

## RA Advising Student Responsibility- Recreation Therapy

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

- I will pay attention to emails that come from the RA department as these will contain important information about the major, including meetings and volunteer opportunities
- 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 I need assistance from the department, I know I can stop into the RA office (PHS 121) and talk to the department administrative support coordinator, Michele Falk ([mfalk@csufresno.edu](mailto:mfalk@csufresno.edu))
- If I am on social media, I will connect to the department to stay up to date on announcements
  - RA Instagram [https://www.instagram.com/fs\\_recreationadministration/](https://www.instagram.com/fs_recreationadministration/)
  - RA Facebook fan page <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 my current DPR 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 option 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 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 RA 130 is not an elective option for me (depending on my catalog year, I may or may not be able to use it to fulfill the multicultural/international requirement)
- 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 prerequisites for all courses, below are several worth special note. I am responsible for knowing all prerequisites, whether listed here or not
- RA 55 must be completed prior to 101, 128, 125, 142
- 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 to avoid falling 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

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

- 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 an 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 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 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
- 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, very few summer internships are available. Upon request, my advisor will discuss 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 site, 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 my emphasis and approved or I will not be allowed to intern
    - As many hours as possible need to be under a CTRS and/or RTC.
  - I understand the depth and breadth of my pre-internship hours, and the number 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 in RA 180
  - Th Student Handbook describes the pre-internship hour expectations and documentation and can be found at <https://chhs.fresnostate.edu/recreation/students/major-advising.html>.
  - I have access to the pre-internship hour matrix for RT students on the Canvas shell 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 and/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. These courses are not all specifically identified in the required coursework for the major, it is my responsibility to follow my advisor’s guidance.
- 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 professional conference directly related to my major before 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 \_\_\_\_\_