollment in PRT courses. It is strongly recommended that all general education requirements are completed before embarking on a PRT major.

Departmental Computer Proficiency Requirement
Can be met through one of the following ways:

1. Taking PRT 3700 and passing the final exam for the course.
2. Passing departmental computer competency exam.
3. Transcripts indicating completion of comparable coursework through another department or school within the last three years.

Course Schedule Planning
The Department makes every effort to plan quality courses and schedule them in such a way as to benefit the majority of student needs and interests. It is important that students check the schedules and plan their curriculum carefully. High priority must be given to completing General Education requirements.

Students should consider taking Gen Ed courses that are prerequisites for later courses. For example, therapeutic recreation students should take prerequisites for human anatomy, human physiology, and abnormal psychology. Don’t forget your math, writing, and computer proficiency requirements. Students may be required to follow the prerequisites established by departments in the allied fields.
**Integrated Core**

Students entering the program in the fall as juniors should start with the integrated core. The Parks, Recreation, and Tourism Integrated Core consists of the following five courses: PRT 3100, PRT 3101, PRT 3310, PRT 3320, and PRT 3780. These five courses are offered fall semesters in a synergistic format for a combined total of fourteen (14) credit hours. Please meet with the academic advisor for assistance in registering for the integrated core.

The entire department core is available during summer semesters as stand-alone courses for students starting in the summer or spring or for students that choose not to participate in the integrated core. **Meeting with the academic advisor for assistance in planning an efficient semester-by-semester schedule that includes completing pre-requisites is critical.** Department courses must be taken in proper sequence. The University Catalog, department website, and your Degree Plan provide specifics. If you miss a course, it will not be permissible to waive the requirement or to take the course as an independent study.

Students may enroll in the first class of their emphasis area (PRT 3325 & 3330, 3510, 3620, 3500, or 5710) after completing PRT 3320 or the Integrated Core. Students may complete their first internship, PRT 3800, after completing PRT 3320 or the Integrated Core provided other requirements have been met (see page 15).

**The Graduation Planning System**

The Graduation Planning System (GPS) is a tool that works with your DARS and is designed to help you develop a semester-by-semester plan for finishing your bachelor’s degree. It is available online through your CIS web portal or visit the website GPS for more information [www.gps.utah.edu](http://www.gps.utah.edu).
Department Policies: Curriculum Requirements

Changes in Requirements, Leaves of Absence, Academic Advising, and Academic Expectations

Changes in Requirements

If Departmental requirements change, you may follow your original approved degree plan or elect to follow the new plan that includes the changes. If a course is no longer offered, every effort will be made to find an appropriate substitute.

Leaves of Absence

If you have not registered for two consecutive semesters (excluding summer), you will be dropped from the program. If this occurs, you must reapply and fulfill the academic program that is current at that time. However, you may file for a leave of absence from the University by contacting the Registrar’s Office (801-581-5805). If the leave is approved, your Degree Plan will be placed on hold until your return. A leave of more than five years will require updating to a new Degree Plan and re-evaluation of general education credits by University College.

Academic Advising

Each student is responsible for meeting with the PRT Academic Advisor at least once each semester to discuss schedules, problems, fieldwork possibilities, graduation plans, and related matters. Each student is responsible for keeping her or his academic file and degree plan up to date. Failure to do so could delay approval of courses, fieldwork, internship, or graduation.

All new students and transfer students will initiate their advising with the PRT Academic Advisor. The advisor will review transfer credits, and help new students to select courses. The advisor will also review and approve student’s semester-by-semester plan, refer to the “Degree Completion Plan Exercise” in the Appendix. After these are approved, students will then need to meet with the Academic Advisor for the following:

1. Approval of changes in your semester-by-semester plan.
2. Consultation regarding course selection for semester registration.
3. Approval of all PRT internship pre-requisites.
4. Graduation checks initiated by students.
5. DARS clearance for graduation.
FERPA Release and Distance Advising
General advising questions can be answered through email, telephone, or SKYPE. For specific questions of a confidential nature, a FERPA release is required. To learn more, go to your CIS -> Student Records -> FERPA Release Consent. Read the release form. Select which campus groups can release the student’s information (ie, Academic Advisor). Create a PIN to verify access. Create a list of names/addresses the University agencies are authorized to share information with.

On the occasion that a student requires an urgent advising decision and the academic advisor is not available for those decisions and cannot be expected to be available within the time frame needed for those decisions, the approval authority will be as follows:

1. Academic Advisor
2. Director of Undergraduate Studies
3. The faculty member who is the Emphasis Coordinator for the student’s emphasis area
4. Associate Department Chair

Academic Expectations
The Department of Parks, Recreation, and Tourism expects students to follow the standards of the PUBLICATION MANUAL OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION (6th edition) in preparing scholarly papers. The decision to follow the APA format is based on the fact that, at the University of Utah, APA is the most widely used format within the Social and Behavioral Science area. Students are expected to acquire and use this valuable resource. [http://www.apastyle.org/apa-style-help.aspx](http://www.apastyle.org/apa-style-help.aspx)

The following academic expectations and standards are to be followed in every PRT course unless the instructor indicates a specific change or difference. All standards are the minimum level required.

Papers
All reports and papers must be neatly typed or otherwise prepared on word processing software. Grades will be reduced for poor quality, organization, composition, grammar, and/or spelling.

Plagiarism
All work must be original (your own work for each class) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations. Familiarize yourself with the Student Code ([http://www.regulations.utah.edu/academics/6-400.html](http://www.regulations.utah.edu/academics/6-400.html)).
References and Citations for Papers
Quotes and concepts taken from other people's work must be cited and referenced, using the standard and consistent format described in the Publication Manual of the American Psychological Association.

Due Dates
All due dates refer to the start of the class period on the date due. Late assignments will be severely penalized, and may not be accepted at all.

Absence
No make-up exams, quizzes, or presentations are allowed due to class absence unless arrangements have been approved by the instructor prior to the absence. Official documentation of the absence is required.

Late Attendance and Civility
Students who arrive late for class are discourteous and distracting to class activity, and may be penalized.

Final Examinations
It is against University policy for professors and instructors to administer final examinations at a time other than the period that is scheduled by the University. At the start of each semester, find out the exam dates for each course and make plans to be present for the exams.

Incompletes
University policy states that an incomplete may be given only when the student has passed at least 80% of the course work.

Withdrawals
Students may drop a course with no penalty within the first ten days of the semester. After which there are no tuition refunds. Withdrawals may be given if there are mitigating circumstances such as an illness or accident. Verification will be required. The grade "W" is not used in calculating the student's GPA.

Guests
No pets or guests uninvited by the instructor may accompany students to class.

Course Readings
Courses will be conducted each day under the assumption that students have read the assigned material for the day. Students who keep up to date in their readings follow the instructor’s presentation better, contribute better to class discussions, and usually earn higher grades. Instructors may give pop quizzes and award participation credit.

Credit/No Credit
All courses in the major and allied areas (except U-EXPLORE courses PRT 1109–2053, and UGS 3000 Student Success Seminar, etc.) must be taken for graded credit. Students are allowed five CR/NC courses in their U of U undergraduate career. Please verify CR/NC ramifications with University College Advising (801-581-8146).
Independent Study
Parks, Recreation, and Tourism core courses cannot be taken as independent study.

Grades and Grade Point Average
Students are required to pass all PRT classes with a grade of C- or better to earn credit toward the major. In addition, students in Therapeutic Recreation must pass their TR courses with a minimum grade of C. For all students, a minimum GPA of 2.5 (overall and PRT) must be maintained in order to qualify for internships and, therefore, to graduate with a major in Parks, Recreation, and Tourism.
Cooperative Education I and II

Internship Requirements

Two cooperative education courses are included in the Parks, Recreation, and Tourism degree requirements. These courses are PRT 3800 - Fieldwork and either PRT 4828 - Internship or PRT 5828 - Internship for Therapeutic Recreation students. These courses involve significant field experience in the parks, recreation, and tourism profession under the supervision of Department faculty and an agency supervisor.

During PRT 3101, students should access the Internship Handbook from the PRT Department web site [www.health.utah.edu/prt/internships/index.html]. Read the manual thoroughly.

In order for students to be approved for their fieldwork or internship, they must have a U of U overall GPA of 2.5 or higher. Students may be approved for out-of-state and/or internships not involving direct physical supervision (e.g., telecommuting or e-commuting) with a 3.0 GPA and international internships may be approved with a 3.2 minimum GPA.

PRT 3800 and 4828/5828 must be taken in numerical order. PRT 3800 and 4828/5828 cannot be completed concurrently. Application to take 3800 and 4828/5828 must be made eight weeks prior to the end of the semester prior to the semester that the field work or internship will actually occur.

Word document ready application forms are found within the Internship Handbook on the PRT Department website [www.health.utah.edu/prt/internships/index.html]. Application forms may also be obtained from the internship coordinator. Completed application forms must be typed or word processed and submitted to the internship coordinator for written approval.

Students must arrange for their own internship experience. The process that one must go through (initial contact, interview, follow-up, etc.) is considered to be an important educational component of the internship experience. Credit will not be given for prior work experience. Each student is required to register and pay for PRT 3800 (2 credit hours) and PRT 4828/5828 (12 credit hours). Payment for these courses follows the usual university scale and procedures.

It is recommended that all students who complete their internships out-of-state acquire additional professional liability insurance. Students completing international internships are required to have international health insurance. The University of Utah Study Abroad Program (801-581-5849) provides access to appropriate international health insurance policies.
**PRT 3800: Cooperative Education I**

Prerequisites for 3800 include: (1) current First Aid and CPR certification, (2) affiliation with a professional organization—a membership in NRPA, ATRA, URTA, RCRA, URPA, RAPS are some examples of professional associations which would meet this requirement, (3) completion of the computer proficiency requirement as described above, (4) completion of the following classes: PRT 3100, PRT 3101, PRT 3310, PRT 3320, and (5) completion of one of the following depending on your emphasis area: PRT 3325 & 3330, PRT 3440, PRT 3500, or PRT 5710, or concurrent registration with PRT 3800.

PRT 3800 is normally taken the second or third semester of the program. It is necessary for a student to do PRT 3800 in an agency or organization that relates to the student’s emphasis area and it is preferable the student’s internship placement relates to his or her career interests. The PRT 3800 field experience provides the student with the opportunity to apply some of the principles and concepts learned during the first several academic courses. The field experience also helps a student to determine what direction they wish to take in their major and career. Students are required to work a minimum of 100 clock hours in a minimum of ten (10) weeks in the fieldwork experience during the course of the semester plus attend class sessions and complete course assignments as specified by instructor.

**PRT 4828/5828: Cooperative Education II**

The PRT 4828 (PRT 5828 for Therapeutic Recreation students only) Internship is possibly the most important part of a student’s preparation for a career. It provides a base of experience for the student’s area of specialization. PRT 4828 or PRT 5828 is taken during the last semester of coursework and is used to give the student an opportunity to put into practice the learning that has occurred to that point. All coursework must be completed before registering for PRT 4828 and PRT 5828. Exceptions to this policy will be handled on a case-by-case basis.

Contacts made during internships often lead to a permanent position, so the selection of the agency should be made with great care. An appropriate agency is one that provides direct and responsible supervision of the activities of the student. This internship is 12 credit hours. PRT 4828 students are required to complete 480 clock hours, in a minimum of 12 consecutive weeks. The course may be taken in two blocks of six credit hours, or may be taken in one block of 12 credit hours.

PRT 5828 students are required to complete 560 clock hours, in a minimum of fourteen (14) consecutive weeks at an agency that uses the TR process as defined by the National Council for Therapeutic Recreation Certification (NCTRC) job analysis. Please see the Therapeutic Recreation Internship Manual for more details.

Students are encouraged to seek as much responsibility and diversity in the experience as possible. If the student proposes an internship placement that is not of sufficient professional responsibility and/or diversity, the internship will not be approved. The Internship Coordinator may require the student to complete 200 additional clock hours of approved cross training for PRT 4828 or PRT 5828, if the student’s responsibilities and performance are not of sufficient professional level.
Graduation Information

Completing University of Utah Graduation Requirements, DARS Reports, and Applying for Graduation.

Graduation Requirements

The Undergraduate Degree Application for graduation is available on the Graduation website [http://www.sa.utah.edu/regist/graduation/applying.htm] or from the Office of the Registrar (250 SSB, 581-7852). Students must complete the “Candidate Information” section of this form. The student should then make an appointment with the PRT Academic Advisor to verify that his or her program is on track for graduation. The PRT Academic Advisor will then complete the “Advisor Endorsement” portion of the application. Students, make sure that you and your advisor sign the form in the appropriate spaces, and then return it to Window #15 in the Student Services Building by the deadline below.

Spring Graduation (May) – November 1 of the preceding Fall Semester

Summer Graduation (August) – February 1 of preceding Spring Semester

Fall Graduation (December) – June 1 of preceding Summer Semester

*If you do not apply for graduation by the above stated deadline, you will be charged a late fee and may have your graduation delayed. Students are able to renew their graduation application once without penalty. Graduation applications will not be accepted more than one year in advance.

The Degree Audit Reporting System (DARS) is the official clearance tool for graduation. You, along with the academic advisor must ensure that your DARS report is clear (all green) in order for the Registrar’s Office, Graduation Division to award you a degree. This means that all requirements have been completed and any exceptions have been entered by final grading deadlines. Students who finish work after the semester’s completion MUST renew to a subsequent semester.

The catalog year is important in this process. The catalog year reflects the date you declared your major or the year agreed upon by you and your advisor. This is the set of requirements that will be used to clear you for graduation via the DARS report. You may choose a catalog year that was in effect no more than 4 years prior to graduation. The catalog year along with the emphasis must be indicated on your graduation application.
Professional Certification and Credentialing

CPRP, Therapeutic Recreation, and Hospitality Operations.

CPRP

The Certified Park and Recreation Professional Program is administered by the National Recreation and Park Association (NRPA). A written examination is required. Graduates of accredited programs in Parks, Recreation, and Tourism are qualified to sit for the examination. Additional information about the CPRP program may be obtained by visiting www.nrpa.org or calling NRPA at (703) 858-0784.

Therapeutic Recreation Credentialing

All Therapeutic Recreation majors should familiarize themselves with the following two forms of Therapeutic Recreation Credentialing: State licensing (required for practice in the state of Utah) and national certification as a Certified Therapeutic Recreation Specialist ™ (CTRS®) provided through the National Council for Therapeutic Recreation Certification® (NCTRC®).

The State of Utah requires a license to practice Therapeutic Recreation. The State Department of Commerce-Division of Occupational and Professional Licensing (DOPL) regulates the licensing program. In order to be licensed in the State of Utah at the TRS or MTRS level, one must meet all qualifications for national certification under the National Council for Therapeutic Recreation Certification, and successfully pass the national exam.


The Department of Parks, Recreation, and Tourism at the University of Utah has a sequential program of therapeutic recreation classes to help students meet licensing and certification requirements. TR students are required to receive a minimum of a C grade in the TR core classes.

Therapeutic Recreation coursework:

- PRT 3325- Disabilities, Adaptation, and Accessibility in TR Spring Semester
- PRT 3330- Foundations of Therapeutic Recreation Spring Semester
- PRT 3360- Techniques in Therapeutic Recreation Fall Semester
- PRT 3800- Cooperative Education I  
  Fall Semester
- PRT 5350- Clinical/Prof. Issues in TR  
  Spring Semester
- PRT 5360- Facilitation in Therapeutic Recreation  
  Spring Semester

A minimum of 18 semester credits of supportive course work:

- 3 semester hours of human anatomy
- 3 semester hours of human physiology
- 3 semester hours of abnormal psychology
- 3 semester hours of human growth and development across the lifespan
- **6 semester hours of human services courses**

Academic Internship (PRT 5828-Cooperative Education II in TR):

- must meet NCTRC job analysis standards
- must be a minimum of 560 hours
- must be completed within a minimum of 14 consecutive weeks
- must be completed after the completion of all of the student’s therapeutic recreation and general recreation course work

**This internship must be completed under the supervision of an on-site field placement supervisor who is licensed in the State of Utah as TRS or MTRS and holds current national certification as CTRS. The supervisor must maintain a current license and certification throughout the duration of your internship. If completing your internship out-of-state the supervisor must hold a current national certification as CTRS and maintain current certification throughout the internship. If a state license is required the supervisor must also hold a current license to practice in that state.**

Therapeutic Recreation student interns may be required to purchase additional Liability Insurance.
**HOSPITALITY OPERATIONS CERTIFICATION PROGRAM**

Programs of study leading to American Hotel and Lodging Association (AH&LA) certification in various facets of hospitality operations are provided. Certification options include (1) certification in particular skills (e.g., Hospitality Accounting, Hospitality Supervision, Front Office Procedures, Hospitality Sales and Marketing, Food and Beverage Management), (2) an eight course Certificate in Hospitality Operations, and (3) a Hospitality Management Diploma. Certifications may be earned through successful completion of AH&LA tests associated with each of the following courses:

<table>
<thead>
<tr>
<th>Required Courses</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>R  PRT 3201</td>
<td>Introduction to the Hospitality Industry.</td>
</tr>
<tr>
<td>R  PRT 3208</td>
<td>Food &amp; Beverage Management</td>
</tr>
<tr>
<td>R  PRT 3203</td>
<td>Financial Accounting for the Hospitality Industry</td>
</tr>
<tr>
<td>R  PRT 3204</td>
<td>Front Office Procedures</td>
</tr>
<tr>
<td>R  PRT 3211</td>
<td>Hospitality Sales and Marketing</td>
</tr>
<tr>
<td>R  PRT 3205</td>
<td>Hospitality Supervision</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Electives</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>E  PRT 3202</td>
<td>Front Office Procedures</td>
</tr>
<tr>
<td>E  PRT 3206</td>
<td>Hospitality Law</td>
</tr>
<tr>
<td>E  PRT 3209</td>
<td>Resort Management</td>
</tr>
<tr>
<td>E  PRT 3210</td>
<td>Convention Management and Service</td>
</tr>
</tbody>
</table>

**“R”: Required course** for students seeking the eight course AH&LA Certification in Hospitality Operations.

**“E”: Elective courses.** In addition to the required courses, two of these electives are required for the AH&LA Certification in Hospitality Operations.

Students may contact the Hospitality emphasis coordinator at the Department of Parks, Recreation and Tourism at 801-581-8542 or write to the AH&LA Educational Institute, P.O. Box 1240, East Lansing, Michigan 48826 for more information. (www.AHLA.com)
Appendix: Degree Completion Plan Exercise

PRT 3100 - Foundations in Parks, Recreation, and Tourism: Degree Completion Plan Exercise

The purpose of this exercise is to create a plan for the completion of degree requirements and project your graduation date.

Degree Plan. The Degree Plan lists the required courses and should be used as a record of your academic progress. Copies of Degree Plans are available on the Department website or from the Academic Advisor. Fill in only the courses you have already completed. This will go in your permanent file. You are responsible for updating this document each semester. Without an updated degree plan, the PRT Academic Advisor may or may not approve your application for PRT 3800, PRT4828, or PRT 5828 (for TR students).

If you have any transfer courses that you feel should apply, write these on your Degree Plan. All transfer courses must be approved and initialed by the Academic Advisor. Be sure to write the course number, semester hours, year and semester taken, and the grade you received. Bring a copy of your transcripts to the meeting with the Academic Advisor in order for these courses to be checked for approval.

Once you have recorded all completed courses, you will be able to see which courses you still need to complete.

Degree Completion Plan. Use the courses listed on the Degree Plan to schedule all remaining courses into semester-by-semester blocks on the plan. This exercise is more complex than it appears. PRT courses are not offered every semester and several must be taken in sequence. Thus, it takes some planning to determine when you will take your required courses. If you miss a course in sequence, you could be set back one full year. Plan your first internship (PRT 3800) following completion of the pre-requisites. PRT 4828 or PRT 5828 (for TR students) should be completed during your last semester before graduation.

Arrange academic years horizontally on your plan. Begin with the current semester. Fill in all courses remaining from the University General Education requirements. Don’t forget that Math and Writing requirements must be completed before enrollment in PRT courses.