

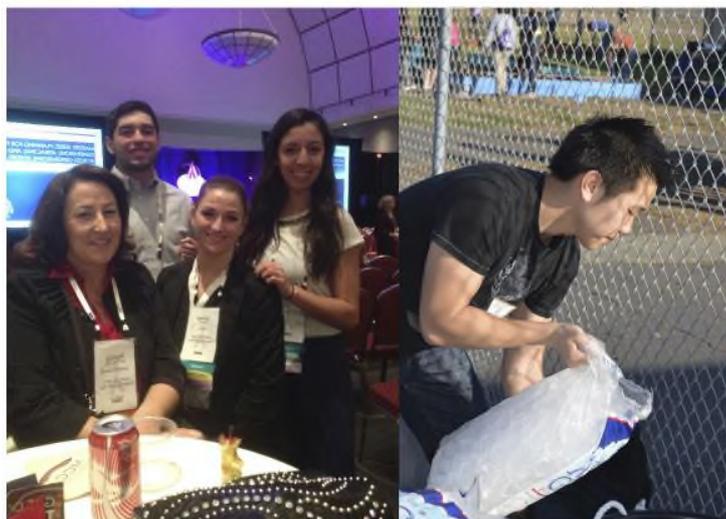


CALIFORNIA STATE
UNIVERSITY
E A S T B A Y

College of Education and Allied Studies

THE DEPARTMENT OF HOSPITALITY, RECREATION AND TOURISM

CREATED BY LINDSAY WATERS



1. Welcome!
2. Meet Your Director!
3. Department Mission Statement
4. Make your face known!
5. Building your career, 1000 hour requirement!
6. Join Clubs & Professional Organizations
7. Choosing Your Major/Minor
8. Textbook importance
9. APA Format
10. Department Activities--- get involved!
11. Getting Admitted to our Department as a B.S. student
12. Hospitality and Tourism Graduation Requirements
13. Hospitality and Tourism Graduation Requirements Continued...
14. Recreation Management Graduation requirements
15. Recreation Management Graduation requirements continued...
16. Recreation Management Graduation requirements continued...
17. Recreation Therapy Graduation Requirements
18. Recreation Therapy Graduation Requirements Continued...
19. Class Descriptions
20. Hospitality and Tourism Jobs
21. Recreation Management Jobs
22. Recreation Therapy Jobs
23. General Education Requirements
24. University Writing Skills Requirement
25. Scholarships
26. Graduate Program
27. Phone Directory

28. Department Appointments
29. Parking
30. Don't be afraid to ask questions & Problem Solve
31. We are intelligent!
32. Hints & Tricks
33. Studying
34. Online doesn't mean "easier"
35. School is like a job
36. Tuition
37. Preparing for internship/Senior Project
38. Applying For Graduation
39. Stress Management
40. Help each other! Get to know one another!
41. Campus Maps
42. Driving Directions to Campus
43. Driving Directions to Campus Continued...

WELCOME!

Welcome to the Department of Hospitality, Recreation and Tourism! We are so excited that you have joined our growing group of students. We have created this handbook to help you know exactly what you need to do to survive (and thrive!) in this department. We hope you are as excited to be a part of this department as we are excited to have you! We might be biased but we think we have the most creative, hard-working and fun students on the campus. Do you love to have fun? Do you love watching the faces of people enjoying a comedy show, or feasting on delicious food at a banquet? Welcome to your journey of helping people create fun! Fun is what we do!

We care about each individual student. We hope that you feel excitement as you begin your journey and that your excitement stays with you throughout your time here at CSU East Bay. This department requires a lot of work from its students, but the work is do-able! You CAN do this! Each faculty member is here to help you succeed. Remember that your success is our priority-- we want you to succeed!

There are two bachelor degree options that our department offers: Bachelor of Science (B.S.) Hospitality and Tourism, B.S. Recreation with option in Recreation Management and B.S. Recreation with option in Recreation Therapy. We also offer three minors: Minor in Hospitality and Tourism, Minor in Recreation and Minor in Recreation Therapy.

This handbook clearly outlines what is required of you to achieve your goal of graduating in this, your chosen major. Keep this handy as a reference to you; it was designed with your needs as a student in our minds and we hope that it helps you more clearly understand what is expected of you as a student. It also includes some tried and true hints and tips to maximize your success.

Again, welcome! You are an important addition to our department. Do not be overwhelmed, take a big deep breath... you are in the hands of people who care about you as a student and are very excited to meet you! You CAN do this!

Let's begin together!

CSU East Bay, Department of Hospitality, Recreation and Tourism Faculty

Meet your Department Chair



I would like to invite you to the fulfillment of a your dream, to finish your Bachelors degree or earning a Masters. You each come into this program with knowledge and skills you will use to build upon. All experiences you have had up to now will be used as you layer on more advanced knowledge. We (your faculty) don't want you to be good professionals; we want you to be great professionals in the Hospitality, Recreation or Recreation Therapy arenas.

In order to be great you have to learn and work to be become great. Greatness isn't the norm. Those who want to be great work very hard to be that way. They always do what is expected and a little bit more. Your classes are where you will learn, synthesize and create new thinking. Show that greatness in your classes. Watch the instructions and if you have questions ask when the assignment is opened NOT when it is the last day. When you are at work, you wouldn't think of being late on an assignment. We encourage you think of your assignments as work assignments. Why? Because when you want us to write a letter of recommendation for a job or graduate school, one of the only evidence we have is how you do in your class assignments.

People ask me all the time, "how can you have an online program to teach hospitality and recreation?" My answer is our students work in the industry and if they weren't good at customer service and have that "sense of caring" they wouldn't be employed. Our students come out with the best of two worlds— education (BS in Hospitality or Recreation) and at least 2000 hours of experience. We require you to have 1000 hours of work experience before you do your culminating experience, a 400--- 600 hour internship. This experience is your chance to work with someone with your ideal job and learn the work. You put

into effect all you have learned in school and show hopefully your future employer just how effective and efficient you can be or in other words prove how "great" you are. But you have to prove that through your work. Think of your internship as a 400 hour job interview. Your goal is at the end of the internship the supervisor will say, " we can't live without you" and hire you. And if they can't hire you, they will tell EVERYONE who calls for a recommendation that you are they greatest thing and they would hire you if they had a position.

So if you don't have a job in your chosen field right now, get one. We send out job announcements almost everyday, check your CSUEB email. If you see one you like make sure you let one of us know. We know people who know people. One of our greatest resources is Mr. Gary Freund. He is on our Advisory Board and was the General Manager of the Hyatt Regency in San Francisco for 10 years. He knows everyone in San Francisco. Last summer a new student, just like you came into my office after moving here from Southern California. She needed a job. She has been the manager of a Cold Stone Creamery but wanted to work in hotels. She applied at the Fairmont and didn't get it. She talked to Gary and he set up appointments for her at the Four Seasons Hotel, The Galleria Park Hotel, and the Hilton all in two days. She got job offers at all three on the same day. The Four Seasons and the Hilton pay was \$24 per hour and the GPH was 14. She loved the people at the Four Seasons and at the Galleria Park, and she asked my advice. As long as she felt good about both places, I think you can't turn down 10/hr. I am telling you this story so that you will be brave enough to stop working where it is comfortable (like Insurance offices) and go for the career you want.

If you want to work in Parks and Recreation, you too will have to pay your dues and work in the field. Even though your insurance job is doing customer service, you need to work in the industry in order for it to count. Many people have to work for two--- three years part time before getting a full time position but if you have done that work while in school, you have a much better chance of earning that professional position.

So what can you do now to help you be the greatest hospitality, recreation or recreation therapy professionals when you graduate?

- Study hard and do great course work and do it on time.
- Get a job and build your resume while building your degree.
- Get involved in special events (both in classes and on campus)
- Make sure you get to know your professors. They are great resources

Our Mission Statement

“Our mission is to educate and prepare leaders who contribute to the quality of life of individuals and our communities, both locally and globally, through Hospitality, Recreation and Tourism.”

--- CSUEB Department of Hospitality, Recreation and Tourism

Make Your Face Known!

From experience, I can tell you the biggest regret that I have as a student was thinking that I was a “number” for nearly my entire time here at CSUEB. I did my regular academic counseling sessions with my general education advisor, as well as academic counseling with our department advisor, Andrea Weicker; but I never thought I was important as a student, so I basically stayed away from our department office and the faculty.

In my second to last quarter here, I had a class with our director (Dr. Melany Spielman) as my professor. This class was primarily online but had physical meeting components that required our class to meet to run a few special events. I remember the exact moment that I realized we were all one big “recreation family” and that I (not only as a student but as a person) was important to our department. Dr. Spielman was rounding us up after a LONG day (we had been going for almost twelve hours!). She could see the tiredness on my face and knew the amount of energy me (and all of my classmates) had expended that day. She put her arm around me and thanked me for my hard work. She told me how proud she was of me (as well as everyone else) that we had worked so hard and made someone’s event such a wonderful experience. Then, she hugged me and told me to drive home carefully, and rest! I walked to my car smiling, knowing that my director knew who I was, and actually cared about me! I spent the rest of the weekend wishing I had been more involved in my department and regretting all of the time I had missed creating friendships and support systems with my fellow students and faculty.

Don’t do what I did...make your face known as soon as you can! Go into the Department of Hospitality, Recreation and Tourism office (Kinesiology and Physical Education Building, room 130) and introduce yourself! Or, make an appointment to meet with Dr. Spielman and Angela Bryns or Andrea Weicker. Sit down with them and tell them about yourself. Talk to them about your goals, they are there to help you! They love knowing the face of the student when that student calls or emails them. They don’t want you to be “invisible.” They want you to be very visible! Walk yourself into their office as soon as you can...and ENJOY your time here at CSUEB, it will be over before you know it...

Warmly, Lindsay Waters

Building Your Career

Did you know that before you are able to complete your internship and/or senior project, you are required to have 1,000 work or volunteer hours completed that are related to your major? They can be paid hours, volunteer hours, or a combination of the two. Many students use their jobs that they have while in school to complete these hours.

This requirement is often overlooked by students. With financial stressors, many students pick up the job that they can get at the moment--- whether it is related to hospitality, recreation and tourism or not. Then they continue with that job throughout school and find that when they start applying for internships, many places will refuse them! As a student you may think, "How dare they! I have worked so hard in school and know a lot about the field that I am studying."

Let's think about the final goal of an internship...it is either to secure a paying job with that same company or give you even more experience than you currently have, to help you find a similar paying job. Therefore, your internship requires a job application too! Many employers are looking for students that have at least some experience in their internship field. This means one thing for you, BUILD YOUR RESUME WHILE YOU ARE IN SCHOOL!

What should you do to build your resume? First, start by finding a job related to your chosen major. Apply to city recreation departments, hotels, restaurants, YMCA's, Boy and Girls Clubs, etc. Work this job while you are in school, it will help make your life so much easier (and most likely secure a better job for you in the future) because you will be building your resume while you are in school, a double whammy!

Secondly, many of the classes that you will be taking for your degree will require you to volunteer at a myriad of different places...make sure that you add these volunteer hours to your resume! Volunteering shows that you have a desire to learn and will sacrifice pay to earn experience as well as giving your time to the community around you, employers love this! Do NOT forget to record these precious hours of "gold" on your resume.

Finally, network...welcome to one of the fringe benefits of college! Professors, classmates and instructors can all be a help to you. Ask them about open positions that they know of and any recommendations that they can give to help you push through the hiring process. Build your resume while you are in school!

Join Clubs and Professional Organizations

Remember the importance of making your face known to the department as well as building your resume while you are in school? Joining clubs and Professional Organizations are the perfect opportunity for you to accomplish both of those things!

Join a club and become involved in our school. This will give you the opportunity to meet lots of people and possibly be a great influence to many; as well as be influenced by those that have similar interests as you do.

Our school has a list of clubs available. One club related to our major is the East Bay Outdoors club. Below is the link to the schools many clubs, contact them to find out more about the club you are interested in.

<http://www20.csueastbay.edu/prospective/campus---life/clubs---and---organizations/index.html>

What is a professional organization? By definition, a professional organization is a group that has been formed in the interest of a specific profession. They may produce publications on the latest trends in the industry, have conferences where professionals in that specific field learn in seminars and allow many opportunities for their members to network.

By joining a professional organization in your field, you show a desire to stay current on trends and issues as well as a desire to continue to further your knowledge in your profession. Find a professional organization that is related to your major and join it! Many organizations require a membership fee, but have lower membership fees to students. Some related professional organizations are linked below; these are just samples of what is available. Research, use your discretion and choose the best fit for you, personally.

The National Recreation and Park Association:

<http://www.nrpa.org/>

American Hotel and Lodging Association:

<http://www.ahla.com/content.aspx?id=3148>

Travel and Tourism Research Association

<http://www.ttra.com/>

Choosing Your Major/Minor

As previously stated, The Department of Hospitality, Recreation and Tourism has two Bachelor Degree major's and three minor degree's available. Although we are run under the same department, the major's and minors are very different and it is extremely important that you choose the proper major that is in line with your career goals! Below is a simple explanation of each and should help you choose...

B.S. Hospitality and Tourism: A concentration on a career in the hotel, food and travel industries. If you would like to work for a hotel, a travel agency or a restaurant in the future, this major is for you!

B.S. Recreation Management: A concentration on a career in leisure. If you would like to work in an aquatics facility, a regional/state park, a city recreation department or a non--- profit organization such as the YMCA, this major is for you!

B.S. Recreation Therapy: A concentration on a career in leisure for special populations. This major focuses using recreation therapy to assist those with special needs in clinical, residential and community based agencies. If you would like to be a positive influence in the lives of those with special needs (and work in leisure) then this major is for you!

Minor: Hospitality and Tourism: An additional degree which requires fewer units than a B.S.

Minor: Recreation: An additional degree which requires fewer units than a B.S.

Minor: Recreation Therapy: An additional degree which requires fewer units than a B.S.

Textbook Importance

It does not come as a shock that school can be downright expensive! On top of tuition, you are expected to purchase all of your supplies that you need. One item that many students overlook the importance of is their textbooks. Textbooks are a MUST! Just as you would not enroll in a math class without access to a calculator, you should not enroll in any class that you do not have access to the required text. You are here to succeed, and that will be nearly impossible without your textbooks.

Our department tries its best to keep required textbooks to a minimum. This, in your best interest, allows our students to save money. There will be multiple classes that will not require even one textbook! But, there are many classes that will require the student to purchase, rent or somehow acquire a specific textbook for their course.

As previously stated, we know that textbooks are expensive. This can be overwhelming to the student on a budget. You do not have to go out and purchase a brand new copy of the book. In fact, that would most likely be a waste of your money. There are many options available to you acquiring access to these text books:

- Buy new/used from the Campus Bookstore (generally most expensive option)
- "Rent" the book from the Campus Bookstore (this is generally the least expensive option on campus, if available. You essentially purchase a used/sometimes new textbook and return it to the Campus Bookstore at the end of the quarter. These books are filtered in and out, quarter after quarter and make the bookstore a profit while saving the student money!) If the book is not returned by its due-date, your student account will be charged for the price of the book in its entirety.
- Online-purchase. Buy your book online. This can be the least expensive option of all the purchasing options. Amazon, Google-shopping and many other textbook websites are all great places to look. Keep in mind that you can re-sell these books to a textbook-buyback website once you are done with them.
IMPORTANT NOTE make sure you search the book by the ISBN number and purchase the book with the exact same ISBN number that your instructor has noted in the syllabus.
- Library. When you do not want to purchase the book at all, you can rent a copy at the library and use it there. This is the least expensive of all the options. Remember that there are a limited number of copies, so availability may vary, plan accordingly.

APA Format

What in the world is APA formatting? While in school, you will be expected to complete many writing assignments. This department uses APA formatting for our writing assignments. The format is derived from the American Psychological Association. It is a writing style/format that allows for the reader to easily identify citations, as well as see credit given to those whose information the writer has included in their paper as a reference. Because our department is one related to the sciences, we use the APA format. Many artistic departments will use the MLA format, but we do NOT. To achieve your highest grade on assignments, make sure that you first follow the formatting for APA. Below are recommended books for you to acquire that will help you further understand how to format your pages, citations and header/footers when writing in APA format. PURCHASE THIS BOOK! Many students keep the book and use it as a reference throughout their entire school career. It will be a sound investment!

APA style can be overwhelming at first, especially since many students are used to writing in MLA format (generally used in junior colleges). Do not be overwhelmed, it will get easier as time goes on. And your instructors will be more than willing to help you if you come upon a roadblock.

In addition to acquiring the below text, our campus Student Center for Academic Achievement (SCAA) gives free tutoring for writing. You may also use "OWL" which is the "Online Writing Lab" where you submit your paper and tutors will give you feedback to improve your paper. There are many resources to help you succeed in writing in APA format, use them and success will be yours!

URL Link to SCAA:

<http://www20.csueastbay.edu/library/scaa/OWL%20--%20Online%20Writing%20Lab/index.html>

APA book to purchase:

Concise Rules of APA Style ISBN# 143380560X

By: American Psychological Association

(A compiled version of Mastering APA Style: 6th edition ISBN #143380557X)

Department Activities, Get Involved!

Our department hosts a wide--- array of activities. We have social gatherings to celebrate department milestones and host many different activities around campus. We are, of course, the fun department! And we help other people's activities run smoothly as well.

The activities vary quarter to quarter. Generally, emails will go out to your horizon account requesting help running an activity or requesting your presence at one of our own fun activities. Get involved! Take the time out of your schedule to go celebrate with this department. This is part of "making your face known."

Our department is very open to new ideas and new ways of thinking. If you have an activity that you would like to plan for the department, speak with Dr. Spielman! We could always use activities to boost the moods of our students, especially around stressful times like midterms and finals.

Remember that becoming involved in our department allows you the chance to meet new people and possibly create lasting friendships. Don't overlook this opportunity. As a primarily "online" department, we don't have the chance to see each other's faces daily in a class setting, so it is especially important that you take advantage of the recreational time to commiserate with your fellow student's and get to know each other personally. Always remember how important it is to make your face known and create friendship ties at school. It will give you a support system that will help you make it through your (sometimes stressful) time here at CSUEB.



Getting Admitted to Our Department

By now, it's clear that you want to be an HRT student, but how do you go about getting admitted to our department? Below is a list of the steps you need to take...including the first step of getting admitted to CSUEB.

- First, explore CSUEB as a prospective student. Click on the below tab and search the website for any information that you may need:
<http://www20.csueastbay.edu/prospective/pre-admission/index.html>
- Go to the welcome center, take a tour of the campus and meet with a pre-admission counselor to see if you qualify for acceptance into CSUEB
- Submit your application to CSUEB, declare your major on application and pay \$55 non-refundable application fee
<http://www20.csueastbay.edu/prospective/how-to-apply/index.html>
- Submit all transcripts and other required documentation by the DEADLINE!
- Admission decisions are generally made within 8-12 weeks after your application
- Once admitted, complete all items on the "checklist" that applies to you
<http://www20.csueastbay.edu/prospective/after-youre-accepted/checklist-for-admitted-students/index.html>
- WELCOME!
- FAQ's... <http://www20.csueastbay.edu/prospective/after-youre-accepted/frequently-asked-questions/index.html>
- Let the work (and fun!) begin!

Hospitality and Tourism

Graduation Requirements

Below is a link to the page that enumerates all of the graduation requirements for the Hospitality and Tourism Major:

<http://www20.csueastbay.edu/ecat/undergrad---chapters/u--hos.html>

(All below requirements have been taken from that direct website page)

Hospitality and Tourism Major Requirements. (B.S.):

Consult an advisor in your major department for clarification and interpretation of your major requirements at least three times a year. Students must complete 1000 hours of paid or volunteer experience before doing their internship. The major in Hospitality and Tourism consists of 98 units. The B.S. in Hospitality and Tourism requires 180 units.

Department Core Requirements (40 units)

- REC 1000 Introduction to Recreation (4)
- HOS 1100 Introduction to Hospitality and Tourism (4)
- REC 2050 Computers in Hospitality, Recreation and Tourism (2)
- REC 3000 Philosophy of Leisure (4)
- REC 3010 Service Learning in Hospitality, Recreation and Tourism 2 (4)
- REC 3300 Leadership in Hospitality, Recreation and Tourism (4)
- REC 3701 Evaluation and Research in Hospitality, Recreation and Tourism (4)
- REC 4050 Social Justice in Hospitality, Recreation and Tourism (4)
- REC 4100 Professional Issues in Hospitality, Recreation and Tourism (2)
- REC 4501 Special Events Management 1 (4)
- HOS 4502 Special Events Management 2 (4)

Hospitality and Tourism Core Requirements (54 units)

- HOS 4505 Hospitality Information Technology (4)
- HOS 4510 Lodging Management (4)
- HOS 4520 Promotion of Leisure, Hospitality and Tourism (4)

- HOS 4530 Principles in Meetings, Conventions and Special Events (4)
- HOS 4540 Fiscal Leadership for Operational Managers (4)
- HOS 4560 Food and Beverage Management (4)
- HOS 4570 Dimensions of Tourism (4)
- HOS 4590 Hospitality Law (4)
- HOS 4901 Hospitality Internship Placement (2)
- HOS 4912 Hospitality Internship and Senior Project (4-12); must complete 12 units
- MKTG 3495 Business Communication (4)
- REC 3510 Management and Supervision in Hospitality, Recreation and Tourism (4)

Electives (4 units)

- HOS 3999 Issues in Hospitality and Tourism (1-4)
- HOS 4550 Global Tourism (4)
- ACCT 2701 Legal Environment of Business (4)
- MGMT 3600 Theories of Management (4)
- MGMT 3610 Human Resource Management (4)
- MGMT 3614 Organizational Behavior (4)
- MGMT 4500 Business, Government, and Society (4)
- MKTG 3401 Marketing Principles (4)
- PSYC 1000 Introduction to Psychology (5)
- PSYC 3520 Interpersonal Processes (4)
- PSYC 3540 Groups and Organizations (4)
- PSYC 3550 Social Influence and Change (4)
- REC 2100 Leadership Principles in Action (4)
- REC 2500 Service Learning in Leadership, Hospitality and Leisure I (1-4)
- REC 3200 Wellness Through Leisure (4)
- REC 3202 Women and Leisure (4)
- REC 3305 Outdoor Living Skills (4)
- REC 3401 Leadership of Small Groups (4)
- REC 3999 Issues in Hospitality and Leisure Services (1-4)
- REC 4900 Independent Study (1-4)

Recreation Management Graduation Requirements

Below is a link to the page that enumerates all of the graduation requirements for the Recreation Management Major:

<http://www20.csueastbay.edu/ecat/undergrad---chapters/u---rec.html>

(All below requirements have been taken from that direct website page)

Recreation Major Requirements, Option in Recreation Management (B.S.):

Consult an advisor in your major department for clarification and interpretation of your major requirements. Some courses require prerequisites. . Students must complete 1000 hours of paid or volunteer experience before doing their internship. The major with an option in Recreation Management consists of 102 units. The B.S. degree requires a total of 180 units.

Core Requirements (40 units)

- REC 1000 Introduction to Recreation (4)
- HOS 1100 Introduction to Hospitality and Tourism (4)
- REC 2050 Computers in Hospitality, Recreation and Tourism (2)
- REC 3000 Philosophy of Leisure (4)
- REC 3010 Service Learning in Hospitality, Recreation and Tourism 2 (4)
- REC 3300 Leadership in Hospitality, Recreation and Tourism (4)
- REC 3701 Evaluation and Research in Hospitality, Recreation and Tourism (4)
- REC 4050 Social Justice in Hospitality, Recreation and Tourism (4)
- REC 4100 Professional Issues in Hospitality, Recreation and Tourism (2)
- REC 4501 Special Events Management 1 (4)
- HOS 4502 Special Events Management 2 (4)

Recreation Management Required Option Courses (46 units)

- HOS 4520 Promotion of Recreation, Hospitality and Tourism (4)
- HOS 4530 Principles of Meeting, Conventions and Special Events (4)
- REC 2200 Programming in Leisure Services (4)

- **REC 3401 Leadership of Small Groups (4)**
- **REC 3510 Management and Supervision in Hospitality, Recreation and Tourism (4)**
- **REC 4000 Administration and Budgeting in Recreation (4)**
- **REC 4011 Youth Development through Leisure (4)**
- **REC 4300 Facilities Management and Administration in Leisure (4)**
- **REC 4896 Recreation Management Internship Placement (2)**
- **REC 4910 Recreation Management Internship and Senior Project (4-12)**

Electives (16 units)

- **HDEV 3800 Human Development and Interaction (4)**
- **HOS 4530 Principles in Meetings, Conventions and Special Events (4)**
- **HOS 4540 Fiscal Leadership for Operational Managers (4)**
- **HOS 4550 Global Tourism (4)**
- **HOS 4560 Food and Beverage Management (4)**
- **MKTG 3495 Business Communication (4)**
- **PSYC 3420 Stress and Coping (4)**
- **PSYC 3500 Social Psychology (4)**
- **PSYC 3520 Interpersonal Processes (4)**
- **PSYC 3540 Groups and Organizations (4)**
- **PSYC 3550 Social Influence and Change (4)**
- **PSYC 4410 Abnormal Psychology (4)**
- **PSYC 4430 Developmental Psychology (4)**
- **REC 1001 Leadership Development Through Outdoor Adventure (4)**
- **REC 2100 Leadership Principles in Action (4)**
- **REC 2500 Service Learning in Leadership, Hospitality and Leisure I (1-4)**
- **REC 3200 Wellness through Leisure (4)**
- **REC 3202 Women and Leisure (4)**
- **REC 3305 Outdoor Living Skills (4)**
- **REC 3401 Leadership of Small Groups (4)**
- **REC 3999 Issues in Hospitality and Leisure Services (1-4)**
- **REC 4011 Youth Development Through Leisure (4)**

- REC 4600 Recreation Therapy Documentation and Assessment (4)
- REC 4601 Recreation Therapy Treatment and Program Planning (4)
- REC 4602 Advanced Recreation Therapy Modalities (4)
- REC 4603 Recreation Therapy Programming (4)
- REC 4605 Recreation Therapy: Diagnostic Groups (4)
- REC 4705 Outdoor Adventure Recreation (4)
- REC 4900 Independent Study (1---4)

Recreation Therapy

Graduation Requirements

Below is a link to the page that enumerates all of the graduation requirements for the Recreation Therapy Major:

<http://www20.csueastbay.edu/ecat/undergrad---chapters/u---rec.html>

(All below requirements have been taken from that direct website page)

Recreation Major Requirements, Option in Recreation Therapy (B.S.):

Consult an advisor in your major department for clarification and interpretation of your major requirements. Some courses require prerequisites. Students must complete 1000 hours of paid or volunteer experience before doing their internship. The major with an option in Recreation Therapy consists of 95 units; the B.S. degree requires a total of 180 units.

Core Requirements (40 units)

- REC 1000 Introduction to Recreation (4)
- HOS 1100 Introduction to Hospitality and Tourism (4)
- REC 2050 Computers in Hospitality, Recreation and Tourism (2)
- REC 3000 Philosophy of Leisure (4)
- REC 3010 Service Learning in Hospitality, Recreation and Tourism 2 (4)
- REC 3300 Leadership in Hospitality, Recreation and Tourism (4)
- REC 3701 Evaluation and Research in Hospitality, Recreation and Tourism (4)
- REC 4050 Social Justice in Hospitality, Recreation and Tourism (4)
- REC 4100 Professional Issues in Hospitality, Recreation and Tourism (2)
- REC 4501 Special Events Management 1 (4)
- HOS 4502 Special Events Management 2 (4)

Required Option Courses (51 units)

- BIOL 2010 Human Physiology and Anatomy I (or 2011) (5)
- HDEV 3800 Human Development and Interaction or PSYC 4420 Developmental Psychology (4)
- PSYC 4410 Abnormal Psychology (4)
- REC 3800 Introduction to Recreation Therapy (4)

- REC 4600 Recreation Therapy Documentation and Assessment (4)
- REC 4601 Recreation Therapy Treatment and Program Planning (4)
- REC 4602 Advanced Recreation Therapy Modalities (4)
- REC 4603 Recreation Therapy Programming (4)
- REC 4605 Recreation Therapy: Diagnostic Groups (4)
- REC 4897 Recreation Therapy Internship Placement (2)
- REC 4911 Recreation Therapy Internship and Senior Project (12)

Electives (4 units)

- HDEV 3301 Child Development (4)
- HDEV 3302 Foundational Aspects of Adolescent Development (4)
- HDEV 3303 Adult Development and Aging (4)
- HDEV 4110 Child Cognitive Development (4)
- HSC 3300 Medical Care in the U.S. (4)
- HSC 4010 Research and Program Evaluation in Health Science (4)
- PSYC 3250 Behavior Modification (4)
- PSYC 3420 Stress and Coping (4)
- PSYC 3500 Social Psychology (4)
- PSYC 3520 Interpersonal Processes (4)
- PSYC 3540 Groups and Organizations (4)
- PSYC 3550 Social Influence and Change (1)
- PSYC 4602 Advanced Recreation Therapy Modalities (1)
- PSYC 4603 Recreation Therapy Programming (4)
- SOC 3419 Death and Dying (4)
- SOC 3425 Prejudice and Discrimination (4)
- SOC 3520 Sociology of Minority Groups (4)
- SOC 3720 Human Behavior in Social Environment (4)
- SOC 3730 Juvenile Delinquency (4)
- SOC 3750 Alcohol and Drug Abuse (4)
- SOC 4720 Medical Sociology (4)

- SOC 4750 Child Welfare (4)

Class Descriptions

Do you want to know what the course you're required to take is all about? Would you like some help deciding what electives are going to be the most interesting to you? Having access to the class descriptions will inform you of both of those!

Below are the links to the online catalog, scroll down to the bottom of the page and you will find the class descriptions for each Recreation and Hospitality class available here at CSUEB.

http://www20.csueastbay.edu/ecat/undergrad---_chapters/u---_hos.html http://www20.csueastbay.edu/ecat/undergrad---_chapters/u---_rec.html

Remember, it is important that you make sure that you have taken the prerequisites to the courses that you sign up for. You need to have the prerequisite complete BEFORE you take the course.

Having the online catalog is a quick resource to you, but it is worth your while to have a hard--- copy of the most recent academic school catalog. This will allow you to have the most updated course information, course requirements and department requirement information with you at all times.

You can obtain a hard--- copy of the most current academic catalog at the campus bookstore. You can walk in to the bookstore, or you can order it online and have it sent to you, the link is provided below:

http://www.bkstr.com/ProductDisplay/10001---_10003---_38404---_400000000000904904---_1?navigationError=invalidKeyword&showCatCount=false&searchKeyword=Everything&searchKey=Everything&searchTerm=catalog&categoryId=&catalogId=10001&newRequestRefinementSelectionIds=0&prevRefinementIds=0&searchMode=mode%2Bmatchall&forceDisplayRootNav=true&langId=---_1&demoKey=d&navActionType=search&prevSearchTerm=&storeId=38404&ddkey=http:NavigationSearch

This is one resource that should be at the top of your priority list to obtain! Enjoy!

Hospitality and Tourism Jobs

Below is a list of example jobs that one graduating with a degree in hospitality and tourism could obtain:

- Director of Hotel Operations
- TravelAgent
- Bed and Breakfast Owner
- Tour Guide
- Front Desk Associate
- Concierge
- Host/Hostess
- Food and Beverage Director
- DirectorofSales
- Marketing Director
- Meeting Coordinator
- Event Coordinator
- Night Auditor
- Waitress
- Room Service Manager
- Housekeeping Supervisor
- Adventure Company Owner
- Adventure Company Associate

Recreation Management Jobs

Below is a list of example jobs that one graduating with a degree in recreation management could obtain:

- Camp Director
- City Recreation Department Director/Coordinator
- Event Planner
- Theme Park Director/Associate
- Outdoor Adventure Guide (rafting, rock climbing, etc...)
- Activities Director
- Gym Owner
- After-school Program Director/Coordinator
- National, State and Regional Parks Staff
- Wilderness Guide
- Aquatics Manager
- Senior Center Manager
- Resort Manager

Recreation Therapy Jobs

Below is a list of places where one with a degree in recreation therapy could work:

- Hospitals
- Rehabilitation Facility
- Senior Center
- Mental Health Clinic
- Drug Treatment Program
- Special Needs Facilities
- Prisons
- Schools
- Long--- term Care Facilities

General Education

Requirements

As students, it is so easy for us to get lost in the requirements that our specific major has that we sometimes forget the importance of satisfying our general education requirements. These requirements are just as important as your major requirements and if not completed, will result in your inability to graduate from CSUEB. Below is a link to the requirements of general education that you will need to satisfy in order to graduate. Scroll down to the section that says "General Degree Requirements."

[http://www20.csueastbay.edu/ecat/general--- info/bacc--- degree--- info.html#code--- requirement](http://www20.csueastbay.edu/ecat/general---info/bacc---degree---info.html#code---requirement)

Be aware that you are you are REQUIRED to take a minimum of 12 general education units in residence here at CSUEB. Taking these 12 general education units in upper division classes (courses numbered 3000 or higher) will also satisfy the "upper general education requirement" that CSUEB has that requires that you take a minimum of 12 units of upper general education classes while in residence at CSUEB.

There are many additional requirements for your general education. It is in your best interest to meet quarterly with a general education academic counselor who will review your coursework and help you complete all of the general education requirements that you will need to graduate. Below is information on contacting a general education academic advisor...

General Education Office, Located at:

Student Services and Administration Building Room 1500

Phone Number:

(510) 885--- 2941

University Writing Skills Requirement

All California State University's require that all students graduating show competency in writing. The universities have given each student, two different options to prove their competency in writing. The first option is to take and pass the University's Writing Skills Test (W.S.T.) after the student has completed 90 quarter units. The second option is to enroll in and pass a first--- tier writing course (ENGL 3000 or 3001) and possibly a second--- tier course, as well. Below is a link to the detailed requirements for each option, scroll down to the section titled "University Writing Skills Requirement":

<http://www20.csueastbay.edu/ecat/general--- info/bacc--- degree--- info.html#UWSR>

Each option has its positives and negatives. If you decide to take the W.S.T. (like the majority of student's do) prepare by visiting the following link (registration is also available via the following link...it is on the left--- side menu under "registration"):

<http://www20.csueastbay.edu/academic/colleges--- and-departments/apgs/testing/tests/wst/preparation/index.html>

Be aware that there is a fee for the W.S.T. so you will want to prepare adequately and take the test seriously. Register only after you have completed 90 quarter units of coursework. Do not be nervous. Do your best. If you do not pass, there are many other options to try. Start as soon as you have completed the 90 units of coursework so that you have time to complete the requirement before graduation sneaks up on you.

If you do not test well, or do not want to deal with the pressure of the test, you can take courses to satisfy the requirement (ENGL 3000 or 3001). Meet with a general education academic advisor to verify which courses will satisfy this requirement (and which course(s) will be best suited for you).

If you are having trouble passing the W.S.T. or courses that satisfy this requirement, meet with your G.E. advisor and they will help you.

Scholarships

A reoccurring theme throughout your time in school will be the expense. School is not cheap! But, there are many resources available to you to help with the cost of your college tuition. Many times, you will not need to look very hard to find scholarship opportunities, other times you will need to seek out those scholarships for which you meet the criteria to apply for. Below are places to look for scholarships. Apply for them! Apply for A LOT of them! You may or may not receive anything, but there are no chances for that free money if you don't apply at all.

- Check your email, Sally Trean will generally send you many, many scholarship opportunity information packets throughout your quarter.
- Sign up for online scholarship programs like FastWeb. You can tailor the scholarship offers to ones that you will be eligible for. Click the link below: <http://www.fastweb.com/>
- Check your department bulletin board
- See if your family member's workplaces offer scholarships to members of their family. Often times, their places of work will and the number of applicants are much fewer than the scholarships marketed on campus or over the internet
- Below is a link to the scholarship website here at CSUEB: <http://www20.csueastbay.edu/prospective/cost---and---financial---aid/scholarships/>
Check it out and see what fits you!
- Remember that applying for Financial Aid by completing a FAFSA may result in fee waivers and grants to you, and you don't have to pay those back! Visit the Financial Aid office, or their website: <http://www20.csueastbay.edu/prospective/cost---and---financial---aid/financial---aid/>
Meet with a financial aid counselor who can help you throughout the entire process. Complete your FAFSA yearly to maximize your reward!

Graduate Program (Master's Degree)

Are you almost done with your Bachelor's Degree and have a desire to gain even more education? Then a Master's Degree is a great choice for you! Below is a link with the information on how to apply for the graduate program of your choice:

<http://www20.csueastbay.edu/prospective/how---to---apply/graduate---student---admission/index.html>

Our department offers an incredible Master's Degree program. The degree is called a Master's of Science in Recreation and Tourism. The link for this particular degree is below; the program consists of 45 units, which must be completed within 5 years of starting the program. Two courses are offered each quarter, which means that the student CAN finish in 5 quarters, but may want to take more time depending on their personal lives (work, home, children, etc...).

<http://www20.csueastbay.edu/ecat/graduate---chapters/g---rec.html#ms---rec---tour>

Students are required to maintain a G.P.A. of at least 3.0 while in the program. If they fall below that grade point average for two consecutive quarters, they will be disqualified. A Master's program should be embarked upon after careful consideration of time, tuition fees and career goals. Meet with Dr. Spielman to see if this degree is something that would benefit you personally!

Phone Directory

Below you will find a list of most of the telephone numbers that you will need while in attendance here at CSUEB. It is not a comprehensive list, and any number can be obtained through the campus website or by calling CSUEB and speaking with the operator.

Department of Hospitality, Recreation and Tourism: 510.885.3043

CSUEB Hayward Main Number: 510.885.3000

Hayward Campus Bookstore: 510.885.3507

CSUEB Hayward Campus Library: 510. 885.3612

Concord Campus Main Number: 925.602.6700

Concord Campus Bookstore: 925.602.6793

CSUEB Concord Campus Library: 925.602.6725

Student Health Center: 510.885.3735

Financial Aid Office: 510. 885.2784

General Education Office (Hayward): 510.885.2941

Help Desk: 510.885.4357

Department Appointments

As previously discussed, students are encouraged to meet with a general education advisor each quarter to ensure that they are on the most efficient path to graduation. It is equally important that you meet frequently with your department's academic advisor. This advisor will help you sign up for the classes that you need for your current quarter, as well as create a plan for the rest of the required courses of this department that you will need to graduate in your chosen major.

The Department of Hospitality, Recreation and Tourism's academic advisors are Angela Byrns and Andrea (Andie) Weicker. To set up an appointment with either of them, you can call email at: angela.byrns@csueastbay.edu Or andrea.weicker@csueastbay or call 510.885.3043. They both are EXTREMELY helpful! You can call or email with any question that you have and they will either give you an answer or direct you to where you can go for that answer. They are wonderful resources!

If you would like to meet with our department chair, Dr. Melany Spielman, call the above number and ask for her assistant, Melanie Braggs (same name, different spelling). Melanie will schedule you an appointment to meet with Dr. Spielman. We recommend that you meet with Dr. Spielman just to introduce yourself in the beginning. She wants you to feel welcomed into the department, and loves to meet her students.

Remember to meet often with BOTH your general education advisor AND Angela or Andie. The goal of the faculty and staff of CSUEB is to help you graduate as quickly and efficiently as possible, let them help you do that!

Parking

CSUEB (Hayward AND Concord campuses) require a parking permit 24 hours a day, 7 days a week. The parking permit rates vary according to the time of day. According to the CSUEB website, the fees for parking are outlined below:

"Students, faculty/staff, and visitors may purchase a daily or hourly permit at a dispenser for \$2.00/hour or \$10.00/day Monday-Thursday & Friday until 5 P.M., \$10 Friday until 5PM, \$5 Friday daily after 5PM, until Sunday at 11:59 P.M. The dispensers are located in parking lots: G, K, and N and at the kiosk on the right side at the top of Harder Rd. Daily permits are only valid in general lots. After 5 P.M., these permits are also valid in staff lots."

Remember to clearly display your parking permit on your dashboard, not obstructing your VIN number, or to hang your quarterly parking pass from your rear-view mirror. Cars that do not display a parking pass will be cited.

As a primarily online major, you will probably not need to purchase a quarterly parking pass (which can run in upwards of \$130 per quarter). Therefore, you can locate a parking permit dispenser (located in lots G, K, and N) and purchase a permit for the times that you will be visiting the campus.

ALWAYS purchase a parking permit and display it properly when visiting the campuses or you will be cited!

Visit the University Parking website for further information on alternative transportation options:

<http://www20.csueastbay.edu/af/departments/parking/parking-trans.html>

If you have questions or concerns, contact University Parking Services:

510-885-3790

Or Visit Us

ST 130

Monday - Friday: 8:00-5:00 p.m.

Saturday and Sunday: Closed

Don't Be Afraid To Ask Questions & Problem Solve!

It is no secret that navigating your way toward your degree can be quite overwhelming, don't let that get you down and remember that you CAN DO THIS! There will be many, many times where you are confused about a graduation requirement, a class assignment or even where a specific building is on campus. The most important piece of advice that we can give you in these situations is to ask questions! Call up our department and ask your advisor, call admissions and speak to someone there or simply find someone that has done it already and ask them! Do not be too shy to ask questions.

Your Professors are here to help you succeed, and you need to allow them the opportunity to serve you. If you do not understand some material that is being taught in class or need extra assistance, ASK! They are more than willing to help and so are your fellow class mates. Remember that everyone has times when they are overwhelmed or confused and it is important that you do not shy away in these times and that you stand up for yourself and figure out solutions to your problems.

College is the pathway to your professional career. In your career you will need to ask questions to succeed and you will also need to solve problems. Be proactive about solving issues that come your way. Be brave and navigate the things that you do not understand, asking questions and getting help from those around you as you go.

Our department is always trying to better itself. If you find ways that we can do this, give a suggestion to our director, Melany. Our goal is to help students succeed; therefore, any improvement that can be made to make your success come easier is welcomed.

Learn to be a problem solver while you are at CSUEB, this will help prepare you for your future career!

We Are Intelligent!

Hospitality, Recreation and Tourism students are intelligent! We are hard-working, creative and love to help others have fun. But, in blunt terms, sometimes our department gets the label that we are the major for “lazy” or “unintelligent” students...how untrue this is!

Over the course of your time at CSUEB, you will learn things such as: how to budget for a restaurant, what hotel chains are most successful, what playground material to use for elementary schools and how to use recreation programs to lower crime. This curriculum requires common sense, a keen desire for problem solving and a creative mind for minimizing roadblocks.

Our students are well-rounded, smart, creative-problem solvers!

Dr. Spielman once gave an example about a flyer that was sent from the City of San Ramon to over 60,000 residents. The flyer was for a community program and was anticipated to be highly successful. The only problem was that the flyer had a typo on it. The error was not caught until the flyer had reached thousands of residents. Simple mistakes like these can give the impression that we are not “educated” professionals. And that is completely wrong! Don’t let that happen to you!

Remember that simple things like spelling and grammar are important to our reputation as professionals. Do not overlook the importance of proof-reading, editing and obtaining a second opinion when completing professional tasks.

Help us change other people’s perception of us, we ARE intelligent professionals!

Hints & Tricks

- Concurrent Enrollment. You can save yourself some money by doing concurrent enrollment. This means that you can enroll here at CSUEB as well as your local community college to complete courses of equal value. The courses that are considered to be of equal value can be hard to find, check with your advisor for assistance deciding what courses you may take concurrently at your local community college.
- Textbooks. As previously stated, buying your textbooks online can be the cheapest option (besides checking them out at the library). Checkout sites like [amazon.com](https://www.amazon.com) and [ebay.com](https://www.ebay.com)
- Get a student I.D. card even though we are mostly online majors and do not need it for access to anything on campus. This card can help you get "student" discounts at restaurants, movie theaters and theme parks. Do your research in your local community. The card is free and saves you money!
- Parking lot "A" is closest to the P.E. building (which is where the Hospitality, Recreation and Tourism Department is located). Don't forget your parking permit or you will get cited!
- Returning rented textbooks from the library. You may save yourself a trip to campus and return your rented textbooks through the mail...make sure you get the option to have a signature required! Textbooks are expensive and have been "lost in the mail" before. This in turn, makes the student responsible and you will have to pay for them...don't let that that happen to you! Get a "signature required"!
- Don't stress!!! The Student Health Center has counselors that you can see to help manage your stress. School can be difficult, but it can also be really fun. Try to remember that it will be done one day and that you are very capable of doing every assignment that you are given. Don't waste your time stressing about school or you won't get to enjoy this time in your life,

you are doing something wonderful for yourself...you are continuing your education!

Studying

Studying will be a large part of your time here at CSUEB. You will study class material for exams, projects and papers. Below are some tips to make the most of your studying time.

- Get a group together from your class, designate times to study together and quiz each other as you go. Make your time fun and give yourselves an incentive to complete the studying (i.e., a food run afterward or attending an on-campus activity together).
- Break up your study-sessions. Do not try and "cram" for your exam the night before the test. Complete smaller, more frequent studying times. Your brain will have more opportunities to remember the material and it will not grow foggy like it would with a 7 hour cram session.
- Study in a comfortable environment. Light a candle, snuggle with a blanket and wear your sweats (do whatever makes it more comfortable for you) Make it an enjoyable activity for yourself.
- Make sure you eat before or during your session. Your brain needs fuel to internalize all of the material you are giving it.
- Avoid distractions. Keep the T.V. off, shut your door, or put ear-plugs in to keep your environment quiet
- Set a schedule. Designate a class to a specific day and do your homework and studying for that class, on that day. This will keep you organized and current on your assignments.

Online Doesn't Mean "Easier"

Many students are under the impression that because our department's majors are primarily online, they are easier. This could not be further from the truth. In a traditional education setting, you are held accountable for your physical presence in that class and you generally lose participation points if you do not attend. Our majors are unique in the fact that we are not held accountable for "physically attending" class. Therefore, you must be highly self-motivated to be successful in online learning. We have outlined a few basic tools for you to use as an online student. If you use them, we guarantee that you will succeed.

- Log into Blackboard (your virtual classroom) at least three times per week, per class.
- Check your horizon email account daily.
- Have your horizon email account forwarded to your personal email.
- Turn in your assignments BEFORE the due date to give yourself time in case of a technical emergency.
- Use a binder to organize your printed syllabus and assignment time-line's throughout the quarter. Having your due dates and class expectations printed up will help you remember the different requirements from each instructor (since discussion board participation requirements and class assignment turn-in links such as "turn-it-in" can vary widely from Professor to Professor).
- Attend department activities to meet and connect with other students that are primarily "online." This will help create a "support system" for you.
- Tips for online learning:

<http://suite101.com/article/study-skills-tips-for-online-college-classes-a67538>

School Is Like A Job

Many of you have had jobs in the past or are currently working and in school. Therefore, you know that with a job comes many responsibilities and obligations. In order to get a paycheck (your reward), you must show up to work and complete your job tasks. Failing to do so will result in termination.

Even though college is voluntary, the system works very similar to a paying job. If you sign up for classes and do not attend or do not complete your assignments, you will not pass the class. And therefore, you will not obtain your degree.

Treat school like it were a real job. You are here to obtain a degree that will help to secure a stable career for you. It is not a light matter. Take it seriously. Remember that you (or someone else) is PAYING for your education here. Be fair to that person (and to yourself) and complete your assignments, show up to class and actively participate in your learning.

If you need assistance, ask. Your professors are much like your bosses...they are there to lead and guide you in your learning and also there to help you when you do not understand something. Below is a list of things that you can do to actively treat school like it were a paying job, and subsequently earn your highest success:

- Be Punctual (Show up to class, study groups and appointments on time)
- Give your best work
- Be optimistic
- When in doubt, ask questions
- "Pull your own weight" in group work
- Work hard and take breaks
- Find a mentor

Tuition

Tuition is what you pay to attend college. Many students have seen high increases in the cost of their tuition since they first began CSUEB four years ago. Our economic recession has led to many state budget cuts. This has subsequently increased the cost of tuition at all state schools, including CSUEB.

Be advised that our state is working on lowering tuition fees. They understand that the prices are rising, and that this passes financial woes onto students. With the passing of Proposition 30 on November 6, 2012, our tuition fees were rolled back (lowered) and credits or refunds were given to students across campus.

Do not be surprised if your tuition fees vary from quarter to quarter with increases or (hopefully) decreases! It will rise and probably fall while you are in attendance here at CSUEB.

Most importantly, CSUEB can raise the prices of tuition at any time. Therefore you may pay the entire amount owed for one quarter and a week later show a due balance on your account for more money. This CAN happen. This is the result of a fee increase happening after the first payments are due. It can be incredibly frustrating, especially for a financial aid student. Always plan for an unexpected increase. Put a couple hundred dollars aside, in the instance that this happens. For the last few years tuition has been the same. But it is a good idea to have a saving back up in case of emergency changes.

Below is a link to the "estimated cost of attendance" webpage for CSUEB: <http://www20.csueastbay.edu/prospective/cost---and---financial---aid/cost---of---attendance/>

Below is a link to the "fee and fee payment" webpage for CSUEB: <http://www20.csueastbay.edu/students/student---services/register/fees.html>

Preparing for Internship/Senior Project

Each of our three majors requires an internship and/or senior project at the very end of your studies here at CSUEB. They range in length from 400-600 hours. As previously stated, you are expected to have 1,000 hours of either paid or volunteer service in your field of study completed BEFORE you are allowed to begin your internship/senior project. The biggest thing that you can do to prepare for your internship/senior project is to complete these hours! You cannot begin your internship/senior project without them.

Network while you are in school so that you have more placement choices of where you want to do your internship. Attend our department gatherings and volunteer at places that are of interest to you.

The quarter before your last, you will sign up for an internship placement course. Throughout this course you will create a resume, seek out places that you might want to intern at and apply to those places with your resume. Be active! Follow-up after you send in your resume. Ask to meet with the director and market yourself! Your internship after-all, is your "foot in the door" to your career.

If you can find it, seek out a paying internship. Generally paid internships have incentives for you to stay working with them after your time is through. This is, of course, is the whole goal of an internship! Find an internship that has potential to become a full-time job after your school portion is through!

If a traditional internship is not right for you, a senior project may be your perfect fit. Make an appointment with our department director, Dr. Spielman. She can help guide you toward the best fit for you.

Applying For Graduation

Below is the link for information on filing for graduation:

<http://www20.csueastbay.edu/students/academic-and-studying/graduation/filing-for-graduation.html>

The steps are also outlined below:

- File the quarter BEFORE your last quarter at CSUEB-check the "important dates" page for the last day to file in each quarter
- Login to MYCSUEB, under "student center" click "apply for graduation" and follow the prompts to select the degree and term for your specific graduation
- Pay the \$49 graduation filing fee
- Contact your major and minor departments and have them submit a graduation check form which will be sent to the graduation evaluations office for further review
- Check your horizon email account regularly for emails regarding your graduation application status
- Remember to remove the FERPA block on your account (personal information blocker) so that your name will appear in the graduation commencement program

Stress Management

It is no secret that school can be overwhelming at times. Each student has a different stress threshold, each student takes a different amount of units each quarter and each student has a myriad of other variables going on in their lives (i.e., children, full-time or part-time job, caregiver, etc...).

Remember that if you are stressed, you are very "normal." School is a challenge. It is meant to push you academically and intellectually. It requires a lot of time and effort and sometimes we see that other things in our lives take the backseat when we are in session at school.

It is very important that you remember to manage that stress before it "snowballs" and you become entirely overwhelmed. Our Student Health Center offers counseling sessions with certified therapists. Below is a link to the "stress" section of the Student Health Center webpage. It also has the phone number to the health center, as well as an online tool that you can use to make an appointment.

<http://www20.csueastbay.edu/students/campus-life/shcs/health-ed/resources/info-links/health-topics1/stress.html>

Tips for combatting distress (the bad kind of stress):

- Make a "to-do" list
- Prioritize your "to-do" list
- Build a support system
- Reward yourself
- Take a break
- Schedule "fun-time"

- Talk to someone when you are feeling overwhelmed, don't bottle up your emotions

Help each other! Get to know one another!

The best support system that you could have is right around you! Your fellow classmates know better than anyone how you are feeling right now because they are in the same boat as you! Get to know one another. Form study groups, attend activities together and talk about what you are going through together. You are lucky to have each other and you can benefit from one another.

As much as your fellow classmates can help you, you can help them in return! Give your time to your fellow classmates. Offer to study together, proof read their papers or show them to a building on campus that they couldn't find. You may find that your newest friend has been in the same classes as you, for years!

Since most of our majors are online, it is harder to meet your fellow classmates. So, attend our department activities or set up a time where you online students can physically meet at a neutral destination and work on an assignment together. Don't complete this journey alone! It is so much easier to have a support system. Help each other and get to know one another!

Campus Maps

Link to the Hayward Campus map:

<http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/hayward-campus-map/index.html>

Link to the Concord Campus map:

<http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/concord-campus-map/index.html>

Link to the CSUEB Oakland Center map:

<http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/oakland-center-map/index.html>

Link to the Bay Area map:

<http://www20.csueastbay.edu/about/visitor-information/maps-campus-locations/bay-area-map/index.html>

Driving Directions to Campus

Link for driving directions:

<http://www20.csueastbay.edu/about/visitor-information/driving-directions.html>

Directions to the CSUEB Hayward Hills Campus:

The Hayward Campus is located at

25800 Carlos Bee Boulevard

Hayward, California 94542-3004.

(510) 885-3000.

From San Francisco Bay Bridge

Cross the Bay Bridge and get on 880 South. Exit the Jackson St. East turnoff in Hayward. As you come off the freeway go to the first signal and make a right turn on Santa Clara. Santa Clara will turn into Harder Road. Follow Harder Road 1-1/2 miles to the University.

From the San Mateo Bridge (Highway 92)

Heading east on the San Mateo bridge, highway 92 turns into Jackson St. As you come off the freeway go to the first signal and make a right turn on Santa Clara. Santa Clara will turn into Harder Road. Follow Harder Road 1-1/2 miles to the University.

From Oakland Highway 880 south

Follow 880 to the Jackson St. East turnoff in Hayward. As you come off the freeway go to the first signal and make a right turn on Santa Clara. Santa Clara will turn into Harder Road. Follow Harder Road 1-1/2 miles to the University.

From Oakland Highway 580 south

Follow Highway 580 to Hayward exiting at the 238 / South Hayward turnoff. This brings you onto Foothill Blvd. Follow Foothill, staying in the left lane. You will reach a major intersection, follow signs that say Mission Blvd. Follow Mission Blvd. to Carlos Bee Blvd. Make a left turn there and stay in the right lane. Cal State is at the top of the hill.

From San Jose, Fremont, Union City and Surrounding Areas Via Highway 880

From 880 North take the Jackson St. east turnoff in Hayward. As you come off the freeway go to the first signal and make a right turn on Santa Clara. Santa Clara will turn into Harder Road. Follow Harder Road 1-1/2 miles up the hill to the University.

From Palo Alto and the Surrounding Areas via the Dumbarton Bridge

Get on the Dumbarton Bridge heading east and then take 880 north. Follow 880 north and get off at the Jackson St. east turnoff in Hayward. As you come off the freeway go to the first signal and make a right

turn on Santa Clara. Santa Clara will turn into Harder Road. Follow Harder Road 1--1/2 miles to the University.

From Walnut Creek and San Ramon Areas via Highway 680 South

Take 680 south to 580 west. Take the Castro Valley turnoff. As you come off the freeway make 3 immediate left turns (following the Hayward signs) this will bring you heading down Center Street. At the bottom of the hill, at the next light make a right turn onto '1B'1 Street. Follow '1B'1 Street to Mission Blvd., turn left on Mission Blvd. Follow Mission Blvd. to Carlos Bee Blvd. Make a left turn there and stay in the right lane. Cal State is at the top of the hill.

Directions to the Concord Campus:

The CSUEB Concord Campus is located at

4700 Ygnacio Valley Road

Concord, CA 94521.

(925) 602---6700

From the Oakland and Berkeley areas

Take Highway 24 east to the 680/24 interchange in Walnut Creek. Take the Ygnacio Valley Rd. exit. Turn right onto Ygnacio Valley Rd. and continue approximately 6 miles to the intersection of Ayers and Campus Drive. Turn right onto Campus Drive.

From Hayward, Pleasanton, Dublin and Danville Areas

Take Highway 680 north, staying in the third lane at the 680/24 interchange in Walnut Creek. Bear left towards Sacramento, and exit at the first exit, Ygnacio Valley Road. Turn right onto Ygnacio Valley Road and continue approximately 6 miles to the intersection of Ayers and Campus Drive. Turn right onto Campus Drive.

From Martinez, Benicia and Solano Areas

Take Highway 680 south into the Walnut Creek area. Exit at Treat Boulevard. Stay in the left lane and turn left onto North Main, then left at Treat Boulevard. Continue on Treat Boulevard to Cowell Road (approximately 4 miles). Turn right at Cowell Road. Turn left at Ygnacio Valley Road and right at Campus Drive.

From the Antioch and Pittsburg Areas

Take the Railroad Avenue exit off Highway 4, proceed over Kirker Pass, the name changes to Ygnacio Valley Road. Turn left at Campus Drive.

From the Hercules and Richmond Ares Take Highway 4 east to the Highway 242 exit. Merge onto Highway 242 and proceed to the Concord Avenue exit. Turn left onto Concord Avenue (name soon changes to Galindo) and proceed to Cowell Road. Turn left on Cowell Road and proceed to Ygnacio Valley Road. Turn left and proceed to Campus Drive. Turn right into the campus entrance.