HPER-P439

Practicum in Sport Studies

Instructor: Mary Freeland                                             Office: TR 353
Email: mfreelan@indian.edu                                            Office Hours: arranged
Phone: 973 8480

Required Text: none

Course Description: Practical job-related learning experience in sport management or marketing under the supervision of a professional in the area.

Learning Objectives and Outcome: After successfully completing the course, students will be able to:

1. Describe a variety of professional opportunities in the sport industry.
2. Identify and critique the wide variety of challenges that are the responsibility of sport managers.
3. Describe the responsibilities of the hands on manager.
4. Evaluate the multitude of daily administrative tasks such as calls, emails, filing, and database management.
5. Demonstrate critical thinking skills in setting up and completing the practicum.
6. Reflect on various ethical decision making skills in the Sport Marketing and Management field.
7. Acquire sufficient practical field experience and supervision, as defined by the instructor and internship supervisor, to ensure an adequate level of competence in your chosen field.

IU East Learning Outcomes

2. Educated persons should have achieved depth in some field of knowledge. A sequential accumulation of knowledge and skills in an academic discipline is essential for a focused personal and professional development.

3. Educated persons should be able to express themselves clearly, completely, and accurately. Effective communication entails sharing ideas through a variety of techniques, including reading, writing, speaking, and technology.

6. Educated persons should develop the skills to understand, accept, and relate to people of different backgrounds and beliefs. In a pluralistic world one should not be provincial or ignorant of other cultures; one’s life is experienced within the context of other races, religions, languages, nationalities, and value systems.
7. Educated persons should be expected to have some understanding of and experience in thinking about moral and ethical problems. A significant quality in educated persons is the ability to question and clarify personal and cultural values, and thus to be able to make discriminating moral and ethical choices.

Classroom Policies and Procedures:

1. **Professionalism**: As a Sport Marketing and Management student, you are expected to follow the listed expectations and responsibilities as listed:
   - Perform all assigned work during your practicum in a timely and professional manner
   - Be prompt, courteous and responsible in all aspects of your assignment
   - Participate in all agency meetings, events, and functions as directed by your site supervisor
   - Maintain and display a professional manner with clients and staff.
   - Dress and maintain appropriate hygiene according to agency protocol. If no set standard is in place, students should dress according to a professional standard for your work site.

2. **Incomplete Policy**: An incomplete for the practicum will be given only after a written request by the student and signed by the supervisor has been made before the last day of scheduled classes for the term (before finals week) stating the reasons for taking an incomplete and the date assignments will be completed. IU East policy must be followed for the submission and removal of incompletes.

3. **Weather Policy**: In the event of inclement weather, the student shall notify (by phone if at all possible) the practicum placement of their inability to attend. Arrangements should be made to make up any missed hour in a timely fashion.

4. **Internship Supervisors**: The student shall work closely with the class instructor, the internship coordinator, and the site supervisor.
Course Assessment:

The final grade shall be a result of various areas of knowledge which include:

- Submission of a daily log listing tasks performed and signed by the site supervisor.
- A written midterm and final evaluation of the student’s performance by the site supervisor. The written midterm should be completed after approximately 50% of your hours are completed.
- A written midterm, completed after approximately 50% of your hours is completed, and a final report (Portfolio/journal) by the student handed in at times determined by the IU East instructor.
- Portfolio/journal documenting your projects, observations, self-evaluation, and accomplishments. Examples of items to include:
  - Copies of internship papers
  - Copies of midterm and final evaluations
  - Listing of internship objectives and a reflection on how each was met. Remaining documents must provide evidence of you final reflections.
    - Daily log
    - Intern job descriptions
    - Photos of events or programs
    - Copies of fliers, memos, manuals... items you assisted in creating
    - Weekly/daily journal notes
    - Budgets and database procedures

Note: If you receive a below average evaluation from your supervisor, you will receive an incomplete for the course. Below average evaluation would consist of any marks received on your evaluation form below a Meets Minimum Standard grade. You must meet with your faculty supervisor to develop a plan to replace the incomplete.

Portfolio: 50%
Written midterm and final evaluation by supervisor: 50%
IU East HPER P455 Practicum in Sport Studies

Approval Form

Name _____________________________________________ IU East ID ___________________

E-Mail Address __________________ Phone Number __________________

This form must be properly completed and returned to the below address prior to the starting date of the internship. A copy of the course syllabus and guidelines must be attached to this form and given to the supervisor.

Name of Agency____________________________________ Agency Phone _______________

Agency address_____________________________________

City__________________________________

**Internship Information:** Attach a brief description of the experience which the student will engage in by stating *goals and objectives* specific to the agency and attach to this form.

Start Date: __________ End Date: ___________ Total Hours to be Completed_________

**Internship Supervisor Information**

Supervisor’s Name: __________________________ Title: ______________________

Supervisor’s Email: __________________________ Website ______________________

As the student’s practicum supervisor:

1. I have received, accept and will adhere to the objectives as stated in the course syllabus.

2. I acknowledge the student may not possess liability insurance.

3. I will complete the evaluation forms and return them to the address given.

4. I will allow IUE instructors the opportunity to attend and observe the student during their internship.

Supervisor’s Signature: __________________________ Position ______________

Printed Name: __________________________________________ Date ______________

Return to: Mary Freeland, Indiana University East, Tom Raper Hall 340, Richmond, IN 47374
IU East HPER P455 Practicum in Sport Studies

Supervisor’s Midterm Evaluation Form

Student ____________________________ Supervisor ____________________
Agency ______________________________

M      Meets minimum standards.
E      Exceeds minimum standards.
I      Improvement needed. If the student has failed to meet any minimum standard or is in any way deficient, please mark an “I” and give an explanation.
N      No opportunity to observe or evaluate.

______ Demonstrates the ability to analyze and evaluate individual and team performances
______ Work is well organized and structured
______ Assists with daily operations
______ Completion of any special projects
______ Assisting customers in a professional manner
______ Assisting with event planning and community relations
______ Incorporates a variety of activities within the work site
______ Understands key elements of sport principles and technical skills
______ Demonstrates effective motivational skills dealing with clients and staff
______ Accepts each client and co-worker as an individual
______ Demonstrates professionalism in dealing with clients and staff
______ Demonstrates professionalism by being prompt to work and participating in meetings
Suggestions for improvement:

Any additional comments:

Supervisor’s Signature _____________________________________ Date ____________
Position _____________________________________ Phone ______________________

• Return to:    Mary Freeland
Indiana University East
Tom Raper Hall 340
2325 Chester Boulevard
Richmond, IN 47374-1289
IU East HPER P455 Practicum Sport Studies

Supervisor’s Final Evaluation Form

Student Coach____________________________ Supervisor ____________________
Sport _______________________ School _______________________

M       Meets minimum standards.

E       Exceeds minimum standards.

I       Improvement needed. If the student has failed to meet any minimum
standard or is in any way deficient, please mark an “I” and give an explanation.

N       No opportunity to observe or evaluate.

_______ Demonstrates the ability to analyze and evaluate individual and team performances
_______ Work is well organized and structured
_______ Assists with daily operations
_______ Completion of any special projects
_______ Assisting customers in a professional manner
_______ Assisting with event planning and community relations
_______ Incorporates a variety of activities within the work site
_______ Understands key elements of sport principles and technical skills
_______ Demonstrates effective motivational skills dealing with clients and staff
_______ Accepts each client and co-worker as an individual
_______ Demonstrates professionalism in dealing with clients and staff
_______ Demonstrates professionalism by being prompt to work and participating in meetings
Has the Sport Management Intern had a positive influence on your program?

Discuss Why or Why Not:

Any additional comments:

Supervisor’s Signature _______________________________ Date ____________

Position _______________________________ Phone ______________________

Return to: Mary Freeland
Indiana University East
Tom Raper Hall 340
2325 Chester Boulevard
Richmond, IN 47374-1289
## Daily Log of Hours and Events

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<tr>
<th>Date</th>
<th>Description of Daily Activities</th>
<th>Practicum Hours</th>
<th>Supervisors Initials</th>
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