COURSE INFORMATION

Instructor: Scott Waltemyer, Ph.D.
Office: Field House 100
Office Hours: TR 2-3:30pm, W 10-12pm, or by appointment
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Email: scott.waltemyer@tamuc.edu

COURSE DESCRIPTION

Provides an opportunity for supervised observation and participation in a variety of settings related to sport and recreation management. This course is also designed to help students make the transition from the classroom to a professional setting in sport and/or recreation.

The Field Experience MUST be completed on campus (unless otherwise approved); either with the Texas A&M-Commerce athletic department or campus recreation. There are no materials required.

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
5. Have an up-to-date resume
6. Have a plan for the internship selection and application process

ADA STATEMENT

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute 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 field experience.
2. Students will need to meet with field experience supervisor to set up a schedule and discuss observation/participation policies and expectations.
3. Students are expected to exhibit professionalism during all class and field experience 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)
4. Students are expected to be punctual to all course activities, including interviews, events, and the field experience site, and should treat the field experience just like a job. Please notify your supervisor ahead of time if you know you will be absent. To be considered an excused university absence, you must present written documentation on the day of your return to class.
5. 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.

GRADING SCALE

<table>
<thead>
<tr>
<th>Percentage Range</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90% - 100%</td>
<td>A</td>
</tr>
<tr>
<td>80% - 89%</td>
<td>B</td>
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<tr>
<td>70% - 79%</td>
<td>C</td>
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<tr>
<td>60% - 69%</td>
<td>D</td>
</tr>
<tr>
<td>0% - 59%</td>
<td>F</td>
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EVALUATION

Grades will be based on the following:

- Field Experience (25%) – Two Options:
  1) Observation and Participation Hours on Site (minimum 30 hours; site must be approved)
     - Supervisor comments, remarks, and evaluation
     - Field Experience Log and Write-up (Documentation): You will keep a log/journal of the different activities, assignments, etc. that you observe and participate in while at the field experience site. Activities may include (but are not limited to) things such as actual hands on projects, working with customers, sitting in on a meeting or planning session, or just meeting with your supervisor to discuss any questions or concerns about the job/career. At the end of the field experience you will write a formal paper discussing your experience.
  2) *Organize and Activate an on Campus Event (Details TBD)

- Class Assignments (75%)
  - Resume
  - Mock Interview
  - Dallas Stars Career Fair
  - Internship Contacts (3)
  - Professional Interviews (2)
  - Activity/Event Observation Reports (2)
  - Other In-Class Activities and Attendance
RESUME
Each student will draft a professional resume. They will then take that resume with them to the Texas A&M – Commerce Career Development office to have an advisor proofread and give feedback. The student will then make necessary changes and submit both the rough draft with feedback and the final draft. Students will need to make appointments through the Career Development Office.

MOCK INTERVIEW
Each student will conduct a mock interview with the Texas A&M – Commerce Career Development Office. Appointments will need to be made by each individual student through the Career Development Office. Details will be provided.

DALLAS STARS CAREER FAIR
Each student will attend the Dallas Stars Career Fair at the American Airlines Center. Students will need to register, have resumes ready to give to potential employers, dress properly, and talk with potential employers about internship and job opportunities. Following the fair will be a Dallas Stars game. Each student will write up a brief paper about their experience and the organizations they talked to.

INTERNSHIP CONTACTS
Each student will research, a minimum of, three potential internships (the site/organization and possible opportunities with that organization). You will also contact the potential internship supervisor at the organization (or human resource department) to gain a more in-depth understanding of the internship opportunities with that specific organization. Specific instructions will be given in class.

PROFESSIONAL INTERVIEWS
Each student will conduct a minimum of two (2) interviews with professionals in the sport industry. Notes should be taken during the interview process, and then each student will write-up the interview in question-answer format. Specific instructions and interview questions will be given in class.

OBSERVATION REPORTS
Each student will attend a minimum of two different sport/recreation events. The students will arrive early and observe the event from a management perspective, taking note of pre-event/game preparations and set-up, security, ticket operations, concessions, game operations and score keeping, media relations, in-game promotions and spectator activities, and post-event/game clean-up. You will then write-up your observations in a report, and compare and contrast the two events. Specific instructions regarding the events will be given in class. Each event must be approved by me, the instructor.

OTHER CLASS ACTIVITIES
In this course we will discuss professional development, in the hope of preparing the student to go out into the sport industry. We will discuss topics such as: resume writing, the job search, the interview process, business etiquette.

COURSE SCHEDULE (1/14 – 5/10)

Week 1          Beginning of Semester, Course Introduction
Weeks 2 – 14    Field Experience Hours and Pre-Internship Professional Development Activities
                See Course Handout and/or eCollege for deadline dates
Week 15         Course wrap-up, Intern Presentations