

# FIELD STUDY MANUAL

Leisure, Sport and Tourism Studies

LSTS 3560/5560

MIDDLE TENNESSEE STATE UNIVERSITY

DEPARTMENT OF HEALTH,  
AND HUMAN PERFORMANCE

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## LSTS 3560/5560 – FIELD STUDIES IN RECREATION AND PARKS

### I. Purpose

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 theory in organizing and conducting activities under close supervision.

The program allows students to:

- ◆ explore and clarify 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

### II. Factors Considered in Selecting an Agency for Field Studies Placement

- A. A desire to help students gain the practical experience in fulfilling the responsibility of a recreation professional.
- B. A program and staff that typifies desirable standards within the profession.
- C. The circumstances and time necessary to supervise the fieldwork student and the availability of responsibilities to provide desirable experiences.

### III. Agency responsibilities to the Student Participating in Field Studies

- A. To orient the student to the agency; its staff, policies and regulations, programs and activities, and administrative procedures.
- B. To provide the student with opportunities associated with providing recreation services consistent with the agency program.
- C. To interpret the student's responsibilities and to provide appropriate guidance and supervision while the student is carrying out his or her responsibilities.
- D. To evaluate the student and to make suggestions for growth as a recreation professional.

### IV. Student Responsibilities to the Agency

- A. To accept the responsibilities associated with Field Studies with the same interest and enthusiasm as if accepting a full-time paid position.
- B. To abide by all policies, rules, and regulations of the agency while participating in the fieldwork experience.

- C. To be available for service to the agency on a consistent and dependable basis, in return for the leadership and guidance provided by the agency.

V. Student Responsibilities to University

- A. Student must be at least a sophomore in class standing to be eligible to take REC 3560, Field Studies in Recreation and Parks.
- B. Student must have taken as a prerequisite: REC 3010, Introduction to Recreation and Parks.
- C. Student must have the fieldwork selection approved by the Field Studies Supervisor.
- D. Student must complete a minimum of one-hundred clock hours with one agency during the semester in which he or she is enrolled in 3560/5560. During the summer semester, these hours are to be spread out over a minimum of eight (8) weeks, while in the fall and spring semester, the hours are to be covered in a minimum of ten (10) weeks.
- E. For the purpose of ready feedback, the student will be responsible for submitting a weekly report to the Field Studies supervisor, addressing the areas listed on the Weekly Report Form (Appendix C).
- F. Student should meet with agency supervisor to review and sign evaluations. Student is responsible for seeing that each is mailed at the appropriate time.
- G. Student should complete suggested study areas (Appendix E) within the first three weeks of work. This should be attached to the Major Report (Appendix D) and turned in two weeks before the last day of class.

## MID-TERM AGENCY EVALUATION OF FIELD STUDY STUDENT

Please return by: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the student to the best of your ability to enable us to help the student profit by this experience and to assist us in counseling with the student.

**DIRECTIONS:** Place an (X) in the appropriate column of the six point scale.  
Use the last column when sufficient evidence is unavailable.

- |                   |                   |                               |
|-------------------|-------------------|-------------------------------|
| 1 = Inferior      | 2 = Below Average | 3 = Average                   |
| 4 = Above Average | 5 = Superior      | 6 = No opportunity to observe |

	1	2	3	4	5	6
<b>1. ADAPTABILITY: Capable of meeting new situations calmly, and at ease with people of all ages.</b>						
<b>2. APPEARANCE: Neat, well-groomed and appropriately dressed.</b>						
<b>3. COOPERATION: Works well with and adjusts to people. Accepts suggestions and criticisms graciously.</b>						
<b>4. DEPENDABILITY: Punctual; carries work through to completion.</b>						
<b>5. ENTHUSIASM: Eagerly attacks job; keenly interested in program.</b>						
<b>6. INITIATIVE: Creative and good ideas; starts job without suggestions or prodding.</b>						
<b>7. JUDGMENT: Can distinguish between important matters; knows limitations and when to ask for help.</b>						
<b>8. PROFESSIONAL ATTITUDE: Sincere interest in internship; strives to improve.</b>						

**REMARKS:**

---

**Agency Supervisor Signature**

---

**Date**

---

**Student Signature**

---

**Date**

## FIELD STUDY STUDENT FINAL EVALUATION

Please return by: \_\_\_\_\_

Student's

Name: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Please rate the student to the best of your ability to enable us to help the student profit by this experience and to assist us in counseling with the student.

**DIRECTIONS:** Place an (X) in the appropriate column of the six point scale.  
Use the last column when sufficient evidence is unavailable.

1 = Inferior                      2 = Below Average              3 = Average  
4 = Above Average              5 = Superior                      6 = No opportunity to observe

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<b>1. ADAPTABILITY: Capable of meeting new situations calmly, and at ease with people of all ages.</b>						
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<b>8. PROFESSIONAL ATTITUDE: Sincere interest in internship; strives to improve.</b>						

FIELD STUDY STUDENT FINAL EVALUATION, continued

1. What weaknesses would you suggest that the student should focus on improving?

2. What do you feel are the student's major strengths?

Signature

\_\_\_\_\_  
Supervisor Date

Signature

\_\_\_\_\_  
Student Date



## Basis for Evaluation of Field Studies Student

<u>Point Value</u>											
_____ 25	Initiative shown in securing a position										
_____ 25	Application returned before the end of previous semester in spring and summer terms; by end of first week of fall term										
_____ 25	Placement Verification returned before end of previous semester in spring and summer terms; by end of first week of fall term										
_____ 25	Five personal objectives for the Field Study, due with Report #2										
_____100	Weekly reports turned in to total 90 contact hours of work (8 reports in summer term)										
	<table style="margin-left: auto; margin-right: auto; border: none;"> <tr> <td style="text-align: center; width: 50%;">1<sup>st</sup> _____</td> <td style="text-align: center; width: 50%;">6<sup>th</sup> _____</td> </tr> <tr> <td style="text-align: center;">2<sup>nd</sup> _____</td> <td style="text-align: center;">7<sup>th</sup> _____</td> </tr> <tr> <td style="text-align: center;">3<sup>rd</sup> _____</td> <td style="text-align: center;">8<sup>th</sup> _____</td> </tr> <tr> <td style="text-align: center;">4<sup>th</sup> _____</td> <td style="text-align: center;">9<sup>th</sup> _____</td> </tr> <tr> <td style="text-align: center;">5<sup>th</sup> _____</td> <td style="text-align: center;">10<sup>th</sup> _____</td> </tr> </table>	1 <sup>st</sup> _____	6 <sup>th</sup> _____	2 <sup>nd</sup> _____	7 <sup>th</sup> _____	3 <sup>rd</sup> _____	8 <sup>th</sup> _____	4 <sup>th</sup> _____	9 <sup>th</sup> _____	5 <sup>th</sup> _____	10 <sup>th</sup> _____
1 <sup>st</sup> _____	6 <sup>th</sup> _____										
2 <sup>nd</sup> _____	7 <sup>th</sup> _____										
3 <sup>rd</sup> _____	8 <sup>th</sup> _____										
4 <sup>th</sup> _____	9 <sup>th</sup> _____										
5 <sup>th</sup> _____	10 <sup>th</sup> _____										
_____ 100	Four conferences with university supervisor, two in person, two by phone										
_____100	Major Report turned in <u>two weeks before the last day of classes</u> . Tell how the objectives were met.										
_____ 25	Initial seminar										
_____100	Evaluation by Agency Supervisor										
_____ 25	Culminating seminar (except in summer)										
_____ 550	Total points										

**Any of the above which is turned in late will receive one-half credit. If all paperwork has not been completed by the last day of class, the overall grade will automatically drop by one letter.**

A	90%
B	80%
C	70%
D	60 %

# APPENDICES

**APPENDIX A**

This form must be turned in to the University Supervisor before the end of finals of the previous semester or you will not be eligible to take the course.

Attach Photo

MIDDLE TENNESSEE STATE UNIVERSITY  
LSTS 3560/5560  
FIELD STUDIES IN RECREATION AND PARKS

**Application for Field Studies**

Name \_\_\_\_\_ SS# \_\_\_\_\_

Street \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Permanent (family) Address \_\_\_\_\_ Email Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

College of Major Interest \_\_\_\_\_ Overall GPA \_\_\_\_\_ Major \_\_\_\_\_  
GPA \_\_\_\_\_

Major Dept. \_\_\_\_\_ Minor Dept. \_\_\_\_\_

I expect to graduate in \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

I expect to carry \_\_\_\_\_ additional hours during the Field Studies semester

Are you computer friendly? Yes No

List software packages used:

**VOCATIONAL AMBITIONS:**

On an attached sheet, write about your career plans. Tell first of your short-term plans and then of your long-term goal. You may indicate more than one vocation if you so desire; in fact, as many as you like. If you have found it impossible to choose a definite vocation or profession, course of study, college major, etc., please indicate those you have thought about, even though you may have thought them impractical. This should be typewritten.

PROFESSIONAL MEMBERSHIPS

\_\_\_\_\_ HPERS Club Member Office held \_\_\_\_\_

\_\_\_\_\_ TRPA Member \_\_\_\_\_ Conference attended \_\_\_\_\_

\_\_\_\_\_ TAHPERD Member \_\_\_\_\_ Conference attended \_\_\_\_\_

\_\_\_\_\_ Other \_\_\_\_\_  
 (Specify)

Honor Societies

Scholarships

Community Activities

Participation in Campus Recreation (Intramurals, Adventure Trips, Music or Drama Groups, etc.)

Personal Recreation

Do you have comprehensive medical insurance? \_\_\_\_\_ Yes \_\_\_\_\_ No

\_\_\_\_\_ Name of Company \_\_\_\_\_ Policy Number

\_\_\_\_\_ Address of Company

\_\_\_\_\_ Personal Policy \_\_\_\_\_ Parent's Policy \_\_\_\_\_ Spouse's Policy

In case of emergency, please notify:

Name \_\_\_\_\_ Relationship \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Work Phone \_\_\_\_\_

**APPENDIX B**

This form must be turned in to the University Supervisor before the end of finals of the previous semester or you will not be eligible to take the course.

MIDDLE TENNESSEE STATE UNIVERSITY  
REC 3560/5560  
FIELD STUDIES IN RECREATION AND PARKS  
**Placement Verification Form**

Semester \_\_\_\_\_ Year \_\_\_\_\_

Name \_\_\_\_\_

Agency Assigned \_\_\_\_\_

Site Supervisor (Mr., Ms.) \_\_\_\_\_

Title/Position of Supervisor \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Email Address \_\_\_\_\_

Days and Times of Assignment \_\_\_\_\_

Description of Duties \_\_\_\_\_

I have read the above terms of the field studies requirements and agree to uphold the agency responsibilities and supervision of (student name) \_\_\_\_\_ at (agency name) \_\_\_\_\_.

\_\_\_\_\_  
**Signature of Site Supervisor**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Student    Date**

I understand that my regular reports are due on **Friday by 5pm** of each week.

Retain one copy, give one copy to site supervisor, return one copy to the university supervisor.

Field Studies Supervisor: Dr. Joey Gray

MTSU Box: 96  
Murfreesboro, TN 37132

**APPENDIX C**

**WEEKLY REPORT  
FIELD STUDIES**

**REPORT #** \_\_\_\_\_

The report should be a minimum of two typewritten pages, double-spaced, with this serving as the cover sheet.

Field Studies Student \_\_\_\_\_

Email address \_\_\_\_\_

Supervisor \_\_\_\_\_ Site \_\_\_\_\_

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 you learned from the experience; (3) what problems you encountered and how they were taken care of; (4) how your agency supervisor assisted you; (5) any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.

Attach copies of flyers, new items, or other publications that the student prepared or helped to prepare that relate to the field work experience.

**APPENDIX D**

MIDDLE TENNESSEE STATE UNIVERSITY  
REC 3560/5560  
FIELD STUDIES IN RECREATION AND PARKS  
**Field Studies Major Report**

This form and the completed “Suggested Study Areas” must accompany your major report.

Name \_\_\_\_\_ Date \_\_\_\_\_

Agency \_\_\_\_\_

Agency Supervisor \_\_\_\_\_

Field Study Dates: From \_\_\_\_\_ Thru \_\_\_\_\_  
Month Year Month Year

- A. Agency Description: General purpose and function, facilities, policies, resource materials, leadership and finance.
- B. Community Description: Size, political, religious, economic, social, and ethnic background.
- C. Student’s objectives and how met, activities, accomplishments, and problems.
- D. Student’s evaluation of the experience: Facilities, leadership, management, program, policies, supervisory practices, agency supervisor, and university based field studies supervisor.
- E. What could have been done to make this field experience more meaningful for you?
- F. As a result of this field experience are you interested in pursuing a career in this area? If not, why not?

**APPENDIX E**  
(To be turned in with Major Report)

Student Name: \_\_\_\_\_

VI. Suggested Areas of Study for Field Studies

The following interest areas are intended to be a guide in the Field Studies experience and should not limit the agency or the student from participating in other desirable learning experiences. It is suggested that notes be taken for use in writing the Major Report

**SUGGESTED STUDY AREAS**

1. Orientation

The following items were discussed or information made available:

	Date Completed	Supervisor
A. Staff introduction	_____	_____
B. Tour of agency areas and facilities	_____	_____
C. Organizational structure and relationships with other groups and/or agencies	_____	_____
D. General purpose and function of agency	_____	_____
E. Agency policies and regulations	_____	_____
F. Orientation to community-political, religious economic, social and ethnic background	_____	_____
G. Filing system and resource materials, pamphlets, books, forms, reports, etc.	_____	_____
H. Outline and schedule of fieldwork	_____	_____
I. Special assignments		
1) New release		
2) Radio tapes		
3) Others		
J. Programs – activities and events	_____	_____



SUGGESTED STUDY AREAS, continued

2. Legal Basis of the Agency

	Date Completed	Supervisor
A. Brief history of agency	_____	_____
B. Enabling legislation	_____	_____
C. Local ordinances	_____	_____
D. Liability (insurance-problems)	_____	_____
E. Employment practices (Equal employment laws-procedures)	_____	_____
F. Travel and subsistence forms and regulations	_____	_____
G. Job descriptions	_____	_____
H. Purchasing regulations and procedures	_____	_____

3. Employment and Dismissal Practices

- A. What methods are utilized in recruiting personnel?
- B. Are positions or job descriptions used by your agency (dept.)?  
 YES \_\_\_\_\_ NO \_\_\_\_\_
- C. What system(s) of testing are utilized with your agency? (Explain)
- 1) Written exam \_\_\_\_\_
- 2) Education and experience \_\_\_\_\_
- 3) Personal interview \_\_\_\_\_
- 4) Physical examination \_\_\_\_\_
- D. Does your agency have a probation period for new employees?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

SUGGESTED STUDY AREAS, continued

- E. What procedure is used to dismiss employees?
  
- F. What recourse does the employee have if dismissed?
  
- 4. Staff Benefits
  - A. Does the agency (department) have a salary scale? Briefly explain  
YES \_\_\_\_\_ NO \_\_\_\_\_
  
  - B. Staff Provisions (Briefly explain)
    - 1) Educational
    - 2) Insurance
    - 3) Health
    - 4) Retirement
    - 5) Work Schedule
    - 6) Vacation
    - 7) Other
  
- 5. Finance and Budgets
  - A. List sources of income and approximate percentages
  
  - B. Identify the major headings in your agency's (department's) budget

SUGGESTED STUDY AREAS, continued

Agency Supervisor's Evaluation of Student's Understanding

To what extent does the Field Studies student understand the information presented during the orientation?

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Little Understanding		Fair Understanding		Excellent Understanding

\_\_\_\_\_  
Agency Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student

\_\_\_\_\_  
Date