Eastern Washington University
Physical Education, Health and Recreation Department
RCLS 385: Programming in Recreation and Leisure Services
Fall 2021

Masks Required.

COVID-19 Safety Protocols: As of the start of the fall 2021 quarter, 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.

<u>**Course Information**</u>

Instructor: Laree Shanda, CTRS/R
Office: PEC 237
E-Mail: Lshanda@ewu.edu

Office Hours: Tuesday2:00pm – 3:30pm; Wednesday 4:30 - 6:00pm; Thursday 8:30 – 10:00am; or by appointment

Class meets: Monday and Wednesday 2:00PM – 3:50PM

Locations: PC 108

Credits: 4

Prerequisites: None

Course Description

This course will offer a theoretical and applied understanding of programming within the various fields related to recreation and leisure services. Students will explore personal leadership styles, program planning and preparation, and activity implementation through individual and collaborative learning experiences. Upon completion of this course, students will have a Program Planning Portfolio that reflects the many theoretical and logistical elements that comprise recreation and leisure services planning.

Textbook

DeGraaf, D., Jordan, D., & DeGraaf, K. (2010). *Programming for Parks, Recreation, and Leisure Services* (3rd ed.). Venture: State College, PA. ISBN: 978-1-89213-2871 (**Recommend purchase from Amazon ASAP)

Note: Additional reading materials will be distributed in class or online. It is essential that students read all assigned material for class. Even if not explicitly discussed, lectures, discussion, and class exercises may assume student knowledge of the reading material.

Learning Objectives (meet COAPRT accreditation standards 7.01, 7.02, and 7.03)

By the end of this course, the student should be able to:
1. Develop an overall program planning portfolio that uses an array of involvement levels and activities from a range of program areas.
2. Identify and facilitate recreational opportunities for diverse populations using various resources.
3. Demonstrate the ability to conduct a needs assessment and utilize information to plan and develop recreation programs and resources.
4. Adapt and modify leisure activities and services as clients and needs require.
5. Demonstrate essential leadership skills and techniques.
6. Develop one's ability to work cooperatively as part of a team, honing communication skills and problem-solving strategies.

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

7.02 - Students graduating from the program shall be able to demonstrate the ability to design, implement, and evaluate services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity.

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.

Assignments

Attendance (50 pts.)

Attendance is important for the success of this class. We cannot develop a program by the entire class if people are not here. Students can miss one class period without any penalty. After 1 absence, students will lose the 50 points of their attendance grade. If you miss more than 3 days for unexcused reasons, you will need to retake the course. Please do not call me to indicate that you might miss a class. Attendance means that you are in class for the entire class, late arrival or early departures break up the flow of the class and are not fair to your peers. If you miss class, it is your responsibility to get notes and information you missed from other students in the class.

Participation (25 pts.)
This class requires a great deal of participation, both with the content and with your peers. You may be asked to interact with the public and seek donations for your event. You will need to be prepared to facilitate your event and provide leadership when needed.

Reading Quizzes (100 pts.)
As I see reading as an integral part of your learning in (and out) of this class, it is imperative that you read each assigned piece of literature and come prepared to discuss it in class. Quizzes will cover any material that has been assigned for the next class meeting. They will be available via Canvas and are to be completed prior to class. The questions are not meant to be tricky and should be easy to answer if you have read the week's material. Be aware that some weeks will have two quizzes based on the content of that week.

Program Ideas Assignment (25 pts.)
We will partnering with Cheney Parks & Recreation to develop a community program/event. However, the type of program we develop is up to you. Every student in class should be generating ideas for the program/event that we will put on. The **October 5th, 2021 class** will be conducted at Cheney Parks & Recreation. We will meet with Kelly McGinley Ashe weeks of class, students will provide at least 2 ideas that we might be able to use nd post these ideas on the Discussion Board of Canvas. Please consider the organization, the need, the population, time of year, etc.

Student Engagement Activity (75 pts.)
This assignment is designed to provide a personal experience to facilitate the learning of content. Students will identify and attend an event/program for at least one hour that is being put on by an organization. Students will identify and explain about particular components of the program to help them understand the entire programming process. Please see Canvas for more details.

Topic Research Paper (100 pts.)
Each student is expected to be the experts in the particular area of the program plan. Each student will need to write a research paper based on their topic. This paper should include the following:
- Describe your topic in detail. What do you believe fully encompasses this area of programming. (3-4 pages)
- If you had to make the argument that your area of programming is the most important to the entire process, what would your argument be? Why is your area the most important when compared to others? (1-2 pages)
- Explain the challenges many recreation programs experience when planning in your area. Why is this aspect of programming challenging? What can be done to alleviate these challenges? (2-3 pages)

Please use APA formatting for your paper. You must also include at least three references within your paper to back up your claims (only one of these may be an internet citation). Program Portfolio – Draft #1 (25 pts.) & Final Draft (150 pts.)

As a group, you will plan, implement, and evaluate a special event during the quarter. You will also create a Program Portfolio to document your efforts. The following components are needed in you Program Portfolio and will allow you to develop a successful program.

1. Table of Contents
2. Team Chart
3. Mission, Vision, Values—A description of your program's philosophy.
4. Needs Assessment—A rationale for your program.
5. Goals and Objectives—What you are trying to accomplish through this program and how will it be accomplished.
6. Program Description—Design and plan of the special event. Program plan must include a description of the event and related activities, participants, location, physical environment, along with the necessary equipment, staffing, and scheduling.
7. Marketing Plan—Provide information regarding how you plan to promote your event. The marketing plan should include a marketing budget, the target audience, marketing tools, a logo, and a sample of promotional materials.
8. Financial Plan—Provide the financial information for your event, including proposed funding, sponsorships, resources, donations, and program pricing.
9. Operation Plan—Describe how you will deal with the following important operational decisions for your event: program policies, registration, staff preparation, and other logistics.
10. Risk Management Plan—Analyze potential risks of your program and develop a plan to avoid, minimize, and address such risks.
11. Facilitation and Management—Include the logistical information and presentation plan for the actual event. Include day-of-event task lists and a thorough explanation of everything that needs to be done, when it will be done, and who will do it.
12. Evaluation—Develop and implement a process for how you plan to assess the "success" of the program/event. Make sure you thoroughly describe the quantitative and/or qualitative methods you will be using including the data collection procedures, a summary of the results, conclusions, and recommendations for the future.

This project will be completed in two drafts, allowing you to develop and improve the project in a step-by-step manner. The more completely you finish the first draft, the better the feedback you will receive, and therefore the better you will be able to make your final project. A summary of what should be included in each draft is below. Be aware that more than a simple sentence or two is expected for each component. Instead, be prepared to thoroughly explain all of your ideas.

Note that ─quality and professionalism represent an overarching aspect of your final grade for this project, so please ensure that you put the effort into creating a well written and professional looking document. Using your APA resources (Purdue OWL, UW-Madison Writing Center, etc.) should greatly help in this area. If you want extra feedback or further explanation of a comment or idea, please ask. I will be more than happy to help. An easy way to think about it is this. The prouder you are of your final document, the more likely it is that you will do well.

Final Exam (50 pts.)
There will be a final exam that covers course material over the entire quarter. The exam will be composed of multiple choice and short answer questions.

Grading Breakdown	Points
Attendance	50 pts.
Participation	25 pts.
Reading Quizzes (10 @ 10 pts.)	100 pts.
Program Ideas	25 pts.
Student Engagement Activity	75 pts.
Topic Research Paper	100 pts.
Program Portfolio Draft #1	25 pts.
Program Portfolio Final Draft	150 pts.
100 points for group	
50 points for class	
Final Exam	50 pts.
	600 total pts.

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 (10-12 point font) and double-spaced. Late assignments will be handled as outlined under "Course Procedures and Policy." All required assignments must be completed to earn a course grade of C+ or higher.

RCLS Grade Scale			
Grade	Percentage	Grade	Percentage
A	95-100	C	69-71
A-	91-94	C-	66-68
B+	86-90	D+	62-65
B	81-85	D	59-61
B-	77-80	D-	56-58
C+	72-76	F	55 and below

Course Policies

Attendance & Participation
Each class period contains substantial and pertinent information for your success in this class. Students are expected to be in class from the beginning until the end of class. To be excused from class for university sponsored events (music, sports, conferences, etc) you must present written documentation **BEFORE MISSING CLASS**. A student who anticipates missing a class

for excused absences is required to discuss this issue with the instructor during the first week of classes to determine the possible solutions or consequences. Students cannot miss more than one class period. If students miss more than one class period they will not receive any attendance points. If they miss more than two class periods they will fail the class.

Graded Work
Grades are generally posted within 2 weeks of their due date on Canvas. When rubrics are used they will be posted on Canvas.

Late Work
All assignments are due at the time listed on the assignment. Late assignments will be reduced 10% beginning the minute it is late, and continue to increase by 10% deduction per day including Saturday and Sunday (this does not apply to Reading Quizzes). **Assignments will not be accepted after one week.** It is your responsibility to see that your assignment has been received. If work is not turned in by the class period due and turned in on that day, it will be counted as one day late.

Extra Credit
Extra Credit MAY be offered, but is not guaranteed through the course of the quarter. Please be aware of all assignment expectations and due dates.

Papers
All reports and papers must be neatly typed using an acceptable word processor or converting the document to a readable format (i.e., ".doc" ".wpd" ".rtf" or ".pdf"). Grades will be lowered due to poor quality, organization, composition, grammar, and/or spelling. All work must be original (your own) unless cited by references.

References and Citations for Papers
Quotes and concepts taken from other people's work must be cited and referenced, using a standard and consistent format (APA). Examples of appropriate forms are available in an APA Manual.

Academic Integrity
1) 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. For additional information regarding this issue, refer to the following link http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml.

2) 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.) For

additional information regarding this issue, refer to the following link http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml.

3) 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. EWU's academic integrity policy is available online at: http://access.ewu.edu/Undergraduate-Studies/Curriculum-and-Policies/Academic-Integrity.xml

4) **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.

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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 disabilities needing an accommodation, you are encouraged to stop by Disability Support Services (DSS), TAW 124 and speak with Kevin Hills, the Manager of DSS, or call 509-359-6871.

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 you to withdraw from the course, it is <u>your</u> responsibility to do so. To receive an incomplete (X), a student <u>must</u> 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.