



Department of Kinesiology, Health Promotion, and Recreation
Spring 2020

SECTION I: COURSE INFORMATION

- A. Title: Professional Development and Capstone Experience in Leisure, Sport, and Wellness Related Professions
- B. Number: RESM 4150-001
- C. Location: Gateway 132
- D. Days/Times: Wednesday from 9:30 a.m. to 10:50 a.m.
- E. Course Description: This is a capstone course intended to provide a bridge from theory to professional practice. The course will integrate students' learning experiences from their core classes into their professional goals. Students will explore their approaches to lifelong learning and make connections as to how a liberal arts background can facilitate currency and relevancy in professional practice and life. Determining a career direction, assuming professional roles, and performing actual job responsibilities in a global diverse world are emphasized. As students prepare for entry into the leisure, sport, or wellness profession they will be exposed to and practice steps in making decisions with a focus on promoting sound and ethical judgment to create a common good.
- F. Course Objectives:
 - 1. Prepare students for the RESM internship.
 - 2. Help students find a career path in the RESM industry.
 - 3. Teach students professional etiquette and how to succeed in their chosen profession.
 - 4. Prepare students for job hunting and interviewing.
- G. Required Text:
 - 1. No textbook required.

SECTION II: INSTRUCTOR INFORMATION

- A. Instructor: **Brit Hagan, Ph.D.**
- B. Email: Briton.Hagan@unt.edu
- C. Office Location: PEB – Room 210C
- D. Office Hours: Wednesday from 8:30 a.m. to 9:30 a.m. (and by appointment)

SECTION III: HOW TO BE SUCCESSFUL IN THIS COURSE

A. SHOW UP FOR CLASS.

1. You are permitted to have two absences (excused or unexcused) for the semester. This does not mean you have permission to skip two classes. The two absences are provided to account for illness, traffic, car trouble, emergencies, and other unavoidable situations which may arise.
2. If you choose to use your absences because you don't feel like coming to class, you are taking the risk that an unavoidable situation may occur later in the semester and put you over the allowable absences.
3. Having three or more absences will significantly decrease your final grade (See Section XVI: Attendance).
4. This is the #1 reason students fail the course.

B. SUBMIT ASSIGNMENTS ON-TIME.

1. "Deadline" means the absolute last minute to submit an assignment.
2. Assignments are posted well in advance of the deadlines (in most cases, the assignment is posted at the beginning of the semester). Therefore, there are no excuses for missing a deadline.
3. The instructor suggests submitting assignments at least a few hours before the deadline to account for any problems which may arise (i.e., computer problems, internet/wifi outage, etc.).
4. If you choose to wait until the last minute to submit your assignment, you are taking the risk that something may go wrong which makes you miss the deadline.
5. In instances where you have not completed the entire assignment, submitting a partial assignment is better than missing the deadline as you will at least get partial credit.
6. This is the #2 reason students fail the course.

C. FOLLOW DIRECTIONS/INSTRUCTIONS EXACTLY.

1. The instructor devotes a great deal of time to create detailed instructions. The instructions are specific for a reason (i.e., to make sure all students learn and/or practice using the appropriate course concepts, to make submissions more uniform, to make sure the submission is compatible with Canvas, to make the assignment easier to grade, etc.).
2. You are an adult and a college student; therefore, you should be able to follow directions as it will be required when you get a job. Attention to detail is important and will pay off in this course and your career.
3. If after carefully reading the directions you do not understand what is expected, email the instructor and ask for clarification.
4. Failure to follow directions will significantly decrease your assignment grade.
5. This is the #3 reason students fail the course.

D. PUT TIME AND EFFORT INTO YOUR COURSEWORK.

1. You will be graded on the quality of your work. Low-quality work will receive a lower grade than high-quality work.
2. High quality work means: following directions exactly; devoting time and effort (which will be evident in the work you submit) to completing the assignments; using college-level writing; having no grammatical and/or spelling errors; demonstrating course topics/concepts are clearly understood and utilizing them appropriately; completing all sections/questions correctly; and going beyond the minimum required.
3. Putting time and effort into your coursework is the best way to ensure you are adequately prepared for a career in this field.
4. Procrastination, laziness, and completing subpar work are hard habits to break. If you get in the habit of performing at a high-level now, you are much more likely to transition that work ethic into your career (where it really matters and could increase your earnings and/or career opportunities).
5. You are a student at a university which you chose to attend, and in a program/course which you chose to enroll in. Therefore, you should be interested in the topics being discussed/assigned and want to learn them (if not, then maybe you should consider a change in your area of study).

SECTION IV: EXCUSES

A. "I was absent because I was stuck in traffic."

1. There is traffic every day, you should account for this and leave earlier, if necessary, to account for delays/accidents.
2. Two absences are permitted to address this type of situation.

B. "I was absent because of car trouble or my car broke down."

1. There are public transportation options available.
2. You could have contacted a friend and/or family member for a ride.
3. Two absences are permitted to address this type of situation.

C. "I couldn't submit my assignment before the deadline because my assignment didn't save properly or I lost the file."

1. Hard drives, flash drives, and other technology eventually fail. You should be saving your files/documents in multiple locations to make sure they are properly backed-up and you don't lose your work.

D. "I couldn't submit my assignment before the deadline because my computer wasn't working."

1. Technology eventually fails. Always back-up your work.
2. You could use a friend, family, or neighbor's computer.

3. You could use a computer on campus.
 4. Don't wait until the last minute to submit assignments.
- E. "I couldn't submit my assignment before the deadline because my internet/wifi wasn't working."
1. You could use a friend, family, or neighbor's internet/wifi.
 2. You could use a computer lab on campus.
 3. You could create a hotspot with your mobile phone and use that internet connection.
 4. Don't wait until the last minute to submit assignments.
- F. "I accidentally submitted the wrong assignment or the wrong version of the assignment."
1. Attention to detail is important. Take the time to double-check you have attached the correct document and/or the correct version of the document.
 2. Appropriately label your documents when saving so different versions can be easily identified.
- G. "I attached my document/assignment in Canvas so I don't know why it isn't showing up."
1. Attention to detail is important. Take the time to double-check you have attached the document/file in Canvas.
 2. You can verify a document was attached by clicking on "View Submission." Any attached documents will show up under "Submission Details."
- H. "I took the exam but Canvas shows I have a zero."
1. Always double-check the gradebook after taking exams to make sure your grade recorded correctly.
 2. Email the instructor immediately (not after the deadline) if there are any issues with your score.
- I. "I couldn't submit my assignment before the deadline or couldn't come to class because I got called into work or I had to work."
1. Many students work and attend college. The instructor cannot give special treatment or utilize a different grading scale because you have a job.
 2. Time-management is important and this will not change once you graduate (i.e., you will always have to juggle and make time for competing priorities).
- J. "I couldn't complete the assignment before the deadline because I didn't understand the directions."
1. Always email the instructor or ask for clarification during class if you do not understand what is expected on an assignment.
 2. You can ask a classmate to see if they know what to do.

3. Don't wait until the last minute to start an assignment as the instructor may not have time to answer your question before the deadline.
- K. "I couldn't submit my assignment before the deadline because I was out-of-town and didn't have my computer or internet/wifi access."
1. Time-management is important. If you know you are going out-of-town, plan ahead and complete the assignment before you leave.
 2. Plan ahead and double-check/verify that the location will have computer and/or internet access.
- L. "I couldn't complete the assignment because I don't have the textbook yet."
1. The required textbook is listed on the syllabus. The instructor cannot delay coursework for the first few weeks in the semester to wait for everyone to get the textbook delivered.
 2. You can ask a classmate to borrow their textbook.
 3. The library usually has a copy of the textbook which you can check-out for a few hours.
 4. You can usually get an e-book version of the textbook so you don't have to wait for one to be delivered.
- M. "I completely forgot about the assignment or thought it was due later."
1. The "Course Schedule" clearly shows what day and time assignments are due for the entire semester. Print this out and refer to it often.
 2. Canvas shows the deadline of all assignments.

SECTION V: INTELLECTUAL PROPERTY

- A. State common law and federal copyright law protect lectures. Students are authorized to take notes in class for personal use and may not use them for commercial use without prior written authorization.
- B. Students may not make audio recordings of lectures without the instructor's knowledge and authorization.

SECTION VI: RESM PROGRAM PHILOSOPHICAL STATEMENT

- A. The Recreation, Event and Sport Management faculty value leisure and recreation and believe in its diverse personal, community, and societal benefits. We also believe in an inclusive, holistic, and lifespan approach to leisure and recreation. Our program attempts to prepare students for professional service in an evolving and diverse world by addressing changing demographics, political, financial, and technological issues. As a team, the Recreation, Event and Sport Management faculty working with you, strive to create a student-centered learning environment that lays a foundation to promote lifelong learning, effective human relations skills, critical thinking, problem solving abilities, and creativity.

SECTION VII: UNIVERSITY POLICIES

- A. Americans with Disabilities Compliance: The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time, however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Office of Disability Accommodation website at <http://www.unt.edu/oda>. You may also contact them by phone at 940.565.4323.
- B. Family Educational Rights and Privacy Information: Students have the right to expect that grades will be kept confidential. During this class it may be necessary for you to pass your assignments forward to the instructor or it may be necessary for the instructor to call your name and then return your completed assignment to you by passing it across the room. The instructor, under the reasonable assumption guidelines, assumes students are collecting only their own materials. Every attempt will be made to keep your information confidential. Grades will not be provided to anyone other than the student unless authorized, in writing, by the student.
- C. Acceptable Student Behavior: Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.deanofstudents.unt.edu.
- D. Academic Integrity: According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. You will find the policy and procedures at: <https://policy.unt.edu/policy/06-003>.

SECTION VIII: STUDENT RESOURCES

- A. Advising Services: <https://coe.unt.edu/student-advising>
- B. Career Center: <https://studentaffairs.unt.edu/career-center>
- C. Center for Leadership and Service: <https://studentaffairs.unt.edu/center-for-leadership-and-service>
- D. Child and Family Resource Clinic: <https://coe.unt.edu/child-and-family-resource-clinic>
- E. Counseling and Testing Services: <https://studentaffairs.unt.edu/counseling-and-testing-services>

- F. Counseling and Human Development Center: <https://coe.unt.edu/counseling-and-human-development>
- G. Dean of Students Office: <https://deanofstudents.unt.edu/>
- H. Dining Services: <https://dining.unt.edu/>
- I. Division of International Affairs: <https://international.unt.edu/>
- J. Emerald Eagle Scholars: <https://emeraldeagles.unt.edu/could-you-be-emerald-eagle-scholar>
- K. Food Pantry: <https://deanofstudents.unt.edu/resources/food-pantry>
- L. Housing and Residence Life: <https://housing.unt.edu/>
- M. Learning Center: <https://learningcenter.unt.edu/>
- N. Multicultural Center: <https://edo.unt.edu/multicultural-center>
- O. UNT at Frisco – Student Services: <https://frisco.unt.edu/student-services>
- P. Off-Campus Student Services: <https://studentaffairs.unt.edu/off-campus-student-services>
- Q. Office of Disability Access: <https://disability.unt.edu/>
- R. Office of Spiritual Life: <https://studentaffairs.unt.edu/office-of-spiritual-life>
- S. Orientation and Transition Programs: <https://studentaffairs.unt.edu/orientation-and-transition-programs>
- T. Pride Alliance: <https://edo.unt.edu/pridealliance>
- U. Recreational Sports: <https://recsports.unt.edu/>
- V. Speech and Hearing Center: <https://aslp.hps.unt.edu/clinic>
- W. Student Activities: <https://studentaffairs.unt.edu/student-activities-center>
- X. Student Government Association: <https://studentaffairs.unt.edu/student-government-association>
- Y. Student Health and Wellness Center: <https://studentaffairs.unt.edu/student-health-and-wellness-center>
- Z. Student Legal Services: <https://studentaffairs.unt.edu/student-legal-services>
- AA. Student Money Management Center: <https://studentaffairs.unt.edu/student-money-management-center>
- BB. Student Veteran Services: <https://studentaffairs.unt.edu/student-veteran-services>
- CC. Substance Use Resource and Education Center: <https://studentaffairs.unt.edu/sure-center>

- DD. Survivor Advocacy: <https://deanofstudents.unt.edu/sexual-misconduct/reporting-sexual-misconduct>
- EE. TRIO Programs: <https://trio.unt.edu/>
- FF. We Mean Green Fund: <https://studentaffairs.unt.edu/we-mean-green-fund>
- GG. Writing Center: <http://writingcenter.unt.edu/>

SECTION IX: OUT OF CLASS COMMUNICATION

- A. Students should use email to communicate with the instructor using the email address provided in the syllabus (Briton.Hagan@unt.edu).
1. When you email the instructor, please INCLUDE YOUR FULL LEGAL NAME (NO NICKNAMES) AND THE COURSE NUMBER (RESM 4150) IN THE EMAIL (preferably in the subject line).
 2. Any email which does not include the student's full legal name and course number will not get a response from the instructor.
 3. Do not email the instructor to ask for information you can easily find yourself on Canvas, the syllabus, etc.
 4. Do not send messages to the instructor through the "Comments" section in Canvas. The instructor does not receive a notification this way.
- B. The instructor will communicate with students via their UNT email addresses. Make sure you are checking your UNT email daily.

SECTION X: MISSED COURSEWORK

- A. Whenever possible, the student should notify the instructor in advance that they will be missing class and/or coursework and attempt to make alternate arrangements.
1. If you are missing class and/or coursework for a school-related activity, you must notify the instructor beforehand.
- B. The student MUST CONTACT THE INSTRUCTOR WITHIN 24 HOURS OF THE MISSED COURSEWORK DEADLINE.
1. The student will not be permitted to make up missed coursework without a doctor's note or a letter from the Dean of Students.
 2. ALL MISSED COURSEWORK MUST BE COMPLETED WITHIN ONE-WEEK OF THE TIME THE STUDENT PROVIDES THE DOCTOR'S NOTE OR LETTER FROM THE DEAN OF STUDENTS.

SECTION XI: iCLICKER CLOUD/REEF POLLING

- A. The course will utilize this free App for all UNT students for attendance, in-class quizzes, and polling. Students should copy and paste the following link into their browser (<http://www.iclicker.com/students/>) or follow the steps below:
1. Go to the App store on your phone, tablet, or computer and download the "iClicker Reef" App.
 2. Once downloaded it will prompt you to create a login.
 3. You will be asked for your institution, type in University of North Texas. Do not choose Dallas campus.
 4. Next step, "add a course" by clicking on the "+" in the top right-hand corner. Type in "SP20 RESM 4150.001 – Hagan".
- B. Students are required to create an iClicker account and add the course within two-weeks of the first day of class, even if they don't have a device to download the App (an account can be created from any computer with an internet connection without having to download the App).
1. Without an account, the instructor cannot post the student's attendance.
 2. If the student fails to create an account within the two-week deadline, he or she will receive an absence for each class meeting the instructor is unable to post attendance for.

SECTION XII: CANVAS

- A. The course will utilize Canvas as its online learning platform.
- B. All assignments will be submitted to the instructor via Canvas (unless stated otherwise).
1. It is the student's responsibility to make sure the assignment is submitted correctly and before the deadline. **MAKE SURE YOU GET A SUBMISSION CONFIRMATION IN CANVAS.** If you forget to attach the assignment document, attach the wrong document, or attach the document in a format other than Microsoft Word (unless stated otherwise), you will receive a zero.
 2. **EMAIL THE INSTRUCTOR IMMEDIATELY IF YOU ARE HAVING TROUBLE SUBMITTING AN ASSIGNMENT.** If you experience technical difficulties, you must email the assignment to the instructor before the deadline.
 3. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT ASSIGNMENTS.** All assignments are open well in advance of the submission deadline. Therefore, stating "my computer wasn't working" or "I was having problems with my internet" are not acceptable reasons for missing the submission deadline.
 4. No late assignments will be accepted without a doctor's note or a letter from the Dean of Students.

SECTION XIII: POSTING OF GRADES

A. Grades will be posted on Canvas and iClicker.

1. STUDENTS HAVE ONE-WEEK FROM THE POSTING OF A GRADE TO NOTIFY THE INSTRUCTOR OF AN ERROR AND/OR CHALLENGE A GRADE (NO EXCEPTIONS).
2. Students should be checking their grades on Canvas and iClicker several times a week to make sure the posted grade is correct (Don't wait until the end of the semester).
3. It is the student's responsibility to contact the instructor about their grade.
 - a) Do not send messages to the instructor through the "Comments" section in Canvas. The instructor does not receive a notification this way.

SECTION XIV: HOW THE STUDENT IS GRADED / EVALUATED

A. Assignments (50 points each)

1. Students will complete 12 assignments. The assignments are designed to help students prepare for a career in the RESM industry.
2. All assignments will be submitted to the instructor via Canvas.
3. Assignments will be discussed during class on the day after they are due. You are required to come to class prepared with a printed copy of the assignment or you may also have access to the assignment on your laptop/tablet.
 - a) Failure to come to class prepared may result in 25 points being subtracted from your assignment grade.

B. Portfolio Project (400 points)

1. Students will create a professional portfolio. The portfolio is meant to showcase the students' skills/abilities.
 - a) The portfolio is being created so that students can show it to potential employers at job interviews.
 - b) The portfolio will be split into three parts to make the project more manageable for students.
2. The portfolio will be submitted to the instructor via Canvas.
 - a) The portfolio must be submitted as a PDF document.

C. NO EXTRA-CREDIT WILL BE OFFERED.

GRADED ITEM NAME	POINTS
Assignments (12 x 50pts. Each)	600
Portfolio Project – Part 1	100
Portfolio Project – Part 2	100
Final Portfolio Project	200
TOTAL	1,000

SECTION XV: GRADING SCALE

Point Total	Percent	Letter Grade
900 – 1,000	90.0 – 100	A
800 – 899.5	80.0 – 89.99	B
700 – 799.5	70.0 – 79.99	C
600 – 699.5	60.0 – 69.99	D
0 – 599.5	0 – 59.99	F

SECTION XVI: ATTENDANCE

- A. Attendance is mandatory. Students must utilize iClicker to confirm attendance before every class. The window to confirm attendance will be open from 10 minutes before the scheduled class starting time until 5 minutes after the scheduled class starting time.
- B. Any students that show up late to class (after the attendance window has closed) will need to sign-in with the instructor immediately upon arriving.
- C. ANY STUDENT THAT SHOWS UP MORE THAN 15 MINUTES AFTER THE SCHEDULED CLASS STARTING TIME WILL BE MARKED ABSENT.
- D. In the event that your iClicker is not working for attendance, the instructor will always have a sign-in sheet at the front of the classroom. You must sign your full legal name (no nicknames) and it must be legible.
- E. It is the student's responsibility to confirm attendance (on iClicker or the sign-in sheet) every class session. IF YOU FORGET TO SIGN IN, YOU ARE ABSENT. The instructor will not correct the absence as it is not the instructor's responsibility to remember which students were in class each week.
- F. The student may provide a doctor's note or a letter from the Dean of Students which addresses their absence. In those instances, the instructor will allow the student to make-up missed coursework for full-credit. However, the INSTRUCTOR WILL NOT EXCUSE THE ABSENCE and it will still count towards the student's absences for the semester.

- G. The instructor understands that emergencies arise, students have car trouble, individuals get ill, etc. Therefore, students can have up to two (2) absences (Note: exceptions can be made for Student-Athletes). Once the student reaches three (3) absences, the student's final semester grade will be reduced as follows:

Number of Absences	Impact on Final Grade
3	Minus 5% (50 points)
4	Minus 10% (100 points / one letter grade)
5	Minus 20% (200 points / two letter grades)
6	Minus 30% (300 points / three letter grades)
7+	Fail the course

SECTION XVII: SYLLABUS CHANGES

- A. The instructor reserves the right to amend the grading scale for the benefit of the students.
- B. The instructor reserves the right to change the syllabus at any time during the semester.
- C. Any changes will be posted on Canvas and/or discussed in class.