Spring 2011 Course Syllabus for
Recreation 584: Internship Preparation
Sec. 01: Yolo Hall, Room 171, T 5:00 – 5:50 PM

Instructor: Brett Eldredge
Office: Yolo 188
Office phone: 898-4319 (message)
Email: beldredge@csuchico.edu

Course Description
Preparation for internship, self exploration, career search, goal and objectives development, resume construction, interview methods, problem solving and decision making, and developing a positive attitude towards experiential learning.

This class is intended to be taken by students in their last on-campus semester prior to performing their internship.

* As a student of CSUC; **YOU are responsible** for securing your internship; **PLAN AHEAD**.

Required Text
- Internship Handbook (purchase at Mr. Kopy) Packet number 514 for Fall 2010

Ground Rules
1. Class attendance is a serious matter. Attendance will be taken. Students must be present when the roll is taken to receive credit for that class period.
2. All written materials are to be word processed and professional in appearance and content.
3. All assignments are to be error-free. Use the department writing center if you need writing help.
4. Assignments are due at the BEGINNING of the class hour on the due date.
5. Any discussion concerning grades will be handled during office hours only.
6. Cell phones (and other communication and music devices) must be turned off or placed on silent mode and removed from sight. Laptops are only allowed with instructor permission prior to the class session.

Performance-Based Grading
1. Assignments will be graded on content, grammar, and professional presentation. If a student's writing is unsatisfactory, their assignment will be handed back to be redone. (see # 3).
2. You are allowed one personal leave day (one absence); for every other absence, your grade will drop.
3. Late assignments will be docked.
4. Performance-based grading will be on the standard level (A, B, C, D, F).
5. A word to the wise: keep all returned assignments until final grades are tallied.
Graded Assignment/Component Descriptions

A. “Working” Resume Database (25 points) – This is NOT a resume that you would send to a prospective employer. This is a comprehensive resume-like document that is a DATA BANK of your personal information/history. It records a COMPLETE record of ALL of your experiences. It should include education and relevant coursework, employment, volunteer activity, extracurricular activity, awards and recognitions, certifications, interests, accomplishments, references, etc. You should pull information from this document in constructing a resume targeted at a specific employment/educational opportunity.

B. 10 Strengths, 5 Weaknesses, Employability, and Goals (25 points) - In the template provided, list your top ten assets and provide examples/evidence of those assets that could be used to demonstrate your strengths. List your five biggest challenges/weaknesses and the actions you are taking to overcome these challenges and grow in these areas. This assignment answers the questions "what makes you unique," "why should I hire you," and "what are your internship/career goals?" A template for this assignment is posted online. You should download the template as a Word document and save it to your computer’s desktop. Then open the document and complete it.

C. Cover Letter (25 points) – Write a four-paragraph cover letter following the structure outlined in the text. This letter should conform to both the format and content of cover letters examples presented in the text. The content of the cover letter should not repeat what has been covered in the resume. It should identify the specific job for which you are applying and create a match - how your specific qualifications and experience dovetail with the job description or requirements of the internship/employment position. Relevant personal characteristics are highlighted, and the letter closes with your expression of interest and request for action.

D. Resume’ (First Draft, 20 points, and 2 Copies of Final Resume, 25 points) - The components of the resume’ can be found in the text. Elements to include are (at least) your name and address, employment experience, education, skills, honors, awards, and professional affiliations, campus involvement, and volunteer experience. Also, identify three references who would provide a positive recommendation for you. When listing the references, include their name, title, business name, street address, city, state, zip code, telephone number, and electronic contact information (fax number or e-mail address). Make sure your references have given you permission to use their name in this manner. Do not use relatives unless it is a family business. Usually you should include one personal, one work-related, and one academic-related reference. Retain (but do not list) additional references in case you are asked for more.

E. Internship Handbook Quiz (30 points) - General questions regarding internships.

F. Career Exploration (30 points) - In this assignment you will explore many of the factors involved in the decision to secure a job. Each step is vital in the exploration stage of finding the job you desire. A template for this assignment is posted online. You should download the template as a Word document and save it to your computer’s desktop. Then open the document and complete it.

G. Internship Goals and Objectives (20 points) - Following the guidelines given in class, generate a career goal, select both business and personal objectives to meet that goal, and identify methods to achieve each objective. Ten business/professional objectives and five personal objectives are required. Each objective should have action steps (sub objectives or “methods”) to support its achievement.

H. Article Review and Presentation (15 points) - You are to choose an article related to this course (i.e. job development, cover letter, resume’, interviewing, hiring, employment trends, grooming, computer tools related to employment, etc.). The article must not be more than three years old. The article may come from a magazine or the internet. You will turn in a copy of the article with one page typed summary. You will make a short presentation on the article to the class.
I. **Body of a Reference Letter (2 Copies, 25 points)** – Write the body of a reference letter about yourself. It should be written as though it was coming from a Department of Recreation and Parks Management faculty member. Do NOT use a copy of an existing reference letter.

J. **Portfolio Containing Copies of All Assignments from the Course (required to pass course)** – One copy of each written assignment.

K. **Final Exam (80 points)** – Final will consist of information learned during the semester and which demonstrates your readiness for employment. Based primarily on the Seagle and Smith text.

L. **Attendance and Participation (280 points)** – You are allowed one personal leave day (one absence); for every other absence, your grade will drop proportionally.

M. **Copy of Internship Agreement Form or Email about Internship Progress (required to pass course)**
   - If you have secured an internship by the end of the semester, submit a copy of your internship agreement form **(and send 4 copies submitted to the Internship Coordinator, Ed Seagle)**
   - OR -
   - If your internship has NOT been secured by the end of the semester, submit a copy of an email to the Internship Coordinator, Ed Seagle, which contains a short paragraph outlining your efforts to date and your future internship status.

**Performance-Based Grading**

<table>
<thead>
<tr>
<th>Assignment/Component</th>
<th>Points Possible</th>
<th>Points Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>A “Working” Resume Database</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>B 10 Strengths, 5 Weaknesses, Employability, and Goals</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>C Cover Letter</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>D-1 Resume (first draft)</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>D-2 Resume (final copy, 2 copies)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>E Internship Handbook Quiz</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>F Career Exploration</td>
<td>30</td>
<td></td>
</tr>
<tr>
<td>G Internship Goals and Objectives</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>H Article Review and Presentation</td>
<td>15</td>
<td></td>
</tr>
<tr>
<td>I Body of a Reference Letter (2 copies)</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>J Portfolio Containing Copies of All Assignments from the Course (No Cover)</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>K Final Exam Over Textbook</td>
<td>80</td>
<td></td>
</tr>
<tr>
<td>L Attendance and Participation</td>
<td>280</td>
<td></td>
</tr>
<tr>
<td>M Copy of Internship Agreement Form or Email about Internship Progress (submit originals to the internship coordinator)</td>
<td>Required</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>600</strong></td>
<td></td>
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</tbody>
</table>

All internship forms are available on the department server. You can access them at the address below.

[http://recdept.csuchico.edu/RECR/internship/index.html](http://recdept.csuchico.edu/RECR/internship/index.html)

The following items need to be completed before the end of the semester.

**Graduation Clearance**

**Verification Of Hours**

**Pre-Internship Self Assessment**

**Out-Of-State And/Or Summer Internship Requests**
# Campus, College, Department, and Option Information

**University**  
California State University, Chico  

**College**  
College of Communication and Education  

**Department**  
Department of Recreation and Parks Management  

**Degree (Listed on Diploma)**  
Bachelor of Science  
Recreation Administration  

**Options**  
- Community/Commercial Recreation  
- Community Programming Pattern  
- Community Recreation Pattern  
- Special Events & Tourism  
- Parks & Natural Resources Management  
- Environmental Interpretation Education Pattern  
- Human Dimensions in Park Management Pattern  
- Outdoor Leadership Pattern  
- Park & Facilities Management  
- Resort and Lodging Management  
- Therapeutic Recreation  

# Additional Resources

## Recommended Print Sources

- *101 Great Answers to the Toughest Interview Questions, Two audiocassettes (purchase in bookstore)*  
- Monster Careers: Interviewing: Master the Moment That Gets You the Job, J. Taylor & D. Hardy  
- How to Land Your Dream Job; No Resume! And Other Secrets to Get You in the Door, J. Fox  
- Savvy Interviewing: How to Ace the Interview & Get the Job, J Van Devender  
- What Color is Your Parachute 2007? R.N. Bolles  
- Sweaty Palms: The Neglected Art of Being Interviewed, H. Medley  
- Cover Letters That Knock’em Dead, M. Yate  
- Resumes for Dummies, J. Kennedy  
- Internships for Dummies,  
- Knock Them Dead 2004, Great Answers to Over 200 tough interview questions, M. Yate  
- The 250 Job Interview Questions, P. Veruki & P. Venki  
- Fearless Interviews, M. Stein  
- Interview Rehearsal Book, 7 Steps to Job-Winning Interviews, D Gottesman & B. Mauro  
- Using the Internet in Your Job Search, F. Jandt & M Nemnich  
- Ten Steps to a Federal Job, K. K. Troutman & B. Guerra  
- The Resume Handbook, A. Rosenberg & D. Hizer  
- Hook Up, Get Hired! J. Kennedy  
- Job Hunting for Dummies, Messmer  
- The Job Hunter's Final Exam, T. Camden  
- Sixty Seconds & You're Hired, R. Ryan  
- 24 Hours to Your Next Job, Raise or Promotion, R. Ryan  
- How to Use the Internet to Do a Better Job Search, Including..., R. Smith  
- Work It!: How to Get Ahead, Save Your Ass, and Land a Job in Any Economy, A. Hemming

## Internet Sources

- **http://www.csuchico.edu/plc/planserv.html**  
- www.careerjournal.com  
- www.job-interview.net  
- www.hotjobs.yahoo.com  
- www.jobweb.com  
- www.monster.com  
- www.consumersearch.com  
- www.snagajob.com  
- www.job-hunt.org  
- www.vault.com  
- blog.standoutjobs.com  
- www.careerbuilder.com  
- jobsearch.about.com  
- www.simplyhired.com
## Recr 584 Course Calendar

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Assignments Due</th>
<th>Points Possible</th>
<th>Your Pts Earned</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1/25</td>
<td>Introduction/Course Requirements C. 1 Knowing Yourself</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>2</td>
<td>2/1</td>
<td>C. 2 Direction</td>
<td>“Working” Resume Database</td>
<td>25</td>
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</tr>
<tr>
<td>3</td>
<td>2/8</td>
<td>C. 4 Preparation: Cover Letter</td>
<td>10 Strengths, 5 Weaknesses, Employability, and Goals</td>
<td>25</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>2/15</td>
<td>C. 5 Preparation: Resume’</td>
<td>Cover Letter (+ Optional Business Card) *Graduation Clearance Form</td>
<td>25</td>
<td>Submit</td>
</tr>
<tr>
<td>5</td>
<td>2/22</td>
<td>C. 3 Search and Research</td>
<td>Draft Copy of Resume’</td>
<td>20</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>3/1</td>
<td>C. 6 The Interview</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>3/8</td>
<td>C. 6 The Interview (continued)</td>
<td>Final Copy of Resume’ (2 Copies) Internship Handbook Quiz</td>
<td>25</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>Break</td>
<td>Spring Break</td>
<td>Interview with Potential Internships or Visit Your Internship Site</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>3/22</td>
<td>Human Resources Practices</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>9</td>
<td>3/29</td>
<td>Goals and Objectives</td>
<td>Career Exploration *Pre-Internship Interest and Information</td>
<td>30</td>
<td>Submit</td>
</tr>
<tr>
<td>10</td>
<td>4/5</td>
<td>Internship Progress Assessment</td>
<td>Internship Goals and Objectives *Internship Information Form</td>
<td>20</td>
<td>Submit</td>
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<tr>
<td>11</td>
<td>4/12</td>
<td>Article Presentations</td>
<td>Article Review and Presentations *Verification of Hours</td>
<td>15</td>
<td>Submit</td>
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<tr>
<td>12</td>
<td>4/19</td>
<td>Article Presentations (continued) C. 7 Selection and Follow Up</td>
<td>Article Review and Presentations (continued)</td>
<td></td>
<td></td>
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<tr>
<td>13</td>
<td>4/26</td>
<td>Internship Review</td>
<td>*Out-of-State and/or Summer Internship Requests</td>
<td>Only if needed</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>5/3</td>
<td>Course Review</td>
<td>Body of a Reference Letter (2 Copies) Copies of All Assignments for Course Portfolio (No Cover)</td>
<td>25 Required</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>5/10</td>
<td>Review of Semester Assignments Complete Internship Process Senior Summit</td>
<td>*Internship Agreement Form *If No Internship Yet, Email Ed Seagle about Your Efforts to Secure One</td>
<td>Required</td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>5/17</td>
<td>Final Exam 6 – 7:50 PM Tues.</td>
<td>Final Exam Over Textbook</td>
<td>80</td>
<td></td>
</tr>
</tbody>
</table>

* Items with a star are required to prepare for the internship and/or graduation, but are NOT required for this course. It is recommended that you complete them on or before the dates listed, but the deadlines for red-starred items are not mandatory. Submit them appropriately (usually to the internship coordinator, NOT to your instructor).