

Park Internship Seminar
Park Management 20A/B – Fall 2007 & Spring 2008
Course Syllabus

Course:	Park Management 20A/B
Class Time:	Tuesday, 4:25 p.m. – 5:30 p.m.
Course Location:	West Valley College, AAS-37
Instructor:	Kim Aufhäuser
Office:	AAS-37A
Office Hours:	Tuesday, 3:00-4:30 p.m., Wednesday, 4:15-5:45 p.m. (may change after 3/21) and by appointment. If my door is open or ajar I am probably available.
Telephone:	408/741-2403 FAX: 408/741-2145
E-Mail:	E-Mail: kim_aufhauser@westvalley.edu
Park Mgmt. Website:	http://www.westvalley.edu/wvc/pm

Course Objectives:

1. Understand the overall management philosophy, field management strategy, geography, and the significance of the park site and where possible, the host agency.
1. Develop a basic understanding of what is required to operate the site. Understand the relationship the site has with other public and private lands and related facilities.
1. Each student will have an opportunity to apply skills and knowledge learned throughout the park management program in a park setting.
1. During the internship the student will experience and improve their skills, through practical application, in how to handle low-level law enforcement education and enforcement actions, understand various resource management issues, observe and assist in implementing resource management and interpretive projects.
1. During the seminar the student will gain knowledge and understanding in specific related topics. These include but are not limited to harassment and violence in the work place, goal setting, assertive communication techniques, problem solving, workplace politics and selected political issues.

Attendance Requirements

The 104-hour supervised field internship represents the lab hours for this course.

While the majority of time in this course will be spent on your internship, you are required to attend scheduled on-campus meetings. These sessions are intended to disseminate class and employment information, exchange internship information and tips and participate in discussions on contemporary employment and public lands related topics. In addition to this requirement, there is a point incentive to perfect attendance. Refer to the section below on grading.

Excused absences are for only the most compelling reasons (funerals, jury duty where the judge will not release you, etc.). Generally, routine doctor's and dentist appointments are not considered excused. When in doubt, contact me.

Recycling

All materials and handouts used in this class can be recycled. If there are materials you do not wish to retain you may return the materials and I will recycling or reuse them. There is a box for recycling drinking containers outside the building on the south wall of the classroom.

Determination of the Final Grade

This course is a “grade only” course. The final grade is based on attendance, participation in class, completion of requisite number of hours, completion of required reports, completion and quality of internship portfolio, portfolio presentation, and evaluation by field supervisor.

Grades will be determined as follows:

A ≥ 90% of the highest number points scored by an individual

B ≥ 80% but < 90%

C ≥ 70% but < 80%

D ≥ 60% but < 70%

F ≥ 50% but < 60%

Papers and assignments are due at the beginning of class on or before due date.

Point Breakdown for course per semester:

Submission of completed Contact Sheet (due September 11)	25 points
Attendance (0 absences 100 pts. 1 absence 75 pts. 2 absences 50 pts. 3 absences 0 pts., 4 absences and you may be dropped)*	100 points
Participation in class discussions	100 points
Completion of required 104 hours supervised field internship	mandatory
Supervisory evaluations	100 points
Portfolio (including daily activity reports, general and specific performance evaluations, internship agreements cover sheet, and other required elements (refer to “Minimum Requirement” sheet) due by 4:25 p.m., Tuesday, December 4, 2007	150 points
Final Presentation - Tuesday, December 13, 2007 from 2-4 p.m.	100 points
total possible points	575 points

*must participate in entire class to receive credit.

There is no extra credit available in this class.

Special Accommodations

If you need a special accommodation for a learning disability, please talk to me at your earliest convenience so that we can work together in accommodating your needs. If you are uncertain as to whether you need such accommodations, I recommend that you chat with me or visit the Disability and Educational Support Program for a consultation (no charge for students). All these conversations are confidential. West Valley College makes reasonable accommodations for persons with documented disabilities. College materials will be available in alternate formats (Braille, audio, electronic format, or large print) upon request. Please contact the Disability and Educational Support Program at (408) 741-2010 (voice) or (408) 741-2658 (TTY) for assistance.

Student and Instructor Responsibilities

There are all sorts of useful information available in the College Catalogue

Emergency Procedures

West Valley College is one of the safest campuses in California. However, earthquakes and other incidents could occur. The college has developed an emergency procedures plan. This document includes how to respond to emergencies that might occur on campus and in the classroom. A copy of the Plan is available to review from the Division Office or me. A condensed version in the form of a yellow colored flip chart is posted along with other emergency information on the bulletin board at the southeast corner of the classroom near the fire extinguisher and first aid kit.

I strongly urge each of you to have basic emergency supplies in your car and have a flashlight with you when you are on campus, especially at night.

EVACUATION: In the event of an evacuation, the emergency assembly area for this classroom is near the bus stop in Lot #3. Take all of your belongings with you. While we will try to evacuate together as a group, if you get separated we will regroup at our assembly area in lot #3. Do not leave campus or the assembly area unless instructed to do so by me or another responsible official (police, fire, etc.)

Important phone numbers and location of emergency supplies:

life threatening emergency - regular phones	911
life threatening emergency - campus phones	9-911
life threatening emergency - cellular phones	408/299-2311
student health services on campus	x4000 (741-4000)
safety escort	x2092 (741-2092)
accessible campus phone (my office)	x 2403 (741-2403)
public phone (located just outside the exit door next to the AAS division office)	408/741-9939
fire alarm	outside north <u>and</u> south door of AAS-37
fire extinguisher	inside south door of AAS-37
first aid kit	1. SE corner of AAS-37 near fire extinguisher 2. Division Office 3. Career Programs Office
A.E.D. (nearest Automatic External Defibrillator) !!!! Alarm will sound. CALL 911 !!!!	4. Outside exterior entrance to AAS-35B (Career Programs Office)

Classroom Decorum

As a courtesy to your fellow students and me please switch your pagers and cell phones off or put them on non-audible (vibrate) mode. I consider it rude and educationally inappropriate to receive routine phone calls in class. I don't allow hats or sunglasses to be worn inside the classroom. Outside hats and sunglasses that protect your head, face, ears and eyes are okay and encouraged. If you smoke tobacco products only do so in safe locations and always downwind from me and other students. Please do not smoke near the buildings as the ventilation system sucks in the smoke. Thanks.

Portfolio Information:

See attached sheet for details.

End-of-Semester Presentation:

Each student is required to prepare and present a semi-formal presentation about his or her semester's internship. This presentation must have the following elements:

1. Must use PowerPoint for as the principle part of the presentation. This means you will need to use a digital camera or scan conventional images. You need to provide me a CD the day before the presentation is due. File size cannot exceed **10 MB**. This will require you to optimize your images. Again, the professionals in the technology center or I can assist you on how to do that. Once you get the hang of this process and program assembling a show is an easier than you think.
2. Program/presentation must minimally include: A brief summary of the internship site, what benchmarks you accomplished, challenges you faced, and a synopsis of your experience. Include exciting or memorable experiences, challenges and problems encountered, etc. You will have approximately 8-10 minutes for the final presentation. We will discuss the presentation format in more detail as the semester progresses.

Additional Notes:

1. The student intern will wear the Park Management uniform while working at the park site unless specified otherwise by the host agency and agreed upon by me. This will include all necessary and appropriate footwear and safety equipment as required by the situation and the host agency.
2. Each internship site will have their own and possibly unique requirements which will be agreed upon between the supervisor and the student.