

COURSE INFORMATION**Fall, 2021 – PRM 498c: Parks and Recreation Management Professional Career Preparation**

- **Section 001 (3750): Monday/Wednesday 4:00-5:15pm, SBS-West (bld #70), Room #208 AND,**
- **Section 002 (9439): Online, asynchronous, via BBlearn**

A few special notes about course content during Covid-19. Course scheduling and delivery-modes of in-person (blended) classes vs. the online asynchronous formats. The two above mentioned sections will be co-convened for Fall 2021; meaning, the assignments, associated due dates, and synchronous meeting times will parallel throughout the semester. All students, regardless of the section delivery mode (in-person or online) will have access to the same opportunities for asynchronous (BBlearn) and synchronous activities (classroom lecture sessions live-streamed on Zoom or MS Teams – on the 1st and 3rd Wednesday of every month).

Primary Instructor: Aaron Divine, M.S.
Room 268 SBS - West Building #70
523-7835 (wk) 853-3913 (cell)
Aaron.Divine@nau.edu

Office Hours: Tues/Thurs, 10:30 – Noon, or email and schedule a 1:1 meeting @ another day/time!

Feel free to contact the instructor if you have questions or comments about the course.

COURSE DESCRIPTION and PURPOSE

Course Description from the NAU Course Catalog: PRM 498c integrates coursework through focus on contemporary issues, preparation for internship and professional career opportunities. The **Purpose** of PRM 498c Professional Career Preparation as the capstone course for Bachelor of Science PRM degree majors, provides for the culminating work in the program and fulfills a requirement in the core curriculum for PRM. Learning outcomes in this course are linked with program accreditation requirements related to the [Council on Accreditation of Parks, Recreation, Tourism, and related professions \(COAPRT\)](#). The course focuses on the following essential program areas: (1) preparing the parks and recreation student for internship and transferring from the university environment to a professional career; (2) assessing and refining student development related to identified program transferable skills and relationship to liberal studies courses; (3) completing and reflecting upon the student's learning portfolio; (4) continuing professional growth through independent research and writing focused on core concepts of parks and recreation management and the student's emphasis/interest area(s).

Furthermore, the coursework for PRM 498c Professional Career Preparation will provide students the opportunity to demonstrate competency in multiple Liberal Studies Essential University skills, including but not limited to: critical thinking; effective communications, through completion of the senior research paper and career path conversation(s) among other assignments. This course also provides an opportunity to link what students have learned in liberal studies courses across campus, based on the four distribution blocks of: Aesthetic and Humanistic Inquiry; Cultural Understanding; Social and Political Worlds; and Science/Lab-Science, in reflection with assignments collected for the PRM Learning Portfolio through completing a Liberal Studies Reflection and PRM Assessment Assignment.

COURSE OBJECTIVES and intended STUDENT LEARNING OUTCOMES

The following course learning outcomes addressed align with NAU Liberal Studies designation requirements as a degree Capstone course, and with PRM program accreditation learning outcome standards required by COAPRT.

At the completion of this course the student will be able to:

- Demonstrate effective writing, oral communication, and critical thinking skills by applying the basic principles of parks and recreation management to a current professional research topic/issue aimed at or based on the student's designated emphasis area or area of interest. (COAPRT 7.01, 7.03) *As measured by Senior Research Paper Assignment.*
- Assess their Parks and Recreation Management program's transferable skills and their value and relationship to at least one liberal studies distribution block and continue to develop them professionally. (COAPRT 7.01, 7.02, 7.03) *As measured by Liberal Studies Reflection, PRM Portfolio Assessment, Professional Career Development (NAU Career Development Office Badges, and the Recreation-Related Professional Association/Organization), and the Senior Research Paper Assignments.*
- Develop a professional resume and cover letter with references. (COAPRT 7.04) *As measured by Resume, Cover Letter, Reference Assignment 3-step process.*
- Participate in internship and job-related professional conversations and interviews. (COAPRT 7.04) *As measured by Career Path Conversation, and Professional Career Development (NAU Career Development Office Badges, and the Recreation-Related Professional Association/Organization) Assignments.*
- Effectively complete the process of a job application. (COAPRT 7.04) *As measured by Resume, Cover Letter, Reference 3-step process, Professional Career Development (NAU Career Development Office Badges, and the Recreation-Related Professional Association/Organization), and the Career Path Conversation Assignments.*
- Begin the process and procedure for enrolling in PRM 408: Internship in Parks and Recreation Management. (COAPRT 7.04) *As evidenced in future enrollment and completion of PRM 408 Internship.*
- Discuss the impact of higher education and reflect upon their own personal PRM learning portfolio. (COAPRT 7.01, 7.03) *As measured by Liberal Studies Reflection, PRM Portfolio Assessment, and Professional Career Development (NAU Career Development Office Badges, and the Recreation-Related Professional Association/Organization) Assignments.*
- Begin the transition from the academic setting to the work setting through individualized study into lifelong learning. (COAPRT 7.04) *As measured by Liberal Studies Reflection Assignment, PRM Portfolio Assessment, Professional Career Development (NAU Career Development Office Badges, and the Recreation-Related Professional Association/Organization), and Senior Research Paper Assignments.*

PRIMARY COURSE CONTENT

The bulk of the course content/information will be available on-line at: <https://bblearn.nau.edu/>. If we are forced into "NAUFlex" online synchronous at any point during the course due to Covid-19, virtual class sessions/participation may utilize a combination of Zoom <https://nau.zoom.us/> and Microsoft Teams (part of the Microsoft 365 Suite – the whole suite of applications is free when you install and log in using your NAU credentials from this NAU [link](#) – you must use your NAU ID and password when registering your computer/devices so you will have appropriate access to the course). If you are using a Chromebook you might have to access MS Teams via a web browser link instead and create a web account with your NAU account information <http://teams.microsoft.com>

Most course information as well as final assignment submissions (regardless of the section you are enrolled into – in-person vs. online) will be contained/occur in BBlearn Learning. Some classroom information may not be contained in BBlearn and the discussions may not be fully replicable.

RECOMMENDED SUPPLEMENTAL TEXT(s) reading

There are no required textbooks for this course. Any relevant readings will be provided via BBlearn, or other electronically accessible means.

TENTATIVE SCHEDULE and CURRICULUM DELIVERY OUTLINE

** All topics and dates are subject to change as semester progresses – to allow for maximum Covid-19 flexibility**

Serving as both a blended and online delivery course, there will be scheduled synchronous class meetings – typically on the **1st and 3rd Wednesday of every month** with the opportunity to meet with others in the class, receive assistance and actively engage with the instructor regarding curriculum questions, and to attend/learn from guest lecturers of the Career Development Office. These synchronous meeting sessions are available to ALL PRM 498c students (Flagstaff Mountain & Online Campus). An active Zoom or MS Teams link will be sent out prior to all class sessions.

Week # 1

Mon, Aug 23 **IN-PERSON class session (+ synchronous streaming)**

Personal Introductions—who are you and why are you here?

Introduction to the Course, Assignments, Expectations and Evaluation/Grading Review etc.
(Review Syllabus)

Wed, Aug 25 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Complete the *Syllabus/Course Info Quiz* in BBlearn by the end of the day (10pts)

Week # 2

Mon, Aug 30 NO CLASS, work asynchronous via BBlearn on any upcoming assignments

Wed, Sept 01 **IN-PERSON class session (+ synchronous streaming), 1st Wednesday in Sept!**

Minute Lecture Topics:

- Topics of Professionalism—what does it mean?
- Taking a closer look at individual semester assignments
- Career Development Office and other resources on campus and further abroad

Week # 3

Mon, Sept 06 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like the one due Wed!

Wed, Sept 08 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Complete Career Development Office's "**Career Management**" Badge.
<https://in.nau.edu/career/career-steps/> Submit final Badge Certificate(s) and short reflection document in BBlearn by end of day (30pts)

Week # 4

Mon, Sept 13 NO CLASS, work asynchronous via BBlearn on any upcoming assignments

Wed, Sept 15 **IN-PERSON class session (+ synchronous streaming), 3rd Wednesday in Sept!**

Guest Lecture Workshop:

- "**Careers in the 21st Century**" – Participants learn how to explore job options and research career paths in their field of study, then explore individual interest, and values to identify possibilities and direction. Workshop may feature information on salaries, industry growth, and commonly recruited skills (**extra credit for attendance**).

Week # 5

Mon, Sept 20 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like the one due Wed!

Wed, Sept 22 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **Recreation-Related Professional Association/Organization** Assignment in BBLearn by end of day (20pts). Extra credit available with additional submission of proof of joining (or previously existing membership) w/the rec.-related prof. association.

Week # 6

Mon, Sept 27 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **Liberal Studies Reflection** Assignment in BBLearn by end of day (20pts)

Wed, Sept 29 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **PRM Portfolio Assessment** in BBLearn by end of day (20pts)

**** Instructor will be in the field w/ PRM 331 from Sept 26 through Oct 3rd without phone or internet ****

Week # 7

Mon, Oct 04 NO CLASS, work asynchronous via BBlearn on any upcoming assignments

Wed, Oct 06 **IN-PERSON class session (+ synchronous streaming), 1st Wednesday in Oct!**

Guest Professional Career Paths Panel of visitors:

- **“Career Paths Panel”** – Participants will have the opportunity to engage with a panel of Parks and Recreation Management career professionals. This opportunity will provide space for Q&A regarding various pathways to success from professionals in positions ranging from public sector (Federal, State, County, Municipal) and private sector (Non-Profit, Commercial Business, Guiding), etc. (**extra credit for attendance**).

Week # 8

Mon, Oct 11 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like the one due Wed!

Wed, Oct 13 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Complete Career Development Office’s **“Professionalism & Work Ethic” Badge**. <https://in.nau.edu/career/career-steps/> Submit final Badge Certificate(s) and short reflection document in BBLearn by end of day (30pts)

Week # 9

Mon, Oct 18 NO CLASS, consider working independently on updating/drafting your resume

Wed, Oct 20 **IN-PERSON class session (+ synchronous streaming), 3rd Wednesday in Oct!**

Guest Lecture Workshop:

- **“How to Write a Stand-out Resume”** – Participants learn how to reflect upon their experiences, achievements, and accomplishments, develop a document with appropriate fonts, format, and content to support their personal/professional brand, and be provided with the tools to create a professional resume and cover letter to showcase their experiences to obtain employment. (**extra credit for attendance**).

Week # 10

Mon, Oct 25 NO CLASS, continue working on your Resume utilizing your available resources.

Wed, Oct 27 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **First-Draft Resume** Assignment in BBLearn by end of day (20pts)

Week # 11

Mon, Nov 01 NO CLASS, work on your DRAFT Resume peer reviews!

Wed, Nov 03 **IN-PERSON class session (+ synchronous streaming), 1st Wednesday in Nov!**

Guest Lecture Workshop:

- **“Search Your Way to Success”** – Participants learn how to explore job opportunities that align with their skills, experience, and career path with a plethora of online and web-based tools including O*Net, the Bureau of Labor Statistics’ Occupational Outlook Handbook, and more. Participants will also learn how to create a “Career Self-Care Plan” and effectively evaluate future job offers. (**extra credit for attendance**).

Assignment Due:

- Submit **Peer Review Feedback of others Draft Resumes** Assignment in BBLearn by end of day (20pts)

**** Instructor will be in the field w/ PRM 411 from Nov 5 through 9th without phone or internet ****

Week # 12

Mon, Nov 08 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like the Senior Paper Topic/Outline, and submitting your re-worked resume to the OCD [drop-box](#) or [scheduling a 1:1 appointment](#) to review your resume in real-time (either in-person or virtually). You’ll need their office’s feedback before you can complete your final Resume and Cover Letter.

Wed, Nov 10 NO CLASS, work asynchronous via BBlearn

Assignments Due:

- Submit **Career Path Conversation Pre-Loaded Identification & Contact information** Assignment to **Google sheet**, directions/instructions listed in BBlearn. (10pts)
- Submit **Recreation-related Position Announcement Search & Identification** Assignment in BBLearn by end of day (30pts)

Week # 13

Mon, Nov 15 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like submitting your re-worked resume to the OCD [drop-box](#) or [scheduling a 1:1 appointment](#) and this coming Wednesday’s assignment. Both will likely require a fair amount of lead time!

Wed, Nov 17 **IN-PERSON class session (+ synchronous streaming), 3rd Wednesday in Nov!**

Guest Lecture Workshop:

- **“Interview Like a Pro!”** – Participants about appropriate dress and body language for interviews and how to create their own brand while remaining professional. Participants will also reflect on their experiences, learn how to craft a story, and how to appropriately articulate the story to employers through the star response method. (**extra credit for attendance**).

Assignment Due:

- Submit **Career Path Conversation** Assignment in BBLearn by end of day (50pts)

Week # 14

Mon, Nov 22 NO CLASS, work asynchronous via BBlearn on any upcoming assignments, like the one due Wed!

Wed, Nov 24 NO CLASS, work asynchronous via BBlearn

Assignments Due:

- Submit **Senior Research Paper Topics/Outline** Assignment in BBLearn by end of day (20pts)

Week # 15

Mon, Nov 27 NO CLASS, work on final Resume & Cover Letter

Wed, Dec 01 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **Final Resume & Cover Letter (for a specific position announcement that you prioritized as part of the Recreation-related Job Position Search Identification)** Assignment in BBLearn by end of day (75pts)

Week # 16

Mon, Dec 06 NO CLASS, work on final Research Paper

Wed, Dec 08 NO CLASS, work asynchronous via BBlearn

Assignment Due:

- Submit **Senior Research Paper** Assignment in BBLearn by end of day (75pts)

**** Please note that 1:1 appointments (in-person or virtual) with the instructor are also available to all students throughout the semester, with prior notice, during any class times that do not have an actively scheduled meeting, for assignment or career development advice. Contact the instructor via email to inquire about specific availability.**

COURSE ASSIGNMENT CHECKLIST and DUE DATES

<u>ASSIGNMENT:</u>	<u>POINTS:</u>	<u>DATE:</u>
○ Syllabus / Course Info Quiz	10	Aug 25
○ Badge: "Career Management" completion verification submission	30	Sept 8
○ Recreation-Related Professional Association/Organization	20	Sept 22
○ Liberal Studies Reflection	20	Sept 27
○ PRM Portfolio Assessment	20	Sept 29
○ Badge: "Professionalism & Work Ethic" completion & verification submission	30	Oct 13
○ First-Draft Resume	20	Oct 27
○ Peer Reviews of Draft Resumes	20	Nov 3
○ Career Path Conversation Pre-Loaded Identification & Contact information	10	Nov 10
○ Recreation-Related Position Announcement Search & Identification	30	Nov 10
○ Career Path Conversation	50	Nov 17
○ Senior Research Paper Topics/Outline	20	Nov 24
○ Final Resume & Cover Letter	75	Dec 1
○ Senior Research Paper	<u>75</u>	Dec 8
TOTAL POINTS AVAILABLE:		430

COURSE GRADING:

This course will be graded using the following scale:

90 to 100%	= A =	385 - 430 points
80 to 90%	= B =	344 - 384 points
70 to 80%	= C =	299 - 343 points
60 to 69%	= D =	256 - 298 points
Below 60%	= F =	255 & lower

**** NOTE:** Course grades will be posted in Blackboard Learn. Any final semester grade percentage ending in a 9.5 or higher, will be allowed to round up. For example, a person with 385 points = 89.53%... and would be rounded to an "A", as already indicated above.

EXTRA CREDIT OPPORTUNITITES:

There are approximately five opportunities available during the 16-week course to earn additional points, most involve encouraging full attendance/participation on days when we have guests volunteering their time to present a workshop or a panel. The more participation from students we have, the more our guests will feel that we value their time investment. Thanks

<u>EVENT:</u>	<u>POINTS:</u>	<u>DATE:</u>
- Guest Lecture Workshop: "Careers in the 21 st Century"	TBD	Sept 15
- Professional Rec-Related Association/Organization Membership	TBD	by Sept 22
- Guest Professional Career Paths Panel of visitors	TBD	Oct 6
- Guest Lecture Workshop: "How to Write a Stand-out Resume"	TBD	Oct 20
- Guest Lecture Workshop: "Search Your Way to Success"	TBD	Nov 3
- Guest Lecture Workshop: "Interview Like a Pro!"	TBD	Nov 17
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COVID-19 REQUIREMENTS AND INFORMATION

Additional information about the University's response to COVID-19 is available from the **Jacks are Back!** web page located at <https://nau.edu/jacks-are-back>.

ACADEMIC INTEGRITY

NAU expects every student to firmly adhere to a strong ethical code of academic integrity in all their scholarly pursuits. The primary attributes of academic integrity are honesty, trustworthiness, fairness, and responsibility. As a student, you are expected to submit original work while giving proper credit to other people's ideas or contributions. Acting with academic integrity means completing your assignments independently while truthfully acknowledging all sources of information, or collaboration with others when appropriate. When you submit your work, you are implicitly declaring that the work is your own. Academic integrity is expected not only during formal coursework, but in all your relationships or interactions that are connected to the educational enterprise. All forms of academic deceit such as plagiarism, cheating, collusion, falsification or fabrication of results or records, permitting your work to be submitted by another, or inappropriately recycling your own work from one class to another, constitute academic misconduct that may result in serious disciplinary consequences. All students and faculty members are responsible for reporting suspected instances of academic misconduct. All students are encouraged to complete NAU's online academic integrity workshop available in the E-Learning Center and should review the full *Academic Integrity* policy available at <https://policy.nau.edu/policy/policy.aspx?num=100601>.

COURSE TIME COMMITMENT

Pursuant to Arizona Board of Regents guidance (ABOR Policy 2-224, *Academic Credit*), each unit of credit requires a minimum of 45 hours of work by students, including but not limited to, class time, preparation, homework, and studying. For example, for a 3-credit course a student should expect to work at least 8.5 hours each week in a 16-week session and a minimum of 33 hours per week for a 3-credit course in a 4-week session.

DISRUPTIVE BEHAVIOR

Membership in NAU's academic community entails a special obligation to maintain class environments that are conducive to learning, whether instruction is taking place in the classroom, a laboratory or clinical setting, during course-related fieldwork, or online. Students have the obligation to engage in the educational process in a manner that does not interfere with normal class activities or violate the rights of others. Instructors have the authority and responsibility to address disruptive behavior that interferes with student learning, which can include the involuntary withdrawal of a student from a course with a grade of "W". For additional information, see NAU's *Disruptive Behavior in an Instructional Setting* policy at <https://nau.edu/university-policy-library/disruptive-behavior>.

NONDISCRIMINATION AND ANTI-HARASSMENT

NAU prohibits discrimination and harassment based on sex, gender, gender identity, race, color, age, national origin, religion, sexual orientation, disability, or veteran status. Due to potentially unethical consequences, certain consensual amorous or sexual relationships between faculty and students are also prohibited as set forth in the *Consensual Romantic and Sexual Relationships* policy. The Equity and Access Office (EAO) responds to complaints regarding discrimination and harassment that fall under NAU's *Nondiscrimination and Anti-Harassment* policy. EAO also assists with religious accommodations. For additional information about nondiscrimination or anti-harassment or to file a complaint, contact EAO located in Old Main (building 10), Room 113, PO Box 4083, Flagstaff, AZ 86011, or by phone at 928-523-3312 (TTY: 928-523-1006), fax at 928-523-9977, email at equityandaccess@nau.edu, or visit the EAO website at <https://nau.edu/equity-and-access>.

TITLE IX

Title IX is the primary federal law that prohibits discrimination on the basis of sex or gender in educational programs or activities. Sex discrimination for this purpose includes sexual harassment, sexual assault or relationship violence, and stalking (including cyber-stalking). Title IX requires that universities appoint a "Title IX Coordinator" to monitor the institution's compliance with this important civil rights law. NAU's Title IX Coordinator is Elyce C. Morris. The Title IX Coordinator is available to meet with any student to discuss any Title IX issue or concern. You may contact the Title IX

Coordinator by phone at 928-523-3515, by fax at 928-523-0640, or by email at elyce.morris@nau.edu. In furtherance of its Title IX obligations, NAU will promptly investigate and equitably resolve all reports of sex or gender-based discrimination, harassment, or sexual misconduct and will eliminate any hostile environment as defined by law. Additional important information about Title IX and related student resources, including how to request immediate help or confidential support following an act of sexual violence, is available at <https://in.nau.edu/title-ix>.

ACCESSIBILITY

Professional disability specialists are available at Disability Resources to facilitate a range of academic support services and accommodations for students with disabilities. If you have a documented disability, you can request assistance by contacting Disability Resources at 928-523-8773 (voice), 928-523-6906 (TTY), 928-523-8747 (fax), or dr@nau.edu (e-mail). Once eligibility has been determined, students register with Disability Resources every semester to activate their approved accommodations. Although a student may request an accommodation at any time, it is best to initiate the application process at least four weeks before a student wishes to receive an accommodation. Students may begin the accommodation process by submitting a self-identification form online at <https://nau.edu/disability-resources/student-eligibility-process> or by contacting Disability Resources. The Director of Disability Resources, Jamie Axelrod, serves as NAU's Americans with Disabilities Act Coordinator and Section 504 Compliance Officer. He can be reached at jamie.axelrod@nau.edu.

RESPONSIBLE CONDUCT OF RESEARCH

Students who engage in research at NAU must receive appropriate Responsible Conduct of Research (RCR) training. This instruction is designed to help ensure proper awareness and application of well-established professional norms and ethical principles related to the performance of all scientific research activities. More information regarding RCR training is available at <https://nau.edu/research/compliance/research-integrity>.

MISCONDUCT IN RESEARCH

As noted, NAU expects every student to firmly adhere to a strong code of academic integrity in all their scholarly pursuits. This includes avoiding fabrication, falsification, or plagiarism when conducting research or reporting research results. Engaging in research misconduct may result in serious disciplinary consequences. Students must also report any suspected or actual instances of research misconduct of which they become aware. Allegations of research misconduct should be reported to your instructor or the University's Research Integrity Officer, Dr. David Faguy, who can be reached at david.faguy@nau.edu or 928-523-6117. More information about misconduct in research is available at <https://nau.edu/university-policy-library/misconduct-in-research>.

SENSITIVE COURSE MATERIALS

University education aims to expand student understanding and awareness. Thus, it necessarily involves engagement with a wide range of information, ideas, and creative representations. In their college studies, students can expect to encounter and to critically appraise materials that may differ from and perhaps challenge familiar understandings, ideas, and beliefs. Students are encouraged to discuss these matters with faculty.

Last revised August 1, 2021