**PRM 461 Recreation Project (300 points) Spring 2019**

**Introduction:**

*Students will have the opportunity to apply skills, knowledge and tools developed in this course and other PRM required courses to complete an applied learning assignment that spans the semester. The Recreation Project assignment will require students to work in committees to research, design, create, implement, organize and evaluate a semester long assignment. The instructor will provide program/event/project suggestions, a template for organization, and a timeline for completion.*

**Project Spring 2019:**

This semester, the class will be involved in a project that will provide a special event focused on programming for the Jackson County Greenway. This event will be held on the Greenway and take place during April or May. Programming will focus on the benefits the Greenway provides to the community and to highlight some of the unique features of the Greenway, the Tuckaseegee River, JCRD, topography, landscape, and the community. Event will be held: Sunday, May 5, 2019.

**Students will be placed in the following committees:**

1. Logistics: Develop a comprehensive plan for the event based on the needs assessment conducted by the “Finance & Evaluation” group. Determine programs, stations, activities. Secure individuals or groups to lead those programs, stations, activities. Develop schedule for the event. Communicate with other groups to ensure consistent messaging and task competition. Monitor programs, stations, activities on the day of the event, provide staffing if needed, and help with collection of event evaluation. \*\*Create Logistics/Program/Inclusion Plan.

2. Marketing & PR: Create marketing/PR materials, advertise event, work with other committees to develop consistent branding materials and visuals, create press release for local papers and social media outlets, take photos/video during event, post to social media during event, write press release after the event to share successes and outcomes, send out personal email/letter thank you’s to all participants, sponsors and vendors. Circulate during the event to assist with programming and help with collection of event evaluation. \*\*Create Marketing/PR/Branding Plan.

3. Risk, Safety, & Equipment: Conduct a comprehensive risk assessment of the trail and possible events/vendors and an emergency action plan for the day of the event. Create the risk waiver in conjunction with JCRD. Set up safety measures for the day of the event (volunteers with FA training and FA kits, safety boaters?, risk waiver table for participants). Communicate with other groups to determine equipment needs. Reserve equipment. Transport, set up, and take down of equipment on the day of event. Circulate during the event to assist with programming, problem solving, and issues. \*\*Create Risk Analysis and Emergency Action Plan.

4. Finance & Evaluation: Conduct a needs assessment and determine who the target audience is, what types of programming should be offered, the best way to reach the audience. Determine budget for the event through communication with other committees and JCRD. Research and acquire funding and/or sponsorships for event. Develop, administer and analyze an evaluation for the event. Handle any monetary transactions during the event. Circulate during the event to assist with programming and coordinate the collection of the event evaluation. \*\*Create Financial Cost/Expense Plan & Evaluation Plan.

\*\*Committee Chairs will also be responsible for communication with the JC Trails & Greenway Committee.

**Recreation Project Steps**

I. **Students will complete an interest form** ranking their top 3 choices for committees. The instructor will assign teams based on those rankings.

|  |  |  |  |
| --- | --- | --- | --- |
| **Recreation Project Committees** | |  | **Spring 2019** |
| **Jackson County Greenway Event** | |  | **Sunday, May 5, 2019** |
|  |  |  |  |
| **Logistics** | **Marketing/PR** | **Risk-Safety-EQ** | **Finance-Eval** |

II. **Student committees will meet and elect a committee chair and recorder (note taker).** Weekly meeting times will be established. Roles will be discussed. At least 4 in class workdays will be scheduled.

III. **Students will meet with the instructor and Molly Neary** to determine the steps needed to successfully implement the event. From this meeting, committees will complete their Planning Report.

IV. **Planning Report.** (50 points) Within this report, committees will include the following information:

Utilizing templates and past experiences from PRM 270, 275, 361, & 430, develop your program proposal. Please make sure it includes the following components and utilizes APA formatting. (Title page, running head, abstract, references)

(1) **Committee Title (**Include group member names with title) (5 points)

(2) **Overview** of your committee’s role in this project. Keep this brief. (5 points)

(4) **Who will be doing what?** Provide information about each committee member and their role for this project. (5 points)

(3) **Committee Goals:** The goals you list should indicate clearly state what your committee is trying to accomplish. You should have 3-5 goals. (5 points)

(4) **Committee Outcomes or Objectives:** You should have at least two objectives or outcomes under each goal. Objectives should answer: what, who, how many, by when. Be specific and be sure your objectives are measurable. (5 points)

(5) **Provide a detailed description of what your committee plans to accomplish. Include the following:** (20 points)

a. Description of what the committee will do for this event. Please be specific and descriptive.

b. How many total hours (estimated) will this project/event require. How will you track hours worked on this project? (PRM 361 template)

c. Include committee planned meeting dates during the semester.

d. Provide any questions, concerns, issues, you have at this time.

\*\*If you need to include a "plan" (*eg*: risk management, inclusion, marketing, etc), you can provide an **outline** for the Planning Report.  The "plan" will need to be submitted with the "Mid Semester Report" on March 28, 2019.﻿﻿﻿﻿﻿﻿﻿

**PRM 461 Recreation Project Rubric for Planning Report (and Mid-Semester Report)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Criteria** | **Outstanding** | **Average** | **Fair** | **Total Points** |
| **Committee Title (**Include group member names with title) (5 points) | Everything included, no omissions, no errors.  5 points | Missing 1-2 required elements.  3 points | Missing 3 or more required elements.  1 point |  |
| **Overview** of your committee’s role in this project. Keep this brief. (5 points) | Brief, well written, concise, no errors.  5 points | Mostly well written, some errors, missing some info.  3 points | Disorganized, not complete, lots of errors.  1 point |  |
| **Who will be doing what?** Provide information about each committee member and their role for this project. (5 points) | Each member has a role, tasks are explained, easy to understand.  5 points | Members may have roles, but explanations are not very clear, too broad, or too vague.  3 points | Not very clear who is doing what.  1 point |  |
| **Committee Goals:** The goals you list should indicate clearly state what your committee is trying to accomplish. You should have 3-5 goals. (5 points) | Goals are clearly stated, match the committee’s tasks.  5 points | Goals need some refinement and clarification.  3 points | Goals are vague, don’t match committee’s tasks.  1 point |  |
| **Committee Outcomes or Objectives:** You should have at least two objectives or outcomes under each goal. Objectives should answer: what, who, how many, by when. Be specific and be sure your objectives are measurable. (5 points) | Clearly match goals and include all info. Easy to understand.  5 points | Somewhat match goals, but need more clarification.  3 points | Do not match goals, do not provide direction. Need to be restated.  1 point |  |
| **Provide a detailed description of what your committee plans to accomplish. Include the following:** (20 points, 5 each) |  |  |  |  |
| a. Description of what the committee will do for this event. Please be specific and descriptive. | More detailed than opening overview. Clearly explains, describes the tasks of the committee.  5 points | Restates the opening overview. Could explain more and provide more info.  3 points | Vague, not very descriptive, lots of errors.  1 point |  |
| b. How many total hours (estimated) will this project/event require. How will you track hours worked on this project? | Provides an estimate and clearly states how the group will track their hours.  5 points | Provides an estimate which is mostly accurate, may not explain how group is going to track hours.  3 points | Provides an unrealistic estimate of hours and does not provide how hours will be tracked.  1 point |  |
| c. Include committee planned meeting dates during the semester. | Clearly states meeting dates, times.  5 points | States that the group will meet but doesn’t provide details.  3 points | Doesn’t include.  0 points |  |
| d. Provide any questions, concerns, issues, you have at this time. | Provides a list of questions related to tasks the group needs to accomplish.  5 points | Provides a few questions, but nothing significant.  3 points | Doesn’t include.  0 points |  |
| **Complete a Time Line**: (5 points) |  |  |  |  |
| Create a complete Time Line of your committee tasks. Include each item which needs to be completed, dates they are due or scheduled, and who is responsible for them. | Provides a detailed time line needed for task completion and all required elements.  5 points | Provides a time line but it does not include all required elements.  3 points | Doesn’t include.  0 points |  |
|  |  |  | Total Points |  |

(6) **Complete a Time Line**: (5 points)

Create a complete Time Line of your committee tasks. Include each item which needs to be completed, dates they are due or scheduled, and who is responsible for them.

V. **Mid Semester Report:** (50 points)

Same format as Planning Report but with updates. Including any “plans” your committee needs to complete for the event. Same grading rubric.

VI. **Event Attendance:** (100 points)

Each student is expected to be present on the day of the event and work any assigned duties or complete committee tasks.

VII. **Final Event Report:** (100 points)

The Final Report is almost the same format as Planning Report and Mid Semester Report, except for a few EXTRA items. The Final Report is an updated/revised Planning and Mid Semester Final Report. The additional required items are denoted below with an \*.

Please make sure your Final Report utilizes APA formatting. (Title page, running head, abstract, and references, and page numbers.)

**Final Report Components include the following:**

(1) **Cover Page** with **Committee Title (**Include group member names (first AND last) with title)

(2) **Table of Contents with page numbers\***

(3) **Abstract of your Final Report**\*

Overview of the ENTIRE project, including your committee’s role, and the outcomes of the event. Include a brief mention of other committees involved in the successful implementation of this project.

(4) **Overview** of your committee’s role in this project. Keep this brief.

(5) **Committee Member Roles & Obligations.** Provide information about each committee member and their role for this project.

(6) **Committee Goals:** These are the revised GOALS for your committee from the Mid Semester Report.

(7) **Committee Outcomes or Objectives:** These are the revised OUTCOMES or OBJECTIVES for your committee from the Mid Semester Report.

(8) **Committee Accomplishments. Include the following:**

a. Description of what the committee did for this event from the pre-planning to implementation. Please be specific and descriptive. Describe what you planned and what ACTUALLY happened. Discuss the positives and negatives of the event from the standpoint of your committee.

b. How many total hours did each individual committee member spend on this project and how many total hours for the committee as a whole. Explain how you tracked those hours.

c. Committee planned meeting dates during the semester.

(9) **Committee Plan(s)**\*

This could be the marketing plan, budget, risk management (EAP) plan, needs assessment, evaluation plan, logistics plan, schedule, etc. Include the final plan(s) which was your committee’s responsibility. If your plan is exceedingly long (more than 5 pages), provide a brief overview here and then directions to review the complete plan in the Appendices.

(10) **Completed Time Line**. Include each item, when it was completed and who was responsible for them.

(11) **Committee Recommendations** for future events.\*

Organize your recommendations into similar items. Focus on what your committee’s role was first, then expand into the overall event recommendations.

(12) **Appendices\***

Include Needs Assessment questionnaires and data, marketing materials, waivers, sign in sheets, schedules, lesson plans, budgets, anything which your committee created for this project that you didn’t include under “Committee Plan” section.

**\*\*The last two components of the Final Report are “individual measurements of the project”:**

(1) **Individual Reflection**: Each committee member will write a descriptive reflection on the event, their committee, and their overall contributions to the project. These individual reflections will be submitted in Bb in the “Individual Reflection of Recreation Project” assignment module. (100 points)

(2) **Peer Evaluations of the Recreation Project:** Each committee member will complete a comprehensive peer evaluation on the members of their group. The instructor will average the Peer Evaluation Scores together to get a “Peer Grade” for this project. Peer evaluations will be submitted in Bb in the “Peer Evaluation” assignment module.

a. Completing the Peer Evaluation is worth 50 points.

b. The Peer Grade is worth 100 points total. Students who receive an average Peer Grade score below 70 points may arrange to meet with me personally to discuss their grade.﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿

**Grading Rubric for Final Report**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Criterion** | **Exceed Expectations**  **(100%)** | **Met Expectations**  **(80%)** | **Below Expectations**  **(60%)** | **Possible Points** | **Total Points** | **Comments** |
| **Cover Page** with **Committee Title** | Organized, creative, no errors, all required components. | Required elements included. Basic cover. | Missing some required elements, some errors. | 5 |  |  |
| **Table of Contents with page numbers\*** | Organized, no errors, all required elements. | Required elements included. Some errors. | Missing some required elements, multiple errors. | 5 |  |  |
| **Abstract of your Final Report**\*  Include a brief mention of other committees involved in the successful implementation of this project. | Organized, clear, concise, well written, all required elements included, no errors. | Included required elements, some errors. | Missing some required elements, multiple errors. | 10 |  |  |
| **Overview** of your committee’s role in this project. | Well written, brief, all required elements included, no errors. | Included required elements, some errors. | Missing some required elements, multiple errors. | 5 |  |  |
| **Committee Member Roles & Obligations** | All required elements present, well written and organized. No errors. | Included required elements, some errors. | Missing some required elements, multiple errors. | 10 |  |  |
| **Committee Goals** | Well written, required elements present, no errors. | Included required elements, some errors. | Missing some required elements, multiple errors. | 5 |  |  |
| **Committee Outcomes or Objectives** | Well written, required elements present, no errors | Included required elements, some errors. | Missing some required elements, multiple errors. | 5 |  |  |
| **Committee Accomplishments. Including:**  a. Committee’s role  b. Hours worked and how tracked  c. Meetings | Well written, all required elements present, no errors. | Included required elements, some errors. | Missing some required elements, multiple errors. | 10 |  |  |
| **Committee Plan**\*  Include all relevant materials and plans. | Well written, required elements present, no errors, provided all items created by the committee. | Included required elements, some errors | Missing some required elements, multiple errors. | 25 |  |  |
| **Completed Time Line**. Include each item, when it was completed and who was responsible for them. | Organized, clear, easy to follow, all required elements present, no errors. | Included required elements, some errors | Missing some required elements, multiple errors. | 5 |  |  |
| **Committee Recommendations** for future events.\* | Organized by similar items, well written, thoughtful, demonstrates application of knowledge and critical thinking, no errors. | Includes several recommendations, mostly well written and organized. Could have gone more in depth or shown more application of knowledge. Some errors. | Recommendations are not very well thought out, not organized very well, multiple errors. | 10 |  |  |
| **Appendices\*** | Included, appropriate, well organized, no errors. | Included, organized fairly well. Some errors. | Didn’t include, but need to. Or not very well organized. Multiple errors. | 5 |  |  |
| **Formatting** | Utilizes APA formatting, no errors, consistent throughout.  0 points deducted | Some APA formatting but missing at least 1 required component.  -5 points deducted | Some APA formatting but missing 2 or more required components.  -10 points deducted |  |  |  |
|  |  |  | **Total Points** | **100** |  |  |

**Individual Reflection**

Please reflect upon your experience as a committee member and participant in the Recreation Project this semester.  Questions should be answered fully, in complete sentences, and paragraph format.  Please do NOT include the question number in your reflection, but do make sure your reflection follows the question order.

**Due Date: Thursday, May 9, 2019 at 12 noon.**

**Reflection Requirements:**

1.  Summarize the overall experience of working on the Recreation Project from the initial brainstorming sessions, to forming your committee, to the planning of the event, and execution of the event. ﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿﻿This should be one paragraph.  You will go into greater detail in other questions.

2. Describe how the Recreation Project met (or did not meet) your overall goals and desired outcomes for a semester long class project.

3. Describe your role within your committee.  Be specific, give examples.

4. Describe the positive aspects of the Recreation Project.  This can be related to your committee, your own personal achievements or learning experiences, working with our community partner, the event, etc.

5. Describe one thing you would change about the project or the event.  Give a suggestion on how to make that change.

6. Describe something new you learned during the course of this Recreation Project.  It can be related to the actual implementation of an event, application of knowledge from PRM courses, a fun or interesting fact about the community, or the dynamics of working in a group.

7. What have you learned from the experience of working on this Recreation Project that you can apply to another aspect of your academic, professional, or career path?  Please describe.

**Individual Reflection Rubric:**

“Got it:” (90-100 points) Answers the question completely and in-depth. Clearly thoughtful and includes critical reflection. Only minor errors.

“Kinda Got it:” (75-89 points) One of the elements of the questions is missing/response or is lacking depth or thoughtful reflection. Multiple errors throughout.

“You Gotta Be Kidding Me:” (74 points and below) Response is minimal/missing. Didn’t follow instructions. Tons of errors throughout.

**Steps & Grading for the Recreation Project will consist of the following:**

1. Interest form, committee formation. \*Complete on February 5, 2019

2. Committee meetings with Debby and Molly. \*Completed by February 26, 2019 (Advising Day)

3. Planning Report (50 points). \*Due March 5, 2019

4. Committee chairs (or a representative) will attend the JC Trails & Greenway Committee Meeting on Thursday, March 7 at 4:30pm to present the event proposal.

5. Mid Semester Report (50 points). \*Due March 28, 2019

6. Event Attendance (100 points). \*TBA

7. Committee chairs (or a representative) will attend the JC Trails & Greenway Committee Meeting on Thursday, May 2 at 4:30pm to present the event outcomes. \*If event is held after this date, committee chairs will be asked to compile a presentation that can be sent to the JC Trails & Greenway Committee for their June meeting.

8. Final Event Report (100 points). \*Due May 9, 2019 (final exam period)

**\*\*This project can and should be included on your resume. Either as “related experience” or “special projects”. The Final Event Report can be included in your portfolio.**