**RA Advising Student Responsibility- Recreation Therapy**

**My responsibility for getting department and advising information:**

* I will watch for a read RA announcements from Michele Falk (mfalk@csufresno.edu)
* I will regularly access the Recreation Therapy major canvas shell for updates and information for RT majors
* I will immediately read the Student Handbook (available on the department website), I understand I am responsible for knowing the information in this handbook
* I will review materials available on the website, including planned course offerings (updated yearly)
* I will be in class on time in order to hear any department announcements
* If on social media, I will join RA social media- Facebook, LinkedIn, Instagram, TikTok- see Michele Falk for details

**My responsibility for degree progress:**

* If not already completed, I will submit a change of major form immediately
* I am able to access my DPR and will bring it to every advising meeting (have on computer if meeting on zoom)
* I know how to read my DPR to identify requirements and check for accuracy
	+ I have checked to verify major and emphasis are correctly listed- if not I will immediately contact my advisor to submit new change of major
	+ I have checked to verify correct catalog year
* I understand all university requirements, including the upper division writing requirement
* I understand I need a 120 units minimum to graduate
* I know all courses required for my major must be completed with a grade of ‘C’ or better
* I understand that while RA 130 may be used as an upper M/I course, it will not benefit me toward certification and is not an elective option for me
* I understand the department has a petition process that I may use to request an exception in special circumstances. Information on the petition process is located in the student handbook and should be discussed with my advisor
* I will meet with my advisor once each semester to update my schedule matrix and confirm courses for the following semester
	+ If I do not follow my advisor’s suggestions, I may not remain on track to graduate as planned. If I have registration problems, I will consult with my advisor immediately
* I have been advised to take BIOL 33 as soon as possible due to schedule constraints. I have been advised to meet with the advisors in the College’s Academic Advising and Career Development Office, McLane 194 for assistance in locating an equivalent course at a community college if I am unable to take the course at Fresno State.

**My responsibility for pre-requisites:**

* I will discuss with my advisor current pre-requisites for all courses, below are several worth special note. I am responsible for knowing all pre-requisites, whether listed here or not
	+ RA 55 must be completed prior to 101, 128, 125, 142 (RA 55 and 125 can be taken concurrently with permission)
	+ RA 60 and 77 must be completed prior to RA 128
	+ RA 73 must be completed prior to RA 179
	+ RA 125 must be completed before RA 142
* RT courses are sequential, I must take them as advised or I will be behind a year in my plan
* W requirement must be completed prior to or concurrent with RA 180
	+ RT majors are encouraged to take HHS 116W to meet certification requirements

**My responsibility for academic certificates (i.e. serving at-risk youth, adventure based programming):**

* This information is only relevant if I am working towards a department academic certificate
* I understand RA 115 must be taken concurrently with companion class (RA 113, 117, 146, or 150/152/154)
* If I am interested in completing more than one certificate, RA 115 must be repeated (it is taken concurrently with each companion course) and the focus of my RA 115 experience needs to match the certificate I am working on
* I will apply for the certificate after all certificate courses are completed, I will fill out application form (available in RA office) and turn in along with a unofficial transcript or DPR showing completion of all courses used for certificate with a ‘C’ or better

**My responsibility in preparing for internship:**

* My internship (RA 184) will occur my very last semester, after all other coursework (major and GE) is complete. It is the last requirement before graduation
	+ If I do not complete all coursework prior to internship, I will not be able to complete the internship as scheduled
* I will not take any other courses during internship
* My internship is a minimum 38-40 hour/week, 15 week experience (I need a total of 600 for state certification, 560 hours for national certification)
* It is a 12-unit graded course and I must achieve a ‘C’ or better
* Most internships are not paid, it is my responsibility to plan in advance for living expenses during my internship
* I may apply for an out-of-state internship if I meet the requirements (see intern manual on the department website). The RA faculty will determine if my application is granted
* At this time, summer internships are allowed. My advisor has discussed with me the criteria for approving summer internships.
* RA 180 is the internship placement course, it is taken the semester immediately prior to internship
	+ In order to register for RA180, I need to meet with my advisor and review my DPR. All other coursework must be complete or in progress in order to be given a permission number for this course
* Internship opportunities are posted on the Recreation Therapy major canvas shell, I should review this regularly to identify options for internship long before I enroll in RA 180.
* Pre-internship hours
	+ In order to be able to register for my internship, the department *expectation* is that I have completed 1,000 hours of paid and/or volunteer recreation experience
	+ I must have completed and documented a minimum 200 hours of paid and/or volunteer hours directly related to RT and approved by my advisor or I will not be allowed to intern
		- As many hours as possible should be under a CTRS and/or RTC
	+ I understand the depth and breadth of my pre-internship hours, and the amount of hours directly working under an RT, will directly impact my opportunity for internships and jobs
	+ If I need/want to have a job while in school, I have been advised to consider obtaining a position that I can apply toward pre-internship hours. Through the career development office on campus I can connect to job postings that may be relevant to my career.
	+ Documentation for all pre-internship hours will be due midway through RA 180 but students are strongly advised to have hours completed before entering RA 180. Some internships will not accept students for internship if hours are not already complete at time of interview.
	+ The Student Handbook describes the pre-internship hour expectations and documentation
	+ I have access to the pre-internship hour matrix for RT students (on canvas) and am aware of the types of experiences, and the number of hours of each, I can use to apply to the minimum 200 hours.

**My responsibilities for professional certification and professional involvement:**

* I understand recreation therapy requires certification/licensure in order to be employed. Upon completion of my degree, I will need to apply for certification through our national or state credentialing body.
* I have been provided with eligibility criteria and I understand I am responsible for making sure that I take all coursework required to be eligible to sit for the exams for state and national certification, including upper division support coursework beyond what is required to graduate.
* If I have remaining UD GE courses to complete, I have been advised which courses will apply to the UD support coursework requirement; I have also been advised HHS 116W will count toward this requirement.
* I understand the American Therapeutic Recreation Association (ATRA) is my professional member organization and that joining this organization as a student will connect me with the profession.

atra-online.com

* I understand I will need to attend at least one in-person, non-local professional RT conference prior to internship. I have been directed to the recreation therapy major canvas shell for more information about those conferences.

I have reviewed this information with my advisor. I understand my responsibility in seeking out course and scheduling information from my advisor, asking for clarification when needed, and take ownership of my progress toward graduation. I understand I can go the CHHS Advising and Career Development Center for assistance with GE concerns.

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

Advisor \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_