

**George Mason University**  
**College of Education and Human Development**  
**Sport Management**

SPMT 241.001 – Practicum  
3 Credits, Summer 2017  
Variable Meeting Days, Times, and Location

**Faculty**

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**Prerequisites/Corequisites**

D or higher in SPMT 201. Majors in BS HFRR SPMT only. Prerequisites(s) enforced by registration system.

**University Catalog Course Description**

Paid or voluntary experience in sport industry setting. Work sites chosen by students after receiving approval of faculty supervisors.

**Course Overview**

A directed practicum experience—paid or voluntary—in a sport industry setting. The student is assigned tasks and responsibilities and is held responsible for his/her completion of tasks as assigned by the designated practicum site supervisor(s). The practicum experience is typically limited to an approved, on-campus facility (e.g., the Freedom Aquatic and Fitness Center [Science and Technology (formerly Prince William)], GMU Fitness and Aquatic Center [Fairfax], Skyline Fitness [Fairfax]); or other approved sites under supervision of a GMU adjunct faculty on site supervisor and SPMT faculty advisor. Opportunities provide for students to develop knowledge, values, and beginning practice skills appropriate for entry-level practice in Sport Management agencies. Students are expected to work 120-150 hours within a period of 10 to 14 weeks.

**Course Delivery Method**

This course will be delivered using a lecture and supervised fieldwork instruction format.

## **Learner Outcomes or Objectives**

This course is designed to enable students to do the following:

1. Provide opportunities to explore and discover career objectives in the sport industry, utilizing both personal assessment and evaluation by the academic institution and the practicum site;
2. Provide opportunities to evaluate strengths and weaknesses in light of demands and expectations of employment in various positions in the field;
3. Provide opportunities to develop career enhancing skills and interests; and
4. Provide opportunities to provide feedback to and inform the academic programs in the School of Recreation, Health, and Tourism (RHT).

## **Required Texts**

None

## **Course Performance Evaluation**

Students are expected to submit all assignments on time in the manner outlined by the instructor (e.g., Blackboard, Tk20, hard copy).

[Further information regarding specific course assignment submission instructions may be inserted here or in one of the applicable categories below.]

- **Assignments and/or Examinations**

Under the direction of an on-site supervisor, 120-150 hours of field experience which satisfies the course objectives of the practicum and meets the needs of the facility. In the SPMT 241 Practicum, the focus is on providing each student with hands-on practical experience in sport industry programming and facility/human resource management.

For SPMT majors and minors, the SPMT 241 practicum is generally limited to one of three possible GMU affiliated sites: the Freedom Center with Jennifer Lehman (jlehman2@gmu.edu) as on-site supervisor; the Recreation and Athletic Center (RAC) with Tim Reffner (treffner@gmu.edu), Operations Manager and on-site supervisor; and the Aquatics and Fitness Center and Skyline Fitness, respectively, with Lee Ann Houston (lhouston@gmu.edu) as on-site supervisor. Alternate on-campus Practicum opportunities may be available through the Intramural/Recreational Sports Program housed at the Fairfax campus; contact Paul Bazzano (pbazzano@gmu.edu), Coordinator, Intramural and Recreational Sports, for more information. On some occasions, the Patriot Club, the fundraising arm of the George Mason University athletic department, has openings for qualified students to work with external relations; contact Heather Moody (hmoody@gmu.edu) for details and availability. Finally, specialized Practicum placements within the Athletic Department (e.g., marketing, public relations) are sometimes a possibility. For more details, contact Dr. Robert Baker (rbaker2@gmu.edu), Sport,

Recreation, and Tourism (SRT) Division Director; or Prof. Craig Esherick (cesheric@gmu.edu), Sport Management Academic Program Coordinator for SRT.

Depending on the student's background and interests, as well as the needs of a particular facility, the on-site supervisor will work with the student to produce an individualized practicum, which can include a variety of work-related experiences.

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 – Summer 2017***  
**(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.

- **Other Requirements**

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

- **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				

### Grading Scale

A = 10.0-9.5	B+ = 8.9-8.0	C+ = 5.9-5.0	D = 2.9-2.0
A- = 9.49-9.0	B = 7.9-7.0	C = 4.9-4.0	F = 1.9-0.0
	B- = 6.9-6.0	C- = 3.9-3.0	

### Professional Dispositions

Students are expected to exhibit professional behaviors and dispositions at all times.

## Class Schedule

DATE		ASSIGNMENT	ASSIGNMENT DUE
May	22	Begin Practicum duties	Begin weekly chronicle of experience; begin hours log
June		Continue Practicum duties	Continue weekly chronicle of experience; continue hours log
July		Continue Practicum duties	Continue weekly chronicle of experience; continue hours log
August	12	Complete Practicum duties	Complete weekly chronicle of experience; complete hours log; compile and submit term portfolio

Note: Faculty reserves the right to alter the schedule as necessary, with notification to students.

## Core Values Commitment

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

## GMU Policies and Resources for Students

### *Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <http://oai.gmu.edu/the-mason-honor-code/>).
- Students must follow the university policy for Responsible Use of Computing (see <http://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason 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 with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <http://ods.gmu.edu/>).
- Students must follow the university policy stating that all sound emitting devices shall be silenced during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <http://coursesupport.gmu.edu/>.
- The Writing Center 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/>).
- The 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 Student Support & Advocacy Center staff helps students develop and maintain healthy lifestyles through confidential one-on-one support as well as through interactive programs and resources. Some of the topics they address are healthy relationships, stress management, nutrition, sexual assault, drug and alcohol use, and sexual health (see <http://ssac.gmu.edu/>). Students in need of these services may contact the office by phone at 703-993-3686. Concerned students, faculty and staff may also make a referral to express concern for the safety or well-being of a Mason student or the community by going to <http://ssac.gmu.edu/make-a-referral/>.

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/>.**



**SPORT MANAGEMENT INTERN PERFORMANCE APPRAISAL FORM**  
To Be Completed by the Site Supervisor

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?