

Welcome to the Department of Recreation, Parks and Tourism Administration!

If you are reading this manual, then you have become a major or a minor in our department and we are very glad that you will be joining us and the more than 2000 individuals who have received a degree in this program since 1955. We are very proud of the department, faculty and staff, and of the individuals who have graduated from this program, many of whom are in leadership positions in recreation, parks and tourism in the Sacramento region, throughout the State of California and across the United States. We are so glad that you found us (the Discovery Major!) and that you will be joining us to complete your Bachelor of Science degree. I hope this manual will be helpful as you begin your degree program. Although it is comprehensive, we want you to meet with your advisor each semester to ensure that you are on track to graduate in a timely fashion. If you have questions, feel free to contact me, Dr. Steve Gray, the vice-chair and/or your advisor. On behalf of the faculty and staff, I wish you well and much success in our department and in your future career as a recreation, parks and tourism professional.

Dr. Dana Kivel, Chair

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Fall, 2009

Our Mission

The mission of the **Department of Recreation, Parks and Tourism Administration** is to enrich the lives of students through scholarship, research and creative activity, as well as to make a positive contribution to the various communities of which we are a part. We seek to promote among our students an appreciation of collaboration, cultural awareness, and social and environmental responsibility. We strive to provide our students with the knowledge and skills necessary for successful careers in their particular areas of specialization. To these ends, the Department fosters an environment of intellectual curiosity and challenge that promotes the development of our future recreation and leisure professionals.

Our History

The Recreation Department began in 1955 as part of the Division of Physical Education and Recreation. A minor in Recreation and a Major in Recreation Therapy culminated in a B.A. degree. From 1956 to 1958, Dr. Mildred Stevens headed the program which had a specialization in Camping and Outdoor Education, Public Recreation, Recreation and Youth Agencies, Therapy and Hospital Recreation. The degree was identified as a major in Recreation Leadership and minor in Recreation.

In 1959, Dr. Jerome "Shocky" Needy joined the faculty becoming the department chair. Dr. Shirley Kammemeyer also joined the faculty and later became the chair. In 1964, the degree title was changed to Recreation Management and an MA in Recreation and Physical Education was added to the curriculum. The Park Management program began in 1964 as a Department with a B.S. degree in Park Management in the School of Arts and Sciences. In 1973, the Department of Environmental Resources merged with the Department of Recreation Administration within the Division of Health, Physical Education and Recreation. In 1978, the department was relocated under the School of Business and Public Administration. In 1982, independent department status was achieved under the School of Health and Human Services. At some point, the department chose the name, "Recreation

and Leisure Studies” and has continued to change options and concentrations to meet the current demand of the profession. In 2007, the Department collectively agreed to once again “change the name” to more accurately reflect who we are and what we teach. Although the name of the degree, “Recreation Administration” has not changed, the department is now known as, “The Department of Recreation, Parks and Tourism Administration.”

The Profession

Individuals who receive the Recreation Administration degree and who pursue a career in this field will be joining thousands of other individuals who have become practitioners, researchers, educators and professionals in the field of recreation, parks and tourism. This profession, like most other professions, is characterized by the following:

A **specific body of knowledge** that includes: science, philosophy, experiential learning, art, problem solving, critical thinking; and language that is specific and unique to our profession;

Formal, educational preparation at two-year and four-year institutions. In another important tie to the profession, the core components of our undergraduate degree program is accredited by the National Recreation and Parks Association's Council on Accreditation. Additionally, the curriculum of the Therapeutic Recreation concentration (TR) has been designed to meet the professional certification requirements of state and national TR accrediting bodies.

Research in the field which is disseminated through numerous journals, many of which our faculty have published in, reviewed for and/or have served as Associate Editors, including: *The Journal of Leisure Research, Journal of Park and Recreation Administration, Scholastic, Therapeutic Recreation Journal, Leisure Sciences; Annals of Tourism; Journal of Experiential Education, etc.*

Opportunities for **certification** in therapeutic recreation and park and recreation management;

Standards of practice and codes of conduct that provide guidance on ethical behavior and procedural guidelines for working with a variety of people in a variety of settings. Because so much of what we do as a profession involves working with the general public, students and practitioners must exhibit a high degree of professionalism, flexibility and resourcefulness.

Professional organizations that recognize and further the educational base of individuals in the field (i.e., CPRS, NRPA, ATRA, AEE, etc.)

Our Degree: What degree will I receive when I graduate?

You will receive a **Bachelor of Science in Recreation Administration** with a concentration in ***Recreation and Park Management*** or ***Therapeutic Recreation***.

Recreation and Park Management

In this concentration, students, through their choice of RPTA elective courses, focus on one of three following emphasis areas:

Community Recreation Management – These courses focus on skills needed for working with **public recreation and park agencies** at the city, county, regional, state, and national levels (e.g., city or county Department of Parks and Recreation), **special districts** (e.g., East Bay Regional Park District) and/or **non-profit agencies** (e.g., after-school programs, programs for seniors, etc.).

Commercial Recreation, Tourism and Hospitality Management – These courses focus on skills needed for working with commercial recreation entities (e.g., resorts, hotels, tour operators) and other businesses and agencies that serve these industries (e.g., ski and golf pro shops, state tourism agencies, destination marketing organizations, etc.).

Park and Recreation Resource Management – These courses focus on skills needed for working with agencies that provide opportunities for outdoor recreation (e.g., the Forest Service), agencies that manage natural resources (e.g., the National Park Service), and agencies that plan for and manage outdoor recreation experiences and resources (e.g., the California Department of Parks and Recreation, Planning Division).

Therapeutic Recreation

In this concentration, students take courses that provide them with the skills necessary to work within a broad spectrum of health care by improving and maintaining physical, cognitive, emotional and social functioning, preventing secondary health conditions, enhancing independent living skills, and overall quality of life. Therapeutic Recreation uses treatment (recreational therapy-RT, education and recreational opportunities) to achieve its goals. Professionals with this degree can work in public settings (e.g., city park and recreation departments), private-clinical settings (e.g., for-profit hospitals and clinics with people who may be recovering from a stroke or an acquired disability as a result of an accident), and non-profit settings (e.g., community-based non-profits which match people with and without disabilities for boating trips in the San Francisco Bay).

The Minor

The Department offers a 21-unit Minor program. The Minor can be used in combination with several degrees offered at Sacramento State by allowing students the flexibility to choose between several core and elective courses. Students interested in a Minor should contact the Minor Advisor, Dr. Greg Shaw (shaw@csus.edu). For a listing of Minor requirements and course options, please visit the website (http://www.hhs.csus.edu/RPTA/rpta_minor.html).

Our Profession: What can I do with this degree?

You can work in a public or private recreation agency developing and marketing programs, designing and managing recreation facilities, and managing full and part time staff. With a B.S. in Recreation Administration, you can:

Work as an interpreter for the National Park Service

Work at after-school recreation programs

Work at summer camps

Work in a hospital or clinic setting as a therapeutic recreation specialist

Plan and direct trips for adults with physical disabilities to go snow skiing at Lake Tahoe

Coordinate recreation activities at a hotel

Work at ski resorts
Work as a recreation director on a cruise ship
Direct on-site corporate recreation and/or fitness programs for corporations
Manage city, county and/or state recreation and leisure services agencies
Special Event Planning

Advising: Who works with me?

Once you decide to become a major and have completed the appropriate paper work within the department, you will then be assigned an advisor who will work with you to plan out your coursework (core classes and electives **in the major**), make a determination about your pre-internship hours, and discuss internship opportunities with you. Your major advisor, however, may not be your internship supervisor. Your major advisor will provide you with information about the major, but in terms of general education advising, we encourage all students to speak with a General Education Advisor in Lassen Hall. In 2009-2010, Dr. Greg Shaw will be serving as the GE advisor for the College of Health and Human Services and he can assist you with GE courses. **In addition, group advising sessions will be held for students in Recreation and Park Management and Therapeutic Recreation. Additional information about those sessions will be forthcoming.**

Our Coursework: What is involved?

This degree is designed to provide the skills necessary to be successful in our profession. Such a degree focuses on both theoretical and practical knowledge. Our coursework reflects a combination of classroom and experiential learning opportunities. As a "Recreation Major," you will have many opportunities to apply classroom learning to "real world" situations. Courses include: Activity Leadership, Program Planning, Marketing Recreation Services, Management of Leisure Services, Inclusive and Therapeutic Recreation.

Field Trip Guidelines

Academic courses often involve field trips away from the campus. Students are required to provide their own transportation and can carpool, but must arrange such a system on their own. Students may be asked to read and sign appropriate release and/or liability forms, and that all other reasonable measures are taken for the safety of the field trip participants. Your instructors will explain the policies and procedures and distribute all required forms in class. While participating in a course-related activity off-campus, the use of alcohol and other substances is prohibited.

Recommended Core Course Sequencing – Is there an order of classes I should follow?

All students, regardless of your option, take core classes which are offered EVERY SEMESTER, EXCEPT DURING THE SUMMER (unless otherwise indicated). These core classes are part of the standard curriculum developed by the National Recreation and Park Association (NRPA). NRPA has accredited our program which means that we are in compliance with national standards. The courses listed below constitute the "core" of what all students in this field should know, **in addition to their elective areas of interest**. Students should meet with their major advisor to determine their **elective courses**. **BEGINNING IN**

THE FALL OF 2009, RPTA 100 and RPTA 122 may not be used to meet RPTA ELECTIVE degree requirements.

It is recommended that students take core courses in the following sequence: (Your advisor will work with you to develop a roadmap for completing your degree.)

Core Courses for ALL Recreation Administration Majors:

RPTA 001 Orientation to Recreation , Parks and Tourism Administration	RPTA 109 Computer Applications in Recreation, Parks and Tourism
RPTA 30 Recreation , Parks and Tourism in Contemporary Society	RPTA 136 Program Planning in Recreation, Parks and Tourism (Students are encouraged to take this course prior to RPTA 110)
RPTA 32 Recreation Activity Leadership	RPTA 110 Research and Evaluation in Recreation, Parks and Tourism (Pre-req: RPTA 001 & RPTA 030)
RPTA 42 Recreational Use of Natural Resources	RPTA 101 Senior Seminar (should be taken at least one, preferably two semesters prior to the internship)
RPTA 105 Management in Recreation, Parks and Tourism (Fall semester only)	RPTA 195 Internship
RPTA 106 Inclusive and Therapeutic Recreation	

Required Courses for students in the Recreation and Park Management Concentration:

RPTA 160 Legal & Budget Topics in RPTA Beginning in the fall of 2010	
RPTA 166 Administration in Recreation, Parks and Tourism (Spring semester only)	RPTA 183 Marketing Recreation Services (Fall semester only)

**RPTA Electives for students in the Recreation and Park Management Concentration:
(Students can take electives in one or all of the areas noted below)**

Community Recreation Management	Park and Recreation Resource Management	Commercial Recreation, Tourism and Hospitality Management	General Electives
RPTA 33 – Race, Class, Gender and Leisure (Meets the GE D2 requirement)	RPTA 34 – The Outdoor Recreation Experience	RPTA 139 – Conference and Meeting Planning	RPTA 120 –Leisure Education
RPTA 128 – Recreation, Parks and Tourism Administration for At-Risk Populations	RPTA 148 – Experiential Education in Outdoor Recreation Settings	RPTA 180 – Foundations of Commercial Recreation	RPTA 154 – Design in Recreation, Parks and Tourism Facilities
RPTA 164 – Leadership & Fundraising for Non-Profit Organizations	RPTA 149 – Developing and Programming Adventure Experiences	RPTA 182 – Travel and Tourism	
RPTA 207 – Grant Writing for Recreation,	RPTA 150 – Ecology of Resource Areas	RPTA 184 – Hospitality Administration	

Parks and Tourism Organizations			
	RPTA 151 – Visitor Management in Recreation Areas	RPTA 185 – Commercial Recreation Administration	
	RPTA 153 – Environmental Interpretation and Outdoor Education		

Required Courses for students in the Therapeutic Recreation Concentration

RPTA 116 Therapeutic Recreation Principles & Practices	Non-RPTA course requirements
RPTA 117 Therapeutic Recreation and Contemporary Aspects of Disability	Human Development Across the Lifespan
RPTA 118 Facilitation Techniques in Therapeutic Recreation	Anatomy/Physiology
RPTA 119 Therapeutic Recreation Service Systems	Abnormal Psychology
RPTA 195D Therapeutic Recreation Internship	9 units of supportive coursework

Elective Courses for the Therapeutic Recreation Concentration

RPTA 120 Leisure Education	RPTA 128 Recreation, Parks and Tourism Administration for At-Risk Populations
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(See Advising Forms for Recreation and Park Management at the end of this Manual)

Pre-internship Hours – Why do I need them?

The National Recreation and Park Association (NRPA) also requires students to complete at least 1000 hours of paid and/or volunteer work in a recreation-related position while completing the degree. Students in our department meet this requirement by completing **600 pre-internship hours** through paid and/or volunteer work in a recreation-related field prior to pursuing their internship. The purpose of this requirement is to increase practical experience and give students an opportunity to determine what area of recreation they want to pursue (e.g., tourism, event planning, therapeutic recreation, park ranger or interpreter, after-school program coordinator, etc.) and with what population they might want to work (e.g., children, families, seniors, etc.)

Many students come to us with previous paid and/or volunteer experience in the recreation field (e.g., working at summer camps, working as a volunteer in a hospital program for children with disabilities, planning recreational activities for families at a resort) and these experiences can count toward the 600 hours. Students without recreation-related experiences can complete this requirement at several locations and can incorporate service learning, community service and or volunteer work from RPTA courses as a way of meeting this prerequisite for the internship. Students must complete a **Verification of Hours** form to meet this requirement. Forms are available in Solano 4000 or on-line at our website: <http://www.hhs.csus.edu/RPTA/> and in your Internship Manual.

Internship – How does this work?

To facilitate the transition from academic study to a professional career, the Department joins in partnership with leisure service agencies to provide the culminating learning experience, the internship, for the student. Internship is an opportunity to transfer and apply the knowledge and theory gained in the classroom to an actual agency setting. The best way to learn to function as a recreation professional is to work as a professional in the field. In this setting, the student can practice skills, apply knowledge, and test theories and concepts under the guidance and supervision of experienced professionals.

Students who pursue the Recreation and Park Management Concentration will be required to complete a 400 hour internship.

Students in the Therapeutic Recreation Concentration will be required to complete a 480 hour internship if they intend to sit for the national certification in therapeutic recreation. (Note: many TR sites require 560 hours for the internship).

IMPORTANT NOTE: YOU WILL NEED TO PLAN AHEAD FOR THE INTERNSHIP AND SAVE FUNDS TO COVER THE COST OF REGISTERING FOR 10-12 UNITS OF A GRADED INTERNSHIP.)

(THE INTERNSHIP IS EITHER 10 OR 12 UNITS AND YOU WILL COMPLETE A CONTRACT IN CONSULTATION WITH YOUR FACULTY ADVISOR BETWEEN YOU, YOUR AGENCY AND THE UNIVERSITY. WE WILL THEN REGISTER YOU FOR THE INTERNSHIP, BUT YOU WILL NEED TO PAY FOR THE 10 OR 12 UNITS TO ENSURE THAT YOU ARE ENROLLED FOR THE COURSE. PLEASE NOTE THAT YOUR FACULTY ADVISOR MAY OR MAY NOT BE YOUR FACULTY INTERNSHIP ADVISOR.

(Please see the department's [Internship Manual](#) for more information)

Study Abroad: Opportunities available in England and New Zealand

Study in England through the Leeds Metropolitan University (LMU) and California State University, Sacramento Student Exchange Program (cool information to include!)

Leeds Metropolitan University has two campuses, a city campus and a Beckett Park Campus – both campuses offer coursework in different aspects of recreation, leisure and hospitality.

LEEDS COURSE OFFERINGS:

Leeds City Campus:

Tourism & Hospitality Management: Hospitality Business Management, International Tourism Management, Resort Management, Retailing **Graduate level:** International Hospitality Management; International Tourism Management

Beckett Park Campus:

Leisure & Sport: Exercise & Health, Leisure & Sport Studies, Physical Activity, Physical

Education, Sport & Exercise Science, Sport & Recreation Development **Graduate level:** Exercise & Health; Leisure & Sports Studies; Physical Activity; Sport & Exercise Science; Sport, Leisure & Equity

For More Information: http://www.csus.edu/oge/Study_England.htm

Study in New Zealand through the CSU International Program

An international study abroad program is available through Lincoln University in New Zealand.

LINCOLN UNIVERSITY COURSE OFFERINGS:

Lincoln offers a variety of courses in Recreation, Leisure and Tourism that are transferable to our degree program. Several of our students have participated in this program and really valued their experience of living and studying abroad.

For more information, go to: <http://www.lincoln.ac.nz/>

Certifications – What’s available to me?

Students who complete our degree program may apply for and take state and national certifications. In the case of Therapeutic Recreation, some jobs may only be available to those certified in therapeutic recreation. Students in the Therapeutic Recreation option can sit for the state and national exams to become a Certified Therapeutic Recreation Specialist (CTRS). For more information, go to the website for the National Council for Therapeutic Recreation Certification ®: www.nctrc.org. You may also go to www.cprs.org/cbrpc/appforms.htm for information about the State of California Certification for Recreational Therapists.

Students in the Recreation and Park Management Option can become state certified through the California Board of Recreation and Park Certification (<http://www.cprs.org/cbrpc/index.htm>) or take a national exam through the National Recreation and Park Association (NRPA) to become a Certified Park and Recreation Professional (for more information about this certification, go to: www.nrpa.org.)

Please consult with your major advisor about other certifications that may be of interest to you.

Portfolio – What is it?

Students with catalog rights of 2000-2002 or later must complete a portfolio which is a compilation of your work from several classes in the major. The purpose of developing a portfolio is to provide you with a framework for organizing and displaying your achievements, competencies, and course requirements. It also provides the department with a mechanism for determining the extent to which you have demonstrated your skills and abilities in completing requirements for the major. Constructing a portfolio will help you to articulate where you have been and where you want to go with regard to your college education and future career. More information about the portfolio will be available in RPTA 001 and 101.

Graduation – When should I complete the paperwork?

Students should meet with their major advisor each semester and should file a *Bachelor's Degree Application* **AT LEAST ONE YEAR** prior to graduation. The schedule for completion of the Bachelor's Degree Application is:

Fall **November 1** (or the next university business day if this date falls on a weekend)

Spring/Summer

May 1 (or the next university business day if this date falls on a weekend)

Applications are due one year prior to graduation—A sample Bachelor's Degree Application can be found at back of this manual. For more information, see your major advisor or contact the Degree Evaluations Office Phone: (916) 278-4862 and go to this website to download the Bachelor's Degree Application http://webapps1.csus.edu/admr/content/form/grad_app_major.pdf Samples of applications for Park and Recreation Management and Therapeutic Recreation are found at the end of this manual

Meet with your major advisor to discuss the timing and completion of your Bachelor's Degree Application.

Graduation Ceremonies

Graduation ceremonies are held twice a year, typically at Arco Arena. You will receive a post card in the mail at the beginning of your graduating semester if you have applied for graduation by the deadline date. If you do not receive this post card, contact the Student Affairs Coordinator in Tahoe Hall 1037, www.csus.edu/cba/studentaffairs, or by calling (916) 278-5874. Your diploma will be mailed to you approximately two months after your final semester grades are submitted to the records office.

Department Ceremonies

The Department hosts a ceremony in the spring to honor graduating seniors, graduate students and students who have received scholarships and/or awards. The event is typically held the week prior to graduation. **(The spring graduation ceremony has not yet been scheduled --more information will be forthcoming in your classes).**

Scholarships – How can I receive one of these?

Students who get involved in the Recreation, Parks and Tourism Majors Association (RPTMA) and who take leadership in this or other associations on campus or in your workplace; students who demonstrate initiative by participating in community service, service learning and/or leadership at work and at school; and those who are successful academically (3.0 or higher Grade Point Average) may be eligible for several scholarships.

Departmental Scholarships:

The J.R. Needy Foundation Scholarship

The J. R. Needy Foundation, created in the memory and spirit of the professional dedication of

Dr. J. R. “Shocky” Needy, offers up to two \$1,000 scholarships to RPTA undergraduate and graduate majors.

INFORMATIONAL NOTE: YOU WILL NEED TO REFER BACK TO THE SECTION ON “What constitutes a profession?” IN THIS MANUAL IN ORDER TO PREPARE FOR YOUR INTERVIEW FOR THIS SCHOLARSHIP.

Judy M. Quattrin Community Recreation Student Scholarship

Students who “maintain a service ethic” and “make a difference” are eligible for the Community Recreation Student Scholarship. The College of Health and Human Services presented the scholarship to Judy Quattrin at the time of her retirement in July 2001 for students in the Recreation and Leisure Studies Department. It is meant to recognize RPTA students who have made a difference in communities by creating and implementing innovative recreation programs to enrich the lifestyles of children and adults.

Scholarship applications for these awards are available in January (at the beginning of the spring term) and are due at the end of March each academic year. For more information about these two scholarships, go to this website and click on “Recreation and Leisure Studies” (soon to be changed to Recreation, Parks and Tourism Administration): <http://www.hhs.csus.edu/Development/Scholarships/>

Regional Scholarships:

Students are also eligible for **six scholarships through** the California Park and Recreation Society District II – includes the Sacramento region. For more information and for deadlines, go to: www.cprs.org and search for “District II” scholarships.

Statewide Scholarships:

Every year, the California Foundation for Parks and Recreation (CFPR) awards approximately 25 scholarships to undergraduate and graduate students in parks, recreation and leisure. Students are awarded approximately \$1,000 at a scholarship breakfast during the California Park and Recreation Society annual conference held in March at varying locations throughout the state each year.

APPLICATIONS ARE AVAILABLE IN SEPTEMBER AND DUE ON OCTOBER 30, 2009 to Dr. Dana Kivel, department chair. PLEASE CONTACT YOUR ADVISOR OR GO TO: www.cprs.org and type in “Student Scholarships” to find information about the 2009-2010 scholarship application.

Aging Section of CPRS

Students who are interested in the area of gerontology and working with seniors in various recreation and leisure settings are eligible for these scholarships. The Aging Sections offers 4-5, \$500 scholarships to students each year. For more information, go to this website at CPRS: <http://www.cprs.org/about-student.htm>

Many other private and foundation-based scholarships are available and we recommend that students conduct an extensive library search or utilize a free web-based search service such as www.fastweb.com.

Please check with your major advisor about other scholarship opportunities in your area of interest.

Awards – What do I need to do to become eligible for one of these?

The Department has developed several awards to honor graduating seniors. The awards are given to **students who have demonstrated leadership, excelled academically, have participated in community and/or university service and who have distinguished themselves in the major.**

These awards include:

The Senior Recognition Award – Given to as many as four seniors each semester who have demonstrated a combination of academic excellence, professional service and extra-curricular participation.

Faculty Award of Merit – Presented to students who, in the estimation of the faculty, have excelled in some aspect of their academic or professional careers in such a way as to warrant special recognition.

Stephen Walker R.P.T.M.A. Leadership Award – Presented in recognition of excellence and inspirational leadership in relation to the functioning of the Recreation , Park and Tourism Majors Association.

To Graduate with Honors, students must have completed at least 30 graded units at CSUS and fall in these GPA ranges, based on courses taken at CSUS:

3.50 -- 3.74 Cum Laude
3.75 -- 3.89 Magna Cum Laude
3.90 -- 4.00 Summa Cum Laude

Professional Associations – What do these organizations do?

We encourage students to join one of the many professional associations that are affiliated with the field of recreation, leisure, tourism, natural resources, therapeutic recreation, event planning and parks. Some of these associations include:

American Therapeutic Recreation Association – www.atra-tr.org
National Recreation and Park Association – www.nrpa.org
Association of Experiential Educators – www.aee.org
National Therapeutic Recreation Society – www.ntrs.org
Wilderness Educators Association – www.weainfo.org
National Association of Recreation Resource Planners -- www.narrp.org
California Park and Recreation Society – www.cprs.org
American Alliance of Health, Physical Education, Recreation & Dance – www.aahperd.org
Resort and Commercial Recreation Association -- www.r-c-r-a.org/New/Index.html
National Intramural Recreation Sports Association -- www.nirsa.org/
Travel and Tourism Research Association -- www.ttra.com/

Please check with your major advisor about other professional associations in your area of interest.

RPTMA – How can I join?

The Recreation, Park and Tourism Majors Association (RPTMA) is for majors and minors in the Department of Recreation, Parks and Tourism Administration at CSUS. RPTMA is a great way to meet many new people who share the same interests as you. The association hosts many guest speakers and provides opportunities for you to network with professionals who may help you with internship and/or jobs. RPTMA hosts many events throughout the year for members to get together and socialize. If you have any questions about RPTMA or would like more information, please contact us via e-mail <http://www.csus.edu/org/RPTMA/about.html> or visit us in Solano 4000.

Alumni Association – Recreation, Parks and Leisure Services (RPLS) – How can I stay involved after graduation?

Once you graduate from CSUS, we hope you will continue to be involved with the department through the Alumni Association. Students who graduate from the Department of Recreation and Leisure Studies are invited to join the *Recreation, Parks and Leisure Services Chapter (RPLS)*. The Alumni Association provides you with opportunities to network with alumni who share your professional or social interests. For more information, go to: <http://www.csus.edu/alum/chapters.html#v>

Our Department: Who are we?

The Department of Recreation, Parks and Tourism is one of seven departments in the College of Health and Human Services. As a faculty, we consist of a group of individual professors who are committed to offering our students outstanding learning experiences, practical training, and professional development in the field of recreation and leisure services. We are an inclusive faculty, representing a variety backgrounds, cultures, and philosophical orientations. Most of our part-time faculty hold the master's degree, and all of the full-time, tenure-track faculty hold either the Ph.D. or Ed.D. Our faculty graduated from a number of prestigious institutions including The Pennsylvania State University, The University of Illinois, The University of Utah, Clemson University, University of Georgia, University of California, Davis, The University of Minnesota, University of Southern California, Oregon State University, the University of West Virginia, etc. Each of us has practical experience in the field of recreation and leisure services and we have published articles, book chapters, and books on different aspects of the profession. We draw upon our experience and education, including research and publication, in our teaching, advising, and interactions with our students.

Office Polices and Procedures

The main office of the department is in Solano 4000 and during the school year, our office is open from 8:00 a.m. to 5:00 p.m. If you cannot make it during those hours and you need to leave some paperwork, items can be left in the drop box outside of Solano 4000. Our front desk assistant will pick up items from the drop box every morning. S/he will be able to answer initial questions you may have about the department and/or direct you to the appropriate staff and/or faculty member who will further assist you. The main department phone number is: 278-6752. Geraldine Nicholson is our Administrative Support Coordinator and her office is located in Solano 4003. She can assist you with adding or dropping courses and can assist you if you have questions about RPTA 195, 198 and/or 199.

When you submit paperwork, please ensure it has the following: your student identification number, e-mail address and phone number by which you can be reached in the event Ms. Nicholson has a question about a form you have submitted to her. She is happy to assist and appreciates students who are courteous and considerate of her hectic and busy schedule. Her phone number is: 278-3866 (FUNN) and her e-mail is: geraldine.nicholson@csus.edu.

IMPORTANT DATES:

Bachelor's Degree Application due to your advisor and department chair no later than October 23, 2009 for Fall 2010; April 23, 2010 for Spring/Summer 2010

Begin meeting with your advisor for the Spring, 2010 semester during the month of October.

My Sac State registration for Spring, 2010 opens November 23, 2009 and continues through December 18, 2009

Mandatory meeting for students planning on a Spring 2010 internship November 4, 2009, 12:00-1:00 p.m. in Mariposa Hall 1014.

Graduation – December 19, 2009 at Arco Arena

Spring 2010 semester begins Monday, January 25, 2010

Mandatory meeting for students planning on a Summer or Fall 2010 internship, March 17, 2010, 12:00-1:00 p.m., room location to be announced.

FOR MORE INFORMATION, PLEASE GO TO OUR WEBSITE: www.hhs.csus.edu/RPTA/

This document can be made available in an alternative format.

Undergraduatemanualfall09.doc
9/10/09