

Successful completion of the practicum work experience will be indicated by the following:

1. work 120-150 clock hours within a period of 10-14 weeks; and
2. complete a log/journal of the practicum experience.*

* PRACTICUM LOG OF EXPERIENCE

The log/journal should be organized in the following manner:

1. Brief Introduction
 - A. Site of practicum
 - B. Job responsibilities
 - C. Site Supervisor
 - D. Weekly Schedule of the experience
(Days and hours worked in the format below):

[Organization Name] Practicum – Fall 2011
(HOURS)

Month	Day	Time	Hours	Weekly Total	Monthly Total	Supervisor's Signature

TOTAL: _____ Hours

_____ Supervisor's Signature and Date

Your supervisor must sign either weekly or monthly for your hours to be accepted by the instructor for this course.

2. Chronicle of Experience
 - A. Weekly summarization of the work experiences (typewritten)
 - B. Any special materials, handouts, or samples should be included or placed in an appendix.
3. Summary
 - A. Summarize your *expected* duties and responsibilities at your work site.
 - B. Summarize your *actual* total experience, exposures and participation.
4. Intern's Evaluation of the Site
 - A. Briefly evaluate the site and the site supervisor
 - B. Should the Sport Management concentration seek to place another student with this agency?
 - C. What recommendations do you have for the improvement of the practicum phase of the program?
 - D. Should we strive to prepare our students in a special manner for this agency?
 - E. Was the practicum a worthwhile expenditure of the time required? If the answer is No, Why?

Upon completion of the practicum period, students will turn in a typewritten/computer-generated version of their Log of Experiences, a site supervisor's evaluation form, and the student's site evaluation. Your final report is essentially a portfolio of your practicum experience. This is a requirement for the final grade for the course. You are strongly encouraged to keep a backup copy of what you submit. Your submitted portfolio will be returned at a later date. You may wish to hold on to it as tangible evidence of your practicum experience for future employers and/or internship interviews.

GRADING

Grades will be assigned on the basis of a Practicum log (60%); organization chart (10%); the site supervisor's evaluation (20%); and your own evaluation of the site (10%).

Final grades will be recorded with "plus/minus" letter grade annotations. You can use the table on the next page to do your

own grade calculation. Convert letter grades to numerical equivalents using this scale: A=10, A-=9, B+=8, B=7, B-=6, C+=5, C=4, C-=3, D=2, F=1. Multiply the numerical equivalent by the weight to get the weighted value. Add the weighted values and use the conversion scale to convert the total back to a letter grade. (Note: No credit towards graduation accrues from a failing grade or from a grade that is replaced by a retaken course. For more information, please consult the current edition of the university catalog.)

	Letter Grade	Numerical Equivalent	Weight	Weighted Value
Practicum Log			.60	
Organizational Chart			.10	
Site Supervisor's Evaluation			.20	
Student Evaluation of Site			.10	
TOTAL				

GUIDELINES

Each student enrolled in SPMT 241 must complete the following duties and responsibilities as requirements to earn a letter grade for the practicum experience. Students must share these guidelines with their practicum site supervisor and work throughout the practicum experience with the site supervisor to meet the guidelines. These guidelines are **REQUIRED** to be included in the student's journal/portfolio.

DUTIES AND RESPONSIBILITIES

1. Develop an organizational chart of the organization or university in terms of the supervisor/athletic director; line and staff relationship. **INCLUDE YOURSELF IN THE CHART TO SHOW YOUR RELATIONSHIP TO THE ORGANIZATION.**
2. Participate in structured orientation sessions with supervisor.
3. Participate in post-activity discussions with the supervisor.
4. Attend staff meetings, when appropriate.
5. Identification of the responsibilities and the duties of the supervisor in terms of:

A well planned and balanced program	Facilities, equipment and supplies
Purchase and care of equipment	Care and treatment of injuries
Securing game officials	Provisions for press releases
Contracts	Travel
Game programs	Maintenance and improvement of facilities
A continuous evaluation of the total program	Control and regulation of athletic policies
Preparation of budgets	Eligibility
Concessions	Counseling services
Insurance programs	Clerical workers
Recruitment policies	Scheduling
Ticket sales	Spectator control

Instructions: Please evaluate the intern's current level of performance within the following dimensions. As the evaluator, you are requested to carefully review the intern's competence in each dimension and rate his/her performance by circling the number next to each listed dimension corresponding to the level of the intern's on the job performance based upon the following scale:

- 2 Poor
- 4 Below Average
- 6 Average
- 8 Above Average
- 10 Excellent
- NA Not Applicable

Site Supervisor/Rater: _____ Date: _____

Title: _____ Intern/Ratee: _____

<u>Job Related Dimensions</u>	<u>Level of Intern Performance</u>					
1. Quality of Work	2	4	6	8	10	NA
2. Productivity	2	4	6	8	10	NA
3. Professional Appearance/Behavior	2	4	6	8	10	NA
4. Tardiness/Absenteeism	2	4	6	8	10	NA

<u>Personal Dimensions</u>						
1. Diligence	2	4	6	8	10	NA
2. Cooperative/Works Well with Others	2	4	6	8	10	NA
3. Receptive to New Ideas/Criticism	2	4	6	8	10	NA
4. Responsible/Reliable	2	4	6	8	10	NA
5. Follows Directions	2	4	6	8	10	NA
6. Self-Directed	2	4	6	8	10	NA
7. Adaptability/Creativity	2	4	6	8	10	NA
8. Positive Attitude/Enthusiastic	2	4	6	8	10	NA
9. Performs Under Pressure	2	4	6	8	10	NA
10. Willingness to Work Overtime	2	4	6	8	10	NA
11. Willingness to Learn	2	4	6	8	10	NA
12. Leadership Potential	2	4	6	8	10	NA

INTERN PERFORMANCE APPRAISAL FORM continued.

Technical Dimensions

Level of Intern Performance

1. Communication Skills	2	4	6	8	10	NA
2. Writing Skills	2	4	6	8	10	NA
3. Organizational Skills	2	4	6	8	10	NA
4. Computer Skills	2	4	6	8	10	NA

Site Supervisor/Rater's Signature: _____

Date: _____

Comments: Written comments may be provided if the site supervisor/rater desires to provide them. They may be general comments about the intern's performance or an elaboration regarding a specific performance rating.

SPORT MANAGEMENT INTERN SITE EVALUATION

Instructions: Please evaluate your practicum site within the following dimensions. As the student intern, you are requested to carefully evaluate the site of your practicum experience by providing feedback on your experience and your recommendation(s) to future interns considering this site to fulfill their practicum/internship course requirement(s).

1. Briefly evaluate the site and the site supervisor.
 2. Should the Sport Management concentration encourage another student to fulfill the practicum requirement(s) with this organization?
 3. What recommendations do you have for the improvement of the practicum phase of the program (the course itself)?
 4. Should we strive to prepare our students in a special manner for this organization?
 5. Was the practicum a worthwhile experience for the time required? If the answer is No, Why?
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Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].
- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu>].

