

Advising Guide for Students in the Tourism and Outdoor Leadership (TOL) program at OSU-Cascades

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Note: The name of the Outdoor Recreation Leadership and Tourism (ORLT) program was changed to Tourism and Outdoor Leadership (TOL) in summer 2007. The program is essentially the same, but some of the degree requirements have changed.

Students who were ORLT majors at the time of the change will remain ORLT majors by default, but there will be a grace period during which they may choose to do the TOL (new) program. New students by default will be placed into the TOL (new) program, but there will be a grace period during which they may choose to do the ORLT (old) program.

The material in this guide is relevant for both ORLT and TOL majors, but for simplicity we only refer to TOL.

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. If you:

- Are a **prospective student** trying to decide whether to enroll in OSU and do the TOL major. Contact the OSU Cascades admissions office by [email](#) or phone 541-322-3100.
- Are a **new student**. As detailed in your admissions letter, contact the OSU 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. If you have questions after this session, contact Brenda McDonald by [email](#), phone 541-322-3105, or in Cascades Hall 241.
- Are a **freshman or sophomore** (90 credits or fewer). The TOL peer advisor will help you plan for next term's classes and answer other questions you may have. For 2007-08, the TOL peer advisor is Jory Horner. Contact him by [email](#).
- Are a **junior or senior** (more than 90 credits). Your TOL faculty advisor, either Kreg Lindberg or Tim Peterson, is your resource for questions about courses, etc. Contact Kreg at [email](#), phone 541-322-3126, or in Cascades Hall 230. Contact Tim at [email](#), phone 541-322-3116, or in Cascades Hall 239.
- Have questions about **jobs and careers** in TOL. Contact Marina Martinez at [email](#), 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 front desk in person or phone 541-322-3100.

Throughout your TOL program you will work with your peer and/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 can 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 you have recently completed.

Feel free to contact your advisor at any time. It's easiest to find advisors during their scheduled office hours, but you can make an appointment for other times. TOL faculty are on 9-month contracts, which means they may not be available during the summer.

Times you should see your 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);
- 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.

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:

- Bacc Core – the OSU Baccalaureate Core, required of all OSU students regardless of major;
- TOL Core requirements;
- TOL Skills requirements;
- TOL Option requirements; and
- Electives.

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, but OSU-Cascades only offers UD courses (it relies on COCC to offer LD courses).

OSU Baccalaureate Core

The Bacc Core is comprised of general education requirements that provide all OSU graduates with a well-rounded education. The Bacc Core contains several areas, including Writing, Biological Science, and Literature and Art. Common abbreviations used for Bacc Core areas include:

- WR I/II/III – Writing
- WC – Western Culture
- CD – Cultural Diversity
- DPD – Difference, Power, and Discrimination
- SP – Social Process and Institutions
- LA – Literature and Art
- CGI – Contemporary Global Issues
- STS – Science, Technology, and Society
- WIC – Writing Intensive Course

Some courses in the TOL Core also count toward the Bacc Core. These are shaded in grey on your course checklist. COCC courses that meet the Bacc Core requirements, arranged by Bacc Core area, are shown at http://oregonstate.edu/dept/admindb/arttable/scr1140_003188.htm. Note that the CGI and STS courses must be UD, so it is not possible to meet these requirements with COCC courses.

TOL Core requirements

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

TOL Skills requirements

TOL students are required to take two skills courses and complete one practicum (ORLT majors can choose any two of the listed skills courses, whereas TOL majors must use HHP 255 as one of their skills courses). We continue to expand the range of courses that meet skills requirements, so contact your advisor if you would like to develop your skills in an area not listed amongst the current skills courses.

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 374 Tourism Information Technology and FOR 475 Hospitality & Tourism Marketing.

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

TOL Option

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

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

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, there is the need (and opportunity) to take electives. These courses may be on any topic that interests you – you are free to choose.

Minors

TOL majors can do a minor in many of the programs offered at OSU-Cascades. Minors that may be of particular interest to TOL students include Business 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:

- OSU requires 180 credits to graduate.
- These 180 credits must include 60 UD credits.
- 45 of the last 75 credits must be OSU credits.
- 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, College of Forestry courses all 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 180 credit OSU graduation requirement.
- 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.

If you transferred to OSU-Cascades and TOL with significant upper division coursework from another university, be sure to speak with your advisor about the “45 of the last 75” requirement.

Tips on courses to take

Each term, you should discuss with your advisor the courses you plan to take in the upcoming term. A few general tips are 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. Indeed, in many cases they are formal pre-requisites for other courses in the program.
- GEOG 212 provides a foundation for several UD courses, so it should be taken early in your program.
- For students doing the Tourism and Commercial Recreation Management option, note that BA 340 Finance (a required course in that option) has both accounting (BA 217) and microeconomics (ECON 201) as pre-reqs – *and these pre-reqs are strictly enforced*. Be sure to take BA 217 and ECON 201 as early as possible, preferably by the end of your sophomore year.
- Course number reflects the level of the course. In general, 100-level courses are intended for freshmen, 200 for sophomores, 300 for juniors, and 400 for seniors. It is ok to take courses “above” or “below” your level – for example, to take a 300 level course as a sophomore. However, generally it is not recommended to take courses more than one level ahead of where you are in the program. For example, it is not recommended to take 400-level courses as a sophomore. As a general guideline, you should complete WR I, WR II, WR III, and CIS 131 before taking 300 and 400-level courses.

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, but be sure to confirm this with the instructor.

We recommend the following progression for leadership-related courses (some of these courses are only required for students doing the OEE option, and some apply to TOL but not ORLT):

- Freshman year
 - HHP 1XX Introduction to Outdoor Leadership
 - HHP 255 Outdoor Living Skills
 - HHP 253 Wilderness Advanced First Aid
- Sophomore year
 - HHP 273 Outdoor Rec Leadership
 - HHP 271 Group Facilitation for Outdoor Experience
 - HHP 2XX Professional Seminar
 - skills course
 - practicum

- Junior year
 - HHP 2XX Psychology of Adventure and Risk
 - FOR 375 Principles and Methods of Experiential Education

- Senior year
 - FOR 373 Outdoor and Adventure Education
 - FOR 476 Risk Management for Outdoor Recreation
 - FOR 376 Tourism and Rec. for Special Populations
 - FOR 410 Internship

Study abroad and international internships

TOL students are not required to engage in 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 also 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 can not 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 both toward 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 7th 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 (if you want to use S/U for COCC courses, see your advisor).

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 don't have 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 an TOL requirement, but you did not receive college-level credit. A waiver means you don't have 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 graduation.

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), we can waive the CIS 131 requirement.

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 TOL 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. No later than two full terms before you wish to graduate, you must apply for graduation (complete the form at the OSU-Cascades front desk). For example, if you plan to graduate at the end of spring term 2008, apply for graduation during fall term 2007. The application triggers a review process that ensures you have met all OSU and TOL requirements and certifies you for graduation.