

**PTRM 484: PTRM Capstone**  
Friday 12:00 PM to 3:50 PM  
Education 313  
3 Credits

**Instructor Information**

*Instructor:* Jenn Thomsen  
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*The University of Montana acknowledges that we are in the aboriginal territories of the Salish and Kalispel people. We honor the path they have always shown us in caring for this place for the generations to come.*

**Course Description**

The Parks, Tourism, and Recreation Management field offers a broad and diverse set of professional opportunities. Perhaps you want to provide interpretive ranger programs at a National Park, conduct research on wildland impacts from backcountry users, own and operate a wildlife tourism business, coordinate a community recreation program, or work for a non-profit to promote your preferred recreation, to name just a few. This course is designed to familiarize students with the broad range of professional opportunities that exist in the PTRM field. We will visit with different practitioners to learn about their jobs, the typical problems they manage, and the basic techniques for data collection and use they most commonly employ. Through on-site field trips and activities, students will gain insight into the experience and skill set necessary to gain entry into and succeed in this exciting and enjoyable career path. Students will be expected to engage professionally with practitioners and to interact with course ideas and materials via both written work and oral presentations.

**Learning Goals**

*By the end of the course, students should:*

- Develop a holistic understanding of the breadth of professional opportunities in the Parks, Tourism and Recreation Management field.
- Develop professional connections and preparation for careers and job applications.
- Develop data collection and analysis skills to a real-world problem.
- Apply the skills independently and cooperatively in a project with a partnering institution.

**Course Structure**

This course will primarily take place in the field. As weekly meeting location will vary, students will be responsible to monitor their University email account and the Moodle class site for announcements and readings pertaining to the week's field trip. On campus, classroom time will primarily be used for project work and presentations.

## Course Policies

### Electronic Devices

The use of electronic devices during class, including laptops and tablets, is only permitted *so long as the use is directly related to the class session*. Out of respect for your fellow students, instructors and guest speakers, please **silence portable electronic devices** before coming into class.

### Plagiarism

Successful students always make sure that their work is original. This is important because the instructor must be able to gauge what the student has learned. Therefore, copying the work of another person, whether an essay or answers during a test, is considered plagiarism. Plagiarism is a form of cheating. Any time a student uses someone else's work and does not give that person credit, it is plagiarism.

**Student Accessibility:** The University of Montana assures equal access to instruction through collaboration between students with disabilities, instructors, and the Office for Disability Equity (ODE). If you anticipate or experience barriers based on disability, please contact the ODE at: (406) 243-2243, [ode@umontana.edu](mailto:ode@umontana.edu), or visit [www.umt.edu/disability](http://www.umt.edu/disability) for more information. Retroactive accommodation requests will not be honored, so please, do not delay. As your instructor, I will work with you and the ODE to implement an effective accommodation, and you are welcome to contact me privately.

### Student Conduct Code Statement

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. Students need to be familiar with the [Student Conduct Code](#) and abide by all University policies during field trips/off-campus.

**Transportation Policy:** Students are allowed to drive their own vehicles to any field trip, but need to communicate with the instructor at least 48 hours prior to the day of the field trip. Students are welcome to, but *not required* to drive to field learning sites. Students who drive their own vehicles will not be reimbursed for mileage and are covered only by their own auto insurance. If students choose to drive together (carpool), please note the driver is liable for not only themselves but also the passenger (as with any private vehicle). Due to the field trips being overnight, it is important that students share if they have been tested positive for COVID or are experiencing COVID symptoms so that the instructor can respond to accommodate the student's needs and the health of the class.

**Student Resources:** The University of Montana offers a wide range of health and wellness services as well as basic needs support. Check out this link for a full list of resources to help you be successful in your personal and academic life: [Student Resources \(umt.edu\)](#). Examples:

#### Food Pantry Program

UM offers a food pantry that students can access for emergency food. The pantry is open on Tuesdays from 12 to 5 PM and Fridays from 10 AM to 5 PM. The pantry is located in UC 119 (in the former ASUM Childcare offices). Pantry staff operate several satellite food cupboards on campus (including one at Missoula College). For more information about this program, email [umpantry@mso.umt.edu](mailto:umpantry@mso.umt.edu), visit the [UM Food Pantry website](#) or contact the pantry on social media (@pantryUm on twitter, @UMPantry on Facebook, um\_pantry on Instagram).

### ASUM Renter Center

The Renter Center has compiled a [list of resources](https://medium.com/griz-renter-blog) (<https://medium.com/griz-renter-blog>) for UM students at risk of homelessness or food insecurity. Students can schedule an appointment with Renter Center staff to discuss their situation and receive information, support, and referrals.

### TRiO Student Support Services

TRiO serves UM students who are low-income, first-generation college students or have documented disabilities. TRiO services include a textbook loan program, scholarships and financial aid help, academic advising, coaching, and tutoring.

Students can [check their eligibility](http://www.umd.edu/trioss/apply.php) ([www.umd.edu/trioss/apply.php](http://www.umd.edu/trioss/apply.php)) for TRiO services online. If you are comfortable, please come see members of the teaching team. We will do our best to help connect you with additional resources.

## Evaluation

### Assignments and Percentage of Final Grade

Weekly Activities and Individual Check-In Reports 20%

Yellowstone Trip Packet 15%

Cover Letter & Resume 10%

Group Project Report 40%

Final Presentation 15%

## Attendance

As this is primarily an experiential education course, attendance is critical to student learning.

Attendance to all classes and field trips is required unless already discussed with the instructor.

Absences must be approved by your instructor *prior* to the day of the field trip. Last minute phone calls or emails do not count as notifying the instructor of your absence. In the case of a verifiable emergency (medical, family etc.), I will make every effort to work with the student - but I need to be informed as soon as possible. If the student has university excused absences for athletics or other purposes, notify instructor in advance to work out make-up assignments. Students are expected to arrive on time and to be engaged in the course activities. If a student has an unexcused absence, they will be required to make up the in-class assignments and material that will require up to three hours during their own time outside of the class period. More than one unexcused absence will result in a drop of half of letter grade for the course.

**Cultural Leave Policy:** Cultural or ceremonial leave allows excused absences for cultural, religious, and ceremonial purposes to meet the student's customs and traditions or to participate in related activities. To receive an authorized absence for a cultural, religious or ceremonial event the student or their advisor (proxy) must submit a formal written request to the instructor. This must include a brief description (with inclusive dates) of the cultural event or ceremony and the importance of the student's attendance or participation. Authorization for the absence is subject to approval by the instructor. Appeals may be made to the Chair, Dean or Provost. The excused absence or leave may not exceed five academic calendar days (not including weekends or holidays). Students remain responsible for completion or make-up of assignments as defined in the syllabus, at the discretion of the instructor.

## **Assignments**

### **Weekly Activities and Individual Check-In Reports (20%)**

There will be weekly activities for the projects throughout the semester and students are expected to actively participate. Additionally, each student will be responsible for turning in a check-in report during the semester. In each report, the student will briefly compile their individual contributions to the group project, the progress of the group, and any issues that need to be addressed within the group. The reports are to ensure that all members of the group are actively engaged and contributing to the workload and to address any issues/concerns within groups early on in the semester.

### **Yellowstone Trip Packet (15%)**

Students will write a paper that discusses the impacts of COVID-19 on outdoor recreation, parks, and tourism. Guidelines will be provided.

### **Cover Letter and Resume (10%)**

Students will find a potential job that aligns with your career goals. Students will write a cover letter and update their resumes as if submitting for the job. Students will hand in materials to get detailed feedback to strengthen materials for an actual application process.

### **Group Project Report (40%)**

Throughout the semester, students will be working in groups on a project that is based on a real issue or need facing professionals in the parks, recreation, and tourism field. Details on the project expectations and report guidelines will be provided. Note: Peer evaluations of group members' contributions to the project will influence individual student grades for the group project.

### **Final Presentation (15%)**

The final presentation will be with your project team members and will be presenting your group's work to the professional partners and the rest of the class. Grading will be reflective of the content and professionalism of the presentation and the group members. Detailed rubrics and information on the presentation will be provided. Note: All group members are expected to contribute to the presentation design and the oral presentation. Individual grades will be reflective of participation.

## **Grade Scale**

The grading scale is consistent with that used on the University of Montana campus. The traditional letter grade scale is below. Please note, this class is offered for traditional letter grade only.

<b>Grade</b>	<b>Percentage</b>
A	> 93
A-	90 - 93
B+	88 - 89
B	83 – 87
B-	80 - 82
C+	78 - 79
C	73 - 77

Grade	Percentage
C-	70 – 72
D+	68 - 69
D	63 - 67
D-	60 - 62
F	<60

## Late Penalty

It is important that you turn in all assignments on time. Late work will occur a 10% reduction per day and will not be accepted after three days unless arranged ahead of time with the instructor. If students need an extension and want to avoid any late penalty, they must make such arrangements at least one week in advance of the due date with the instructor. Reasonable accommodation will be made for unforeseen emergencies.

## Student Responsibility for Class Info and Updates

Students are responsible for knowing and adhering to schedule for trips, assignments, and other course activities. Changes to the schedule will be announced during class time, posted on Moodle and emailed to enrollees on their University email. Students are responsible for noting all changes and adhering to them. Please check your University email regularly for general announcements and changes.

**Contacting me outside the classroom:** The best way to contact me outside of class is via email. I check email regularly, but it may take me 24 hours to get back to you. *If it is urgent and pertains to attendance on a field trip, call me on my cell phone. Remember, any absences must be approved a minimum of 24 hours in advance.*

## Important Dates Restricting Opportunities to Drop a Course Fall 2022:

Description	Date Range
Last day for students to drop classes on Cyberbear with a refund.	September 19
Drop requires form with instructor and advisor signature, a \$10 fee from registrar's office, student will receive a 'W'.	September 20-October 31
Drop requires form with instructor and advisor signature, a \$10 fee from registrar's office, student will receive a 'WP' or 'WF' on transcript.	November 1-December 9
Students are only allowed to drop a class under very limited and unusual circumstances. Not doing well in the class, deciding you are concerned about how the class grade might affect your GPA, deciding you did not want to take the class after all, and similar reasons are not among those circumstances.	December 9 (by 5:00 pm)

## Course Schedule (Subject to change)

Date	Topic	Assignments Due
September 2 <sup>nd</sup>	Introduction to class & projects; Info/prep on trips; IRB Training; - Zac gone	
September 9 <sup>th</sup>	<b>NO CLASS:</b> ( <i>Make-up for time on Yellowstone field trip</i> )	IRB Training Cert Due All forms for class trip Due

September 16 <sup>th</sup>	<b>NO CLASS:</b> <i>(Make-up for time on Yellowstone field trip)</i>	
September 23 <sup>rd</sup>	Intro to Projects & Partners Technique: Developing a project plan	
September 28 <sup>th</sup> - September 30 <sup>th</sup>	YELLOWSTONE TRIP	
October 7 <sup>th</sup>	Project Work Day Technique: Field Work (different for each project)	Yellowstone Packet Due
October 14 <sup>th</sup>	Project Work Day Technique: Field Work (different for each project)	Cover Letter & Resume Due
October 21 <sup>st</sup>	Career Planning Workshop Technique: Career Pathways and Prep	Progress Report 1 Due Draft of Intro and Methods sections due
October 28 <sup>th</sup>	Project Work Day Technique: Field Work (different for each project)	
November 4 <sup>th</sup>	Project Work Day Technique: Analysis and Strategy Formation	Draft of Results Due
November 11 <sup>th</sup>	<b>NO CLASS:</b> <i>(Make-up for time on Yellowstone field trip)</i>	
November 18 <sup>th</sup>	Project Work Day Technique: Analysis and Strategy Formation	Draft of Recommendations Due
November 25 <sup>th</sup>	<b>NO CLASS:</b> Thanksgiving Holiday	
December 2 <sup>nd</sup>	Project Work Day Technique: Technical Report and Presentation Development	
December 9 <sup>th</sup>	Final Presentations and Course Evaluations Technique: Technical Report and Professional Presentations	Final Presentations
Exam Week	<b>NO FINAL EXAM</b>	Progress Report 2 Due Final Project Due Exam Week