

Department of Parks, Recreation,
and Tourism

Undergraduate Manual

Academic Year 2009-2010

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

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Department Overview

Our Mission, Focus and Values, and Philosophy

Mission Statement

Our mission is to create, share, and apply knowledge about park, recreation, and tourism resources and phenomena in order to advance intellectual and professional development of students, serve social needs, inform policy, promote economic development, and foster health and the quality of life for individuals, families, communities, and the environment.

Focus and Values

1. Student-centeredness, to the fullest extent of policies and procedures
2. Student involvement
3. Excellence in teaching, scholarship, and citizenship
4. Excellence in customer service
5. Career opportunities and advancement of our graduates
6. Interrelationships among teaching, scholarship, and service
7. Speculative as well as applied knowledge
8. Experiential as well as didactic learning
9. Diversity
10. Reasoned action on matters of park, recreation, and tourism ethics, policy, and use
11. Independent and lifelong learning
12. Continuous improvement and development of students, faculty, and staff

Philosophy

The present and future mission of the Department of Parks, Recreation, and Tourism (PRT) is to serve a dynamic and changing society that has come to accept parks, recreation, tourism, and leisure as important forces in the American way of life. The three elements of this mission are instruction, scholarship, and public and professional service. The department is committed to being a leader in preparing students for leadership roles in a changing society, and to the preparation of professional personnel for parks, recreation, tourism, health care, and leisure services.

Our Undergraduate Curriculum

The department's nationally respected faculty has developed comprehensive and contemporary programs of professional courses and natural resources recreation courses. The professional courses are designed for majors in Parks, Recreation, and Tourism. The natural resources recreation 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, Entering Student Departmental 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 inquire further about scholarships in the PRT Department office, Annex 1085.

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

Leisure Services Management, Natural Resources Recreation Planning and Management, Therapeutic Recreation, Adventure and Outdoor Programs

Leisure Services Management

Tourism Management; Hospitality Management; Commercial Recreation Management; and Community Recreation and Sport Management

The Leisure Services Management emphasis concerns the provision of leisure related facilities, products, and services by private enterprise, local government, and certain non-profit agencies. The abilities required for success include a variety of business-related, technical, and human-relations skills. Professionals must have managerial, accounting, financial and analytical skills, along with marketing, public relations, and leadership abilities. 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, professional sport organizations, 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 Resources 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, 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 involves the provision of treatment services and the provision of recreation services to persons with illness or disabling conditions. The primary purposes of treatment services, which are referred to as Recreational Therapy, are to restore, remediate or rehabilitate in order to improve functioning and independence as well as reduce or eliminate the effects of illness or disability. The primary purposes of Recreational Services are to provide recreation resources and opportunities in order to improve health and well-being. Therapeutic Recreation is provided by professionals who are trained and certified, registered and/or licensed to provide Therapeutic Recreation (American Therapeutic Recreation Association, 1987).

The Therapeutic Recreation curriculum prepares students for the requirements of Utah State Licensure and national certification. Students will gain the skills to work with individuals of varying abilities in the health care industry as well as more community based settings.

Adventure and Outdoor Programs

The Adventure and Outdoor Programs emphasis focuses on preparing students to facilitate hands-on learning activities in a variety of settings. Potential employers of students completing degrees in experiential education 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 (Annex 1085, 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 “Specialization Coordinators.” Specialization coordinators help students make decisions about allied field courses and courses within their specialization. They also coordinate with practitioners from their specialization regarding jobs, internships, guest speaking, research projects, service projects, and field trips.

Specialization Area

Tourism Management
Commercial Recreation Management
Hospitality Management
Natural Resource Recreation Planning and Management
Adventure and Outdoor Programs
Therapeutic Recreation
Community Recreation and Sport Management
Cooperative Education

Specialization Coordinator

Dr. Linda Ralston
Dr. Kelly Bricker
Dr. Joseph Arave
Dr. Joseph Arave
Dr. Karen Paisley
Dr. Steven Bell
Dr. Mary Wells
Dr. Betsy Cook

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

Your Degree Plan and Degree Completion Plan

After reviewing your Degree Plan and completing the Degree Completion Plan, submit a copy of your degree plan and your matrix 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.

Steps for Developing Your Degree Completion Plan

General Education Requirements

The following requirements must be completed **before you may proceed** into PRT 3320 and subsequent PRT courses.

U of U Math Requirement (QA)

Math 1030: Introduction to Quantitative Reasoning **or** Math College Algebra Math 1050 **or** Math 1090 College Algebra for Business and Social and Behavioral Science.

U of U Writing Requirement (WR2)

Writing 2010 Intermediate College Writing **or** English as a Second Language (ESL 1050) **with** English Composition for Foreign Students (ESL 1060).

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 two 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.

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.**

Students entering the program as juniors should also start with their math, writing, and computer proficiency requirements (if they have not already been met), PRT 3100, 3101, and 3310, and then follow immediately with PRT 3320 their second semester. If you have not declared your major, a good time to do so would be after completion of PRT 3100. Forms are available in the main PRT Department office

(Annex C, Room 1085). **High priority must also be given to allied field courses and their prerequisites, plus finishing General Education requirements.**

Students may enroll in the first class of their emphasis area (PRT 3330, 3440, 3500, 5710) after completing PRT 3320 or concurrent with PRT 3320. Students may complete their first internship, PRT 3800, after completing or concurrent with PRT 3320 provided other requirements have been met (see page 15). **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. As of spring semester 2010, if pre-requisites have not been completed, registration for the course will be blocked.**

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 (581-5805). If the leave is approved, your Degree Plan will be placed on hold until your return.

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 Academic Advisor. The Advisor will review transfer credits, and help new students to select courses. The advisor will also review and approve student's Degree Completion Plan. After these are approved, students will then need to meet with the Academic Advisor for the following:

1. Approval of changes in your Degree Completion Plan.
2. Consultation regarding course selection for semester registration.
3. Approval of all PRT internship application forms and agreements.
4. Graduation checks initiated by students.
5. Graduation clearance.

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 Specialization Coordinator for the student's specialization area
4. Associate Department Chair

Academic Expectations

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) unless cited by reference. Plagiarism violations are subject to prosecution under university student behavior regulations. Familiarize yourself with the University Of Utah Student Code.

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. That manual may be purchased at the University Bookstore. The Department also maintains a non-circulating copy that you may borrow for reference within the office.

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

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 by the end of the second week of the semester. After the second week, there are no tuition refunds. Withdrawals may be given if there are mitigating circumstances such as an illness or accident. Verification will be required.

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 NRL 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 (581-8146).

Correspondence Courses

No correspondence courses in Parks, Recreation, and Tourism may be applied toward requirements of the major.

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 core classes with a grade of C- or better. 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 and either PRT 4828 or (PRT 5828 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.

After enrolling in or completing PRT 3320, students should obtain a copy of the Internship Handbook from the PRT Department web site. **Read the manual thoroughly.**

PRT 3800 and 4828 (5828 for Therapeutic Recreation students) must be taken in numerical order. **Application to take 3800 and 4828 (5828 for Therapeutic Recreation students) must be made four weeks prior to the end of the semester prior to the semester that the field work or internship will actually occur.** Application forms are found within the Internship Handbook on the PRT Department website. Completed application forms must be submitted to the Internship Coordinator. Students must have a U of U overall GPA of 2.5 or higher to be approved for PRT 3800 or 4828 (5828 for Therapeutic Recreation students). 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.

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 hrs) and PRT 4828/5828 (12 hrs). Payment for these courses follows the usual university scale and procedures. Therapeutic Recreation students may also be required to pay a "special fee" for insurance.

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, URPA, 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 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) 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 Therapeutic Recreation students) 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 course work 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. Students are required to complete 480 clock hours, in a minimum of 12 consecutive weeks.

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 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 are not of sufficient professional level. The course may be taken in two blocks of six credit hours, or may be taken in one block of 12 credit hours.

For details and application forms see the [Internship Handbook](#).

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 or from the University, Office of the Registrar (250 SSB, 581-7852). Students must complete the “Candidate Information” and “Diploma/Commencement Information” sections of this form. The student should then make an appointment with the PRT Academic Advisor to verify that their program is on track for graduation. The PRT Academic Advisor will then complete the “Major Advisor Use Only” portion of the application. 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. Applications will not be accepted more than one year in advance.**

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 NCTRC requirements are as follows:

Minimum of 18 semester units of therapeutic recreation and general recreation content, 9 semester units must be in therapeutic recreation. Each course must be a minimum of three hours, upper division.

The Department of Parks, Recreation, and Tourism at the University of Utah has a sequential program of therapeutic recreation classes to help students meet this requirement:

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

TR students are required to receive a minimum of a C grade in the above TR core classes.

A total of 18 semester units of supportive course work

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

**Students interested in NCTRC Certification may need an additional 9 semester hours in the content area of 'human services' as defined by NCTRC. Please contact the PRT Therapeutic Recreation specialization coordinator or NCTRC website: www.nctrc.org.

The academic **internship** must meet NCTRC standards. It must be a minimum of 480 hours, to be completed within a minimum of 12 consecutive weeks and a maximum of 18 consecutive weeks. This internship must be after the completion of all of the student's therapeutic recreation and general recreation course work. **This internship must be under the supervision of an on-site field placement supervisor who is holding a current CTRS (In the State of Utah, the agency internship supervisor must also hold state license as TRS or MTRS).** Therapeutic Recreation students register for PRT 5828 Cooperative Education II. Therapeutic Recreation students may be required to purchase additional Liability Insurance.

Licensure for practicing therapeutic recreation as a TRS in Utah requires the following:

- A bachelors degree or higher in Therapeutic Recreation, or emphasis in Therapeutic Recreation, or recreation degree and additional course work.
- Has completed an approved internship (Internship supervisor must be licensed at the TRS or MTRS level)
- Verification of successful completion of the NCTRC exam
- Completed application for licensure
- Passing score of state laws/rules exam

To be licensed as a MTRS one must meet all of the above requirements in addition to a completed masters and/or doctoral degree in Recreation-Therapeutic Recreation Emphasis and two years of full-time paid experience in a therapeutic recreation setting.

Special Note: It is important for Therapeutic Recreation students seeking a graduate degree to familiarize themselves with these requirements. It may be necessary to add additional course work to your program in order to meet the credentialing requirements.

Further information can be obtained from:

State of Utah
Division of Occupation and Professional Licensing
160 E. 300 S.
Heber Wells Building
Salt Lake City, UT 84110
(801) 530-6628

National Council for Therapeutic Recreation Certification
7 Elmwood Drive
New York, New York 10956
(914) 639-1439

Hospitality Operations

HOSPITALITY OPERATIONS CERTIFICATION PROGRAM

Programs of study leading to American Hotel and Lodging Association (AHLA) certification in various facets of hospitality operations are provided. Certification options include (1) certification in particular skills (e.g., Hospitality Accounting, Hospitality Human Resources Management, 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 AHLA tests associated with each of the following courses:

Required Courses Description

- | | | |
|---|----------|---|
| R | PRT 3201 | Introduction to the Hospitality Industry. |
| R | PRT 3208 | Food & Beverage Management |
| R | PRT 3203 | Financial Accounting for the Hospitality Industry |
| R | PRT 3204 | Front Office Procedures |
| R | PRT 3211 | Hospitality Sales and Marketing |
| R | PRT 3205 | Hospitality Supervision |

<u>Electives</u>	<u>Description</u>
E PRT 3202	Front Office Procedures
E PRT 3206	Hospitality Law
E PRT 3209	Resort Management
E PRT 3210	Convention Management and Service

“R”: Required course for students seeking the eight course AHLA Certification in Hospitality Operations.

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

Students may contact the Hospitality specialization coordinator at the Dept. Of Parks, Recreation and Tourism at 581-8542 or write to the AHLA Educational Institute, P.O. Box 1240, East Lansing, Michigan 48826 for more information.

Appendix A: Degree Completion Plan

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

The purpose of this assignment 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 assignment 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.

Academic years are arranged horizontally on the plan. Begin with the current semester. You will need to fill in all courses from remaining University General Education requirements, the University Math and Writing requirements, and the computer proficiency requirement. **You will not be allowed into courses above PRT 3320 without completion of Math 1030, WRTG 2010, and computer proficiency.**