

**Western Kentucky University  
Recreation Administration  
Undergraduate Student Handbook**



Recreation Administration  
Diddle Arena  
Western Kentucky University  
Bowling Green, KY 42101  
Phone: (270) 745-3591  
Fax: (270) 745-3592  
Email: [recreation@wku.edu](mailto:recreation@wku.edu)  
Web Address: [www.wku.edu/recreation](http://www.wku.edu/recreation)

**Updated February, 2005**

**Recreation Administration**  
**Undergraduate Student Handbook**

**Table of Contents**

The Faculty ..... 1  
Introduction ..... 2  
Brief Background of the Program ..... 2  
The Baccalaureate Program ..... 3  
    Degree Plans ..... 3  
        Recreation Administration Major ..... 3  
            Suggested 4 year program ..... 5  
            Suggested 3 year program ..... 6  
            Suggested 2 year program ..... 7  
        Minor in Recreation ..... 8  
        Minor in Tourism ..... 8  
        Minor in American Humanics ..... 9  
Field Experience Requirements ..... 10  
    Contact Hours ..... 10  
    Internship ..... 10  
Support Services ..... 12  
    Academic Advisement ..... 12  
    Recreation Resource Room ..... 12  
    CHHS Academic Center for Excellence (ACE) ..... 12  
Student Opportunities and Responsibilities ..... 13  
    Recreation Majors' Club ..... 13  
    Student Advisory Committee ..... 13  
    Professional Certifications ..... 13  
    Professional Organizations ..... 13  
Appendices:  
    Appendix A: Careers in Recreation Services Websites  
    Appendix B: Verification of Contact Hours Form  
    Appendix C: Previous Internship Locations  
    Appendix D: Local Recreation Agencies  
    Appendix E: Professional Organizations

**Western Kentucky University  
Recreation Administration Faculty**

<b>Faculty Members:</b>	<b>Office address</b>	<b>Office/ phone</b>	<b>E-mail</b>
Dr. Fred Gibson <i>Areas of professional interest: Facility management, planning, and design; Campus recreation; Sport management; Leadership</i>	2039 Diddle Arena	(270) 745-6021	fred.gibson@wku.edu
Dr. Alton Little <i>Areas of professional interest: Facility management, planning, and design; Community recreation; Church recreation; Administration</i>	2028 Diddle Arena	(270) 745-6077	alton.little@wku.edu
Dr. Raymond Poff <i>Areas of professional interest: Non-profit administration; Outdoor recreation; Fiscal management; Leadership</i>	2042 Diddle Arena	(270) 745-2498	raymond.poff@wku.edu
Dr. Tammie Stenger <i>Areas of professional interest: Outdoor recreation, education and leadership; Programming; Organized camping; Youth development; Communication</i>	2034 Diddle Arena	(270) 745-6063	tammie.stenger@wku.edu
Dr. Steven Spencer <i>Areas of professional interest: Outdoor recreation, education, and leadership; Environmental education; Resource management</i>	2023 Diddle Arena	(270)745-6073	steve.spencer@wku.edu

## **Introduction**

“You’re a ‘Recreation Administration’ student? Yeah, right! I know lots of folks who *manage* to have a *good time!*” Although there have been jokes surrounding our major for years, now you are a major, or are considering becoming one.

We’d like to welcome you to a most enjoyable and rewarding career! The Recreation, Parks, and Leisure Service industry is one of the fastest growing career areas in the United States economy. Welcome to an academic program designed to prepare students for LIFE, not just for careers!

The faculty members in Recreation Administration encourage students to come in to visit – about the profession, about the program, about classes, about life! Ask questions. Take time to get acquainted with the faculty and with other students. These personal interactions will enhance the learning experience. The faculty members do care about you as an individual and about your personal goals.

You have the opportunity to take responsibility for personal growth and professional development occurring both in the traditional classroom and through other experiences. You have the opportunity to make a difference in the lives of those around you through this program.

This handbook is designed to provide foundational information for students seeking to major or minor in Recreation Administration. Appendix A includes resources on a variety of possible career paths in the Recreation field. If you have additional questions regarding the program, please contact a member of the faculty.

## **Brief Background of the Program**

The Recreation Administration program at Western Kentucky University provides professional preparation in recreational services. Since the 1970s, graduates from this program have found employment in a wide variety of recreation careers, including: Municipal parks and recreation departments, state agencies (State Parks, Conservation, Fish & Wildlife), Federal agencies (National Parks, U.S. Army Corps of Engineers), Military recreation departments (MWR), Organized camps, Youth service agencies (Scouts, Big Brothers/Big Sisters, 4-H, etc.), YMCA, University recreation, and Sport organizations.

As the program developed, external accreditation offered the opportunity to evaluate the program according to national standards. WKU was one of the first 16 programs accredited by the National Park and Recreation Association/American Association for Leisure and Recreation (NRPA/AALR) Council on Accreditation in 1980. Since that time, the program has successfully maintained its accredited status which is reviewed every five years. During the Spring 2005 semester, the university will host re-accreditation site visitors from the NRPA/AALR Council on Accreditation.

The Recreation Administration program is part of the Department of Physical Education and Recreation and is housed in the College of Health and Human Services. The program offers a Bachelor of Science (B.S.) degree in Recreation Administration, a minor in Recreation, and two interdisciplinary minors in Tourism and American Humanics. The program also offers a Master of Science degree in Recreation and Sport Administration.

## **The Baccalaureate Degree**

The Bachelor of Science degree is titled “Recreation Administration” Reference number 589. This program is designed to prepare the student to understand the role of recreation and leisure in contemporary society, the historic place of recreation and leisure in western culture, the agencies and organizations providing recreation services, and the techniques by which recreation activities are made available to all people. In addition, the program helps students develop skills in creating, designing, planning, implementing, managing, administering, and evaluating recreation and leisure programs. Upon completion of the baccalaureate degree, the student should be prepared to enter employment in a variety of agencies and organizations serving the leisure and recreational needs of people.

### **Degree Plans**

Degree plans are approved by the Board of Regents and must meet University, College, and Program requirements. University Academic Regulations governing matriculations, credits, grading, majors, graduation and much more are specified in the Western Kentucky University Undergraduate Catalog. Each student should take time to become familiar with these regulations.

### **Recreation Administration**

The most recent update to the Recreation Administration major, reference number 589, is effective Fall 2005. All students who have not filed an official Degree Plan form by the end of Spring 2005 will use the new program requirements.

Professional experience is required for students throughout their academic career. While taking their courses, students have the opportunity to gain valuable experience with recreation and leisure service agencies by assisting with program delivery. These experiences can be paid or voluntary and count toward the required 150 contact hours needed to enroll in REC 490. The capstone field experience for Recreation Administration majors is the internship: a supervised, in-depth professional experience with an approved recreation and leisure service provider. More information about required fieldwork can be found on page 10 and in the Internship Manual.

General education courses should be taken early in the academic career to form a foundation for upper division major requirements. Major requirements should be taken in a reasonably concurrent numbering order – 200 level courses during the second year, 300-level courses during the third year, and 400-level courses during the fourth year. Some variation will occur, especially for transfer students, but the greatest benefit from individual courses is gained through sequential building of a knowledge base. A “Suggested Sequence of Courses” is provided as a part of the advising process to assist students in making informed decisions regarding enrollment.

Most of the required courses are offered every semester. Most electives, however, are offered on a rotating schedule, following a well-established pattern, which requires planning of courses to achieve individual academic goals. The following charts should assist you in identifying course offerings. These are only general guidelines and offerings are subject to change.

Summer courses, except for REC 490 and REC 496, are offered based upon student need and faculty availability.

<b>Recreation Major – Reference Number 589</b>			<b>Semester Offered</b>	<b>Additional Information</b>
REC 200	Introduction to Recreation	3	Fall, Spring	First in the series of professional courses
REC 302	Recreation Leadership	3	Fall, Spring	
REC 304	Technology Applications in Recreation	3	Fall, Spring, Su	
REC 306	Recreation Program Planning	3	Fall, Spring	Pre- or co-requisites: 200, 302, 304. It is strongly encouraged to have completed 200 and 302 before enrolling.
REC 402	Fiscal Practices in Recreation	3	Fall, Spring	
REC 404	Recreation Facility Management	3	Fall, Spring	
REC 406	Recreation Administration	3	Fall, Spring	Pre-requisite: 306 Pre- or co-requisite: 402, 404. It is strongly encouraged that this course be taken during students' final semester prior to internship
REC 490	Internship in Recreation	12	Fall, Spring, Su	See page 10 and Internship Manual for specific info.
	Hours	<b>33</b>		
	Elective hours	<b>15</b>		
	Total	<b>48</b>		
<b>Recreation Electives</b>				
REC 220	Nonprofit Organizations	3	Fall	First course in series for the American Humanics Minor
REC 235	Outdoor Recreation Activities	3	Fall, Su	Field experience – lab fees and overnights may be required
REC 320	Recreation Seminar	3	Fall	Career Development Seminar
REC 322	Recreation Activity Facilitation	3	Fall, Su	Learning to lead activities
REC 326	Church Recreation	3	Fall	Utilizing recreation in ministry
REC 328	Inclusive Recreation	3	Fall	Including people with diverse and special needs
REC 330	Foundations of Outdoor Recreation	3	Spring	
REC 332	Outdoor Education	3	Fall	
REC 335	Outdoor Skills - Land	3	Fall, Spring, Su	Field experience – lab fees and overnights required
REC 337	Outdoor Skills - Water	3	Spring, Su	Field experience – lab fees and overnights required
REC 420	Commercial Recreation and Tourism	3	Spring	For-profit recreation
REC 422	Campus Recreation	3	Fall	
REC 424	Camp & Conference Center Admin	3	Spring	
REC 426	Facility Planning and Design	3	Spring	
REC 428	Community Centers and Playgrounds	3	Spring	Facilities and programs
REC 430	Recreation Resource Management	3	Fall	
REC 434	Environmental Interpretation	3	Fall	
REC 435	Outdoor Expedition Planning	3	Spring	Field experience – lab fees and overnights may be required
REC 437	Outdoor Leadership Expedition	3	Spring, Su	Field experience – lab fees and overnights may be required
REC 482	Recreation Workshop	1-3	Varies	Variety of topics, variable credit, repeatable course
REC 484	Advanced Studies in Recreation	3	Fall, Spring, Su	Faculty approved individual project and investigation
REC 494	American Humanics Mgt Institute	1	Winter	See AH minor page 9
REC 496	American Humanics Internship	6	Fall, Spring, Su	See AH minor page 9

**SUGGESTED 4 YEAR PROGRAM**  
**RECREATION MAJOR**

**FIRST YEAR - FALL SEMESTER**

RC 200 Introduction to Recreation	3
General Education – ENG 100	3
General Education	<u>9</u>
	15

**FIRST YEAR - SPRING SEMESTER**

REC 302 Recreation Leadership	3
General Education – Math	3
General Education	<u>9</u>
	15

**SECOND YEAR - FALL SEMESTER**

REC 304 Tech Applications in Rec	3
General Education – ENG 300	3
General Education	<u>10</u>
	16

**SECOND YEAR - SPRING SEMESTER**

REC 306 Recreation Program Planning	3
General Education	7
Electives *	<u>3</u>
	16

**SECOND YEAR - SUMMER SEMESTER**

REC xxx Recreation Elective	3
-----------------------------	---

**THIRD YEAR - FALL SEMESTER**

REC 402 Fiscal Practices in Recreation	3
REC xxx Elective	3
Electives *	<u>12</u>
	18

**THIRD YEAR - SPRING SEMESTER**

REC 404 Rec Facility Management	3
REC xxx Elective	3
Electives*	<u>9</u>
	15

**FOURTH YEAR - FALL SEMESTER**

REC 406 Recreation Administration	3
REC xxx Elective	3
REC xxx Elective	3
Electives*	<u>6</u>
	15

**FOURTH YEAR - SPRING SEMESTER**

REC 490 Internship in Recreation	12
----------------------------------	----

\* Electives can be in any area - it is suggested, but not required that students choose a minor complementing their degree in Recreation. Students may also take extra electives in the Recreation curriculum.

**\*\* Please Note:**

Alternatives to this schedule include taking 12-15 hours each semester, completing more REC electives (most of our students pursue an area of focus – public recreation, outdoor recreation, youth and human service / non-profit, commercial, etc.) and completing the Internship in the summer semester of the fourth year. Another reason that many of our students follow this practice is there are usually more internships available in the summer than in the spring.

Since all core courses are generally taught fall and spring, a student could start the program in the spring and follow the same sequence of classes- internship would happen during summer or fall.

**SUGGESTED 3 YEAR PROGRAM**  
**RECREATION MAJOR**

**ASSUMING COMPLETION IN FIRST YEAR OF 30 HOURS OF GENERAL EDUCATION**

**SECOND YEAR - FALL SEMESTER**

REC 200 Introduction to Recreation	3
REC 302 Recreation Leadership	3
General Education	10
	<u>        </u>
	16

**SECOND YEAR - SPRING SEMESTER**

REC 304 Tech Applications in Rec	3
REC 306 Recreation Program Planning	3
General Education	4
Electives*	<u>        </u>
	16

**SECOND YEAR - SUMMER SEMESTER**

REC xxx Elective	3
------------------	---

**THIRD YEAR - FALL SEMESTER**

REC 402 Fiscal Practices in Recreation	3
REC xxx Elective	3
Electives*	<u>12</u>
	18

**THIRD YEAR - SPRING SEMESTER**

RC 404 Rec Facility Management	3
REC xxx Elective	3
Electives *	<u>        </u>
	15

**FOURTH YEAR - FALL SEMESTER**

RC 406 Recreation Administration	3
REC xxx Elective	3
REC xxx Elective	3
Electives*	<u>        </u>
	15

**FOURTH YEAR - SPRING SEMESTER**

REC 490 Internship in Recreation	12
----------------------------------	----

\* Electives can be in any area - it is suggested, but not required that students choose a minor complementing their degree in Recreation. Students may also take extra electives in the Recreation curriculum.

**\*\* Please Note:**

Alternatives to this schedule include taking 12-15 hours each semester, completing more REC electives (most of our students pursue an area of focus – public recreation, outdoor recreation, youth and human service / non-profit, commercial, etc.) and completing the Internship in the summer semester of the fourth year. Another reason that many of our students follow this practice is there are usually more internships available in the summer than in the spring.

Since all core courses are generally taught fall and spring, a student could start the program in the spring and follow the same sequence of classes- internship would happen during summer or fall.

**SUGGESTED 2 YEAR PROGRAM (JUNIORS & TRANSFER STUDENTS)**  
**RECREATION MAJOR\*\***

**ASSUMING COMPLETION OF ALL GENERAL ED. REQUIREMENTS AND 62 HOURS**

**THIRD YEAR – FALL SEMESTER**

REC 200 Intro to Recreation	3
REC 302 Recreation Leadership	3
REC 304 Technology Applications in Rec	3
REC xxx Elective	3
Elective *	<u>6</u>
	18

**THIRD YEAR - SPRING SEMESTER**

REC 306 Recreation Program Planning	3
REC 402 Fiscal Practices in Recreation	3
REC xxx Elective	3
REC xxx Elective	3
Elective *	<u>3</u>
	15

**THIRD YEAR – SUMMER SEMESTER**

REC xxx Elective	3
------------------	---

**FOURTH YEAR - FALL SEMESTER**

REC 404 Recreation Facility Management	3
REC 406 Recreation Administration	3
REC xxx Elective	3
Elective *	<u>6</u>
	15

**FOURTH YEAR - SPRING SEMESTER**

RC 490 Internship in Recreation Services	12
--	----

\* Electives can be in any area - it is suggested, but not required that students choose a minor complementing their degree in Recreation. Students may also take extra electives in the Recreation curriculum.

**\*\* Please Note:**

Alternatives to this schedule include taking 12-15 hours each semester, completing more REC electives (most of our students pursue an area of focus – public recreation, outdoor recreation, youth and human service / non-profit, commercial, etc.) and completing the Internship in the summer semester of the fourth year. Another reason that many of our students follow this practice is there are usually more internships available in the summer than in the spring.

Since all core courses are generally taught fall and spring, a student could start the program in the spring and follow the same sequence of classes- internship would happen during summer or fall.

## Minor in Recreation

The Recreation minor, reference number 444 is a 24 credit hour program. Prior to enrolling in REC 490 Internship for three (3) credit hours, students must complete 50 contact hours and all required courses. While enrolled in REC 490, minors must complete 150 hours of fieldwork at an approved internship site. See the Internship Manual for additional information.

<b>Required Courses (24 hours)</b>		
REC 200	Introduction to Recreation	3
REC 302	Recreation Leadership	3
REC 304	Technology Applications in Recreation	3
REC 306	Recreation Program Planning	3
REC 402	Fiscal Practices in Recreation	3
REC 404	Recreation Facility Management	3
REC 406	Recreation Administration	3
REC 490	Internship in Recreation	<u>3</u>
	<b>Required Hours</b>	<b>24</b>
	<b>Elective hours</b>	<b><u>0</u></b>
	<b>Total</b>	<b>24</b>

## Minor in Tourism

The Tourism minor, Reference number 445, is an interdisciplinary program between the Consumer and Family Sciences and Physical Education and Recreation Departments. Students must take a minimum of 9 hours in each department. Students are required to complete a three (3) credit hour internship. Students may choose between REC 490 Internship and CFS 313 Practicum. Students choosing the REC 490 Internship should follow guidelines in the Recreation Internship Manual.

<b>Required Courses</b>		
CFS 271	Planning and Development	3
MKT 320	Basic Marketing Concepts	3
REC 420	Commerical Recreation and Tourism	3
REC 490	Internship in Recreation OR	<u>3</u>
CFS 313	Practicum in Tourism	
	<b>Required Hours</b>	<b>12</b>
<b>Restricted Electives (Select three)</b>		
REC 302	Recreation Leadership	3
REC 322	Recreation Activity Facilitation	3
REC 404	Recreation Facility Management	3
CFS 171	Intro to Mgt in the Hospitality Industry	3
CFS 373	Tourism and Destination Marketing	3
CFS 375	Meeting and Convention Management	3
	<b>Elective hours</b>	<b><u>9</u></b>
	<b>Total</b>	<b>21</b>

## Minor in American Humanics

The American Humanics program is an innovative course of study equipping college and university students to become skilled professionals in America's youth and human service agencies. American Humanics is a national nonprofit organization meeting this need. American Humanics provides leadership opportunities, internships, and education coursework.

Required Courses and Fieldwork: 50% of the credit hours taken must be at the 300 or 400 level. All minors must complete an internship with a non-profit agency for 1-6 credit hours. Students may enroll for internship in their own department or take REC 496.



### American Humanics Minor - Curriculum Overview

REC 220 Introduction to Nonprofit Human Service Organizations	3
REC 494 American Humanics Management Institute	1
Minimum of one - 3 hour course from the four categories (3 hours x 4 classes=12 hrs)	12
Nonprofit internship (register for hours in own department or REC 496 AH internship)	1-6
Advised elective hours (may not need elective hours based on # of internship hours)	0-5
<i>Minimum hours for completion of minor</i>	
	22

Nonprofit Management, Human Resources Dev & Supervision	Youth & Human Development
<i>Choose one of the following:</i>	<i>Choose one of the following:</i>
MGT 333 Mgt of Nonprofit Organizations 3	PSY 199 Intro to Dev. Psychology 3
MGT 310 Organization and Management 3	PSY 321 Child Psychology 3
MGT 311 Human Resources Management 3	PSY 422 Adolescent Psychology 3
REC 406 Recreation Administration 3	SWRK 330 Human Beh. /Social Env. 3
	SOCL 410 Socialization: Changes - Life 3

Accounting/Financial Mgt/Fundraising	Communication Skills
<i>Choose one of the following:</i>	<i>Choose one of the following:</i>
ACCT 200 Intro Accounting-Financial 3	COMM 148 Interpersonal Communication 3
ACCT 420 Govt/Not-for-profit Acct 3	COMM 263 Intercultural Communication 3
FIN 261 Personal Finance 3	COMM 345 Advanced Public Speaking 3
FIN 330 Prin of Financial Management 3	COMM 349 Group Decision Making 3
PSY 475 Grant Writing 3	COMM 461 Organizational Comm 3
REC 402 Fiscal Practices in Recreation 3	LEAD 200 Intro to Leadership Studies 3
	SWRK 379 Intro Socl Work Comm Skills 3
	REC 302 Recreation Leadership 3
	PSY 442 Beginning Psych Interviewing 3

## Field Experiences

Recreation Administration students are required to have professional field experience throughout their academic program. As a prerequisite for admission into the REC 490 Internship class, students are required to have completed 150 contact hours (150 clock hours of work in a recreation service setting). These experiences may be voluntary or paid, but they must involve the *delivery of leisure services*.

### Contact Hours

Each student must complete a minimum of 150 contact hours before they are given approval to begin their internship. A copy of the Verification of Contact Hours can be found in Appendix B.

Guidelines for accumulating contact hours:

- 1) Contact hours can only be given for delivering, or assisting with the delivery of leisure services. Volunteering for a charitable organization only counts for contact hours when you assist with a recreation or parks based program or facility management or planning.
- 2) Students must have contact hours from a minimum of three (3) recreation agencies.
- 3) Students must have a minimum of 50 contact hours from one agency.
- 4) Students must have a minimum of 25 contact hours from a second agency.
- 5) Students must have a minimum of 10 contact hours from a third agency.
- 6) The remaining 65 hours may come from one of the three agencies listed above, or from a variety of other recreation agencies.
- 7) Students are strongly encouraged to have at least 15 hours working with a special population.
- 8) Contact Hour Agency requirements: The agency must be a public, non-profit, or commercial agency that provides recreation and leisure services.
- 9) Contact Hour Agency Supervisor requirements: The supervisor from the recreation agency must be a regular employee of the organization (year-round full-time, seasonal full-time, or possibly year-round part-time). It is strongly encouraged that the agency supervisor has administrative and supervisory duties as part of their job.

Record keeping:

- 1) Students are responsible for keeping a signed copy of all of their Contact Hour Forms.
- 2) Students may turn in a copy of their contact hours to the Recreation Administration Program office staff or faculty members for inclusion in their student file, however, they must accept responsibility for their contact hour forms. Students must realize that if their sheets get filed incorrectly or become misplaced it is their own responsibility to contact the agency supervisor to get new signatures and verification of their hours.

### Internships

The term, "Internship," refers to a supervised educational work experience with an approved agency, organization, or institution. An Internship allows a student to develop professionally through a work experience under the guidance of leaders in the field.

In addition, the Internship site is an extension of the curriculum, and the Internship experience affords the student an opportunity to apply his/her theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training, which will better enable him/her to perform with a higher level of skill and confidence.

All undergraduate Recreation majors must meet the following requirements to be eligible for REC 490 Internship:

- 1) Have completed all other core course requirements for major (a total of 24) AND
- 2) Have completed at least 150 Contact Hours since declaring the major AND
- 3) Have a 2.0 GPA overall AND
- 4) Have received a “C” or better in each course fulfilling major requirements (core and electives). EXCEPTION – a student may count up to 3 credit hours of “D” as a part of their major requirements.

For more information about internship requirements and the internship experience, please see the REC 490 Internship manual. Appendices C & D include lists of previous internship locations as well as local and area recreation agencies and attractions that may be beneficial for students seeking part-time employment, contact hours, internship sites, or personal recreation opportunities.

## **Support Services**

The Recreation Administration Program, the Department of Physical Education and Recreation, and the College of Health and Human Services provide a number of support services for students in this program. The program maintains an organizational membership in the National Recreation and Park Association. Students in the program have access to reduced membership rates and conference fees, possibilities for scholarships, eligibility for certifications, job bulletins, and up-to-date information on the profession.

The faculty in the program encourage students to be involved in appropriate professional organizations. During each semester faculty announce upcoming state, regional, and national conferences and strongly encourage students to attend. Frequently students will be able to pool resources for travel and lodging. Students are often able to attend conferences at a reduced rate or for free by volunteering their services to the conference organizers for a few hours each day. Outstanding student presentations may be appropriate for conferences. Faculty will work with students to provide the appropriate information. More information about professional organizations related to our field can be found in Appendix B.

The Recreation Administration Program offers scholarships and awards each year. Additionally, several scholarships are offered through professional organizations each year. Students should check with program faculty regarding scholarship criteria and deadlines.

### **Academic Advisement**

Each student is assigned a Recreation Administration faculty member as their advisor upon declaring the major. The academic advisor will work closely with each student to assist them in preparing a degree plan, selecting appropriate electives and minors, determining an appropriate sequence of courses, and making certain that graduation requirements are being completed. Students are required to visit with their advisor each semester prior to registration.

The program maintains a working copy of the student's file. The official university records on each student are kept in the appropriate College office, and the Office of the Registrar. Students are strongly encouraged to keep a personal copy of advising records.

### **Recreation Resource Room**

Diddle Arena Room 2035 serves as a Resource Room for students in the Recreation Administration Program. There are 9 computers, a printer, conference table, and lounge area. The program also maintains bulletin boards with employment, volunteer, and professional development opportunities. There are periodicals and other resource materials available for student use.

### **Academic Center for Excellence**

The Academic Center for Excellence (ACE) is operated by the College of Health and Human Services. It is housed on the third floor of Academic Complex. The ACE laboratory has 30 computers. The Center also offers tutoring services and general advising for students in the College.

## **Student Opportunities and Responsibilities**

The Recreation Administration faculty encourages student involvement in the profession and in the “governance” of the academic program. The Recreation Major’s Club provides one outlet for meeting both of these needs.

The Recreation Administration faculty will periodically coordinate “Town Meetings.” These are spontaneous, informal meetings between students and faculty to address specific issues. The intent of these town meetings is to encourage dialog between students and faculty members, keeping everyone aware of issues related to the program. These meetings provide a forum for constructive input to improve the program, to assist students, and to increase communication.

### **Recreation Major’s Club**

The Recreation Major’s club is a student governed organization. The faculty encourages involvement in the club; the activity level of the club is determined by participating students. Early in the fall semester, the faculty will announce a social and encourage students to attend.

At the beginning of each semester, the officers of the club will coordinate a membership drive. That drive begins an active schedule of club activities, both on campus and in the community.

### **Student Advisory Committee**

Student involvement in the “governance” of the academic program provides opportunities for students to be involved in decisions related to the academic program and to develop as young professionals. Representation on the Student Advisory Committee is coordinated through the Recreation Major’s Club. This committee meets one to two times per academic year to address curricular issues including course sequencing, course content, course scheduling, compliance with NRPA/AALR accreditation standards, field experience requirements, and other related issues.

### **Professional Certification**

Upon graduation with a degree in Recreation Administration, the student may choose to become professionally certified by an appropriate organization. One commonly expected certification in the field is the Certified Park and Recreation Professional (CPRP), through the National Recreation and Park Association or a state affiliate. This certification is often required for employment in community-based recreation programs. In addition, the certification is a professional “stamp of approval” in recognition of achievement of a required knowledge, skill, and experience base.

Professional certifications are controlled outside of the university environment and graduation from the program does not necessarily ensure achievement of certification. The Recreation Administration faculty will assure the student that, upon graduation, the student will be eligible to meet “sitting requirements” for the certification examination.

### **Professional Organizations**

In order for students to create valuable networks in the field of recreation, students are strongly encouraged to join professional organizations and attend the educational conferences hosted by those organizations. Because Recreation Administration graduates work in such a wide variety of careers, a resource page for students listing many of the professional organizations is included in Appendix E.

## **Appendix A**

### **Careers in Recreation Websites**

#### **General Recreation**

General career information, including employment information in municipal recreation administration, commercial and tourism recreation, natural resources / park management, and therapeutic recreation.

<http://www.activeparks.org/news/career.cfm>

<http://www.nrpa.org>

<http://www.aahperd.org>

#### **Non-profit Youth and Human Service Agencies**

<http://non-profit.net/>

<http://www.humanics.org>

#### **Military Recreation**

<http://www.mwr.navy.mil/index.html>

<http://armymwr.com>

<http://ww2.afpc.randolph.af.mil/resweb>

#### **Campus Recreation and Student Services**

<http://www.nirsa.org>

<http://www.naspa.org>

#### **Outdoor Recreation**

<http://www.princeton.edu/~oa/jobs/careeroe.html>

<http://www.aore.org>

<http://www.wea.org>

#### **Organized Camping**

<http://www.acacamps.org>

#### **Travel and Tourism**

<http://www.ifea.com/>

#### **Hospitality Careers**

<http://www.hospitality/careers.net/>

#### **Therapeutic Recreation**

<http://www.nrpa.org/branches/ntrs.htm>

<http://www.atra-tr.org>

#### **Sport Administration**

<http://www.nassm.com>

<http://www.sportsjobs.com>

**Appendix B**  
**VERIFICATION OF CONTACT HOURS**

**Part I (To be filled out by Student)**

Name \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Agency Address \_\_\_\_\_

\_\_\_\_\_

Name of Director \_\_\_\_\_

Name of Immediate Supervisor \_\_\_\_\_

Division Worked in (e.g. Park. Fitness Center, Intramural Office, Aquatic Facility):

\_\_\_\_\_

Division Address (if different from above) \_\_\_\_\_

\_\_\_\_\_

Job Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check one: Volunteer \_\_\_\_\_ Paid \_\_\_\_\_ If paid, rate of pay: \_\_\_\_\_

Dates of Employment/Service:

Starting Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

**Part II (To be filled out by Agency)**

\_\_\_\_\_ According to our records, the above information is accurate and his/her service with our agency is verified.

\_\_\_\_\_ According to our records, the above information is not accurate and service with our agency cannot be verified

Signed: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix C**  
**Previous Internship Locations**

<p style="text-align: center;"><b>2<sup>nd</sup> Baptist Church</b> P.O. Box 390 Greenville, KY 42345 270-338-6160 Contact: Dr. Ray England</p>	<p style="text-align: center;"><b>Bowling Green Parks &amp; Recreation</b> 225 3<sup>rd</sup> Ave. Bowling Green, KY 42101 270-393-3249 Contact Person: Paul Correa</p>	<p style="text-align: center;"><b>Center for Math, Science, and Environmental Ed.</b> 179 Jones Jagers Hall Bowling Green, KY 42101 270-745-4424 Contact Person: Terry Wilson</p>
<p style="text-align: center;"><b>City of Carlsbad Recreation Department</b> 3096 Handing Street Carlsbad, CA 92008 760-602-7512 Contact Person: Jill Pritchard</p>	<p style="text-align: center;"><b>Colorado Division of Wildlife</b> 303-291-7231 Contact Person: Dave Weber</p>	<p style="text-align: center;"><b>Cumberland Hall</b> 210 West 17<sup>th</sup> Street Hopkinsville, KY 42240 270-886-1919 Contact: Leslie Helming</p>
<p style="text-align: center;"><b>Daniel Boone National Forest</b> USDA Forest Service, Daniel Boone National Forest 761 S. Laurel Road London, KY 40744 606-846-4163 Contact Person: Steve Kickert</p>	<p style="text-align: center;"><b>Daviess County Parks &amp; Recreation Department</b> P.O. Box 98 Owensboro, KY 42302 270-281-5346</p>	<p style="text-align: center;"><b>Hillberg Ski Area</b> Elmendorf AFB, AK 99506 907-552-4838</p>
<p style="text-align: center;"><b>Illinois Valley YMCA</b> 300 Walnut Drive Peru, IL 61354 815-223-7904 Contact: Mike Wallaert</p>	<p style="text-align: center;"><b>Jonathan Creek Camp &amp; Conference Center</b> 3043 Beal Road Hardin, KY 42048 Contact: David Melber</p>	<p style="text-align: center;"><b>KY Easter Seal Society</b> 1902 Easterday Road Carrollton, KY 41008 502-732-5333</p>
<p style="text-align: center;"><b>Lake Cumberland State Resort Park</b> 6365 State Park Road Jamestown, KY 42629 270-343-3111 Contact: Shawn Coffey</p>	<p style="text-align: center;"><b>Lost River Cave</b> 2818 Nashville Road Bowling Green, KY 42104 270-393-0077</p>	<p style="text-align: center;"><b>Mammoth Cave Nat'l Park</b> P.O. Box 7 Mammoth Cave, KY 42259 270-758-2354 Contact Person: Joy Lyons</p>

<p><b>Metro Parks</b> 2305 Douglas Boulevard Louisville, KY 40205 502-456-8148 Contact Person: B.J. Levis</p>	<p><b>MWR Department Outdoor Adventure Center</b> Attn: Steve Goodwin, Program Manager 915 N. Road (Bldg) 161 Pearl Harbor, HI 96860-4456 808-864-9263 Contact: Steve Goodwin</p>	<p><b>MWR Department U.S. Fleet Activities Sasebo Japan</b> PSC476 Box 5 FPO AP 96322 011-81-616-052-3472 Contact: Laura Knutson</p>
<p><b>Ohio County Cooperative Extension Service</b> P.O. Box 66 Hartford, KY 42347 270-298-7441 Contact Person: Gary Druin</p>	<p><b>Portland Parks &amp; Recreation Department</b> 303 Portland Boulevard Portland, TN 37148 Contact: Mike Gorham</p>	<p><b>Preston Center</b> 1 Big Red Way Bowling Green, KY 42101 Contact: Mark Williams</p>
<p><b>Princeton – Blairstown Center</b> 158 Millbrook Road Blairstown, NJ 07825-9627 908-362-6765 Contact: Julie Springsteen</p>	<p><b>Radcliff Parks &amp; Recreation Department</b> 230 Freedom’s Way Radcliff, KY 40160 270-351-4079 Contact Rhonda Witten</p>	<p><b>Scott County Parks &amp; Recreation Department</b> 140 Pavilion Drive Georgetown, KY 40324 502-863-7865</p>
<p><b>Scottsville YMCA</b> 309 W. Cherry Street Scottsville, KY 42164 270-237-5704 Contact Person: Jon Botts</p>	<p><b>Seabrook Island</b> 1002 Landfall Way Johns Island, SC 29445 843-768-7525 Contact Person: Scott Raisley</p>	<p><b>U.S. Army Corps of Engineers</b> 1108 Finney Road Glasgow, KY 42141-9683 270-646-2055 Contact Person: Bill Jackson</p>
<p><b>Warren County Parks &amp; Recreation Department</b> 2055 Three Springs Rd. Bowling Green, KY 42104 270-842-5302 Contact: Chris Kummer</p>	<p><b>Warren County Cooperative Extension Service</b> 3132 Nashville Rd Bowling Green, KY 42101 270-842-1681 Contact: Anna Smith</p>	<p><b>Western Kentucky Corporation</b> P.O. Box 51153 Bowling Green, KY 42101 270-781-6858 Contact: Debby Spencer</p>
<p><b>YMCA – Mid Valley</b> 11684 Ventura Boulevard Bldg. # 798 Studio City, CA 91604 818-989-3800 Contact: Anthony Clark</p>	<p><b>WKU Athletics</b> Western Kentucky University 1 Big Red Way, Diddle Arena # 1200 Bowling Green, KY 42101 270-745-5279 Contact Person: Craig Biggs</p>	

## **Appendix D**

### **Local Recreational Agencies**

Many recreation service providers are located in or near Bowling Green. The following list includes municipal, county, and federal government agencies in the area.

- **Bowling Green Parks and Recreation.** Tel. 270-393-3249  
**Parks and Recreation Facilities**
  - Bowling Green Recreation Center 4<sup>th</sup> and Center Street
  - Paul Walker Park. 1044 Covington Avenue
  - Lampkin Park. Morgantown Road
  - Hobson Grove Park. 1100 West Main Avenue
  - Russell Sims Aquatic Center. Tel. 270-393-3271. [www.bgky.org/bgpr/aquatics.htm](http://www.bgky.org/bgpr/aquatics.htm)
  - T.C. Cherry Swimming Pool. 270-843-5364
  - Lovers Lane Soccer Complex. 270-393-3249
  - Chuck Crume Nature Park. Nashville Rd.
  - Parker Bennet Community Center Jenkins Ave.
  - Fountain Square Park. Downtown
  - Pedigo Park Glen Lily Rd. and Normal View**Municipal Golf Courses** [www.bgky.org/golf](http://www.bgky.org/golf)
  - Paul Walker Golf Course (9-hole). Tel. 270-393-3821.
  - Hobson Grove Golf Course (9-hole). Tel. 270-393-3877.
  - Crosswinds Golf Course (18-hole). 270-393-3559 or 800-786-SAND.
  
- **Warren County Parks and Recreation.** Tel. 270-842-5302  
**Park and Recreation Facilities**
  - Basil Griffin Park. Three Springs Road. 270-842-5302/270-781-3428
  - Ed Spears Park. Smiths Grove. 270-563-9115
  - G.H. Freeman Park. 545 Richmond-Rockfield Road
  - Weldon Peete Park. Old Louisville Road
  - Romanza Johnson County Park. Mt. Lebanon Church Road
  - Delafield Community Center. 500 Beauty Avenue
  - South Side Park. 9222 Nashville Road
  - Ephram White Park. 6487 Louisville Road
  - East Side Park. 7101 Scottsville Road
  
- **City and County Disc Golf Courses**
  - Basil Griffin Park (18-hole). Three Springs Road
  - Kereiakes Park (18-hole). Fairview Avenue
  - Hobson Grove Park (18-hole). 1100 West Main Avenue
  - Lovers Lane Soccer Complex (9-hole). 385 Lovers Lane
  - Ephram White Park (18-hole). 6487 Louisville Road
  
- **Mammoth Cave National Park.** Tel. 800-346-8908. [www.nps.gov/macav](http://www.nps.gov/macav)

**Additional recreation service providers and tourist attractions in Bowling Green, Warren County, and surrounding area.**

- **Agricultural Exposition Center.** Tel. 270-843-3542
- **Barren River Imaginative Museum of Science.** Tel. 270-843-9779.
- **Barren River Lake State Resort Park** Tel. 270-646-2357 or 800-699-BOAT
- **Beaver Creek Campground.** Glasgow, KY Tel. (270) 646-2055
- **Beech Bend Raceway Park & Splash Lagoon.** Tel. 270-781-7634.
- **Ben Hawes State Park.** Owensboro, KY Tel. (270) 684-9808
- **Bernheim Arboretum & Research Forest** Clermont, KY Tel. (502) 955-8512
- **Bowling Green KOAV RV Park.** Tel. 270-843-1919.
- **Capital Arts Center.** Tel. 270-782-ARTS or 877-694-ARTS.
- **Cave Springs Caverns.** Tel. 270-563-6941 or 270-563-5863.
- **Centennial Park- The Majestic Parthenon** Nashville, TN Tel. (615) 862-8431
- **Cheekwood Botanical Garden & Museum of Art** Nashville, TN Tel. (615) 356-8000
- **Civil War Driving Tour.** Bowling Green, KY Tel. 270-782-0800 or 800-326-7465
- **Climb Nashville** Franklin, TN Tel. (615) 661-9444
- **The Coliseum** Nashville, TN 37213 Tel. (615) 565-4300
- **Dale Hollow Lake Resort Park** Cumberland Co. County, KY 270-433-7431
- **Diamond Caverns** Park City, KY Tel. (270) 749-2233
- **Gasper River Retreat** [www.gasperriverretreat.com](http://www.gasperriverretreat.com).
- **General Motors Corvette Assembly Plant.** Tel. 270-745-8287.
- **Green River Lake State Park** Campbellsville, KY Tel. (270) 465-8255
- **Greenwood Park, Inc.** Bowling Green, KY Tel. 270-843-4262
- **Guntown Mountain** Cave City, KY Tel. (270) 773-3530
- **Historic Walking Tours.** Bowling Green, KY Tel. 270-782-0037
- **Lake Malone State Park** Logan County, KY .
- **Land Between the Lakes- LBL** Golden Pond, KY Tel. (270) 924-2000
- **Lost River Cave and Valley.** Tel. 270-393-0077 or 866-274-CAVE.
- **Kentucky Down Under** Horse Cave, KY Tel. (270) 786-2634
- **Nashville Shores Water Park** Hermitage, TN Tel. (615) 889-7050
- **Nashville Zoo** Nashville, TN Tel. (615) 833-1534
- **National Corvette Museum.** Tel. 270-781-7973 or 800-53-VETTE.
- **Nolin River Lake** Bee Spring, KY Tel. (270) 286-4511
- **Public Theater of Kentucky.** Tel. 270-781-6233.
- **Race World** Bowling Green, KY Tel. 270-781-RACE
- **Red River Gorge National Geological Area** Stanton, KY Tel. (606) 663-2852
- **Shaker Museum at South Union.** Tel. 800-811-8379.
- **Sloan Convention Center.** Tel. 270-745-0088 or 800-801-1777.
- **Walnut Creek Marina** Scottsville, KY Tel. (622) 622-5858

## **Appendix E**

### **Professional Organizations**

**American Academy for Park and Recreation Administration**

Website: [www.rpts.tamu.edu/AAPRA](http://www.rpts.tamu.edu/AAPRA)

**American Alliance for Health, Physical Education, Recreation, and Dance**

Website: [www.aahperd.org](http://www.aahperd.org)

**American Association for Leisure and Recreation**

Website: [www.aahperd.org/aalr](http://www.aahperd.org/aalr)

**American Camping Association**

Website: [www.acacamps.org](http://www.acacamps.org)

**Association of College Unions- International**

E-mail: [acui@indiana.edu](mailto:acui@indiana.edu)

**Association for Experiential Education**

Website: [www.aee.org](http://www.aee.org)

**Association of Outdoor Recreation and Education**

Website: [www.aore.org](http://www.aore.org)

**North American Association of Environmental Education**

Website: <http://naee.org>

**Kentucky Association of Environmental Education**

Website: [www.kaee.org](http://www.kaee.org)

**National Association for Campus Activities**

Website: <http://www.naca.org>

**National Intramural-Recreational Sports Association**

Website: [www.nirsa.org](http://www.nirsa.org)

**National Recreation and Park Association**

Website: [www.nrpa.org](http://www.nrpa.org)

**Kentucky Recreation and Parks Society**

Website: [www.kyrec.org](http://www.kyrec.org)

**Resort and Commercial Recreation Association**

E-Mail: [Info@r-c-r-a.org](mailto:Info@r-c-r-a.org)

**Southern Association of College Student Affairs**

E-Mail: [www.sacsa.org](http://www.sacsa.org)

**World Leisure**

Website: [www.worldleisure.org](http://www.worldleisure.org)

**Wilderness Education Association**

Website: [www.weainfo.org](http://www.weainfo.org)