

# Syllabus OE 590: Graduate Outdoor School Principles and Practices Seminar

## *Introduction:*

OE 590 Outdoor School Principles and Practices Seminar is a 5-credit course for administrative interns in residence at the Outdoor Education Center. A student in this course will participate in a series of seminars with the Directors to learn about, and then have practice in, food service, fiscal planning, school promotion, and Naturalist intern recruitment and hiring. OE 590 is taken in conjunction with OE 568.

## *Course Objectives:*

- Identify the responsibilities of, and gain understandings relative to the administration and maintenance of an outdoor education center.
- Demonstrate understanding of efficient operations of an outdoor education center's food service.
- Demonstrate understanding of budget preparation and administration.
- Become familiar with the process involved in recruiting and scheduling schools.
- Understand the promotional efforts necessary and appropriate for an outdoor education center.
- Become familiar with effective techniques for the selection of Naturalists to staff an outdoor education center

## *Course Requirements and Evaluation:*

**Intern will participate in a training seminar regarding Naturalist intern recruitment. Additionally, the intern will review and evaluate with the Assistant Director a Naturalist intern application and assist with the interview of the applicant.**

Directors will monitor participation and interview.

*Acceptable:* To receive credit, the intern will participate in the Naturalist recruitment seminar, and assist with one interview of an applicant for an upcoming term.

*Good:* In addition to the above, the intern will:

- Actively engage in the seminar by asking questions, and participating in discussions
- Demonstrate an understanding of dynamic interview skills

*Exceptional:* In addition to the above, the intern will:

- Provide feedback and suggestions to the Assistant Director on the hiring process from the intern perspective

**Intern will participate in a training seminar regarding school recruitment and scheduling into the Outdoor Education Center Schoolcamp program. Additionally, the intern will assist the Director on a school slideshow orienting incoming teachers, parents, and students to the Schoolcamp experience.**

Directors will monitor participation and slideshow presentation.

*Acceptable:* To receive credit, the intern will participate in the school recruitment seminar, and assist with one school slideshow presentation.

*Good:* In addition to the above, the intern will:

- Actively engage in the seminar by asking questions, and participating in discussions
- Portray the Schoolcamp program in a positive and inviting manner during the slideshow presentation

*Exceptional:* In addition to the above, the intern will:

- Provide feedback and suggestions to improve the recruitment process to the Director
- Confidently answer questions and address concerns from teachers, parents, and students during the slideshow presentation

**Intern will participate in a training seminar on food services and nutritional menu planning. Additionally, the intern will work with the cook to develop a menu.**

Directors will monitor participation and provide feedback on the menu.

*Acceptable:* To receive credit, the intern will participate in the food service seminar and plan one full-week menu for the Schoolcamp program that meets nutritional guidelines as set forth by the Ohio Department of Education.

*Good:* In addition to the above, the intern will:

- Actively engage in the seminar by asking questions, and participating in discussions

*Exceptional:* In addition to the above, the intern will:

- Research new recipes for the menu while considering monetary and time limitations

**Intern will participate in a training seminar on non-profit budgeting. The intern will review the Outdoor Education Center's budget, and will learn how budgets are formed, balanced, and how new funds are allocated.**

Directors will monitor participation.

*Acceptable:* To receive credit, the intern will:

- Actively engage in the seminar by asking questions, and participating in discussions
- Contribute his/her thoughts while working through mock budgeting scenarios

**Intern will complete a mock budget project in which s/he will balance revenue and costs from multiple sources for a non-profit organization. The intern will gain practical skills in all areas necessary for maintaining a functional, balanced budget.**

Directors will review the budget and provide feedback.

*Acceptable:* To receive credit, the intern will complete the budget project as instructed by the Directors