Recreation 220
Foundations of Programming

Laura McLachlin
Message: 898-6408
Office: Yolo 183
Phone: 898-5227
E-mail: lmclachlin@csuchico.edu
Hours: T 12:00-2:00, W 1:00-3:00
and by appointment

Required Materials


Course Question

You can think of almost everything in this course as helping you to answer the following question:

• How can I provide terrific recreational experiences for a variety of people?

Course Description

This course is designed to present theory, delivery systems and processes of program planning, implementation, and evaluation as applicable to a variety of both public and private agencies. Several types of programs that serve different age groups, interests and needs within a range of environments will be discussed. The scope of leadership for both professionals and volunteers will be presented in terms of their relationship to the human services field. Program areas (social, cultural, physical, mental, and special events) will be presented in depth. The development of critical thinking towards the implementation of recreation programming will be introduced.

Course Goals

This course is designed to focus on the foundations of recreation programming. It is the intent of the course to assist students in developing their own philosophy of recreation programming and to create an awareness of the current developments in the delivery of recreational services. Upon completion of the course, students will be proficient in the following:

1. Identifying theories, definitions, and basic concepts in recreation programming
2. Understanding the leisure programming cycle, which includes the following:
   a. Needs assessments
   b. Program development and design (COA 8.14.03)
   c. Program implementation and the stages of implementation (COA 8.14.06)
   d. Program leadership – supervision/instruction/facilitation and conflict mgmt. (COA 8.14.03)
   e. Program evaluation – purposes and development (COA 8.14.07)
   f. Program modification
3. Writing program goals and objectives
4. Defining life stages, developmental and psycho-social theories
5. Understanding the organization, budget, and administration of recreation planning
6. Identifying recreation program planning areas
7. Developing critical thinking into recreation programs and activities (COA 8.14.07)
8. Designing a comprehensive recreation program

General Class Procedures and Requirements

1. **Drop/withdrawal date for Spring 2011**: **Friday, February 18th, 2011 at 5:00 PM** is the LAST day to add/drop classes without permission of instructor. Students will need a “serious and compelling” reason after this date and use the Change of Program (COP) process. No adding or dropping of classes or changing of grade option after February 18th without a “serious and compelling” reason approved by the instructor, department chair, and dean. All adds and drops are the responsibility of the student.

2. **Class participation** is absolutely essential. Your contributions to the class are not only appreciated, but also an important element of the learning experience. Excellent participation includes consistent attendance, punctuality, involvement in class discussions, and courtesy to others. Unexcused absences will hurt your grade. Chronic tardiness is disruptive. Please make every effort to arrive on time.

3. **It's all about respect**…The classroom environment is one of mutual respect and consideration for all in attendance. This includes fellow peers, guest speakers, and the instructor. **Please make sure cell phone, pagers, and lap tops are turned completely off prior to the beginning of class time.** Anyone acting in a disrespectful manner to others will be asked to leave.

4. **Late assignments**: All assignments are to be turned in at the beginning of class on the designated day according to the schedule. **Late assignments are not accepted unless there is a written verifiable reason and the instructor and teaching assistant are notified in advance!!** All materials are to be **word processed**, double-spaced, & on plain paper, unless stated otherwise.

5. **Copy assignments**: Make a copy of all assignments for yourself before handing them in. Keep your graded papers until you receive your final grade. You should also keep track of all of your grades throughout the semester so that your final grade will come as no surprise.

6. **Writing requirements**: Written assignments will be graded on content, completeness, creativity, spelling, grammar, neatness, and whether or not you followed directions for the assignment. You will be penalized (in grading) if your papers are messy or if they contain numerous spelling and grammatical errors.

7. **Writing assistance**: If you do need assistance with writing, we strongly encourage you to use the Recreation Department Writing Assistance Lab. Hours will be posted within the first few weeks of the semester.

8. **Academic Honesty and Plagiarism**: Plagiarism is the unauthorized or unreferenced use of language, ideas, or creative expression of another and representing them as your own. Plagiarism is considered a serious offence and will result in University discipline. This course will follow the CSU, Chico policies and procedures regarding academic honesty.

9. **Accommodations for students with disabilities**: CSU, Chico seeks to provide equal access to its programs, services, and activities for people with disabilities. If you have a special need (e.g., learning disability, voice, hearing, vision or mobility), please inform us at the beginning of the
semester. We can coordinate with student organizations and offices to enhance your educational experience.

10. **Tests:** No make-up exams will be given unless there is a death in the family or medical emergency and documentation is provided to the instructor.

11. **Office hours:** I enjoy meeting with students outside of the classroom and I encourage you to utilize my office hours. If you have any gripes or just want to talk to me, please see/phone me during office hours. In spite of all our best efforts, misunderstandings can occur. Outside of my office door you will find a sign-up sheet where you may schedule an appointment with me. If these dates and times do not work for you, please contact me and we can schedule a time. **Please note:** I only check email Monday – Friday 8:00 am – 5:00 pm.

12. **Assumptions:** My goal is to provide you with information that will encourage you to critically think and facilitate your processes when making choices and decisions as a student and as future recreation managers, therefore:
   
   - I assume you will complete all readings by the date indicated on the course schedule.
   - I assume that you are prepared for discussion because you have completed the readings on time.
   - I will not cover all of the material in the readings that you will be responsible for on the quizzes and exams. Therefore, you must read the material assigned to be completely prepared for the quizzes and exams.

<table>
<thead>
<tr>
<th>Grading Criteria</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
<th>% of Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Drafts (6 x 25 pts.)</td>
<td>150</td>
<td>21%</td>
</tr>
<tr>
<td>Project Manual</td>
<td>100</td>
<td>14%</td>
</tr>
<tr>
<td>Project Presentation</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>Application Exercises (10 pts. each, best of 10)</td>
<td>100</td>
<td>14%</td>
</tr>
<tr>
<td>Exam 1</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>Exam 2</td>
<td>50</td>
<td>7%</td>
</tr>
<tr>
<td>Participation**</td>
<td>200</td>
<td>29%</td>
</tr>
</tbody>
</table>

**Total** 700 points 100%

**Assignments**

*Project Drafts*

Working within the framework presented in the DeGraaf text and class lectures, you will develop a program manual in your area of interest (community, commercial, tourism, experiential education, therapeutic, or natural resource management). The manual will consist of six steps. Drafts will be based on the six steps, and there are a total of six drafts. All drafts should be submitted in class. Details on steps will be provided in class. See course schedule for dates drafts are due.

*Project Manual*

The final project manual will consist of the edited six drafts. A hard copy and electronic copy should be submitted. Details on the project manual will be provided in class. See the course outline for due dates.
Project Presentation
You will provide a 10-minute professional Power Point presentation based on your project manual. Details will be provided in class. See the course schedule for due dates.

Application Exercises
About once a week you will do an application exercise. Some of these will require out of class activities and/or homework and may use Vista. Application Exercises are developed to provide you with the opportunity to “apply” information learned both in and out of class. These are designed to coincide with a specific class lecture and may be completed during class, or will be assigned as a take-home assignment. **You need to be present in class to receive points. You will not be allowed to make-up in-class activities and only under EXTREME circumstances will be allowed to make up take-home assignments.**

Exams
There are two exams at 50 points each. An exam make-up will only be allowed under EXTREME circumstances and will need verification and contact information (e.g. a note from your doctor or employer with a phone number so we can verify your absence). Make-ups must be arranged prior to the exam date.

Participation – Participation is a substantial portion of your grade. In order to participate, you need to be on time, in class, and prepared. Each person’s contribution is vital to the success of this class; this includes participation during class lectures, discussions, quizzes, and application exercises (not just showing up to class). It is expected that each student will be prepared to contribute to in-class discussions. Excessive lateness or absences will have a negative impact on your grade. If you know you are going to be absent or late for any reason, let us know ahead of time – otherwise, it’s unexcused. Please make sure your cell phone is turned off while we are in class. Students who sleep in-class, use laptops for activities other than class work, text message, or read outside of class material while in-class will be warned once and then be given zero participation points for the semester. **Note participation counts for 29% of the total points**

Grading Scale

700-662 = A
661-625 = A-
624-600 = B+
599-575 = B
574-550 = B-
549-525 = C+
524-500 = C
499-475 = C-
474-450 = D+
449-425 = D
424-400 = D-

NOTES:
<table>
<thead>
<tr>
<th>Week 1</th>
<th>Jan 24-28</th>
<th>Assignments</th>
<th>Readings</th>
<th>Monday</th>
<th>Wednesday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>AE - Information Sheet (W)</td>
<td>Course Overview</td>
<td>Course Overview</td>
<td>Basic Concepts</td>
<td>Benefits of Leisure</td>
</tr>
<tr>
<td>Week 2</td>
<td>Jan 31-Feb 4</td>
<td>AE–New leisure exp (F)</td>
<td>Ch 1 &amp; 2</td>
<td>Review project steps</td>
<td>Service &amp; quality</td>
<td>Facilitating the experience</td>
</tr>
<tr>
<td>Week 3</td>
<td>Feb 7-11</td>
<td>AE – Reflection of exp &amp; program (F)</td>
<td>Ch 4</td>
<td>Mission, philosophy &amp; values</td>
<td>Mission, philosophy &amp; values</td>
<td>Determining needs</td>
</tr>
<tr>
<td>Week 4</td>
<td>Feb 14-18</td>
<td>AE – Org Search (F)</td>
<td>Ch 5 &amp; 6</td>
<td>Review of needs assessments</td>
<td>Finish Step 1 (in class)</td>
<td>Diversity Continue work on Steps 1 &amp; 2</td>
</tr>
<tr>
<td>Week 5</td>
<td>Feb 21-25</td>
<td>Steps 1 &amp; 2 (Ch 1,2,4,5) (F)</td>
<td>Ch 7 &amp; 8</td>
<td>Program/Business Design</td>
<td>Goals</td>
<td>Servant Leadership</td>
</tr>
<tr>
<td>Week 6</td>
<td>Feb 28–Mar 4</td>
<td>AE–Goals (M)</td>
<td>Exam 1 (Ch 1-8)</td>
<td>Staffing</td>
<td>Risk Management Innovation</td>
<td>Exam 1</td>
</tr>
<tr>
<td>Week 7</td>
<td>Mar 7-11</td>
<td>Step 3 (Ch 7/8) (F) AE–Policies &amp; Procedures (M)</td>
<td>Scheduling</td>
<td>Workshop</td>
<td>Promotions</td>
<td></td>
</tr>
<tr>
<td>Week XXX</td>
<td>Mar 14-18</td>
<td>Spring Break</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Week 8</td>
<td>Mar 21-25</td>
<td>AE – Creating your promotional tools (F)</td>
<td>Ch 9 &amp; 10</td>
<td>Promotions</td>
<td>Flyers</td>
<td>Press releases</td>
</tr>
<tr>
<td>Week 9</td>
<td>Mar 28–April 1</td>
<td>Step 4 (Ch 9/10) (M)</td>
<td>Ch 11</td>
<td>Budgets</td>
<td></td>
<td>Registration process</td>
</tr>
<tr>
<td>Week 10</td>
<td>April 4–8</td>
<td>AE– Registr. forms (F)</td>
<td>Creating forms</td>
<td>Stages of an experience</td>
<td>Stages of an experience</td>
<td></td>
</tr>
<tr>
<td>Week 11</td>
<td>April 11-15</td>
<td>Step 5 (Ch 11) (W) AE – Evaluation (F)</td>
<td>Ch 12 &amp; 13</td>
<td>Evaluation</td>
<td>Evaluation</td>
<td>Writing items</td>
</tr>
<tr>
<td>Week 12</td>
<td>April 18-22</td>
<td>Exam 2 (Ch 7-13) AE –Draft of presentation (PPT) (F)</td>
<td>Exam 2</td>
<td>Overview of presentations</td>
<td>Complete PPT Draft</td>
<td></td>
</tr>
<tr>
<td>Week 13</td>
<td>April 25-29</td>
<td>Step 6 (Ch 12/13) (W)</td>
<td>Volunteer recruitment</td>
<td>Donations &amp; Sponsorships</td>
<td>Fundraising</td>
<td></td>
</tr>
<tr>
<td>Week 14</td>
<td>May 2-6</td>
<td>Project Presentations</td>
<td>Presentations</td>
<td>Presentations</td>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Week 15</td>
<td>May 9–13</td>
<td>Final Project Manual</td>
<td>Presentations</td>
<td>Presentations</td>
<td>Presentations</td>
<td></td>
</tr>
<tr>
<td>Finals</td>
<td>May 16-20</td>
<td>Project Presentations</td>
<td>Presentations Sec. 1: 12-1:50</td>
<td>Presentations Sec. 2: 12-1:50</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

All Project Drafts are due on at the beginning of class on the due date on schedule!!!
Student Information Sheet, Spring 2011, Recr 220

Name: ________________________________ Phone: ________________________________

Email: ________________________________

**All student information is for the instructor’s use only and held in confidence.

What is your area of interest in Park, Recreation, and Tourism?
________________________________________________________

Do you have a minor? If so, what is it?
________________________________________________________

What are your career goals?
___________________________________________________________________________
___________________________________________________________________________

**What would be the “perfect” job?
________________________________________________________

What are your experiences in Parks, Recreation, and Tourism?

Employment: ________________________________

Volunteerism: ________________________________

Sports: ________________________________

Recreation: ________________________________

Personal Leisure Interests: ________________________________

What is your greatest accomplishment?
___________________________________________________________________________
___________________________________________________________________________

How would you describe yourself using five “one word” descriptors?
____________     ____________     ____________     _____________     _____________

What is your favorite “fun” thing to do?
___________________________________________________________________________
***The information sheet is due the second day of class***