Why do I need to complete the 320 hours?

The recreation and leisure economy consists of diverse disciplines, industries, and agencies. The main reason for this requirement is for students to explore the various leisure-related services and gain initial understanding of working in these agencies. This experience should broaden your understanding of the industry, the career path, and your internship choices, while helping you become a stronger candidate for the required 12-credit professional internship.

Is the 320 hour field experience the same as the required internship?

No. All RPTS majors must also complete a full-semester formal internship in order to graduate. All 320 hours must be completed and approved before you may register for the internship. The 320 hours can be completed at multiple agencies, part time, through volunteering or paid work experience. Students do not need pre-approval from the department for the field experience. In other words, the 320-hour field experience is more informal than the internship.
What are the requirements for 320-hour field experience?

a. First of all, it is important to ask yourself, “How will this field experience build my resume and help me develop skills necessary for my internship?”
b. These hours must spread across at least 2 different agencies in a leisure-related organization.
c. At least 100 of the 320 hours must be in a setting clearly related to your major (see below); if you wish, all 320 hours may be in settings related to your major.
d. All documented hours must be initiated after high school graduation.
e. The “320 Hours Practical Field Experience Report Form” must be completed by the student, signed and approved by the field supervisor, and finally approved by the faculty coordinator of your major. Only experiences approved by the faculty coordinator will apply toward the 320 Hours.

What agencies would count toward the 320-hour field experience?

In general, your work experience at any agencies that have a focus on serving our leisure needs would count. [Exceptions for Recreational Therapy (RT) are noted.] While all of your 320 Hours may be in agencies related to your option (see below), up to 220 Hours may be from any of the types of experiences listed here.

Common examples include, but are not limited to:
a. Municipal/country recreation & park agency
b. Boys & Girls Clubs, YMCA / YWCA, or community club
c. Community social services (e.g., Shalom Center, Monroe County Urban Ministries, Area 10 on Aging)
d. Military MWR programs
e. Residential/day/summer camp
f. Youth recreation (i.e. Scouts, after-school, playground)
g. Campus recreational sport
h. Commercial recreation facility (e.g., fitness centers, golf courses, bowling allies)
i. Recreational equipment rental service
j. Acute care facility
k. Assisted living facility
l. Developmental learning center
m. Psychiatric / medical hospital
n. Mental health center
o. School special education program
p. U.S., state, or country reservoir, forest, or park
q. Adventure-travel company (not acceptable for RT)
r. Nature center/preserve/wildlife refuge
s. Zoo or botanical garden (not acceptable for RT)
t. Bars and restaurants (not acceptable for RT)
u. Catering services (not acceptable for RT)
v. Wedding services (not acceptable for RT)
w. Event planning agencies (not acceptable for RT)
x. Spas and salons (not acceptable for RT)
y. Museums or historical sites (not acceptable for RT)
z. Travel and tour companies (not acceptable for RT)
aa. Hotels and resorts (not acceptable for RT)
bb. Theme or amusement parks
c. Country clubs
d. Conference venues
e. Convention & Visitors Bureaus (not acceptable for RT)
ff. Visitor centers (not acceptable for RT)
gg. Other tourism attractions (not acceptable for RT)

What agency experience would count toward the 100 hours in the major field?

In general, your work with agencies should be counted toward the 100-Hours, as follows.

<table>
<thead>
<tr>
<th>Agency Experience</th>
<th>Outdoor Rec, Parks, &amp; Human Ecology</th>
<th>Public, Nonprofit, Community Rec</th>
<th>Recreational Sport Management</th>
<th>Recreational Therapy: may be done in many settings, but must be under supervision of a Certified Therapeutic Recreation Specialist (CTRS)</th>
<th>Tourism, Hospitality, &amp; Event Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Municipal or county recreation and park agency</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (w/ sports program)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>YMCA/YWCA/Community Clubs</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Community social services (e.g., Shalom Center, Area 10 on Aging)</td>
<td></td>
<td>Yes</td>
<td>Yes (w/ sports program)</td>
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<tr>
<td>Military MWR programs</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td></td>
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<tr>
<td>Residential/day/summer camp</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes (w/ sports program)</td>
<td></td>
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<tr>
<td>Category</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Youth recreation (i.e. Scouts, after-school, playground)</td>
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<tr>
<td>Campus recreational sport</td>
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<tr>
<td>Commercial recreation facility (e.g., fitness centers, golf courses, bowling allies)</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<td>Recreational equipment rental service</td>
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<td>School special education program</td>
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<tr>
<td>U.S., state, or country reservoir, forest, or park</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Outdoor adventure activities</td>
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<tr>
<td>Nature center/preserve/wildlife refuge</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>Zoo or botanical garden</td>
<td>Yes</td>
<td>Yes</td>
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</table>
The key is that the work you are doing must be clearly applicable to your major option. For instance, a student doing event-planning for a summer camp might be able to count those hours toward the 100 required hours in Tourism; a student organizing recreational sport activities at the camp might be able to count those hours toward the 100 required hours in Recreational Sport Management. So when the setting is combined with a kind of work relevant to the major, it may (with the faculty coordinator’s approval) be counted toward the 100 hours in the major field. This is why it is so important for you to describe precisely your specific duties at the agency in the “320 Hours Practical Field Experience Report Form.” When in doubt about what might count, contact your faculty option coordinator (listed at the bottom of this document) and ask.

**Will my customer service work be counted toward the 100 hours in the major?**

It depends on the setting in which your customer service work is performed. Customer service is very broad. If it is customer service in a leisure- or recreation-related setting, it might count. If at a retail shop, manufacturing company, medical facility, day care or retirement centers, student rentals, residence halls, etc., the experience would not qualify toward the minimum 100 hours in your major option. Nonetheless, these hours might be approved toward your overall 320 hours. For a definitive answer about your particular circumstances, ask your faculty option coordinator.

**Can my class projects be counted toward my 320 hours?**

Many RPTS classes require service learning. Currently, up to 25 hours of course field projects may be counted toward the 320 Hours requirement, regardless of how many more hours you have actually worked. Students must have the course instructor sign the form.

**Does RT Club or PTMC count toward the 320 Hours?**

RT Club: Officers in the RT club are able to count up to 20 hours per academic year towards their RT hours. This form must be signed by the RT club faculty advisor within the school year for these hours to count. Members in the RT club do not receive credit for being a member.

PTMC: Officers in the PTMC club are able to count up to 20 hours per academic year towards their Tourism hours. This form must be signed by the PTMC club faculty advisor within the school year for these hours to count. Members in the PTMC club do not receive credit for being a member.

**What are the commonly rejected experiences?**
The majority of the field experience submitted is counted toward at least part of the 320 hours. However, in rare cases, hours submitted are not accepted at all. Examples include: babysitting/nannying for neighbors, helping plan a friend’s wedding, planning the student’s family reunion, painting houses, planting a garden, etc. The key is that you need to work for a professional agency/organization providing leisure- and recreation-related services, and you must have a work supervisor.

**When is the deadline for completing the 320 hours?**

You need to turn in the completed “320 Hours Practical Field Experience Report Form” at least 2 months before the paperwork for your formal internship is due. There are two reasons for this deadline: 1. it takes about 3 weeks to process the paperwork internally. 2. if any of the experience you report does not qualify, you still have time to complete it before the internship application is due.

For RT majors:
- For a Summer internship, the deadline for completion and approval of the 320 Hours is 1 February.
- For a Fall internship, the deadline for completion and approval of the 320 Hours is 1 May.
- For a Spring internship, the deadline for completion and approval of the 320 Hours is 1 September.

For all other Recreation majors (Outdoor, Public/Nonprofit/Community, Rec Sport, and Tourism):
- For a Summer internship, the deadline for completion and approval of the 320 Hours is 1 April.
- For a Fall internship, the deadline for completion and approval of the 320 Hours is 1 July.
- For a Spring internship, the deadline for completion and approval of the 320 Hours is 1 November.

**Why should I expect at least 3 weeks for the department to process my 320 hour paperwork?**

All your 320 hour report forms must be reviewed and approved by the designated RPTS faculty member. Due to the large number of these forms the coordinators have to approve, it takes on average 2 weeks to review these forms. After that, it will take a few days for these hours to show up on Canvas.

**How do I find out if the experience I submitted has been approved?**

Once your hours have been approved, your record will be added to a Canvas site called “RPTS 320 Hours.” After you log in to Canvas, you should see this in your User Dashboard. If you do not see this option, it means that your paper work has not been processed.
In the RPTS 320 Hours site, visit the gradebook to see a list of your approved hours and an indication of which 320 hours requirements (i.e. two agencies and 100 hours in your option) that you've met.

Only students whose paperwork has been approved will be added to this site. If you need additional instruction or guidance about how to find or read this roster, please contact the RPTS office staff in PH 133.

**How do I know if the hours I submitted are rejected?**

Option coordinators or RPTS office staff members will usually email you directly if hours have been rejected. However, if hours you submitted have not shown up on the RPTS 320 Hours Canvas site a week after you have submitted them, follow up with the RPTS office staff for clarification.

**How do I interpret the results in the gradebook?**

The items related to 320 hours requirements are scored either 1 (requirement met) or 0 (requirement not met). For example, if you see “R1: 2 agencies” set to 1 but “R2: 320 Hours Total” set to 0, that means that you have submitted hours from two agencies, completing that requirement, but have not yet submitted 320 hours total.

“R3b: Number of Option Hours” will indicate the number of approved hours within your option that you have completed so far.

To the right of these entries related to 320 hours requirements, there are a list of “Agency” gradebook items that list the hours that have been approved from each agency where you worked/volunteered. If you need clarification on which items are which, please reach out to the RPTS office staff.

**Where do I get a copy of the “320 Hours Practical Field Experience Report Form?”**

You can download your own copy from the School of Public Health-Bloomington website: [http://www.publichealth.indiana.edu/docs/departments/320hour.pdf](http://www.publichealth.indiana.edu/docs/departments/320hour.pdf).

**How do I fill out the “320 Hours Practical Field Experience Report Form?”**

Information requested on the form is essential for the approval of the hours.
Student’s E-Mail: students must provide their official IU email for student status verification purposes. We do not communicate with students through their personal email addresses.

Agency/Organization Information: Students must provide complete agency information including supervisor’s name and their contact information. Again, the official organization e-mail address is required. In absence of an E-Mail address, a work telephone number must be provided.

Dates and Total Hours Performed: This information must be completed before the field supervisor signs the form. By signing, the supervisor verifies the total number of hours the student has worked.

Duties, Self-Critique, & Supervisor’s Critique: This is where students can justify why they believe their hours count toward the 320 hours experience generally, or the 100 hours in your major. Be as specific as possible.

The importance of supervisor’s signature: By signing, the supervisor verifies that the student has worked at the agency for the responsibilities listed and hours reported. It is OK for the supervisor to provide critique or evaluation on a separate page. However, it is NOT OK if the supervisor does not sign the form, unless the supervisor verifies the reported hours on the other page. Without signing the form, there is no way for the coordinator to verify these hours.

Where should I turn in the completed “320 Hours Practical Field Experience Report Form?”

Students should turn in the original hard copy of the form to the main office of the Department of Recreation, Park, & Tourism Studies, PH 133. Do not leave the form in a faculty member’s mail box.

Do not turn in the original hard copy without first making a copy to keep for your own records. This will ensure that any clerical errors are quickly remedied, without your having to start the form all over again.

Whom should I contact if I have other questions regarding the 320 hours field experience?

For additional information or clarification, contact the faculty coordinator for your major:

Outdoor Recreation, Parks, and Human Ecology: Dr. James Farmer, jafarmer@indiana.edu
Public, Nonprofit, and Community Recreation: Dr. Sarah Young, sarjyoun@indiana.edu
Recreational Sport Management: Dr. Sarah Young, sarjyoun@indiana.edu
Recreational Therapy: Jared Allsop, jallsop@indiana.edu
Tourism, Hospitality, and Event Management: David Smiley, dasmiley@indiana.edu