Illinois State University
School of Kinesiology and Recreation
KNR 398.36 Professional Practice Preparation
Seminar in Recreation and Park Administration
Fridays, 3:00-3:50 pm, SFCM 183

Instructor: Sherri Hildebrand, M.Ed., M.S., CTRS
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Course Overview: The senior internship preparation course requires a student to select and secure an internship site for their KNR 398 internship. This course is designed to help students acquire their internship, complete the paperwork necessary, and to learn professionalism necessary for the student to be successful in their internship. This course will require extensive one on one meetings between the student and the instructor in addition to classroom time.

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

- Acquire a senior internship
- Develop a professional cover letter and resume
- Apply interview skills learned to a real situation
- Demonstrate an understanding of professional behaviors in the workplace

Readings:

Ross, C., Beggs, B. & Young S. (2011). *Mastering the job search process in recreation and leisure services* (5th ed.). Sudbury, MA: Jones and Bartlett Publishers.

Required Student Tasks/Assignments:

1. Create a chronological resume.
2. Prepare professional cover letters to potential internship supervisors.
3. Participate in mock interviews.
4. Complete homework/in class activities.
5. Complete 398.30 agency agreement for the student's chosen site.

Student Performance Evaluation Devices:

1. Cover letters	20 points
2. Resume	20 points
3. Required interviews for internships	20 points
4. Homework/in class activities	20 points
5. Agency agreement	20 points
TOTAL:	100 points

Grading Scale:

A = 90.00% and greater
B = 80.00% – 89.99%
C = 70.00% – 79.99%
D = 60.00% – 69.99%
F = less than 60.00%

KNR 398.36 TENTATIVE SCHEDULE
Spring 2016

Date	Topic & Quiz Terms	Assignment
January 15	Introduction to the course	**Purchase textbook!**
January 22	???	
January 29	Chapter 1: Job Search/Internship Process	
February 5	Chapter 6: Cover Letters	
February 12	Chapter 7: Resume	*Cover Letter Due*
February 19	Chapter 7: Resume	Resume Review – Bring hard copy
February 26	Chapter 2: Careers	*Resume Due*
March 4	Chapter 3: Researching an Organization	
March 11	**NO CLASS: Spring Break**	**Have fun!!**
March 18	Chapter 8: Interview Process	
March 25	Chapter 9 & 10	Career Center Speaker
April 1	Chapter 11: College to Professional Life	
April 8	Individual Meetings & Mock Interviews	
April 15	Individual Meetings & Mock Interviews	*Mock Interview Evaluations Due*
April 22	All Paperwork Must Be Submitted!	*Agency Agreement Due*
April 29	Meeting w/Internship Supervisor	Must Attend!