

**Course Number/section:** REC 4430      **Title:** Administration of Therapeutic Recreation  
**Credit Hours:** 3 Hours      **Term/Year:** Spring 2021      **Course Location:** Remote  
**Instructor:** McNicholas      **Office (Bldg. Rm.):** N/A      **Office Phone:** 708-207-0023  
**Office Hours:** M/W 830 - 10 AM; 11 - 12      **CSU EMail Address:** mmcnicho@csu.edu

**COURSE MEETING TIMES and INSTRUCTIONAL MODE:**

**Remote:** Big Blue Button sessions will be recorded. Wednesdays 7 pm - 9 PM

**REQUIRED TEXTS/MATERIALS or SOFTWARE:**

Hildebrand, S., & Smith, R. E. (2017). *Case Studies in Therapeutic Recreation* (1st Edition). Venture Publishing, Inc.  
978-1-57167-889-8

MOODLE URL <https://csumoodle.remote-learner.net/>

**COURSE PREREQUISITES:**

REC 4300 or consent of the department.

**COURSE DESCRIPTION:**

Emphasis on information which is specific to the administration of therapeutic recreation services. Topics including fiscal management, quality assurance, evaluation and the marketing of therapeutic recreation as well as general administration will be discussed.

**COURSE OBJECTIVES/LEARNING OUTCOMES:**

**Recreation Program Objectives:**

- 1. To provide students with a conceptual foundation of the leisure and recreation profession laying the groundwork for them to be successful in a recreation related position (7.01)**
- 2. To strengthen students' academic and lifelong learning skills (e.g., communication, technology, study, time management, library and research, reading, mathematics) (7.01)**
- 3. To increase the number of under-represented professionals in the field of recreation (7.03)**
- 4. To provide students with the tools needed to organize and prepare programs and events to all populations (7.02)**
- 5. To provide students with the skills and abilities to be effective managers in the recreation profession (7.02)**
- 6. To provide students with 'hands on' experiences during their education which give them a first hand knowledge of the expectations in the recreation profession (7.03)**
- 7. To conduct a mid-program evaluation of every recreation student to ensure the graduation of qualified recreation professionals**

**8. To support and participate in the CSU and COE recruitment and retention goals and efforts**

**Student Outcomes for Recreation Program Objectives:**

- 1 a. Demonstrate an understanding of the conceptual foundations of play, recreation, and leisure and the breadth and benefits of leisure services**
- 2 & 3 a. Demonstrate the skills and knowledge necessary to be successfully employed as a professional in leisure services.**
- 2 & 3 b. Students who are part of an under-represented culture will find employment in a recreation profession of their choice.**
- 4 a. The ability to plan, lead, and evaluate recreation programs/events/activities for all populations**
- 4 b. The ability to understand trends and issues related to the delivery of leisure services.**
- 5 a. Demonstrate an understanding of the knowledge and skills related to the management of leisure services.**
- 5 b. Demonstrate the ability to utilize a variety of communication, technology, and research skills reflective of a professional.**
- 6 a. Students will have spent a minimum of 100 hours of practical experiences and 450 hours as an intern before graduation.**
- 7 a. Students will be evaluated midterm through their course work on the basis of professionalism and their understanding of the expectations of the recreation profession.**
- 8 a. Staff will be involved in recruitment efforts including but not exclusive of articulations, visitations, professional contacts, and on campus efforts**
- 8 b. Staff will be involved in retention efforts including but not exclusive of maintaining student records, contacting students, encouragement of professional activities, advisory council, and participation in CSU academic warning system.**

**Professional Standards (if applicable)**

<https://accreditationcouncil.org/Portals/0/Documents/2013-coaprt-standards-04-24-14.pdf?ver=2019-05-13-223444-987>

**COURSE REQUIREMENTS:**

(e.g. attendance policy, class participation, oral presentations, exams, quizzes, papers, technology assignments, clinical/field experiences, LAB sessions, makeup policy, etc.)

**Course Policies or Department Policies (as applicable)**

Big Blue Button reflection and attendance. **No Emotional Blackmail! Please complete your work ontime and with integrity and quality.**

**CRITERIA FOR GRADING:**

Item	Description	Points
Administrative Mentor Assessment	Students will identify and connect with a professional in administration position in Therapeutic Recreation Agency and interview them.	100
Mentorship	Students will self-reflect on SOAR and the mentorship they may benefit from in the field.	100
Budgeting	Students will identify several forms of budgeting and methods for capturing income for services in various TR settings.	100
Human Capital	Students will identify how to assess and recruit staff.	100
Mission	Students will reflect on the Mission of a selected agency and identify elements in the advertised material that align with the mission.	100
Fund Raising	Students will Identify and attempt a mock grant.	100
Program Cycles	Students will reflect on assessment of trends in programming and cycles of programs.	100
Overall Writing Skill	Students will be assessed on professional writing in their email correspondence, netiquette, form in various written communication.	100
Final	Presentation of research ideas (100 presenting skills).	<u>200</u>
	<b>FINAL TOTAL</b>	<b>1000</b>

(identify point value/percentage for assignments and/or requirements for each grade)

A = 100-90 B=80-89 C=70-79 D=60-69 F= 0 - 59

**EVALUATION CRITERIA FOR COURSE:** Should align with course learning outcomes (e.g., reading, exams, homework, quizzes, exams, technology and other projects due)

**BIBLIOGRAPHY, OTHER REFERENCES AND RESOURCE MATERIAL:****CALENDAR/SCHEDULE:**

TBD - Student sessions and presentations schedules

**ADDENDUMS:****STATEMENTS ON ABILITIES OFFICE, EMERGENCY EVACUATION, PLAGIARISM/ACADEMIC MISCONDUCT, ACADEMIC WARNINGS****Statement from Abilities Office**

Any student who believes that they may have a disability and therefore, need reasonable accommodations to fully participate in this course should contact the Abilities Office. Students must formally register with the Abilities Office in order to receive approved accommodations. The Abilities Office is located in the Cordell Reed Student Union Building, Suite 190. We can be reached during business hours at 773.995.2383, we can also be reached by email at [abilities@csu.edu](mailto:abilities@csu.edu) or please visit our website at <https://www.csu.edu/dosa/abilities/>. Please note that accommodations may be requested at any time, but any accommodation granted will not be retroactive.

## **Emergency Evacuation**

All emergencies occurring on campus, life-threatening and non life-threatening should be reported to the campus police by calling **ext. 2111** from any campus phone and either **911** or **(773) 995-2111** from a cell phone. To sign up for the Chicago State University Emergency Notification System, **KUVR**, please visit:

<<https://www.csu.edu/csupolice/Kuvrr.htm>>. To install the application on cell phones, access the link via Google Play or the Apple App Store. When on campus, evacuate a building when the fire alarm sounds, you smell gas or smoke, see fire or are instructed to do so by staff or emergency personnel. You may also receive instructions over the university's public address system and KUVR. Once an evacuation has been mandated, all evacuees should meet at a designated location where attendance must be taken. If anyone is missing, emergency personnel must be informed immediately.

In order to maximize preparedness in the case of an emergency, students who may need assistance should an evacuation be necessary and are asked to inform their instructors at the beginning of each semester. This request is made to improve the safety of all members of the CSU Community.

## **Plagiarism/Academic Misconduct**

Academic misconduct includes but is not limited to cheating, encouraging academic dishonesty, fabrication, plagiarism, bribes, favors, threats, grade tampering, non-original work, and examination by proxy. Procedures regarding academic misconduct are delineated in "Student Policies and Procedures" article X, section 2 at this link:

[https://www.csu.edu/ipm/documents/Article10\\_Section2.pdf](https://www.csu.edu/ipm/documents/Article10_Section2.pdf) If an incident of academic misconduct occurs, the instructor has the option to notify the student and adjust grades downward, award a failing grade for the semester, or seek further sanctions against the student.' Faculty may require students to upload papers to plagiarism software.

## **Academic Warnings**

Student progress is monitored throughout each semester, and progress indicators are available in Cougar Connect during the 5th, 9th, and 13th weeks of the semester. Academic advisors communicate with students, but it is the responsibility of the student to check, and to take immediate action when necessary to improve the grade.

## **Electronic Harassment/Cyberbullying Policy**

All members of the CSU community are required to follow the Electronic-Harassment/Cyberbullying Policy, which can be found in the Student Handbook on page 59

[https://www.csu.edu/dosa/dean/students/documents/Student\\_Handbook.pdf](https://www.csu.edu/dosa/dean/students/documents/Student_Handbook.pdf).

- A. COVID – 19 Statement for Remote Courses
- or
- B. COVID – 19 Statement for Face-to-Face Courses

### **COVID-19 STATEMENT for REMOTE COURSES**

Chicago State University recognizes that this is a difficult time that may be filled with uncertainty as we move forward with the academic year. Your safety, health, and well-being, as well as that of our faculty and staff are our primary concern, and we want to be able to support you in any way that we can. We ask that you adjust your behavior to keep yourself and others safe. We have expectations that you act responsibly in order to mitigate risk to others. As your faculty, I too am committing to these behaviors that I will ask you to follow.

The University understands that at this time you may be facing some obstacles that would make it difficult to meet your academic goals. Please use the [CSU Keep Learning](#) page on the [CSU Covid-19 Update](#) webpage for information and resources on basic needs such as housing, food, financial aid, and medical and mental health. The webpage also offers information on official University communications, access to technology, and student services.

## Health-related Class Absences

Please regularly evaluate your own health according to current [CDC](#) and [State of Illinois](#) guidelines. Do not attend class or other on-campus events if you are ill. Each student, staff and faculty member is expected to complete a symptom self-check for COVID-19 using the **KUVR** app prior to arrival on campus. The symptoms are:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

If you have symptoms, **do not come to campus for any reason**. Please email me about your absence from remote classes as soon as you are able so that appropriate accommodations can be explored. You are encouraged to seek appropriate medical attention for treatment of illness.

All students and faculty are expected to take the COVID-19 training course found in Moodle to ensure understanding of the disease and university protocol prior to returning to campus. Your health and safety as well as the campus community's health are priorities.

### COVID-19 Statement for Face-to-Face Courses

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## Expected Behavior

### Wearing Masks in Classrooms is Mandated

CSU requires all students, faculty, and staff to wear face masks or cloth face coverings in classrooms, laboratories and other public spaces where in-person instruction occurs. We require the wearing of masks covering the nose and mouth in all physical classrooms to help mitigate the transmission of COVID-19. Students who cannot wear a face covering due to a medical condition or disability, or who are unable to remove a mask without assistance, should seek an accommodation through the [Abilities Office](#). If a student comes to class not wearing a mask, the student will be asked to put on a mask. If the student does not have a mask, a mask will be provided. Any student who does not put on a mask or does not continue to wear a mask throughout class will be asked to leave the class. Failure to comply with mask wearing is a violation of Student Conduct Code and necessary judicial actions will be taken for students who do not comply.

### Facemasks are not a Substitute for Social Distancing

You should maintain appropriate social distancing guidelines where possible while in the classroom, laboratory, or other instructional spaces and in public areas. You should avoid congregating around instructional space entrances before or after class sessions. Expectations for seating arrangements will be communicated at the beginning of the semester. Some instructional spaces may have designated entrance and exit doors for you to use. You should exit the instructional

space immediately after the end of instruction to help ensure social distancing and allow for the persons attending the next scheduled class session to enter.

1/18/2021 REVISION