RECREATION 380
FIELDWORK

CLASS DAY/TIME/LOCATION:

REC 380 Fieldwork does not meet in a classroom with all REC 380 Fieldwork reports to be submitted via email attachment to Steven Weaks at sweaks@siu.edu

Instructor:    Steven Weaks
Office:    Pulliam Hall 216B
Office Hours:  M/W 9:00-11:00am
Phone:    618-453-2777
E-mail:    sweaks@siu.edu

COURSE DESCRIPTION

- Recreation 380 Fieldwork provides supervised leadership experiences in a public or private recreation setting. A minimum/maximum of six hours of credit shall be earned for Recreation 380 Fieldwork.
- Students register for three credit hours as follows:
  - Only one REC 380 Fieldwork may be completed per semester
  - Students must complete fieldwork experiences at two different agencies
  - Students must complete 150 direct contact hours at the Fieldwork site per semester
  - Or Students must complete 100 direct contact hours at the Fieldwork site per semester combined with 50 credit hours awarded for the completion of a REC 380 special project
    - The 50 hour special project may be completed in conjunction with the REC 380 Fieldwork site and must be approved and agreed to by both the Fieldwork Site Supervisor, the REC 380 Fieldwork Faculty Coordinator, and the REC 380 Fieldwork Student
    - Or the 50 hour special project may be completed separate from the REC 380 Fieldwork site and must be approved and agreed to by both the REC 380 Fieldwork Faculty Coordinator, and the REC 380 Fieldwork Student

COURSE OBJECTIVES

Upon completion of REC 380 Fieldwork the student will:

- Develop an awareness of the career management process by developing professional education goals that should be accomplished during the fieldwork (8.11).
- Improve skills for writing concise, informative work progress reports (8.35, 8.36).
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- Acquire increased skills in one or more of the following: recreation programming techniques, facility operations and maintenance, site operations and maintenance, planning, budgeting, and personnel management (8.12, 8.13, 8.14, 8.15, 8.16, 8.17, 8.18, 8.19, 8.20, 8.29, and 8.30).
- Acquire knowledge of the job responsibilities for a specialization of the recreation field (8.10, 8.21, 8.22, 8.23, 8.32, 8.40, 8.41, 7A.03, 9A.02, 9D.02, 9B.01).

COURSE REGISTRATION AND COURSE COMPLETION REQUIREMENTS

- Students registering for REC 380 Fieldwork must have already successfully completed all course requirements for REC 300, REC 301, REC 302, REC 303, and REC 305.
- Students registering for REC 380 Fieldwork must have and must maintain a 2.25 grade point average.
- Students registering for REC 380 Fieldwork must complete the pre-registration process, including all interviews and forms.
- Students registered for REC 380 Fieldwork must successfully complete 150 fieldwork hours over a minimum of 4 weeks and a maximum of 15 weeks.
- Students registered for REC 380 Fieldwork must fulfill the submission of 5 fieldwork reports.
- Students must complete 150 direct contact hours at the Fieldwork site per semester.
- Or Students must complete 100 direct contact hours at the Fieldwork site per semester combined with 50 credit hours awarded for the completion of a REC 380 special project.

GRADING CRITERIA

Report Grading Criteria:
- Developing a report writing style that tells what you have learned in a concise but informative manner.
- Reports must be neat and in the standard format that has been described in the report guideline document provided.
- The report shall be free of any spelling errors and contain good composition with acceptable grammar.
- Further details are in the report writing guideline document.
- Course grade is based on the following:
  - Midterm and final REC 380 Evaluations submitted by the REC 380 Fieldwork Supervisor – 50%
  - Reports and special projects submitted to the University REC 380 Fieldwork Faculty Coordinator – 50%

COURSE PROCEDURES

Learning goals and report submission schedule: Before registering for REC 380 a student must develop in collaboration with the site supervisor 5-7 learning goals.

All reports shall be submitted electronically via email attachment. It is the student’s responsibility to confirm that the report was received. See the attached sheets for the dates of submission.
LATE REPORT SUBMISSION POLICY

All REC 380 fieldwork reports shall be edited and free of spelling and grammatical errors.

- Excellent writing skills are an absolute necessity in the workplace.
- Students enrolled in this class are expected to use literate and effective English in their speech and writing.
- Please be sure to proofread your work.

No late REC 380 Fieldwork reports shall receive full credit without prior approval of the REC 380 Fieldwork Coordinator/Instructor. If, for any reason, you do need to submit a fieldwork report late, get the REC 380 Fieldwork Coordinator/Instructor’s permission beforehand. This is a very simple process of: Communication! Communication! Communication!

Email: sweaks@siu.edu
Cell phone: 

Deductions for reports submitted late

- one business day late – 10 % deduction for that report
- two business days late – 20 % deduction for that report
- three business days late – 30 % deduction for that report
- four business days late – 40 % deduction for that report
- if more than four business days late – no points shall be awarded for that report

VERY SPECIAL NOTICE – If the report is more than one week late, no additional fieldwork hours shall be completed until all paperwork and/or reports are submitted.

Communication between the REC Fieldwork student and the university REC 380 faculty member serving as the REC 380 Fieldwork Coordinator

Please use e-mail for simple questions. sweaks@siu.edu

For more complicated problems or concerns please phone cell: or come for help during office hours in Pulliam Hall 216B
All REC 380 Field Work reports are due by midnight on the Tuesday designated and shall include a report of the work done in the prior week(s).

It is important that you realize your site supervisor is to read and approve the report and then send me an email sweaks@siu.edu confirming their approval and agreement with each of your reports submitted.

Also, any email correspondence you send to your REC 380 Site Supervisor should always include me as a copied recipient – sweaks@siu.edu

Therefore, please do take the time to ask your site supervisor what will work best for him/her.

Many will ask that they receive your report for their review no later than Monday morning which will give them time to look at it and give you feedback before it is due the next day, Tuesday, no later than midnight.

Be sure you proof your work before you give it to your site supervisor. If your supervisor offers suggestions and corrections, please enter the suggestions and corrections they offer you before submitting your report.

Some reports may have many more hours than anticipated while other such reports may have fewer hours than anticipated. No worries, such occurrences are expected.

Please do not be concerned about the number of hours being reported, but rather be concerned that whatever you are reporting is submitted no later than the dates specified.

Deductions will occur for late submittal of reports which could greatly affect your final grade.

Listed below are the Tuesdays when REC 380 Field Work reports are due:

- **Report 1** – 30 hours accrued or no later than midnight, **Tuesday, , 2016**
- **Report 2** – 60 hours accrued or no later than midnight, **Tuesday, , 2016**
- Mid-term Evaluation from Fieldwork Site Supervisor – no later than midnight, **Tuesday, , 2016**
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- **Report 3** – 90 hours accrued or no later than midnight, **Tuesday, , 2016**
- **Report 4** – 120 hours accrued or no later than midnight, **Tuesday, , 2016**
- **Final Report 5** – 150 hours accrued or no later than midnight, **Tuesday, , 2016**
- **Special Project Report** – no later than midnight, **Tuesday, , 2016**
- **Final Evaluation from Fieldwork Site Supervisor** – no later than midnight, **Tuesday, , 2016**
- **Student’s evaluation of their Fieldwork Site Supervisor and Fieldwork Site** – no later than **Tuesday, , 2016**

**Special Note:**

If the accrual or completion of the hours/project specified above occurs before its corresponding date for submission, prepare and submit your report when the specified hours have been accrued or completed before that date.

**SUBMITTING YOUR REPORTS:**

- When you send your report via email attachment to your Site Supervisor for their review and confirmation, include the recreation faculty member, who is serving as the REC 380 Fieldwork Instructor/Coordinator as a cc for that and all emails concerning your REC 380 Fieldwork class.
- This will result in both your Site Supervisor and the REC 380 Fieldwork Instructor/Coordinator receiving the reports with the same email date and time stamp.
- Always send it to yourself, as well, thereby confirming it has been sent.
- Save all REC 380 emails received and sent to a REC 380 email folder and save all REC 380 electronic/digital documents to a REC 380 electronic/digital documents file either on your laptop or on a flash-drive, preferably to both.

All REC 380 fieldwork reports shall be edited and free of spelling and grammatical errors.

- Excellent writing skills are an absolute necessity in the workplace.
- Students enrolled in this class are expected to use literate and effective English in their speech and writing.
- Please be sure to **proofread your work**.

**LATE REPORT POLICY** – No late REC 380 Fieldwork reports shall receive full credit without prior approval of the REC 380 Fieldwork Coordinator/Instructor. If, for any reason, you do need to submit a fieldwork report late, get the REC 380 Fieldwork Coordinator/Instructor’s permission beforehand. This is a very simple process of: Communication! Communication! Communication!

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SYLLABUS

- four business days late – 40% deduction for that report
- if more than four business days late – no points shall be awarded for that report

SPECIAL NOTICE – If the report is more than one week late, no additional fieldwork hours shall be completed until paperwork/reports are submitted.

All REC 380 Field Work reports are to be submitted electronically via email attachment.

All REC 380 Field Work reports shall be typed as a word document and absent of spelling, composition and grammatical errors.

I will let you know that I have received your REC 380 Field Work report.

I will email you with comments and a grade for your REC 380 Field Work report. Therefore, be sure you open the returned document and read it. There may be questions for you to respond to in your next report.

SITE VISITS

I will be out to see as many of the students registered for REC 380 Fieldwork as the travel budget allows.

I will always arrange the visit with you and your supervisor before I come and will attempt to complete the visit before the time the Mid-term Evaluation from Site Supervisor is to be submitted.

REC 380 Fieldwork is one of the best learning experiences.

So, please, don’t hesitate to call me if you have any problems or questions.

Have a great semester and a fabulous fieldwork experience!
SYLLABUS

SPECIAL ATTACHMENT – REGARDING REPORT WRITING

Always be aware that, as a professional, excellent writing skills, correct grammar, correct punctuation, and correct word usage are a requirement of today’s professional workforce.

Therefore, please review the following concerning correct word usage and the absolute necessity for all written reports to be carefully proofread in addition to simply performing a spell-check.

10 Common Errors “Spell Check” Won’t Catch


- by Kaboodle.com, on Thu Jul 15, 2010 10:46am PDT

While we can rely on a spell checker to catch glaring errors, a computer can’t pick up on all careless mistakes, especially if the word could be correct in a different context. Often word misuse is our mistake. The English language is full of homonyms, or words that have different meanings but sound and look similar, which makes it easy to confuse proper usage. For instance, verbally, you might not even notice the difference between “your” and “you’re.” But in print, the error can lead the reader to perceive you as less intelligent than you are. For this reason, it's important to spell check and proofread your documents, especially for the following common misuses, which are so easy to make, you might even have to check your document a couple times to catch them.

Its versus It’s (and all other apostrophes):
According to a copy editing instructor for California-based copy editing service provider Edicetera, confusing “its” and “it’s” is the most common error in the English language. That one minuscule apostrophe (or lack thereof) drastically changes the meaning of the entire sentence. “It’s” is a contraction of “it is,” whereas “its” refers to possession. Also, watch out for “your” versus “you’re.”

Sales versus Sails
Can you imagine writing on your resume that you “increased sails by 20 percent”?! Unless you’re applying to a job for a sail boat manufacturer, this careless mistake will probably get your resume sailing right into the recycling bin.

Affect versus Effect
There is a lot of confusion around this one but here’s the rule: “Affect” is a verb and “effect” is a noun. It’s as simple as that.
Would Have NOT Would of
The subtlety in pronunciation leads to the rampant misuse of this phrase; however “would of” is never correct and may make you appear as if you are not well-read.

Through versus Threw
“He threw the ball through the window.” “Threw” is a verb and “through” is a preposition. And speaking of “through,” be careful to make sure you don’t actually mean “thorough” or vice versa. The slight variation in spelling will not be picked up by a computer, but writing “I am through” when you mean “I am thorough” is quite ironic, don’t you think?

Then versus Than
Six is more than five; after five then comes six. “Than” refers to a comparison, while “then” refers to a subsequent event.

Supposed To NOT Suppose To
“Suppose” is a verb, meaning to think or to ponder. The correct way to express a duty is to write, “I was supposed to…”

Wonder versus Wander
You can wander around while you wonder why “wander” and “wonder” have such different meanings, yet sound oh so similar.

Their versus There versus They’re
OK, once and for all: “Their” is possessive; “there” refers to distance; and “they’re” is a contraction of “they are.”

Farther versus Further
While both words refer to distance; grammarians distinguish “farther” as physical distance and “further” as metaphorical distance. You can dive further into a project, for instance, or you can dive farther into the ocean.
This template shall be used for the preparation of all progress reports and all reports shall be submitted as word documents via email attachment. Since you are preparing for your future professional career, no handwritten reports will be accepted, evaluated or graded, thereby resulting in a zero for such.

**Student's Name:**  
**Report Number:**

**Dates Covered in this Report:**

**Number of hours worked for this Report Period (should be approximately 30 hours):**

**Total Hours Worked to Date:**

### SECTION I — PROFESSIONAL GROWTH

Each work period you are required to set 3-5 work objectives. For each of these objectives, very briefly describe the work you did this week and then, in some detail, what you learned from this work. (Put the number of each objective at the beginning of the paragraph) Provide enough detail so that I clearly understand what work you were doing, but skip trivial points. Be sure to include comments on how you felt about what you learned and how the knowledge will help you professionally. Section I of the Internship Report should be 250 words in length; enough detail to clearly communicate, but not too much to overwhelm the reader. Do not just report facts and schedules, but analyze for patterns and meanings.

### SECTION II — CHALLENGES ENCOUNTERED

Often times, students hesitate to describe problems encountered during their fieldwork because they feel it indicates failure on their part. This is hardly the case for it is important that, as professionals, you develop the ability to analyze problems. In this section describe any difficult challenges and/or tasks that you felt were not completed to your satisfaction. Then, either describe solutions you used to solve the problem or the lessons you learned from the total experience. You may report areas in which you need more skills, training, or resources. Report challenges successfully met as well.
SECTION III — SIGNATURES –

Your Site supervisor must read the report and approve your hours by sending me an email approving and agreeing with the content of your report. That confirmation email from your site supervisor will suffice for your reports.

The Mid-term Evaluation and Final Evaluation, completed between you and your Site Supervisor, require both of your actual signatures and dates when completed. The completed, signed and dated mid-term and final evaluations must be submitted to me via one of the following:

- scan the signed and dated evaluation and send the scanned evaluation to me as an email attachment
- fax the signed and dated report to me at 618-453-1829
- hand deliver the signed and dated report to my department mailbox located in Pulliam 308

PLEASE NOTE: It is preferable that the signed report and comments be sent or submitted to me one day before your report is due and certainly no later than the same day it is due!

SUBMITTING YOUR REPORTS: When you send your report via email attachment to your Site Supervisor for their review and confirmation, include me, Tina Colson at, sweaks@siu.edu as a cc for that email and for all other email communications with me. This will result in both your Site Supervisor and me receiving the report with the same email date and time stamp. Always send it to yourself, as well, thereby confirming it has been sent. Save all REC 380 emails received and sent to a REC 380 email folder and save all REC 380 electronic/digital documents to a REC 380 electronic/digital documents file either on your laptop or on a flash-drive, preferably to both.

SECTION IV — WORK OBJECTIVES FOR THE NEXT REPORT (3-5)

In this section list the work objectives for the next work period. Discuss these work objectives with your supervisor to be sure they fit into your work schedule. Pay special attention to this section, for it serves as the basis for your section I of your following report. Refer to the handout if you struggle with creating new work objectives.