

## PRACTICUM REQUIREMENTS

### REC 4997

In planning for your field experience in recreation, it is important to follow these guidelines:

Whether you are registered for a 3 credit practicum (120 contact hours). The quality of your experience is essential. In order to ensure a quality learning experience, your placement in the correct agency with the proper supervision is essential. These guidelines will help you to achieve the best experience:

Begin planning where you want to be placed 1 full year in advance. While students have been placed with a shorter time line, we strongly recommend that you put plenty of advance planning into your placement. **It is mandatory that you plan your placement with your advisor and/or the course instructor before you commit to any agency.**

1) Do NOT commit to an agency until you have met with your advisor first. Their job is to ensure that you are properly placed.

2) The minimum hours that you are required to commit to your practicum experience are 120 hours.

Practicum site and project selection must include input from you, the practicum coordinator, and the site director/supervisor. This is to ensure that you are receiving the best possible learning experience.

A general breakdown of how you should spend your time is as follows:

50% Teaching experience: Focus on new topics, new methods, and new audiences.

10% Administration: Gain experience through observing and doing in the following areas: \*Programming

\* Marketing

\*Curricula writing

\*Staff development and training

\*Budgeting

\*Equipment purchase and maintenance

10% Evaluation: This must be Outcome Based.

Consider the following:

\* How do you know the student is learning what you are presenting?

\* How do you know you are presenting the correct material for the student/

audience?

Your final products are:

**1) Written work:**

- a. Overview of the total experience (Due by end of week 14)  
This is a synopsis of your practica successes and needs for improvement. Approach this from a professional point of view. That is, from your total experience, how are you better as a professional and what do you still need to work toward? Also, write about the internship site as well. How did the agency, site, staff & audience you worked with impact your professional outlook?
- b. 2 sets of curricula or programs (Set 1 due by the end of week 2; Set 2 due by the end of week 5)
- d. Weekly reports. Complete the attached form on a weekly basis and submit it to your course supervisor. This will help both you and your supervisors in guiding your experience to ensure that your learning experience is optimal.

**2) Direct experience supporting your classroom learning at UMD.**

**3) Learning to interpret a new ecosystem or managing a recreation program/facility.** You must spend between 1-2 days of the term interpreting a different Biome and/or observing at another field site. If your practicum site is in a Biome other than Boreal, then you may opt to spend this additional time observing at another nature center. The purpose of this part of the practicum is to put your observation skills to work. In addition, it is intended to expose you to more examples of how outdoor education is taught.

If you are being placed in a recreational sport setting, then you must spend adequate time designing programs or events; planning for them; implementing them, and evaluating them. We encourage you to observe at a different site/agency from your primary site/agency in order to expose you to more diverse settings and styles of operation. This is not mandatory, however.

**All final work must be handed in by the end of week 14 of the semester that the practicum was attended.**

September 17, 2001; kg

UNIVERSITY OF MINNESOTA-DULUTH  
Dept. of HPER - Recreation Supervisor  
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Duluth, MN 55812

FIELD PRACTICUM OR INTERNSHIP WEEKLY REPORT  
Rec 4996 & Rec 4997

Instructions: To be completed by  
the student each week, reviewed  
and discussed with the Agency  
Supervisor and returned to  
the University Supervisor.

\_\_\_\_\_  
Student Report No.

\_\_\_\_\_  
For the week of:

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1. THE PAST WEEK'S ACTUAL ASSIGNMENT AND RESPONSIBILITIES:

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2. ANALYSIS (your successes and/or problems):

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3. SUPERVISORY CONFERENCES (discussion topics, field trips, directed readings, meetings attended, etc.):

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4. TIME ANALYSIS (hours spent):

<u>Travel</u>	<u>Observing</u>	<u>Planning</u>	<u>Directing</u>	<u>Assisting</u>	<u>Conferences</u>
<u>Administrative</u>	<u>Field</u>	<u>Research</u>	<u>TOTAL</u>		

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5. NEXT WEEK'S PRIMARY OBJECTIVES AND PROPOSED PLAN FOR WEEK  
OF: \_\_\_\_\_ DESCRIBE:

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6. TENTATIVE SCHEDULE:

MON.	TUES.WED.	THURS.	FRI.	SAT.
A.M.				
AFT.				
P.M.				

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\_\_\_\_\_  
Student's Signature      Date

\_\_\_\_\_  
Agency Supervisor's      Date

\_\_\_\_\_  
University Supervisor's      Date