

# Verification of Professional Experience

Department of Recreation Administration

Date: \_\_\_\_\_

Last Name	First	Middle or Former
Student Option Area	Certificate	Minor

Advisor: \_\_\_\_\_

Advisor's signature: \_\_\_\_\_

**Agency Information:**

Name of Agency: \_\_\_\_\_

Street \_\_\_\_\_

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City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

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Phone: \_\_\_\_\_ Name of Supervisor: \_\_\_\_\_

Email: \_\_\_\_\_ Title of Supervisor: \_\_\_\_\_

Description of experience including your job title: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

A description of how this experience enhanced your knowledge of working with diverse populations: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Length of experience: Starting Date \_\_\_\_\_ Ending Date \_\_\_\_\_ Total # of hours \_\_\_\_\_

Mo. Yr Mo. Yr

Type of experience: (check all that apply)

**CAREER INTEREST AREAS**

- Community Recreation, Youth Development, and Senior Services
- Outdoor Recreation and Natural Resource Management
- Recreation Therapy
- Special Events and Tourism
- Sports and Entertainment Facility Management

**SETTINGS**

- public
- outdoor
- non-profit
- military
- corporate/commercial
- resort
- hospital
- correctional facility
- long-term care facility
- community-based (RT)
- other \_\_\_\_\_

**PARTICIPANTS**

- early childhood
- elem. age children
- jr./sr. high age
- young/mid-adults
- older adults
- racial/ethnic groups
- homeless
- at-risk children/youth/adults
- adjudicated youth/adults
- physical disabilities
- cognitive disabilities
- chemical dependency
- mental health
- other \_\_\_\_\_

**Agency Supervisor Completes**

\_\_\_\_\_ I am able to verify this student's above noted experience with our agency through our records.

Comments:

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_ Email: \_\_\_\_\_

1. Once the site supervisor has signed, student will send to your option area Advisor for approval signature via email
2. Advisor then sends to rasa@csufresno.edu for filing

# Guidelines to Professional Experience for Recreation Administration Majors

RA Majors are required to obtain *at least 200 hours in their emphasis but are expected and recommended to complete 1000 hours or more within the broader area of recreation. These hours must be approved by your advisor.* The purposes of these experiences are:

- to explore career options within the field;
- to gain practical experience related to academic courses; and
- to integrate class skills and knowledge with practical experience prior to internship.

**These experiences may be paid or volunteer and must meet the following guidelines:**

- Minimum of 20 hours **and** maximum of 500 hours at any *one agency*
- Minimum of 200 hours in *student's option area*
- Minimum of 35 hours interacting with individuals or groups from *diverse populations* in a public, nonprofit or commercial organization (outside your career interest area)

**RA majors are responsible for:**

1. filling out *Verification of Professional Experience* form;
2. having agency supervisor verify experience hours WITH A SIGNATURE; and
3. turning in signed verification form to the office for the student file

**NOTE:**

**Agency supervisor verifying experience may not be a college student.**

**This form is to be used for non-academic experience. Experiences completed as part of an RA Course will be documented using the learning plan and student tracking sheet.**

Students should inform their Agency Supervisor that the University may be contacting them regarding the experience indicated on the Verification of Professional Experience form. If you have any questions regarding the verification process, contact your RA advisor.

There are plenty of options to choose from and it all begins with you – looking at the world through curious eyes, exploring the possibilities, and thinking about the bigger picture of the recreation profession. Some individuals may know right away what they want to do, but others may need more time to explore the possibilities. The more you explore the opportunities, the more you will find direction, and the more practical training you will have to enhance your education.