Department of Recreation, Park and Tourism Sciences

RPTS 324: Event Management Final Assessment
Fall 2018
Online

Instructor: Melyssa-Anne Stricklin, M.S.
Phone: 979-458-8515
Email: melyssa.stricklin@tamu.edu
Office: AGLS 463
Office Hours: By Appointment

Credits: Zero

Prerequisites: RPTS 311 and RPTS 320

Enrollment: Restricted to students accepted to and participating in the Professional Event Manger Certificate program within the Department of Recreation, Park and Tourism Sciences. Students may enroll concurrently in RPTS 321 and 324.

Course Description

Demonstrate academic knowledge in management of events; document event coordination experience through completion of volunteer work and a website portfolio.

Learning Outcomes

1. Students will be able to demonstrate their knowledge of event management course materials by passing the comprehensive certificate exam with a 70% or higher.
2. Students will create a website portfolio representing their scope of event management skills.
3. Students will document a minimum of 40 hours of volunteer participation in event management.

Textbook and/or Resource Material

No textbook is required.

Grading Scale

To receive full credit for an assignment, it must be submitted on time, follow the appropriate format, and demonstrate the student's best effort.

The student will receive an "S" (Satisfactory) if all requirements are met. If all requirements are not met, the student will receive an "U" (Unsatisfactory).

Attendance and Make-up Policies

This course does not have a regularly scheduled meeting time. Assignments are to be submitted on time. Late work will not be accepted without documentation of a university-excused absence. See student rule 7 http://student-rules.tamu.edu/rule07 for details.

Assignments

Volunteer Requirements

- A minimum of 40 hours (unpaid) of service in the conduct of event management an execution.
  - A least 10 events, volunteering at least 3 hours per event
  - No community service events
- These hours will be performed after the student is admitted to the Professional Event Manger Certificate program.
- Service hour requirements from RPTS 311, RPTS 320, and RPTS 321 may apply.

Portfolio Requirements

It is important to document the experience that you have gained, the hours worked or service given to planning and conducting events, and the knowledge you have gained from those experiences.

- Your portfolio must be a creative website (Wix, Weebly, etc.)
  - Resume
  - Event Verification Form (per event)
  - For each event volunteer experience, document specifically what you did to contribute to the success of the event using action verbs
  - For each event volunteer experience, write a brief reflection
    - What did you learn from your experience?
    - What was the purpose of the event?
  - Document your participation (per event)
    - Photos of you actively working the event; no selfies
    - Photos of the event that include a variety of event elements
  - Did you help plan aspects of the event? If so,
    - Include a written copy of the plan and any supporting materials

Exit Exam

Students must pass the exit exam prior to gaining the certificate. The exam will be based on RPTS 311, RPTS 320, and RPTS 321.

Course Schedule

Week		Due Date
1	Work with your Advisor to confirm requirements.	
2	Begin outlining your portfolio, consult with advisor as needed.	
3	Open account with website generator and begin building your portfolio.	
4	Schedule final event volunteer work.	
5	Volunteer at any events required of you.	
6	Continue your portfolio making adjustments as needed.	
7	Meeting Advisor to confirm your portfolio is on the right track. Make adjustments as needed.	
8	Review material from RPTS 311, especially Comprehensive Program Plan	
9	Review material from RPTS 320 and RPTS 321	
10	Finalize portfolio. Take exit exam and submit portfolio.	11/1
11	Advisor will confirm all requirements have been met. Complete program evaluation	11/8
12		
13		
14		
15		

*All 15 hours of instruction will be met by week 11.

Americans with Disabilities Act (ADA)

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact Disability Services, currently located in the Disability Services building at the Student Services at White Creek complex on west campus or call 979-845-1637. For additional information, visit http://disability.tamu.edu.

Academic Integrity

"An Aggie does not lie, cheat, or steal, or tolerate those who do." For additional information please visit:
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