



Undergraduate Advisement Manual

Department of
Recreation, Parks and Leisure Studies



2018 - 2019

*"Stay consistently in the presence of the best,
in the sphere in which you seek attainment,
and make an honest response."
- Harlan Gold Metcalf*

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WELCOME TO THE RECREATION, PARKS AND LEISURE STUDIES DEPARTMENT

Mission

We educate leaders who improve the world through recreation, parks and leisure.

- Approved 10/28/16



Values

- Freedom
- Inclusion
- Respect
- Integrity
- Joy

- Approved 10/28/16

Vision

We envision a world where all individuals have access to recreation, leisure, play and parks, which improve lives, society, and the environment. We will enhance our role as a leader in educating professionals—accomplished through teaching, scholarship, and service and exemplified by alumni who continue to lead the field.

- Approved 12/2/16



Accreditation and History

You have selected a professional preparation program that is fully accredited by the Council on Accreditation for Parks, Recreation, Tourism and Related Professions (COAPRT) and is known nationally for the excellence of its graduates. The Department of Recreation, Parks and Leisure Studies was founded in 1948 by the late Dr. Harlan "Gold" Metcalf.

Originally known as the Department of Recreation Education, the curriculum has changed as the profession has matured, but has always remained rooted in the principles put forth by its founder. First, hire faculty who are known by their colleagues for their scholarship and professional service and by their students for student-centered teaching. We have.

Second, base the department's reputation on the accomplishments of its graduates. We do. Cortland graduates are leaders in recreation management, therapeutic recreation, outdoor recreation, environmental education, and camping, and are found on the faculties of the leading college programs in the country. Many Cortland graduates have served terms as President of the New York State Recreation and Park Society, the New York State Outdoor Education Association, the Academy of Leisure Sciences, and other professional associations. Eight recreation graduates (Ellen O'Sullivan '70, Margaret Payne '64, Thomas Goodale '61, Geoffrey Godbey '64, Robert Ditton '64, Edward Birch '60, Andrew Chasanoff '75, and Joseph Halper '52), have been selected by the College to receive its Distinguished Alumnus Award. Four recreation alumni, Dr. Thomas Buchanan '74, Dr. Geoffrey Godbey '64, Dr. Thomas Goodale '61, and Mr. Charles Bockett '58, received honorary doctorates from SUNY Cortland. For the past 15 years, over 90% of recreation students have been employed within six months following graduation. In recent years, over 95% have been employed. Other students have gone on to graduate study in recreation and parks, law, public administration, business administration, and other fields.

Based on over 65 years of leadership in the recreation profession, much is expected of Cortland graduates. Therefore, much will be expected of you while you are here. The faculty will challenge you in class. They will also go out of their way to help you succeed. The college and community will offer you ample opportunities to grow, learn, and share. Take advantage of them.

The Recreation, Parks and Leisure Studies Department is accredited by COAPRT. This accreditation reflects the growing complexity and continuing importance of professional preparation in recreation, parks, and leisure services. To maintain accreditation, the department must meet national standards and subject the curriculum and program to review by outside evaluators or "visitors" every seven years. At the end of January 2017, the RPLS Department submitted its self-study to COAPRT seeking reaccreditation of its Core Curriculum as well as its Therapeutic Recreation program. COAPRT's site visit was conducted in March 2017. In the overall summary, the visitors identified 5 standards as being "substantially exceeded" and highlighted seven "program strengths." At the department's COAPRT hearing in September 2017 at the National Recreation and Park Association's Annual Congress in New Orleans, Louisiana, the Council approved continuing accreditation for SUNY Cortland's Core Curriculum and its Therapeutic Recreation Program. Further, the Council approved four commendations for the department's programs. SUNY Cortland's accreditation by COAPRT will be valid until the program's next review in the fall of 2024.



FACULTY & STAFF OF THE RECREATION, PARKS & LEISURE STUDIES DEPARTMENT

FACULTY & STAFF OF THE RECREATION, PARKS & LEISURE STUDIES DEPARTMENT			
FULL-TIME FACULTY	Phone / Email	Office #	Areas of Interest
Lynn Anderson, Ph.D. (IRRC Dir.; Online TR Graduate Certificate Program Administrator)	753-4942 lynn.anderson@cortland.edu	PRST 2207	Inclusion; therapeutic recreation; outdoor recreation
Susan Barnett, Ph.D. (Graduate Coordinator; Rho Phi Lambda Advisor)	753-5645 susan.barnett@cortland.edu	PRST 2215	Therapeutic recreation; mental health; transition; social network analysis
Christopher Bode, M.S. (Visiting Lecturer)	christopher.bode@cortland.edu	PRST 2218	Outdoor pursuits activities
Kenneth Cohen, Ph.D.	753-2574 cohenk@cortland.edu	PRST 2223	Rec. administration & mgmt.; natural resource mgmt., sustainable tourism
Amy DiRenzo, Ph.D. (International Advocate; Coalition for Education in the Outdoors Director)	753-4263 amy.shellman@cortland.edu	PRST 2222	Outdoor leadership; adventure recreation; outdoor education; programming
Andrew Purrington, Ph.D.	753-2448 andrew.purrington@cortland.edu	PRST 2221	Management of leisure services; leisure & culture; research methods
Sharon Todd, Ph.D. (Chair; OEP Director)	753-4941 sharon.todd@cortland.edu	PRST 2213-A	Research & evaluation; outdoor recreation; programming; foundations
Vicki Wilkins, Ph.D. (Internship Coordinator)	753-4972 vicki.wilkins@cortland.edu	PRST 2216	Diversity; inclusion; play across cultures; senior seminar & internship
Susan Wilson, Ph.D.	753-4966 susan.wilson@cortland.edu	PRST 2211	Therapeutic recreation; aging & leisure; campus recreation; student development
Charles Yaple, Ph.D., Emeritus	753-4968 charles.yaple@cortland.edu	PRST 2217	Outdoor and environmental education; internship supervision
Anderson Young, Ph.D. (Note: on a full-year sabbatical leave)	753-4951 anderson.young@cortland.edu	PRST 2219	Outdoor recreation; outdoor education; camp management
SECRETARY	Phone	Office #	Areas of Interest
Ms. Debra Sanford	753-4941 debra.sanford@cortland.edu	PRST 2213	
PART-TIME FACULTY	Phone; e-mail	Office #	Areas of Interest
Brandy Boden, M.S.	brandy.boden@cortland.edu	PRST 2207	Recreational crafts
Gregory Brown	gregory.brown@cortland.edu	Greek Peak	Ski & ride instructor preparation
Marcia Carter, Re.D.	marica.carter@cortland.edu		Therapeutic recreation
Connor Cumisky, M.S.	753-5810 connor.cumisky@cortland.edu	OP in SLC	Outdoor pursuits; Baja expeditionary learning practicum
Laurie Penney-McGee, M.S.	laurie.penneymcgee@cortland.edu		Internship supervision; therapeutic rec.
Steven Meyer	753-5532 steven.meyer@cortland.edu	PARK 2308	Fly fishing
Jennifer Miller, M.S.	753-5484 jennifer.miller@cortland.edu	PRST 2207	Outdoor pursuits activities, camp and outdoor program administration
Geoffrey Peppel, M.S.	geoffrey.peppel@cortland.edu	PRST 2207	Adaptive skiing and snowboarding; therapeutic recreation
Steven Schaap, M.S.	steven.schaap@cortland.edu	PRST 2207	Leisure education; therapeutic rec.
Josh Teeter, M.S.	johua.teeter@cortland.edu	PRST 2207	Environmental and outdoor education; wilderness & American culture
Kenneth Teter, M.S.	kenneth.teter@cortland.edu	PRST 2207	Site and facilities planning; foundations of recreation; internship supervision
Esther VanGorder, M.S.	esther.vangorder@cortland.edu	PRST 2207	Special event planning; leadership; evaluation & research
GRADUATE ASSISTANTS	Phone	Office #	Areas of Interest
Sean Dunn	sean.dunn02@cortland.edu	PRST 2220	GA: Outdoor pursuits
Elisa Knapp	elisa.knapp@cortland.edu	PRST 2220	GA: Teaching assistant – fieldwork

ADVISEMENT PHILOSOPHY AND GUIDELINES

Philosophy

In SUNY Cortland's School of Professional Studies, advising is viewed as being a holistic and dynamic relationship between the student and the advisor, where the advisor provides opportunities for consultation and guidance and for exploring alternatives that will help the student meet college requirements. An advisor and advisee should be able to discuss a wide range of topics relating to the student's educational/career goals, educational program, progress, and problems. Whatever is discussed, the product of the advising process should be a successful experience at Cortland. In the RPLS Department, you will use a portfolio, which will assist you in planning your curriculum and meeting your educational and career goals. Please be sure to attend the mandatory portfolio meeting at the beginning of each semester (offered during a class period of REC 271-Foundations of Recreation).

As an advisee, you are expected to take the time and effort to contact your advisor; to be prepared for all sessions with your advisor; to discuss relevant information including plans, workloads, and course selections; to know the requirements of your degree program; and to take responsibility for meeting college and department requirements.

Effective faculty advisors are characterized as being knowledgeable about degree requirements; interested in, friendly toward, and concerned about their students; available to meet with students; organized; and able to refer students to resources on campus that can help them meet their needs.

Specific Responsibilities of the Student and Advisor

As a Student, You Will:

- ❑ Maintain your portfolio throughout your course of study; complete portfolio reflection papers prior to each semester's advising session and bring your reflection with you to your advising appointment.
- ❑ Give thoughtful consideration to your personal goals, so that academic and professional goals can be coordinated with them. Use of the portfolio will assist in this process.
- ❑ Read the *College Catalog*, department advisement manual, and your DegreeWorks Audit Worksheet, so that you are able to ask meaningful questions about requirements, options, electives, etc.
- ❑ Maintain personal copies of your DegreeWorks Audit Worksheets and transfer evaluation forms (if appropriate) so that a record of progress toward a degree is readily available. These should be kept in your portfolio.
- ❑ Take initiative to meet with your advisor, contact and make an appointment with your advisor when needed or when requested, and notify your advisor of changes in appointment times. You should always bring your up-to-date portfolio with you to any advising sessions.
- ❑ Commit a reasonable amount of time both on your own and with your academic advisor, planning and implementing the academic program. The portfolio is a way to organize your planning.
- ❑ Seek out your advisor, department chairperson, associate dean, and/or course instructor for assistance in coping with difficulties or changes in academic program plans.
- ❑ Become familiar with and appropriately use services available on campus to assist in educational and career planning.
- ❑ Know and be responsible for meeting all college and departmental graduation requirements of chosen major, minor, and concentration.

Your Advisor Will:

- ❑ Work with you to achieve an academic program plan consistent with your academic preparation, interests, and goals for the future.
- ❑ Become acquainted with your interests and academic objectives, through use of the portfolio and discussion.
- ❑ Assist you in locating accurate and up-to-date information about College and Departmental requirements as well as about campus resources (e.g., web sites, Counseling Center, Skills Center, Career Services).
- ❑ Assist you in exploring your future academic and/or professional options and opportunities of the course of study you are pursuing, through the use of the portfolio.
- ❑ Assist you in monitoring progress toward established goals and educational plans.
- ❑ Commit a reasonable amount of time assisting you in finding options and identifying college resources related to career goals or other needs.
- ❑ Discuss the implications of decisions that affect academic program plans (e.g., withdrawing from courses which satisfy department or all-college requirements, adding a minor or concentration).
- ❑ Be available during regularly scheduled office hours and by appointment (as necessary) to meet with you for academic advisement.

Mission Statement – Advising at SUNY Cortland

SUNY Cortland views academic advisement as serving the educational needs and ambitions of the SUNY Cortland student. Its purpose is to assist students to develop meaningful educational plans that are compatible with their life goals. In this spirit the advisement process also helps the student to satisfy immediate, short-term needs for selecting courses, scheduling and registration. Students come to SUNY Cortland with differing academic experiences, varying needs and diverse backgrounds. Advisement plays a crucial role helping students move toward becoming ‘independent learners living enriched lives,’ which is one of the major goals of the College’s mission. Students and advisors have important responsibilities in this process. Students must seek guidance, be knowledgeable about their programs, and assume responsibility for degree completion. Advisors must provide sufficient time for advisement, have a comprehensive understanding of the student’s course of study and College policies, and be ready to guide the development of students academically and as related to potential careers.

RECREATION, PARKS AND LEISURE STUDIES DEGREE REQUIREMENTS

Degrees Offered in RPLS

B.S. in Outdoor Recreation

One of the following concentrations required:

- Environmental and Cultural Interpretation
- Natural Resource Recreation Management
- Outdoor Leadership

B.S. in Recreation

Optional concentrations:

- Camp Management
- Leisure/Recreation Program Delivery

B.S. in Recreation Management

B.S. in Therapeutic Recreation

Minor in Environmental and Outdoor Education

Minor in Tourism Development

The RPLS Department offers four BS degrees. The BS degree with a major in Recreation can be completed with or without a concentration or minor, depending on a student's academic interests and career goals. The department also offers a BS degree with a major in Outdoor Recreation and a required concentration in either Environmental & Cultural Interpretation, Natural Resource Recreation Management, or Outdoor Leadership. We also offer a BS degree with a major in Recreation Management and a BS degree in with a major in Therapeutic Recreation.

Philosophically, the department believes that the study of play, recreation, parks and leisure are at the core of all aspects of our field, as well as an understanding of leadership, human development, community development, and administration. On the strength of our degree programs, with their generalist recreation core and specialized focus areas, Cortland graduates have routinely succeeded in community recreation, recreation management, commercial recreation, therapeutic recreation, outdoor recreation, organized camping and outdoor/environmental education.

Students also may choose to expand the scope of their studies by completing a minor in a field other than recreation. SUNY Cortland offers over 40 different minors, all of which are described in the *College Catalog*. A minor may be earned with any degree program or concentration. A student might, for example, complete a BS degree with a recreation management major, and a minor in public policy; or a BS in recreation with a minor in literature. Minors in environmental and outdoor education and tourism development are commonly pursued by students in the recreation field (please note that the outdoor education minor is not available to students pursuing the outdoor recreation degree).

Remember, all our degree programs share the common professional core, as listed on the next page:

PROFESSIONAL CORE COURSES

BS Core Courses	Credits	Semester Usually Offered
REC 271 Foundations of Recreation	3	Fall and Spring
REC 280 Programming in Parks, Rec, and Leisure Services	3	Fall and Spring
REC 293 Diversity & Inclusive Recreation Services (GE11)	3	Fall and Spring
REC 370 Outdoor Education Practicum	3	Spring/Summer
REC 380 Leadership in Parks, Rec, and Leisure Services	3	Fall and Spring
REC 402 Management of Recreation Resources	3	Fall and Spring
REC 407 Evaluation and Research	3	Fall and Spring
REC 445 Administration of Recreation (WI)	3	Fall and Spring
REC 446 Legal Aspects of Parks, Rec and Leisure Services	3	Fall and Spring
REC 470 Senior Seminar	3	Fall and Spring
REC 475 Internship in Recreation and Leisure Services (specific to the major)	12	Fall, Spring, and Summer
Required in Core (outside the Department)		
CAP 100 Introduction to Computer Applications	3	Fall and Spring
COM 210 Fundamentals of Public Speaking	3	Fall and Spring
Child Abuse Recognition Workshop	No credit	Fall and Spring
Required in Core (in or outside of the Department)		
Activity Requirement (2-6 credits; at least 2 different activities)	2-6	Fall and Spring
First Aid Requirement Varies by major/concentration: REC, REC_LRPD, RMGT, TR: Certification equivalent to or exceeding "First Aid/CPR/AED" REC_CAMP, OREC_ENV, OREC_NRRM: Certification equivalent to or exceeding "Wilderness First Aid" REC_LEAD: Certification equivalent to or exceeding "Wilderness First Responder"	No credit	Certification is a prerequisite for REC 475 and must be current for the duration of the internship.
Professional Experience Requirement At least 160 hours of professional experience in the field prior to the internship; at least 3 different agencies, minimum of 20 hours per site; documented in portfolio	No credit	Ongoing

MAJORS, CONCENTRATIONS & MINORS

Recreation Major (major code: BS_REC)

All leisure services professionals must know how to design and deliver recreation programs and services that meet and refine the leisure interests of those they serve. Such knowledge is well-imparted in the core curriculum. Students can then choose recreation elective courses to pursue their individual interests or career goals in the field.

Leisure/Recreation Program Delivery Concentration (major code: BS_REC_LRPD)

This concentration, optional with the Recreation degree, adds much to students' readiness and expertise in the area of programming. Building on the core curriculum, this concentration adds advanced-level course work on special events planning, advanced administration/supervision, social behavior, human development, and wellness. Students may choose to choose a more focused set of courses in youth services or senior/aging services with this concentration. Students choosing this concentration also emphasize programming and leadership skill refinement in their internship.

Camp Management Concentration:
(major code: BS_REC_CAMP)

This concentration, optional with the Recreation degree, prepares students for programmatic, managerial, and supervisory responsibilities in camps and conference centers. As many camps function year-round, focusing in the off-season on serving school districts and other special groups, this emphasis prepares professionals to work with a wide range of ages in a wide range of program offerings. Coursework emphasizes camp counseling and administration, youth development, environmental and outdoor education, commercial and entrepreneurial recreation, marketing and accounting.

Outdoor Recreation Major
(major code: BS_OREC)

This accredited major prepares students especially well for service in the outdoor and natural resource-based segment of the parks, recreation, and leisure services profession. The major includes a 12-credit outdoor core requirement that is complemented by a 12-13 credit concentration area selected by the student. For the 12-credit core requirement, students select one course in each of the following areas: environmental teaching methods; natural environment; ecology; and environmental attitudes and literacy. Students also select a concentration from the following:

Environmental and Cultural Interpretation Concentration:
(major code: BS_OREC_ENV)

This concentration prepares students to work as environmental educators or naturalists, educating the public about the total environment, natural and modified, and about cultural and historic heritage. Most environmental interpreters are employed by nature centers, state or national parks, museums, outdoor/environmental education centers, BOCES in the public schools, and historic sites. This emphasis area focuses on environmental studies, interpretation methods, administration, and in-depth study of natural sciences and/or culture and history.

Natural Resource Recreation Management Concentration:
(major code: BS_OREC_NRRM)

This concentration prepares students to work in planning and management positions in land management agencies, such as the US Forest Service, the National Park Service, state parks and forests, and more. Its emphasis is on geographic information systems, environmental policy, and site and facility planning.

Outdoor Leadership Concentration:
(major code: BS_OREC_LEAD)

This concentration prepares students to work in leadership positions in outdoor agencies, such as outdoor education centers, adventure-based programs, university outdoor programs, guide services, and other outdoor programs. Its emphasis is on outdoor skills refinement, outdoor leadership theory and principles, safety and ethics in wilderness and backcountry, and outdoor program administration.

Recreation Management Major
(major code: BS_RMGT)

This major combines advanced level study in leisure services management and administration with supporting courses in management science from the Economics Department. Recreation courses taken for this major include human resource management, commercial and entrepreneurial recreation, and either special event planning or site and facility planning. Within the major, students select courses, projects, and internship experiences that permit an emphasis on one or more of the following areas: commercial recreation, public recreation administration, community recreation, industrial or corporate employee services, and recreation, resorts and resource management.

Therapeutic Recreation Major
(major code: BS_TR)

Therapeutic recreation services are provided by public and private agencies and institutions. Certified Therapeutic Recreation Specialists (CTRS) often work as part of a treatment team of health care and therapeutic specialists. Therapeutic recreation services contribute to the daily life satisfaction and to the rehabilitation of persons with disabilities. The ultimate goal of therapeutic recreation is to enable persons to optimize independent leisure participation, regardless of ability level.

This major combines advanced level study in therapeutic recreation, an internship experience, and supporting course work from related fields. Through this major, students can fulfill the educational requirements for CTRS status from the National Council for Therapeutic Recreation Certification.

Minor – Environmental and Outdoor Education

(minor code: EOEC, EOEE, or EOEO)

SUNY Cortland offers this interdisciplinary minor for any major who has strong interests in environmental and outdoor education. The minor combines study of natural history, ecology and environmental problems, and outdoor education methodology. Electives within the minor permit emphases in one of three areas: organized camping, environmental education and interpretation, or outdoor pursuits leadership. This minor is fully described in the *College Catalog*. See page 25 for course requirements. (Please note: This minor is not available to students in the Outdoor Recreation major, as the major provides much more depth than this minor).

Minor – Geography: Minor with an Emphasis in Tourism Development

(minor code: TOUR)

Tourism is a major factor in economic and community development and in natural and cultural resource protection at the local, national, and international levels. Because of the strong relationship between leisure and tourism behavior and between recreation resources and tourism development, many leisure services professionals are heavily involved in tourism planning and development. Recreation majors at SUNY Cortland can prepare for this dimension of the profession by taking the minor in tourism development. This interdisciplinary minor includes courses in geography, recreation, and economics. The minor is administered by the Geography Department, and the requirements are listed on page 26.

Specific Degree Requirements

The specific requirements for each degree program are outlined in the *College Catalog* and on the following pages, to be used in conjunction with DegreeWorks. All students are expected to keep an up-to-date copy of their DegreeWorks Audit Worksheet. Students, not faculty, are responsible for completing degree requirements. The "Course Planner/Scheduling Worksheet" on page 11 can be used to map out your degree plan.

Course Planner/Scheduling Worksheet

Step One. List remaining course requirements.

Step Two. Schedule these remaining course requirements.

Semester:		Semester:		Semester:	
Course	Cr	Course	Cr	Course	Cr
Total:		Total:		Total:	

Semester:		Semester:		Semester:	
Course	Cr	Course	Cr	Course	Cr
Total:		Total:		Total:	

Semester:		Semester:		Semester:	
Course	Cr	Course	Cr	Course	Cr
Total:		Total:		Total:	

Semester:		Semester:		Semester:	
Course	Cr	Course	Cr	Course	Cr
Total:		Total:		Total:	

BS Outdoor Recreation

(BS_OREC)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements.

(NOTE: Cortland GE11, 12 and PRES counted below; other SUNY GEs could be selected in Outdoor Recreation Core and/or Concentrations.)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 30 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)

B. OUTDOOR RECREATION CORE: 9 CREDITS

<u>Natural Environment Area</u>	<u>Environmental Attitudes and Literacy Area</u>	<u>Environmental Teaching Area</u>
Three credits from: BIO 307: Field Natural History or BIO 310: Field Biology	Three credits from: EST 100: Intro to Environmental Studies (GE3/12) or REC 310: Wilderness and American Culture (GE7/12) (NOTE: NRRM must take REC 310.)	Three credits from: REC 462: Environmental & Outdoor Education - WI or REC 469: Environmental & Cultural Interpretation - WI (NOTE: NRRM must take REC 469.)

C. REQUIRED CONCENTRATION (CHOOSE ONE OF THE FOLLOWING THREE): 12-13 CREDITS

<p><u>Environmental and Cultural Interpretation (12-13 credits)</u> (BS_OREC_ENV)</p> <p>EST 100: Intro to Environmental Studies (GE3/12)(3) or REC 310: Wilderness and American Culture (GE 7/12)(3) (whichever is not taken in Outdoor Rec Core) REC 460: Camp and Outdoor Program Administration (3) EDU 462: Environmental and Outdoor Education - WI (3) or REC 469: Environmental and Cultural Interpretation - WI (3) (whichever is not taken in Outdoor Rec Core) Elective in interpretation, by advisement (3-4): (e.g., *ANT 305-Arch of Eastern US; ANT 460-Intro to Museum St; *BIO 315-Marine Bio; *BIO 405-Conservation Bio; *BIO 411-Ornithology; *BIO 427-Scientific Photography; EDU 374-Teaching Elem School Science; *GLY 371-Meteorology; INT 201-Adk Studies; INT 270-Exploring Ed; PHY 150-Introductory Astronomy; POL 242-Env Policy; REC 425-Leisure Ed; *SOC 340-Envl Soc) *Has prerequisites. Check catalog.</p>	
<p><u>Natural Resource Recreation Management (12 credits)</u> (BS_OREC_NRRM)</p> <p>GRY 324: Introduction to Cartography & GIS (3) REC 441: Site and Facilities Planning (3) REC 449: Natural Resource Rec Policy and Management (3) (prereq: REC 310 & REC 402)</p> <p>Three credits from: ECO 335: Resource & Envir Economics (prereq: ECO 111) or POL 242: Environmental Policy (GE3/12) or POL 308: Environmental Law</p>	<p><u>Outdoor Leadership (12 credits)</u> (BS_OREC_LEAD)</p> <p>REC 379: Outdoor Recreation Activities (3) REC 460: Camp and Outdoor Program Administration (3) REC 474: Outdoor Pursuits Education and Leadership (3) Outdoor rec activity courses, by advisement (3): (e.g., REC 101-Rec Activities; 102-Backpacking; REC 103-Canoeing; REC 104-Kayaking; REC 105-Windsurfing; REC 106-Rock Climbing; REC 107-Snowshoeing; REC 108-Cross-country Skiing; REC 109-Winter Camping; REC 110 Bike Touring; REC 111-Snowboarding; REC 112-Downhill Skiing; REC 211-Adaptive Skiing & Snowboarding; REC 212-Ski & Ride Instructor Prep; PED 157-Orienteering Activities for Educators; PED 181-Adventure Activities; PED 232-SCUBA Level I; PED 281-Adventure Activities II; PED 300-Lifeguard Training; PED 332-SCUBA Level II)</p> <p>NOTE: These 3 outdoor rec activity courses are in addition to the 2 "Activity Requirement" courses required of all majors (see below under "E. OTHER").</p>

D. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (specific to Outdoor Recreation)

E. OTHER: 18-19 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (PRES) (3)
- Activity Requirement: 2-6 credits of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual)
- First Aid Requirement: OREC majors with a concentration in Outdoor Leadership need certification in Wilderness First Responder or higher. OREC majors with a concentration in Natural Resource Recreation Management or Environmental and Cultural Interpretation need certification in Wilderness First Aid or higher. This certification is a prerequisite for REC 475 - Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (6-11 credits)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

SAMPLE DEGREE PLAN for OREC w/ NRRM Concentration Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 271	Foundations of Rec (LC) ■	3	CPN 101	Writing Studies II (GE 10) ■	3
COR 101	First Year Experience (LC)	1	COM 210	Public Speaking (PRES) ■	3
CPN 100	Writing Studies I (GE 10) ■	3	GE 4	US History ■	3
CAP 100	Intro to Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 293	Diversity (also GE 11) (SLRN) ■	3	REC 280*	Programming (SLRN)	3
GE 2	Natural Sciences (recommend GLY 171) ■	4	REC 380*	Leadership (SLRN)	3
GE 3	Social Sciences ■	3	REC 370	OEP	3
ELEC	Free Elective	3	ELEC	Free Elective	3
LAS	LAS Elective ■	3	ELEC	Free Elective	3
			* REC 280 & 380 are linked courses and must be taken together.		
		16			15

(Year Two LAS: 13 cr.)

TOTAL = 31 credits

YEAR THREE

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 310	Wilderness & Am Cult (GE7/12) ■	3	REC 402	Management of Rec Res. ■	3
*REC 469	Env & Cultural Interp - WI	3	*REC 441	Site & Facility Planning	3
**BIO 307	Field Natural History ■	3	REC 445	Administration of Rec - WI	3
***POL 242	Envl Policy (or POL 308/ECO 335) ■	3	**GRY 324	Intro to Cart & GIS ■	3
ELEC	Free Elective (or REC 375-WFR)	3	GE 9	Foreign Language ■	3
			RACT	Recreation Activity requirement	1
		15			16

* for LEAD: REC 379-Outdoor Rec Activities

** for LEAD: REC 474-Outdoor Pursuits Ed/Leadership

*** for LEAD: Outdoor rec activity courses (three 1-cr.)

for ENV: Elective in interpretation

* for ENV: REC 462-Outdoor/Env Ed - WI

for LEAD: REC 462-Outdoor/Env Ed - WI

** for ENV: EST 100-Intro Environmental Studies

for LEAD: Free Elective

(Year Three LAS: 18 cr.)

TOTAL = 31 credits

YEAR FOUR

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 407	Eval and Research ■	3	REC 475	Internship	12
REC 446	Legal Aspects	3			
*REC 449	NRRM Policy	3			
REC 470	Senior Seminar	3			
ELEC**	Free Elective	3			
		15			12

* for ENV: REC 460-Camp & Outdoor Prog. Admin

for LEAD: REC 460-Camp & Outdoor Prog. Admin

** for LEAD: BIO 307-Field Natural History

(Year Four LAS: 3 cr.)

TOTAL = 27 credits

TOTAL LAS: 61 credits OVERALL TOTAL = 121 credits

BS Recreation

(BS_REC)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits; 6 Cortland GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements. (**NOTE: Cortland GE11 and PRES are shown below**)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 39 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)
- Recreation Electives – Three 3-credit REC-prefix courses selected in consultation with advisor (9)

B. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (12)

C. OTHER: 29 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (PRES) (3)
- Activity Requirement: 2-6 credits of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual)
- First Aid Requirement: Certification in First Aid/CPR/AED or higher. This certification is a prerequisite for REC 475-Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (17-21 credits)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

SAMPLE DEGREE PLAN for REC Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 271	Foundations of Rec (LC) ■	3	CPN 101	Writing Studies II (GE 10) ■	3
COR 101	First Year Experience (LC)	1	COM 210	Public Speaking (PRES) ■	3
CPN 100	Writing Studies I (GE 10) ■	3	GE 3	Social Sciences ■	3
CAP 100	Intro to Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free Elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 280*	Programming (SLRN)	3	REC 293	Diversity (also GE 11) (SLRN) ■	3
REC 380*	Leadership (SLRN)	3	REC 370	OEP	
GE 2	Natural Sciences (consider GLY 171) ■	4	GE 4	US History ■	3
GE 7	Humanities (consider REC 310) ■	3	GE 12	Science, Tech, Values & Society ■	3
LAS ELEC	LAS Elective ■	3	ELEC	Free Elective	3
			RACT	Recreation Activity requirement	1
		16			16

(Year Two LAS: 19 cr.)

TOTAL = 32 credits

YEAR THREE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC XXX	REC Elective	3	REC XXX	REC Elective (one LAS/REC ELEC – WI)	3
REC 402	Management of Rec Res. ■	3	REC 407	Eval and Research ■	3
GE 9	Foreign Language ■	3	REC 445	Administration of Rec - WI	3
ELEC	Free Elective	3	ELEC	Free Elective	3
ELEC	Free Elective	3	LAS ELEC	LAS Elective ■ (one LAS/REC ELEC – WI)	3
		15			15

(Year Three LAS: 12 cr.)

TOTAL = 30 credits

YEAR FOUR

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC XXX	REC Elective	3	REC 475	Internship	12
REC 446	Legal Aspects	3			
REC 470	Senior Seminar	3			
ELEC	Free Elective	3			
LAS ELEC	LAS Elective ■	3			
		15			12

(Year Four LAS: 3 cr.)

TOTAL = 27 credits

TOTAL LAS: 61 credits

OVERALL TOTAL = 121 credits

BS Recreation Camp Management Concentration (BS_REC_CAMP)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits; 6 Cortland GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements. (**NOTE: Cortland GE11 and PRES are shown below**)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 30 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)

B. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (12) (specific to Camp Management)

C. CONCENTRATION IN CAMP MANAGEMENT: 21 CREDITS

- MGT 253: Principles of Marketing (3)
- MGT 254: Principles of Accounting (3)
- REC 344: Commercial and Entrepreneurial Recreation (3)
- REC 360: Camp Counseling and Outdoor Education (3)
(NOTE: Students who have worked as seasonal staff and undergone staff training in the last five years at an ACA accredited resident camp are exempt from this requirement and may select an alternate course.)
- REC 420: Youth Development through Recreation (3)
- REC 460: Camp and Outdoor Program Administration (3)
- REC 462: Environmental and Outdoor Education - WI (3)

D. OTHER: 17 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (PRES) (3)
- Activity Requirement: 2-6 credits of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual)
- First Aid Requirement: Certification in Wilderness First Aid or higher. This certification is a prerequisite for REC 475-Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (5-9 credits)
(NOTE: Students who are exempt from taking REC 360 will have 8-12 credits of liberal arts and free electives.)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

SAMPLE DEGREE PLAN for REC w/ CAMP Concentration Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 271	Foundations of Rec (LC) ■	3	CPN 101	Writing Studies II (GE 10) ■	3
COR 101	First Year Experience (LC)	1	COM 210	Public Speaking (PRES) ■	3
CPN 100	Writing Studies I (GE 10) ■	3	GE 3	Social Sciences ■	3
CAP 100	Intro to Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free Elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 280*	Programming (SLRN)	3	REC 293	Diversity (also GE 11) (SLRN) ■	3
REC 380*	Leadership (SLRN)	3	REC 370	OEP	
GE 2	Natural Sciences (consider GLY 171) ■	4	MGT 253	Principles of Marketing ■	3
GE 7	Humanities (consider REC 310) ■	3	GE 4	US History ■	3
LAS ELEC	LAS Elective ■	3	GE 12	Science, Tech, Values & Society ■	3
* REC 280 & 380 are linked courses and must be taken together.			RACT	Recreation Activity requirement	1
		16			16

(Year Two LAS: 22 cr.)

TOTAL = 32 credits

YEAR THREE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 344	Commercial & Entrepreneurial Rec	3	REC 402	Management of Rec Res. ■	3
REC 360	Camp Counseling & Outdoor Ed	3	REC 420	Youth Development thru Rec	3
REC 445	Administration of Rec - WI	3	REC 462	Environmental & Outdoor Ed-WI	3
GE 9	Foreign Language ■	3	MGT 254	Principles of Accounting	3
LAS ELEC	LAS Elective ■	3	ELEC	Free Elective	3
		15			15

(Year Three LAS: 9 cr.)

TOTAL = 30 credits

YEAR FOUR

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 407	Eval and Research ■	3	REC 475	Internship	12
REC 446	Legal Aspects	3			
REC 460	Camp & Outdoor Prog Admin	3			
REC 470	Senior Seminar	3			
ELEC	Free Elective	3			
		15			12

(Year Four LAS: 3 cr.)

TOTAL = 27 credits

TOTAL LAS: 61 credits

OVERALL TOTAL = 121 credits

BS Recreation Leisure/Recreation Program Delivery Concentration (BS_REC_LRPD)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits; 6 Cortland GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements. (**NOTE: SUNY GE3, Cortland GE11 and PRES are shown below**)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 30 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)

B. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (12) (specific to Leisure/Recreation Program Delivery)

C. CONCENTRATION IN LEISURE/RECREATION PROGRAM DELIVERY: 27 CREDITS

- PSY 101: Introductory Psychology (3) (meets GE3 in the SUNY GE requirement)
- REC 425: Leisure Education - WI (3)
- REC 427: Special Events Planning I (3)
- REC 428: Special Events Planning II (3)

<p><u>Advanced Administration and Supervision Area</u></p> <p>Three credits from the following:</p> <ul style="list-style-type: none"> REC 409: HRM in Leisure Services - WI REC 460: Camp and Outdoor Program Admin. REC 503: Campus Rec Programming & Admin. 	<p><u>Social Behavior Area</u></p> <p>PSY 422: Social Psychology (3) <i>and</i></p> <p>Three credits from the following:</p> <ul style="list-style-type: none"> FSA 525: Teaching the Inner City Child REC 455: The Sociology of Leisure REC 508: Leisure Services for Older Adults SOC 220: Introduction to Social Gerontology SOC 373: Deviant Behavior (pre: SOC100,150 or ANT102) SOC 425: Sociology of Aging and the Life Course (pre: SOC100,150,220 or ANT102) SOC 462: Juvenile Delinqu. (pre: SOC100,150 or ANT102) SOC 464: Corrections (pre: SOC100,150 or ANT102) SOC 470: Soc. of the Family (pre: SOC100,150 or ANT102)
<p><u>Human Development Area</u></p> <p>Three credits from the following:</p> <ul style="list-style-type: none"> PSY 231: Child Psychology PSY 232: Adolescent Psychology PSY 333: Developmental Psychology PSY 334: Psychology of Adulthood and Aging 	<p><u>Wellness/Healthy Lifestyles Area</u></p> <p>Three credits from the following:</p> <ul style="list-style-type: none"> HLH 110: Personal and Community Health HLH 210: Wellness and Health Promotion HLH 301: Stress Management HLH 313: Mental and Emotional Health

D. OTHER: 14 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (PRES) (3)
- Activity Requirement: 2-6 credit hours of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual)
- First Aid Requirement: Certification in First Aid/CPR/AED or higher. This certification is a prerequisite for REC 475 - Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (2-6 credits)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

SAMPLE DEGREE PLAN for REC w/ LRPD Concentration Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 271	Foundations of Rec (LC) ■	3	CPN 101	Writing Studies II (GE 10) ■	3
COR 101	First Year Experience (LC)	1	COM 210	Public Speaking (PRES) ■	3
CPN 100	Writing Studies I (GE 10) ■	3	GE 3	Social Sciences ■	3
CAP 100	Intro to Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free Elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 280*	Programming (SLRN)	3	REC 293	Diversity (also GE 11) (SLRN) ■	3
REC 380*	Leadership (SLRN)	3	REC 370	OEP	3
GE 2	Natural Sciences (consider GLY 171) ■	4	ELEC	Free Elective	3
GE 4	US History ■	3	PSY 101	Introductory Psych (GE3) ■	3
GE 7	Humanities (consider REC 310) ■	3	GE 12	Science, Tech, Values & Society ■	3
* REC 280 & 380 are linked courses and must be taken together.		16			15

(Year Two LAS: 19 cr.)

TOTAL = 31 credits

YEAR THREE

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 402	Management of Rec Res. ■	3	REC 407	Eval and Research ■	3
REC 445	Admin of Rec - WI	3	REC 425	Leisure Education - WI ■	3
Hum. Dev.	(e.g., PSY 232) ■	3	REC 427	Special Event Planning I	3
Health/Well.	(e.g., HLH 110)	3	Soc. Beh.	(e.g., SOC 373) ■	3
GE 9	Foreign Language ■	3	ELEC	Free Elective	3
			RACT	Recreation Activity requirement	1
		15			16

(Year Three LAS: 18 cr.)

TOTAL = 31 credits

YEAR FOUR

FALL			SPRING		
Number	Course Title	Cr.	Number	Course Title	Cr.
REC 428	Special Event Planning II	3	REC 475	Internship	12
REC 446	Legal Aspects	3			
Adv. Admin.	(e.g., REC 460)	3			
REC 470	Senior Seminar	3			
PSY 422	Social Psychology ■	3			
		15			12

(Year Four LAS: 3 cr.)

TOTAL = 27 credits

TOTAL LAS: 67 credits

OVERALL TOTAL = 121 credits

BS Recreation Management

(BS_RMGT)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits; 6 Cortland GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements. (**NOTE: Cortland GE11 and PRES are shown below**)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 30 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)

B. RECREATION MANAGEMENT: 27 CREDITS

- REC 344: Commercial and Entrepreneurial Recreation (3)
- REC 409: Human Resource Management in Leisure Services - WI (3)
- Recreation Planning Elective – 6 credits from the following list:
 - REC 427/428: Special Events Planning I & II (3+3=6 cr. total)
- OR**
- and** GRY 324: Introduction to Cartography and Geographic Information Systems (3)
- ECO 111: Principles of Microeconomics (3)
- ECO 352: Finance (3) (*prereq: MGT 254*)
- MGT 253: Principles of Marketing (3)
- MGT 254: Principles of Accounting I (3)
- Management/Administration Elective – one course from the following list:
 - MGT 250: Principles of Management (3) or
 - POL 240: Introduction to Public Administration and Public Policy (3)

C. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (12) (specific to Recreation Management)

D. OTHER: 11 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (3)
- Activity Requirement: 2-6 credit hours of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual).
- First Aid Requirement: Certification in First Aid/CPR/AED or higher. This certification is a prerequisite for REC 475 - Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (0-3 credit hours)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

SAMPLE DEGREE PLAN for RMGT Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 271	Foundations of Rec (LC) ■	3	CPN 101	Writing Studies II (GE 10) ■	3
COR 101	First Year Experience (LC)	1	COM 210	Public Speaking (PRES) ■	3
CPN 100	Writing Studies I (GE 10) ■	3	GE 3	Social Sciences ■	3
CAP 100	Intro to Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free Elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 280*	Programming (SLRN)	3	REC 293	Diversity (also GE 11) (SLRN) ■	3
REC 380*	Leadership (SLRN)	3	REC 370	OEP	3
ECO 111	Microeconomics ■	4	MGT 250	Principles of Mgmt (or POL 240) ■	3
GE 2	Natural Sciences (consider GLY 171) ■	3	GE 4	US History ■	3
GE 7	Humanities (consider REC 310) ■	3	GE 12	Science, Tech, Values & Society ■	3
* REC 280 & 380 are linked courses and must be taken together.		16			15

(Year Two LAS: 22 cr.)

TOTAL = 31 credits

YEAR THREE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 344	Commercial & Entrepr. Recreation	3	REC 407	Eval and Research ■	3
REC 402	Management of Rec Res. ■	3	REC 409	Human Resource Mgmt. - WI	3
REC 445	Admin of Rec - WI	3	REC 427	Special Event Planning I OR	3
MGT 253	Marketing ■	3	GRY 324	Intro to Cartography & GIS ■	
GE 9	Foreign Language ■	3	MGT 254	Accounting	3
RACT	Recreation Activity requirement	1	ELEC	Free Elective	3
		16			15

(Year Three LAS: 12-15 cr.)

TOTAL = 31 credits

YEAR FOUR

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 428	Special Event Planning II OR	3	REC 475	Internship	12
REC 441	Site & Facilities Planning				
REC 446	Legal Aspects	3			
REC 470	Senior Seminar	3			
ECO 352	Finance (prereq. MGT 254) ■	3			
ELEC	Free Elective	3			
		15			12

(Year Four LAS: 3 cr.)

TOTAL = 27 credits

TOTAL LAS: 64-67 credits

OVERALL TOTAL = 121 credits

BS Therapeutic Recreation

(BS TR)

REQUIREMENTS:

All College, General Education (**30-31 SUNY GE credits; 6 Cortland GE credits**), Liberal Arts/Sciences (60 credits), and Major Requirements. (**NOTE: SUNY GE3, Cortland GE11 and PRES are shown below**)

Major Requirements:

A. PROFESSIONAL CORE COURSES: 30 CREDITS

- REC 271: Foundations of Recreation (3)
- REC 280: Programming in Parks, Recreation and Leisure Services (3)
- REC 293: Diversity and Inclusive Recreation Services (3) (meets GE11 in the Cortland GE requirement)
- REC 370: Outdoor Education Practicum (3)
- REC 380: Leadership in Parks, Recreation and Leisure Services (3)
- REC 402: Management of Recreation Resources (3)
- REC 407: Evaluation and Research (3)
- REC 445: Administration of Recreation - WI (3)
- REC 446: Legal Aspects of Parks, Recreation and Leisure Services (3)
- REC 470: Senior Seminar (3)

B. THERAPEUTIC RECREATION: 33 CREDITS

- BIO 301: Human Anatomy and Physiology I (3)
- or** BIO 302: Human Anatomy and Physiology II (3)
- PSY 101: Introductory Psychology (GE3) (3) (meets GE3 in the SUNY GE requirement)
- PSY 333: Developmental Psychology (3)
- PSY 421: Abnormal Psychology (3)
- REC 330: Introduction to Therapeutic Recreation (3)
- REC 430: Therapeutic Recreation Process I: Assessment - WI (3)
- REC 431: Therapeutic Recreation Process II: Planning, Implementation and Evaluation (3)
- REC 435: Therapeutic Recreation Interventions (3)
- REC 438: Design and Administration of Therapeutic Recreation Services (3)
- Two support courses (as defined by the National Council for Therapeutic Recreation Certification; see p. 23 for a list of recommended courses) (6)

C. INTERNSHIP: 12 CREDITS (NOTE: Students may not enroll in additional course work while enrolled in the internship.)

- REC 475: Internship in Recreation and Leisure Services (12) (specific to Therapeutic Recreation)

D. OTHER: 15 CREDITS

- CAP 100: Introduction to Computer Applications (3)
- COM 210: Fundamentals of Public Speaking (PRES) (3)
- Activity Requirement: 2-6 credits of recreation activities – at least two different activities (i.e., can be arts, sports, outdoor, music, physical activity, etc. as long as it is participatory and skills-based; see p. 27 of this manual).
- First Aid Requirement: Certification in First Aid/CPR/AED or higher. This certification is a prerequisite for REC 475 - Internship in Recreation and Leisure Services and must be current for the duration of the REC 475 internship. Students must submit a copy plus the original certificate of completion from an approved First Aid agency to their advisor (see pp. 28-30 of this manual for acceptable certifications).
- Child Abuse Recognition Workshop: No credit
- Liberal Arts and Free Electives (3-7 credits)

TOTAL CREDIT HOURS REQUIRED FOR GRADUATION: 121

RECOMMENDED

THERAPEUTIC RECREATION SUPPORT COURSES

- COM 300 - Interpersonal Communication
- COM 302 - Intercultural Communication
- COM 340 - Small Group Communication
- COM 450 - Health Communication
- HLH 111 - International Health and Culture (GE3&6)
- HLH 201 - Health Problems of the Underserved (GE11)
- HLH 210 - Wellness and Health Promotion
- HLH 232 - Nutrition
- HLH 301 - Stress Management
- HLH 313 - Mental and Emotional Health
- HLH 314 - Mental Health and Counseling
- HLH 323 - Foods and Nutrition
- HLH 357 - Nutrition and Sport Performance
- HLH 360 - Health Care Administration and Planning
- HLH 394 - Health-Related Behavior: Formation & Change
- EXS 287 - Social Psychological Aspects of Physical Activity
- EXS 357 - Nutrition and Sport Performance
- EXS 367 - Exercise Psychology
- EXS 450 - Disability and Sport
- PHI 240 - Social and Political Philosophy (GE5)
- PHI 321 - Medical Ethics
- PED 302 - Disability Sports and Games
- PED 303 - Fitness Across the Lifespan and Disabilities
- PSY 231 - Child Psychology
- PSY 232 - Adolescent Psychology
- PSY 235 - Cultural Psychology
- PSY 311 - Motivation
- PSY 312 - Learning
- PSY 313 - Cognitive Psychology
- PSY 322 - Theories of Personality
- PSY 331 - Psychology of Children with Disabilities
- PSY 341 - Psychological Tests and Measurements
- PSY 360 - Applied Behavior Analysis I
- PSY 361 - Applied Behavior Analysis II
- PSY 375 - Positive Psychology
- PSY 410 - Psychology of Human Emotion
- PSY 411 - Behavioral Neuroscience
- PSY 412 - Sensory and Perceptual Processes
- PSY 420 - Psychopharmacology
- PSY 422 - Social Psychology
- PSY 431 - Psychology of Intellectual Disabilities and Autism
- PSY 432 - Psychology of Learning Disabilities
- PSY 435 - Health Psychology
- PSY 486 - Counseling Psychology
- CRM 462 - Juvenile Delinquency
- SOC 150 - Introduction to Sociology (GE3&4)
- SOC 220 - Introduction to Social Gerontology
- SOC 351 - The Community
- SOC 371 - Sociology of Medicine
- SOC 373 - Deviant Behavior
- SOC 425 - Sociology of Aging and the Life Course
- SOC 462 - Juvenile Delinquency
- SOC 470 - Sociology of the Family

NOTE: This list is NOT exhaustive. Consult your advisor for additional acceptable courses.

SAMPLE DEGREE PLAN for TR Student:

(■ = LAS course)

YEAR ONE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 271	Foundations of Rec (LC) ■	3	COM 210	Public Speaking (PRES) ■	3
COR 101	First Year Experience (LC)	1	CPN 101	Writing Studies II (GE 10) ■	3
CPN 100	Writing Studies I (GE10) ■	3	PSY 101	Introductory Psych (GE 3) ■	3
CAP 100	Computer Applications ■	3	GE 6	Contrasting Cultures (consider REC 150) ■	3
GE 1	Quantitative Skills ■	3	ELEC	Free Elective	3
GE 8	The Arts ■	3	RACT	Recreation Activity requirement	1
		16			16

(Year One LAS: 27 cr.)

TOTAL = 32 credits

YEAR TWO

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 280*	Programming (SLRN)	3	REC 293	Diversity (also GE 11) (SLRN) ■	3
REC 380*	Leadership (SLRN)	3	REC 330	Intro to TR	3
ELEC	Free Elective	3	REC 370	OEP	3
GE 2	Natural Sciences (consider GLY 171) ■	4	PSY 333	Developmental Psych ■	3
GE 4	US History ■	3	GE 7	Humanities (consider REC 310) ■	3
* REC 280 & 380 are linked courses and must be taken together.			RACT	Recreation Activity Requirement	1
		16			16

(Year Two LAS: 16 cr.)

TOTAL = 32 credits

YEAR THREE

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 402	Management of Rec Res. ■	3	REC 431**	TR Process II:PIE (SLRN)	3
REC 430	TR Process I: Assessment - WI	3	REC 435**	TR Interventions (SLRN)	3
BIO 301	Human Anatomy & Physiology ■	3	REC 445	Admin of Rec - WI	3
TR SUP	TR Support Course I	3	PSY 421	Abnormal Psych ■	3
GE 12	Science, Tech, Values & Society ■	3	TR SUP	TR Support Course II	3
		15	** REC 431 & 435 are linked courses and must be taken together.		15

(Year Three LAS: 12 cr.)

TOTAL = 30 credits

YEAR FOUR

FALL			SPRING		
<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>	<i>Number</i>	<i>Course Title</i>	<i>Cr.</i>
REC 407	Eval and Research ■	3	REC 475	Internship	12
REC 438	Design and Admin of TR	3			
REC 446	Legal Aspects	3			
REC 470	Senior Seminar	3			
GE 9	Foreign Language ■ (consider ASL 101)	3			
		15			12

(Year Four LAS: 6 cr.)

TOTAL = 27 credits

TOTAL LAS: 61 credits

OVERALL TOTAL = 121 credits

MINOR IN ENVIRONMENTAL AND OUTDOOR EDUCATION
Minor Code: EOOE, EOEO, EOEC

This interdisciplinary minor includes a core group of courses that ground students in the theoretical and practical knowledge needed to approach outdoor education holistically and to work effectively in various outdoor and environmental program contexts. Students then elect a "track" in (a) environmental education and interpretation; (b) outdoor pursuits; or (c) organized camping. Total credits for minor – 21-24 credits (12-13 in core, 9-11 in track).

CORE REQUIREMENTS (12-13 credits from the following)

Course #	Course Title	Credits	Semester Taken	Grade
BIO 307	Field Natural History OR	3		
BIO 310	Field Biology			
BIO 412	General Ecology (4 cr.) OR	3 or 4		
GLY 160	Environmental Geology (3 cr.) OR			
GRY 110	Physical Geography (3 cr.)			
EDU/REC 462	Environmental and Outdoor Education	3		
REC 370	Outdoor Education Practicum	3		

ENVIRONMENTAL EDUCATION & INTERPRETATION TRACK (EOEE) (9-11 credits)

Course #	Course Title	Credits	Semester Taken	Grade
EST 100	Introduction to Environmental Studies	3		
6-8 credits from the following, selected by advisement:				
ANT 300	Human Evolution and Survival	3		
ANT 305	Archeology of Eastern US	3		
BIO 307	Field Natural History (unless used in core)	3		
BIO 310	Field Biology (unless used in core)	3		
BIO 405	Conservation Biology	3		
BIO 411	Ornithology	3		
BIO 418	Fungi	4		
ECO 335	Resource & Environmental Economics	3		
GLY 261	Physical Geology	4		
GLY 371	Meteorology	3		
GRY 110	Physical Geography (unless used in core)	3		
GRY 120	Cultural Geography	3		
GRY 301	Science, Human Affairs and the Environment	3		
GRY 450	Urban Geography	3		
INT 201	Adirondack Studies	3		
PHY 150	Astronomy	3		
POL 242	Environmental Policy	3		
POL 308	Environmental Law	3		
POL 342	Environmental Policy and Biodiversity	3		
REC 310	Wilderness and American Culture	3		
REC 469	Environmental and Cultural Interpretation	3		
SOC 340	Environmental Sociology	3		

OUTDOOR PURSUITS TRACK (EOEO) (9 credits)

Course #	Course Title	Credits	Semester Taken	Grade
HLH 120	Responding to Emergencies	2		
PED 181	Adventure Activities	1		
REC 379	Outdoor Recreation Activities	3		
REC 474	Outdoor Pursuits Education (prereq: REC 379)	3		

ORGANIZED CAMPING TRACK (EOEC) (9 credits)

Course #	Course Title	Credits	Semester Taken	Grade
HLH 120	Responding to Emergencies	2		
PED 181	Adventure Activities	1		
REC 360	Camp Counseling and Outdoor Education	3		
REC 460	Camp & Outdoor Program Administration	3		

Notes:

- A National Standards Course from the Wilderness Education Association or the Nat'l Outdoor Leadership School or REC/SAB 476 may be substituted for REC 379.
- A SOLO or WMA course, REC 375 or another approved wilderness first responder course may be substituted for HLH 120.

GEOGRAPHY: MINOR WITH AN EMPHASIS IN TOURISM DEVELOPMENT

Minor Code: TOUR

Tourism is a major factor in economic and community development and in natural and cultural resource protection at the local, state, national, and international levels. Because of the strong relationships between leisure and tourism behavior and between recreation resources and tourism development, many leisure services professionals are heavily involved in tourism planning and development. Recreation majors can prepare for this dimension of the profession by taking the minor in tourism development (which is jointly sponsored with and administered by the Geography Department).

CORE REQUIREMENTS (9 credits)

Course #	Course Title	Credits	Semester Taken	Grade
GRY 215	Geography of Travel and Tourism	3		
GRY/REC 315	Ecotourism	3		
GRY/REC 415	Tourism Planning and Development	3		

ELECTIVES

Total of 9-10 credits, with at least 3 credits from each of the following groups:

REGIONAL GROUP (3-6 credits)

Course #	Course Title	Credits	Semester Taken	Grade
ECO 312	Economic Development of Latin Amer.	3		
ECO 313	Economic Development of Asia	3		
GRY 480	United States	3		
GRY 482	The Geography of Latin America and the Caribbean	3		
GRY 484	Geography of Europe	3		
GRY 485	Africa, South of the Sahara	3		
GRY 486	Geography of South and East Asia	3		

PLANNING AND DEVELOPMENT GROUP (3-7 credits)

Course #	Course Title	Credits	Semester Taken	Grade
ANT 315	Development Anthropology	3		
ECO 311	Economic Development	3		
GRY 327	Computer Mapping or	4		
GRY 328	Geographic Information Systems	4		
REC 344	Commercial and Entrepreneurial Rec.	3		
REC 402	Management of Recreation Resources	3		

TOTAL HOURS REQUIRED FOR THE MINOR:

18 CREDITS

OTHER RPLS DEGREE REQUIREMENTS

ACTIVITY COURSE REQUIREMENTS FOR ALL RPLS MAJORS

To ensure that students graduate with skills in a number of programmatic areas, all students in the BS degrees are required to complete at least two DIFFERENT "activity-based classes" for a total of at least two credit hours. Two types of credit may be used to complete the requirement: activity-based academic credit and/or activity-based participation credit.

No more than eight (8) hours of participation courses may be applied toward graduation requirements. No more than four (4) hours of physical education academic activity courses may be applied toward graduation requirements.

Students are encouraged to select activity-based classes, in consultation with their advisors, to expand their repertoire of skills. These courses are intended to increase students' exposure to, familiarity with, and/or competence at a variety of skills. Students are encouraged to propose courses to their advisors if they are not listed below.

Activity-based academic credit may be earned through a variety of courses offered in a number of departments.

Examples include:

- Studio Arts (ATS prefix courses)
- Biology (BIO 307-Field Natural History; BIO 310-Field Biology; BIO 411-Ornithology)
- Cinema Studies (CIN 304-Introduction to Play and Script Writing)
- Communication Studies (COM 242-Audio Production; COM 243-Video Production)
- Computer Applications (CAP 201-C Programming; CAP 236-Desktop Publishing)
- Geography (GRY 324-Introduction to Cartography & GIS)
- Geology (GLY 481-Field Geology)
- Music (MUS 470-Music and the Child; Applied Music courses MUS 160, 163, 164, 165, 166, 180, 181, 184, 185, 260, 263, 264, 265, 266, 360, 363, 364, 366)
- Physical Education (PED activity courses and coaching clinics)
- Recreation (REC activity courses); REC 150-Play Across Cultures (also a GE 6)
- Theater (THT 100-Intro to Theater Arts; THT 120-Acting I; THT 220-Acting II; THT 240-Technical Theater I; THT 241-Puppetry)

Activity-based participation credit may be earned through a variety of classes. *Examples include:*

- Communication Studies (COM 390-Participation in Newspaper, COM 391-Participation in Yearbook; COM 392-Participation in Magazine; COM 293-Participation in Video Production; COM 394-Participation in Audio Production; COM 395-Participation in Debate)
- Music Ensembles (MUS 240-Choral Union; AAS 241-African American Chorale; MUS 249-College Singers; MUS 250-Chamber Arts Ensemble; MUS 254-Ensemble; MUS 256-College-Community Orchestra; MUS 259-Wind Ensemble)
- Physical Education (Participation in Intercollegiate Athletics: ATHL 202-218, 233-237)
- Theater (THT 399-Participation in Theater)

Please note - per college policy:

No more than eight hours of combined activity and/or participation courses may be applied toward meeting graduation requirements except as department major requirements specify additional activity and/or participation credits. Since RPLS majors require 2-6 credits of activity courses, this policy DOES apply to our majors.

FIRST AID REQUIREMENT

The following majors and concentrations within the degree programs in Recreation, Parks and Leisure Studies require students to obtain first aid certification appropriate to and standard in each area of the recreation field:

Major_Concentration	Certification
<ul style="list-style-type: none"> • REC (Recreation) • REC_LRPD (Recreation w/ a concentration in Leisure/ Rec Prog. Delivery) • RMGT (Recreation Management) • TR (Therapeutic Recreation) 	<p style="text-align: center;"><i>First Aid/CPR/AED</i> or higher.</p> <p style="text-align: center;"><i>See Table A on page 29.</i></p>
<ul style="list-style-type: none"> • REC_CAMP (Recreation with a concentration in Camp Management) • OREC_ENV (Outdoor Rec. with a concentration in Env'l. & Cultural Interp.) • OREC_NRRM (Outdoor Rec with a concentration in Natural Res. Rec. Mgmt.) 	<p style="text-align: center;"><i>Wilderness First Aid</i> or higher.</p> <p style="text-align: center;"><i>See Table B on page 30.</i></p>
<ul style="list-style-type: none"> • OREC_LEAD Outdoor Recreation with a concentration in Outdoor Leadership 	<p style="text-align: center;"><i>Wilderness First Responder</i> or higher.</p> <p style="text-align: center;"><i>See Table C on page 30.</i></p>

Completion of the specified certification is a prerequisite for REC 475: Internship in Recreation and Leisure Services and *must be current for the duration of the REC 475 internship.* Tables A, B & C on pages 29-30 show acceptable certifications to meet the requirement. If a first aid certification is NOT on this table, it WILL NOT meet the degree requirement.

In all cases, students must provide the original and a photocopy of the appropriate first aid certificate to their advisor to show evidence of completing the first aid requirement. The advisor will then submit the copy to Debra Sanford, RPLS Secretary.

**Table A. List of Approved First Aid Certifications for
REC, REC_LRPD, RMGT, and TR Degree Programs**

adapted from NY State Dept. of Health,

"First Aid Certifications for NYS Children's Camp Staff Subpart 7-2 of the State Sanitary Code:"

Provider:	Acceptable Certification Titles:
American Lifeguard Association	<ul style="list-style-type: none"> ▪ Lifeguard with First Aid and CPR/AED ▪ Shallow Water Lifeguard with First Aid and CPR/AED ▪ Aquatic First Responder Certification
American Heart Association	<ul style="list-style-type: none"> ▪ Heartsaver First Aid, CPR, AED
American Red Cross	<ul style="list-style-type: none"> ▪ First Aid/CPR/AED ▪ Adult and Pediatric First Aid/CPR/AED ▪ Emergency Medical Response ▪ Responding to Emergencies (<i>any certification title containing the wording "Responding to Emergencies" is acceptable</i>) ▪ Wilderness and Remote First Aid
American Safety & Health Institute	<ul style="list-style-type: none"> ▪ CPR, AED, & First Aid (<i>Adult or Adult, Child, & Infant option</i>)* ▪ Advanced First Aid* <i>*Certification must be accompanied by a Recognition of Participation in the ASHI training program approved by the New York State Department of Health</i> ▪ Basic Wilderness First Aid ▪ Wilderness First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
EMS Safety Services Inc.	<ul style="list-style-type: none"> ▪ Basic First Aid & CPR
Emergency Care & Safety Institute	<ul style="list-style-type: none"> ▪ Standard First Aid, CPR, and AED ▪ Advanced First Aid, CPR, and AED ▪ Emergency Medical Responder ▪ Wilderness First Aid BSA (16 hours) ▪ Wilderness First Aid Basic ▪ Wilderness First Aid Standard ▪ Wilderness First Aid Advanced Level
Medic First Aid	<ul style="list-style-type: none"> ▪ BasicPlus CPR, AED and First Aid ▪ PediatricPlus CPR, AED and First Aid
National Registry of Emergency Medical Technicians (<i>Individuals that can provide proof that their state utilizes the National curriculum may be accepted.</i>)	<ul style="list-style-type: none"> ▪ Emergency Medical Responder ▪ Emergency Medical Technician ▪ Advanced Emergency Medical Technician ▪ Paramedic
National Safety Council	<ul style="list-style-type: none"> ▪ NCS First Aid, CPR & AED ▪ NSC Emergency Medical Response ▪ NSC Advanced First Aid, CPR & AED
National Ski Patrol	<ul style="list-style-type: none"> ▪ Outdoor Emergency Care Technician
NYS Dept. of Environmental Conservation	<ul style="list-style-type: none"> ▪ Summer Camp First Aid for Camp Counselors & Camp Directors
New York State Department of Health	<ul style="list-style-type: none"> ▪ Certified First Responder ▪ Emergency Medical Technician - Basic ▪ Advanced Emergency Medical Technician ▪ Critical Care ▪ Paramedic
NOLS Wilderness Medicine Institute	<ul style="list-style-type: none"> ▪ Wilderness Advanced First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
St. John Ambulance Canada	<ul style="list-style-type: none"> ▪ Medical First Responder ▪ Emergency Medical Responder ▪ Standard First Aid
SOLO Wilderness Emergency Medicine	<ul style="list-style-type: none"> ▪ Wilderness First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
Wilderness Medical Associates	<ul style="list-style-type: none"> ▪ Wilderness Advanced First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician ▪ Wilderness First Aid 16 Hours (<i>course entitled "Wilderness First Aid Option B – 16 Hours" is not acceptable</i>)

**Table B. List of Approved First Aid Certifications for
REC_CAMP, OREC_ENV, and OREC_NRRM Degree Programs**

adapted from NY State Dept. of Health,
"First Aid Certifications for NYS Children's Camp Staff Subpart 7-2 of the State Sanitary Code:"

Provider:	Acceptable Certification Titles:
American Red Cross	<ul style="list-style-type: none"> ▪ Wilderness and Remote First Aid
American Safety & Health Institute	<ul style="list-style-type: none"> ▪ Wilderness First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
Emergency Care & Safety Institute	<ul style="list-style-type: none"> ▪ Wilderness First Aid Basic ▪ Wilderness First Aid Standard ▪ Wilderness First Aid Advanced Level
SOLO Wilderness Emergency Medicine	<ul style="list-style-type: none"> ▪ Wilderness First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
Wilderness Medical Associates	<ul style="list-style-type: none"> ▪ Wilderness Advanced First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician ▪ Wilderness First Aid 16 Hours (<i>course entitled "Wilderness First Aid Option B – 16 Hours" is not acceptable</i>)
Wilderness Medicine Institute of the NOLS	<ul style="list-style-type: none"> ▪ Wilderness Advanced First Aid ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician

**Table C. List of Approved First Aid Certifications for
OREC_LEAD Degree Program**

adapted from NY State Dept. of Health,
"First Aid Certifications for NYS Children's Camp Staff Subpart 7-2 of the State Sanitary Code:"

Provider:	Acceptable Certification Titles:
American Safety & Health Institute	<ul style="list-style-type: none"> ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
SOLO Wilderness Emergency Medicine	<ul style="list-style-type: none"> ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
Wilderness Medical Associates	<ul style="list-style-type: none"> ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician
Wilderness Medicine Institute of the NOLS	<ul style="list-style-type: none"> ▪ Wilderness First Responder ▪ Wilderness Emergency Medical Technician

OUTDOOR EDUCATION PRACTICUM

All RPLS majors must take REC 370, Outdoor Education Practicum, at Raquette Lake during the summer directly following the academic year in which they take the lab portion of the class on campus. It is recommended that students take REC 370 during their sophomore year, or their junior year at the latest. Students are expected to plan their summer work or summer classes around the Outdoor Education Practicum (OEP) dates. Commitments to summer employers should not be made until students know the dates of their OEP session. Requests to be assigned to a particular session or to postpone the experience can rarely be accommodated. Such requests must be made to the OEP Director, in writing, by the **second day of the drop/add period**.

CHILD ABUSE RECOGNITION & REPORTING WORKSHOP REQUIREMENT

All students in the RPLS degree programs must complete instruction regarding the identification and reporting of child abuse and maltreatment. **Completion of this workshop is a prerequisite for REC 475: Internship in Recreation and Leisure Services.** Students typically complete this requirement when enrolled in REC 280: Programming in Parks, Recreation and Leisure Services or REC 370: Outdoor Education Practicum. There are currently three ways to meet the requirement:

1. Submit proof to the Registrar's Office that you have taken this workshop elsewhere.

If you took this workshop elsewhere, SUNY Cortland will accept proof of completion if the provider is on the NYS Dept. of Education's list of "Approved Providers of Training" (see <http://www.op.nysed.gov/training/caproviders.htm>). If the provider is on this list, then simply take your proof of completion directly to the Registrar's Office in Miller Building so your DegreeWorks Audit Worksheet can be updated.

OR 2. Take a free online workshop through the New York State Office of Children and Family Services and submit proof to the Registrar's Office.

- a. Google: NYS Children and Family Services
- b. Click on "Report/Prevent Child Abuse" (Magenta Box)
- c. Click on "Mandated Reporter Training" in left-hand column
- d. Read the instructions and then click on "register anytime" to register:

The New York State Office of Children and Family Services now offers FREE 24/7 online Mandated Reporter Training in Child Abuse and Neglect/Maltreatment Identification. You can register anytime at www.nysmandatedreporter.org. This 2-hour web-based training is fully narrated and interactive and features learning exercises customized for the Child Care profession. As you complete each 10- to 15-minute section, the application saves your progress and allows you up to 30 days to complete the entire course. A certificate of attendance is sent online to persons completing the course. *For Customer Service, dial 1-800-836-0903 and press "3" Monday through Friday from 8 a.m. to 4 p.m. or email MRCustomerService@bsc-cdhs.org.*

- e. Upon completion of the workshop, print off the certificate of attendance and take it to the Registrar's Office in Miller Building so your DegreeWorks Audit Worksheet can be updated.

OR 3. Enroll in CAR 500: Child Abuse Recognition Workshop at SUNY Cortland (\$35.00 course fee).

BACKGROUND CHECK REQUIREMENT

An increasing number of public school districts and agencies that partner with SUNY Cortland are requiring that students intending to volunteer, intern, or participate in service learning submit to a criminal background check. TLC²/Southeastern Security Consultants, Inc. (NCSI/SSCI) is the agency that has agreed to work with our students in order to provide this service and to process applications.

In an effort to ensure that volunteers/interns present no unnecessary risk to the health and safety of minors, including but not limited to sexual, physical, emotional or ethical abuse or neglect, the RPLS Department has adopted policies relative to the detection of child abusers, child molesters, persons involved in criminal offenses of a sexual nature, or criminal offenses that could expose minors to a risk to their health and safety.

As part of your application to the agency, you will be asked to grant permission to forward the results of a background check directly to SUNY Cortland. This information will be kept confidential, and be initially released only to the Recreation, Parks and Leisure Studies (RPLS) Department Chair and the Director of Career Services, the Coordinator of Service Learning, or the Director of Field Placement.

I. BACKGROUND CHECK POLICY AND DISQUALIFICATION CRITERIA

- A. **Policy Statement:** Students in certain SUNY Cortland Recreation, Parks and Leisure Studies (RPLS) Department courses will complete a background check by TLC²/Southeastern Security Consultants, Inc. (SSCI) as required by the instructors of designated service learning courses. As long as no changes have occurred in students' statuses, they do not need to repeat the process each year that they are enrolled in one of these designated service learning courses. Students who have previously completed a background check that required fingerprinting will be allowed to use that screening to meet the RPLS Department's requirement as long as the original screening was completed in the last year, results are presented to the RPLS Department, and there have been no changes in the student's status since the background check occurred.

- B. **Obligation of Continuing Notification:** It is the responsibility of the student in any RPLS major to notify the RPLS Department Chairperson immediately if any changes occur in his or her status as documented by the background check prior to graduation. If the student does not disclose any change in status in a timely manner, the student may be dismissed from the major.
- C. **Pending Charges:** Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be permitted to volunteer until the official adjudication of the case.
- D. **Criteria for Exclusion:** RPLS Department will abide by the TLC² guidelines for background screening which may disqualify and prohibit students from completing volunteer or fieldwork hours. *Criteria for Exclusion* can be found in the RPLS Department's Advisement Manual. Students who wish to appeal the findings of their background checks must do so directly with SSCI.

Criteria for exclusion are as follows: A person should be disqualified and prohibited from serving as a volunteer/intern if the person has been found guilty of the following crimes. Guilty means that a person was found guilty following a trial, entered a guilty plea, entered a no contest plea accompanied by a court finding of guilty, regardless of whether there was an adjudication of guilt (conviction) or a withholding of guilt. This recommendation does not apply if criminal charges resulted in acquittal, Nolle Prose, or dismissal.

1. **SEX OFFENSES**

- **All sex offenses** – Regardless of the amount of time since offense.
Examples include: child molestation, rape, sexual assault, sexual battery, sodomy, prostitution, solicitation, indecent exposure, etc.

2. **FELONIES**

- **All felony violence** – Regardless of the amount of time since offense.
Examples include: murder, manslaughter, aggravated assault, kidnapping, robbery, aggravated burglary, etc.
- **All felony offenses other than violence or sex** within the past 10 years.
Examples include: drug offenses, theft, embezzlement, fraud, child endangerment, etc.

3. **MISDEMEANORS**

- **All misdemeanor violence** offenses within the past 7 years.
Examples include: simple assault, battery, domestic violence, hit & run, etc.
- **Two or more misdemeanor drug & alcohol offenses** within the past 7 years.
Examples include: driving under the influence, simple drug possession, drunk and disorderly, public intoxication, possession of drug paraphernalia, etc.
- **Any other misdemeanor** within the past 5 years that would be considered a potential danger to children or is directly related to the functions of that volunteer.

II. BACKGROUND CHECK PROCEDURES

- A. Background checks are required in the following service learning classes, as noted in their syllabi:
 - REC 280 - Programming in Parks, Recreation & Leisure Services
 - REC 293 - Diversity and Inclusive Recreation Services
 - REC 380 - Leadership in Parks, Recreation & Leisure Services
 - REC 431 - Therapeutic Recreation Process II: Planning, Implementation, and Evaluation
 - REC 435 - Therapeutic Recreation Interventions
 - REC 470 - Senior Seminar
- B. **No later than the second week of class**, you will be required to complete an online authorization form confirming your acknowledgement and consent to a criminal background check to be conducted by SUNY Cortland RPLS Department through its authorized professional reporting agency (the "Agency").
- C. Failure to provide a fully completed online background check authorization form (i.e., missing information such as social security number) will prevent the RPLS Department's authorized Agency from completing the check, and you will not be considered eligible for volunteer, internship, or service learning placements.
- D. Upon receipt of the completed online background check authorization form, the authorized Agency will perform the background check and compare the results of the background screening reports to the RPLS Department's established criteria. The Agency will then determine if you meet the minimum standards for volunteers/interns.
- E. The Agency shall notify you and the RPLS Department of the result of the background screening on a pass/fail basis. If you are disqualified, the Agency shall provide you with details as to why a disqualification was issued.
- F. If you feel a mistake has been reported in your criminal background check, it is your responsibility to contact the reporting Agency directly to resolve any issues. The RPLS Department is not responsible for errors or omissions that may be reported on background checks.
- G. The RPLS Chair will notify course instructors of background check results; confidential reports will be printed and placed in each student's academic folder.

- H. As recommended by SSCI, the RPLS Department Chair will provide the disqualified applicant with the following documents:
- Fair Credit Reporting Act - Summary of Rights
 - Letter of disqualification
 - Copy of actual screening report (results)

If a student has one misdemeanor drug and alcohol offense within the past 7 years, the RPLS Department Chair will provide a letter of warning to the applicant.

I. Lanyards

The background check administrator (RPLS Department Chair) will coordinate lanyard production for all qualifying students. By the second week of class, instructors will collect the following items:

- Headshot photos (with student name as jpg file name)
- Lanyard fee (cash only)
- Excel spreadsheet (listing names corresponding to photo names in three columns: Title [Ms./Mr.], Last Name, First Name)

If proof of past clearance is needed, students can provide their lanyards from a previous semester, or instructors can find SSCI reports in student' folders. Volunteer work can then proceed for all qualifying students under the direction of the instructors.

INTERNSHIP

REC 475: Internship in Recreation and Leisure Services consists of a full-time, 14-week experience completed the last semester of the degree program in the major. Students may not enroll in additional course work while enrolled in internship. The full-time (35- to 45-hour week) supervised off-campus internship may be completed at municipal, school and/or community, industrial, youth-serving agency, park and forest, hospital, or school camp facilities, depending on the student's major.

Students acquire an RPLS Internship Manual at the beginning of *REC 470: Senior Seminar*, which is the course required the semester before the internship. This class helps students find and secure their internship sites by following a job-search type of format. Internships may be completed only with agencies having a formal affiliation with this department. Approximately 200 agencies are presently affiliated with this department's internship program. Students in *REC 470: Senior Seminar* hoping to have a non-affiliated site approved for their internships will need to work with the internship coordinator to complete the approval process.

Agencies affiliated with this department realize that, while students are expected to make real contributions to the work of the agency, they are students -- not practitioners. During their internship experiences, students are exposed to and participate in a wide range of recreation leadership, supervisory, and administrative activities (including organizing, staffing, communicating, coordinating, scheduling, planning, controlling, and even decision-making). Several assignments must be completed throughout the internship experience, including participation in two seminars during their internships. Those interning at sites within a 150-mile radius of Cortland return to campus for the mid-semester seminar; all others attend the mid-semester seminar remotely (e.g., using Skype or Facetime). All interns are expected to return to Cortland to participate in the final seminar on campus.

Key Internship Policies

(please see the RPLS Internship Manual for more detailed description of policies)

- ◆ Must have a GPA of 2.50 in the major and an overall GPA of 2.00 to be eligible
- ◆ Must have completed all core courses: REC 271, REC 280, REC 293, REC 370, REC 380, REC 402, REC 407, REC 445, REC 446, REC 470; other core courses in your specific RPLS degree program; both activity requirements; the child abuse recognition workshop; and first aid requirement, which is specific to each major/concentration (see page 28 of this manual) and must be current for the duration of the REC 475 internship
- ◆ Must have completed 160 hours of pre-internship professional field experience (as evidenced in your portfolio)
- ◆ Must have completed the Checklist for Internship Eligibility and Degree Completion with your advisor
- ◆ Must have all incomplete grades removed
- ◆ Must have completed the RPLS Department's background check requirement with no change in status (see page 31 of this manual)
- ◆ Must be a Certified Inclusivity Assessor, including the completion of a mentored assessment
- ◆ Must be completed at an affiliated agency
- ◆ Must not complete an internship at an agency where you have been an employee
- ◆ Must be completed in an agency in your area of study (e.g., outdoor rec, therapeutic rec, etc.)
- ◆ Must follow the internship dates set by the Internship Coordinator

PROFESSIONAL EXPERIENCE REQUIREMENT

All RPLS majors must complete **160 hours of professional experience** prior to REC 475-Internship in Recreation and Leisure Services. The 160 hours must be documented in your portfolio. It is important for you to begin accumulating this experience as soon as possible. Note that in four RPLS service learning courses, you will complete 20 to 30 hours in each course for a total of 80 hours: **REC 280**-Programming in Recreation, Parks and Leisure Services and **REC 380**-Leadership in Recreation, Parks and Leisure Services (30 hours total shared between both courses), **REC 293**-Diversity and Inclusive Recreation Services (20 hours), and **REC 470**-Senior Seminar (30 hours). Other service learning courses could include **REC 431**-TR Process II: PIE (20 hours); **REC 435**-TR Interventions (20 hours); special topics courses as appropriate (e.g., students enrolled in *The Belize Accessibility Project* may count 30 hours of service learning for the time they spent building and working on the accessibility project onsite); **REC 473**-Camp Leadership¹ (60 hours for being student staff for the Outdoor Education Practicum), and **REC 399**-Independent Study in Recreation¹ if used for being a Teaching Assistant (TA) of a service learning course (30 hours for 1 credit). If you wish to pursue credit for other professional experience hours (e.g., volunteer/mini-internship work), you may do so through Career Services' CPV 400-Cooperative Education.

What is the purpose of the professional experience requirement?

The purpose of the professional experience requirement is to gain exposure to and understanding of current practice in the recreation, parks and leisure studies field. An important part of the experience is reflection, through the documentation you will do. This in turn will help you understand more fully the body of knowledge you will learn in your academic courses. It will help you more easily integrate theoretical ideas with practical applications. Please work closely with your academic advisor in determining and reviewing your professional experiences. The intent of the requirement is not the mere accumulation of hours – it is to encourage professional development through meaningful experience, reflection, and integration into your growing knowledge base.

What are the criteria for the professional experience requirement?

- Your experience must take place in **at least 3 different agencies, in differing aspects of the field** (e.g., therapeutic recreation, management, community, outdoor, etc.).
- Each experience must have taken place **within the five years prior to and including the semester you are enrolled in REC 470-Senior Seminar**, and you must be able to clearly document all the following requirements for it to count as a part of your total hours.
- At each agency, you must complete **a minimum of 20 hours** for it to count as a part of your professional experience requirement. **Note that overnight experiences only count 12 hours/day.**
- The content of the professional experience must be **recreation services and with an established agency.**
- At each agency, you must have clear **supervision from a professional** in the field at that agency and you must **document** your experience in your portfolio using one of the following formats (listed in order of preference):
 - Your supervisor can write a memo/letter on agency letterhead verifying your professional experience dates, hours, duties, and general characteristics of those who participated in the programs or services offered; the agency name, address, phone number and type of recreation agency should be clearly identified in the header/footer. The supervisor can also provide a letter of recommendation or evaluation for your portfolio, if you wish.
 - You can use the paperwork you complete in service learning courses in lieu of the supervisor letter described above, but make sure your hours are clearly verified.
 - If you can no longer track down your supervisor from a paid job, you may submit paystubs from the recreation agency to verify your hours.
 - Your supervisor can verify your professional experience dates, hours, duties and general characteristics of those who participated in the programs or services offered in an email as long as: 1) it is sent directly from an email address associated with that recreation agency, and 2) the supervisor's "email signature" clearly identifies the agency name, address, phone number and type of recreation agency.

What would not count?

- Academic RPLS courses that do not have a service learning (SLRN) attribute
- Co-curricular activities (e.g., participation in an intercollegiate sports team)
- Travel time as a part of the professional experience

¹**Note:** Guidelines for number of professional experience hours were formulated by RPLS faculty for courses that basically are service learning, as opposed to courses that add service learning hours outside of classroom time. These are based on the premise currently used for fieldwork: 1 credit = 50 hours of professional experience. Students in REC 473-Camp Leadership may count 60 hours as professional experience hours (160 – 100 [2 credits * 50 hours] = 60). If students are not doing OEP student staff for credit, they may count 160 hours as professional experience hours (lab hours plus 12 hours/day at OEP). For REC 399-TA, since TAs work 50 hours for 1 credit, 20 hours are devoted to being "in class" and 30 hours can be counted as service learning/professional experience hours.

When you are enrolled in *REC 470: Senior Seminar*, you will complete the following table (as part of a *Check List for Internship Eligibility and Degree Completion*) with your academic advisor:

Verification of 160 Hours of Pre-Internship Professional Field Experience

STUDENTS: Use this column to indicate the "at least three different agencies" used to satisfy this requirement (see Advisement Manual and Professional Portfolio)	ADVISORS: Use these columns to verify (initials) the number of hours completed and that acceptable documentation has been received.	
Agency	Number of hours	Documentation
TOTAL HOURS COMPLETED		

* Advisors: Documentation gathered after this form is submitted will be verified by the Internship Coordinator.

Plan, if necessary, for completion of 160 hours:

Signatures indicate that the checklist has been reviewed and believed to be accurate. It does not mean that all requirements have been met.

Student		Date
Advisor		Date
Internship Coordinator		Date

GENERAL EDUCATION REQUIREMENTS

The Cortland General Education Program fulfills all SUNY General Education requirements and includes elements specific to the Cortland degree. As of Fall 2015, there are 11 required categories that must be met, and students must complete a minimum of 30 credit hours of SUNY approved course work (categories 1-10). (See chart on page 38 for a side-by-side comparison of changes to the GE program.) Most categories require one course, with the exception of:

1. Foreign Language, where the requirement varies depending upon degree program
2. Basic Communication, which is met through a combination of writing and presentation skills course work as described. CPN 100/102 and CPN 101/103 count towards the SUNY GE credit total, for a maximum of eight credit hours.

The use of a single course to satisfy more than one category is allowed but no single course may be used to satisfy more than two General Education categories.

1. Quantitative Skills

The goal of this category is to develop mathematical and quantitative reasoning skills.

REQUIREMENT

Students will complete one course to fulfill this category: COM 230; ECO 221, 222; EXS 201; GLY 281; GRY 400; HLH 299, 391; MAT 101&102, 105, 111, 115, 121, 135, 201; PED 434; POL 112, 312; PSY 201; SOC 294

2. Natural Sciences

The goal of this category is to provide students with an understanding of the process of scientific inquiry, some of the major scientific theories, and their application to modern life. Students will practice the methods of science in a laboratory experience.

REQUIREMENT

Students will complete one course to fulfill this category: BIO 110, 113, 201, 202; CHE 121, 125*, 221, 222, 227, 228, 277, 278; GLY 171, 261; PHY 105, 106, 150, 151, 155, 201, 202; SCI 141

3. Social Sciences

The goal of this category is to familiarize students with the methodology of social scientists and provide substantial introduction to a social science discipline.

REQUIREMENT

Students will complete one course to fulfill this category: ANT 102*, 300*; COM 301; ECO 105*; EST 100*; GRY 120*, 125*, 370*; HLH 111*; MUS 101*; POL 100*, 101*, 242*; PSY 101; SCI 300*, 304*, 320*; SOC 150*, 350*

4. United States History and Society

The goal of this category is to familiarize students with the history and nature of the American state and society by examining relationships within and among the elements of that state and society, including governing structures or policies, formal and informal institutions, and the public.

REQUIREMENT

Students with a score of 84 or less on the American History Regents Exam must take one of the following courses: HIS 200, 201; SOC 100. Students with a score of 85 or higher must take one of the following courses: ECO 105*; ENG 252*; HIS 200, 201; POL 100*; SOC 100, 150*

5. Western Civilization

The goal of this category is to provide students with an understanding of the history and development of the distinctive features of Western civilization and relate the development of Western civilization to that of other regions of the world. Courses in this category will address the ways in which social, political, economic, geopolitical and/or intellectual movements have affected how members of the contemporary world think, act, and organize their lives.

REQUIREMENT

Students will complete one course to fulfill this category: COM 200; HIS 110*, 111*; INT 301; PHI 201, 202, 240; POL 102*, 270; SOC 350*

* Course is approved for more than one category.

6. Contrasting Cultures

The goal of this category is to provide students with an understanding of non-Western cultures and societies. It is intended to provide a counterpoint to the European focus of the Western Civilization category and explore the distinctive features of one non-western civilization. Courses in this category would be non-European and non-U.S. in focus.

REQUIREMENT

Students will complete one course to fulfill this category: ANT 102*, 311, 318*; AST 200; FSA 333; GRY 120*, 125*; HIS 100*, 101*; HLH 111*; MUS 101*; POL 101*; **REC 150**; RLS 200; SPA 318, 319

7. Humanities

The goal of this category is to help students appreciate and understand the humanities. Courses in this category will address a humanities discipline through a variety of resources and critical approaches.

REQUIREMENT

Students will complete one course to fulfill this category: AAS 100, 251; CIN 208; COM 100, 233; ENG 200, 202, 203, 204, 208, 210, 220, 221, 250, 251, 256, 257, 258, 260, 261, 262, 263, 269, 280, 290; FRE 311, 315, 316; HIS 100*, 101*, 110*, 111*; ICC 201; JST 250; PHI 100, 271; POL 102*; PWR 399; **REC 310***; SPA 313, 315, 317; WGS 269*

8. The Arts

The goal of this category is to help students develop an awareness of the arts as a system of inquiry in which aesthetic elements are involved. Courses in this category will help students understand the creative process, be broadly based within or among the areas of the arts and provide this breadth through an historical approach or participation in the creative process. Students will explore the idea that important learning experiences can take place through the use of senses and imagination.

REQUIREMENT

Students will complete one course to fulfill this category: AAS 206, 208, 215, 231; ATH 120, 121, 122, 223, 332; ATS 101, 102, 103, 104, 106, 107, 108, 114, 208; CIN 101, 102; COM 231; FRE 425; INT 300; IST 100; MUS 100, 111, 137, 221, 222, 223; PWR 212, 213, 315; SPA 330; THT 100, 161, 162, 260

9. Foreign Language

The goal of this category is to develop familiarity with a foreign language.

REQUIREMENT

See section of catalog on Foreign Languages for program-specific requirements. The following courses have been approved: ARA 101, 102, 201, 202; ASL 101, 102, 201, 202; CHI 101, 102, 201, 202; FRE 101, 102, 201, 202; GER 101, 102, 201, 202; ITA 101, 102, 201, 202; SPA 101, 102, 201, 202

10. Basic Communication

The goal of this category is to develop written and oral communication skills. This category consists of Writing Studies (CPN) and Presentation Skills (PRES).

REQUIREMENT

Writing Studies: Select either CPN 100 or CPN 102 AND either CPN 101 or CPN 103. Students in the Honors Program choose ENG 110.

Presentation Skills: AED 392, 437, 438; ANT 312, 406; ATS 203, 204, 206, 209, 241, 303, 304, 306, 308, 330, 342, 343, 408; BIO 335, 411; CAP 380; CHE 478; **COM 210**, 302, 304, 380; CON 460; CRM 464; ECE 479; EDU 255, 479, 488; ENG 110, 252, 374; EXS 410, 490; FRE 319; FSA 101; GLY 262; HIS 290, 490; IST 400; MGT 454; PHI 271; PHY 410; POL 483, 484; PSY 482; POL 489; PWR 213; SOC 370, 464; SPA 306; SPM 310, 466; THT 461
NOTE: Although many courses fall under this category, COM 210 is required of RPLS majors.

11. Prejudice and Discrimination

The goal of this category is for students to reflect critically about the nature and impact of prejudice and discrimination. Courses could address the individual and institutional nature of prejudice and discrimination in the American and/or global context; examine various aspects of prejudice and discrimination from multiple intellectual perspectives; examine the factors upon which prejudice and discrimination may be based, e.g., race, gender as well as class, ethnicity, religion, age, sexual orientation, and disability.

REQUIREMENT

Students will complete one course to fulfill this category: AAS 110, 120, 210, 251, 404, 431; ANT 230, 234, 322; CIN 210; COM 431; CRM 404; ENG 251, 252, 254, 269; ESL 406; EXS 290; FSA 103, 250; GRY 221; HLH 163, 201, 369; JST 140; MGS 230; MUS 110, 133; PHI 140; POL 110, 404, 405; PSY 210; **REC 293**; RLS 140; SOC 230, 322; WGS 100, 269*

NOTE: Although many courses fall under this category, REC 293 is required of RPLS majors.

12. Science, Technology, Values and Society

The goal of this category is for students to reflect critically on problems that involve ethical or values-based judgments of technical information and issues that arise at the interface of science, technology and society.

REQUIREMENT

Students will complete one course to fulfill this category: ANT 103, 300*, 318, 322, 372; CHE 125*; CRM 372; ECE 315; EDU 315; ENS 100; EST 100*; GRY 301, 370*; PHI 135; POL 242*; PWR 210; **REC 310***; SCI 180, 205, 300*, 304*, 320*, 325, 360, 380; SOC 322, 372

SUNY Cortland General Education – Effective Fall 2015

Effective Fall 2015 there are some changes to the General Education program. The chart below provides a side-by-side of what those changes look like. There are 11 required categories that must be met and students must complete a minimum of 30 credit hours of SUNY approved coursework (Categories 1-10).

Cat.	Prior to Fall 2015	Effective Fall 2015
GE 1	Quantitative Skills: A 3-4 credit Mathematics course or other quantitative coursework.	No change
GE 2	Natural Sciences (see also GE 13): Consists of two courses. One must be a four-credit lab science and one can be a three-credit course. Students are allowed to take any combination of two science courses as long as pre-requisites are met.	Consists of one four-credit lab science (GE 13 removed)
GE 3	Social Sciences	No change
GE 4	United States History and Society *If your American History Regents exam score was 84 or lower (or you do not have a NYS Regents score), you must take History 200, History 201, or Sociology 100 to fulfill this requirement.	No change
GE 5	Western Civilization	Category not required (counts toward overall 30 SUNY GE credit totals)
GE 6	Contrasting Cultures	No change
GE 7	Humanities	No change
GE 8	The Arts	No change
GE 9	Foreign Language For a BA degree: equivalent of four sequential semesters (through the 202 level) For a BS or BFA degree: one semester equivalency. * Check your program for specific requirement* Some majors have specific requirements that may exceed the degree requirement, as noted in the <i>College Catalog</i> .	No change
GE 10	Basic Communication: Composition - CPN 100 or CPN 102 and CPN 101 or CPN 103 Presentation Skills - one three-credit course designated as presentation skills	No change CPN 100, CPN 102, CPN 101 and CPN 103 count toward the overall 30 SUNY GE credit totals Presentation skills course not used in calculating overall 30 SUNY GE credit totals
GE 11	Prejudice and Discrimination	No change (not used in calculating overall 30 SUNY GE credit totals)
GE 12	Science, Technology, Values and Society	No change (not used in calculating overall 30 SUNY GE credit totals)
GE 13	Natural Sciences (see GE 2)	Category removed
		30 credits total of SUNY GE (Categories 1-10)

TRANSFER STUDENT REQUIREMENTS

While most course work from other accredited institutions will be accepted at Cortland, having completed a program at another institution does not mean that the student has met Cortland's specific requirements. An evaluation of the official transcript from the other school(s) must be completed as soon as possible—usually before the student enters Cortland.

Transfer students should begin their careers at Cortland by examining their transcript evaluation and curriculum records to see what courses/credits have been transferred, what required courses must be completed, and what elective credits are open. If there is some question regarding transcript evaluation and transferred credits, see your advisor or department chairperson. Transfer credit can be re-evaluated, if necessary.

Course Work from Other Colleges or Universities

Transfer credit is accepted from institutions granted regional accreditation by the Council for Higher Education Accreditation (CHEA), such as the Middle States Association, Southern Association, Higher Learning Commission, New England Association, Northwest Association or Western Association of Secondary Schools and Colleges. Credit for courses from institutions with accreditation other than regional accreditation is evaluated for transfer purposes on a case-by-case basis.

Credit is allowed only for those courses in which a grade of **C- or better** has been earned. Students who at the time of first admission to SUNY Cortland have an associate of arts (A.A.), associate of science (A.S.) or any bachelor's degree will be granted credit for D grades earned in courses completed prior to matriculation at SUNY Cortland. Accepted transfer credit will be counted as meeting the necessary minimum grade for Cortland courses or the required prerequisite course.

Grades of Pass (P) and Satisfactory (S) awarded at another institution may be accepted at the discretion of the student's associate dean. Students may contact their associate dean to petition for credit. The associate dean will make one or more of the following determinations — in consultation with the department chair when appropriate:

- decline to accept the course.
- waive a requirement on the basis of a Pass (P) and Satisfactory (S) grade without granting course credit.
- award credit under the General Elective (GEN) or Liberal Arts (LAS) labels.
- award credit as course equivalent.

While credit hours are transferable, grades earned at other colleges are not calculated in the Cortland grade point average. Grade point averages that qualify students for honors and recognition at Commencement are based exclusively on course work at Cortland.

SUNY Cortland has a credit-hour system. Credits completed at institutions with a quarter-hour system are converted according to College policy. One-quarter hour equals two-thirds of a credit hour.

If a student proposes to transfer in credit from a distance learning course, the College will consider only credits offered by an institution that has recognized regional accreditation. These courses will be treated as regular transfer courses. No other distance learning courses will be accepted for credit.

Transfer Credit Limits and Residency Requirement

Under State University of New York policy, credit will be granted for published examinations from the following test series, provided that the specified minimum Cortland performance levels are met and that the examinations are in areas that normally receive transfer credit at Cortland. SUNY Cortland will accept a maximum of 30 credit hours earned through such sources as Advanced Placement, College Level Examination Program, Cambridge International A and AS Level exams or College Proficiency and/or the International Baccalaureate. This maximum applies to all of these courses combined, not individually. Cortland students are not eligible to receive credit by equivalency examinations when they are enrolled in or have completed a higher-level course within the same discipline.

Students may receive up to 64 credit hours of transfer credit from two-year colleges. This maximum credit-hour total includes any 100- or 200-level courses, Advanced Placement, College Level Examination Program, ACTFL Oral Proficiency Interviews, Cambridge International A and AS Level exams, College Proficiency or International Baccalaureate credits.

Transfer students with credit from four-year colleges or universities may receive additional credit hours toward degree requirements at Cortland. The maximum number of credit hours accepted is 90.

A minimum of 30 credit hours of coursework as well as half of the major, minor and/or concentration must be completed in residency at Cortland to earn a Cortland bachelor's degree. Any school of the College may designate special requirements that may not be taken elsewhere.

General Education Requirements and Waivers for Transfer Students

Transfer students are required to fulfill all Cortland General Education requirements, including elements specific to the Cortland degree such as writing intensive courses and foreign language, as the major specifies.

Any approved SUNY General Education course taken at another institution will be accepted into the related Cortland General Education category. Courses from non-SUNY institutions and courses for Cortland GE Category 11, Prejudice and Discrimination, and Category 12, Science, Technology, Values and Society, also may be transferred, providing they meet the learning outcomes of these categories. Transfer students may be granted up to two waivers that can be applied toward meeting the requirements in Category 11 or Category 12. Students who matriculate to Cortland as freshmen or readmit to Cortland with transfer credit are not eligible for waivers. Transfer students are eligible for waivers based on the number of transfer credit hours according to the following formula:

- Students entering Cortland with 20-34.5 credit hours will be eligible for one waiver.
- Students entering Cortland with 35 or more credit hours will be eligible for two waivers.

POLICIES

COURSE SYLLABI: RPLS DEPARTMENT POLICIES

Policies applicable to ALL course syllabi in the RPLS Department:

Communication and Language

- Knowing how to communicate effectively with all members of a community is a crucial skill for those in recreation and leisure studies. The use of certain words or phrases can express gender, ethnic, or racial bias, either intentionally or unintentionally. The same is true of language referring to persons with disabilities, which in many instances can perpetuate negative stereotypes and disparaging attitudes. The Recreation, Parks and Leisure Studies Department's commitment to cultural competence supports the removal of bias in language against persons on the basis of gender, sexual orientation, racial or ethnic group, disability, or age within written classroom assignments, presentations, lectures, and everyday interactions. The Recreation, Parks and Leisure Studies Department chooses to convey respect through language that is accurate, positive, and inclusive. This practice is consistent with the American Psychological Association Publication Manual's guidelines for reducing bias in language.

Sustainability

- In the Recreation, Parks and Leisure Studies Department, we believe in the necessity of environmental responsibility. Respect and care for the natural environment is embedded in our department's history. As best as possible, we promote and practice sustainability for the world as we use resources for teaching, scholarship, service, and personal use. As we model and advocate for environmental stewardship, our goal is to move students to internalize stewardship of community and global resources and carry it into their own professional and personal lives.

Use of Electronic Communication Devices in RPLS Classes

- As a member of the college community, each student has a responsibility to other students who are members of the classroom community. Because of their disruptive nature, the Recreation, Parks and Leisure Studies Department prohibits the use by students of cell phones, PDAs, or similar communication devices during scheduled classes. All such devices must be turned off or put in a silent mode and should not be taken out during class. Variations and exceptions to this policy may be granted at the discretion of the instructor. Specific procedures for implementation and sanctions for violation of this policy are determined by the instructor. Use of cell phones, similar communication devices, or any unauthorized electronic data storage device in testing situations, other than to receive College emergency notifications, may constitute a violation of the Academic Integrity Policy and lead to sanctions under the [340.02 Violation of Academic Integrity Policy](#).

Check each RPLS course syllabus for the instructor's policy on electronic communication devices.

Policy applicable ONLY to courses that require background checks (REC 280, 293, 380, 431, 435 and 470):

Student Background Checks

- **Policy Statement:** Students in certain SUNY Cortland Recreation, Parks and Leisure Studies (RPLS) Department courses will complete a background check by TLC²/Southeastern Security Consultants, Inc. (SSCI) as required by the instructors of designated service learning courses. As long as no changes have occurred in students' statuses, they do not need to repeat the process each year that they are enrolled in one of these designated service learning courses. Students who have previously completed a background check that required fingerprinting will be allowed to use that screening to meet the RPLS Department's requirement as long as the original screening was completed in the last year, results are presented to the RPLS Department, and there have been no changes in the student's status since the background check occurred.
- **Obligation of Continuing Notification:** It is the responsibility of the student in any RPLS major to notify the RPLS Department Chairperson immediately if any changes occur in his or her status as documented by the background check prior to graduation. If the student does not disclose any change in status in a timely manner, the student may be dismissed from the major.
- **Pending Charges:** Anyone who has been charged for any of the disqualifying offenses or for cases pending in court will not be permitted to volunteer until the official adjudication of the case.
- **Criteria for Exclusion:** RPLS Department will abide by the TLC² guidelines for background screening which may disqualify and prohibit students from completing volunteer or fieldwork hours. *Criteria for Exclusion* can be found in the RPLS Department's Advisement Manual. Students who wish to appeal the findings of their background checks must do so directly with SSCI.

COURSE SYLLABI: COLLEGE POLICIES

Policies applicable to all course syllabi:

Diversity

- SUNY Cortland is dedicated to the affirmation and promotion of diversity in its broadest sense. Our mission requires that people of every background should be able to study and work here with an expectation of respectful treatment. We seek to establish standards of behavior which honor the dignity and worth of individuals regardless of their gender, ethnicity, race, age, physical or mental abilities, religious beliefs, sexual and affectional orientation, or socioeconomic status (*College Handbook*, 130.10, p. 8).

Requests for Accommodations for Disabilities

- SUNY Cortland is committed to upholding and maintaining all aspects of the federal Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act of 1973. If you are a student with a disability and wish to request accommodations, please contact the Office of Disability Services located in B-1 Van Hoesen Hall or call 753-2066 for an appointment. Information regarding your disability will be treated in a confidential manner. Because many accommodations require early planning, requests should be made as early as possible.

Academic Integrity

- The College is an academic community that values academic integrity and takes seriously its responsibility for upholding academic honesty. All members of the academic community have an obligation to uphold high intellectual and ethical standards. For more information on academic integrity and academic dishonesty, please refer to the *College Handbook*, the *College Catalog*, and the *Code of Student Conduct and Related Policies*, or ask the instructor.

See pages 42-45 for more details.

Attendance Policy

- It is the policy of the College that regular class attendance is a basic requirement in all courses. However, as long as absences are not excessive, it shall be the students' performance and not their attendance record that shall determine their course grades. Penalties for excessive absences, as determined by the instructor's policy, shall not exceed one-third of a letter grade per class hour of absence.

Students are responsible for all work missed. Instructors shall establish procedures to allow students who have been absent for valid reasons to make up missed class work. If students anticipate having to miss class, it is their responsibility to inform the instructor ahead of time. Undergraduate students who miss a final examination will receive an E for that course unless they obtain an excuse for their absence from their dean.

Check each of course syllabus for the instructor's policy on attendance and procedures for missed work.

PASS: Promoting Academic Student Success:

- Your success is largely dependent on the time and effort you invest in the course content, material and assignments. If your instructors have a concern about your academic performance, they may reach out to you via email or before or after class. It is expected that you will respond and communicate with them. If they feel an additional level of intervention would be helpful, they may submit a PASS form. PASS is intended to provide increased outreach and support to you. It is expected that you will respond to a PASS outreach email as well, as these communication tools are in place to assist you.

ACADEMIC DISHONESTY

This department takes the College policy on academic dishonesty very seriously. So that all Recreation, Parks and Leisure Studies majors are fully informed of the policy, it is herein reproduced from the *College Handbook*. If you have any questions pertaining to this issue, be sure to contact your advisor or instructor.

340.02 VIOLATION OF ACADEMIC INTEGRITY

A violation of academic integrity as an instance of academic dishonesty can occur in many ways. At SUNY Cortland, instances of academic dishonesty are:

1. Plagiarism

Students are expected to submit and present work that is their own with proper documentation and acknowledgment when the work of others is consulted and used. Plagiarism can be intentional by deliberately presenting the work of others as one's own, or inadvertent by accidentally omitting or erroneously citing sources. Examples of plagiarism that can occur in research papers, lab reports, written reports, oral presentations as well as other assignments are:

- A. Failure to use quotation marks: sources quoted directly must be shown with quotation marks in the body of the project and with the appropriate citation in the references, notes or footnotes
- B. Undocumented paraphrasing: sources "put into one's own words" must have the source cited properly in the body of the project and in references, notes or footnotes
- C. Creating false documentation: purposefully presenting wrong information in references or citations or manufacturing false information used in references, notes and footnotes

2. Cheating on examinations

- A. Looking and/or copying from another student's paper during an examination or in-class assignment
- B. Allowing another student to look or copy from one's work during an examination or in-class assignment
- C. Possessing crib sheets, answer sheets and other information during an examination or in-class assignment not authorized by the instructor
- D. Writing an answer to an in-class examination or assignment and submitting it as written in class
- E. Taking an examination for another student
- F. Allowing or arranging for a second party to take an examination or other in-class assignment
- G. Allowing one's own work to be copied and submitted by another student
- H. Altering or falsifying examination or assignment results after they have been evaluated by the instructor and returned

3. Other infractions

- A. Possessing papers, assignments, examinations, reports, lab reports or other assignments that have not formally been released by the instructor
- B. Purchasing a paper or assignment from an online source, paper mill, another student, or other source and submitting it, wholly or in part, as one's own work
- C. Possessing another student's work without permission
- D. Writing or creating a research paper, written report, lab report or other work for another student
- E. Submitting the same work for two different classes without the approval by both faculty members teaching both classes
- F. Falsifying College documents
- G. Presenting false documents or forged documents
- H. Destroying, vandalizing, altering and/or removing library materials without authorization
- I. Falsifying data
- J. Altering or falsifying another student's data, laboratory work, research, assignments or written materials

340.03 PROCEDURES FOR HANDLING ACADEMIC DISHONESTY

Part One: Meeting, Discussion and Conclusion

- A. The faculty member discovering the instance of academic dishonesty shall make every attempt to contact the student within five working days of discovery.
- B. The student will identify a faculty member to serve as a third party impartial witness to the discussion of the charge of academic dishonesty. Should the student not identify a third party witness, the faculty member will make the choice. (*Amended Oct. 4, 2004*)
- C. Within five days of contact with the student, a meeting is scheduled by the faculty member to discuss the alleged incident of academic dishonesty. The third party witness is to serve as an independent observer and may not address the charges.
- D. Should the student fail to appear at the meeting, the faculty member will make a determination of guilty or not guilty.
- E. After the meeting, the faculty member will make a determination of guilty or not guilty. If guilt is decided, the faculty member will impose a penalty.
- F. If guilt is decided, within two working days of the meeting, the faculty member shall fill out the "meeting and response form" identifying the specifics of the charge and the penalty imposed. The report will be forwarded to the Academic Grievance Tribunal (AGT) chair.
- G. The AGT chair will send a copy of the report to the student who will have two working days to respond. The student response options will be: 1) accept the guilty finding and the penalty; 2) accept the guilty finding but deny the penalty; 3) deny both the guilty finding and the penalty. A student who fails to respond to the report will automatically be found guilty and the penalty will be imposed. No appeals will be given to a failure to appear.
- H. The student will file the response to the report with the Academic Grievance Tribunal, the faculty member and the witness.
- I. Penalties may be amended by the Academic Grievance Tribunal (see Part Two of this section for relevant criteria in determining penalties). Notification of emendation must be made to the student and the faculty member within five working days.

Part Two: The Academic Grievance Tribunal

- A. A denial of the guilty finding and/or the penalty automatically moves into the appeal process. Upon a receipt of the student appeal, the AGT chair shall convene a hearing of the Tribunal.
- B. The hearing must be scheduled within 20 working days of the receipt of the appeal by the AGT chair.
- C. The student shall receive written notice of the hearing at least five working days before the hearing. The notice will be by certified mail unless that right is waived in writing by the student. The notice will include 1) time and place of the hearing 2) copy of the evidence and documentation in the file and 3) notification of student rights and responsibilities during the grievance process.
- D. If guilt is established through the hearing, the AGT chair may increase the penalty. The AGT chair shall consider student academic and disciplinary records and consult with the faculty member to develop the additional penalty.
- E. The AGT chair will send official notification to the student within five working days of the hearing, with copies to the Provost, the faculty member filing the charge, the department chair and the associate dean for the student's respective department and school, and any other party mentioned in the notification letter. In addition, a copy of the official notification for those majoring in teacher education programs will be sent to the TEC Committee on Teacher Education Application Review.
- F. The student may appeal the decision of the AGT to the Provost within five working days after official notification. Grounds for appeal are limited to claims of bias, procedural infractions and/or new evidence.
- G. The Provost will take final action on appeals within 10 working days of the AGT decision.
- H. If a student is found not guilty of the charges at any level of review, then all records will be expunged. *Number of days shall be defined as working days, exclusive of College holidays, intersessions and summer.*

340.04 RESPONSIBILITIES OF THE ACADEMIC GRIEVANCE TRIBUNAL IN CASES OF ACADEMIC DISHONESTY

The Academic Grievance Tribunal will hear the following types of cases: 1) cases of students not responding to charges of academic dishonesty 2) cases of students appealing the penalty in a case of academic dishonesty 3) cases of students appealing the guilty finding and the penalty in a case of academic dishonesty. At the conclusion of the hearing, the AGT has the responsibility for finding guilty or not guilty and reviewing the penalty. The AGT chair in consultation with the other faculty members on the Tribunal has the responsibility for reviewing the penalties imposed in cases of academic dishonesty and making emendations as appropriate. It is the responsibility of the AGT chair to amend the procedure in exceptional circumstances.

Procedures

1. A hearing must be held within 20 working days following receipt of the charge. In cases involving charges brought at the end of a semester, the hearing must be held within 20 working days after the beginning of the next semester. (Summer session is not considered a semester.) The AGT chair may under some circumstances postpone the timeline for hearing cases.
2. A student shall receive written notification including: a) the time and place of the hearing, b) supporting evidence, and c) information concerning his or her rights and responsibilities. This information must be received at least five working days in advance of the hearing. The student and third party may also have access to the case materials.
3. All members (or their alternates) must be present for the hearings of the Tribunal, deliberations and decision. (See section 350.02, C4 for composition of the Tribunal.)
4. The student has the right to object to a Tribunal member hearing the case if the reasons are valid (e.g., member is biased, close friend, hostile toward the alleged violator). The validity of the objection shall be determined by the other members of the Tribunal. In cases where a member of the Tribunal is the faculty member who referred the charges, he or she shall be automatically excused from hearing the case.
5. The student charged may choose not to appear at the hearing or may refuse to make a statement to the Tribunal. However, the Tribunal may make its findings in the absence of such appearance and/or statement.
6. The student has the right to respond to all oral and written testimony presented against him or her.
7. The student has the right to present witnesses and evidence to substantiate his or her case. The Tribunal may, at its discretion, reasonably limit the number of witnesses, provided that no individual having direct knowledge of factual issues in the dispute shall be excluded. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed during a hearing.
8. The student must receive written notification of the results of any hearing no later than 10 working days after the hearing. The student must be informed of his or her right to appeal the decision and the deadline dates to appeal the decision. (See Section 340.03 for grounds for appeal).

Failure to Appear

If the student fails to appear at a hearing scheduled in accordance with these procedures and the Tribunal believes the failure is without a justifiable excuse, the student may be considered guilty of the violation alleged against him or her if the available evidence would so indicate. An appropriate sanction may be imposed by the provost. If the student fails to appear, but shows good cause, the Tribunal shall reschedule the hearing in accordance with the guidelines above.

Records of Proceedings

1. A tape-recording shall be made of all AGT hearings (excluding the AGT's deliberations) and the tape-recording maintained for at least one year following the student's departure from the College if the charges are sustained. If the charges are dismissed, the tape can be destroyed before that time.
2. At said hearing, both parties shall be given the opportunity to make any oral arguments. Either party may have someone present to provide assistance. Choice of assistance of this type must be left to the individual parties involved, but the assistant must be a member of the SUNY Cortland community. The hearing is an administrative procedure that involves the College community. Parents and lawyers are therefore not allowed to attend a hearing. Provision shall be made for other regular hearing procedures, e.g., calling and cross-examining witnesses, as found necessary by this Tribunal in its operation.
3. A copy of the Tribunal's recommendation (i.e., guilt or innocence), along with voting results, is sent to both the student and faculty member within 10 days after the hearing. If the charges which were the subject of the hearing

were, in the judgment of the Tribunal, not sustained, all records will be expunged and the faculty member shall assign an appropriate grade. If, however, the charges are sustained, the AGT, in consultation with the faculty member, will assign an appropriate sanction.

4. Potential sanctions for a violation of the College's policy on academic integrity include, but are not limited to: reduction of grade, elimination of grade, reduction of course grade, failure for the course, probation, suspension, counseling, expulsion from the College or any combination of these sanctions. In those cases where the decision of either the AGT or the provost is for suspension or dismissal, a notation that the student has violated the policy on academic dishonesty shall be made on the official academic record of the student. The student may appeal to the provost to have the notation removed after one year.
5. A student may appeal the decision and/or sanction of the AGT through the Provost and Vice President for Academic Affairs Office within five working days after receiving official notification. (*See Sec. 340.03 for grounds for appeal*).

340.05 RESPONSIBILITY OF ADMINISTRATION

Files of all adjudicated cases of academic dishonesty shall be established and maintained by the Provost and Vice President for Academic Affairs Office. Records of a first cheating incident which results in probation, suspension, or expulsion from the College and/or records for all subsequent offenses shall be placed in a student's official academic record. Files of adjudicated cases that were not placed in the student's official academic record shall be destroyed at the time of the student's graduation.

340.06 RESPONSIBILITIES OF FACULTY

1. Faculty members should model academic integrity for their students and engage them in a discussion of academic integrity in their work as students and scholars. Instances of academic dishonesty should be discussed along with the College's policy on academic integrity
2. Faculty members should conduct all evaluative instruments in a manner which is conducive to maintaining academic integrity.

340.07 RESPONSIBILITIES OF STUDENTS

1. Students are responsible for knowing the policy on academic integrity. Failure of a faculty member to remind a student of what constitutes academic integrity and academic dishonesty will not obviate this responsibility.
2. Students should not provide opportunities for others to obstruct academic integrity.
3. Students should inform a faculty member or member of the administration if any infringement of academic integrity takes place.

(Revised on May 7, 2004 and approved by President Bitterbaum on May 28, 2004)

RPLS DEPARTMENT COURSES

COURSE DESCRIPTIONS FROM THE COLLEGE CATALOG Undergraduate 2018 – 2019

Education Courses Offered by RPLS

EDU 462 – Environmental and Outdoor Education

(S) History, development and trends in environmental and outdoor education. Curriculum development for fostering an environmentally literate citizenry and techniques for successfully utilizing the out-of-doors as a teaching medium. Field trips and outdoor laboratory experiences. Also listed as REC 462. (3 cr. hr.)

Recreation Courses

REC 101 – Recreation Activities

(O) Focus on gaining skills in a specified recreation activity. Activities vary and course is repeatable as activities/subtitles change. Grading: S, U grades assigned. (variable credit)

REC 102 – Backpacking

(O) Backpacking techniques, skills, information and a practical experience. Participants will learn about technical equipment such as tents, packs and sleeping bags and acquire skills in navigation, cooking, low impact camping and other techniques necessary to practice this enjoyable outdoor recreation activity. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 103 – Canoeing

(O) Basic information and skills to canoe safely and efficiently. Strokes, portaging, handling, transporting, flat water, moving water, rescues and other experiences will be included. Local or more distant destination canoe trips will be involved, depending on the season. Equipment will be provided. Standards for American Canoe Association certifications will be used. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 104 – Kayaking

(O) Basic information and skills to kayak safely and efficiently. Strokes, rolls, portaging, flat water, moving water, rescues and other experiences will be included while paddling a variety of kayak models on nearby lakes and rivers. Field trip destinations will be determined by water levels, season and difficulty levels. Equipment will be provided. American Canoe Association standards for kayaking certifications will be used. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 105 – Windsurfing

(O) Windsurfing skills, equipment, environments, rescues and other practical experiences. A variety of wind, water, equipment and personal skills will be learned through field trips to local sailing areas. Equipment will be provided. U.S. Windsurfing and U.S. sailing certification standards will be used. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 106 – Rock Climbing

(O) The fundamental skills and equipment necessary for a safe rock climbing experience. The basics of climbing such as belaying, knots and efficient movement will be mastered on the climbing wall at Cortland before venturing to a nearby crag for a day of outside climbing. All necessary equipment will be provided. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 107 – Snowshoeing

(O) The fundamental skills and equipment necessary for a safe rock climbing experience. The basics of climbing such as belaying, knots and efficient movement will be mastered on the climbing wall at Cortland before venturing to a nearby crag for a day of outside climbing. All necessary equipment will be provided. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 108 – Cross-Country Skiing

(O) Basic skills and techniques of cross-country skiing, including the diagonal stride, skating, double poling, uphill techniques and downhill techniques will be taught. Participants will also learn how to safely enjoy the winter environment and the natural history of the region on trips to local forests and preserves. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 109 – Winter Camping

(O) Information and skills in order to travel and camp in snow and cold environments. Travel, safety and survival skills, shelters, clothing, equipment, cold injuries, illness and other topics. Winter trips to local or backcountry areas will be included. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 110 – Bike Touring

(O) Information and practical experiences involving bicycle travel, touring and lightweight camping. Participants will learn and practice mechanical skills, travel skills, planning routes, camping skills and other tasks typical of bike trips. Field trips to nearby scenic areas will be involved. Participants must provide their own bicycle. A special fee will be charged for field trip expenses. Grading: S, U grades assigned. (1 cr. hr.)

REC 111 – Snowboarding

(O) Learn and develop sound skills of snowboarding as a lifetime leisure activity. Skill levels taught include beginners, intermediates, advanced, and expert in snowboarding. Each participant will select the appropriate level of instruction and be evaluated accordingly. Each class will consist of a specific lesson and an ample amount of practice time to work on skills and explore the many runs available. A special fee will be charged for field trip expenses. May be repeated for up to three additional credit hours. Grading: S, U grades assigned. (1 cr. hr.)

REC 112 – Downhill Skiing

(O) Learn and develop sound skills of downhill skiing as a lifetime leisure activity. Skill levels taught include beginners, intermediates, advanced, and expert in skiing. Each participant will select the appropriate level of instruction and be evaluated accordingly. Each class will consist of a specific lesson and an ample amount of practice time to work on skills and explore the many runs available. A special fee will be charged for field trip expenses. May be repeated for up to three additional credit hours. Grading: S, U grades assigned. (1 cr. hr.)

REC 129 – Special Topics in Recreation and Leisure Studies

(O) Selected topics. May be taken more than once as subtitle changes. Prerequisites: Designated by department as appropriate for content and academic level of credit. (1-4 cr. hr.)

REC 150 – Play Across Cultures

(A) Study of similarities and differences in young people's play and celebrations through an examination of world cultures. Fulfills: GE 6; LASR. (3 cr. hr.)

REC 211 – Adaptive Skiing and Snowboarding

(O) Development of teaching skills for downhill skiing and/or snowboarding to persons with a variety of disabilities. Through training and volunteer coaching with Greek Peak Adaptive Snowsports, students will develop the knowledge and skills to include people of all ability levels in downhill skiing and snowboarding. May be repeated for up to three additional credit hours. Grading: S, U grades assigned. (1 cr. hr.)

REC 212 – Ski and Ride Instructor Preparation Course

(S) Introduction to professional teaching of skiing and/or snowboarding using instruction and learning principles and concepts endorsed by the Professional Ski Instructors of America (PSIA) and the American Association of Snowboard Instructors (AASI). Best practices of a ski and ride school will be modeled. Prerequisite: Consent of department. Consult department for specific prerequisites and policies. Grading: S, U grades assigned. (1 cr. hr.)

REC 229 – Special Topics in Recreation and Leisure Studies

(O) Selected topics. May be taken more than once as subtitle changes. Prerequisites: Designated by department as appropriate for content and academic level of credit. (1-4 cr. hr.)

REC 271 – Foundations of Recreation

(A) History, theory, philosophy of play and recreation; implications for individuals, groups in changing society. Fulfills: LASR. (3 cr. hr.)

REC 280 – Programming in Parks, Recreation, and Leisure Services

(B) Introduction to programming principles and techniques for parks, recreation and leisure service settings. Particular focus on the design and implementation of recreation programs. (3 cr. hr.)

REC 293 – Diversity and Inclusive Recreation Services

(A) Inclusive programming guidelines and considerations for eliminating barriers to leisure participation for persons with differences, such as disability, race, sex, sexual identity, class. Involves practical experiences with persons with disabilities. Fulfills: GE 11; LASR (3 cr. hr.)

REC 303 – Community Recreation

(O) Recreation in community agencies. History, organization, personnel, programming, finances, areas, facilities. Field trips may be required. (3 cr. hr.)

REC 310 – Wilderness and American Culture

(B) History of ideas and attitudes about wilderness as expressed in the art, literature, philosophy and politics of American culture. Emphasis on developing views of wilderness, nature and environment that are historically, philosophically, and scientifically grounded. Fulfills: GE 7 & GE 12; LASR. (3 cr. hr.)

REC 315 – Ecotourism

(S-C) A global and local analysis of the physical environment as a tourism development resource. An examination of such natural systems as the rain forest, ocean and desert as tourism resources and the environmental impact of tourism on the viability of these niches. Regional and local studies of the environment as a basis for tourism development will be drawn from Amazonia, East Africa, Central America, the Caribbean and North America. Also listed as GRY 315. Fulfills: LASR. (3 cr. hr.)

REC 329 – Special Topics in Recreation and Leisure Studies

(O) Selected topics. May be taken more than once as subtitle changes. Prerequisites: Designated by department as appropriate for content and academic level of credit. (1-4 cr. hr.)

REC 330 – Introduction to Therapeutic Recreation

(F) History and philosophical development of therapeutic recreation. Examination of the needs, characteristics, abilities of people with disabilities; role of therapeutic recreation in enhancing quality of life. (3 cr. hr.)

REC 344 – Commercial and Entrepreneurial Recreation

(F) Analysis of development potential of different types of recreation enterprises including resources, location, risks, sources of financing, pricing, managerial requirements, marketing, sources of technical assistance. (3 cr. hr.)

REC 360 – Camp Counseling and Outdoor Education

(C) Methods, techniques of camp counseling, programming. Knowledge, methods, practices for education in, about and for the outdoors. Often includes lab, field trips. (3 cr. hr.)

REC 370 – Outdoor Education Practicum

(S-M) Outdoor living skills and environmental appreciation. Techniques and practices of outdoor education, organized camping and backcountry travel. Spring lab on campus followed by summer session at Raquette Lake. Participants are assessed a practicum fee. (3 cr. hr.)

REC 375 – Wilderness First Responder

(O) Wilderness First Responder (WFR) certification course that focuses on preparation for emergency situations that involve prolonged patient care, severe environments and improvised equipment. Topics include patient assessment, body systems, equipment improvisation, trauma, environmental medicine, toxins, backcountry medicine, wilderness protocols and wilderness rescue. WFR is the definitive emergency care training course for all outdoor leaders and enthusiasts. Participants are assessed a fee for certification costs. (3 cr. hr.)

REC 379 – Outdoor Recreation Activities

(F) Knowledge, skill, techniques, policies and procedures related to selected outdoor recreation activities. (3 cr. hr.)

REC 380 – Leadership in Parks, Recreation and Leisure Services

(B) Study of leadership theory and practice at the small group, agency and community level in a range of parks, recreation and leisure services contexts. Essential skills of leadership are learned and practiced, with a focus on ethical and value-based leadership with diverse people and communities. (3 cr. hr.)

REC 399 – Independent Study in Recreation

(A) Supervised independent study of topic approved by study supervisor, advisor and department chair. May be repeated. Prerequisite: Consent of department chair. Grading system: Instructor determines use of either letter grade system or S, U. (1-3 cr. hr.)

REC 402 – Management of Recreation Resources

(B) Resource management principles, practices, policies and programs for operation of wide spectrum of public and private recreation areas and facilities. Fulfills: LASR. (3 cr. hr.)

REC 407 – Evaluation and Research

(A) Introduction to statistical concepts and tools in design, evaluation of recreational programs, services. Presentation of measurement, instrumentation and research methodology emphasizing interpretation and application in the field. Fulfills: LASR. (3 cr. hr.)

REC 409 – Human Resource Management in Leisure Services

(S) Contemporary issues and related administrative practices associated with managing human resources in leisure services. Examining concepts, principles and objectives of personnel supervision, including functions, processes, identification and application of methods and techniques. (3 cr. hr.)

REC 415 – Tourism Planning and Development

(F-C) The spatial analysis of tourism as a component of economic development. A regional comparison of the marketing of tourism resources in the developed and less developed countries of the world. Examination of the resources necessary for the development of tourism and an analysis of the economic and environmental impact on a location as a result of marketing those resources. Also listed as GRY 415. Fulfills: LASR. (3 cr. hr.)

REC 420 – Youth Development through Recreation

(O) Exploration of research, theory, practice and techniques of structuring recreation experiences for youth to build resiliency. Includes examination of theories on youth development, behavior management, motivation resiliency and social skills as they relate to the recreation experience. (3 cr. hr.)

REC 425 – Leisure Education

(B) Introduction to philosophy, principles and techniques of leisure education. Implications for curriculum development in various settings and leisure service delivery systems. Fulfills: LASR. (3 cr. hr.)

REC 427 – Special Events Planning I

(S) The goal of this course is to provide students with the opportunity to explore the growing phenomenon of special events. REC 427: Special Events Planning I is a prerequisite to REC 428: Special Events Planning II and is considered to be an advanced recreation programming course that focuses on special events planning. Students will be introduced to topic areas such as social and cultural phenomenon of special events, programming planning, securing sponsorships, research and targeting, and marketing and publicity. (3 cr. hr.)

REC 428 – Special Events Planning II

(F) This course focuses on advanced recreation programming for special events. Content areas include publicizing, targeting audiences, implementation, impact assessment and evaluation of special events. Application of conceptual and practical procedures will include the Annual Cortland Recreation Conference during the fall semester. This special event attracts more than 400 students and practitioners in the field of recreation, leisure and park services. Prerequisite: REC 427. (3 cr. hr.)

REC 429 – Special Topics in Recreation and Leisure Studies

(O) Selected topics. May be taken more than once as subtitle changes. Prerequisites: Designated by department as appropriate for content and academic level of credit. (1-4 cr. hr.)

REC 430 – Therapeutic Recreation Process I: Assessment

(B) In-depth examination of the assessment phase of the therapeutic recreation process, including documentation. Additional topics include working with other health and human service professionals on interdisciplinary or transdisciplinary teams and principles and best practices in applying the therapeutic recreation process in a variety of health and human service settings. Prerequisite: REC 330 or consent of department. (3 cr. hr.)

REC 431 – Therapeutic Recreation Process II: Planning, Implementation and Evaluation

(B) In-depth examination of the therapeutic recreation process with a focus on planning, implementation, documentation and evaluation. Additional topics include activity analysis and adaptations, and principles and best practices in applying the therapeutic recreation process in a variety of health and human service settings. Prerequisite: REC 430. (3 cr. hr.)

REC 435 – Therapeutic Recreation Interventions

(B) In depth examination of individual and group techniques used in therapeutic recreation practice, including therapeutic interventions, modalities, instruction, leadership, supervision, and counseling techniques. Prerequisite: REC 330. (3 cr. hr.)

REC 438 – Design and Administration of Therapeutic Recreation Services

(B) In-depth examination of the design and administration of therapeutic recreation services delivered in health and human service settings. Focus on planning, organizing, funding and managing therapeutic recreation services. Analysis of standards, legislation, policies, issues and trends that affect service delivery. Prerequisite: REC 431. (3 cr. hr.)

REC 441 – Site and Facilities Planning

(O) Design of recreation areas and facilities: feasibility studies, site selection, environmental impact, accessibility, planning and development. (3 cr. hr.)

REC 445 – Administration of Recreation

(B) The study of recreation management in the public, nonprofit, and commercial sectors. Introduction to the principles of management, marketing, organizational behavior and supervision, decision making, planning, and financial management. (3 cr. hr.)

REC 446 – Legal Aspects of Parks, Recreation and Leisure Services

(B) The study of contracts, civic liberties and rights, property law, tort liability, and managing and transferring risks in the context of parks, recreation and leisure services. (3 cr. hr.)

REC 449 – Natural Resource Recreation Policy and Management

(C) History and processes of natural resources law and policy development. Contemporary issues in human dimensions of natural resource management. Case studies in recreation resource management. Prerequisites: REC 310 and 402. (3 cr. hr.)

REC 455 – The Sociology of Leisure

(O) History, growth of leisure. Contemporary problems of mass leisure; relation to work, politics, economics and such basic human institutions as family, church, community. Prerequisite: REC 271 or SOC 100, 150 or ANT 102. Fulfills: LASR. (3 cr. hr.)

REC 460 – Camp and Outdoor Program Administration

(F) Detailed analysis of administrative problems in the establishment, operation of resident and day camps and other outdoor challenge or environmental education programs and centers. Research literature, current problems for camp, program and center directors. Prerequisite: REC 370 or consent of the department. (3 cr. hr.)

REC 462 – Environmental and Outdoor Education

(S) History, development and trends in environmental and outdoor education. Curriculum development for fostering an environmentally literate citizenry and techniques for successfully utilizing the out-of-doors as a teaching medium. Field trips and outdoor laboratory experiences. Also listed as EDU 462. (3 cr. hr.)

REC 469 – Environmental and Cultural Interpretation

(C) Investigation of concepts and principles of environmental and cultural interpretation. Methods, techniques, resources used to design and prepare interpretive media such as displays, materials, multimedia productions, trails and facilities in an increasingly multicultural society. Field trips and outdoor laboratory experiences. (3 cr. hr.)

REC 470 – Senior Seminar

(A) Development and analysis of internship and career goals, exploration of characteristics of the profession in relation to personal and professional goals, including a focus on professional ethics, continued professional development, and development of supervision skills in the context of issues and trends in the field. Professional field experience required. Prerequisite: Students must have senior standing during the semester course is taken. (3 cr. hr.)

REC 473 – Camp Leadership

(S-M) Advanced theory practicum in administration, leadership, programming at the College Outdoor Education Center. Prerequisite: Consent of instructor. (2 cr. hr.)

REC 474 – Outdoor Pursuits Education and Leadership

(F) The understanding and application of the process of teaching, learning and leading outdoor pursuits. Program theory, instructional design, leadership techniques and safety management principles associated with the conduct of outdoor pursuits and adventure education programs. Prerequisites: REC 379; also REC 370 or PED 308. (3 cr. hr.)

REC 475 – Internship in Recreation and Leisure Services

(A) Fourteen weeks of supervised full-time internship experience: municipal, school, community, commercial, corporate, youth-serving agency, park and forest, medical/clinical, camp. Work done in communities, agencies, designated by College. Prerequisites: REC 470, New York State certification in Child Abuse Recognition and Reporting, completion of first aid certification approved for the major and current for the duration of the internship, approval of internship coordinator, cumulative grade point average of at least 2.5 in the major and 2.0 overall. Consult department advisement manual for specific prerequisites and policies. Grading: S, U grades are assigned. (12 cr. hr.)

REC 476 – Wilderness Leadership Education

(O) Affiliate program with the National Outdoor Leadership School (NOLS) for domestic programs (NOLS fee required). Field studies and practice of wilderness expedition skills, leadership, group dynamics, safety, judgment and environmental studies. Credit value depends on the length of the NOLS course and can range from a minimum of two weeks to a full semester course. Consent of the department. Repeatable up to 12 credit hours. Maximum number of credit hours allowable between SAB 476 and REC 476 may not exceed 12. Also listed as SAB 476 for the international experience. (variable 1-12 credit hours)

REC 477 – Belize Inclusive Recreation Project

(O) Applied learning experience to design and develop inclusive recreation opportunities with and for the people of Belize. (3 cr. hr.)

REC 478 – Expeditionary Learning Practicum

(O) Opportunities for development of leadership skills, outdoor recreation skills, social and environmental responsibility, and cultural awareness through outdoor adventure/education pursuits. Understanding will come through shared challenging outdoor experiential learning tasks in a contrasting and dynamic environment. (1-3 cr. hr.)

REC 503 – Campus Recreation Programming and Administration

(O) Design, coordination, delivery and management of leisure, arts, and recreation programs and services for the campus community. Topics include programming principles, types of programs, interoffice/provider coordination, publicity, budgeting, supervision, evaluation, facilities, equipment management and auxiliary services. (3 cr. hr.)

REC 508 – Leisure Services for Older Adults

(C) Intensive study of problems associated with aging; implications for health, recreation. Recreational needs, programs; physical and emotional health; sociological, psychological, educational, economic factors pertinent to aging. (3 cr. hr.)

REC 529 – Special Topics in Recreation, Parks and Leisure Studies

(O) Selected topics. May be taken more than once as subtitle changes. Prerequisites: Designated by department as appropriate for content and academic level of credit. (1-4 cr. hr.)

REC 531 – Inclusive Outdoor Education

(O) This course is designed to address issues, models and strategies pertaining to the development of inclusive outdoor education programs that address all ability levels including those with physical and developmental disabilities. Not open to students with credit for PED 531. Also listed as PED 531. (3 cr. hr.)

REC 532 – Therapeutic Recreation in the Schools

(O) This course prepares students to provide therapeutic recreation services to students with disabilities in public school systems as mandated by the Individuals with Disabilities Education Act. Participants will learn to apply the therapeutic recreation process in a school setting and develop appropriate recreation goals for Individualized Educational Plans. Curricula to support therapeutic recreation in the schools will be identified, as well as the roles therapeutic recreation specialists can play to advocate for and deliver recreation as a related service in the schools. Prerequisite: REC 330 or consent of department. (3 cr. hr.)

REC 553 – Practicum in Inclusive Recreation Services

(A) Through immersion in inclusive recreation programs and services, this practicum provides a solid foundation in the application of methods and best practices in inclusive recreation for people with disabilities and other differences in community-based settings. Knowledge areas gained include physical accessibility, administrative and programming practices and adaptive equipment. REC 293 or consent of department. (3 cr. hr.)

Study Abroad**SAB 476 – International Wilderness Leadership Education**

(O) Affiliate program with the National Outdoor Leadership School (NOLS) for international programs (NOLS fee required). Field studies and practice of wilderness expedition skills, leadership, group dynamics, safety, judgment and environmental studies. Credit value depends on the length of the NOLS course and can range from a minimum of two weeks to a full semester course. Consent of the department. Prerequisite: Acceptance by the International Programs Office. Repeatable up to 12 credit hours. Maximum number of credit hours allowable between SAB 476 and REC 476 may not exceed 12. (variable 1-12 credit hours)

Frequency Codes:

A = Every semester

B = At least once per year

C = At least once every two years

F = Fall

M = Summer

O = Occasionally

S = Spring

W = Winter

PROJECTED COURSE OFFERINGS

RPLS DEPT.

100-Level Course Offerings

Course Number	Course Title	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
REC 101	Recreation Activities (activities vary: recreational crafts; fly fishing; mountain biking; caving; teambuilding & initiatives; bike maintenance, winter outdoor adventures, etc.)	Yes (Primitive Pursuits, Outdoor Cooking, Outdoor Climbing Tech., SUP)	Yes (Recreational Crafts; Fly Fishing; Outdoor Cooking, Outdoor Climbing Techniques)	Yes	Yes	Yes	Yes
REC 102	Backpacking	Yes	Yes	Yes	Yes	Yes	Yes
REC 103	Canoeing	No	No	Maybe	Maybe	Maybe	Maybe
REC 104	Kayaking	Yes	Yes	Yes	Maybe	Maybe	Maybe
REC 105	Windsurfing	Yes	No	Yes	Maybe	Maybe	Maybe
REC 106	Rock Climbing	Yes	Yes	Yes	Yes	Yes	Yes
REC 107	Snowshoeing	No	No	No	Maybe	No	Maybe
REC 108	Cross-Country Skiing	No	Yes	No	Maybe	No	Maybe
REC 109	Winter Camping	No	No	No	Maybe	No	Maybe
REC 110	Bike Touring	No	No	Maybe	Maybe	Maybe	Maybe
REC 111	Snowboarding	No	Yes	No	Yes	No	Yes
REC 112	Downhill Skiing	No	Yes	No	Yes	No	Yes
REC 129*	Special Topics: variable	No	No	Maybe	Maybe	Maybe	Maybe
REC 150	Play Across Cultures (GE6)	Yes	Yes	Yes	Maybe	Yes	Maybe

*Sometimes offered Summer or Winter Session, dependent on enrollment and faculty availability

200- and 300-Level Course Offerings

Course Number	Course Title	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
REC 211	Adaptive Skiing and Snowboarding	No	Yes	No	Maybe	No	Maybe
REC 212	Ski & Ride Instructor Prep Course	No	Yes	No	Maybe	No	Maybe
REC 229*	Special Topics: variable	Yes (Professional Skills in Recreation)	Yes (Professional Skills in Recreation)	Maybe	Maybe	Maybe	Maybe
REC 271	Foundations of Recreation	Yes	Yes	Yes	Yes	Yes	Yes
REC 280	Programming in Parks, Recreation, and Leisure Services	Yes	Yes	Yes	Yes	Yes	Yes
REC 293	Diversity and Inclusive Recreation Services (G11)	Yes	Yes	Yes	Yes	Yes	Yes
REC 303	Community Recreation	No	No	?	?	?	?
REC 310	Wilderness and American Culture (GE7/12)	Yes	Yes	Yes	Yes	Yes	Yes
REC/GRY 315	Ecotourism	No	No	?	?	?	?
REC 329*	Special Topics: variable	No	No	Maybe	Maybe	Maybe	Maybe
REC 330*	Intro to Therapeutic Recreation	Yes	Yes (also offered online Summer 2019)	Yes	Yes	Yes	Yes
REC 344	Commercial & Entrepreneurial Rec	Yes	No	Yes	No	Yes	No
REC 345	Adirondack Park Policies & Issues	No	No	?	?	?	?
REC 360*	Camp Counseling & Outdoor Ed.	No	No	?	?	?	?
REC 370	Outdoor Education Practicum	No	Yes	No	Yes	No	Yes
REC 375	Wilderness First Responder	Yes	No	Yes	No	?	No
REC 379	Outdoor Recreation Activities	Yes	No	Yes	No	Yes	No
REC 380	Leadership in Parks, Recreation, and Leisure Services	Yes	Yes	Yes	Yes	Yes	Yes

*Sometimes offered Summer or Winter Session, dependent on enrollment and faculty availability

400-Level Course Offerings

Course Number	Course Title	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
REC 402	Management of Rec Resources	Yes	Yes	Yes	Yes	Yes	Yes
REC 407	Evaluation and Research	Yes	Yes	Yes	Yes	Yes	Yes
REC 409	Human Res. Mgmt. in Leis. Serv.	No	Yes	No	Yes	No	Yes
REC/GRY 415	Tourism Planning & Development	No	No	?	?	?	?
REC 420*	Youth Development through Rec.	No	No	?	?	?	?
REC 425*	Leisure Education	No	Yes	No	Yes	No	Yes
REC 427	Special Events Planning I	No	Yes	No	Yes	No	Yes
REC 428	Special Events Planning II	Yes	No	Yes	No	Yes	No
REC 429*	Special Topics: variable	No	No	Maybe	Maybe	Maybe	Maybe
REC 430	Therapeutic Rec Process I	Yes	Yes	Yes	Yes	Yes	Yes
REC 431	Therapeutic Rec Process II	Yes	Yes	Yes	Yes	Yes	Yes
REC 435	Therapeutic Rec Interventions	Yes	Yes	Yes	Yes	Yes	Yes
REC 438	Design & Admin of Ther. Rec. Serv.	Yes	Yes	Yes	Yes	Yes	Yes
REC 441	Site and Facilities Planning	No	Yes	No	No	Yes	No
REC 445*	Administration of Recreation	Yes (also online Winter 2019)	Yes	Yes	Yes	Yes	Yes
REC 446*	Legal Aspects of Rec, Parks & L. Serv.	Yes	Yes	Yes	Yes	Yes	Yes
REC 449	Nat. Resource Rec Policy & Mgmt.	Yes	No	No	No	Yes	No
REC 460	Camp & Outdoor Program Admin.	Yes	No	Yes	No	Yes	No
REC/EDU 462	Environmental & Outdoor Educ.	No	Yes	No	Yes	No	Yes
REC 469	Environmental & Cultural Interp.	No	No	Yes	No	No	No
REC 470	Senior Seminar	Yes	Yes	Yes	Yes	Yes	Yes
REC 473	Camp Leadership	No	Yes	No	Yes	No	Yes
REC 474	Outdoor Pursuits Leadership & Ed.	Yes	No	Yes	No	Yes	No
REC 475*	Internship in Rec & Leisure Services	Yes	Yes	Yes	Yes	Yes	Yes
REC 476* and SAB 476*	Wilderness Lead Educ (with NOLS) and Intl. Wilder Lead Educ (with NOLS)	Yes	Yes	Yes	Yes	Yes	Yes

*Sometimes offered Summer or Winter Session, dependent on enrollment and faculty availability

400-Level Course Offerings (cont.)

REC 477	Belize Inclusive Recreation Project	No	Maybe	No	Maybe	No	Maybe
REC 478	Expeditionary Learning Practicum	Yes	No	Maybe	Maybe	Maybe	Maybe

*Sometimes offered Summer or Winter Session, dependent on enrollment and faculty availability

500-Level Course Offerings open to Undergraduates

Course Number	Course Title	Fall 2018	Spring 2019	Fall 2019	Spring 2020	Fall 2020	Spring 2021
REC 503*	Campus Rec Program. & Admin.	No	No	No	Yes	No	No
REC 508*	Leisure Services for Older Adults	No	No	No	No	No	No
REC 529*	Special Topics: variable	No (Leisure Ed in TR offered online Winter 2019)	No	Maybe	Maybe	Maybe	Maybe
REC/PED 531*	Inclusive Outdoor Education	No	No	?	?	?	?
REC 532*	TR in the Schools	No	No	?	?	?	?
REC 553	Practicum-Inclusive Rec. Serv.	Yes	Yes	?	?	?	?

*Sometimes offered Summer or Winter Session, dependent on enrollment and faculty availability

NON-RPLS DEPT. COURSE OFFERINGS

Course Number	Course Title	Catalog Frequency Code	Required and/or a choice in this UG major				
			REC/ CAMP	REC/ LRPD	RMGT	OREC	TR
ANT 305	Archaeology of Eastern US	C = offered at least once every two years				x	
ANT 460	Intro to Museum Studies	B = offered at least once per year				x	
BIO 301	Human Anatomy & Physiology I	F = offered in fall					x
BIO 302	Human Anatomy & Physiology II	S = offered in spring					x
BIO 307	Field Natural History	F = offered in fall				x	
BIO 310	Field Biology	S/M = offered spring/goes into summer				x	
BIO 315	Marine Biology	F = offered in fall; C = offered at least once every two years				x	
BIO 405	Conservation Biology	S = offered in spring				x	
BIO 411	Ornithology	S = offered in spring				x	
BIO 427	Scientific Photography	S = offered in spring; C = offered at least once every two years				x	
CAP 100	Intro to Computer Applications	A = offered every semester	x	x	x	x	x
COM 210	Fund of Public Speaking	A = offered every semester	x	x	x	x	x
ECO 111	Principles of Microeconomics	A = offered every semester			x		
ECO 335	Resource & Environmental Econ	C = offered at least once every two years				x	
ECO 352	Finance	A = offered every semester			x		
EDU 374	Teaching Elem School Science	A = offered every semester				x	
EST 100	Intro to Environmental Studies	A = offered every semester				x	
FSA 525	Teaching the Inner City Child	A = offered every semester		x			
GLY 371	Meteorology	S = offered in spring				x	
GRY 324	Intro to Cartography & GIS	A = offered every semester			x	x	
HLH 110	Personal and Community Health	A = offered every semester		x			
HLH 210	Wellness and Health Promotion	A = offered every semester; M = in summer		x			(support course)
HLH 301	Stress Management	A = offered every semester		x			(support course)
HLH 313	Mental and Emotional Health	B = offered at least once per year		x			(support course)

Course Number	Course Title	Catalog Frequency Code	Required and/or a choice in this UG major				
			REC/ CAMP	REC/ LRPD	RMGT	OREC	TR
INT 201	Adirondack Studies	O = offered occasionally				x	
INT 270	Exploring Education	A = offered every semester				x	
MGT 250	Principles of Management	A = offered every semester			x		
MGT 253	Principles of Marketing	A = offered every semester	x		x		
MGT 254	Principles of Accounting I	A = offered every semester	x		x		
PHY 150	Introductory Astronomy	C = offered at least once every two years				x	
POL 240	Intro to Public Admin & Public Policy	B = offered at least once per year			x		
POL 242	Environmental Policy	O = offered occasionally				x	
POL 308	Environmental Law	C = offered at least once every two years				x	
PSY 101	Introductory Psychology	A = offered every semester		x			x
PSY 231	Child Psychology	A = offered every semester		x			(support course)
PSY 232	Adolescent Psychology	A = offered every semester		x			(support course)
PSY 333	Developmental Psychology	B = offered at least once per year		x			x
PSY 334	Psychology of Adulthood and Aging	O = offered occasionally		x			
PSY 421	Abnormal Psychology	A = offered every semester					x
PSY 422	Social Psychology	B = offered at least once per year		x			(support course)
SOC 220	Intro to Social Gerontology	F = offered in fall		x			(support course)
SOC 340	Environmental Sociology	C = offered at least once every two years				x	
SOC 373	Deviant Behavior	A = offered every semester		x			(support course)
SOC 425	Sociology of Aging & the Life Course	S = offered in spring		x			(support course)
SOC 462	Juvenile Delinquency	B = offered at least once per year		x			(support course)
SOC 464	Corrections	B = offered at least once per year		x			
SOC 470	Sociology of the Family	B = offered at least once per year		x			(support course)

STUDENT OPPORTUNITIES

ANNUAL CORTLAND RECREATION CONFERENCE

The annual conference is planned and conducted by the Special Events Planning I/II Class (REC 427 & 428). The conference typically attracts up to 400 recreation professionals and students from New York and the northeastern United States. The conference agenda involves a full slate of activities, including the following:

- ◆ Panels and workshops covering most aspects of the discipline
- ◆ Keynote speakers
- ◆ Exhibits
- ◆ Career Exploration forum with agencies cooperating with the department's internship program
- ◆ Social activities
- ◆ Networking with professionals from all recreation settings

All recreation majors are expected to participate fully in the 68th Annual Cortland Recreation Conference on November 1 and 2, 2018.

INTERNATIONAL STUDY

There are many opportunities for international study at SUNY Cortland. Please see Dr. Amy DiRenzo, the RPLS International Advocate, or the International Programs Office in Old Main 219 for details on excellent study abroad course and internship opportunities. You can also search for programs offered directly by SUNY Cortland or through other SUNY programs by visiting <https://sunycortland-horizons.symlicity.com/index.php?s=StudentHome>.

The following universities have cooperated with the RPLS Department to offer a study abroad experience: London Metropolitan University; University of Cumbria (Lancaster, England); and Federation University (Ballarat, Australia). RPLS students have also attended several other universities for a study abroad semester (e.g., in Australia and Spain); completed internships abroad (e.g., in Belize and Ireland); and travelled to Belize for *REC 477: Belize Inclusive Recreation Project* or Costa Rica for *REC 478: Expeditionary Learning Practicum*.

Students may also enroll in international NOLS (National Outdoor Leadership School) courses in sites all over the world, such as New Zealand, India, Patagonia, Australia, and Africa (see www.nols.edu). NOLS courses may substitute for existing SUNY Cortland courses (3-12 credits depending on the length and components of the course). If interested, please see Dr. Amy DiRenzo for details.

Students who contemplate participation in a study abroad semester should consult their faculty advisor before the end of their sophomore year at Cortland (or as early as possible in the case of transfer students) and schedule an appointment with Dr. DiRenzo to outline courses to be scheduled and their place in the required curriculum at Cortland.

RHO PHI LAMBDA

Rho Phi Lambda is the national honorary society for the profession of recreation, parks and leisure services for students and professionals. Each spring, inductees are chosen for membership in Alpha Eta, SUNY Cortland's Chapter of Rho Phi Lambda. Selection is based on GPA (minimum 3.2 in professional courses), standing in class (i.e., upper 15 %), leadership, professional and community contributions, and other criteria.



CLUBS: SCRA and IRC

The SUNY Cortland Recreation Association (SCRA) is Cortland's recreation majors' club and is a student branch of the New York State Recreation and Park Society. It is open to all CCSA fee-paying students. The student-run club provides members and participants with opportunities to socialize, exchange ideas and experiences, give service to the community, and expand educational opportunities. All students -- even those who do not attend the club's regular business meetings -- are invited to participate in the programs planned and conducted by the SCRA. The SCRA Office is located in Professional Studies Building 1137.

The Inclusive Recreation Club (IRC) advocates for inclusion through participation in recreation and leisure activities. In the past, the club has held fundraisers to purchase adaptive equipment, assessed different recreation facilities, and sponsored inclusion talks, among other things.

Many other clubs exist at SUNY Cortland, offering opportunities for RPLS students to interact with others who have with similar interests. Examples of campus clubs our students have joined and served in primary leadership roles include the Outdoor Adventure Club, Ski and Snowboard Club, and Mountain Biking Club.

AWARDS, SCHOLARSHIPS, AND HONORS

Recreation majors have many opportunities to receive recognition through various scholarships, honors, and awards. Because these forms of recognition are meaningful and enhance one's professional credentials, you are encouraged to strive to meet their eligibility requirements and to remain alert to application procedures and deadlines. Although some are listed or mentioned in this manual, additional ones may be available.

Awards:

The following awards require that student have earned at least 90 credit hours towards graduation and will have completed all degree requirements by May, August, or December of the award year. Recipients are selected by the RPLS faculty.

- ◆ **John "Jack" MacPhee Award**, given to a RPLS scholar/athlete.
- ◆ **Ralph S. Mauro Award**, given for significant contributions in the area of therapeutic recreation.
- ◆ **Harlan "Gold" Metcalf Award**, our highest honor, given to a student exemplifying Metcalf qualities of "good scholarship, interest in many activities, high moral/ethical character, and dedication to serving people."
- ◆ **Marcia K. Carlson Award**, given for dedication to fostering high regard for people and the natural world through outdoor education.

Scholarships:

Scholarship funding is determined by the Cortland College Foundation. Scholarship amounts and availability are subject to change. Note that the information below may be inaccurate due to pending changes per donor wishes and/or contractual agreements. **Up-to-date information is posted on our Financial Aid Office's website (<https://cortland.academicworks.com/>), which is where you can apply for scholarships for which you are eligible.**

➤ The Alumni OEP Award

- Established by a generous 2001 alumna. Each year, the award is given to a student enrolled in REC 370 or REC 570: Outdoor Education Practicum, to support the OEP fee at Raquette Lake. Funding is based on availability.
- *Selection Criteria*
 - awarded to a matriculated student in good academic standing at SUNY Cortland
 - candidate(s) must be enrolled in REC 370 or REC 570 at the time of application
 - candidate(s) must not have been awarded other scholarships/awards that have reimbursed this specific course fee
 - enrolled full-time or part-time
- *Preference given to*
 - students with demonstrated financial need per FAFSA
 - non-traditional students
- This scholarship is a one-time award and is non-renewable

➤ **Robert B. Ditton OEP Award**

- Established in memory of a Distinguished 1964 Alumnus, Dr. Robert B. Ditton. Each year this award is presented to a deserving student enrolled in REC 370 or REC 570: Outdoor Education Practicum, to support the fee for REC 370 or REC 570 at Raquette Lake. Funding is based on availability.
- *Selection Criteria*
 - Awarded to matriculated student(s) in good academic standing at SUNY Cortland
 - Candidate(s) must be enrolled in REC 370 or REC 570 at the time of application
 - Candidate(s) must show professional promise (as demonstrated by a career goals/future plans included in the general application's narrative statement)
 - Candidate(s) must demonstrate involvement and service to the community, both on- and off-campus (as demonstrated by the list of activities/resume obtained through the general application)
 - Candidate(s) must be enrolled full-time or part-time
 - Candidate(s) must not have been awarded other scholarships/awards that have reimbursed this specific course fee
 - Candidate(s) must have demonstrated financial need per FAFSA
- This scholarship is a one-time award and is non-renewable

➤ **The Hearts of Gold OEP Award**

- Established by a generous Distinguished Alumna of 1964, Margaret Payne, and her sister Janet Kuney. Each year, the award is given to a deserving student enrolled in REC 370 or REC 570: Outdoor Education Practicum. Funding is based on availability.
- *Selection Criteria*
 - awarded to a matriculated sophomore, junior, senior or graduate level student in good academic standing at SUNY Cortland
 - enrolled in REC 370 or REC 570 at the time of application
 - shows professional promise (as demonstrated by career goals/future plans included in the general application's narrative statement)
 - demonstrates involvement and service to the community, both on- and off-campus (as shown by list of extra-curricular activities and/or resume in the general application)
 - must not have been awarded other scholarships/awards that have reimbursed this specific course fee
 - candidate(s) must have demonstrated financial need per FAFSA
- This scholarship is a one-time award and is non-renewable

➤ **The Joyce A. Gaus '60 Scholarship**

- This scholarship is intended to recognize in perpetuity the lifelong environmental interests and teaching career of devoted SUNY Cortland alumna, Joyce Ann Gaus '60. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
- *Selection Criteria*
 - awarded to a matriculated entering freshman or transfer level student in good academic standing at SUNY Cortland
 - has been accepted to major in recreation, outdoor education or a closely related field
 - has demonstrated leadership potential
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - has demonstrated financial need per FAFSA
- *Renewal Information*
 - may be renewable, renewals are dependent on available funding as provided by the Cortland College Foundation
 - remaining a recreation major, outdoor education major or a closely related major
 - matriculated at SUNY Cortland
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - maintain satisfactory academic progress per SUNY Cortland's published Federal Good Academic Standing guidelines
 - this scholarship is renewable for a maximum of four academic years (eight academic semesters, excluding summer semesters). Actual number of terms is based on Class Level (freshman, sophomore, etc.) at time of initial award
- *Award* \$1,000

- **The Thomas L. Goodale '61 Community Service Scholarship**
 - Established to honor Dr. Harlan Gold Metcalf by the colleagues of Dr. Thomas L. Goodale '61 for his many years of service to SUNY Cortland and its department of recreation, parks and leisure studies. A distinguished alumnus of Cortland and recipient of an honorary degree, Dr. Goodale made countless and significant contributions to the field of parks and recreation. The scholarship is given in recognition of SUNY Cortland's department of recreation, parks and leisure studies' central aspiration to community service since its inception in 1947. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - awarded to a matriculated continuing sophomore, junior or senior level student in good academic standing at SUNY Cortland
 - is majoring in the area of recreation, parks and leisure studies
 - has a minimum 3.0 cumulative grade point average
 - has a demonstrated record of community service and commitment to the field of recreation
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - *Preference given to*
 - students with demonstrated financial need per FAFSA
 - This scholarship is a one-time award and is non-renewable.
 - *Award* \$1,000
- **Dr. John A. MacPhee Scholarship**
 - Established by Mabel MacPhee in memory of her late husband, Professor Emeritus of Recreation Education John MacPhee, to support off-campus fieldwork or attendance at a national professional conference devoted to the leisure services profession. One student, selected during fall semester, will be awarded the scholarship for the following spring semester; a second student, selected during the spring semester, will be awarded the scholarship for the following summer/fall semester. Funding is based on availability. Please see the Recreation, Parks and Leisure Studies Department, located in 2213 Professional Studies Building for more information.
 - *Selection Criteria*
 - awarded to a matriculated undergraduate or graduate level student in good academic standing at SUNY Cortland
 - is studying within the Recreation, Parks and Leisure Studies Department
 - has minimum 3.0 cumulative grade point average
 - enrolled full-time (at least 12 credit hours for semester receiving funds)
 - in an essay, demonstrates how the scholarship will support the approved internship or attendance at a national professional conference devoted to the leisure services profession
 - This scholarship is a one-time award and is non-renewable.
 - Scholarship recipients recognized at honors convocation in April.
 - *Award* \$750
- **The John B. Knox Memorial Scholarship**
 - Established by the Knox Family Foundation, Inc., and funded by the Foundation as well as the children of John B. Knox (Roseann Knox Beaudoin, Kimberly Knox and Amy Knox Larson) to honor the legacy of John B. Knox, a longtime supporter of SUNY Cortland's Environmental Education Center at Raquette Lake. Recipients must be continuing students of any class year (sophomore, junior or senior), incoming transfer students (sophomore, junior or senior), or graduate students pursuing a major or minor under the department of Recreation, Parks and Leisure Studies (or a concentration under the graduate study program). Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - Applicants will be considered in the following order of preference:
 - a. Residents of Hamilton County, NY
 - b. Residents of counties identified by the Adirondack North Country Association
 - c. Residents of New York State
 - Satisfactory academic achievement
 - Demonstrated financial need is a preference
 - Enrolled full-time (at least 12 credit hours each fall and spring semester)
 - Student must have at least one full academic year remaining at the start of the fall semester of award year

- *Renewal Information*
 - may be renewable, renewals are dependent on available funding as provided by the Cortland College Foundation
 - continued funding is based on student maintaining a 2.7 cumulative grade point average
 - remaining an outdoor education, recreation or environmental studies major
 - matriculated at SUNY Cortland
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - maintain satisfactory academic progress per SUNY Cortland's published Federal Good Academic Standing guidelines
- *Award* \$1250
- **The NYS Federation of Home Bureaus Phyllis Doe Scholarship**
 - The New York State Federation of Home Bureaus established this scholarship program in honor of Phyllis Doe, a past president of the organization. Presented to a student majoring in therapeutic recreation. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - awarded to a matriculated continuing sophomore, junior or senior level student in good academic standing at SUNY Cortland
 - has a minimum 2.85 cumulative grade point average
 - is majoring in therapeutic recreation (if there are no eligible students enrolled in the therapeutic recreation major, Inclusive Special Education majors should be considered)
 - is from a N.Y.S. county that has an organized N.Y.S. Federation of Home Bureaus Chapter. Organized counties include: Albany, Allegany, Buffalo City, Cattaraugus, Cayuga, Chautauqua, Chenango, Clinton, Dutchess, Erie, Franklin, Herkimer, Jefferson, Monroe, Niagara, Oswego, Rensselaer, St. Lawrence, Schenectady, Steuben, Tompkins, Wyoming, Yates. Cortland county residents are eligible as well based on N.Y.S.F.H.B. rules
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - This scholarship is a one-time award and is non-renewable.
 - *Award* \$750
- **The Jay '66 and Bettie Lee Yerka Award for Excellence in Recreation and Leisure Studies**
 - The Jay '66 and Bettie Lee Yerka Endowed Scholarship for Excellence in Recreation and Leisure Studies was established by Dr. Bettie Lee Yerka in memory of her late husband, Jay. This scholarship will be awarded to non-traditional continuing undergraduate or graduate student(s) majoring in Therapeutic Recreation. The recipient must be a full or part-time student taking at least six credit hours, have a minimum grade point average (G.P.A.) of 3.0 and demonstrate outstanding leadership abilities. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - awarded to a matriculated non-traditional continuing undergraduate or graduate student in good academic standing at SUNY Cortland
 - has a minimum 3.0 cumulative grade point average
 - enrolled in at least 6 credit hours per semester
 - majoring in a residential, campus-based therapeutic recreation degree program. Graduate students must have a concentration of therapeutic recreation.
 - is a nontraditional student (adult learner)
 - has demonstrated leadership skills and demonstrate outstanding leadership qualities
 - enrolled part-time or full-time (at least 6 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - This scholarship is a one-time award and is non-renewable.
 - Recipient will be honored at Honors Convocation in April.
 - *Award* \$1,000

Other Scholarships Targeting RPLS Students:

- **Theta Phi, Alpha Chapter - Marjorie Dey Carter '50 Scholarship**
 - Established by sisters of the Theta Phi Sorority to benefit promising junior and senior students who are majoring in Education or Recreation with a minor in Outdoor Recreation Management and Education. The fund is also intended to recognize the educational career of SUNY Cortland alumna and Theta Phi Sorority member, Marjorie Dey Carter '50. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - awarded to a matriculated undergraduate level student in good academic standing at SUNY Cortland
 - majoring in education or recreation with a minor in outdoor recreation management and education
 - has a minimum 3.0 cumulative grade point average
 - has demonstrated outstanding leadership while at SUNY Cortland
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - requires one letter of recommendation in support of your scholarship application from one of the following: your supervisor, SUNY Cortland Faculty or Staff Member
 - This scholarship is a one-time award and is non-renewable.
 - *Award* \$1,000

- **Kristin and Barry J. Thornton II '93 Scholarship**
 - Established by Barry J. Thornton II '93 and his wife, Kristin. This scholarship will be awarded to students focusing on health and wellness with demonstrated financial need and satisfactory academic achievement. Students must be enrolled in majors under the departments of Health, **Recreation, Parks and Leisure Studies**, Kinesiology or Physical Education. Award will be split evenly between the fall and spring semesters. Funding is based on availability.
 - *Selection Criteria*
 - awarded to a matriculated sophomore, junior or senior level student in good academic standing at SUNY Cortland
 - is enrolled in a major under the department of health, **recreation, parks and leisure studies**, kinesiology or physical education
 - enrolled full-time (at least 12 credit hours each fall and spring semester)
 - student must have at least one full academic year remaining at the start of the fall semester of award year
 - has demonstrated financial need per FAFSA
 - This scholarship is a one-time award and is non-renewable.
 - *Award* \$1,000

PART-TIME STUDENT AWARD FOR ACADEMIC ACHIEVEMENT

The Part-time Student Award for Academic Achievement recognizes academic excellence among part-time undergraduate students. To earn this award, students must meet the following criteria:

- a. have earned at least 12 credit hours of cumulative standard grade course work at SUNY Cortland;
- b. have a 3.3 cumulative grade point average;
- c. have a 3.3 semester grade point average;
- d. be enrolled at part-time status throughout the semester, with a minimum of three credit hours of standard letter grade;
- e. receive no Incomplete grades for the semester. Part-time Student Award for Academic Achievement designees are named at the end of each semester.

DEAN'S LIST

Dean's List, the highest ranking for undergraduate students in their respective academic areas of the College, is earned with a 3.3 semester grade point average. In addition to the 3.3 grade point average, students must meet the following criteria:

- a. be enrolled in a full-time, 12 credit hour course load;
- b. at least eight of the 12 credit hours must be taken for a standard letter grade;
- c. receive no Incomplete grades for the semester. Dean's List designees are named at the end of each semester.

PRESIDENT'S LIST

President's List is a College-wide honor given to students based on their academic performance for each semester. Students who achieve grades of A- or better in each of their courses for a given semester will be designated a member of the President's List. In addition to achieving the stipulated grades, students must meet the following criteria:

- a. be enrolled as a full-time student with a minimum of 12 credit hours;
- b. at least eight of the 12 credit hours must be taken for a standard letter grade;
- c. have no grades lower than Satisfactory in courses being taken for other than standard letter grade;
- d. receive no Incomplete grades for the semester. President's List designees are named at the end of each semester.

APPLYING FOR METCALF ENDOWMENT FUNDS TO ATTEND PROFESSIONAL DEVELOPMENT OPPORTUNITIES

The Metcalf Endowment supports the intellectual and professional development of students in the Recreation, Parks and Leisure Studies Department at SUNY Cortland by funding student travel to professional conferences and trainings.

If you wish apply for consideration of these funds, please email Dr. Sharon Todd, RPLS Department Chair (sharon.todd@cortland.edu). In your request, explain the title, date, and location of the conference/training you plan to attend, plus submit a detailed budget of the expenses you will incur (e.g., registration fees, lodging, travel, meals, etc.).

Depending on the allocation of funds the department is given for the year, students will likely be awarded at least partial funding to support their travels. Upon their return from the event, students will submit receipts for reimbursement of their pre-approved expenses.

CERTIFICATION PROGRAMS FOR RECREATION PRACTITIONERS

A number of certification programs are available for recreation practitioners. One or more forms of certification may be required as a condition of employment or advancement. Although Cortland is not a certifying agency, its academic programs are designed to help students meet certification requirements.

The two main types of certification in recreation are the Certified Park and Recreation Professional and the Certified Therapeutic Recreation Specialist. Cortland graduates may be certified as leisure professionals by the NRPA through the NYSRPS, or as therapeutic recreation specialists by the NCTRC. Each of these certifications is briefly described below. In planning to meet certification requirements, students should understand that they are responsible for staying informed of changes in requirements.

Certified Therapeutic Recreation Specialist (CTRS):



The better jobs in therapeutic recreation require this certification from the National Council for Therapeutic Recreation Certification (NCTRC). The therapeutic recreation concentration is designed to meet the educational requirements for this certification. The procedures for obtaining the CTRS certification are available from NCTRC at (845) 639-1439 or on their web page at www.nctrc.org.

Certified Park and Recreation Professional (CPRP):



This is a national certification program through the National Certification Board is sponsored by the National Recreation and Park Association. The CPRP is being written into the qualifications for a growing number of positions. The importance of CPRP status is predicted to grow dramatically in the next decade. Because Cortland's Department of Recreation, Parks and Leisure Studies is accredited, its graduates meet the current academic requirements for CPRP status. The procedures for obtaining CPRP certification are available from NRPA at www.nrpa.org.

PROFESSIONAL ASSOCIATIONS YOU SHOULD JOIN

Students are encouraged to join organizations that contribute to their growth and development. There are several such groups at the regional, state, and national level. Most provide publications and other services to members, and many host conventions that provide excellent opportunities for students to expand their knowledge of the recreation field and to interact with professionals. Please visit the web sites for the following important professional organizations. You can learn more about them and even join.

Professional Association	Web Address
National Recreation and Park Association	www.nrpa.org
American Camp Association	www.acacamps.org
American Therapeutic Recreation Association	www.atra-online.com
Association of Experiential Education	www.aee.org
Coalition for Education in the Outdoors	www.outdooredcoalition.org
NIRSA: Leaders in Collegiate Recreation	www.nirsa.org
New York State Outdoor Education Association	www.nysoea.org
New York State Recreation and Park Society	www.nysrps.org
New York State Therapeutic Recreation Association	www.nystra.org
North American Association for Environmental Education	www.naaee.org
Resort and Commercial Recreation Association	www.rcra.org
Travel and Tourism Research Association	www.ttra.com
Wilderness Education Association	www.weainfo.org
World Leisure Organization	www.worldleisure.org

JOIN TODAY!!!!

FREQUENTLY-ASKED QUESTIONS

1. Who are my Dean and Associate Dean? Where are they located?

The Recreation, Parks and Leisure Studies Department is one of six departments in the School of Professional Studies. Our Dean is Dr. John Cottone, and Dr. Eileen Gravani is our Associate Dean. Their office is located in 1175 Professional Studies Building, and their phone numbers are 753-2701 and 753-2702.

2. How do I know who my advisor is and when office hours are scheduled?

A list of all advisors is available on the bulletin board in the hallway outside the department office (PRST 2213). You can also check Banner Web for Students to find out your advisor. Office hours are posted on each advisor's door. Most advisors also post sign-up lists so that you can schedule an appointment.

3. What do I do to add or drop a course once the semester has begun?

You can change your schedule using Banner Web for Students. Check the college calendar for change of schedule dates, which must be adhered to. (Generally, the period is the first five days of classes. You may also add quarter classes the week before and day after second and fourth quarter.)

4. May I withdraw from a course after the official drop period has ended?

Yes. The deadline to withdraw is normally November 15 in the Fall and April 15 in the Spring. Download an "Official Withdrawal from Course Petition" form from the following link on the Registrar's Office web page: <http://www2.cortland.edu/dotAsset/29a247c2-ac8f-4b40-b887-751c7bd6704a.pdf>.

5. If I do not do as well in a class as I would like, am I allowed to retake it for a higher grade?

Yes. Retaking courses is a powerful way of raising your GPA. When you retake a Cortland course, all grades received will remain on the official transcript, but **only the last grade received** will be included in the quality and grade point average and hours toward graduation. The retaken course, which is defined by the same title, course prefix and course number, must be repeated at SUNY Cortland under the same grading system in order to be eligible for this policy. Therefore, courses previously taken and earned as transfer credit are not eligible to be retaken.

Be advised that when you retake a course, it is not included in the minimum credit hours (12) required for full-time status by the Financial Aid Policies of SUNY. Students receiving financial aid are encouraged to check with the Financial Aid Office and with the Student Accounts Office to avoid losing an award, especially when retaking a previously passed course. Forms for retaking a course are available in the Registrar's Office.

6. Am I allowed to take a course Pass/No Credit?

Yes, juniors or seniors with a grade point average of at least 2.0 cumulative and in the major may petition to receive Pass/No Credit grades in elective courses with the approval of the student's major department chair. The Associate Dean needs to approve courses only when the student has exercised the pass/no credit option previously. Courses that cannot be taken for Pass/No Credit include the following: 1) Courses in the major, minor or concentration; 2) Courses required for the General Education or All-College requirements — composition and quantitative skills as well as Writing-Intensive (WRIT) courses and foreign language courses required for the bachelor of science; 3) Graduate courses including all 500 level courses. Only one course per semester, for a total of four, may be taken for Pass/No Credit. Any exception for an additional course during a semester requires the associate dean's approval. If you decide to take a course Pass/No Credit, download the "Petition to Receive Pass/No Credit (P/NC) Grades" form from the Registrar's Office website at <http://www2.cortland.edu/dotAsset/0275114a-21ee-4f20-90ae-3763872dbcb9.pdf>. Forms must be completed, approved and submitted to the Registrar's Office within the first two weeks (for semester courses) or the first week (for quarter courses). Refer to the Registrar's Dates & Deadlines for the specific deadline date. Once approved and submitted, this petition is binding and cannot be reversed.

7. How can I figure out where I am at with my GPA?

The web page of the Office of Advisement and Transition contains many tools to help you understand your GPA – see their web site for several tools to assist you: <http://www2.cortland.edu/offices/advisement-and-transition/advising/>. You can check your overall and “in the major” GPA on DegreeWorks.

SUNY Cortland GPA Calculation

Points Table

Grade	1 Credit	2 Credit	3 Credit	4 Credit
A+	4.3	8.6	12.9	17.2
A	4.0	8.0	12.0	16.0
A-	3.7	7.4	11.1	14.8
B+	3.3	6.6	9.9	13.2
B	3.0	6.0	9.0	12.0
B-	2.7	5.4	8.1	10.8
C+	2.3	4.6	6.9	9.2
C	2.0	4.0	6.0	8.0
C-	1.7	3.4	5.1	6.8
D+	1.3	2.6	3.9	5.2
D	1.0	2.0	3.0	4.0
D-	.7	1.4	2.1	2.8
E	0.0	0.0	0.0	0.0

Semester GPA Calculation

Course	Credits Hours	Grade	Total Points for class
Total Credits =		Total Points =	

Divide the total points by the total credits taken to get your semester grade point average.

Total points earned for semester _____ / Total credits taken for semester _____ = _____

Your GPA for this semester

GPA Repair Kit

In order to understand how to improve your GPA, you must first understand how it is calculated! GPA is a result of the total GPA credits you have taken and the total credits that you have earned here at Cortland.

- **Grades from other institutions do not count toward your GPA here.**
- **Pass/Fail courses do not count towards your GPA.**
- **If you take an incomplete and you do not make the work up by the end of the following semester, it becomes an E.**
- **If you retake a course, the most recent grade will be factored into your GPA.**

Contact the department offering the course to have the hold lifted before you register for the retake.

Projecting your new GPA	WITHOUT RETAKE	Projecting your new GPA	WITH RETAKE
Total credits towards GPA to date (GPA Hours – found on your transcript)	1.	Total credits towards GPA to date (GPA Hours – found on your transcript)	1.
Total quality points earned to date (Quality points – found on your transcript)	2.	Number of credit hours you are retaking this semester	2.
Total GPA credits you are taking this semester	3.	Adjusted credits towards GPA (Line 1 minus Line 2)	3.
Total credits you will have at the end of the semester (Line 1 plus Line 3)	4.	Total GPA credits you are taking this semester	4.
What is the overall GPA you want by the end of this semester?	5.	Total GPA Hours (Line 4 plus Line 3)	5.
Quality Points needed for your desired average (Line 4 multiplied by Line 5)	6.	What is the overall GPA you want by the end of this semester?	6.
Quality Points you will need to earn this semester (Line 6 minus Line 2)	7.	Quality Points needed for your desired average (Line 5 multiplied by line 6)	7.
Semester average needed to earn desired GPA (Line 7 divided by Line 3)	8.	Total quality points earned to date (Quality points – found on your transcript)	8.
		Quality Point Value of retakes in progress (For example, if you initially failed a 3-credit course, this number is 0, D- = 2.1, D = 3, D+ = 3.9, C- = 5.1, C = 6.) <i>See GPA calculation table on previous page.</i>	9.
		Adjusted Present Quality Points (Line 8 minus Line 9)	10.
		Quality Point Difference (Line 7 minus Line 10)	11.
		Semester average needed to earn desired GPA (Line 11 divided by Line 4)	12.

8. I plan to go out on internship, but I'm not sure if I have achieved the 2.5 GPA. How can I determine if I'm eligible instead of waiting for my grades?

Check myRedDragon for your final course grades. Please do not call the Registrar's Office or the department secretary.

9. May I take an Incomplete in a course?

Maybe. The purpose of an incomplete is to allow a student additional time to complete a small amount of work for the class. When the instructor assigns an incomplete, the incomplete will appear on the report card but will not detract from the cumulative grade. A student has only the following semester to complete the course. If an extension is needed after this time period, a student may request an extension to the incomplete, which must be signed by the instructor and the dean.

10. What class year am I?

Students are identified by class year in accordance with the number of credit hours earned toward graduation as follows:

Freshman	0-25.5 credit hours
Sophomore	26-56 credit hours
Junior	56.5-89.5 credit hours
Senior	90 or more credit hours

11. How much should I be studying each week?

The basic unit of credit in College courses is the "credit hour" — one hour of credit for a 16-week semester. **Students are expected to study a minimum of three hours outside of class for each credit hour. Thus a student should plan on a 45-hour study week for an academic load of 15 credit hours.**

12. Is there anywhere I can go for help if I am not doing well in a class?

Yes. Contact the Academic Support Achievement Program, B-205 Van Hoesen Hall. The telephone number is 753-4309. Student tutors are also available for a wide range of courses, and efforts will be made to respond to all tutor requests. Fees for the service will be arranged between the student and the tutor. The web site is <http://www.cortland.edu/asap/>.

13. Do I have to go to class?

It is the policy of the College that regular class attendance is a basic requirement of all courses. However, as long as absences are not excessive, it shall be the students' performance and not their attendance record which shall determine their course grades. The policy does not exclude class participation and/or performance as a factor in determining course grades. Other than the restrictions stated in this policy, the taking of attendance and attendance requirements are at the discretion of the individual instructor. In determining the student's grade, the instructor may consider excessive absences. Instructors shall state in the course syllabus, and emphasize to the class at the first meeting, the attendance requirement for the course. Instructors should make clear to their classes what they consider to be valid reasons for missing class, and what penalties will be assessed for excessive absences. Penalties for excessive absences, as determined by the instructor's policy, shall not exceed one-third of a letter grade per class hour of absence.

Students are responsible for all work missed. Instructors shall establish procedures to allow students who have been absent for valid reasons to make up missed class work. If students anticipate having to miss class, it is their responsibility to inform the instructor ahead of time. **Students who miss a final examination will receive an E for that course unless they have obtained an excuse for their absence from the associate dean of their school.** Absences due to participation in approved College activities shall be considered valid absences. The provost and vice president for academic affairs shall determine what College activities are approved as valid for students to be absent from classes. Nonattendance does not mean a student has dropped a course. **Students who have not attended class and have not officially dropped or withdrawn from the course will receive a grade of E.**

Reporting Absences and Illness: If students are not in Cortland and are going to be absent from campus because of emergencies such as surgery, accidents involving lengthy absences from campus, or extenuating circumstances, they should notify the associate dean of the school in which they are majoring. The associate dean will notify students' instructors.

14. What can I do if I think that a teacher has treated me unfairly?

The college has a formal grievance procedure. See the *College Handbook* for details.

15. What is considered a full-time credit load?

The full-time undergraduate student semester credit hour load varies from 12 to 18 hours a semester, depending on the program. **Credit workloads in excess of 18 credit hours must be approved by the associate dean** of the school of the student's major. The "Credit Overload Petition" can be found at the following link: <http://www2.cortland.edu/dotAsset/cab3e448-7161-484d-a9de-e9e3c9a820d7.pdf>.

To be eligible for full-time federal and state financial assistance or Veterans' benefits, an undergraduate student must be registered for a minimum of 12 credit hours a semester. Students who retake courses should check provisions of their financial aid awards to avoid jeopardizing their receipt of aid. Any undergraduate student who receives New York State Tuition Assistance Program (TAP) funds must be enrolled in at least 12 credit hours during the fall and/or spring semesters. To qualify for TAP during the summer, a student must register for at least six credit hours of study during either summer session or for three credit hours in each summer session. An undergraduate student is limited to a maximum of seven credit hours of study during each summer session. Credit loads in excess of seven credit hours must be approved by the appropriate associate dean.

16. How do I go about declaring a double major, a minor, or a concentration?

Contact the appropriate department office to ascertain their requirements or run a "What if" DegreeWorks audit worksheet. **Be aware that when you add a major/minor/concentration, requirements for your entire degree program (including current major/minor/concentration) ALL change catalog terms. Carefully check the "What if" DegreeWorks worksheet and note any unexpected changes to your current plan that now affect you.** Once you've made the decision to declare a second major, a minor, or a concentration, complete an "Undergraduate Change of Major/Minor/Concentration" form, available in the Registrar's Office or at the following link: <http://www2.cortland.edu/dotAsset/117538.pdf>. Then see your advisor to help you determine whether your minor can be completed within the semesters required for the recreation degrees.

17. What do I do if I decide I am in the wrong major or minor?

Complete a "Change of Major/Minor/Concentration" form, available in the Registrar's Office or at the following link: <http://www2.cortland.edu/dotAsset/117538.pdf>.

18. What is independent study, and how do I sign up for it?

If there is a topic or research problem that you want to explore, it may be possible to register for REC 399 and receive credit for an independent study project. Consult your advisor to ascertain the appropriateness of such a study. Obtain the approval form from your advisor. You will need a faculty advisor signature, a study supervisor in the area of the study, and the Department Chair's signature.

19. What procedure do I follow if I want to take a leave of absence?

If, for some reason, you decide to leave school but plan to return at a later date, you should file an "Official Leave of Absence Request" form (<http://www2.cortland.edu/dotAsset/0962c054-d16d-4c0d-b97f-d73b2c2c36ed.pdf>) with the School Dean's Office. Leave of absence for a specified time may be granted to a student in good academic standing (not subject to academic dismissal or on academic probation). A student applying for a leave must give a definite date for re-registration at this college and must reregister within one academic year of the date of leaving the college.

20. May I transfer in courses after I have started work at Cortland?

Yes, (within the limits previously stated) students may transfer credit from other institutions if approval is given **in advance** by the advisor and the Office of Advisement and Transition. For more information about the process, visit the Transfer Credit Services website (<http://www2.cortland.edu/offices/advisement-and-transition/transfer-credit-services/permission/>). Forms with detailed instructions ("Permission to Transfer Credit from Another Institution") are available in the department office or on-line at <http://www2.cortland.edu/dotAsset/c4b7322b-745e-4595-9f90-6b2bc2e8af51.pdf>.

A great resource for online courses offered at SUNY institutions is "Open SUNY," which can be found at the following link: <http://navigator.suny.edu/courses>.

21. May I take graduate courses while I am still an undergrad?

Seniors in their final semester of undergraduate study may request permission to register for 500-level courses for graduate credit. However, a 500-level course taken for graduate credit will not be included in fulfilling any undergraduate requirement. Subsequently, a 500-level course taken for undergraduate credit will not be included to fulfill any graduate requirement. A "Request to Enroll in Graduate Courses" form for the same purpose is available from the respective associate dean or on-line at the following link: <http://www2.cortland.edu/dotAsset/117602.pdf>.

Approval must be obtained from the school's associate dean for the student's major. The total course load, including undergraduate and graduate credit, may not exceed 16 credit hours during the semester or six credit hours during a five-week summer session. Students cannot take more than nine SUNY Cortland graduate credits prior to admission to a graduate degree program. Students are not permitted to take any coursework during internship. If your final semester involves internship, you may take 500-level courses for graduate credit during the preceding semester. Graduate credits earned in this way may or may not be transferable toward meeting the requirements for a master's degree at other colleges and universities. Unless a student is matriculated into a graduate degree program, they cannot receive financial aid to cover the costs of the graduate courses. All requirements for a graduate degree must be completed within five (5) years of first enrollment in courses required for the degree.

22. How do I apply for degree conferral to notify the College that I intend to graduate?

The online degree application will be available in myRedDragon during the application periods below:

- **Fall 2018 Degree Conferral Application:** Apply up to January 1, 2019.
- **Spring 2019 Degree Conferral Application:** Apply up to June 1, 2019.
You MUST Apply Between by March 1, 2019 to be in the Commencement Program.
- **Summer 2019 Degree Conferral Application:** Apply up to August 1, 2019.
You MUST Apply Between by March 1, 2019 to be in the Commencement Program.

How to apply:

- a. Meet with your advisor to verify eligibility for degree conferral either in the Fall semester or early in the Spring semester prior to graduation.
- b. Access [myRedDragon](#).
 1. Enter your username and password on myRedDragon.
 2. Select the "Student" tab.
 3. Select the "Degree Conferral and Graduation" link in the Registrar channel.
 4. Select the "Apply for Degree Conferral" link and follow the step-by-step directions.

23. When will I receive my diploma?

Students will receive a diploma at the address provided during the degree conferral application approximately 10-12 weeks after the conferral process concludes. The diploma is printed with the legal name on file. SUNY Cortland diplomas are printed by a professional printing company that prints and embosses our diplomas on high quality stock. The diploma includes the degree earned at SUNY Cortland (example: BA, BS, BFA, MA, MS, etc.), not the specific major. Students with double majors receive only one diploma in accord with the degree. Students with dual degrees (for example, a BA and a BS) will receive two diplomas. The College cannot confer the degree or send a diploma or transcript if you have any outstanding holds, financial obligations, or disciplinary actions. Please be sure to resolve any holds or obligations prior to leaving campus to avoid any delay.

24. How can I find out about jobs?

The Recreation, Parks and Leisure Studies Department receives many job vacancy announcements that are kept in folders in the file rack across from the main office. The job descriptions cannot be removed from the folders. (Please remember to bring note-taking material with you; we will not be able to provide you with copies.) The Career Services Office (located in B-5 Van Hoesen Hall) provides job availability information and assistance with résumés and interviewing, as well as placement files. Active participation in professional organizations such as NRPA and NYSRPS, NYSTRA, or NYSOEA provide many opportunities to learn about positions in the field. Also, the department web page (www.cortland.edu/rec/) has many career opportunities and job links.

25. How do I order my official SUNY Cortland college transcript?

OPTION 1: Online Expedited Ordering

Students with access to myRedDragon can order a transcript easily through the portal. When ordering through myRedDragon, your information will be automatically provided and authenticated, and a signature page will generally not be required. If you do not have myRedDragon access, you may still order online by using the online ordering page; additional authentication steps may be required. Online expedited ordering services include direct mailing, Federal Express (FedEx) mailing, or electronic delivery. While services fees are applied, there is no charge for the transcript which is provided as part of the semester transcript fee.

OPTION 2: Traditional Ordering and In-Person Pickup

Students may fax, mail, or bring a transcript request to Student Registration and Record Services using the Transcript Request Form (<http://www2.cortland.edu/offices/srrs/forms-and-pdfs/transcript%20request%20form%202016-2017.pdf>). For in-person service, please come to the Miller Building, Room 223 during office hours. Traditional orders are performed in the office and have no service or transcript fees.

Visit the registrar's website at <http://www2.cortland.edu/offices/srrs/students/transcripts-and-records> for more details.

RPLS DEPARTMENT ONLINE

The Department web page has more information – check it out on a regular basis.

www.cortland.edu/rec

or

www2.cortland.edu/departments/recreation/

The screenshot shows the website for the SUNY Cortland Recreation, Parks and Leisure Studies department. The header includes the SUNY Cortland logo and a navigation menu with links for About, Academics, Admissions, Tuition/Aid, Student Life, Athletics, and Giving. Below the header, the page title is "Recreation, Parks and Leisure Studies". The main content area features a large photograph of two people in a canoe on a lake. Below the photo, there is introductory text about the department's programs and faculty. A sidebar on the right lists various program categories: Majors/Minors, Undergraduate Courses, Graduate Programs, Graduate Courses, Faculty/Staff, Clubs/Societies, Careers, Awards/Scholarships, Alumni, Internships, International Study, and Accreditation.

Follow the RPLS Department on

Facebook: [@CortlandRPLS](https://www.facebook.com/CortlandRPLS)

Twitter: [@CortlandRPLS](https://twitter.com/CortlandRPLS)

Instagram: [@SUNYCortlandRPLS](https://www.instagram.com/SUNYCortlandRPLS)