



Recreation Management & Policy

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www.chhs.unh.edu/rmp



Recreation Management & Policy: Undergraduate Curriculum Program and Event Management Option

Faculty

Dr. Bob Barcelona, Chair

Dr. Jessie Bennett, CTRS
Dr. Patti Craig, CTRS/L
Jen Frye, M.S., CTRS/L
Dr. Cindy Hartman

Sean McLaughlin, M.S.
Dr. Nate Trauntvein
Dr. Allison Wilder, CTRS/L
Matt Frye, MS, CTRS/L



Recreation Management & Policy: Program and Event Management

The challenge presented to individuals working within the leisure services profession is to enhance the quality of individual and community life through the provision of meaningful leisure experiences. Professionals in this industry are working in such settings as conference planning, resorts, state and national parks, corporate employee recreation services, racquet and health clubs, YMCA's, municipal recreation departments and clinical medical facilities (therapeutic recreation).

In part, because the spectrum of the leisure service industry is so broad, job opportunities in the leisure services have been growing at a faster rate than most industries, including other service industries.

In response to the diversity of professional employment opportunities, students in the Recreation Management & Policy program choose to pursue one of two options within the major: Program and Event Management or Therapeutic Recreation. Students interested in a career as a nationally Certified Therapeutic Recreation Specialist should seek a background in the biological sciences and have a desire to work with individuals with disabilities as a member of a clinical treatment team.

It is desirable for students considering the Program and Event Management option to have a background in written and oral communication, human development and psychology and to be interested in planning and managing leisure service programs in a variety of settings.

The curriculum within Recreation Management and Policy for all student majors includes a strong liberal arts foundation; a core of professional courses; course work in computer applications, administration, planning and public relations, and numerous opportunities for applied field experiences.

For more information, write, call, or visit our website:

Department of Recreation Management & Policy
College of Health and Human Services
108 Hewitt Hall
University of New Hampshire
Durham, NH 03824
(603) 862-2391
www.chhs.unh.edu/rmp

DEPARTMENT OF RECREATION MANAGEMENT AND POLICY

Program and Event Management Option

The professional program prepares students for supervisory or middle-management positions and emphasizes planning, leadership, and administrative concepts. Depending upon the RMP electives and career-support emphasis the student selects, students may expect to find employment in settings such as conference and meeting planning, recreation resource management, business and entrepreneurial recreation, residential communities, municipal recreation, employee services recreation, youth service agencies and resorts.

RMP requirements: (48 credit hours)

- (4) RMP 490 ^(F, SP) Recreation and Leisure in Society
- (4) RMP 501 ^(F, SP) Recreation Services for Individuals with Disabilities
- (4) RMP 557 ^(F) Program and Event Design
- (4) RMP 559 ^(F) Program and Event Marketing
- (2) RMP 563 ^(F, SP, SU) Recreation Management and Policy Practicum
- (2) RMP 654 ^(F, SP) Professional Development, and Ethics
- (4) RMP 661 ^(SP) Recreation and Event Leadership
- (4) RMP 663 ^(SP) Recreation and Event Services Management
- (4) RMP 724 ^(F, SP) Grantsmanship, Evaluation and Research (WI)
- (4) RMP 772 ^(F, SP) Law and Public Policy in Leisure Services (WI)

Electives: *Select at least THREE of the following (courses offered during rotating years; elective courses offered may also change in response to professional trends and interests)*

- RMP 511 ^(F, SP, SU) Issues of Wilderness and Nature in American Society
- RMP 560 ^{(SP)*} Recreation Sport Management
- RMP 668 ^{(F)*} Youth Culture and Programs (WI)
- RMP 680 ^{(F)*} Festival and Event Management
- RMP 711 ^{(F)*} Recreation Resources Management
- RMP 730 ^{(SP)*} Camp Administration and Leadership
- RMP 760* Community Sport Organizations: Admin. & Develop.
- RMP 770* Management & Design of Recreation & Park Facilities
- RMP 775 ^(SP) Entrepreneurial and Commercial Recreation
- RMP 593 or 793* Special Topics sections as offered

*Not offered every year

Professional Internship: (14-16 credits)

- RMP 664* Internship in Program and Event Management

Other Required Courses: (4 credit hours)

- PSYC 402*, SOC (or other descriptive statistics course) (QR)
- 502*, Admin
- 420*, HHS 540,
- MATH 439*

Standard First Aid and CPR certification also required

Minor or Career-Support Emphasis (18-20 credits)

Examples: Social Work, Outdoor Education, Arts, Hospitality, Business, Psychology, Languages, Justice Studies, Youth Development, Sports Mgmt., Natural Resources Mgmt

University Discovery Requirements: (54-58) credits total, including dept. required Discovery courses)

Note: A total of 128 Credits are required by the University for Graduation. The University also requires four writing Intensive (WI) courses, some of which may be met through RMP courses.

*These courses may fulfill both Discovery and RMP requirements.

+ Procedures for Admission to RMP: PEM



A) New UNH Students (first-year and external transfer admissions):

Students who are admitted to the University of New Hampshire as first-year students or external transfer students from another college or university or from the Thompson School, may gain admission to the major simply by declaring the Recreation Management and Policy major as a part of the UNH admissions process.

B) Internal Transfer Students (students who are already enrolled at UNH and wish to change their major to RMP):

Students should apply by the first Friday in November for a Fall admission. Spring admission, apply by the second Friday in April. Admission applications received beyond those deadlines will be considered for the following admission cycle.

1. If you are already a student at UNH and have just discovered the Recreation Management & Policy Department, we welcome an opportunity to talk with you about your interests and to discuss whether our options match your academic and professional goals. We encourage all students interested in applying to the major to meet with an RMP faculty member prior to completing the online application process. You may also read about the major on the department's website, www.chhs.unh.edu/rmp. If you have questions about the Program and Event Management Option, please contact Dr. Nate Trauntvein, nate.trauntvein@unh.edu.
2. To enter the RMP: PEM Option major as an internal transfer student, you must first be a degree candidate in good academic standing within the University. This means that you must have a minimum cumulative grade point average of 2.0 (e.g. even a 1.99 GPA will not meet this 2.0 minimum standard). Transfer applications are accepted throughout the year and decisions are made on a rolling admission basis.
3. *To apply to the Recreation Management and Policy, Program and Event Management Option please complete the online transfer application form (<http://chhs.unh.edu/rmp-apply-online>).*
4. We may ask you to go through a short process of both gathering information and, then sharing information with a RMP faculty member in order to better understand the RMP curriculum and profession prior to acceptance in the major. We want you to know what you're getting into and, to be prepared to be an active and satisfied participant in the RMP major.
5. You will be notified by e-letter of the faculty's decision regarding your admission.

Examples of Employment Positions

- Meeting and Conference Planners
- Program Coordinators
- Special Event Planners
- Directors and Program Specialists in community/municipal recreation departments
- Program Coordinators and Administrators in non-profit agencies (YMCA, Boys & Girls Clubs, Etc.)
- Program Coordinators and Administrators (civilian), US Armed Forces, Morale, Welfare and Recreation Division
- Administrators in health/fitness clubs
- Managers in golf clubs: sailing charter companies, ice arenas, water parks, indoor rock climbing facilities, etc.
- Coordinators of Recreation Programs, Guests Services or Special Events at destination Resorts
- Recreation Programmers at conference destinations
- Program managers at ski areas
- Recreation Directors at privately owned home communities (landowners' associations, senior citizen communities, etc.)
- National Forests, National Wildlife Refuges - Recreation Divisions
- State Parks Managers
- National Park Service-Recreation Planners, Interpreters



Procedures for Retention of RMP Major Status

A) Showing Continuous Course Enrollment and Completion Progress Through the RMP Curriculum:

Once you choose/declare the RMP major you MUST follow the curriculum sequence each semester leading to graduation with a degree in the major.

When you declare the RMP major, your faculty advisor will work with you to determine a curriculum schedule which, upon your satisfactory academic achievement, will lead to reasonable expectations for a graduation date. Therefore, you may NOT simply “sit” within the RMP major without making reasonable progress toward the degree in the major. You will be required to take at least the minimum number of required courses necessary to keep you on schedule toward graduation with a RMP degree.

As a means of enforcement of this policy, RMP faculty cannot approve/sign course pre-registration forms or add/drop forms which do not reflect reasonable student progress toward the RMP degree. A one semester grace-period may be granted at the discretion of the student’s RMP faculty advisor as circumstances such as leaves of absence, semesters abroad/ international exchange or immediately pending change of major, warrant as reasonable exceptions to the departmental policy.

B) Once a student is admitted to the RMP major (other than during the first semester of the freshman year – refer to the section on “Freshman Exception”) s/he MUST achieve and maintain a minimum semester GPA of 2.50 each and every semester to maintain good academic standing within the department.

1. This policy becomes **effective beginning the first full semester** that the student enters the major.

2. **Academic Probation after One Semester below 2.50 GPA.**

If a RMP student’s semester GPA falls below the minimum 2.50 requirement, that student will first be placed on departmental probation for the next semester. Should the student then achieve a 2.50 semester GPA or above during the probation semester, s/he will be returned to good academic standing within the department.

3. **Academic Exclusion from the Major.**

Any student who earns a semester GPA below 2.50 for two consecutive semesters or earns a semester GPA below 2.5 for three semesters, consecutive or not, will be excluded from the major. Students will be advised to change majors, and will no longer be entitled to the academic attention of advising, etc. from the RMP department. Exclusion means students cannot progress in required courses in the major.

It is in the student’s best interest to declare another major at this point since s/he can no longer make progress toward a degree in RMP. If you don’t act to change majors prior to pre-registration of the semester following your exclusion, the RMP department will take action to initiate your exclusion from the University through the College’s (CHHS) Dean’s office.

ESPECIALLY NOTE (due to potential severity of consequences): A student who has earned academic EXCLUSION from the major (e.g. a full academic year two consecutive semesters, with less than the minimum 2.50 semester GPA) will NOT be permitted to engage in the required professional Internship (RMP 664).

4. **Freshman Exception**

Students entering UNH and the RMP major as first semester freshmen will not be subject to departmental academic probation at the conclusion of their first semester in order to allow for a period of adjustment to university life. If, however, a freshman does not attain the required 2.50 semester GPA at the end of the second semester, s/he will then be placed on departmental probation.



Procedures for Retention of RMP Major Status: Continued

C) Minimum Grade in Courses Required by the Department

1. **Required RMP Courses:** Recreation Management and Policy major must earn a grade of C (2.0) or better in all required RMP courses. Any student who earns less than a C in a required RMP course must repeat that course and earn a C or better in order to continue to advance within the curriculum.
2. **Required University and Emphasis Area Courses:** RMP major must earn a minimum grade of C- (1.67) in all courses taken to fulfill departmental requirements beyond the RMP-designated/labeled courses referred to in part A. above. This includes courses taken from other University departments in order to fulfill the RMP department's Emphasis Area requirement. Any student who earns less than a C- in courses required by the department but offered/taught beyond the department must repeat that course(s) until a minimum competency indicator grade of C- or better is earned.

D) RMP Department Policy on Academic Dishonesty

Any student majoring in RMP who receives an F in a RMP course because of academic dishonesty may be dismissed from the major by a vote of the RMP Faculty and if dismissed cannot continue in the major.





RMP Academic Advising Procedures and Faculty Advising Responsibilities

Welcome to the Department of Recreation Management and Policy. As an accepted major you will be assigned a faculty advisor who will assist you in planning your courses for the duration of your RMP status. As you progress through your academic career you will generally meet with your advisor a minimum of twice a year, usually in November and April prior to your scheduled registration period. Although you are free to make an appointment with your Advisor at any time during the academic year, you should pay particular attention during the periods prior to registration and be sure to sign up for an advising appointment. These meetings are mandated by the University and afford an opportunity for advisors to check student's course selections and distribute Registration Access Code's (RAC) needed for registration. Faculty members post sign up sheets on their office doors and advising time frames are announced in RMP classes. Registration advising is preceded by the distribution of the next semester's time and room schedule by the Registrar's Office.

Students should come to their advising appointments with a schedule of potential courses listed out. This is particularly true of general education courses. To ensure a well-rounded education, the University of New Hampshire offers students a wide range of options to meet these requirements. Although the Department of Recreation Management and Policy specifies certain general education requirements for its students, students are given the freedom to choose courses that interest them in a number of general education groups. Information gleaned from other students and/or by a careful reading of the Undergraduate Catalog may prove most beneficial in choosing which courses to take.

The primary responsibility of the Faculty Advisor is to ensure that students get adequate guidance with respect to Major Requirements. Courses which meet Major Requirements are listed on advising worksheets used by faculty advisors and are kept in the student's file. These courses are limited to RMP core classes, courses required by the department, department electives, and emphasis area courses. If a student wishes to check the status of their course work they may access their file during normal office hours by contacting the RMP secretary. Students should be aware that faculty expertise in advising is concentrated in courses required by the department as indicated above, and not in general education requirements.

Your faculty advisor will work with you to the extent needed to help answer any questions you may have and to assist you in planning your course work. **It is not the intention of the Department of Recreation Management and Policy to take over any responsibilities assigned to the student or the Office of the Registrar by the University of New Hampshire. To that end faculty advisors will not count credits needed towards graduation nor will they assure students that all graduation requirements have been met. Responsibilities for these functions lie with the student, as indicated in section 06.1 of the Academic Policies section of Students Rights, Rules, and Responsibilities Handbook, and with the Office of the Registrar. Students with graduation and or credit total questions should contact the Office of the Registrar.**

RMP – Advising Responsibilities
09/2010



Department of Recreation Management & Policy Faculty Profiles

Bob Barcelona, Ph.D., Chair and Associate Professor

Dr. Barcelona received his undergraduate degree from the University of Mississippi and both his Masters and Ph.D. degrees from Indiana University. His research examines recreation and sport as developmental contexts for youth, and focuses on the ways that recreation and sport organizations build healthy and sustainable programs and communities. Bob has worked as a professional in the field of campus recreational sports at Cal-Berkeley and Ole Miss, and has been a faculty member at Indiana University, Clemson University, and UNH. He is active with youth sports coach training through his involvement with CoachSmartNH, and he is engaged in recreation planning, consulting, and program evaluation projects with community recreation and youth development organizations throughout the country. Bob enjoys watching sports, participating in a variety of physical activities, and spending time with his family.

Jessie L. Bennett, Ph.D., CTRS, Assistant Professor

Jessie received her B.S. in Therapeutic Recreation from Green Mountain College, her M.S. in Youth and Family Recreation from Brigham Young University, and her Ph.D. in Leisure Behavior from Indiana University. After completing her B.S., she worked as a recreational therapist for a residential rehabilitation center for children with developmental disabilities. During her M.S. and Ph.D., she worked as a recreational therapist with military service members with combat-related disabilities and their families. Her research is focused on therapeutic outdoor recreation programs that primarily examine the outcomes related to participation for military service members with combat-related disabilities and their families. Jessie loves playing outside with her family (husband and daughter), snowboarding, traveling, and Cleveland sports, especially the Indians and Browns.

Patti Craig, Ph.D., CTRS/L, Associate Professor

Patti received her Ph.D. in Education with a Cognate in Higher Education from the University of New Hampshire in 2010. She received her master's degree in Sport Management and Leisure Studies with a concentration in Therapeutic Recreation from Temple University. She earned her bachelor's degree in Health and Human Services from the University of Scranton. Patti's current research interest focuses on pedagogy and student learning outcomes. Specifically, she is exploring the developmental outcomes for students who are engaged in fieldwork and service-learning experiences. Patti is also interested in the growing Afghanistan and Iraqi war veteran population, specifically veterans who have sustained traumatic brain injury and amputation. She is in the process of developing research that utilizes a home-based therapeutic recreation program that is designed to promote health and reduce secondary complications of disability among veterans.

Jen Frye, M.S., CTRS/L, Clinical Assistant Professor, Internship Coordinator

Jen earned a M.S. Health Policy and Management, Muskie School of Public Service, University of Southern Maine. She holds a B.S. Recreation and Leisure Studies with Concentration in Therapeutic Recreation, Minor in Health Studies. She has over 13 years as a Certified Therapeutic Recreation Specialist working in a variety of settings including Physical Rehabilitation, Non Profit, and Community Based Recreation. Interests and hobbies include spending time with friends, going on adventures with my family, being outdoors, traveling, watching the Red Sox and Patriots, working on puzzles and sitting by the campfire.



Department of Recreation Management & Policy Faculty Profiles: Continued

Matt Frye, M.S., CTRS/L, Clinical Assistant Professor

Matt is a graduate of both the undergraduate and graduate RMP program at UNH, with a concentration in Therapeutic Recreation and Therapeutic Recreation Administration respectively. His areas of expertise include Recreational Therapy as a related service in special education, the use of recreation in transition from school to community living, and the development of social skills for youth with developmental disabilities. Matt is active both locally and nationally with the American Therapeutic Recreation Association, having served on several committees and task forces as well as presenting at several national conferences. In his leisure time, Matt particularly enjoys fishing and spending time in the outdoors. He also enjoys his role as a father of two boys, coaching youth sports and serving as a scout leader.

Cindy Hartman, Ph.D., Assistant Professor

Cindy earned her undergraduate degree in Environmental Geosciences from Texas A&M University and her Masters and Ph.D. degrees in Parks, Recreation, and Tourism Management from Clemson University. Her research explores the interplay of leisure and development throughout the lifespan, with a particular focus on emerging adulthood (18-25 age range). Currently, Cindy is investigating the relationship between leisure and development during emerging adulthood in areas of identity, health and well-being, body image, and student engagement. These research interests have evolved from professional work in campus recreation, student affairs, career development, and study abroad programming. Cindy enjoys traveling, visiting and/or adventuring with friends and family, getting back to her roots on her family's ranch, and participating in most water-based activities.

Sean McLaughlin, M.S., Lecturer

Sean earned a M.S. in Recreation Management and Policy from the University of New Hampshire in 2007. He also holds a B.A. from California State University in Psychology. Aside from his time spent at UNH earning his Master's degree, Sean has been living, working and playing in ski resort towns of the West for the majority of his adult life. Prior to his arrival at UNH as a lecturer, he called Sun Valley, Idaho home. Sean's academic interests lie in active lifestyle and quality of life research, specifically related to outdoor recreation and transportation. In his personal life, Sean is a passionate cyclist and Nordic skier, a devoted father and husband, and eternally optimistic.

Nate Trauntvein, Ph.D., Assistant Professor

Nate received his B.S. in Parks and Recreation from Utah State University in Logan, UT (his home town), and his M.S. in Leisure Studies and Ph.D. in Recreation, Park and Tourism Management from Penn State University in beautiful State College, PA. After completing his B.S. he worked as a recreation director for a small community in Utah before continuing his education at Penn State. Nate's research is focused on understanding natural resource and community volunteers in park and recreation settings. Specifically how volunteers from diverse backgrounds are recruited and retained. In his time away from work Nate enjoys hanging out with his family (wife and two daughters), biking, skiing, golfing, throwing a Frisbee and herding buffalo.

Allison Wilder, Ph.D., CTRS/L, Associate Professor

Dr. Wilder received her M.S. in Leisure Studies, with an emphasis in Therapeutic Recreation from the State University of New York, Cortland College and her Ph.D. in Education and Post Master's Certificate in Aging Studies from Virginia Commonwealth University. Following 20 years of work as a practitioner, Dr. Wilder is researching the leisure-related needs and desires of aging persons with lifelong disabilities, the use of serious leisure as a mechanism for successful transition to retirement, and service learning as teaching modality. In her leisure time, Allison can be found out in her garden, skiing the blue/black or enjoying the great outdoors.



Department of Recreation Management & Policy Clinical Faculty Profiles

Jill Gravink, M.S., CTRS/L, Clinical Assistant Professor, Founder and Director, Northeast Passage

Jill is a 1986 graduate of the Therapeutic Recreation Option at the University of New Hampshire. She gained experience first working in a community based leisure education program for teens and young adults with developmental disabilities. She moved on to work as a Senior Staff Therapist at Northeast Rehabilitation Hospital, where she also developed an aquatics program. Currently, Jill is the Founder and Director of Northeast Passage, a community based program that uses sports and recreation to increase independence and quality of life for individuals with physical disabilities, their friends and families. Northeast Passage also consults with general recreation providers to improve accessibility. Jill teaches courses in the Therapeutic Recreation Option.

Crystal Skahan, M.S., CTRS/L, Program Specialist

Crystal is a 2001 graduate of the Therapeutic Recreation Option of the Recreation, Parks and Leisure Services Department at Minnesota State University, Mankato. Her experience comes from three years of work at a community leisure and recreation program for people with developmental disabilities. She is currently involved in planning and implementing programs with Northeast Passage. Crystal enjoys the outdoors, sports, crocheting and music.

David Lee, MS., CTRS/L, Clinical Instructor

David is a 1996 graduate of the Therapeutic Recreation Option at the University of New Hampshire. His experience comes from 3 years working in TBI rehabilitation and 2 years in Psychiatry at the Children's Hospital in Boston. Currently David is involved in planning and implementing programs with Northeast Passage, specializing in adaptive sports, school programs, and preventative education to SCI clientele. David enjoys the outdoors and activities such as sailing, rock climbing, hiking and skiing.

Keely Ames, Development Coordinator

Keely is a 2005 graduate of St. Michael's College in Colchester, Vermont. She has a degree in journalism and mass communication. She comes to Northeast Passage after an intensive internship in fundraising events with Special Olympics Vermont. Keely coordinates the marketing and fundraising efforts of Northeast Passage, as well as the Rite of Passage events. Keely enjoys sailing, traveling and spending time with her family in Maine.



Department of Recreation Management & Policy Clinical Faculty Profiles: Continued

Cathy Thompson, CTRS/L, Program Specialist

Cathy is a 1993 graduate of the University of New Hampshire with a dual degree in Therapeutic Recreation and Outdoor education. Her experience comes from 13+ years working with child and adolescent populations in a psychiatric setting at Hampstead Hospital in Hampstead, NH. Cathy is currently involved in the TREK and PATH programs at Northeast Passage and is the coach for the competitive Nordic Skiing program. When not working, Cathy enjoys the outdoors, time with friends, family, animals, word working and painting.

Cam Forys, CTRS/L, Program Specialist

Cam has a B.S. in Recreation Management & Policy Therapeutic Recreation from UNH. Cam is an avid snowboarder and basketball player (<3 Celtics). He enjoys hanging with friends and family, whether it be outside grilling and playing lawn games or parked on the couch watching the game or playing cards. Cam is always down to try something new, especially new food and new activities.

Philip Brekke, MS., CTRS/L, Program Specialist

Phil has M.S. in Parks, Recreation, and Tourism Management, with a concentration in Therapeutic Recreation from Clemson University. Philip enjoys spending time reading about outdoor adventurers from the comfort of his favorite chair. He also loves spending time outdoors doing anything or nothing, such as staring off into the horizon. He also appreciates traveling, grilling various cuts of meat in adverse weather, and laughing at his own unique wit. Philip thrives on lazy Sundays spent hanging out with his wife, Jane.

Bill Stewart, ATC, CSCS, PES, Competitive Sports Coordinator

Bill has a B.S. in Athletic Training from UNH. Bill is a passionate sports fan (Patriots, Bruins, UNH, or virtually anything competitive!) that is happiest watching or coaching his children, Addison and Colby. He enjoys nice dinners out with his wife (he secretly aspires to be a food critic), family time on Pleasant Lake in Maine, cooking, landscaping in the yard, and reading a good book that will turn his head off at night.

Reilly Murphy, Administrative Assistant

Reilly has a B.S. in Integrated Marketing Communications from Ithaca College. A native New Hampshireite, Reilly has an uncommon amount of love for the state's seasonal displays of beauty. She enjoys each season more than the previous and consciously misses them when out of state. After three years living in Peru, she has too many wool scarfs and pictures but a huge appreciation for the simpler things in life. She also has a passion (not necessarily skill) for trivia and is a dedicated Jeopardy viewer. When that's not on, she enjoys getting as many hugs from her niece and nephew as possible and teaching them that eggs are better with ketchup.

Frequently Asked Questions About the Internship in Recreation Management and Policy

1. What is the internship?

The RMP 664 internship course is an essential part of our academic program. It is a full-time (40 hours per week; 14-16 consecutive weeks) fieldwork experience that integrates academic work with a supervised work experience in recreation, parks, health and human services, tourism, and/or hospitality fields. The primary purpose of the internship is to bridge the gap between theory and professional practice. It is an opportunity to learn, first-hand, the inner workings of a leisure service and/or health care delivery system and to further develop the competencies and self-assurance necessary for a professional career in the field.

2. When do I conduct my internship?

The internship is a capstone experience that may occur in the fall, spring, or summer of a student's senior year of study. Juniors may take the internship during the summer leading into their senior year if all pre-requisite coursework has been completed.

3. How many academic credits are associated with the internship?

The internship is a 14-16 credit academic experience whereby you will earn one academic credit per week of internship work (e.g. 14 credits = 14 weeks/560 hrs, 15 credits = 15 weeks/600 hrs, 16 credits = 16 weeks/640 hrs.).

4. What are the tuition costs associated with the internship?

Tuition costs for the internship are the same as a regular full semester if taken during the **fall or spring semester**. If the internship is taken during the **summer**, tuition costs are based on 14-16 credits per credit hour charge (e.g. per credit hour charge x 14-16 credits). Per credit hour charges for summer courses are set by the University each year and will be different for in state and out of state students. Students who are 50 miles outside of Durham, NH may petition to waive the mandatory student fees associated with the internship course by completing a petition of variance form, obtaining confirmation/signature from the RMP Internship Coordinator, and processing for final approval with the Director of Business Services, room 2A Admin Stoke Hall (phone: 862-1478).

5. Who is eligible to conduct an internship?

Eligible students are in good academic standing with the department and have completed all pre-requisite coursework (see attached list of pre-requisite courses). Students conducting a **fall or spring** internship must receive departmental approval, register for RMP 664 during their regular advising time, and process the completed/signed UNH Letter of Agreement with the Internship Coordinator by the Friday before the start of the fall or spring semesters. Students conducting a **summer** internship, must receive departmental approval, process the completed/signed UNH Letter of Agreement with the Internship Coordinator, register, and pay for RMP 664 by the last Friday in May. Students should understand that these steps cannot be accomplished in a short time frame and are expected to commit to this process during the semester in which they are enrolled in RMP 654 (pre-internship course). Students who are not able to meet these deadlines for fall, spring, or summer internship will not be eligible for the internship during those terms.

6. How and when do I register for the internship?

If you are conducting a **summer** internship, you will obtain permission from the Internship Coordinator after submitting the required internship paperwork. You do not have a RAC# in the summer, but you still have to log on to the Webcat system to register. Register for RMP 664 (14-16 credits). Please note that Webcat registration closes for summer session relatively quickly after spring semester ends so do not delay with your registration or you will be required to "add" the course, which can be problematic because the RMP faculty may have already left for the summer session. Students who are eligible for a summer internship are those who have completed all of the required internship paperwork, have registered, and paid for the RMP 664 course by the **last Friday in May**. If a student is not able to complete these steps by this deadline, then he/she is not eligible for the summer internship experience.

If you are doing a **fall or spring** internship, register as you normally do during your designated registration time during the semester. You need to get your RAC# from your academic advisor, and will need to get permission from the Internship Coordinator (you may not have the required internship paperwork yet, which is okay). You still have to log onto the Webcat system to register during your window of time using your RAC#. You will register for RMP 664 (14-16 credits).

7. How do I find an internship?

You will be guided through the search process in the RMP 654 course (Professional Development and Ethics; 2-credits), which is taught by the RMP Internship Coordinator. This course prepares students for the internship experience through the identification of career goals and the selection of an approved internship site. Students will obtain the RMP Internship Manual, which includes forms and specific procedures for the internship experience. All sites must be approved prior to acceptance (see attached PEM & TR Experience Areas for sample job duty expectations). A portfolio emphasizing process skills in resume/cover letter construction, interviewing techniques, establishing internship goals and objectives, and self-assessment will be developed in the pre-internship course. You may also utilize the following university and departmental resources to assist in the search process:

- **Web-based RMP internship database** (<https://chhs-csm.symplicity.com/>) An online database of over 150 internship sites in Program and Event Management (PEM) & Therapeutic Recreation (TR). Contact information is provided for each site, however, it is highly suggested to cross-reference the online entry with your own online research as well as the hard copy files in the Internship Room off of 108 Hewitt Hall.
- **RMP internship file cabinet** located in reserve reading room off of Room 108 Hewitt Hall: Hard copy files of internship sites in PEM and TR. Files typically contain an internship description form, contact information, brochures/collateral materials, site-specific internship manual, and/or previous RMP intern evaluations.
- **University Advising & Career Center:** Utilize the UACC to help prepare your internship application. They provide services including resume reviews, practice interview days, career and internship fairs, and an online internship database called Wildcat Careers (www.wildcatcareers.unh.edu), which lists internship/job postings.
- **RMP faculty, RMP peers, RMP alumni, and family members:** Most internship experiences are found by word of mouth. Work with your RMP faculty to identify potential sites based on your interest area; speak with your family members who have professional connections; discuss internship opportunities already completed by your RMP peers; network with RMP alumni (see RMP alumni bulletin board in Hewitt Hall).

8. Can I get a paid internship?

Yes, however, we do not require payment and there are very few paid internships in TR. Those sites that do pay interns have varied payment structures with some paying hourly rates (\$8-\$10/per hour) and others paying a stipend ranging from \$1,500-3,000. Other perks to consider: free or discounted housing/meals/parking, clothing/attire, & travel expenses to attend professional conferences/events.

9. Is there academic work associated with the internship?

Yes, because this is a 14-16 credit academic experience you will complete academic work. You will complete weekly time sheets, bi-weekly Blackboard discussion posts, formative & summative papers, a special project/report, supervisor evaluation forms at mid-term & final, & a summative resource notebook. The Internship Manual details all of the academic assignments, so it is imperative that you have purchased the manual during the pre-internship course (RMP 654).

10. How is the internship graded?

All interns are graded on a credit/fail basis. All requirements described within the RMP Internship Manual must be satisfactorily met before credit will be awarded.

11. Who supervises me while on internship?

You will work closely with an on-site internship supervisor who regularly guides and mentors you throughout the internship experience. You will also be assigned an RMP faculty member to serve as your university supervisor. He/she will monitor your learning experience, review and comment on your academic work, perform a mid-term site visit or phone check-in, conduct your exit interview, and assign your final grade. **TR students must be supervised by a CTRS** who has held the credential for at least **one year**. TR students who

are interning in a state that also has licensure **must** be supervised by a state licensed CTRS (states with licensure: NH, NC, OK, UT; states pursuing licensure: NY, ME, WV).

12. Where have previous RMP students completed their internships?

Previous RMP students have conducted internships across a variety of service settings in the U.S. and abroad. See the attached sample list of sites. **TR students** must complete their internship with an agency that meets **NCTRC's fieldwork requirements** (see attached TR Experience Areas), thus the PEM sample list is **NOT** applicable for TR students.

13. Can I take other classes while interning?

We discourage you from taking other courses while interning. The internship experience is a rigorous full-time job and must be your priority during that time. Although not suggested, you may petition to take a course concurrently with your internship by completing the petition of variance with your academic advisor and the Internship Coordinator. You will also need to provide written approval to take the course from your on-site internship supervisor.

14. Will I have time for a job on the side?

Another job on the side is not encouraged, but we understand you may need to pick up part-time hours in the evenings or on weekends. You will **not** have time for a full-time job on the side. You will need to provide written approval to work a part-time job on the side from your on-site internship supervisor.

15. What if I have more questions about the internship?

Contact: Jen Frye, M.S., CTRS/L
Clinical Assistant Professor
Internship Coordinator
Department of Recreation Management and Policy
Room 192 Hewitt Hall
Durham, NH 03824
Phone: (603) 862-1238
Email: jen.frye@unh.edu

(updated 1.15)

MEMO OF UNDERSTANDING FOR RMP INTERNSHIP (RMP 664)

REGISTRATION AND TUITION REQUIREMENTS

I, _____ acknowledge that I have reviewed and understand the following registration and tuition requirements of the RMP internship experience (RMP 664):

- The RMP 664 course is the Discovery Capstone requirement for my degree in RMP. I understand that it is a full-time, 40 hours per week, 14-16 week experience that I may take during fall, spring, or summer session. I understand that the internship is a continuous experience, which means I will not be taking vacations or extended time off during this time unless extenuating circumstances apply (e.g., health issues, death in the family).
- I understand that the RMP internship is a 14-16 credit academic experience whereby I will earn one academic credit per week of internship work (e.g. 14 credits = 14 weeks/560 hrs. 15 credits = 15 weeks/600 hrs. 16 credits = 16 weeks/640 hrs.). Upon successful completion of the internship, these credits will be reflected on my official transcript.
- I understand the following tuition costs associated with this experience, and agree to share this information immediately with whoever is my financial support system. If I receive financial aid, I will talk to the Business Services Center now about the tuition costs associated with RMP 664. I understand that if I do not have this conversation with my financial support system now, I may not be able to start my internship as planned and this may delay my graduation from the RMP program.

Fall or Spring Semesters: Tuition costs for the internship are the same as a regular full semester if taken during the fall or spring semester. I will register and be billed as usual. If I am interning 50 miles outside of Durham, NH, I can petition to waive the mandatory fees associated with tuition. I understand that to be eligible for a fall or spring internship, I must receive departmental approval, register for RMP 664 during my regular advising time, and process the completed/signed UNH Letter of Agreement with the Internship Coordinator by the Friday before the start of the fall or spring semesters. I understand that these steps cannot be accomplished in a short time frame and will commit to this process during the semester in which I am taking RMP 654 (pre-internship course).

Summer Session: If the internship is taken during the summer, tuition costs are based on 14-16 credits per credit hour charge (e.g. per credit hour charge x 14-16 credits). I am expected to pay at the time of registration. If I am interning 50 miles outside of Durham, NH, I can petition to waive the mandatory fees associated with summer tuition. I understand that to be eligible for a summer internship, I must receive departmental approval, process the completed/signed UNH Letter of Agreement with the Internship Coordinator, register, and pay for RMP 664 by the last Friday in May. I understand that these steps cannot be accomplished in a short time frame and will commit to this process during the semester in which I am taking RMP 654 (pre-internship course).

Tuition Refund Policy for fall/spring semesters & summer session: A 100% tuition refund (excluding the registration fee) is available to students who withdraw from courses before the first day of the term in which the course is offered. A 50% tuition refund is available to students who withdraw from courses between first day of the term and the add/drop course deadline for that term.

By signing and printing my name below, I acknowledge that I understand these registration and tuition requirements and that this memo will be included in my academic file.

Student Signature

Print Name

Date

RMP 664: RMP Internship
PRE-REQUISITE COURSEWORK
PEM Option

To be eligible for the Internship, all students must have completed the following RMP core courses with a grade of C or better:

RMP 490	Recreation and Leisure in Society
RMP 501	Recreation Services for Individuals with Disabilities
RMP 557	Program and Event Design
RMP 563 (2)	Recreation Management and Policy Practicum
RMP 654 (2)	Professional Development, and Ethics
Other	Current certification in Basic First Aid and CPR (infant, child, adult)

Additionally, students will have completed the following option-specific courses with a grade of C (or CR) or better in the RMP PEM Courses.

RMP 661	Recreation and Event Leadership
RMP 559	Program and Event Marketing
RMP 663	Recreation and Event Management

INTERNSHIP EXPERIENCE AREAS FOR PROGRAM AND EVENT MANAGEMENT OPTION

The Internship allows students an opportunity to develop competencies through direct experiences in diverse areas, including administration, program planning, business procedures, maintenance, personnel and community relations. Although a student may not work in, or have responsibilities with, all of these areas on a day-to-day basis, they should be exposed to, and gain familiarity with all aspects of an agency's operation.

ADMINISTRATION

Budget and Finance – Business Procedures

- Preparation of budget
- Accounting procedures
- Financial Reports, funding proposals
- Cost analysis
- Purchasing procedures (bids)
- Payroll preparation
- Fees and charges (fee setting)

Meetings (observe , assist in preparation, record, present, conduct)

- Agency meetings, e.g., governing boards, in-service, staff
- Community meetings
- Legislative body meetings
- Professional meetings

Office Procedures

- Correspondence
- Staffing patterns
- Filing, office machines & equipment

Personnel

- Personnel policies
- Hiring, evaluation, and dismissal procedures
- Civil Service and union requirements
- Salary determination
- Workers compensation requirements and procedures

Public Information- Community Relations

- News Releases
- Speeches
- Publication preparation
- Community calendar preparation
- Work with community or inter-agency groups
- Handling complaints

Planning

- Surveys
- Needs assessment
- Market studies

PROGRAMMING AND PLANNING

Program Planning

- Program Publicity
- Program Leadership and Supervision: social recreation, physical activities, cultural programs, interpretative programs, camping & outdoor recreation, mobile programming, programming in diverse recreation areas & facilities, decentralized programming, special events, community integration
- Program evaluation
- Program equipment and Supplies

Operations

- Fee collection
- Area and facility reservation

Public Safety

- Maintenance personnel – job descriptions, schedules
- Supplies and equipment – selection, use, care
- Maintenance service areas – garage and automotive equipment, carpentry shop, paint and sign shop, etc.

FACILITY AND PARK PLANNING

- Site selection, acquisition, planning development
- Recreation facility planning and development
- Landscape, architect, and engineering plans
- Master planning
- Environmental protection
- Barrier-free design

Maintenance

- Landscape and lawn maintenance
- Horticultural operation
- Tree plantings, inspection and disease detection
- Recreation facility and equipment maintenance
- Special Maintenance problems
- Maintenance of beach, water, wildlife areas
- Vandalism and preventive maintenance

PROFESIONAL DEVELOPMENT

- Work with professional groups
- Attend local, regional, national conferences
- Write for publications
- Visit related agencies
- Visit other park and recreation agencies
- Review and critique professional reading materials

**Sample List of RMP Internship Placements
PROGRAM AND EVENT MANAGEMENT OPTION**

This list is a sampling of recent RMP internship placements for PEM and TR students. For more information on a specific site listed below, please search the on-line internship database (<https://chhs-csm.symplcity.com>) or the hard copy files located in the RMP reserve reading room (room 108 Hewitt Hall). This does not represent an inclusive list.

Public & Government Agencies (Town/City/State/Federal)

Boston Parks and Recreation, Boston, MA
Lexington Parks and Recreation Dept, Lexington, MA
Danvers Recreation, Danvers, MA
Burlington Recreation Dept, Burlington, MA
Alton Park and Recreation Dept, Alton, NH
Portsmouth Recreation Dept, Portsmouth, NH
Newmarket Recreation, Newmarket, NH
Dover Recreation, Dover, NH
Missoula Parks and Recreation Department, Missoula, MT
Exeter Recreation, Exeter, NH
Merrimack Parks and Recreation Dept, Merrimack, NH
Moultonborough Recreation Dept, Moultonborough, NH
Raymond Recreation Dept, Raymond, NH
Blaine County Recreation Department, Ketchum, ID
Farmington Parks and Recreation, Farmington, NH
Hudson Recreation Dept, Hudson, NH
Hampton Recreation, Hampton, NH
Manchester Recreation Dept, Manchester, NH
Nashua Recreation Dept, Nashua, NH
Rochester Recreation Dept, Rochester, NH
Rye Recreation, Rye, NH
Stratham Recreation, Stratham, NH
Waterville Valley Recreation, Waterville Valley, NH
Fitchburg Recreation, Fitchburg, MA
City of Burlington Parks & Recreation, Burlington, VT
New London Recreation Dept, New London, NH
Portland Parks and Recreation, Portland, ME
Narragansett Parks and Recreation, Narragansett, RI
Essex Junction Parks and Recreation, Essex Junction, VT
Manchester By the Sea Recreation Dept, Manchester by the Sea, MA
Denver Parks and Recreation, Denver, CO
Gwinnett County Parks and Recreation, Lawrenceville, GA
Lebanon Recreation and Parks, Lebanon, NH
Bay State Games, Woburn, MA
GA State Games, Marietta, GA
NH Dept of Resource Economics and Development (DRED): Concord, NH
Pawtuckawey State Park, Nottingham, NH
Pennsylvania State Park System, Perkasie, PA
Minneapolis Park and Recreation, Minneapolis, MN
YMCA of the Rockies, Estes Park, CO
Yellowstone National Park, Wyoming
U.S. Army Corps of Engineers at Franklin Falls Dam, Franklin, NH
Carter Community Building Association/Whitherel Recreation Center, Lebanon, NH
Smithsonian Center for Folk-life and Cultural Heritage, Washington D.C.

Smithsonian Institute, Washington D.C.

Armed Forces Recreation (Morale, Well-Being, and Recreation: MWR)

US Navy, Marianas, Guam
US Navy, Pearl Harbor, HI
US Navy, Bremerton, WA
US Coast Guard, Yorktown, VA
US Coast Guard, Cape Cod, MA
US Air Force, Colorado Springs, CO
Mountain Home Air Force Base, Mountain Home, ID

Non-profit Agencies

Danvers Council on Aging, Danvers, MA
Elizabeth Peabody House, Somerville, MA
Girls Inc, Rochester, NH
American Cancer Society/Endurance Events, Framingham, MA
Artists in Residence, Portsmouth, NH
Special Olympics NH, Manchester, NH
Children's Medical Center, Hartford, CT
Speedway Children's Charities at NH Motor Speedway, Loudon, NH
Downtown Bozeman Partnership, Bozeman, MT
Make-A-Wish Foundation, Charlotte, NC

Campus Recreation

UNH Campus Recreation, Durham, NH
Denver University PASS Program, Denver, CO

Camps

Camp Foss, Strafford, NH
Camp Vega, Fayette, ME
YMCA Camp Coniston, Croydon, NH
Dover Recreation Camp Kool, Dover, NH
Camp Nashoba North, Raymond, ME
Greater Boston YMCA Pleasant Valley Camp, Tuftonboro, NH

Health and Fitness

Hampshire Hills Fitness Center, Milford, NH
Clark Sports Center, Cooperstown, NY
Island Recreation Center, Hilton Head, SC
Cranford Pool and Fitness Center, Cranford, NJ
York Sports Center, York, ME
Howard Sports, Saco, ME
World Gym, Racine, WI
Sports Zone, Derry, NH

Sport Management

Kraft Sports Group (New England Patriots/Revolution), Foxborough, MA
U.S. Olympic Training Center, Colorado Springs, CO
U.S. Army Pro-Bowl Selection Team, Wharton, NJ
Nashua Silver Knights, Nashua, NH
Bedford Sportsplex, Bedford, MA
Loco Sports, Newmarket, NH
Sports Identity, Watertown, MA
Lowell Spinners, Lowell, MA
Manchester Fishercats, Manchester, NH
Manchester Monarchs Hockey, Manchester, NH

Portland Pirates Ice Hockey, Portland, ME
Portland Sea Dogs, Portland, ME
Boston Bruins Foundation, Boston, MA

Ski Industry (skiing, snowboarding, tubing, & off-season recreation including golf, downhill biking, zip-line)

Keystone, Keystone, CO
Breckenridge, Breckenridge, CO
Vail Cascade Resort and Spa, Vail, CO
Killington Mountain Ski School, Killington, VT
Gunstock Mountain Resort, Gilford, NH
Pat's Peak, Henniker, NH
Sugarloaf Mountain, Carrabassett, ME
White Face Mountain, Lake Placid, NY
Stratton Mountain Resort, Stratton Mtn, VT
Windell's Snowboard Camp, Mount Hood, OR
Big Mountain Resort, Whitefish, MT

Golf

First Tee of the Seacoast, Hampton, NH
Deutsche Bank PGA Championship, Norton, MA
The Red Barn at Outlooks, S. Berwick, ME

Tennis

Tennis Hall of Fame, Newport, RI

Sailing and Boat-related Industries

Dublin Lake Club, Dublin, NH
Grady White, Greenville, NC

Outdoor Recreation

Appalachian Mountain Club, Highland Center at Crawford Notch, Bretton Woods, NH
Appalachian Mountain Club, Swan's Falls Visitor Center, Saco, ME
Northwest Voyageurs at Little Salmon Lodge, McCall, ID
Big Foot Adventures, Auckland, New Zealand
Kingdom Trails, East Burke, VT (downhill mountain biking)
Galena Lodge, Sun Valley, ID
Blazing Adventures, Snowmass Village, CO
The Nature Conservancy, Albany, NY

Adventure/Extreme Sports

Adventure COOP (Skydive New England, Three Rivers Rafting), Lebanon, ME
Rye Airfield, Rye, NH (skateboard and BMX park)
POC Sports, Portsmouth, NH
Summer Sessions Surf Program, Rye, NH
East Coast Alpine, Boston, MA
Water Country, Portsmouth, NH
Channel Islands Outfitters, Santa Barbara, CA (formerly Paddle Sports of Santa Barbara)

Resorts and Country Clubs

The Balsams, Dixville Notch, NH
Sawgrass Marriott, Ponte Vedra, FL
Ocean Edge Resort, Brewster, MA
Chatham Bars Inn, Chatham, MA
La Costa Resort and Spa, Carlsbad, CA
Eagle Harbor Resort, Orange Park, FL
Kiawah Island Resort, Kiawah Island, SC

Sun Valley Resort, Sun Valley, ID
Galena Lodge, Sun Valley, ID
The Margate Resort, Laconia, NH
The Sagamore, Bolton Landing, NY
Amelia Island Plantation, Amelia Island, FL
Bald Head Island, Bald Head Island, NC
Three Rivers Resort, Almont, CO
Sea Pines Resort, Hilton Head, SC
Fripp Island Resort, Fripp Island, SC
Hilton Oceanfront Resort, Hilton Head, SC
Trade Winds Island Grand Resort, St Pete Beach, FL
Disneyland Resort, Orlando, FL
Maui Country Club, Maui, Hawaii
Bald Peak Country Club, Melvin Village, NH
The Country Club, Chesnut Hill, MA
Charles River Country Club, Newton, MA
The Concord Country Club, Concord, MA
Oyster Harbors Club, Osterville, MA
Omni Resorts, Orlando, FL
Belmont Country Club, Belmont, MA
Willowbend Country Club, Mashpee MA
The Woodlands Country Club, Falmouth, ME
Westin, Hilton Head Island, SC
Inn at Mills Falls, Meredith, NH

Tourism/Hospitality/Hotels

Greater Boston Convention and Visitor's Bureau, Boston, MA
Dover Chamber of Commerce and Visitor's Center, Dover, NH
Portland Chamber of Commerce and Visitor's Center, Portland, ME
Visit Canada, Portsmouth, NH
Zorvino Vineyards, Sandown, NH
Isles of Shoals Steamship Company, Portsmouth, NH
Portsmouth Harbor Cruises, Portsmouth, NH
Entertainment Cruises, Boston, MA
Boston Harbor Hotel, Boston, MA
The Charles Hotel, Cambridge, MA
The White Barn Inn, Kennebunkport, ME
Hilton Grand Vacations Club, Orlando, FL

Corporate/Public/Private Event Planning

Best of Boston, Boston, MA
Rafanelli Events, Boston, MA
David Tutera Events, New York, NY
Heineken USA/US Open Tennis Tournament, White Plains & NYC, NY
Conventures, Boston, MA
JMC Charleston, Charleston, SC
SD Events, Newton, MA
The Catered Affair, Hingham, MA
International Association of Privacy Professionals, Portsmouth, NH
Destination Partners, Amesbury, MA
Trustees of the Reservation at Crane Castle, Ipswich, MA
Bellevance Beverage Company, Nashua, NH
Nickerson PR, Marketing, and Events, Woburn, MA
WaterFire, Providence, RI

Entertainment/Venue Management

Hudson Valley Shakespeare Festival, Cold Spring, NY
Mountain Town Stages, Park City, UT
Brews and Blues Festival, Telluride, CO
Cuzin' Richard Entertainment, Portsmouth, NH
Developing Artist, Cambridge, MA
Shimon Presents, Atlanta, GA
Jim Koplik Presents, Wallingford, CT
Hampton Beach Casino Ballroom, Hampton, NH
Bank of America Pavilion, Boston, MA
Dunkin Donuts Center, Providence, RI
MCI Center, Washington D.C.
Verizon Wireless Arena, Manchester, NH
Canobie Lake Park, Salem, NH
Rainbow Production Services, Hampstead, NH
UNH Whittemore Center, Durham, NH
Comcast-Spectacor at Wells Fargo Center, Philadelphia, PA
92.5 The River, Haverhill, MA
The Music Hall, Portsmouth, NH

Youth Development

City of Newburyport Youth Services, Newburyport, MA
New Heights, Portsmouth, NH
Oyster River Youth Association, Durham, NH
Boston Center for Youth and Families, Boston, MA
New Outlook Teen Center, Exeter, NH
Clemson University Recreation Development Project, Clemson, SC
Seymour Osman Community Center, Dover, NH
Frost Valley YMCA, Claryville, NY
YMCA of Malden, Malden, MA
Manchester YMCA, Manchester, NH
UNH Cooperative Extension Military Youth and Family Program, Durham, NH

If you know of a place that has not had an intern before, they can go online and register now. See the information below for more details.

**University of
New Hampshire**

Do you offer internship opportunities?
The UNH Department of Recreation Management & Policy has launched a new **powerful** internship database management system.

- Online applications
- Online management of your internship opportunities

Register with us at: chhs-csm.symplcity.com

For more information on our internship program visit:
chhs.unh.edu/rmp/internships



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