COURSE INFORMATION

Instructor: Sangkwon Lee, Ph. D.
Office: Field House 100
Office Hours: TR 9:15 - 11:00 am, 1:45 – 2:15 pm or by appointment
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COURSE DESCRIPTION

Provides an opportunity for pre-internship professional development, and 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.

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 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.
STUDENT CONDUCT

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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. NO late assignments will be accepted, unless prior approval from the instructor.

4. 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)

5. 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.

6. Students are expected to exhibit professionalism in all communication with the instructor, this includes in-person and email. All emails should include three parts: Salutation, Body, and Identification. If asking an advising question, be sure to include your student ID number.

7. 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

A: 90% - 100%
B: 80% - 89%
C: 70% - 79%
D: 60% - 69%
F: 0% - 59%
EVALUATION

Grades will be based on the following two components:

1. Field Experience Hours (100 pts. – 25% of grade)

2. Class Assignments (300 pts. – 75% of grade)
   a. Resume
   b. Mock Interview
   c. Dallas Stars Career Fair
   d. Internship Contacts (3)
   e. Job/Internship Postings Search and Cover Letters (2)
   f. Professional Interviews (2)
   g. Activity/Event Observation Reports (2)
   h. Other In-Class Activities and Attendance

CLASS ASSIGNMENT DESCRIPTIONS

Field Experience (25%)

Observation and Participation Hours on Site (site must be approved by instructor)

- Supervisor comments, remarks, and evaluation. Signed Timesheet.

- Every hour of field experience is worth 5 points (need 60 hours for full credit)

- Field Experience Log and Write-up (Documentation)

You will keep a log/journal of the different activities and work 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, and submit a timesheet signed by you and your supervisor.

- Field Experience Write-up should include the following:

  • Title Page with sport/recreation organization name
  • Address and Contact info of organization and supervisor
  • Primary activities/programs/products of the organization
  • Various activities/duties you observed and/or participated in at site
  • What you learned from those activities/duties
  • Pros and cons of working in that particular segment of the sport industry (what you liked and did not like about it)
• How or if this experience has validated or changed your ideas about working in that particular segment of the sport/recreation field
• How your experience relates to things that you have learned in class
• Your overall evaluation of the experience.

*Deadline: Field Experience Hours and Timesheet(s) must be submitted by April 28 (Tuesday).*

**Class Assignments (75%)**

**RESUME (30 pts.)**

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.

*Deadline: Dates TBA. Students must contact and make an appointment with the Career Development Office and must have their appointment and resume critique.*

**MOCK INTERVIEW (30 pts.)**

Each student will conduct a mock interview (go through a practice 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, similar to the Resume assignment.

*Deadline: Dates TBA, but policy and procedure will be the same as the resume assignment. Students must make an appointment by the designated deadline.*

**DALLAS STARS’ SPORTS INDUSTRY CAREER FAIR (30 pts.)**

Each student will attend the Dallas Stars’ Sports Industry Career Fair at the American Airlines Center (February 19, 2015). 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. Each student will write up a brief paper about their experience and the organizations they talked to.

*Deadline: March 3 (Tuesday)*

**INTERNSHIP CONTACTS (10 pts. Each)**

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.

*Deadline: Internship contact information is due by March 31 (Tuesday).*

**JOB POSTINGS & COVER LETTERS (10 pts. Each)**

Each student will research jobs/internships in the industry, and report on two descriptions/postings they find, preferably for a job or internship that is of interest to you. You will either need to print out, or re-type, the job postings for submission. You will also write a brief cover letter for each position. Specific instructions will be given in class.

*Deadline: Job postings and cover letters are due by March 31 (Tuesday).*

**PROFESSIONAL INTERVIEWS (20 pts. Each)**

Each student will conduct a minimum of two 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.

*Deadline: Professional interviews are due by April 21 (Tuesday).*

**EVENT OBSERVATION REPORTS (10 pts. Each)**

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 the instructor.

*Deadline: Event Observation Reports are due by April 21 (Tuesday).*

**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 (1/20–5/9)

Week 1        Course Introduction

Weeks 2 – 13  Field Experience Hours and Pre-Internship Professional Development Activities

Weeks 14 – 15 Course wrap-up, Internship Presentations