

## RA Advising Student Responsibility

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

- I will join the RA listserv and read listserv announcements
  - To join contact Ms. Selena McLeod at [selenam@csufresno.edu](mailto:selenam@csufresno.edu)
- 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 other 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
- I will join the RA Facebook fan page in order to receive updates on department events and job postings (<https://www.facebook.com/FresnoStateRecAdmin>)

### My responsibility for degree progress:

- If not already completed, I will submit a change of major form immediately
- I am able to access and print out my DPR and will bring it to every advising meeting
- 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 RA courses must be completed with a grade of 'C' or better
- 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

### 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
- RA 55 must be completed prior to 101, 128
  - RA 55 also needs to be completed prior to (in some cases can be concurrent with) RA 121, 125, 131, 142, 146, 150
- RA 60 and RA 77s must be completed prior to RA 128, 133, and 135
- RA 73s must be completed prior to RA 179
- W requirement must be completed prior to or concurrently with 180
  - If taking W exam, I understand it should be taken no later than two semesters before I am scheduled to take RA 180 to ensure time to register for course is exam is failed
  - I am aware of winter/summer options that are often available for W course
  - Majors are encouraged to take HHS 116W

### My responsibility in preparing for internship:

- Attend a conference before registering for my internship. I will have a copy of my registration form in my file.
- My internship (RA 184i) 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 other 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 35 hour/week (38 for RT students), 15 week experience
- It is a 12-unit graded course
- Most internships are not paid, it is my responsibility to plan in advance for living expenses during my internship semester
- 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
- 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
- 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 my emphasis or I will not be allowed to intern
  - Documentation for all pre-internship hours will be due in RA 180
  - The Student Handbook describes the pre-internship hour expectations and documentation

### My responsibility for certificates:

- 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)
- 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

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.

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