# RA Advising Student Responsibility

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

* I will join the RA listserv and read listserv announcements
* 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
* [Facebook:](http://www.facebook.com/FresnoStateRecAdmin)) [@FresnoStateRecAdmin](https://www.facebook.com/FresnoStateRecAdmin)
* Instagram: [@fs\_recreationadministration](https://www.instagram.com/fresnostaterecadmin/)
* LinkedIn: [@fresno-state-recreation-administration](https://www.linkedin.com/in/fresno-state-recreation-administration/)

# 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 DARS and will bring it to every advising meeting
* I know how to read my DARS 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 DARS. 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 DARS 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.

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| Student |  | Date |  |
| Advisor |  | Date |  |