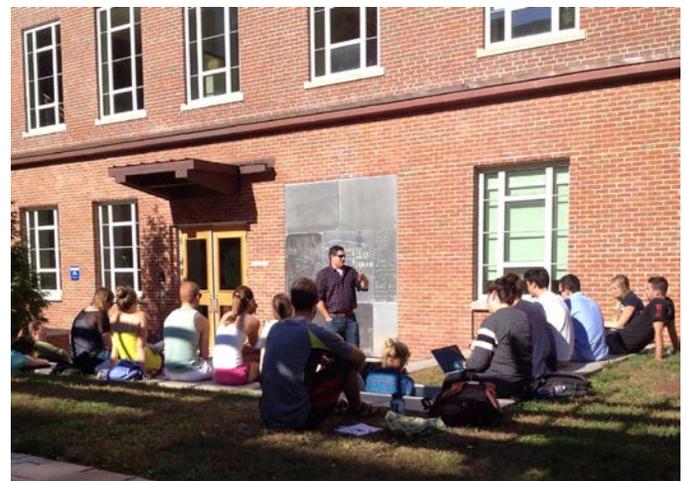


Recreation Management & Policy

108 Hewitt Hall
Durham, NH 03824
(603) 862-2391
www.chhs.unh.edu/rmp



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

Faculty

Dr. Bob Barcelona, Associate Professor, Chair

Dr. Jessie Bennett, CTRS
Dr. Patti Craig, CTRS/L
Dr. Lauren Ferguson
Dr. Michael Ferguson
Jen Frye, M.S., CTRS/L

Dr. Cindy Hartman
Sean McLaughlin, M.S.
Dr. Allison Wilder, CTRS/L
Matt Frye, MS, CTRS/L

Recreation Management & Policy: Program and Event Management

The logo consists of the letters 'RMP' in a bold, white, sans-serif font, centered within a solid dark blue square.

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
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www.chhs.unh.edu/rmp

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.

Core Requirements

All majors must complete a core curriculum of seven courses.

COURSE	TITLE	CREDITS
<u>RMP 490</u>	Recreation and Leisure in Society ¹	4
<u>RMP 501</u>	Recreation Services for Individuals with Disabilities	4
<u>RMP 557</u>	Program and Event Design	4
<u>RMP 563</u>	Recreation Management and Policy Practicum	2
<u>RMP 654</u>	Professional Development and Ethics	2
<u>RMP 764</u>	Internship	14-16
<u>RMP 724</u>	Grantsmanship, Evaluation, and Research	4
Total Credits		34-36

¹ RMP majors cannot count [RMP 490](#) Recreation and Leisure in Society toward the University Social Sciences requirement.

In addition to the required core courses, students who pursue the program and event management option must complete the following departmental requirements:

Program and Event Management Course Requirements

COURSE	TITLE	CREDITS
<u>RMP 559</u>	Program and Event Marketing	4
<u>RMP 661</u>	Recreation and Event Leadership	4
<u>RMP 663</u>	Recreation and Event Management	4
<u>RMP 772</u>	Law and Public Policy in Leisure Services	4
Statistics - Take any one of the following		4
<u>PSYC 402</u>	Statistics in Psychology	
<u>SOC 502</u>	Statistics	
<u>ADMN 420</u>	Business Statistics	
<u>MATH 439</u>	Statistical Discovery for Everyone	
RMP Electives select three of the following: *		12
<u>RMP 511</u>	Issues of Wilderness and Nature in American Society	
<u>RMP 515</u>	History of Outdoor Pursuits in North America	
<u>RMP 560</u>	Recreational Sport Management	
<u>RMP 593</u>	Special Topics (as offered)	

COURSE	TITLE	CREDITS
RMP 668	Youth Culture and Programs	
RMP 680	Festival and Event Planning	
RMP 711	Recreation Resource Management	
RMP 730	Camp Administration and Leadership	
RMP 750	Aging, Advocacy, and Active Learning	
RMP 768	Theories and Philosophies of Youth Development	
RMP 770	Management and Design of Recreation and Park Facilities	
RMP 775	Entrepreneurial and Commercial Recreation	
RMP 793	Advanced Topics (as offered)	
*RMP courses taken to fulfill the elective course requirement may not also be used to fulfill the emphasis area requirement unless prior approval from the student's academic adviser is obtained in unique circumstances.		
Total Credits		32

Program and Event Management students must complete a **minor or emphasis area of 18–20 credits** to support their specific career goals.

Professional Internship

A supervised internship ([RMP 764](#) Internship) is required of all majors and serves as their **major capstone requirement**. The internship is designed to create a bridge between theory and practical application. Students, working with their advisers and the internship coordinator, select an appropriate setting based on their professional and career interests. They must register for a 10-16 credit full-time internship that ranges from 10 to 16 weeks and is under the supervision of a qualified professional. Specific requirements are identified in the *Internship Manual* available from the Department of Recreation Management and Policy.

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 [Sean McLaughlin](#).
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 and will be dropped from enrollment in RMP courses the semester following exclusion.

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

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 764).

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

The Department of RMP takes issues of academic dishonesty very seriously. Incidents of academic dishonesty represent a serious violation of trust upon which the program and profession depend upon. Academic dishonesty will not be tolerated and students are expected to understand and adhere to the contents of UNH Student Rights, Rules, and Responsibilities Handbook, including rules covering plagiarism, cheating, and academic dishonesty.



RMP Academic Advising and Faculty Mentor Procedures and Responsibilities

As an RMP major you will be assigned an **academic advisor** and a **faculty mentor**. Your academic advisor will guide you in planning your courses for the duration of your RMP status. Your faculty mentor will assist you with your professional interests and aligning your career goals with your full semester internship requirement.

As you progress through your academic path you will meet with your academic advisor a minimum of twice a year, prior to your scheduled registration period. Although you are encouraged to make an appointment with your Advisor at any time during the academic year, you should pay attention during the periods prior to registration and 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 release Registration Access Code's (RAC) needed for registration. Check with your Academic Advisor for assistance on how to set up an appointment with him or her.

Students should come to their advising appointments with a list of potential courses. This is particularly true of discovery 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 discovery requirements for its students, students are given the freedom to choose courses that interest them in many discovery 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 Academic Advisor is to ensure that students receive adequate guidance with respect to Major Requirements. Courses which meet Major Requirements are listed on advising worksheets (kept in the student's academic file) and degree works (located in your Webcat account). These courses are limited to RMP core and option 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 Degree Works at any time or their file during normal office hours by contacting the RMP Administrative Assistant or Academic Advisor.

You are encouraged to meet with your Faculty Mentor as you proceed through the curriculum to discuss career goals and advice on career planning. At a minimum, you will meet with your Faculty Mentor in four required meetings as part of your existing coursework and prior to your internship. Although your Faculty Mentor will assist you with aligning your career goals with your internship, it is ultimately the student's responsibility to secure an internship that meets departmental requirements.

Your Academic Advisor and Faculty Mentor will work with you to the extent needed to help answer any questions you may have and to assist you in planning for your course work and internship.

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 advisors will not count credits needed towards graduation nor will they assure students that all graduation requirements (discovery, writing intensive and inquiry) have been met. Responsibilities for these functions lie with the student, as indicated in section 05 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.

Frequently Asked Questions About the PEM Internship in Recreation Management and Policy

1. What is the internship?

The RMP 764 internship course is an essential part of our academic program. It is a full-time (40 hours per week; 10-16 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 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 the student has been in the RMP major for at least 3 semesters prior to the internship and all pre-requisite coursework has been completed, with your professional mentor's approval.

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

The internship is a 10-16 credit academic experience whereby you will earn one academic credit per week of internship work (e.g. 10 credits = 10 weeks/400 hrs, 16 credits = 16 weeks/640 hrs.).

2. 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 10-16 credits per credit hour charge (e.g. per credit hour charge x 10-16 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 for all semesters by emailing Abby Flores in the Business Services Office at abby.flores@unh.edu. In your email, please state your major, student ID number, semester you are heading on internship, and where you will be conducting your internship including the mileage from the UNH campus to the site. Request to have the mandatory fees waived that are associated with tuition.

3. Who is eligible to conduct an internship?

Eligible students are in good academic standing with the department and completed 3 full semesters as an RMP major, and also finished 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 764 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, and register for RMP 764 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 will not be eligible for the internship during their scheduled semester and will need to complete their internship the following semester.

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

If you are conducting a **summer** internship, you will be registered during the first week of May by the department. Please let the Internship Coordinator know prior to May 1 how many credits you will be needing on your internship. 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 764 course by the **last Friday in May**. If you are not able to complete these steps by this deadline, then you are 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. You still have to log onto the Webcat system to register during your window of time using your RAC#. You will register for RMP 764 (10-16 credits), depending on your credit needs.

5. 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 (Jen Frye). This course prepares students for the internship experience through the identification of career goals and the selection of an approved internship site. Students will access the RMP Internship Manual on the Canvas site in both RMP 654 and 764, which includes forms and specific procedures for the internship experience. All sites must be approved prior to your acceptance of the internship position (see attached PEM Experience Areas for sample job duty expectations). A portfolio emphasizing process skills in resume/cover letter construction, interviewing techniques, RMP

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 & 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.
- **UNH Career and Professional Success:** Utilize CaPS 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. CHHS has a CaPS employee (Lauren Haley) located in Hewitt Hall for your convenience.
- **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 boards in Hewitt Hall, or connect with RMP alumni via the RMP LinkedIn page).

6. **Can I get a paid internship?**

Yes, however, it is not required that you be paid. 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.

7. **Is there academic work associated with the internship?**

Yes, because this is a 10-16 credit academic experience, you will complete academic work. You will complete weekly time sheets, bi-weekly Canvas discussion posts, formative & summative papers, a special project/report, supervisor evaluation forms at mid-term & final, & a summative portfolio. The Internship Manual details all of the academic assignments, so it is imperative that you have reviewed the manual during the pre-internship course (RMP 654) and throughout your internship.

8. **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.

9. **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.

10. **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.

11. **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 request to take a course concurrently with your internship by getting written approval from your Professional Mentor and the Internship Coordinator. You will also need to provide written approval to take the course from your on-site internship supervisor.

12. **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 and your professional mentor.

13. **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 109 Hewitt Hall
Durham, NH 03824
Phone: (603) 862-1238 / Email: jen.frye@unh.edu

MEMO OF UNDERSTANDING FOR RMP INTERNSHIP (RMP 764)

REGISTRATION AND TUITION REQUIREMENTS

I, _____ acknowledge that I have reviewed and understand the following registration and tuition requirements of the RMP internship experience (RMP 764):

- The RMP 764 course is the Discovery Capstone requirement for my degree in RMP. I understand that it is a full-time, 40 hours per week, 10-16 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 10-16 credit academic experience whereby I will earn one academic credit per week of internship work (e.g. 10 credits = 10 weeks/400 hrs, 16 credits = 16 weeks/640 hrs., etc.). 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 whomever 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 764. 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 in the same manner as a typical semester. I understand that to be eligible for a fall or spring internship, I must receive departmental approval, register for RMP 764 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 10-16 credits per credit hour charge (e.g. per credit hour charge x 10-16 credits). If I am interning 50 miles outside of Durham, NH, I can request 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, and register for RMP 764 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

INTERNSHIP CHECKLIST of PREREQUISITES

The following is a checklist of requirements and procedures for the potential intern. All requirements must be met before approval for the internship is provided. Use this for your own purposes; you do not have to turn this in to the instructor.

To be eligible for the Internship, all PEM 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	Recreation Services Program Design and Planning
RMP	559	Applied Marketing and Communications in Recreation Services
RMP	563	Practicum (CR)
RMP	654	Professional Development and Ethics
RMP	661	Program Supervision and Leadership
RMP	663	Management and Policy in Leisure Services
RMP	Electives	Must complete ONE of three required of electives: 511, 554, 560, 593, 600, 660, 700, 711, 730, 760, 775, or 793
Other		Current certification in Basic First Aid & CPR (infant, child, adult) to be completed in RMP 654. This certification must be valid for the duration of the student's internship.

INTERNSHIP EXPERIENCE AREAS FOR PROGRAM AND EVENT MANAGEMENT OPTION

The Internship allows students an opportunity to develop competencies through direct experience in diverse areas, including administration, program planning, business procedures, maintenance, personnel & 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, & 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 board, in-service, staff
- Community meetings
- Legislative body meetings
- Professional meetings

Office Procedures

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

PROGRAMMING AND PLANNING

- Program publicity
- Program leadership and supervision: social recreation, physical activities, cultural programs, interpretative programs, camping and outdoor recreation, mobile programming, programming in diverse recreation areas and facilities, decentralized programming, special events, community integration
- Program evaluation
- Program equipment and supplies

FACILITY AND PARK PLANNING

General

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

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

Operations

- Fee collection
- Area and facility reservations and scheduling

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.

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

PROFESSIONAL DEVELOPMENT

- Work with professional groups
- Attend local, regional, and 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

This list is a sampling of recent RMP internship placements for PEM students. For more information on a specific site listed below, please search the on-line internship database (<https://chhs-csm.symplicity.com>) or speak with your professional mentor. This does not represent an inclusive list.

PUBLIC AND GOVERNMENT AGENCIES (TOWN/CITY/STATE/FEDERAL)

Blaine County Recreation Department	Ketchum, ID
Bristol Bay Parks & Recreation	Naknek, AK
Concord Parks & Recreation	Concord, NH
Danvers Recreation	Danvers, MA
Dover Parks and Recreation	Dover, NH
Durham Parks and Recreation	Durham, NH
Exeter Parks and Recreation	Exeter, NH
Marion Parks and Recreation	Marion, MA
Missoula Parks & Recreation	Missoula, MT
Nashua Parks and Recreation	Nashua, NH
New Hampshire Parks and Trails	Concord, NH
Pawtuckaway State Park	Nottingham, NH
Portland Parks and Recreation	Portland, OR
Portsmouth City Recreation Department	Portsmouth, NH
Rye Parks and Recreation	Rye, NH
Sandwich Parks and Recreation	Sandwich, MA
Student Conservation Association	Juneau, AK
Wellington State Parks	Bristol, NH

ARMED FORCES RECREATION (MORALE, WELFARE AND RECREATION: MWR)

Fort Dix MWR	Fort Dix, NJ
Hurlburt Field Air Base - Outdoor Recreation	Okaloosa County, FL
MWR Coast Guard	Bourne, MA

NON-PROFIT ORGANIZATIONS

Bay State Games	Woburn, MA
Boys and Girls Club	Freeport, TX
Boys and Girls Club	Newport, RI
Bruins Foundation	Boston, MA
Dover Chamber of Commerce	Dover, NH
Easter Seals	Manchester, NH
Institute on Human Trafficking & Modern Slavery	Babson College, Wellesley, MA
Make a Wish Foundation	Charlotte, NC
Maria Mitchell Association	Nantucket, MA
Nantucket Cottage Hospital Foundation	Nantucket, MA
New Heights	Portsmouth, NH
Northeast Passage	Durham, NH
Prescott Park Arts Festival	Portsmouth, NH
Special Olympics MA	Marlboro, MA
Steamboat Springs Adaptive Rec Sports	Steamboat Springs, CO
The Schwartz Center for Compassionate Healthcare	Boston, MA
Wediko Children's Services	Boston, MA
3S Artspace	Portsmouth, NH

CAMPUS RECREATION/UNIVERSITY PROGRAMS

Campus Recreation	Durham, NH
Connect – UNH	Durham, NH
Denver University PASS Program	Denver, CO
Harvard Graduate School of Education	Cambridge, MA
UNH Athletics	Durham, NH
UNH Cooperative Extension	Durham, NH
Whittemore Center	Durham, NH

CAMPS

Camp Chickami	Wayland, MA
Camp Cody	Freedom, NH
Camp Nashoba North	Raymond, ME
Granite YMCA – Camp Foss	Strafford, NH
Greater Boston YMCA – Pleasant Valley Camp	Tuftonboro, NH

HEALTH AND FITNESS

Boston Outdoor Recreation – Boating Concession	Boston, MA
Boston Ski & Sports Club	Boston, MA
Healthworks Health Club	Boston, MA
Spartan Races	Boston, MA
Spaulding Rehabilitation Network	Boston, MA

SPORT MANAGEMENT

Alpine Canada	Toronto, Ontario
Brockton Rox	Brockton, MA
Brooklyn Sports & Entertainment	Brooklyn, NY
Cotuit Kettleers	Cotuit, MA
Gillette Stadium	Foxboro, MA
Lowell Spinners	Lowell, MA
Nashua Silver Knights	Nashua, NH
New Hampshire Motor Speedway	Loudon, NH
New York Islanders	Uniondale, NY
Seacoast United	Hampton, NH
St. Louis Scott Gallagher Soccer Club	St. Louis, MI

SKI INDUSTRY

J Skis	Burlington, VT
Sun Valley Resort	Sun Valley, ID
Utah Olympic Park	Park City, UT
Vail Resorts	Vail, CO
Vail Resorts	Salt Lake City, UT

SPORT SPECIFIC AGENCIES

Cinnamon Rainbows Surf Co.	Hampton, NH
J Skis	Burlington, VT
One on One Kicking	Birmingham, AL
Paddle Sports Center	Santa Barbara, CA
Portsmouth Kayak	Portsmouth, NH
Rye Airfield	Rye, NH
Skydive New England	Lebanon, ME
Take Flight Adventures	Kittery, ME

OUTDOOR RECREATION

American Adventure Expeditions	Buena Vista, CO
Avid4Adventure	Boulder, CO
Galena Lodge	Sun Valley, ID
Kingdom Trails	East Burke, VT
Rye Airfield	Rye, NH
Wilderness Adventures	Jackson, WY

RESORTS AND COUNTRY CLUBS

Ferncroft Country Club	Middleton, MA
Four Seasons	Boston, MA
Hershey Lodge	Hershey, PA
Inn at Mills Falls	Meredith, NH
Nassau Country Club	Glen Cove, NY
Omni Resorts	Orlando, FL
Quechee Club	Quechee, VT
Vesper Country Club	Tyngsboro, MA
Willowdale Estate @ Bradley Palmer State Park	Topsfield, MA

CORPORATE/PUBLIC/PRIVATE EVENT PLANNING

AE Events	Boston, MA
Amy Kimball Events	New York, NY
Boston Magazine	Boston, MA
Conventures Event Marketing and Communication	Boston, MA
Corinthian Events	Boston, MA
Fosters Clambake and Catering	Kittery, ME
FMP Productions	Woburn, MA
International Association of Privacy Professionals	Portsmouth, NH
Massachusetts Convention Center Authority	Boston, MA
Mazzone Hospitality	Saratoga Springs, NY
NXT Events	Boston, MA
Patrick Properties	Charleston, SC
Rafanelli Events	Boston, MA
Thirsty Moose Restaurant	Dover, NH
Virtual Inc.	Wakefield, MA

ENTERTAINMENT/VENUE MANAGEMENT

Crocodile River Music	Clinton, MA
Hampton Beach Casino Ballroom	Hampton, NH
Portsmouth Music Hall	Portsmouth, NH
Stone Church	Newmarket, NH
WaterFire	Providence, RI

YOUTH DEVELOPMENT

Bay State Games	Woburn, MA
Boys and Girls Club	Freeport, TX
Boys and Girls Club	Newport, RI
Northeast Passage	Durham, NH
Oyster River Youth Association	Durham, NH



