

University of West Florida Division of Health, Leisure and Exercise Science

Hospitality, Recreation & Resort Management Program

Student Field Experience

**11000 University Parkway
Pensacola, FL 32514
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Field Experience is a required course within the Hospitality, Recreation and Resort Management curriculum for which 3 credit hours are awarded. The class consists of two elements: (1) practical experience working in a major-related job, and (2) practical experience volunteering in a service learning capacity. Students may fulfill Field Experience requirements at any location. The practical components is at the discretion of the students (although approval must be granted by the faculty Field Experience Coordinator).

PRACTICAL EXPERIENCE WORKING IN A MAJOR-RELATED JOB

Minimum of 160 hours worked during one semester (fall, spring, summer)

Students are responsible for acquiring a position in an area of Hospitality, Recreation or Resort Management that is of particular interest to them. Students are strongly encouraged not just to “get a job” to fulfill academic requirements, but to think strategically in terms of investigating areas they feel might be of long-term interest to them and/or will prepare them for future employment opportunities. The Field Experience should be a resume-builder. Faculty members are always available to make suggestions and job leads are located under the Internship link on the HRRM website (www.uwf.edu/hles/hospitality.cfm).

If a student has doubts about what qualifies as a suitable field experience opportunity, he/she should have preliminary discussions with faculty members or the HRRM academic advisor. Once a student identifies and is offered a position, he/she must (1) complete a Field Experience Request Form (available online), (2) have his/her intended work supervisor sign the form, and (3) submit the form for signature/approval by the faculty member assigned to oversee Field Experiences for the applicable semester. Steps should be completed in the order listed above and the Field Experience Request Form must be complete before a student may register for the Field Experience class. All 160 hours should be fulfilled in one semester through one job assignment.

PRACTICAL EXPERIENCE VOLUNTEERING IN A SERVICE LEARNING CAPACITY

Minimum of 40 hours of service learning logged during one semester (fall, spring, summer)

Service learning, or volunteer work within the community, is considered a valuable and important component of the field experience. There is a broad range of opportunities available within the local area and beyond, for students to make meaningful contributions. Students' primary source for opportunities is Volunteer UWF! (www.uwf.edu/volunteer/).

Volunteer activities do not have to be approved in advance by the Field Experience Faculty Coordinator, however, students should seek opportunities in-

line with their career interests in a non-profit agency. Students in the Pensacola/Fort Walton area should visit Volunteer UWF! website, select the activities that are of interest, and then follow the instructions provided. In order to receive credit for the time worked, students must register each activity with Volunteer UWF! through JasonQuest and print a time sheet that must be completed by a representative of the agency for which they are volunteering. Students should submit time sheets to the Volunteer UWF! office regularly through the semester, but no later than the Monday of dead week in order to receive credit during a given semester.

For students who are completing the Field Experience in areas other than Pensacola/Fort Walton, they may volunteer for any activities within the communities where they are located. However, they must still register the activity with Volunteer UWF! (even though they didn't identify the opportunity through Volunteer UWF!), print out a time sheet, and submit the time sheet to Volunteer UWF! no later than the Monday of dead week (in order to receive credit for the hours during a given semester). Volunteer UWF! tracks all hours for the Field Experience class, and provides a report to the instructor at the end of the semester.

JASONQUEST. Students must be registered in JasonQuest in order to access to Volunteer UWF! program.. If not already registered, students will need to:

1. Login to **Argus**.
2. Go to **Services** tab.
3. In search box, type "**JasonQuest**" and click "**Go**."
4. From search results, click first result: **Login or Register in JasonQuest**.
5. Complete the profile, all sections. **(All sections marked by an asterisk * are required and must be completed before submitting your profile.)**
6. Click **Register** to finish your registration.
7. After completing all sections, click **Finish Registration** in the top of the menu bar.
8. Review the agreement in JasonQuest! and click the **Submit Profile** at the bottom of the screen.

ACADEMIC WORK

1. Students should keep a log of activities accomplished/hours worked for each day of the field study. This log book should be signed by the field study supervisor at the end of the field study semester and turned in for grading.
2. Students will ask their field study supervisor to write a brief, signal evaluation letter of their performance during the field study period.
3. Students will complete a 5 page minimum summary/reflection report to be turned in at the end of the field study period. This report should cover the following topics: (a) a brief summary of the field study experience, (b) a discussion of major accomplishments/personal growth in specific areas, and (c) a discussion of what this field study experience revealed about future career goals and expectations.

COURSE SYLLABUS: FIELD EXPERIENCE IN LEISURE

COURSE PREFIX/NUMBER: HFT3941

INSTRUCTOR NAME AND CONTACT INFORMATION:

Each semester one faculty member within the HRRM department will be assigned to oversee all Field Studies.

PREREQUISITES OR CO-REQUISITES: None applicable

COURSE DESCRIPTION:

Field Experience is a valuable component of the degree program as it enables students early in their degree programs to assess their personal fit within service industries. Through an industry/association job (minimum 160 hours) , volunteer service learning activities (minimum 40 hours), students begin their preparation to successfully compete for jobs upon graduation. Field experience is a resume builder that is highly valued by hospitality recruiters.

STUDENT LEARNING OUTCOMES:

After successfully completing this course, students will be able to:

1. Understand the challenges and opportunities of working in a service industry.
2. Recognize issues discussed in classes as they are manifested in the workplace.
3. Work more effectively with fellow employees and customers/guests.
4. Understand the expectations of hospitality employers.
5. Apply professionalism in resume-writing, interviewing, and personal presentation.
6. Understand what it means to connect with a community and the rewards of freely contributing for the benefit of others.

GRADING/EVALUATION:

Work evaluation by supervisor	20%
Service learning hours completed	20%
Log of Activities/Hours	30%
Summary/Reflective paper at end of semester	30%

EXPECTATIONS FOR ACADEMIC CONDUCT/PLAGIARISM POLICY:

Academic Conduct Expectations

The University of West Florida is dedicated to the advancement of knowledge and learning and to the development of ethically responsible persons. University students are expected to uphold appropriate standards of behavior and to respect the rights and privileges of others. Student conduct is expected to be lawful and in accordance with all federal, state and local laws, and university regulations.

Plagiarism Policy

The UWF Student Handbook, Code of Student Conduct, Academic Misconduct, states: "Plagiarism. The act of representing the ideas, words, creations or work of another as one's own." Plagiarism combines theft with fraud, and the penalty is correspondingly severe: failure for the assignment and, in some cases, for the entire course. At the instructor's discretion, she/he may recommend that the student be suspended from the university. Ignorance of the rules about plagiarism is no excuse for it, and carelessness is just as bad as purposeful violation. Students who have plagiarized have cheated themselves out of the experience of being responsible members of the academic community and have cheated their classmates by pretending to contribute original ideas.

For complete information regarding Academic Misconduct, refer to the UWF Student Handbook or contact Student Affairs in Building 21, 474-2384.

Student Handbook:

If you have any questions about the University and its policies, please refer to the student handbook at the web address: student handbook:

<http://www.uwf.edu/uwfmain/stuhandbk/>

ASSISTANCE:

Students with special needs who require specific examination-related or other course-related accommodations should contact Barbara Fitzpatrick, Director of Disabled Student Services (DSS), dss@uwf.edu, (850) 474-2387. DSS will provide the student with a letter for the instructor that will specify any recommended accommodations.

FIELD EXPERIENCE REQUEST FORM

Name

Student Number

Major

Hours Completed in Major

Requested for which semester/year?

GPA

Agency/company/organization

Address (street, city, state, zip)

Student's job title

Supervisor's name

Telephone #

Describe duties/responsibilities of position: _____

Field Experience Supervisor:

At the completion of the field experience, the student will ask you to provide a brief letter for the purpose of evaluating his/her work performance during the semester and to verify the number of hours worked. The faculty requests that you complete this evaluation letter, discuss the evaluation with the student, and then give the letter to the student to submit with other materials in order to receive credit for the experience. If you are agreeable, please sign on the line below. Thank you, in advance, on behalf of the UWF faculty.

(Field Experience Supervisor's signature)

(Date)

(Student's signature)

(Date)

(Faculty Coordinator's signature)

(Date)

(Chair, Division of Health, Leisure, and Exercise Science)

(Date)