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APPLICATION HEADQUARTERS

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Ends on March 2, 2022 (in 4 days)

Thank you for your ongoing support of the accreditation process. As part of your program's continuing accreditation you are required to submit an annual report and pay your annual maintenance fees. This annual report is a representation of what you are doing, not a determination of validity. Your annual report is to be submitted via this online form no later than **March 1, 2022.**

Maintenance of Accreditation

Once a program/specialization has been accredited, maintenance of accreditation is contingent upon fulfilling the following requirements:

- 1. Compliance with the eligibility criteria and standards set by the Council for the duration of the seven-year period between reviews.
- 2. Submitting an Annual Progress Report providing statistics for the previous academic year, specifying improvements made, reporting any significant changes and reporting on status of the 1.0 series standards and standards 2.05.05, 3.06, 3.07, and the 7.0 series. Institutions with multiple accredited programs will be required to report on the 7.0 series for each individually accredited program. An answer of "no" to questions involving the 1.0 series, 2.05.05, 3.06, and 3.07 standards would constitute non-compliance. For the 7.0 series, failure to report the use of three assessment measures (two of which must be direct) would constitute non-compliance. If non-compliance is noted, Council will impose Conditions and the program will have until August 1 prior to the Council's Fall Meeting to bring the identified standard(s) into compliance. Part of the reporting requirement is to provide the program's graduation rate. COAPRT recognizes the definition from the National Center for Education Statistics:

http://nces.ed.gov/ipeds/glossary/index.asp?id=812 (https://surveys.nces.ed.gov/ipeds/public/glossary). The expectation is that the graduation rate reported on will be at the program level; however, if the program does not have access to that information, it is recommended that they consult with the institution's research office. If the institution does not have a research office and still requires guidance on their graduation rate, they should contact the Council. Annual Progress Reports are required for all programs regardless of their review cycle. a. Student Learning Outcomes (SLO) performance: The COAPRT Annual Progress Report requires programs to report SLOs from the 7.0 Series. COAPRT expects all programs to demonstrate that student learning outcomes associated with its 7.0 Series Learning Outcomes are met at a 70% level. Therefore, student achievement will be judged as appropriate when 70% or more of the students being assessed demonstrate that they have accomplished the learning outcome. b. Program Performance Outcomes (PPO) performance: COAPRT expects all programs to demonstrate that PPOs are met at a 70% level. The COAPRT Annual Progress Report requires programs to report the following PPO metrics: 1) Percentage of students who complete program after entering; 2) Graduate school acceptance rate; 3) Postgraduation employment rate, Performance Review Committee (PRC) procedure for Annual Progress Report review: i. All annual reports will be divided among Council members and to enhance consistency Council members will, over the tenure of their appointment to the Council, track the same schools. ii. The PRC will collect all performance data from the annual reports after it has been reviewed by Council members and review the data in relation to its measurement validity and the 70% criteria, iii, Council, having collected the annual reports, will send copies of annual reports to respective programs, which are required to post their respective report on their website for public access, iv. After the PRC has reviewed all annual report data it will validate that institutions have posted the data

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publicly. Links to individual Programs will also be updated on the COAPRT website. v. The PRC will annually report to the Council at its fall meeting the aggregate data for all schools. These data will be posted on the COAPRT website. vi. In the case of Programs that have not met COAPRT performance standards during the annual reporting process, COAPRT will send a letter to respective programs requiring that indicated standards must be addressed and met by either the submission of the reaccreditation self-study or next annual report, whichever comes first. vii. In the case of Programs that have not met COAPRT performance standards for two out of three years, the PRC will initiate the process to require schools to submit a Three-Year Corrective Action Plan (CAP) designed to ensure that Programs undertake necessary changes to ensure appropriate performance. The CAP will be due prior to the full COAPRT Fall meeting where the PRC will present it and recommend approval or rejection of the adoption. If rejected the PRC will communicate to the Program the reason(s) and a member of the Council will be assigned to the school to assist it in creating an approved CAP. viii. The PRC will review the CAP in conjunction with the annual report. ix. Annual reporting processes including data requested and format for submission will be overseen by the PRC and report to the Executive Committee on-going efforts necessary for timely submission. d. Annual report and review schedule: March 1: All schools share as part of the mandatory annual report the following data: Percentage of students who complete the program after entering, graduate school acceptance rate, post-graduation employment rate. April 1: Council members individually review data from institutions as assigned. To promote consistency, Council members track the same schools over the tenure of their appointment to the Council. May 1: PRC reviews for consistency and aggregates all data and reports results to the Council. June 1: Council meets to review aggregated data, discuss PRC report, and determine appropriate action based upon PRC recommendation(s). COAPRT sends Action Letters to programs as appropriate. July 1: All aggregate data reflecting the performance of accredited programs is posted to COAPRT website.

- 3. Paying an annual maintenance fee (https://accreditationcouncil.org/Accreditation-Resources/Accreditation-Fee-List), as designated by the Council. This fee is paid for the current calendar year (January 1 December 31). No maintenance fee is assessed during the calendar year in which the Program undergoes an accreditation review hearing. Thus, during the course of a standard continuing accreditation cycle, a Program will submit annual progress reports, pay the maintenance fee six times, and pay one review fee (https://accreditationcouncil.org/Accreditation-Resources/Accreditation-Fee-List). a. Annual progress reports and fees (https://accreditationcouncil.org/Accreditation-Resources/Accreditation-Fee-List) are due by March 1 of each submittal year. If a program fails to submit a report and/or the fee by March 1, the Council will charge the program a late fee. The Council also will send a warning that failure to submit the delinquent report and fee, including the late fee, will lead to withdrawal of accreditation. If administrative factors beyond the control of the Program preclude timely payment, an explanation and evidence must be submitted by the deadline. b. In addition, if Requirements 1 and 2 are not met, the Program will receive a warning with a specified time limit for compliance. Failure to respond satisfactorily to the warning by the stated deadline will lead to withdrawal of accreditation. c. Failure to respond to the conditions/warnings identified by Council in a post hearing report (initial or re-accreditation) by the timeline identified by the Council will result in a late fee.
- 4. Being reviewed and approved by the Council on a continuing basis every seven years or as often as required by the
- 5. A currently accredited Program may voluntarily withdraw from its accredited status by notifying the Council of its intent in writing on official letterhead. The letter must indicate that copies have been sent to the Department Chair/Head, Dean, Provost/Vice President for Academic Affairs, and the college or university's President/Chancellor.

Quick Start Guide

- To access this platform you will need to create a free Submittable account, or sign in with Google or Facebook credentials in order to submit to these forms.
- You can save a draft (https://submittable.help/en/articles/904868-how-do-i-return-to-a-saved-draft) of your work if
 you would like to finish filling out the report at a later date. The application saves automatically every few seconds
 so that your work is protected from data loss.
- To allow colleagues to work on the annual report, find the option to <u>invite collaborators</u>
 (https://submittable.help/en/articles/3654810-how-can-i-invite-people-to-collaborate-with-me-on-a-submission) to the right of the title.
- This platform works best on the following browsers: Google Chrome, Firefox, and Safari. Internet Explorer is not supported. Please make sure you are using a supported browser.
- You can download Firefox by following the instructions linked here. (https://www.mozilla.org/en-US/firefox/new/).
- You can download Chrome by following the instructions linked here. (https://www.google.com/chrome/)
- After you have submitted the report, if you need to make changes/updates, please request to edit the submission (https://submittable.help/en/articles/904890-how-can-i-request-an-edit-on-my-submission). This will allow you to make edits and re-submit your information.

Follow-up confirmations and communications about your submission will be done by email. Please be sure to safelist (https://submittable.help/en/articles/3221476-how-can-i-whitelist-notification-emails-from-submittable) notification emails from Submittable (add to your approved sender list) and check the email you used to sign up for your Submittable Account regularly.

Check out the Submitter Resource Center (https://submittable.help/en/collections/185534-submitters) or reach out to Submittable's Customer Support team with any technical questions here-(https://www.submittable.com/help/submitter/? hstc=753710.07ea9ac320a7b9312f0f1fb6d1904ad4.1645807323200.1645807323200.1645807323200.1& hssc=75371 0.1.1645807323200& hsfp=1603130137).

Section 1: Contact Information

Central Michigan University	
×	
•	
Name of Accredited Program *	
Outdoor and Environmental Recreation	
Total number of COAPRT Accredited Programs at this institution	
3	
×	
•	
Please note: Each program requires a separate Annual Report Submission.	
No	DT A savedited
Name and contact information of the Primary Contact for your COAPI	RT Accredited
Program(s). All communications will be sent to this person. *	
First Name	
First Name	
First Name Tim	
Tim	·
Tim Last Name	
Tim Last Name Otteman, Ed.D.	
Tim Last Name Otteman, Ed.D. Please include prefix, suffix and certifications, if applicable.	
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Tim Last Name Otteman, Ed.D. Please include prefix, suffix and certifications, if applicable. Position Title Professor	9 / 100 character
Tim Last Name Otteman, Ed.D. Please include prefix, suffix and certifications, if applicable. Position Title Professor Address *	9 / 100 character

Section 2: Intent to Pursue Accreditation

Does the academic unit intend to pursue accreditation or re-accreditation as originally scheduled? *

v			

2/25/22, 11:42 AM

X

City

MI

Email *

Phone *

Website *

Dr. Robert Davies

Mt. Pleasant

Address

1275 S Franklin St, Finch 214

Address Line 2 (optional)

State, Province, or Region

ottem1tw@cmich.edu

+1 989 774 7312

Department Name *

Yes

accrediting association approved by the Council for Higher Education Accreditation (CHEA) or by the current national accrediting body (Standard 1.02)? st
YesNo
Section 3: Statistics Summary Report - Faculty
Are there a minimum of two full-time faculty members and a minimum of one additional full-time equivalent faculty position (FTE) assigned to and instruct in the program? (Standard 1.03) *
YesNo
The intent of this standard is not that every COAPRT accredited program in the academic unit meets this standard but, collectively, the accredited programs within the unit have two full-time faculty members and a minimum of one additional full-time equivalent faculty position (FTE), which may be comprised of multiple individuals, who are assigned to and instruct in the program.
Do a minimum of two full-time faculty members hold a degree of masters or higher, and a degree of bachelors or above in parks, recreation, tourism or related field? (Standard 1.04) *
YesNo
Do all individuals instructing in the program have the competence and credentials in the subject matter for which they are responsible? (Standard 1.05) st
O Yes No

Regional Accreditation: Is the institution currently accredited by the appropriate regional

Section 4: Statistics Report - Students

Note: Council adopted the Graduation Rate definition used by the National Center for Education Statistics, https://nces.ed.gov/ipeds/use-the-data/survey-components/9/graduation-rates (https://nces.ed.gov/ipeds/use-the-data/survey-components/9/graduation-rates (https://nces.ed.gov/ipeds/use-the-data/surve components/9/graduation-rates).

As required by the Council on Higher Education Accreditation (CHEA), COAPRT is mandated to engage in "regular, critical, selfevaluation of its performance, standards, policies and impact" (CHEA Standard 12.M.1). This process includes "the review of aggregate information regarding the extent to which the accredited institutions or programs are achieving their expectations for student learning" (CHEA Standard 12.M.1).

To meet this CHEA standards we are collecting the following program level date: Graduate school acceptance rate, post-graduation employment rate, and six-year graduation rate. This data will be collected and reported for each COAPRT accredited program within your department and not aggregated across multiple COAPRT accredited programs.

Suggested sources of evidence for this program-level data could include alumni or senior exit surveys completed within x months of graduation, centrally collected data if it can be dis-aggregated for each of your programs, self-report in a department data-base, etc.

Six-year graduation rate *

90%

For the students graduating from the accredited programs in 2021, what percentage did so within six years of entering the institution? (Example: 60%)

This may be an aggregated number. Aggregate if reporting on multiple programs. This data will be published on the COAPRT Program List webpage. Enter numbers only between 0-100.

Graduate school acceptance rate

Report the number of last year's graduates from the accredited program who indicated they have been accepted to graduate school, the percent of the graduating class this number represents, the method of data collection, and the response rate or percent of graduating students for whom you have data. See examples below:

Example A (have data)

Number accepted to graduate school: 7

Percent of graduating students: 11%

Method of measurement: Survey collected three months post-graduation

Response rate: 83% of graduating students responded to survey

Notes: We will monitor and assure we continue to achieve a response rate of greater than 80%

Example B (have data)

Number accepted to graduate school: 3

Percent of graduating students: 18%

Method of measurement: Self-report on department database

Response rate: 53% of graduating students

Notes: We haven't worked to increase our response rate but will now use a student-employee to help us secure a response rate of 85%

Graduate School Acceptance Rate *

n/a

Method of measurement *

n/a

Response rate *

n/a

Notes

The Department has created a new tool to collect this information from our graduating interns who are finishing the program. The new tool will be implemented in Spring 2022 (this semester).

Post-graduate employment rate

Report the number of last year's graduates from the accredited program who indicate they are currently employed (your program needs to determine if it will count part-time, employment outside the PRT profession, if it will subtract out those students from the total count who are not seeking employment for whatever reason, etc.), the percent of the graduating class this number represents, the method of data collection, and the response rate or percent of graduating students for whom you have data. See examples below:

Example A (have data)

Number of employed students: 56 Percent of graduating students: 78%

Method of measurement: Self-report on department database up to three-months post-graduation. Academic advisor reminds students to submit their employment data during the three-month window.

Response Rate: 89% Notes: Not applicable

Example B (have data)

Number of employed students: 36 Percent of graduating students: 64%

Method of measurement: Self-report on department database

Response Rate: 44% of graduated students

Notes: We haven't ever followed up with students to increase our response rate, we will have our part-time club advisor do that in the future to bring up our response rate to at least 80%

Post-graduate employment rate *

n/a

Method of measurement *

n/a

Response rate *

n/a

Notes

The Department has created a new tool to collect this information from our graduating interns who are finishing the program. The new tool will be implemented in Spring 2022 (this semester).

Section 5: Narrative Report - Learning Outcomes Assessment

For the next section, please report learning outcomes - one for each of the 7.01, 7.02, and 7.03 (for a total of three measures) of student learning and the related outcomes for each program. These outcomes should be a part of your program's annual assessment plan as indicated in COAPRT standard 2.05.05 and will also be published on the COAPRT Program List webpage.

You will complete this for each of your COAPRT accredited programs. For instance, if you have two accredited programs such as a Recreation Program and a Therapeutic Recreation Program, you will submit two sets of learning outcomes - one set for each program.

It is strongly suggested that you have your outcomes with you as you complete this questionnaire.

TWO of the three outcomes must use direct measures. Some examples of DIRECT measures include the following:

- Capstone Assignment Quality
- · Comprehensive Examination
- · Internship Evaluation
- · Performance of Relevant Skill
- · Portfolio Evaluation
- · Pre/Post Test Result
- · Presentation Quality Project
- · Quality Standardized Test Result
- · Thesis/Project Quality
- · Video/Audiotape Production Quality
- · Written Assignment Evaluation
- · Writing Exam Result

Some examples of INDIRECT measures include the following:

- · Advisory Board Evaluation
- · Alumni Survey
- · Curriculum Review Result
- · Employer Survey Result
- · Exit/Student Interview Result
- · Focus Group Result
- · Graduate School Acceptance Rate
- · Honors/Awards Received by the Program

Section 5-1: Narrative Report - Learning Outcomes Assessment

Please provide the following information

COAPRT expects all programs to demonstrate that student learning outcomes associated with its 7.0 Series Learning Outcomes are met at a 70% level. Therefore, student achievement will be judged as appropriate when 70% or more of the students being assessed demonstrate that they have accomplished the learning outcome.

PROGRAM (include name of program and description): Please provide a short description of this COAPRT program, it will be published on the COAPRT Program online directory. *

Outdoor and Environmental Recreation Program: This program at Central Michigan University uses a comprehensive academic curriculum that prepares undergraduate students for professional careers in the areas of Outdoor and Environmental Education/Interpretation; Adventure Education; and Park & Natural Resource Management. Highlights of the program include opportunities for students to become certified as Leave No Trace Trainers, Wilderness First Responders, and as Low Ropes COPES Instructors. Professional development opportunities are offered as part of the program and include: Project WILD, Growing Up WILD, and Project Learning Tree workshops. The program requires student completion of extensive volunteer and work experiences in the outdoor recreation field as well as a comprehensive, capstone internship experience. All faculty teaching within the program have extensive career backgrounds in Outdoor Recreation as well as holding numerous, professional certifications in the Field. These certifications include: Leave No Trace Master Educators; Wilderness First Responder Educator; American Canoe Association Canoe Instructor Trainer; and Project WILD, Growing Up WILD, and Project Learning Tree Facilitator.

Provide the program-specific learning outcome consistent with COAPRT Standard 7.01: Students graduating from the program shall demonstrate the following entry-level knowledge: a) the nature and scope of the relevant park, recreation, tourism or related professions and their associated industries; b) techniques and processes used by professionals and workers in these industries; and c) the foundation of the profession in history, science and philosophy. *

Students will demonstrate entry-level knowledge of: a) the nature and scope of outdoor and environmental recreation; b) the techniques and processes used by outdoor recreation professionals including their personal and professional environmental ethic:

and c) the foundations of outdoor and environmental recreation in history, science and philosophy including the importance of professional development and certifications.

Describe the method by which the learning outcome for Standard 7.01 was assessed: *

Program Exit Exam - Foundations Section (Direct)

Post-Internship Evaluation - (1) Foundations Section; (2) Overall Performance Measure; (3) Overall Peer Ranking (Direct) Environmental Perceptions Post-Test (Direct)

Certification and Professional Development Log - (1) Certifications, PD workshops, Conference Activities and (2) Volunteer/Work Experiences (Direct)

Indicate whether this outcome measure is Direct or Indirect. *

Direct

Indirect

State your program's standard for demonstrating that your Student Learning Outcome for 7.01 was successfully achieved.

Program Exit Exam: Students will score an average of 70% or higher on the Foundations Section of the Exit Exam.

Post-Internship Evaluation: Students will attain an average score of 3.0 (out of 5.0) or higher on the Foundations Section of the Post-Internship Evaluation.

Post-Internship Evaluation: Students will attain an average score of 7.0 (out of 10.0) or higher on the Overall Performance measure on the Post-Internship Evaluation.

Post-Internship Evaluation: Students will attain an average score of 'Top 50%' or higher on the Overall Ranking measure on the Post-Internship Evaluation.

Environmental Perceptions Post-Test: Students will attain an average score of 3.0 (out of 5.0) or higher on the Environmental Perceptions Post-Test.

Certification and Professional Development Log: 85% of students will complete 3 or more outdoor recreation professional development workshops, certifications, and/or conferences activities.

Certification and Professional Development Log: 85% of students will complete 180 hours or more of volunteer/work experience in outdoor recreation.

Please use this format as an example when reporting standards: 70% of students will score 80% or higher on the outcome measure.

Result of the assessment of the learning outcome for Standard 7.01: *

Program Exit Exam: Foundations Section = Average Score - 81% - MET

Post-Internship Evaluation: Foundations Section = Average Score - 4.5 - MET

Post-Internship Evaluation: Overall Performance = Average Score - 9.5 - MET

Post-Internship Evaluation: Overall Ranking = Average Score - 100% - MET

Environmental Perceptions Post-Test = Average - 4.3 - MET

Certification and Professional Development Log: PD/Certifications/Conference Activities = 100% - MET

Certification and Professional Development Log: Volunteer/Work Experiences = 95% - MET

Please provide the program-specific learning outcome consistent with COAPRT Standard 7.02. Students graduating from the program shall be able to demonstrate the ability to design, implement, and evaluate services that facilitate targeted human experiences and that embrace personal and cultural dimensions of diversity. *

Students will demonstrate the ability to appropriately design, plan, implement, evaluate, lead, and facilitate outdoor recreation programs, projects, and human experiences that embrace personal and cultural dimensions of diversity.

	- Programming Sectior luation - Programming				
		•			
Please indicate	whether this o	utcome measur	e is Direct or Indirec	t. *	
(v)) Direct					
Indirect					
	gram's standard essfully achieved		ing that your Studen	nt Learning Outco	ome for
Program Exit Exam:	Students will score an	average of 70% or hi	gher on the Programming Sec	tion of the Exit Exam.	
Post-Internship Eval Post-Internship Eval		ttain an average score	of 3.0 (out of 5.0) or higher of	on the Programming Se	ction of the
Please use this forma	t as an example when	reporting standards: 7	'0% of students will score 809	% or higher on the outc	ome measure.
Result of the a	ssessment of th	e learning outc	ome for Standard 7.0	2: *	
Program Exit Exam:	Programming Section	= Average - 86% - MI	:T		
Post-Internship Eval	uation: Programming S	Section = Average - 4.	7 - MET		
Students graduabout operationand/or related Students will demon	uating from the ns and strategic professions. *	program shall be management/	outcome consistent versite to demonstrate administration in particular of the control of the con	e entry-level knows; ks, recreation, to	owledge ourism
	• •				
Describe the m	ethod by which	the learning ou	tcome for Standard	7.03 was assesse	ed: *
	- Administration/Managuation - Administration				
	whather this a	utcoma mazcur	e is Direct or Indirect	·_ *	
Please indicate	: Wilefile: fills o	uccome measur	e is pirece of Indirect	••	
Please indicate	whether this of	utcome measur	e is pirece of Indirece	••	

7.03 was successfully achieved.

Program Exit Exam: Students will score an average of 70% or higher on the Administration/Management Section of the Exit Exam.

Post-Internship Evaluation: Students will attain an average score of 3.0 (out of 5.0) or higher on the Administration/Management Section of the Post-Internship Evaluation.

Please use this format as an example when reporting standards: 70% of students will score 80% or higher on the outcome measure.

Result of the assessment of the learning outcome for Standard 7.03: *

Program Exit Exam: Administration/Management Section = 74% - MET

Post-Internship Evaluation: Administration/Management Section = 4.7 - MET

Section 6: Narrative Report - Accountability and **Informing the Public**

An important aspect of accreditation is accountability. It is expected that the program annually posts 7.0 series aggregated data and additional evidence reflecting program academic quality and student achievement on their program and/or departmental website. Such information shall be consistent with The Family Educational Rights and Privacy Act (FERPA) requirements (Standard 2.05.05).

Please provide a link to the program's website that demonstrates compliance with Standard 2.05.05. *

https://www.cmich.edu/academics/colleges/college-education-human-services/departments/recreation-parks-leisure-services-administ

It is expected that a program has a practice of informing the public about the harm of degree mills and accreditation mills (Standard 3.06).

Please provide a link to the program's website demonstrating compliance with Standard 3.06. *

https://www.cmich.edu/academics/colleges/college-education-human-services/departments/recreation-parks-leisure-services-adminisi

It is expected that the program has a practice of informing the public about their COAPRT accredited programs (Standard 3.07).

Please provide a link to the program's website demonstrating compliance with Standard 3.07. *

https://www.cmich.edu/academics/colleges/college-education-human-services/departments/recreation-parks-leisure-services-adminisi

Section 7: Program Changes

Clearly describe any major changes for the reporting year in the program's strategic plan, curriculum, resources, administration, or other areas of the program directly related to accreditation standards. Please include the Standard number. If there are no major changes in any of these areas, please just indicate "none". *

The RPL Department consists of three programs - Outdoor and Environmental Recreation; Therapeutic Recreation; and Recreation and Event Management.

Standard 3,02: RPL Department Chair - Robert Frost retired in December 2021. Dr. Tim Otteman began his role as the Department Chair in January 2022. Dr. Otteman is a tenured Professor that has been a faculty member in the department for 20 years.

Standard 7.02: The Outdoor & Environmental Recreation Program initiated a curricular change in Fall, 2021. This change was in response to a perceived need by the faculty and national trends in Outdoor Recreation for graduating students to have an increase in their knowledge and skills in the area of programming. Our RPL 218: Teaching Outdoor Skills course was moved to the required, core for the program. The elective section of the program was strengthened with the addition of the RPL 356: Wilderness First Responder course. This curricular change will be in effect beginning with the Fall, 2022 semester.

Annual Report Data: In November of 2021 a tool was developed to gather Outdoor and Environmental Recreation post-graduation data including employment and graduate-school acceptance information. This tool will begin to be administered with Spring 2022 graduates of the program.

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