

## Advising Handbook - Tourism and Outdoor Leadership (TOL), OSU-Cascades

Updated: Oct, 2009

This is a guide for students pursuing the Tourism and Outdoor Leadership (TOL) major at OSU-Cascades. It is designed to help you understand the program and its requirements, and thereby help you efficiently complete your degree. All TOL students are expected to read and utilize this guide. The following are tips for connecting with the right person as you enter and proceed through the program.

### Who to Contact:

- **Prospective student** trying to decide whether to enroll in OSU-Cascades and do the TOL major. Contact the OSU Cascades admissions office by [email](#) or phone 541-322-3100.
- **New/Transfer student.** As detailed in your admissions letter, contact the OSU-Cascades Enrollment Services Office at 541-322-3100 to register for Orientation. At Orientation you will receive your course checklist, transfer credit evaluation, and all needed advising for your first term. You will also be able to register for courses. For follow up advising your first term, contact Dianna Raschio: [Dianna.raschio@osucascades.edu](mailto:Dianna.raschio@osucascades.edu), phone 541-322-3105, Cascades Hall 241.
- **Advising** – TOL majors have professional advisors at OSU-Cascades to help make an academic plan, petition for substitution, and understand OSU academic policy
  - If you are unsure of who your academic advisor is please contact the Enrollment Services Department: 541-322-3100 or Cascades Hall 223.
- TOL Faculty are great resources for students when considering internships and option focus.
  - Contact Kreg at [kreg.lindberg@osucascades.edu](mailto:kreg.lindberg@osucascades.edu), phone 541-322-3126, Cascades Hall 230.
  - Contact Michael at [michael.gassner@osucascades.edu](mailto:michael.gassner@osucascades.edu), phone 541-322-3116, Cascades Hall 239.
- Have questions about **jobs and careers** in TOL? Contact Marina Martinez at [marina.martinez@osucascades.edu](mailto:marina.martinez@osucascades.edu), phone 541-322-3130, or in Cascades Hall 240.
- Have **general questions** – about financial aid, registration difficulties, and other issues that are not specific to the TOL program? Contact the OSU-Cascades contact Enrollment Services in Cascades Hall 223 in person or by phone 541-322-3100.
- If you are receiving **Veterans Education Benefits** please contact Dianna Raschio, academic advisor.
  - [dianna.raschio@osucasdes.edu](mailto:dianna.raschio@osucasdes.edu), 541-322-3105, Cascades Hall 241

## Advising Overview

Throughout your TOL program you will work with your professional or faculty advisor, depending on your class standing and questions. However, **it is up to you to take primary responsibility for planning your degree program and for meeting academic requirements and deadlines.**

Advisors provide guidance, but you are the one to do the planning and act on the feedback from your advisor. A key part of this responsibility and planning is the course checklist. Use it as a record of the progress you have made toward completing the major – and of the courses you still need to take. At the end of each term, update it with the courses most recently completed.

Feel free to contact your advisor at any time. It's easiest to email and make an appointment. TOL faculty are on 9-month contracts, which means they may not be available during the summer, **so please plan ahead for fall term.** Registration is in mid May for fall term courses.

Times you should connect with your academic advisor include:

- Pre-registration advising for an upcoming term and PIN distribution (you will need a new PIN each term to register for OSU-Cascades courses). Advising Sessions are held for TOL majors during the Advising Week of each term. Check the OSU-Cascades Advising Webpage for updates on Advising Week each term.  
<http://www.osucascades.edu/advising/philosophy>
- When you have questions about academic performance and progress;
- When you need advice about adding, dropping, or withdrawing from a course, or using S/U grading;
- When you are having difficulties in coursework or find yourself facing academic warning or probation or suspension; or
- When you are applying for graduation.

As a student you should:

- Understand that you are ultimately responsible for your education and your own decisions.
- Make appointments and attend advising sessions to ensure early preparation for next terms courses. **DO NOT WAIT UNTIL THE LAST MINUTE.**
- Be prepared for advising appointments. Bring all materials and a plan of courses.
- Keep up with your advising checklist and total credits.
- Communicate personal values, abilities, and goals.
- Cancel appointments if you cannot make them.
- Take time to research OSU policy and procedures (registration handbook) to benefit your academic experience and success.
- Follow through with your plan of action identified at your advising sessions.
- Take time to get all that you can out of the undergraduate experience.

# TOL Program Requirements

## OSU Graduation Requirements:

- 180 credits to graduate.
- 60 out of the 180 credits must be Upper Division credits.
- 45 of the last 75 credits must be OSU credits (COCC course will not count toward this requirement).

This guide describes the TOL program requirements, as well as some key program, college, and university policies and procedures. The TOL program is made up of the following five areas:

- Baccalaureate Core – general education, required of all OSU students regardless of major;
- TOL Core requirements;
- TOL Skills requirements;
- TOL Option requirements; and
- Electives to ultimately complete 180 credits

Each of these is described below. You should use this guide in conjunction with the course checklist for the TOL option you are doing. These are available for download at <http://www.osucascades.edu/academics/orlt/current.php>.

This guide refers to lower division (LD) and upper division (UD) courses. LD courses are 100-299 level, while UD courses are 300-499 level. Community colleges, including COCC, offer LD courses but not UD courses. Most universities offer both LD and UD courses. OSU-Cascades students take UD courses through OSU-Cascades. Lower Division courses are taken through COCC, our partner institution.

## **OSU Baccalaureate Core:**

The Bacc Core is comprised of general education requirements that provide all OSU graduates with a well-rounded education. You will use the Bacc Core distribution list to choose courses at OSU-Cascades and COCC to fulfill these requirements. Below is a list of the requirements:

- **SKILLS**
  - Writing = WR I, WR II, WR III/SP
  - Math
  - Fitness
- **PERSPECTIVES**
  - Western Culture (WC)
  - Cultural Diversity (CD)
  - Difference, Power, and Discrimination (DPD)

- Social Process and Institutions (SPI)
- Literature and Art (LA)
- SYNTHESIS (must be UD courses)
  - Contemporary Global Issues (CGI)
  - Science, Technology, and Society
- WRITING INTENSIVE COURSE (WIC)
  - This course is incorporated into your Major requirements.

❖ *No more than two courses from any one department may be used by a student to satisfy the Perspectives category of the Core.*

Some courses in the TOL Core requirements also count toward the Bacc Core. These are shaded in grey on your course checklist. Use the Bacc Core Course Guide to choose correct courses to satisfy BACC Core requirements.

[http://www.osucascades.edu/sites/default/files/BACC\\_CORE\\_Course\\_Guide\\_0910\\_4.pdf](http://www.osucascades.edu/sites/default/files/BACC_CORE_Course_Guide_0910_4.pdf)

### **TOL Core requirements:**

The TOL Core provides a foundation of knowledge in tourism and outdoor leadership, and it is required of all TOL majors.

*Approx 75-80 credits*

### **TOL Skills requirements:**

TOL students are required to take **two** skills courses and complete one practicum.

HHP 255 Outdoor Living Skills [3 credits]

1 additional skills course (see list on TOL advising checklist) [3 credits]

HHP 280 Practicum [2 credits]

*8 credits*

The practicum provides an opportunity to apply what you've learned in a skills course as well as the general leadership and communication skills covered in HHP 273 Outdoor Recreation Leadership. For example, you might work for Sun Country Tours as a river guide after taking HHP 294WG Whitewater Raft Guiding. The practicum differs from the *internship*, which is part of the TOL Core. The internship focuses on utilizing office/managerial skills. For example, you might work for Sun Country Tours again for an internship, but this time the focus could be on helping them develop their website or create an e-bulletin program after taking FOR 475 Hospitality & Tourism Marketing.

The TOL skills courses and practicum are taught at COCC. If you feel that past work experience and/or transfer coursework meets the skills/practicum requirements, speak with a TOL faculty member.

### **TOL Option requirements:**

TOL majors can choose from three options, each consisting of 30 credits:

- Tourism and Commercial Recreation Management (TCRM)
- Outdoor and Experiential Education (OEE)
- International Ecotourism (IE)

The options include approved UD courses. These courses are similar to electives, but they should relate to your TOL program and, ultimately, to the career you are pursuing.

### **Electives:**

In order to graduate, students must complete 180 credits. Because the Bacc Core, TOL Core, TOL Skills, and TOL Option courses total fewer than 180 credits you will need to take electives to make up the difference. Many students bring in transfer credits, so additional electives may not be required. Check with your advisor if you are unsure if you need electives or not. These courses may be on any topic that interests you – you are free to choose.

### **Minors**

TOL majors can and OSU minor options offered at OSU-Cascades, but it is not required. Minors that may be of particular interest to TOL students include Business and Entrepreneurship and Natural Resources. See your advisor if you are interested in doing a minor.

### **Other requirements**

In addition to the requirements listed above, there are some requirements that apply to all students at OSU and to all students in the College of Forestry (the TOL program is part of the College of Forestry). These include:

- Grades of “C-” or better must be earned in all required Forestry (FE, FOR, FS, WSE) courses (or approved substitutions) for majors, minors and options in College of Forestry degree programs. At OSU-Cascades, all College of Forestry courses start with FOR.
- The C- requirement includes FOR classes that are used in the Bacc Core. It also includes FOR classes used as electives or approved courses if those courses are used to meet the OSU graduation requirement of 180 credits completed.
- Any student that does not meet the OSU foreign language admissions requirement must complete two terms of the same college-level foreign language with a grade of C- or higher. See the Enrollment Services department to check if you need to meet this requirement.
- 45 credits out of the last 75 credits taken for your Bachelor degree must be OSU credits to meet the residency credit requirement. Do not wait until the last year of your program to take many COCC (lower division) courses as these credits do not count toward this requirement. You can check your progress toward meeting residency by running a degree audit through your student online account and/or checking with your advisor.

## Tips on courses to take/Academic Planning

Each term, you should discuss with your advisor the courses you plan to take in the upcoming term. A few general tips worth keeping in mind:

- The skills you develop in the Writing I, II, and III courses, as well as in CIS 131, will help you in your other coursework. Therefore, you should take those courses as early as possible in your program. In fact, in many cases they are formal pre-requisites for other courses in the program.
- For students doing the Tourism and Commercial Recreation Management option, note that BA 360 Finance (a required course in that option) has both accounting (BA 217 @ COCC) and microeconomics (ECON 201 @ COCC) as pre-reqs. Be sure to take BA 217 and ECON 201 as early as possible, preferably by the end of your sophomore year.
- As a general guideline, you should complete WR I, WR II, WR III before taking 300 and 400-level courses. This would be WR 121, WR 123 and SP 111 at COCC.

The above reflects some of the pre-requisites for courses in the TOL program, but several other courses also have pre-reqs. Be sure to check the TOL Course Availability Guide and the online COCC and OSU catalogs to ensure you've met the pre-reqs before enrolling in each course. Some instructors waive pre-reqs for courses. If you cannot get into a course because of a pre-req it is okay to contact the instructor for approval.

Below is a **sample** of an academic plan for TOL. **NOTE: this plan does not include Bacc Core requirements which students will need to incorporate into their Academic Plan. Plans are always individualized for each student in regards to transfer courses, goals, and focus area. This is only a guide to use as an idea of what a 4-year plan may look like. Meet with your advisor to create your own plan.**

- Freshman year
  - HHP 111 Introduction to Outdoor Leadership
  - HHP 255 Outdoor Living Skills
  - HHP 253 Wilderness Advanced First Aid
  - WR 123
  - SP 111
  - CIS 131
  - EC 201 – for TCRM options (counts as Bacc Core Soc. Process and Inst.)
- Sophomore year
  - HHP 271 Group Facilitation for Outdoor Experience
  - HHP 273 Outdoor Rec Leadership
  - HHP 207 Professional Seminar
  - HHP 294 skills course
  - HHP 280 – Practicum (typically Summer of 2<sup>nd</sup> year)
  - CIS 235 or BA 101

- FOR 251 or GEOG 212
- BA 226 –Business Law
- Junior year
  - HHP 244 Psychology of Adventure and Risk
  - BA 250 Entrepreneurship or FOR 255 Resource Interp.
  - FOR 375 Principles and Methods of Experiential Education (WIC)
  - FOR 365 Issues in Natural Resources or FW 325 or GEO 308
  - FOR 371 Eco and Adventure Tourism
  - FOR 378 Tourism and Rec Data Analysis [Note: This should be taken the term before 422]
  - FOR 422 Research Methods in Social Science
  - 15 credits of Option courses
- Senior year
  - FOR 444 Eco Aspects of Park Management or FOR 352 Wilderness Management
  - FOR 474 Commercial Rec Management
  - FOR 476 Risk Management for Outdoor Recreation
  - COM 326 Intercultural Comm or FOR 499 Expeditions
  - FOR 376 Tourism and Rec. for Special Populations
  - FOR 410 Internship
  - 15 credits of Option courses

### **Study abroad and international internships**

TOL students are not required to do study abroad or international internships, though they are encouraged to do so. It is expected that TOL students doing the International Ecotourism option will complete their internship overseas. See your advisor for details.

Students who complete study abroad or international internships may have their Bacc Core Cultural Diversity requirement waived. See your advisor for details.

### **Grades**

Two common questions about grades involve the C- minimum requirement and S/U grading. You must receive a grade of C- or better in all College of Forestry courses for those courses to count toward TOL requirements. For example, if you receive a D in FOR 371, you will need to re-take that class.

The C- rule does not apply to TOL Core courses that are not College of Forestry courses. For example, you can take COMM 326, receive a D, and have it count toward TOL Core requirements.

You can have some courses graded on an S/U (satisfactory/unsatisfactory) basis rather than the usual A-F basis. You cannot use S/U for courses in the TOL Core or Option. However, you can use S/U for elective and Bacc Core courses, provided you will *not* also use those courses for the

TOL Core. For example, you should not use S/U for FW 325 (a CGI course) since you'll want that to count towards both the Bacc Core and TOL Core. However, you can use it for PS 370 (an STS course) since that will only count toward the Bacc Core.

You can select S/U grading up to the end of the 7<sup>th</sup> week of the term, and it must be approved by your advisor. Note that grades of A through C- are converted to S (satisfactory) and grades of D+ through F are converted to U (unsatisfactory). You do not get credit for a U grade, so if you end up with a D you are better off using traditional A-F grading. Lastly, the course instructor does not know whether you have chosen S/U grading – only you and your advisor know that. The instructor will give you an A-F grade as usual, and that will be converted to S/U by the registrar's office. S/U grading may be used for a maximum of 36 credits at OSU. COCC courses are not offered S/U.

In the end, our goal is for you to get good grades and, most importantly, to learn the material covered in your classes. However, the above information can help you understand grading alternatives and when grades are particularly important.

### **Waivers and substitutions**

Many TOL students have taken courses elsewhere or have otherwise learned the content of some of the courses in the TOL program. In these cases, it may be possible to obtain a substitution or a waiver. Substitutions occur if you received college-level credit for a course taken elsewhere. A substitution means you will not need to meet the relevant requirement at OSU, and the credits received elsewhere will count toward graduation. Waivers occur if you have covered the content of a TOL requirement, but you did not receive college-level credit. A waiver means you will not need to meet the relevant requirement at OSU, but you will not be granted credit toward graduation.

For example, let's say you take the NOLS Wilderness First Responder course. It is possible to earn University of Utah credits for this course. That would be a substitute for HHP 253 Wilderness Advanced First Aid; you would not have to take HHP 253, and the University of Utah credits would count toward graduation. If you did the NOLS (or any other) Wilderness First Responder course but did not earn University of Utah credit for it, we would grant a waiver. You would not have to take HHP 253, but you would not receive credits toward the total 180 credits required to graduate.

The WFR waiver/substitution for HHP 253 is the most common in the TOL program. However, it is possible to obtain waivers or substitutions for other requirements. For example, if you have strong computing skills and experience with Microsoft Office applications (Word, Excel, and PowerPoint), the CIS 131 requirement may be waived.

In short, if you feel you've already covered the content in a course required in the TOL program, talk to your advisor. It is up to the College of Forestry Head Advisor to judge whether a waiver or substitution (or neither) will be granted, and you may be asked to provide relevant documentation (e.g., proof of successful WFR completion). Nonetheless, we encourage you to request a waiver or substitution to avoid repeating course content you already know.

### **Graduating**

As you approach completion of your degree, there is one last (and very important) administrative step you need to take. Three full terms before you wish to graduate, you should apply for

graduation (complete the form online through Student Online Services). For example, if you plan to graduate at the end of spring term 2011, apply for graduation at the beginning fall term 2010. The application triggers a review process that ensures you have met all OSU and TOL requirements and certifies you for graduation. It will also give students time to rectify any missed coursework.