

**LEISURE, SPORT, AND TOURISM STUDIES
FIELD STUDY MANUAL**



Do What You Love.

LSTS 3560

Leisure, Sport, and Tourism Studies
Department of Health and Human Performance
Middle Tennessee State University

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Introduction

The basic purpose of the Field Studies Program is to provide an opportunity for the major or minor student to observe recreation and leisure delivery service agencies in operation and to afford the student an opportunity for practical application of classroom content in organizing and conducting activities under close supervision.

The program allows students to accomplish the following:

Objectives

The field study has been designed to:

- A explore and clarify personal and professional goals
- gain work experience related to academic major
- make education experiences more rewarding
- establish post-graduation job/career contacts
- acquire skills/experiences related to career goals
- earn money if the agency has a paying position

Definitions

Agency: (or Organization) refers to one of a variety of organizations or institutions that offer programs that provide recreation and/or leisure services or facilities. Within the context of the field study experience agency refers to the organization at which the student (field study) will carry out the duties of the field study.

Agency Supervisor: (or site supervisor) Individual in the agency who is responsible for directing and supervising the student's field study experience.

Field study: (or student) the individual enrolled in LSTS 4900/01/02, LSTS Field study.

- Field study: The culminating educational experience of the LSTS major, during which the student engages in a part-time (10 hours per week) experiential learning opportunity in a LSTS agency under the supervision of a qualified agency staff member.
- University: University faculty member supervising the field study. This individual will meet with both the field study and the agency supervisor during the course of the field study and is responsible for assigning the final grade for the course.

Prerequisites & Eligibility Requirements

The field study is intended to provide practical field experience that builds upon the LSTS curriculum. Students must be an LSTS major and have completed LSTS 3010 and LSTS 3530.

Field study Requirements

- The Field study is expected to be the culminating learning experience of the student. With very few exceptions students are expected to have completed ALL coursework including LSTS 3010 and 3530) before enrolling in the field study.
- The university field study coordinator must approve the field study agency and all contracts must be completed, as applicable.
- The minimum length of time of the field study is 8 consecutive weeks (100 hours).
- The field study is expected to be a member of the staff. *If the agency requires, and the student agrees, the field study may exceed 8 weeks in length and may exceed 10 hours per week.* Any variation in number of hours worked must be approved by the LSTS faculty field study supervisor.

Roles & Responsibilities:

University:

1. Assist the student in selection of and placement with a suitable agency which will meet the learning objectives of the field study and the learning needs of the student.
2. Provide the agency with information concerning the student's academic preparation.
3. Make available to the agency and the student a manual of field study procedures including guidelines and expectations.
4. enter into a formal contract when necessary with the agency in order to establish the field study and related conditions and expectations.
5. Provide all necessary reporting forms to the agency.
6. Interact regularly with the student and agency supervisor during the field study experience.

7. Visit the student a minimum of one time during the field study period when feasible.
8. In consultation with the agency supervisor, assign the final grade for the course.

Agency:

1. Assign a qualified staff member(s) to supervise the student during the field study
2. Provide the student with clear expectations and responsibilities within the agency.
3. Conduct formal evaluation of field study performance at least twice during the field study.
4. Provide input to the university supervisor in order to determine a final grade for the field study.

Student:

1. Develop and submit to the university and site supervisor a statement of goals and objectives to be met during the field study. *These are to be submitted with the first weekly report.*
2. Conduct themselves as professionals.
3. Follow all policies and expectations of the agency.
4. Submit regular, weekly, reports to the university supervisor of experiences during the field study. See weekly report format.
5. Meet regularly with the agency supervisor to discuss performance and progress.
6. Meet with the agency supervisor to jointly complete the student's mid-term and final performance evaluation.
7. Prepare a summary notebook covering the entire experience to be submitted at the conclusion of the field study.

Evaluation & Grading Policy

The university field study supervisor assigns the grade for the field study. The agency supervisor has significant input in determining the student's grade through completion of the mid-term and final evaluations. The final grade is based upon an evaluation of the a) On-site work (supervisor mid-term and final evaluations, and feedback); b) MTSU Field study Supervisor evaluation (quality, content, clarity, timeliness, and organization of weekly reports and final report; consideration of the midterm and final evaluation information); and c) the Leisure, Sport, and Tourism Studies' Major Field Test (MFT) score. MFT points will be awarded based on a percentage of the student's final MFT score.

Students must complete the MFT during their LSTS 4890 course. ***The MFT percentage grade will be applied to the summer field study grade in these cases. The date and time for the MFT will be announced to students each semester; students are required to ensure that they complete the MFT on the announced date and time.***

Failure to complete any component of the field study requirements may result in failure of the field study.

<u>Requirement</u>	<u>Points</u>
On-site work (supervisor evaluations, progress reports, etc.)	70 points
MTSU Field study Supervisor Evaluation	30 points
<hr/> Total	<hr/> 100 points

Weekly Learning Objectives

Prior to the start of your field study or field study REVIEW THE FOLLOWING REQUIREMENTS:

PROGRESS REPORT 1:

- In addition to your progress report requirements (see sample report format) include the following **learning objective:**
 - In consultation with your site/agency supervisor, create at least 5 goals for your field study. These should be SMART goals (specific, measurable, attainable, relevant, and time-bound). Describe how you plan to meet these goals.

PROGRESS REPORT 2:

- In addition to your progress report requirements include the following **learning objective:**
 - Describe risk management within the agency, and the agency's safety policies and practices.

PROGRESS REPORT 3:

- In addition to your progress report requirements include the following **learning objective:**
 - Describe policies and practices within your facility related to accommodating clients and employees with disabilities. Discuss what it's like to work with people with disabilities with your supervisor and reflect on their answers in your journal entry.

PROGRESS REPORT 4:

- Also, describe the demographics of the participants in your agency. Do you serve a diverse population? How? Age? Gender? Race/Ethnicity? Sexual orientation? Some other dimension of diversity? Based on what you have learned in your courses, describe at least three different best practices for working with a diverse population. (For example, you might discuss staff training, marketing, pricing, tailoring programming to accommodate a diverse population, etc.)

PROGRESS REPORT 5:

- In addition to your progress report requirements include the following **learning objective:**
 - Describe the program planning process in your agency. Choose an important program or event that you have heard about. Answer these questions.
 - Describe the program or event that you will be discussing.
 - How does this program relate to the organization's mission?
 - Who is responsible for planning?
 - Is there a separate budget for the program? Who is responsible for the budget?
 - How is the program marketed? What is the demographic most being targeted?

- How many people participate?
- Describe any special equipment or facilities that are necessary.
- How is the program evaluated and/or how are participants' needs assessed before, during, or after the program?
- Based on what you have learned, what could be improved? Why?

PROGRESS REPORT 6:

- In addition to your progress report requirements include the following **learning objective:**
 - In consultation with your site/agency supervisor, review your mid-term evaluation. What things are you doing well? What areas do you need to work on?

PROGRESS REPORT 7:

- In addition to your progress report requirements include the following **learning objective:**
 - Goal check, what is the status of your 5 goals you set at the beginning of the field study/field study? What do you need to do to achieve these goals?

Weekly Progress Report Format

WEEKLY PROGRESS REPORT # _____

LSTS 3560 Weekly Report

Field Study Student Name _____

Email address _____ Student Cell Phone: _____

Supervisor _____ Phone: _____

Date(s) Worked _____

Times Worked _____

Total Hours This Week _____ Cumulative Hours

Your summarization should include statements about (1) the nature of the week's work; (2) what problems you encountered and how they were taken care of; (3) how your agency supervisor assisted you; (4) what you learned from the experience; (5) any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.

PLEASE USE THESE HEADERS IN YOUR REPORTS!

- Nature of the week's work**
- Learning Objective – (see weekly learning objective in manual)**
 - For example in the manual, Report 1 learning objective is: Describe risk management within the agency, and the agency's safety policies and practices.
- What issues I encountered and how they were taken care of.**
- How my agency supervisor assisted me this week.**
- What I learned from my experiences this week.**
- Any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.**

NOTE: Reports may be submitted to D2L dropbox. The method of delivery should be confirmed with the field study supervisor prior to the beginning of the field study. All reports should be typewritten unless prior arrangements are made.

Final Report Format

All field study students are required to compile and submit a final comprehensive notebook. This “Summary Notebook” should include sections devoted to the following subjects (Additional materials may also be included).

- Description of the agency, (Provide an organizational chart if possible) with particular emphasis on the specific unit, department or program to which you were assigned or which occupied most of your hours on site.
- Describe risk management within the agency, and the agency’s safety policies and practices. Describe what you have personally done to assist with risk management for your agency.
- Describe policies and practices within your facility related to accommodating clients and employees with disabilities. Discuss what it’s like to work with people with disabilities with your supervisor and reflect on their answers in your journal entry.
- Also, describe the demographics of the participants in your agency. Do you serve a diverse population? How? Age? Gender? Race/Ethnicity? Sexual orientation? Some other dimension of diversity? Based on what you have learned in your courses, describe at least three different best practices for working with a diverse population. (For example, you might discuss staff training, marketing, pricing, tailoring programming to accommodate a diverse population, etc.)
- Also, describe the program planning process in your agency. Choose an important program or event that you have heard about. Answer these questions.
 - Describe the program or event that you will be discussing.
 - How does this program relate to the organization’s mission?
 - Who is responsible for planning?
 - Is there a separate budget for the program? Who is responsible for the budget?
 - How is the program marketed? What is the demographic most being targeted?
 - How many people participate?
 - Describe any special equipment or facilities that are necessary.
 - How is the program evaluated and/or how are participants’ needs assessed either before, during or after the program?
 - Based on what you have learned, what could be improved? Why?
- Also discuss what problems you have solved during your field study. How did your problem-solving while on the job help the agency or your participants?
- Describe how you met (or failed to meet) your field study goals. Give specific examples to illustrate your points.
- In consultation with your site/agency supervisor, review your final evaluation. What things are you doing well? What areas do you need to work on?
- What are the most important lessons, skills and/or knowledge you have gained from this field study experience?
- What are your next plans? What jobs have you applied for? How did you choose where to apply? If you’re planning to continue with your schooling instead, what schools have you applied to? What has resulted from your applications?
 - Student Evaluation of Field study Site (see Appendix B-3)
 - Student Evaluation of Site Supervisor (see Appendix B-4)

Field study Placement Verification

FIELD STUDY PLACEMENT VERIFICATION

Please type or print only

Student Name: _____ MTSU Phone: _____

MTSU Address: _____

Permanent Address: _____

Agency: _____

Agency Address: _____

Agency Phone: (_____) _____

Field study Supervisor: _____

Field study Location: _____

(If different than Agency Address)

Field study start date: _____ Completion date: _____

Description of Duties: _____

Agency Supervisor's Signature

Student's Signature

Copies of signed agreement to: Agency Supervisor, University Supervisor, Field study Student's files

Field study Agreement

FIELD STUDY AGREEMENT

The _____ agrees to appoint (or employ)
(Name of Agency)

_____ as a _____
(Name of Student) (Position Title)

The period of appointment (or employment) is to begin _____ and will terminate on _____. (use exact dates)

Immediate Supervisor:

Alternate Supervisor:

Name: _____
*CTRS expire date: _____
Address: _____

Phone: _____
Email: _____

Field study's Signature

Date

Supervisor's Signature

Date

Agency Supervisor's Mid Term Evaluation of Student

Agency Supervisor's Mid Term Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

Return to: *LSTS Field study Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Field study : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the field study in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for field studies; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. A "+" and "-" column allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Initiative and Motivation											
Personal Appearance											
Courtesy and Tact											
Interpersonal Relations and Rapport with Peers											
Interpersonal Relations and Rapport with Authority Figures											
Interpersonal Relations and Rapport with Participants											
Flexibility											
Judgment											
Sense of Humor											
Health Habits											

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate strengths which have been identified to this point in the field study and how the field study may employ them during the remainder of the field study.*

Major Weaknesses: *Please indicate weaknesses which have been identified during the first portion of the field study and give suggestions as to how the field study may improve during the remainder of the field study.*

Considering all aspects of the field study's performance please give an overall performance rating to date.

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Agency Supervisor's Final Evaluation of Student

Agency Supervisor's Final Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

Return to: *LSTS Field study Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Field study : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the field study in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for field studies; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. The "+" and "-" columns allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	-	1	+	-	2	+	-	3	+	-	4	+	-	5	+	
Initiative and Motivation																	
Personal Appearance																	
Courtesy and Tact																	
Interpersonal Relations and Rapport with Peers																	
Interpersonal Relations and Rapport with Authority Figures																	
Interpersonal Relations and Rapport with Participants																	
Flexibility																	
Judgment																	
Sense of Humor																	
Health Habits																	

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate how the student might use these strengths in the future.*

Major Weaknesses: *Please indicate how the student might correct or avoid these weaknesses.*

Considering all aspects of the field study's performance please give an overall performance rating (check one).

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Student's Evaluation of Field study Site

Student's Evaluation of Field study Site

Agency: _____ Date: _____

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an field study student. Use the following scale:

5 - excellent 4 - more than adequate 3 - adequate 2 - fair 1 - inadequate

- _____ Acceptance of you as a functional member of the staff.
- _____ Willingness to integrate you into all appropriate levels in activities, program, and projects.
- _____ Provision of relevant experiences in administration.
- _____ Provision of relevant experiences in supervision.
- _____ Provision of relevant experiences in leadership.
- _____ Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.
- _____ Provision of assistance in helping you meet your personal and professional goals and objectives.
- _____ Possession of resources essential to the preparation of professionals (library, equipment, supplies)
- _____ Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- _____ Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed up by brief written progress reports.
- _____ Allowance for relating classroom theory to practical situations.
- _____ Location in reasonable proximity to campus.
- _____ Willingness to listen to whatever suggestions or recommendations you might offer.
- _____ Willingness to discuss your suggestions with you, explaining the rationale for their acceptance or rejection.

Please provide additional comments which would assist the university in considering this agency for future field study placement (use the back of this page if necessary):

Agency Supervisor's Signature Date Student's Signature Date

Were you compensated by the agency during the field study: NO YES, Amount: \$ _____

Were you provided housing or meals? (If yes, please give details.)

Student Name: _____ Student Signature: _____

Student's Evaluation of Field Supervisor

Student's Evaluation of Field Supervisor

Instructions: On this form, please evaluate the quality of the supervision you received from your site supervisor during the field study period. Please comment on the following items, but feel free to include other information that you believe is pertinent in the comment section. **This evaluation is not shared with your site supervisor.**

Interest in you as a person and as a student.

Willingness to discuss the full range of your activities at the site.

Ability to respond to your needs in accomplishing your objectives.

Expression of encouragement and sincerity.

Understanding of philosophy and practices in the profession.

Flexibility in arranging for your tasks in light of changing situations within the site and with you.

Openness to change, innovation, and new techniques.

Please attach additional sheets if you wish to include further comments.

Field study Student _____ Date: _____

Insurance and Background Checks

A. Professional Liability Insurance

Students completing the field study experience are expected to attain professional liability insurance to cover the duration of the field study experience. Expected coverage is \$1,000,000.00 per incident and \$3,000,000.00 aggregate. Proof of liability insurance is to be shared with the field study agency supervisor. Additionally, it is wise to provide a copy of the proof of insurance coverage to the university supervisor to maintain with the student file.

Listed below are potential website resources for liability insurance. These resources are provided to assist the student in the process of attaining liability insurance and are in no way affiliated with the university. A student may also wish to consult with other avenues to attain professional liability insurance, such as family and/or individual plans.

Resources:

National Recreation and Parks Association
Nrpa.org

Maginnis & Associates
Proliability.com

These sites may have provisions for persons to complete insurance application processes on-line. The prices for insurance coverage may vary, and it is recommended that each student research the situation to make his/her best decision.

Students may also receive assistance obtaining liability insurance through the Health and Human Performance Department. The department will initiate the insurance process with Marsh Affinity Group. Forms may be obtained through Kathy King in Murphy Center 112. After initiation processes are completed, all correspondence regarding the insurance policy will be between the student and the Marsh Affinity Group.

B. Background Checks

Criminal background checks may be a requirement at some sites for training. Based on the results of these checks, an affiliated site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude certification or employment. More information is available from your program director.

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