PARKS AND RECREATION MANAGEMENT
Western Carolina University

STUDENT HANDBOOK

PRM December 2019 Graduates

Parks and Recreation Management Program
Human Services Department
College of Education and Allied Professions

Updated: January 28, 2020
This handbook is designed to help students through the process of completing a PRM Major. It should be read in conjunction with the *Current Undergraduate Catalog*, found online: “catalog.wcu.edu,” which comprehensively covers all the university rules and regulations. Students are ultimately responsible for working with their advisor to design and complete their own program. Much of the information in this handbook is also featured on our PRM webpage which can be found here: [http://www.wcu.edu/learn/departments-schools-colleges/ceap/humanserv/prm/](http://www.wcu.edu/learn/departments-schools-colleges/ceap/humanserv/prm/)
General Information

The B.S. in Parks and Recreation Management (PRM) consists of the Liberal Studies requirements, a generalist core, and career path electives. The generalist core gives students the broad knowledge that parks and recreation professionals need wherever they choose to work in the profession. This includes employment in outdoor leadership, city and county recreation, military recreation, resorts, tourist attractions, camps, leisure services, or the land agencies (Parks, Forest Service, Army Corps, etc.) among many others. While the major will prepare students for careers in parks and recreation management in general, students will also focus their course work on an area that fits the field of specialization of most interest to them. The potential career paths are: Community Recreation & Youth Development, Outdoor Leadership and Instruction, Commercial and Resort Recreation, Community Health & Wellness, and Recreation Resource Management (for the Parks, Forest Service, Army Corps etc.).

Mission Statement

The mission of the Parks and Recreation Management Program is to promote resourcefulness, independent thinking, the ability to cope with change, and service to society -- by preparing leaders in the recreation resource and outdoor education professions. The program strives to maintain an intellectual and caring environment through cooperation and collaboration in active learning. Experiential education is an important component to encourage application and modification of theories learned.

The program prepares professionals to design, plan, promote, and deliver the physical and social components of the leisure service industry. This includes skills in administration, management, research and evaluation, leadership, and instruction. Graduates will be prepared to manage resources, facilities and programs, and to lead and instruct for programs in commercial, public, and non-profit settings.
PRM Degree Requirements

1. Declare the major
   First, welcome! We are excited to have you! In order to declare PRM as your major, you must write the major declaration essay and have a cumulative GPA of 2.5. Instructions are located in the Appendix A. Most students write this essay while enrolled in PRM 260. This essay serves several purposes. 1. It allows us to get to know you and your interests in the program. 2. It gives us a feel for your writing and communication skills and 3. It allows us to link you with an advisor who will be best matched with your interest areas.

   Once you have successful completed the essay and have a cumulative GPA of 2.5, the PRM Program will assign you a major advisor. Until that point, the advising center will list you as “undeclared, interested in PRM”.

2. Advisor Meeting
   Students will be assigned an advisor after completing the essay. In the initial advising meeting, students will work with their advisor to chart out their plan to graduate.

3. 120 credit hours completed (with passing grades)
   a. 42 credit hours of Liberal Studies
   b. 38-41 credit hours of PRM Major required courses (depends upon First Aid course completed)
   c. 37-40 credit hours Electives
   d. 50% of the major credits must be upper division (300 & 400 level)

4. Students must have a cumulative, overall **2.5 GPA** to graduate with a PRM degree.

5. Complete the Capstone Portfolio
   Your professional documents such as a current resume and/or outdoor activity log, plus all projects, certificates, awards, and other examples of quality work, will be used to build a portfolio. The portfolio is a living document (Linked In and a depository of your PRM work) which you begin in PRM 260: Professional Planning in PRM, update in PRM 370: Capstone Internship Orientation, and turn in for a final submission in PRM 483/484: Capstone Internship.

Background Checks

Because students may work with minors during their coursework, all students are required to complete two background checks during their time in the PRM program. The first occurs at the beginning of the program, either during PRM 260 or before they declare the PRM major (whichever comes first). The second occurs during PRM 370 or before the capstone internship, whichever comes first.

**Complete instructions can be found in Appendix F.**
Applying for Graduation

1. After approximately 90 hours – students must complete a comprehensive check with their advisor to make sure that all the courses needed to graduate have been completed.

2. The semester before the student is due to graduate, they must complete the online graduate application form in MyWCU (this will initiate a graduation fee to pay for the diplomas, gifts and ceremonies). **Students cannot graduate if they do not apply for graduation by the deadline.**

3. Finally, students must run a NEW audit/evaluation, which will show all complete or current courses in blue. If there is anything in red, this means that there is a problem that will stop the student from graduating. For anything red, students should see their advisor immediately.

Courses and Sequencing

The 4-Year Plan details the information that students need to know when planning what courses to take and when. In addition to this, the PRM Curriculum sheet (found in Appendix C), is a helpful tool. If you are a transfer student or a “discovery major” (you found PRM after starting in another major), use the planning document found in Appendix D to help guide your course planning.

**B.S. in Parks & Recreation Management: Four-Year Plan**

120 hours to graduate 2.5 GPA required to graduate

**First Year** (15 credit hours each semester, 30 credit hours total)

*Liberal Studies Courses*

- First Year Seminar (1st semester)
- C1: ENG 101
- C2: MATH 101, 130 or 170
- C3: COMM 201
- C4: HEAL 123, HEAL 111, or HSCC 101
- C5: Physical & Biological Sciences, 2 courses (must be from two different disciplines)
- P1: Social Sciences, 2 courses (must be from two different disciplines)
- P3: History, 1 course
- P4: Humanities, 1 course

*At least one of the P courses must be an Upper Level Perspective*

**Second Year** (14-16 credit hours per semester, 28-30 credits total)

*Liberal Studies Courses*

- C1: ENG 202
- P5: Fine & Performing Arts, 1 course
- P6: World Cultures, 1 course

*At least one of the P courses must be an Upper Level Perspective*
Parks & Recreation Management Courses
- PRM 250: Foundation of PRM (3 credits): Introduction, gateway course for PRM majors. Complete essay to declare major.
- PRM 254: Introduction to Outdoor Pursuits (4 credits). This course is a pre-requisite for the outdoor leadership and instruction career path courses. OR...
- PRM 255: Active Recreation & Leisure Pursuits (3 credits)
- PRM 260: Professional Planning in PRM (1 credit). Try to take with PRM 250, 270, and 275. Must be taken sophomore or junior year. Pre-requisite for PRM 370.
- PRM 270: Leadership & Group Dynamics (3 credits). Try to take this course with PRM 250, 275, and either PRM 254 or 255.
- PRM 275: Diversity & Inclusion in PRM (3 credits). Try to take this course with PRM 250, 270, and either PRM 254 or 255.
- Elective Course (3 credits), 1-2 depending upon schedule.

**If considering studying abroad, the planning and application process begins second year.**

Third Year (13-15 credit hours per semester, 26-30 hours total)
Parks & Recreation Management Courses
- First Aid: You must complete a First Aid requirement. Choose from one of these four courses: Health 250, PRM 252, PRM 356, or PRM 357. (credits vary)
- PRM 361: Program Planning & Evaluation (4 credits). Must take BEFORE capstone internship. Best to take BEFORE PRM 430 and 461. Pre-requisite is PRM 250.
- PRM 383, 384, and 385: Mini-Internships I, II, and III (1 credit each)
  These courses are your mini-internships. Students must complete all three courses. They can be combined within a semester or two can be taken concurrently during the summer sessions with a maximum of two mini-internships for one work experience. Each mini-internship requires working 50 hours in an agency of your choice (connected with the field of parks and recreation). It is possible to do two mini-internships during an academic semester and during summer sessions.
- Elective Courses (3 credits): Choose 3-5 classes to assist with professional career path preparation. Consult with your PRM Advisor for options.
- Study Abroad: The third year is an excellent time to study abroad with GMIT in Ireland or one of our other international partners.

Fourth Year (13-15 credits per semester, 26-30 credits total)
Parks & Recreation Management Courses
- PRM 430: Entrepreneurship & Commercial Recreation (3 credits), currently offered fall semester only. Best if taken junior or senior year. Not recommended to take the same semester as PRM 361. Pre-requisite is PRM 361 or permission of instructor.
- PRM 461: Management & Administration of PRM (3 credits), currently offered spring semester only. Best if taken AFTER PRM 361 and 430. Pre-requisite is PRM 361 or permission of instructor.
- PRM 370: Capstone Internship Orientation (1 credit). This is the orientation to internship course and must be completed before the Capstone Internship (PRM 483 and PRM 484).
This course is offered spring semester. Pre-requisite is PRM 260 or permission of instructor.

- PRM 495: Senior Seminar (3 credits). In this class, you will complete a comprehensive research paper, plan and host the Senior Seminar Conference, and submit your final professional resume for review, so do not register for this course until your final spring or fall semester. Pre-requisite is PRM 361.
- Elective Courses (3 credits): Choose 3-5 classes to assist with professional career path preparation. Consult with your PRM Advisor for options.
- PRM 483: Capstone Internship I (pre-req PRM 370) (3 credits)
- PRM 484: Capstone Internship II (pre-req PRM 370) (3 credits)
  You will take these two courses to complete your CAPSTONE INTERNSHIP. The capstone internship is 400 hours of work with an agency of your choosing. The courses can be taken sequentially during the summer or during a semester. It is strongly encouraged to NOT take any other classes with your Capstone Internship. Capstone Internship is designed to be completed in the summer session.

**Elective Credits**
Approximately a third of the degree requirements are elective credits. These can be courses within the PRM program or other majors across campus. They can be truly elective courses and may include a minor. The student’s advisor may suggest courses, which will help the student with career aspirations.

Some suggested electives for each of the possible career paths can be found in Appendix D. The majority of our PRM electives are open to all of our majors. If an elective is better suited for one of the professional career paths, it is * below.

Recreation Resource Management= RRM
Community Health & Wellness= CHW
Commercial & Resort Recreation = CRR
Outdoor Leadership & Instruction= OLI
Community Recreation = CR

**Parks & Recreation Management Elective Courses**

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
<th>Notes</th>
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<tbody>
<tr>
<td>PRM 200</td>
<td>Introduction to Rock Climbing (Fall, Spring, or Summer) *CHW, CRR, OLI, CR</td>
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<tr>
<td>PRM 224</td>
<td>Survey of Outdoor Adventure Activities (instructor determines activities)</td>
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<td>PRM 293</td>
<td>Topics in Parks &amp; Recreation Management</td>
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<tr>
<td>PRM 300</td>
<td>Intermediate/Advanced Rock Climbing (Spring, or Summer) *CHW</td>
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<td>PRM 310</td>
<td>Stand Up Paddling (Fall, Spring, or Summer)</td>
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<td>PRM 313</td>
<td>Camp Counseling (Fall, every other even year) *CHW, OLI, CR</td>
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<tr>
<td>PRM 314</td>
<td>Organization &amp; Administration of Camping Agencies (currently not being offered)</td>
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<td>PRM 330</td>
<td>Aquatic Recreation Management (currently not being offered)</td>
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<tr>
<td>PRM 321</td>
<td>Interpretation &amp; Environmental Education (Spring) *RRM, CR, OLI</td>
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<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Prerequisites</td>
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<tr>
<td>PRM 322</td>
<td>International Adventure Travel &amp; Global Citizenship (LS P6, online)</td>
<td>*RRM, CHW, CRR, OLI, CR</td>
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<tr>
<td>PRM 333</td>
<td>Experiential Education Methods (pre-req PRM 254) (Spring) *RRM, CHW, CRR, OLI, CR</td>
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<tr>
<td>PRM 340</td>
<td>Challenge Course Instruction (Fall) *CHW, CRR, OLI, CR</td>
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<td>PRM 341</td>
<td>Group Facilitation Techniques (Spring) *CHW, CRR, OLI, CR</td>
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<td>PRM 352</td>
<td>Beginning/Intermediate WW Kayaking (Fall, Spring, or Summer)</td>
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<td>PRM 353</td>
<td>Beginning/Intermediate WW Canoeing (Fall, Spring, or Summer)</td>
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<tr>
<td>PRM 354</td>
<td>Outdoor Living &amp; Expedition Skill (Fall, every other odd year) (pre-req PRM 254) *RRM, CHW, CRR, OLI, CR</td>
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<tr>
<td>PRM 360</td>
<td>Recreation Research (currently not being offered)</td>
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<tr>
<td>PRM 425</td>
<td>Land-Based Outdoor Pursuits Education (Fall, every other even year) pre-req PRM 254 or permission of instructor *RRM, OLI</td>
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<tr>
<td>PRM 426</td>
<td>Water-Based Outdoor Pursuits Education (Fall, every other odd year) pre-req PRM 254 and/or PRM 353 (need at least intermediate based experience in whitewater kayaking and canoeing).*RRM, CRR, OLI, CR</td>
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<tr>
<td>PRM 427</td>
<td>Wilderness Education (expedition based course offered in summer)</td>
<td>*RRM, CHW, CRR, OLI, CR</td>
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<tr>
<td>PRM 433</td>
<td>Outdoor Recreation (currently not being offered)</td>
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<tr>
<td>PRM 434</td>
<td>High Adventure Travel &amp; Outfitting (Spring) *CRR, OLI</td>
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<tr>
<td>PRM 435</td>
<td>Park &amp; Recreation Sites, Facilities, and Programs (currently offered as a travel course with various topics)</td>
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<tr>
<td>PRM 454</td>
<td>Expedition Management &amp; Leadership (Spring, every other even year) *RRM, OLI</td>
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<tr>
<td>PRM 485</td>
<td>These courses are three-credit internships that can be used to gain further experience, they can be done any semester including the summer. They count as electives.</td>
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<tr>
<td>PRM 486</td>
<td>This is a field experience class so that you can get credit for taking courses like Outward Bound, NOC or Landmark course. You have to sign up for PRM 486 in advance of the course. This is an elective course.</td>
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<tr>
<td>PRM 493</td>
<td>Topics in Parks &amp; Recreation Management</td>
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Professional Career Paths Information

Below is a list and descriptions of the five PRM Career Paths: Community Recreation & Youth Development, Outdoor Leadership and Instruction, Community Health & Wellness, Commercial and Resort Recreation, and Recreation Resources Management. Information on the type of jobs within each path can be found in the “PRM Career Options” handout in Appendix B.

1. **Community Recreation & Youth Development:**
   This career path is designed for students who would like to work in the city and county recreation profession or within youth development (after school, non-profits, camps). Job duties would include planning sporting activities (soccer, baseball, football, basketball), assisting with community events and celebrations, working in a community recreation center or camp. Students should consider taking courses in parks and recreation management, health and physical education, business, sport management, and recreational therapy.

2. **Outdoor Leadership and Instruction:**
   This career path is designed for students who are interested in working in outdoor professional areas. Job possibilities include working for outdoor agencies, camps, boy and girl scouts, challenge courses, and experiential programs. Students should consider taking courses in parks and recreation management, health and physical education, business and recreation therapy, and participating in an extended expedition-style course.

3. **Commercial and Resort Recreation:**
   This career path is designed for students interested in working the “for profit” areas of recreation. Job possibilities include resorts, recreation businesses, snow sports, retail establishments and park areas. Students may also be interested in exploring their own commercial recreation business. Students should consider taking courses in parks and recreation, business, entrepreneurship, hospitality and tourism, accounting, and management.

4. **Recreation Resource Management:**
   This career path is designed for students interested in working for various land agencies such as the National Park Service, National Forest Service, Army Corps of Engineers, and state parks. Students should consider taking courses in parks and recreation, natural resource management, biology, geology, history, geography, emergency management, and criminal justice.

5. **Community Health and Wellness:**
   This career path is designed for students interested in providing health promotion programming to the community. Students may find employment in recreation departments, health departments, local government, schools and national organizations. Students should consider taking course work in parks and recreation, sport management, health and physical education, environmental health, nutrition and political science.
Suggested Course Work for Students in Outdoor Leadership and Instruction Career Path

If a student is interested in the Outdoor Leadership & Instruction career path, advisors will use the following course sequencing to help guide students with their class choices.

Suggested Required Courses:
1. PRM 254 Introduction to Outdoor Pursuits (Fall/Spring)
2. PRM 333 Experiential Education Methods (Spring)
3. PRM 252 Wilderness First Aid (2 credits) OR
   a. PRM 356 Outdoor First Aid (4 credits) (Fall) OR
   b. PRM 357 Wilderness First Responder (4 credits) (Fall, Spring, or Summer at Landmark Learning)
4. PRM 354 Outdoor Living and Expedition Skills (4 credits) (Fall) OR
   c. PRM 454 Expedition Management and Leadership (4 credits) (Every Other Spring, even years) OR
   d. PRM 427 Wilderness Education (3-6 credits) (Summer)

Suggested Elective Courses: These take the form of two, possible tracks—land-based or water based.

1. Water-based: The following courses could be selected to produce a more water-based focus to the concentration:
   - PRM 310 Stand Up Paddling (Fall, Spring, May mini-mester)
   - PRM 352 Beginning/Intermediate WW Kayaking (Fall, Spring, May mini-mester)
   - PRM 353 Beginning/Intermediate WW Canoeing (Fall, Spring, May mini-mester)
   - PRM 426 Water-Based Outdoor Pursuits Education (Fall, every other odd year), pre req PRM 254, suggested PRM 352 and/or PRM 353 (need at least intermediate based experience in whitewater kayaking and canoeing).

2. Land-based: The following courses could be selected to produce a more land-based focus to the concentration:
   - PRM 200 Introduction to Rock Climbing (Fall, Spring, or May mini-mester)
   - PRM 300 Intermediate/Advanced Rock Climbing (Spring or May mini-mester), permission of instructor or PRM 200
   - PRM 425 Land-Based Outdoor Pursuits Education (Fall, every other even year)
   - PRM 340 Challenge Course Facilitation (Fall)

3. Multi-focused: The following courses may be used for either land or water-based focuses, depending upon the specific elements of the course or student choice:
PRM 313  Camp Counseling (Fall, every other even year)
PRM 341  Group Facilitation Techniques (Spring)
PRM 354  Outdoor Living and Expedition Skills (Fall)
PRM 427  Wilderness Education (May mini-mester or Summer)
PRM 454  Expedition Management & Leadership (Spring, every other even year)

Other Unique PRM Major Opportunities

The PRM Club
The PRM Club is part of the Student Government Association at WCU. Membership in the club enables students to get to know other PRM students and broadens your network of professional contacts. The club engages in service for the region including the Adopt a Trail and Campsite program for the Great Smoky Mountains National Park. We encourage students to use the club to gain leadership experience. The PRM Club has organized hikes, paddles, and movie nights in Reid Gym. They have been involved with planning and organizing the Cullowhee Canoe Slalom, the Adventure Education Conference, and fundraising events for the PRM Scholarship fund. For more information on PRM Club activities, check out their Facebook Group: https://www.facebook.com/groups/PRMclub/

PRM Seniors at the PRM End of the Year Banquet, May 2019. The Banquet is a club sponsored event.

The Adventure Education Conference (AEC)
Twenty-five plus years ago, the PRM Program started the Regional Adventure Education Conference. We organized it for four years then started a rotation with other colleges in the region; Warren Wilson, Southwestern Community College, Montreat College, North Greenville University, UNCA, and Brevard College. The PRM Club organizes the conference when it is hosted at WCU (usually every 5th year). Regardless of whether or not we are hosting, we encourage you to attend. The conference is for students and run by students and costs very little, another great way to get involved!

PRM Student Handbook: Spring 2020 Update
Certifications and Trainings

As a PRM major, there are opportunities to obtain certifications related to your professional career path. These include first aid, CPR, Wilderness First Aid, Wilderness First Responder, Leave No Trace Trainer Certification, Wilderness Education Association Outdoor Leader Certificate, and National Ski Patrol’s Outdoor Emergency Care plus Mountain Travel & Rescue 1. In addition to certifications offered in PRM courses, students are eligible to receive academic credit for courses and training completed with Landmark Learning, Southwestern Community College’s Law Enforcement Training Program, NOLS and Outward Bound. Discuss these options with your advisor.

Study Abroad

There are possibilities to study abroad for around the same cost as studying at WCU. We have a special agreement with the Galway Mayo Institute of Technology (GMIT) in Ireland where PRM students can attend their Outdoor Education program for an entire year. Find out more information about GMIT at: https://www.gmit.ie/outdoor-education/bachelor-arts-outdoor-education-and-leisure. Students who choose to study at GMIT join their cohort-based program as a Year Three student. There are many opportunities for students to study abroad or at another university within the United States. If you are interested, meet with your PRM advisor and WCU’s Office of International Programs and Services.

Final Thoughts

“Work hard and play hard”, that old adage holds especially true for PRM majors at WCU. Our location gives us some of the finest recreation areas in the country. Take advantage of this as you study hard and produce the best work that you can -- strike a good balance of recreation, play and work to make your experience here at Western both fruitful and enjoyable. We wish you well in your endeavors.
APPENDICES

Forms to Guide You
The following forms are designed to help you through the strategic planning process and through the academic curriculum. They are available in the Appendix section and on our PRM webpage.

Appendix A: PRM Essay Instructions
Appendix B: PRM Career Options
Appendix C: Curriculum Check Sheet(s)
Appendix D: Transfer & Discovery Major Course Sequence Plan
Appendix E: Electives Check Sheets (Meet with your advisor for guidance)
Appendix F: Background Check Information & Instructions

PRM 495 Senior Seminar, May 2019
Senior Symposium
Appendix A

WCU Parks & Recreation Management Essay Instructions

The PRM Program is committed to student success; academically, professionally, and personally. To help guide your path through the program and into your professional career, students are required to complete the PRM Essay prior to officially declaring PRM as their major. The PRM Essay is your opportunity to describe to the faculty “why you want to be a PRM major”. This essay will be completed in PRM 260.

Structure your essay so that it is organized in a way to effectively communicate and develop the topic. Please include an introductory paragraph that clearly explains what the essay will focus on. The body of the essay needs to include several paragraphs that support your introduction and answer the key sections. Finally, end with a conclusion/summary paragraph. Within your essay, use reflection, analysis, opinions and specific examples to support your main points. If you use outside sources, please cite using APA formatting.

Essays should be written in a way that demonstrates your ability to set goals and highlights an understanding of the work, planning and responsibility it takes to achieve these goals within the PRM program.

Visit the WaLC to have them check over your paper for clarity, flow, and the inclusion of required elements. It is recommended that you schedule an appointment at least 1-2 weeks in advance.

Writing Requirements for the Essay:
- Have a font no smaller or bigger than 12-point with standard margins.
- Be completed on a computer
- Be double-spaced and in the appropriate format.
- Have numbered pages, including the cover sheet
- Have a cover sheet listing the following:
  - Parks & Recreation Management Essay
  - Student’s name (Preferred name; first and last)
  - Student’s contact information (email required; phone number optional)
  - Career Path Interest Area
- Meet APA Publication Manuscript style, i.e., references, citing (direct and paraphrased quotes, headings, etc.). See Purdue Owl for help: [http://owl.english.purdue.edu/owl/section/2/10/](http://owl.english.purdue.edu/owl/section/2/10/)
- Use your spell-check, grammar, and thesaurus tools, which are provided in all word document software. PROOF YOUR WORK!

Informational Requirements for the Essay:
Within your essay, please discuss, explain, and provide examples where appropriate for each of the sections below. Answer all questions that are appropriate for your personal essay.

Part 1 – Your past experiences.
   - What experiences in your past have brought you to Parks and Recreation Management as a major?
Examples: your parents introduced you to the outdoors, you attended camp as a child, you have worked during the summer with your local recreation park, you have visited national parks or forests, you enjoy a variety of outdoor activities, you were a boy/girl scout when you were growing up, you enjoy participating and helping others lead a healthy lifestyle, you love to interact with people.
Part 2 – Goal or goals.

What goal or goals would you like to achieve in the Parks and Recreation Management field? Which PRM career path do you have the most interest in? Where do you see yourself working some day? Examples: you always wanted to work in a community recreation program, you would like to work in a national park or state park, you would like to lead others in outdoor recreation activities, you want to work with youth in a sport or fitness setting, you are interested in graduate school, you are interested in being a recreational entrepreneur, you want to direct a recreation center or business.

Part 3 – Strategies.

What strategies will help you to achieve your goals? Discussion: classes you should take in the major, and as electives, summer jobs that would benefit you, internships or volunteer positions that you should explore, involvement in the PRM club or other organizations on campus, experience through Base Camp Cullowhee or the Campus Recreation Center, involvement in off campus organizations and conferences, membership in professional organizations and groups, certifications you plan to acquire.

Part 4 – Summarize.

How do you want to proceed? What questions do you currently have for your new advisor? Is there anything else your PRM advisor needs to be aware of to support you in this degree? Are you ready to start taking elective classes or work on a minor within your career path OR do you need to try out a variety of classes to see which one fits your goals the best?

If you could summarize why you want to be a PRM major in one sentence, do so here.

Appendix B
# Parks & Recreation Management: *What Can I Do With This Degree?*

## Community Recreation & Youth Development

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<tr>
<th>Areas</th>
<th>Employers</th>
<th>Strategies</th>
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<tbody>
<tr>
<td>Program leader, coordinator</td>
<td>City &amp; country parks and recreation centers</td>
<td>Choose appropriate mini-internship sites.</td>
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<tr>
<td>Department administrator</td>
<td>Community centers</td>
<td>Gain experience through summer employment.</td>
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<tr>
<td>Facility manager</td>
<td>YMCA/YWCA</td>
<td>Choose capstone internship in an agency similar to where you would like to work.</td>
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<tr>
<td>After school program director</td>
<td>Military recreation</td>
<td>Join NRPA.</td>
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<td>Aquatics director</td>
<td>College campus recreation</td>
<td>Attend professional meetings and conferences.</td>
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<tr>
<td>Senior Center administrator</td>
<td>Public and Private K-12 schools</td>
<td>Be involved with LMP and Base Camp.</td>
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<tr>
<td>Campus recreation coordinator</td>
<td>4 seasons resorts, ski industry, golf &amp; tennis</td>
<td>Be involved with PRM club activities.</td>
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<tr>
<td>Recreation Coordinator</td>
<td>clubs, hotels, city &amp; country recreation</td>
<td>Take elective classes in SM, HPE, PSC, HM.</td>
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<td></td>
<td>departments, private recreation facilities</td>
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<td>Camp Counselor</td>
<td>Camps</td>
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<td>Summer camp director</td>
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<td></td>
</tr>
<tr>
<td>Program Director</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Choose appropriate mini-internship sites.
- Gain experience through summer employment.
- Choose capstone internship in an agency similar to where you would like to work.
- Join NRPA.
- Attend professional meetings and conferences.
- Be involved with LMP and Base Camp.
- Be involved with PRM club activities.
- Take elective classes in SM, HPE, PSC, HM.

## Community Health and Wellness

<table>
<thead>
<tr>
<th>Areas</th>
<th>Employers</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Exercise/Fitness Instructor Personal Trainer</td>
<td>YMCA-YWCA</td>
<td>Choose appropriate mini-internship sites.</td>
</tr>
<tr>
<td>Aquatics director</td>
<td>City, county recreation departments</td>
<td>Gain experience through employment.</td>
</tr>
<tr>
<td>After school physical activity coordinator</td>
<td>Public and Private K-12 schools</td>
<td>Choose capstone internship in an agency similar to where you would like to work.</td>
</tr>
<tr>
<td>Health and Wellness Instructor/ Director</td>
<td>Senior Centers or developments</td>
<td>Join NRPA, Attend professional meetings and conferences.</td>
</tr>
<tr>
<td>Recreation Leader/Supervisor</td>
<td>Health Departments</td>
<td>Be involved with LMP and Base Camp.</td>
</tr>
<tr>
<td>Senior Fitness Instructor-Trainer</td>
<td>Colleges, universities</td>
<td>Be involved with PRM club activities.</td>
</tr>
<tr>
<td>Health and Wellness Program Coordinator</td>
<td>School districts</td>
<td>Take elective classes in SM, HPE, PSC, ENVH, ND.</td>
</tr>
<tr>
<td>Physical Activity Coordinator</td>
<td>Health Departments</td>
<td>Obtain certifications required for future jobs: FA-CPR, Instructor, Personal Trainer, Wellness Coach, other certifications for lifetime sports. Write a grant as part of a class project. Volunteer for after school programs. Get involved with wellness and physical activity initiatives.</td>
</tr>
<tr>
<td>Grant Writer</td>
<td>Cooperative Extension agencies</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Private, for profit fitness centers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-profit after school programs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Youth Centers</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Non-profits promoting physical activity and wellness</td>
<td></td>
</tr>
</tbody>
</table>

**Notes:**
- Choose appropriate mini-internship sites.
- Gain experience through summer employment.
- Choose capstone internship in an agency similar to where you would like to work.
- Join NRPA and ACA.
- Attend professional meetings and conferences.
- Be involved with LMP and Base Camp.
- Be involved with PRM club activities.
- Take elective classes in SM, HPE, PSC, RTH, ELEM.
### Commercial & Resort Recreation

<table>
<thead>
<tr>
<th>Areas</th>
<th>Employers</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recreation Program Director</td>
<td>4 seasons resorts, ski industry, golf &amp; tennis clubs, hotels, city &amp; country recreation departments, private recreation facilities</td>
<td>Choose appropriate mini-internship sites. Gain experience through summer employment. Choose capstone internship in an agency similar to where you would like to work. Join NRPA, PSIA-AASI. Attend professional meetings and conferences. Be involved with LMP and Base Camp. Be involved with PRM club activities. Take elective classes in SM, HPE, PSC, HM</td>
</tr>
<tr>
<td>Recreation Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Director</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Instructor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Events Manager</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Conference &amp; Event Planner</td>
<td>Resorts, outdoor industry private businesses, convention centers, city/county recreation departments</td>
<td>Choose appropriate mini-internship sites. Gain experience through summer employment. Choose capstone internship in an agency similar to where you would like to work. Become active in PRM club, LMP, Base Camp, and volunteer for special events in area. Take elective classes in SM, PSC, HM</td>
</tr>
<tr>
<td>Adventure Travel Guide</td>
<td>Outdoor companies such as NOC, Mountain Sobek, Backroads and non-profits such as Sierra Club and Audubon Society. Entrepreneurial opportunities. Road Scholar and college study abroad programs.</td>
<td>Choose appropriate mini-internship sites. Gain experience through summer employment. Choose capstone internship in an agency similar to where you would like to work. First aid certifications, proficiency in an outdoor skill, travel experience, 2nd language skills. Travel agency experience. Take elective classes in MFL, HM, GEOG, HIST, NRM, SM, COMM. Do personal adventure trips.</td>
</tr>
<tr>
<td>Trip Leader</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Travel Guide Planner</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Commercial Recreation Attractions Manager, director, employee</td>
<td>Railroads, theme parks, amusement attractions, destination theme resorts, cruise ships, packaged resorts</td>
<td>Same as all of the above.</td>
</tr>
</tbody>
</table>

**Notes:**
## Outdoor Leadership & Instruction

<table>
<thead>
<tr>
<th>Areas</th>
<th>Employers</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor-youth at risk  &lt;br&gt; Instructor for people with disabilities  &lt;br&gt; Instructor for corporate programs</td>
<td>Non-profits such as Outward Bound and Project SOAR or State Agencies such as Camp Woodson or private camps such as Eckerd, entrepreneurial opportunities</td>
<td>Acquire outside certifications such as WEA, ACA, Outdoor Emergency Care, WFR, etc.  Work outdoor summer jobs in camps, NOC, LMP, Base Camp, Project SOAR, and other agencies. Attend outdoor conferences and workshops. Organize common adventures with peers to gain experience in a variety of activities. Choose appropriate mini-internship sites. Choose capstone internship in an agency similar to where you would like to work. Take elective classes in RTH, NRM, SPED, HPE, PSY. Volunteer with youth programs.</td>
</tr>
<tr>
<td>Instructor of outdoor activities</td>
<td>Private companies such as NOC, Endless River Adventures, Backroads Tours. Non-profits such as NOLS, OB, &amp; WEA, camps. Rafting companies, adventure travel companies. Entrepreneurial opportunities.</td>
<td>Acquire outside certifications such as WEA, ACA, Outdoor Emergency Care, WFR, etc. Work outdoor summer jobs in camps, NOC, LMP, Base Camp, Project SOAR, and other agencies. Attend outdoor conferences and workshops. Organize common adventures with peers to gain experience in a variety of activities. Choose appropriate mini-internship sites. Choose capstone internship in an agency similar to where you would like to work. Complete an expedition based course. Take elective classes in PRM, PSY, NRM, EMT.</td>
</tr>
<tr>
<td>Mountain Guide</td>
<td>Mountain guide companies such as Exum, Mountain Travel Sobek, NOLS, IWLS</td>
<td>Same as above plus: Attend mountain guide climbing camps such as Mt. Rainer or Mt. Hood. Go on an expedition/trip with a company you are interested in working for.</td>
</tr>
<tr>
<td>Snowsports instructor  &lt;br&gt; Ski Patrol  &lt;br&gt; Backcountry snowsports guide</td>
<td>Ski resorts</td>
<td>Acquire outside certifications such as WEA, ACA, Outdoor Emergency Care, WFR, etc. Acquire certifications with PSIA, NSP. Attend on snow clinics, outdoor conferences and workshops. Work with one of the area resorts such as Cataloochee, Sapphire Valley, Wolf Laurel. Choose appropriate mini-internship sites. Choose capstone internship in an agency similar to where you would like to work. Take electives in HPE, SM, HM, EMT.</td>
</tr>
<tr>
<td>Program or agency director</td>
<td>See all of the above</td>
<td>See all of the above pertaining to area of interest.</td>
</tr>
</tbody>
</table>

**Notes:**
## Recreation Resource Management

<table>
<thead>
<tr>
<th>Areas</th>
<th>Employers</th>
<th>Strategies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ranger</td>
<td>Park Service</td>
<td>Complete park ranger training course at SCC. Get involved in volunteer rescue work, take search and rescue courses. Work with Base Camp, LMP, volunteer with GSMNP or area National Forests. Become involved with SCA and Adopt-A-Trail. Complete Project Wild, Aquatic Wild workshops. Take a course with the GSM Institute at Tremont. Find a mentor in the agency you are interested in working for. Choose appropriate mini-internship sites. Choose capstone internship in an agency similar to where you would like to work. Take electives in NRM, GEOG, GEOL, BIOL, EDM, EMC, PRM, ART, CJ, SCI.</td>
</tr>
<tr>
<td>Interpreter</td>
<td>Forest Service</td>
<td></td>
</tr>
<tr>
<td>Naturalist</td>
<td>Army Corps of Engineers</td>
<td></td>
</tr>
<tr>
<td>Trail Crew</td>
<td>State parks</td>
<td></td>
</tr>
<tr>
<td>Resource Management</td>
<td></td>
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</tr>
</tbody>
</table>

**Notes**
Appendix C
B.S. Parks and Recreation Management: 8-semester plan
This is a suggested plan for PRM majors.

<table>
<thead>
<tr>
<th>Freshman Year</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester – 15 Credit Hours</strong></td>
<td><strong>Spring Semester – 15 Credit Hours</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 101</td>
<td>C5</td>
<td></td>
</tr>
<tr>
<td>MATH 101</td>
<td>P1</td>
<td></td>
</tr>
<tr>
<td>P1</td>
<td>COMM 201</td>
<td></td>
</tr>
<tr>
<td>HEAL 123, HEAL 111, or HSCC 101</td>
<td>P3</td>
<td></td>
</tr>
<tr>
<td>First-Year Seminar</td>
<td>P4</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sophomore Year</th>
<th></th>
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<tbody>
<tr>
<td><strong>At least one course in perspectives must be an upper level perspective</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall Semester – 13 or 14 Credit Hours</strong></td>
<td><strong>Spring Semester – 15 Credit Hours</strong></td>
<td></td>
</tr>
<tr>
<td>ENGL 202</td>
<td>C5</td>
<td></td>
</tr>
<tr>
<td>P5</td>
<td>P6</td>
<td></td>
</tr>
<tr>
<td>PRM 250*</td>
<td>PRM 270*</td>
<td></td>
</tr>
<tr>
<td>PRM 254 or PRM 255*</td>
<td>PRM 275*</td>
<td></td>
</tr>
<tr>
<td>PRM 260 (1 credit)*</td>
<td>Elective</td>
<td></td>
</tr>
</tbody>
</table>

**Summer Session**
Option to take May Mini-Mester, Mini-Internships (PRM 383, 384, 385) or Summer Courses

<table>
<thead>
<tr>
<th>Junior Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester – 13 or 15 Credit Hours</strong></td>
<td><strong>Spring Semester – 13 or 15 Credit Hours</strong></td>
<td></td>
</tr>
<tr>
<td>PRM 356 Or HEAL 250 Or PRM 252 or PRM 357*</td>
<td>PRM 384 (1 credit)</td>
<td></td>
</tr>
<tr>
<td>PRM 361 (4 credits)</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>PRM 383 (1 credit)</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
</table>

**Summer Session**
Option to take May Mini-Mester, Mini-Internships (PRM 383, 384, 385) or Summer Courses

<table>
<thead>
<tr>
<th>Senior Year</th>
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</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester – 14-16 Credit Hours</strong></td>
<td><strong>Spring Semester – 14-16 Credit Hours</strong></td>
<td></td>
</tr>
<tr>
<td>PRM 430</td>
<td>PRM 461</td>
<td></td>
</tr>
<tr>
<td>PRM 385 (1 credit)</td>
<td>PRM 495</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>PRM 370 (1 credit)</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
<td></td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
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</tbody>
</table>

**Summer Session – 6 Credit Hours**
Option to take May Mini-Mester courses

<p>| | |</p>
<table>
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</thead>
<tbody>
<tr>
<td><strong>TOTAL CREDIT HOURS FOR PROGRAM: 120</strong></td>
<td></td>
</tr>
</tbody>
</table>

Classes noted with (*) can be taken either fall or spring.

**NOTES:**
- PRM 260 needs to be taken in conjunction with PRM 250 in your first or second semester as a PRM major.
- PRM 383, 384, and 385 mini-internships can also be scheduled for summer sessions. Up to 2 mini-internships may be taken at once.
- PRM 370 must be taken before you sign up for your capstone internship (PRM 483 and 484).
- PRM 483-484 It is strongly encouraged to schedule your capstone internship in the summer with NO other classes.
- PRM 495 (Senior Seminar) should be taken your LAST spring semester.
APPENDIX D

NAME _______________________________ PRM Curriculum

I. Liberal Studies

II. PRM Major Requirements

*All courses are offered each semester unless otherwise noted.

First Aid Requirement, choose one of the following:

_____ _____ HEAL-250 (2) First Aid and Safety Ed. or
_____ _____ PRM-252 (2) Wilderness First Aid or
_____ _____ PRM-356 (4) Outdoor First Aid (Fall) or
_____ _____ PRM 357 (4) Wilderness First Responder (Landmark or SCC)

_____ _____ PRM-250 (3) Foundations of Parks and Recreation

_____ _____ PRM-254 (4) Introduction to Outdoor Pursuits or
_____ _____ PRM 255 (3) Active Recreation & Leisure

_____ _____ PRM-260 (1) Professional Planning in PRM
_____ _____ PRM-270 (3) Leadership and Group Dynamics
_____ _____ PRM 275 (3) Diversity & Inclusion in PRM

_____ _____ PRM-361 (4) Program Planning and Evaluation (Fall)
  (pre-requisite PRM 250)
_____ _____ PRM-383 (1) Mini-Internship I in PRM
_____ _____ PRM 384 (1) Mini-Internship II in PRM
_____ _____ PRM 385 (1) Mini-Internship III in PRM
  **Mini-Internships may not exceed 2 per semester/summer.

_____ _____ PRM-430 (3) Entrepreneurship and Commercial Recreation (Fall)
  (pre-requisite PRM 361 or permission of instructor)
_____ _____ PRM-461 (3) Management and Administration of PRM (Spring)
  (pre-requisite PRM 250 & 361 or permission of instructor)

_____ _____ PRM-370 (1) Capstone Internship Orientation (Spring)
_____ _____ PRM-483 (3) Capstone Internship in PRM I (pre-requisite PRM 370)
_____ _____ PRM 484 (3) Capstone Internship in PRM II (pre-requisite PRM 370)

_____ _____ PRM-495 (3) Senior Seminar in PRM (Spring)
  (pre-requisite PRM 361)

III. Electives: 37-40 hours

*These can be from any program at WCU or a minor with another program/major.
  Talk to your advisor about options.

*Overall total credits should be at least 120 hours with a GPA of at least 2.5

Total credits required to graduate 120 hours
PRM Electives

Please note that some courses are only offered certain semesters and years. Courses denoted with * are currently not offered yet may be in the future.

- PRM 200: Introduction to Rock Climbing (2) (Fall, Spring, or Summer)
- PRM 224: Survey of Outdoor Adventure Activities (2-4)
- PRM 293: Topics in Parks & Recreation Management (1-3)
- PRM 300: Intermediate/Advanced Rock Climbing (2) (Spring or Summer)
- PRM 310: Stand Up Paddling (3) (Fall, Spring, or Summer)
- PRM 313: Camp Counseling (3) (Fall, every other even year)
- PRM 314: Organization and Administration of Camping Agencies (3)*
- PRM 321: Interpretation and Environmental Education (3) (Spring)
- PRM 322: International Adventure Travel & Global Citizenship (3) LS P6 (online)
- PRM 330: Aquatic Recreation Management (3)*
- PRM 333: Experiential Education Methods (4) (Spring)
- PRM 340: Challenge Course Facilitation (3) (Fall)
- PRM 341: Group Facilitation Techniques (3) (Spring)
- PRM 352: Beginner/Intermediate WW Kayaking (3) (Fall, Spring, or Summer)
- PRM 353: Beginner/Intermediate WW Canoeing (3) (Fall, Spring, or Summer)
- PRM 354: Outdoor Living and Expedition Skills (3) (Fall)
- PRM 360: Recreation Research (3)*
- PRM 425: Land-Based Outdoor Pursuits Education (3) (Fall, every other even year)
- PRM 426: Water-Based Outdoor Pursuits Education (4) (Fall, every other odd year)
- PRM 427: Wilderness Education (3-6) (May mini-mester or Summer)
- PRM 433: Outdoor Recreation (3)*
- PRM 434: High Adventure Travel and Outfitting (3) (Spring)
- PRM 435: Park and Recreation Sites, Facilities, and Programs (1-6)
- PRM 454: Expedition Management and Leadership (4) (Spring, every other even year)
- PRM 485: Internship in Parks and Recreation Management (3)
- PRM 486: Field Experience (1-12)
- PRM 493: Topics Parks and Recreation Management (3)
PRM Professional Career Paths

Below is a list and descriptions of the five PRM Career Paths: Community Recreation & Youth Development, Outdoor Leadership and Instruction, Community Health & Wellness, Commercial and Resort Recreation, and Recreation Resources Management.

1. **Community Recreation & Youth Development:**
   This career path is designed for students who would like to work in the city and county recreation profession or within youth development (after school, non-profits, camps). Job duties would include planning sporting activities (soccer, baseball, football, basketball), assisting with community events and celebrations, working in a community recreation center or camp. Students should consider taking courses in parks and recreation management, health and physical education, business, sport management, and recreational therapy.

2. **Outdoor Leadership and Instruction:**
   This career path is designed for students who are interested in working in outdoor professional areas. Job possibilities include working for outdoor agencies, camps, boy and girl scouts, challenge courses, and experiential programs. Students should consider taking courses in parks and recreation, business and recreation therapy, and participating in an extended expedition style course.

3. **Commercial and Resort Recreation:**
   This career path is designed for students interested in working the “for profit” areas of recreation. Job possibilities include resorts, recreation businesses, snow sports, retail establishments and park areas. Students may also be interested in exploring their own commercial recreation business. Students should consider taking courses in parks and recreation, business, entrepreneurship, hospitality and tourism, accounting, and management.

4. **Recreation Resource Management:**
   This career path is designed for students interested in working for various land agencies such as the National Park Service, National Forest Service, Army Corps of Engineers, and state parks. Courses will be selected in consultation with your advisor.

5. **Community Health and Wellness:**
   This career path is designed for students interested in providing health promotion programming to the community. Students may find employment in recreation departments, health departments, local government, schools and national organizations. Students should consider taking course work in parks and recreation, sport management, health and physical education, environmental health, nutrition and political science.
Appendix D  
B.S. Parks and Recreation Management (Transfer)  
*This is a suggested plan for transfer students and those who “discover” PRM later in their academic career at WCU.*

<table>
<thead>
<tr>
<th>First Year</th>
<th></th>
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</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td>PRM 250 (3 credits)</td>
<td>HEAL 250 or PRM 252 or PRM 356 or PRM 357* (First Aid Requirement, check transfer credits)</td>
</tr>
<tr>
<td>PRM 254 or PRM 255 (check for transfer credits)</td>
<td>PRM 275 (3 credits)</td>
</tr>
<tr>
<td>PRM 260 (1 credit)</td>
<td>PRM 383 (1 credit)</td>
</tr>
<tr>
<td>PRM 270 (3 credits)</td>
<td>Elective</td>
</tr>
<tr>
<td>Elective</td>
<td>Elective</td>
</tr>
</tbody>
</table>

**Summer Session**  
Option to take May Mini-Mester, Mini-Internships (PRM 383, 384, 385) or Summer Courses

<table>
<thead>
<tr>
<th>Second Year</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Fall Semester</strong></td>
<td><strong>Spring Semester</strong></td>
</tr>
<tr>
<td><em>PRM 430 (3 credits)</em></td>
<td>PRM 385 (1 credit)</td>
</tr>
<tr>
<td>PRM 384 (1 credit)</td>
<td><em>PRM 461 (3 credits)</em></td>
</tr>
<tr>
<td><em>PRM 361 (4 credits)</em></td>
<td><em>PRM 495 (3 credits)</em></td>
</tr>
<tr>
<td>Elective</td>
<td><em>PRM 370 (1 credit)</em></td>
</tr>
<tr>
<td>Elective</td>
<td>Electives (2-3 courses)</td>
</tr>
</tbody>
</table>

**Summer Session – 6 Credit Hours (Capstone Internship)**  
Option to take May Mini-Mester courses

<p>| | |</p>
<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>PRM 483 (3 credits)</td>
<td>PRM 484 (3 credits)</td>
</tr>
</tbody>
</table>

**TOTAL CREDIT HOURS FOR PROGRAM: 120**

**NOTES:**
- Courses in *italics* are offered ONLY during the semester they are listed.
- PRM 260 needs to be taken in conjunction with PRM 250 in your first or second semester as a PRM major.
- **PRM 383, 384, and 385 mini-internships can also be scheduled for summer sessions. Up to 2 mini-internships may be taken at once.**
- PRM 370 should be taken AFTER PRM 260 and must be taken BEFORE you sign up for your capstone internship (PRM 483 and 484).
- PRM 483-484 It is strongly encouraged to schedule your capstone internship in the summer with NO other classes.
- PRM 495 (Senior Seminar) should be taken your LAST spring semester.
Appendix E

Parks & Recreation Management
Electives for Community Recreation & Youth Development

*Please check program websites, the current catalog and the dynamic schedule for available courses and pre-requisites.

FIN 210   Managing Your Money for Financial Success
FIN 301   Financial Statement Analysis
FIN 305   Financial Management
MGT 300   Introduction to Management
MGT 401   Small Business Management
MGT 404   Strategic Management
MKT 201   Marketing Planning and Strategy
MKT 211   Marketing Principles (for non marketing majors)
MKT 206   Introduction to Professional Selling
MKT 303   Decision Making for Value Creation
MKT 406   Internet and Social Media Marketing and Sales
MKT 475   Marketing Strategy
MKT 301   Principles of Marketing
HPE 212   Foundations of Health and Physical Education
HPE 223   Applied Kinesiology I: Anatomy, Physiology, & Biomechanics (4 credits)
HPE 225   Applied Kinesiology II: Exercise Physiology (4 credits)
HPE 235   Motor Behavior
HPE 253   Sport Education
HPE 305   Adventure Based Physical Education
HPE 345   Children's Movement (developmental approach to pe for children)
HPE 354   Lifetime Sport and Physical Activity I (2 credits)
HPE 364   Lifetime Sport and Physical Activity II (2 credits)
HPE 355   Fitness Concepts (fitness and wellness programming)
HPE 358   Healthy Living Concepts (nutrition and physical activity concepts to reduce and prevent obesity)
HPE 365   Physical Activity & Aging (how to lead activities for the older population)
PE Activity **Physical Activity classes to learn new skills, search under the PE prefix each semester.
PSC 110   Global Issues
PSC 150   American Government and Politics (also a P1)
PSC 250   Introduction to Political Science
PSC 302   Public Policy
PSC 303   State and Local Government
PSC 304   Public Administration
PSY 150   General Psychology
PSY 309   Social Psychology
PSY 320   Developmental Psychology I: Childhood
PSY 322   Developmental Psychology II: Adolescence
QA 305   Introduction to Management Science
QA 235   Business Statistics
SM 260   Introduction to Sport Management
SM 340  Sport Ethics  
SM 350  Global Sport and Culture  
SM 361  Sport Marketing  
SM 420  Risk Management and Liability in Sport  
SM 435  Sport Event Management and Sponsorship  
SM 445  Sport Administration  
SM 315  Introduction to Intramural & Recreation Sport Management  
SM 460  Financial Aspects of Sport  
SOC 103  Human Society  
SOC 385  Methods of Social Research  
SOC 386  Analysis of Social Data  

In addition to a variety of electives, students may consider working towards a minor in any of the following programs. Please check with the program for updates to courses and minor requirements.

• Business Administration & Law
• Coaching
• Entrepreneurship
• Political Science (public policy focus)
• Sport Management

The courses listed on this sheet are suggested courses for electives. This list may not include all courses a student may be interested in at WCU. Students are encouraged to examine the undergraduate catalog and discuss possible courses of interest with your advisor. Students are also encouraged to examine course offerings offered at SCC and other community colleges for courses, which will transfer in to WCU as electives. Students are reminded that 50% of their classes within the major (32 credits) must be at the junior/senior level.
# Parks & Recreation Management

## Electives for Recreation Resource Management

*Please check program websites, the current catalog and the dynamic schedule for available courses and pre-requisites.*

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<tr>
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<tr>
<td>CJ 150</td>
<td>Introduction to Criminal Justice &amp; Criminology</td>
</tr>
<tr>
<td>CJ 320</td>
<td>Police in Society (PREQ CJ 250)</td>
</tr>
<tr>
<td>COMM 400</td>
<td>Crisis Communications</td>
</tr>
<tr>
<td>EDM 250</td>
<td>Intro. to Emergency and Disaster Management</td>
</tr>
<tr>
<td>EDM 324</td>
<td>Emergency Planning</td>
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<tr>
<td>EMC 210</td>
<td>Introduction to Wilderness Medicine</td>
</tr>
<tr>
<td>EMC 240</td>
<td>Introduction to Emergency Medical Care</td>
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<tr>
<td>EMC 241</td>
<td>Basic Emergency Medical Techniques</td>
</tr>
<tr>
<td>EMC 310</td>
<td>Emergency Medicine I</td>
</tr>
<tr>
<td>GEOG 150</td>
<td>Environmental Geography</td>
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<tr>
<td>GEOG 402</td>
<td>Conservation of Natural Resources</td>
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<tr>
<td>HSCC 240</td>
<td>Introduction to Emergency Medical Care</td>
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<tr>
<td>HT 130</td>
<td>Introduction to Hospitality and Tourism</td>
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<tr>
<td>HT 238</td>
<td>Travel &amp; Tourism</td>
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<tr>
<td>HT 335</td>
<td>Lodging and Resort Management (PREQ: HT 130)</td>
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<tr>
<td>LAW 105</td>
<td>Introduction to Law</td>
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<tr>
<td>LAW 402</td>
<td>Hospitality Law</td>
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<td>LAW 410</td>
<td>Witnesses and Evidence</td>
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<tr>
<td>MGT 300</td>
<td>Management Planning and Strategy</td>
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<td>MKT 301</td>
<td>Principles of Marketing</td>
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<tr>
<td>NRM 140</td>
<td>Natural Resource Conservation and Management</td>
</tr>
<tr>
<td>NRM 210</td>
<td>Methods in Natural Resources Management</td>
</tr>
<tr>
<td>NRM 340</td>
<td>Natural Resources Measurements</td>
</tr>
<tr>
<td>NRM 330</td>
<td>Intro to Wildlife Ecology &amp; Management (NRM 210 or 340 pre-req)</td>
</tr>
<tr>
<td>NRM 344</td>
<td>Applied Geographic Information Systems (GEOG 221 pre-req)</td>
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<tr>
<td>PAR 330</td>
<td>America’s Wilderness Philosophers and Essayists</td>
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<tr>
<td>PAR 333</td>
<td>Environment Ethics</td>
</tr>
<tr>
<td>HPE 365</td>
<td>Physical Activity and Aging</td>
</tr>
</tbody>
</table>
PSC 304  Public Administration
SCI 150  Introduction to Science Education
SCI 301  Nature of Science
SM 260  Introduction to Sport Management
SM 420  Risk Management and Liability in Sports
SM 435  Sport Event Management and Sponsorship
SPAN 101  Experiencing Spanish and the Spanish Speaking World

In addition to a variety of electives, students may consider working towards a minor in any of the following programs. Please check with the program for updates to courses and minor requirements.
• Biology
• Criminal Justice
• Emergency & Disaster Management
• Geology
• History
• Natural Resource Conservation & Management

Additional Offerings & Training Opportunities:
• Southwestern Community College: Seasonal Law Enforcement Training (SLET)
  Training weeks are generally Tuesday thru Saturday, with some 6 day weeks and nighttime training evolutions. (680 total hours of training)
  Applications for training sessions are made through the Division of Public Safety Training Center at SCC.
  Application deadlines are typically 2-3 months in advance.
  For more information contact:
  Mr. Don Coleman
  NPS-SLET Coordinator/Instructor
  828-306-7055
  d_coleman@southwesterncc.edu

• Landmark Outdoor Educator Semester
  Six week (345 hours) training course where students can gain up to 15 hours of college credit. Prerequisites include prior experience in outdoor disciplines.
  During the course, students could receive the following certifications:
  NOLS WEMT Emergency Medical Technician
  American Safety & Health Institute Basic Life Support
  American Safety & Health Institute Basic First Aid & CPR Instructor
  Leave No Trace Master Educator
  ACA L4 Swiftwater Rescue
  ACA L2 Canoe Instructor
  Fox Mountain Guides’ Introduction to Single-Pitch Climbing
  Starfish Aquatics Institute Wilderness Lifeguard

The courses listed on this sheet are suggested courses for electives. This list may not include all the courses a student may be interested in at WCU. Students are encouraged to examine the undergraduate catalog and discuss possible courses of interest with your advisor. Students are also encouraged to examine the courses offered at SCC and other community colleges for courses, which will transfer in to WCU as electives. Students are reminded that 50% of their classes within the major (32 credits) must be at the junior/senior level

Parks & Recreation Management
Electives for Commercial Recreation & Resort Management

*Please check program websites, the current catalog and the dynamic schedule for available courses and pre-requisites.

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<td>CMPM 305</td>
<td>Sports Writing (PREQ: CMCR 301)</td>
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<tr>
<td>CMPM 404</td>
<td>Desktop Publishing</td>
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<td>CIS 110</td>
<td>Introduction to Computer Information Systems</td>
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<td>CIS 251</td>
<td>Managing Enterprise Information Systems</td>
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<tr>
<td>ECON 231</td>
<td>Introductory Microeconomics and Social Issues</td>
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<tr>
<td>ECON 232</td>
<td>Introductory Macroeconomics and Social Issues</td>
</tr>
<tr>
<td>ECON 420</td>
<td>Recreation, Sports, and Tourism Economics (PREQ ECON 231)</td>
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<tr>
<td>ENGL 204</td>
<td>The Literature of Culture</td>
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<tr>
<td>ENGL 351</td>
<td>The Beats, Radicals, &amp; Avant-Garde Literature (PREQ: ENG 101 &amp; 102)</td>
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<tr>
<td>FIN 305</td>
<td>Financial Management</td>
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<td>Conservation of Natural Resources</td>
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<tr>
<td>GEOG 460</td>
<td>Urban &amp; Regional Land Use Planning</td>
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<tr>
<td>ENT 201</td>
<td>Introduction to Entrepreneurship</td>
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<td>ENT 250</td>
<td>Innovation &amp; Creativity</td>
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<td>ENT 301</td>
<td>Innovation Leadership</td>
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<td>ENT 325</td>
<td>New Venture Creation</td>
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<td>ENT 350</td>
<td>New Venture Execution</td>
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<td>Entrepreneurial Funding</td>
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<td>New Venture Strategy</td>
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<td>ENT 475</td>
<td>Entrepreneurship</td>
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<tr>
<td>ENVH 230</td>
<td>Introduction to Environmental Health Science</td>
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<tr>
<td>HT 130</td>
<td>The Hospitality and Tourism Services Industry</td>
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<tr>
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<td>Hotel Front Office Operations</td>
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<tr>
<td>HT 231</td>
<td>Hospitality Facilities Management</td>
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<td>HT 232</td>
<td>Quality Service</td>
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<td>Quantity Foods</td>
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<td>HT 238</td>
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</tr>
<tr>
<td>HT 239</td>
<td>Cost Control in the Hospitality and Tourism Industry</td>
</tr>
<tr>
<td>HT 241</td>
<td>Special Events and Festival Management</td>
</tr>
</tbody>
</table>
In addition to a variety of electives, students may consider working towards a minor in any of the following programs. Please check with the program for updates to courses and minor requirements.

- Hospitality & Tourism
- Entrepreneurship
- Sales & Marketing
- Sport Management

The courses listed on this sheet are suggested courses for electives. This list may not include all courses a student may be interested in at WCU. Students are encouraged to examine the undergraduate catalog and discuss possible courses of interest with your advisor. Students are also encouraged to examine course offerings offered at SCC and other community colleges for courses, which will transfer in to WCU as electives. Students are reminded that 50% of their classes within the major (32 credits) must be at the junior/senior level.

**Parks and Recreation Management**

**Electives for Outdoor Leadership and Instruction (OLI)**
It is recommended that you use this sheet as a way to structure your elective suggestions if you are interested in OLI. “Required Courses”: While not actually required, these courses provide a solid foundation for the OLI student to build upon, so students should be “strongly encouraged” to take them.

1. PRM 333 Experiential Education Methods (Spring)
2. PRM 354 Outdoor Living and Expedition Skills (4 credits) (Fall)…OR…
   a. PRM 454 Expedition Management and Leadership (4 credits) (Spring, every other even year)…OR…
   b. PRM 427 Wilderness Education, expedition-based course which includes backpacking, canoeing, or other modes of travel (3-6 credits) (Summer)
3. PRM 356 Outdoor Frist Aid (4 credits) (Fall)…OR…
4. PRM 357 Wilderness First Responder (4 credits) (Fall, Spring, or Summer at Landmark Learning)

“Elective Courses”: While these are all PRM elective courses, students again should be encouraged to take courses from one the possible tracks described below—either land-based or water based.

4. Water-based: The following courses could be selected to produce a more water-based focus from the OLI electives:
   - PRM 310 Stand Up Paddling (Fall, Spring, May mini-mester)
   - PRM 352 Beginning/Intermediate WW Kayaking (Fall, Spring, May mini-mester)
   - PRM 353 Beginning/Intermediate WW Canoeing (Fall, Spring, May mini-mester)
   - PRM 426 Water-Based Outdoor Pursuits Education (Fall, every other odd year), pre-req PRM 254, suggested PRM 352 and/or PRM 353 (need at least intermediate based experience in whitewater kayaking and canoeing).

5. Land-based: The following courses could be selected to produce a more land-based focus from the OLI electives:
   - PRM 200 Introduction to Rock Climbing (Fall, Spring, or Summer)
   - PRM 300 Intermediate/Advanced Rock Climbing (Spring or Summer), permission of instructor or PRM 200
   - PRM 425 Land-Based Outdoor Pursuits Education (Fall, every other even year)
   - PRM 340 Challenge Course Facilitation (Fall)

6. Multi-focused: The following courses may be used for either land or water-based tracks, depending upon the specific elements of the course or student choice:
   - PRM 313 Camp Counseling (Fall, every other even year)
   - PRM 341 Group Facilitation Techniques (Spring)
   - PRM 354 Outdoor Living and Expedition Skills (Fall)
   - PRM 427 Wilderness Education, expedition-based course (May mini-mester or Summer)
   - PRM 454 Expedition Management & Leadership (Spring of even-numbered years)

Parks & Recreation Management
Electives for Community Health & Wellness

*Please check program websites, the current catalog and the dynamic schedule for available courses and pre-requisites.

*Depending upon a student's goals, they could choose to focus on the following tracks:

(1) Fitness model (personal training, national certifications, fitness center programming): These students could select classes from BIOL, HPE, PE, ND, and SM, with internships at the Campus Recreation Center, Jackson County Recreation Department, YMCA’s, and private fitness centers.

(2) Health promotion and wellness model (wellness or health promotion director, health policy advocate): These students could select from classes in ENVH, ND, PSC, HPE, and PE, with internships at the Campus Recreation Center, Jackson County Recreation Department, YMCA’s, private fitness centers, health departments, non-profit health promotion agencies, and the CDC.

BIOL 140: Principles of Biology
BIOL 291: Human Anatomy and Physiology I
BIOL 292: Human Anatomy and Physiology II
ENVH 190: From Black Death to Bioterrorism
ENVH 200: Introduction to Public Health
ENVH 210: Global Disparities in Public Health (also a P6)
ENVH 230: Introduction to Environmental Health
FIN 210: Managing Your Money for Financial Success
FIN 301: Financial Statement Analysis
FIN 305: Financial Management
HPE 212: Foundations of Health and Physical Education
HPE 223: Applied Kinesiology I: Anatomy, Physiology, & Biomechanics (4 credits)
HPE 225: Applied Kinesiology II: Exercise Physiology (4 credits)
HPE 235: Motor Behavior
HPE 253: Sport Education
HPE 305: Adventure Based Physical Education
HPE 345: Children's Movement (developmental approach to pe for children) (3 credits)
HPE 354: Lifetime Sport and Physical Activity I (2 credits)
HPE 364: Lifetime Sport and Physical Activity II (2 credits)
HPE 355: Fitness Concepts (fitness and wellness programming) (3 credits)
HPE 358: Healthy Living Concepts (nutrition and physical activity concepts to reduce and prevent obesity) (3 credits)
HPE 365: Physical Activity & Aging (how to lead activities for the older population)

**Physical Activity classes to learn new skills, search under the PE prefix each semester.

HSCC 322: Medical Terminology
MATH 170: Applied Statistics
ND 190: Personal Nutrition
ND 310: Food, Nutrition, and Culture (also a P6 ULP)
ND 330: Human Nutritional Needs
ND 340: Community Nutrition (preq: ND 330)
ND 342: Nutrition in Athletics (preq: ND 330)
PSC 110: Global Issues
PSC 150: American Government and Politics (also a P1)
PSC 250: Introduction to Political Science
PSC 302: Public Policy
PSC 303: State and Local Government
PSC 304: Public Administration
SM 260: Introduction to Sport Management
SM 340: Sport Ethics
SM 350: Global Sport and Culture
SM 361: Sport Marketing
SM 420: Risk Management and Liability in Sport
SM 435: Sport Event Management and Sponsorship
SM 445: Sport Administration
SM 315: Introduction to Intramural & Recreation Sport Management
SM 460: Financial Aspects of Sport
SOC 103: Human Society
SOC 385: Methods of Social Research
SOC 386: Analysis of Social Data

In addition to a variety of electives, students may consider working towards a minor in any of the following programs. Please check with the program for updates to courses and minor requirements.

• Business Administration & Law
• Coaching
• Entrepreneurship
• Environmental Health
• Political Science (public policy focus)
• Sport Management

The courses listed on this sheet are suggested courses for electives. This list may not include all courses a student may be interested in at WCU. Students are encouraged to examine the undergraduate catalog and discuss possible courses of interest with your advisor. Students are also encouraged to examine course offerings offered at SCC and other community colleges for courses, which will transfer in to WCU as electives. Students are reminded that 50% of their classes within the major (32 credits) must be at the junior/senior level.

Appendix F
Background Check Issues for PRM Majors

The PRM major is an experiential major; we teach several courses where students practice facilitating groups and programming activities in partnership with outside agencies. Our participants are often minors and many of you will also choose to complete your capstone internship working with minors in camp settings, outdoor instruction, community recreation settings or various park settings. In an effort to make sure we are protecting the participants (minors) you may be working with during your time in the program, we conduct a full background check on each of our majors TWICE during the program. The first check is in PRM 260 or prior to declaring the major, whichever comes first. The second check is in PRM 370 or prior to the start of the Capstone internship, whichever comes first. (Note: if you have already taken PRM 260 and are currently enrolled in a class that requires that you work with minors, you will need to submit the required background check within the first two weeks of the class. If you are in more than one class that requires a background check, please only submit one application)

In accordance with our college, College of Education and Allied Professions (CEAP), We use the company Certiphi. They search the student’s credentials, the Sex Offenders Registry, State Criminal (Felony, Misdemeanor and Other Offenses), Federal Criminal (Felony, Misdemeanor and Other Offenses), & OIG & GSA Excluded Parties.

Note: Our contract with Certiphi does not allow us to share the actual background check results, but when any of the major issues below are present, we will indicate that and send the student’s explanation of charges with their materials.

List of Charges Flagged by our Office:
• Petty Theft or Shoplifting
• Assault (any type)
• Anything involving children/minors (endangerment, neglect, etc.)
• Larceny – Theft, robbery, burglary, stealing, etc.
• DUI
• Drug possession
• Fraud – Bribery, embezzlement, money laundering, tax evasion, forgery, etc.)
• More than 3 charges of anything (e.g. speeding ticket, trespassing, public intoxication)

Students with any of the charges listed above on their background checks will be reviewed by the PRM Background Check Review Committee. This committee evaluates the severity of the offenses, the number of incidences, and recentness of the crimes committed. The committee will determine whether or not they believe that the student is eligible to continue in the PRM Program. Students who clear the committee’s review will receive notification that although the committee has cleared them, they are at the discretion of their employers or the community agency partner as to whether or not they will be accepted into the capstone internship or to program/facilitate with minors. When we request placements for students who have cleared our Background Check Review Committee and who have any of the charges listed above on their background check, we will use the following indicators:
Background Check Issues for PRM Majors (p. 2)

Indicators:
No
– Indicates that the student’s background check is clear, or contains no major charges (ex. Speeding tickets, improper equipment, etc.)
Yes – Dismissed
– Indicates that the student has one or more of the charges listed above on their background check, but all have been dismissed.
Yes – Pending
- Indicates that the student has one or more of the charges listed above on their background check, but they are pending.
Yes – Conviction(s)
– Indicates that the student has one or more of the charges listed above on their background check, and been sentenced/fined/served community service/served jail time for the crimes listed above.
– In these situations, we strongly encourage you to read the student’s explanation of the charges and perhaps request to meet with the student prior to making a decision on their placement status.

BACKGROUND CHECK & UNIVERSITY SANCTION REVIEW APPLICATION
– If you are flagged as a result of your background check and/or if you have a recent incident since your last background check you will complete the WCU Background Check & University Sanction Review Application.
– Students with background checks that include ANY charges and/or convictions OR University Sanctions, must complete the explanation section which will include the date of the incident, include a summary of events, outcome, and the lessons learned from the experience.
– Be aware that if you have any charges, especially recent ones, such as larceny, assault, drug paraphernalia, drug possession, DUIs, etc. that appear on your background history, the CEAP cannot make a determination as to how specific agencies will evaluate your history in deciding whether to host you during all field placements as you progress through the PRM. Even though CEAP may be able to secure you a field placement or internship one semester, they may not be able to secure you a field placement or internship subsequent semesters. This is not to deter your decision to seek a career in PRM working with minors, however it is our responsibility to make you aware of all the possible implications of having issues in your criminal background.

SELF-DISCLOSURE AGREEMENT
– Students are responsible for self-disclosure of any charges or university sanctions accumulated after their initial background check. New charges should be reported to the PRM Program Director (Dr. Andrew Bobilya) within 72 hours of the incident. This is mandatory and could result in the student losing placement (internship or field experience) with an agency involving minors.
– *Any new charge(s) that is not on the student’s original background check requires that the student get anew background check at their own expense.

Western Carolina University – Parks and Recreation Management
Student Criminal Background Check Instructions
Western Carolina University - Parks and Recreation Management has asked that you use the Application Station - Student Edition to complete the required criminal background check through Certiphi Screening, Inc. Failure to complete these requirements could impact your admission or retention.

You will want to go to: https://applicationstation.certiphi.com, in order to complete the background check.

When creating your Application Station account, you will receive an email with an activation code that will allow you to access the Application Station Website. The email format is supplied below the “Verify Account” screenshot see below:

You will then receive the code for registration from the following email address auth@verticalscreen.com.

**Registration Email**

You created an account with ApplicationStation.

Username: Username

Please enter the following code onto our website to continue: XXXXXXXX

Please Note: Don’t delay; your verification code is only valid for 20 minutes.

If you did not request to create an account, please contact us.

Thank you
Application Station Team
applicationstation@certiphi.com
After the Verification code is entered. You will then receive another email from the same auth@verticalscreen.com email confirming the username that was set up. The email you will receive is below. **Once you create your Application Station Account, you will not have to create a new account - you will utilize the same account for all checks conducted through CertiPhi Screening, Inc.**

**Verification Email**
Your email address has been verified with ApplicationStation.

Username: <Username>

If this was not you, please contact us.

Thank you,
Application Station Team
[applicationstation@certiphi.com](mailto:applicationstation@certiphi.com)
888-291-1369 x2006

The applicant will then be prompted to login to the Application Station. They will also be asked to answer one of the security questions that they just set up during the account creation process.

If the applicant is having any difficulty they can always reach out to our IT support team for assistance. 888-291-1369 ext. 2006

**What to do if you need a Student Criminal Background Check?**

The background check consists of the following.

**Student CBC**
Searches 7 years of residence history. *** IT coding is in place to generate a NC State Criminal always and only no matter address history &we only run county searches outside of NC when the subject has lived in other states a combined duration of 6 months or longer. ***

- TransUnion Social Search
- Courts - County Criminal Felony & Misd
- Courts - Federal Criminal Felony & Misd
- Courts - International Criminal Felony & Misd – only processed when an individual has resided outside of the U.S.
- Courts - State Criminal Felony & Misd – Always and only processing NC Statewide
- OIG & GSA Excluded Parties
- Sexual Offender Registry Search

**The Student CBC total fee is $18.90.**

CertiPhi Screening accepts credit cards and PayPal. Payment is collected within ApplicationStation: Student Edition.

<table>
<thead>
<tr>
<th>Western Carolina University - Parks and Recreation Management</th>
<th>Application Station Code</th>
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<tbody>
<tr>
<td><strong>Student CBC</strong></td>
<td><strong>WCUPARKSRECMGMTSTUDENTCBC</strong></td>
</tr>
</tbody>
</table>
1. You will need to go to: https://applicationstation.certiphi.com in order to complete the background check.
2. If this is your first time using the Application Station site then please click “Sign Up” to create an account. Once your account has been created please click “Log In”. If you already have an account then you can click “Log In” right away.
3. Enter your Username and Password.
4. Enter the Code: WCUPARKSRECMGMTSTUDENTCBC in the Application Station Code field.
5. Follow the instructions on the Application Station web site to complete the application.

Background Investigations are completed, on average, within 3 to 5 business days. Once completed, you should receive an email from Certiphi Screening, studentedition@certiphi.com. Follow the link in the email to view the completed background investigation - **we encourage you to save a copy of this report for your own records.** Application Station includes instructions for filing a dispute should you feel the results are incorrect.

**Report Delivery Manager**

Report Delivery Manager (RDM) allows students to distribute an electronic copy of your background check and drug screen results to a third party for clinical rotations. RDM can be found in Application Station: Student Edition. Reports are available to students for 48 months. If reports are needed beyond 48 months, students must print a copy to be distributed as needed.

1. Click the link below or paste it into your browser: https://applicationstation.certiphi.com
2. Enter the Application Station Code applicable to the report you are trying to forward.
3. To access the Report Delivery Manager, choose the “If you are returning” option on the left side of the home page and click “Sign back in.”
4. Enter the username and password created at the time of submitting your background investigation and/or drug screen.
5. Report Delivery Manager can be found at the bottom of the Welcome Back screen.
6. To authorize a new third party to view a background check, click “Create a New Delivery.”
7. Read the “Important Notice”, type your name and click “Agree.”
8. Supply the third party’s contact information: Last Name, First Name and Organization. Report Access Keys are generated, including an ApplicationStation Code and Access PIN.

**Certiphi Screening recommends that the student contact the third party and provide the ApplicationStation website address, code and PIN to the contact verbally. This method provides the highest level of security.** However, the student can also authorize that an e-mail containing this information be sent to the contact at the clinical facility. If you wish to have an email containing the Access Keys to be sent directly to the clinical facility, follow steps 8 and 9.

9. To authorize an e-mail, locate “Other Delivery Options, Option 2” and click “here to send an email.”
10. Provide and confirm the recipient’s e-mail address, and then select either Option 1 or Option 2, which determines what information is sent to the recipient via e-mail.

The system provides confirmation that an e-mail has been sent, along with the ApplicationStation Code and Access PIN for future reference.

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PRM Webpage: https://www.wcu.edu/learn/departments-schools-colleges/ceap/humanserv/ prm/

PRM Facebook Group: https://www.facebook.com/groups/PRMclub/?ref=bookmarks

PRM Faculty
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