

Eastern Washington University
Department of Wellness and Movement Sciences
RCLS 435-01: Employment Processes in RCLS
FALL 2021

Course Information

Instructor: Matthew Chase, PhD, Professor, Recreation and Tourism Management
Office: PEC 242
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Class meets: Monday, September 20, 2021 from 9:00am – 1:00pm
and again, on the following dates: (all 4:00 - 5:30pm)
9/28; 10/05; 10/12; 10/19; 10/26; and 11/02
Location: PC 111
Credits: 2
Office Hours: Wednesday 9am - 11am and Thursday 9am – 11am (and by appointment)

Course Description

This course is designed to introduce recreation students to the employment process including recruiting, application, resume development, interviewing, reference checks, hiring processes, on-the-job training, and probationary status. It is an intensive course that incorporates numerous local professionals sharing industry insights.

COAPRT/Program Learning Outcomes to be addressed in this course:

7.01 Students graduating from the program shall demonstrate the following entry-level knowledge: a) the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries; b) techniques and processes used by professionals and workers in these industries

7.03 Students graduating from the program shall be able to demonstrate entry-level knowledge about operations and strategic management/administration in parks, recreation, tourism and/or related professions.

7.04 Students graduating from the program shall be able to obtain and successful complete a professional internship within the Recreation industry.

Learning Outcomes

By the end of this course, students should be able to:

1. Develop and maintain a professional presence online that is pertinent to the application process
2. Develop a professional portfolio relevant to finding a career after college
3. Deliver a presentation with confidence and professionalism, similar to the interview process
4. Understand the necessary components of a resume and cover letter
5. Summarize the details and requirements found within the student and supervisor internship manuals
6. Critically think about what they aspire to be as a recreation professional
7. Utilize various search techniques for finding internships and jobs
8. Understand the different sectors found within the recreation and leisure industry

9. Demonstrate the importance of professional networking
10. Illustrate what professional employers are looking for in job candidates

Text

None

Course Procedures and Policies

Masks Required:

COVID-19 Safety Protocols: As of the start of the fall 2021 term, everyone is required to wear a face mask while attending this course. EWU requires all persons to wear masks while attending in-person activities for this course. Students who fail to abide by this safety protocol will be reminded of the protocol and asked to comply. If a student continues to not comply, the instructor may ask the student to leave the learning environment on an emergency basis due to the threat to others' health and safety.

The student will not be allowed back in the learning environment until the student meets the safety protocols. This absence may impact the student's grade and will be counted as an unexcused absence. The student may also be referred to Student Rights & Responsibilities for failure to comply with EWU Policy 602-02 (Immunization) and the Governor's and university directives. If a student is not able to comply with the face mask protocol due to medical or disability-related reasons, they should immediately contact Student Accommodations and Support Services and request an accommodation. Although this course is being offered in person, the university reserves the right to modify the method of delivering the course for health and safety reasons.

Participation:

This course demands a high level of class discussion and active participation. This course is designed around the assumption that people learn best and help others learn when they participate. Participation includes coming to class to share thoughts and perspectives, as well as taking notes and being an engaged listener. The professionals present throughout the course have taken time out of their schedules to help you become a better professional – start today. Give them your undivided attention and respect.

Attendance:

Attendance and participation are required on September 20, 2021 (9am – 1pm). Students cannot miss this session. Students who miss this session will need to retake the course. The remaining classes (9/28 - 11/02) are also very important. As a group, we need to show respect and support to the guest speakers. I will also discuss other class topics and provide guidance on the assignments during these sessions. Students will be awarded 10 points (starting 9/28), toward their final grade for each session attended, up to 50 points. Additional points do not apply to the student presentation date: 11/02. Students cannot earn these points without being in attendance - this is firm, please do not ask.

Grading and Evaluation Procedures:

Criteria for evaluation in this class include ordinary standards of good writing (clear expression; accurate punctuation, grammar, and spelling; well organized) and meeting specifications of

individual assignments. Assignments must be handed in on or before announced deadlines. Assignments must be typed (12-point font) and double-spaced. Generally, late assignments will not be accepted. All required assignments must be completed to earn a course grade of C or higher.

Grades will be assigned according to normal university standards:

RCLS Grade Scale			
Grade	Percentage	Grade	Percentage
A	94 -100	C	74 - 76
A-	90 - 93	C-	70 - 73
B+	87 - 89	D+	67 - 69
B	84 - 86	D	64 - 66
B-	80 - 83	D-	60 - 63
C+	77 - 79	F	59 and below

Final grades will be assigned according to the following breakdown:

Assignment	Points
Participation/Attendance	50 pts.
Career Center Assignment	20 pts.
Presentation	100 pts.
LinkedIn Profile	100 pts.
Cover letter	100 pts.
Resume	100 pts.
	470 total pts.

Assignments

All assignments are due on the dates AND times specified. Late assignments **are not** accepted. If a “special circumstance” arises related to the timely delivery of an assignment, please speak to the instructor **prior to due date**. Refer to Canvas regularly to stay on top of due dates.

- **Participation/Attendance (50 pts.):** See attendance policy (above)
- **Presentation (100 pts.):** Students will deliver a 2-minute presentation to the class that illustrates their professional qualities and attributes that potential employers should notice. The specific requirements for this assignment will be discussed in class and posted on Canvas. **Presentations to be held Tuesday 11/02 (4:00-5:30pm).**
- **Career Center Assignment (20 pts.)** Students will complete a Career Center assignment in order to become familiar with and benefit from the variety of services they have to offer. Details will be discussed in class and posted on Canvas in the assignments section. **Career Center Assignment is due on Canvas by Sunday, November 7th at 11:59PM.**

- **LinkedIn Profile (100 pts.):** Students will develop a LinkedIn profile during this course. Details will be discussed in class and posted on Canvas. **Delivery method to be announced, due November 7th at 11:59PM.**
- **Cover letter (100 pts.):** Students will create a professional cover letter that is worthy of use during the job application process. Details will be discussed in class and posted on Canvas. **Cover letter is due on Canvas by Sunday, November 7th at 11:59PM.**
- **Resume (100 pts.):** Students will create a professional resume that is worthy of use during the job application process. Details will be discussed in class and posted on Canvas. **Resume is due on Canvas by Sunday, November 7th at 11:59PM.**

Academic Integrity

- Violations of academic integrity will not be tolerated. Examples of academic dishonesty include misrepresenting others' work as your own, failure to provide proper citations in written text, stealing or destroying material intended for the use of other students, using notes or cell phones during exams, taking photographs of exams, assisting others during exams, copying someone else's work, letting his or her work be copied. **Any** violation of academic integrity for any assignment in this class may result in an XF grade **for the course as a whole**. An XF grade indicates that you failed the course for violating EWU's policy on academic integrity.
- Any form of academic dishonesty will be documented and reported to the Vice Provost for Undergraduate Affairs. A student who cheats on a test, quiz or homework assignment (copying someone else's work, letting his or her work be copied, talking or sharing a calculator during an exam and other forms of cheating) will receive a zero on the assignment or assessment. Another incidence of cheating may result in a grade of XF for the quarter. (XF on a transcript indicates that a student received a 0.0 because he or she cheated.)
- EWU expects the highest standards of academic integrity of its students. Academic honesty is the foundation for a fair and supportive learning environment for all students. Personal responsibility for academic performance is essential for equitable assessment of student accomplishments. The university supports the faculty in setting and maintaining standards of academic integrity. Charges of academic dishonesty are reviewed through a process that allows for student learning and impartial review.
- **Statement on plagiarism and academic fraud:** Broadly speaking, plagiarism occurs when an author uses the words, ideas, and/or phrasing of another author (either directly or in paraphrase) without proper attribution. Cutting and pasting sentences, paragraphs, or entire articles written by someone else into your essay and then submitting it as your own is the obvious example. However, academic fraud is broader than this. For example, if you use the words of another author but fail to put quotation marks around them, that's plagiarism. Or if you put quotation marks around them but fail to provide a citation, that's plagiarism too. Using the notes or class materials of another student in the completion of an exam or other assignment (whether it's an in-class or take-home exam),

is cheating. If you *provide* your notes/class materials to another student who then uses them to complete an assignment, that could be defined as cheating too.

In addition, there's a difference between collaboration and collusion. Collaboration involves things like talking, thinking, or brainstorming with your fellow students and is generally encouraged. Collusion occurs when that collaboration results in the submission of identical or substantially similar work by two or more students and is always frowned upon. There is a difference between careless academic practice and the outright intent to deceive, and sanctions for such offenses can be modulated depending on the professor's view of the seriousness of the offense. The point is that you need to be triple-extra sure about what sorts of collaboration are permitted by your instructors and which aren't. Do not assume anything! Just because a certain kind of collaboration has not been expressly prohibited by an instructor does not mean it's permitted. Just because some professors permit collaboration does not mean they all do. Any student found guilty of plagiarism or other academic fraud in this class will automatically receive a 0.0 grade for the course. I reserve the right to refer especially serious instances of academic fraud (e.g. an obvious intent to deceive) to the appropriate university authorities and request the more serious sanction of an X/F grade for the course. Please consult with me if you're even slightly unsure of what this all means.

Disability Support and ADA

Eastern Washington University is committed to providing support for students with disabilities. If you are a student with physical, learning, emotional, or psychological disability needing an accommodation, you are encouraged to contact the office of Student Accommodations & Support Services (SASS). They can be reached at 509-359-6871, 509-359-7458 or dss@ewu.edu www.ewu.edu/dss.

Equal Opportunity/Affirmative Action

No person shall, on the basis of age, race, religion, color, gender, sexual orientation, gender identity, national origin or disability, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under any program or activity of Eastern Washington University. Eastern Washington University adheres to affirmative action policies to promote diversity and equal opportunity for all faculty and students.

Student Conduct

Students are subject to the University's Student Conduct Code, which has been promulgated as a chapter in the Washington Administrative Code (WAC) at Ch. 172-120. This code protects the interests of the University in providing an atmosphere supportive of student learning. In this class, students are expected to treat other individuals with respect and to engage in the learning activities assigned. Distractive, disruptive, irrelevant or inappropriate behavior will not be tolerated.

Withdrawal/ Incomplete

If it becomes necessary for a student to withdraw from the course, it is the student's responsibility to do so. To receive an incomplete (X), a student must be passing the course when a verifiable documented emergency occurs after the last withdrawal date.

Syllabus Disclaimer

This syllabus has been created as a guide to the class and is as accurate as possible. However, all information is subject to be modified as class needs change. Any changes will be posted and documented on the Canvas Announcement page.

Monday, September 20th

9:00 AM: Introductions and Syllabus
10:00 AM: Eileen Hofstadt, Perspectives of a Recreation Professional
11:00 AM: Assignments, Canvas, and Internship
12:00 PM: Aileen Keown Vaux, MFA, CALE Career Advisor

Tuesday, September 28, 2020: Mark Schurke, Owner, Base Camp Bigfork (**via Zoom**)
Tuesday, October 5, 2021: Ranger, Paul Neddo, Riverside State Park (**in class**)
Tuesday, October 12, 2021: Damian Smith, Director, Fairchild AFB, Outdoor Recreation (and MWR employment expert) (**in class**)
Tuesday, October 19, 2021: Shannon Ryan, Director, Recreation & Signature Events, Callaway Resort, Georgia – RCRA Past President (**via Zoom**)
Tuesday, October 26, 2021: Kacie Dietz, CTRS, WAMS Graduate Student (**in class**)
Tuesday, November 2, 2021: (Student presentations: 4:00 - 5:30pm) (**in class**)