TEXAS A&M UNIVERSITY – COMMERCE
Department of Health & Human Performance

HHPS 450
Internship in Sport and Recreation Management

Summer 2012 (May 14 – August 6)

COURSE INFORMATION

Instructor: Scott Waltemyer, Ph.D.
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Commerce, TX  75429

COURSE DESCRIPTION

Practical experience in recreation and sport management through in-service with selected sport or recreation organizations. The internship is designed to provide students with the opportunity to make application of theories and concepts learned in the classroom in a professional setting. Internships also provide students with the opportunity to network and make contacts that will assist them in obtaining professional employment following graduation.

COURSE OBJECTIVES

After completion of this course, the student should:

1. Understand basic sport and recreation terminology related to the particular field
2. Have a sense of jobs and careers related to the particular field
3. Have a sense of the day-to-day operations in the particular field
4. Have a basic knowledge of the typical job activities and responsibilities in the particular field

ADA STATEMENT

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statue that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. Students requesting accommodations for disabilities must contact the Director of Disability Resources and Services, Gee Library, Room 132, 903-886-5835.
COURSE POLICIES AND EXPECTATIONS

1. Students will need to meet with the instructor to get approval for the internship.
2. Students will need to meet with internship supervisor to set up a schedule and discuss internship policies and expectations.
3. A minimum of 360 hours of observation/participation with the internship organization/supervisor is required.
4. Students will be responsible for keeping a log of all hours worked with the internship organization. This should be accompanied by a weekly journal of activities and learning experiences during this time.
5. Students will also be responsible for completing a project with the internship organization. The project should be agreed upon between the student and internship supervisor.
6. Students are expected to exhibit professionalism during all internship activities. All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student Handbook)
7. Please notify your supervisor ahead of time if you know you will be absent.
8. The internship IS A JOB! Act and behave in a professional and responsible manner.
9. Students should adhere to the university policies regarding academic misconduct (i.e. plagiarism, cheating, and other dishonest representations of academic work). Students in violation of these policies will be subject to the university’s academic misconduct procedures.
10. Please do not hesitate to contact me if you have any questions or concerns. I am more than willing to provide any additional assistance if I can help.
11. Students will complete a final summary of their internship experience and project, and prepare a presentation to be given to current sport management students.

COMMUNICATION AND SUBMISSION OF ASSIGNMENTS

Students are expected to regularly check their leo email accounts.

*Assignments with an asterisk require a signature, and should be faxed, scanned and emailed, or submitted in-person.

All other assignments may be typed in Word or on the appropriate form, saved, and emailed to the internship coordinator.
EVALUATION

Grades will be based on the following:

- Completion of Observation and Participation Hours (minimum 360 Hours)
- Internship Journal/Time Log/Write-up (Documentation)
  - You will keep a daily journal of the different activities, assignments, etc. that you observe and participate in and how they relate to that particular job. At the end of the field experience you will type this information into a formal paper that you will turn in to the instructor. You will also keep a log of the hours you work.
- Internship Project – you will complete a major project at the internship site. This project should be approved by both myself AND the site supervisor.
- On-time submission of all timesheets and assignments.
- Site supervisor comments, remarks, AND evaluation of the student

Graded Assignments:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>Completion of 360 hours</td>
<td>200</td>
</tr>
<tr>
<td>Internship Duties/Objectives</td>
<td>10</td>
</tr>
<tr>
<td>Agency Report</td>
<td>10</td>
</tr>
<tr>
<td>Project Description</td>
<td>10</td>
</tr>
<tr>
<td>1\textsuperscript{st} Month Activity Report</td>
<td>20</td>
</tr>
<tr>
<td>3\textsuperscript{rd} Month Activity Report</td>
<td>20</td>
</tr>
<tr>
<td>Supervisor Midterm Evaluation</td>
<td>50</td>
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<tr>
<td>Supervisor Final Evaluation</td>
<td>75</td>
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<tr>
<td>Self-Assessment for Growth</td>
<td>55</td>
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<tr>
<td>Summary Experience Write-up</td>
<td>25</td>
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<tr>
<td>Updated Resume</td>
<td>25</td>
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<tr>
<td>In-Class Presentation*</td>
<td>25</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>500</strong></td>
</tr>
</tbody>
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GRADING SCALE

\begin{tabular}{|c|c|}
\hline
90\% - 100\% & A \\
80\% - 89\% & B \\
70\% - 79\% & C \\
60\% - 69\% & D \\
0\% - 59\% & F \\
\hline
\end{tabular}
COURSE ASSIGNMENTS  (with corresponding internship manual pages)

*Journal & Time Sheets

Journal
Students should keep a daily journal of activities, learning experiences, and challenges faced during their internship experience. Entries should be no less than three sentences for each day, but may be as long as a few paragraphs. (*Journal entries can be typed in Word and emailed*)

*Time Sheet  (Pg. 13)
Students will record their work hours on a spreadsheet. You may fax, scan and email, or submit in-person your timesheets to me. Each time sheet is for two weeks, so you will be faxing in multiple time sheets each time at each deadline.

Journals and time sheets will be due twice, on the following dates:

6/25 – All hours completed through Sunday, June 24       8/6 – All hours June 25 – August 5

Internship Objectives
Prepare a copy (in cooperation with site supervisor) of work duties, goals, and objectives.
Due:  M 6/1

Agency Report
1-2 page paper discussing the organization’s mission and vision, history of the organization, its current place in the industry, organizational structure, funding sources, and any other relevant information about the agency.
Due:  M 6/11

First and Third Month Activity Logs  (Pg. 14-15)
These forms should be completed by the intern and submitted to your academic advisor.
Due:  M 6/25 and  M 8/6 (*with final assignments, see below*)

Project Description
1-2 pages describing the intern’s major project for the semester. This should be completed as a result of a cooperative effort between the site supervisor and the intern. The project should challenge the intern and meet a significant need within the organization. It should be signed by both the site supervisor and the intern.
Due:  M 6/11

*Midterm Evaluation by Agency Supervisor  (Pg. 16)
This form will be completed by the site supervisor and signed by the site supervisor and the student. This evaluation will not be accepted without both signatures. It is hoped that the supervisor and the student will meet together to discuss the evaluation in order to provide the student with the opportunity to receive commendation for areas of excellence and constructive criticism in areas of weakness that will become areas of focused effort at improving during the remainder of the internship.
Due:  On or before M 6/25
SITE VISITATION (if applicable)

Students will be formally visited at least once during the semester by a university representative in order to assess their progress in their internship experience. These visits will include the following:

- Meeting with the intern and the site supervisor
- Tour of the facility
- Discussion of the daily activities of the intern
- Completion of the site visit form (by university rep)

FINAL ASSIGNMENTS

*All (below) Due: On or before Monday, August 6 (5:00pm CST)

*Final Evaluation by Agency Supervisor (Pg. 19-23)

This form is will be completed by the site supervisor and signed by the site supervisor and the student. This evaluation will not be accepted without both signatures. Similarly to the midterm evaluation, it is hoped that the supervisor and the student will meet together to discuss the evaluation in order to provide the student with the opportunity to grow.

*Self-Assessment for Growth (Pg. 17)

This form should be completed by the student and returned to your academic advisor.

Internship Experience Critique/Report (Pg. 18)

The internship experience critique/report provides the student with the opportunity to discuss the strengths and weaknesses of the internship site. The good, the bad, and any comments and suggestions. This paper will be placed in the site file for prospective future interns to peruse before selecting an internship site.

Final Internship and Project Summary (Type up as a Word. Doc)

The final internship summary should include a general wrap-up discussion of all activities, duties, tasks, and events worked. What did you learn from your experience, and how will it help you in the future.

The project summary should include the process of completing the project, the format of the project, and the benefits of the project to the site agency and the student.

Updated Resume (Should include your internship site)

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SYLLABUS STATEMENT

Student Name: ___________________________________________________

Semester: _______________________________________________________

Internship Site: __________________________________________________

Site Supervisor: _________________________________________________

Site Supervisor Phone: ____________________________________________

I acknowledge that I have read, and understand and agree to, the following guidelines set forth in the following documents:

   HHPS 450 Internship in Sport and Recreation Management Syllabus – Summer 2012

   Sport and Recreation Management Internship Manual

Questions about the requirements for HHPS 450 or the manual for the internships should be directed to the internship coordinator.

__________________________________________  ______________________
Student Signature                                      Date