

*George Mason University*  
**College of Education and Human Development**  
**School of Sport, Recreation and Tourism Management**  
*Sport Management*

SPMT 241.DL2 – Practicum  
3 Credits, Spring 2024  
Distance Learning—Fairfax Campus

**Faculty**

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**Prerequisites/Corequisites**

SPMT 201; SPMT concentration students only

**University Catalog Course Description**

Provides a minimum of 120 hours of introductory supervised professional fieldwork experience in an approved sport management setting for 10 to 14 weeks (10 weeks maximum for the Summer term) under the supervision of a practicum Faculty Supervisor and Site Supervisor. Includes meetings and assignments before, during, and after the practicum. Start date is the first day of classes.

**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 esports and University Life, 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. The number of weeks may be abbreviated for summer experiences.

## Course Delivery Method

This course will be delivered online (76% or more) using an asynchronous format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @gmu.edu) and email password. The course site will be available on Tuesday, January 16, 2024.

**Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.**

### *Technical Requirements*

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with standard up-to-date browsers. To get a list of Blackboard's supported browsers see:  
[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#supported-browsers](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#supported-browsers)

To get a list of supported operation systems on different devices see:

[https://help.blackboard.com/Learn/Student/Getting\\_Started/Browser\\_Support#tested-devices-and-operating-systems](https://help.blackboard.com/Learn/Student/Getting_Started/Browser_Support#tested-devices-and-operating-systems)

- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
  - The following software plug-ins for PCs and Macs, respectively, are available for free download:
  - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
  - Windows Media Player:  
<https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

### *Expectations*

- Course Week: Because asynchronous courses do not have a “fixed” meeting day, our week will start on Monday, 12:00 a.m., and finish on Sunday, 11:59 p.m.
- Log-in Frequency:  
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least 2 times per week.

- Participation:  
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- Technical Competence:  
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.
- Technical Issues:  
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:  
Please be aware that this course is **not** self-paced. Students are expected to meet *specific deadlines* and *due dates* listed in the **Class Schedule** section of this syllabus. It is the student's responsibility to keep track of the weekly course schedule of topics, readings, activities and assignments due.
- Instructor Support:  
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- Netiquette:  
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words.* Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- Accommodations:  
Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

## **Learner Outcomes or Objectives**

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

1. Describe and analyze the managerial and operational structure of their practicum site;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, staff relation);
3. Evaluate their personal strengths and weaknesses in light of demands and expectations of employment in the various positions in the field; and
4. Set career objectives in the sport management industry.

## **Professional Standards** [Commission of Sport Management Accreditation (COSMA)]

Upon completion of this course, students will have met Commission on Sport Management Accreditation (COSMA)

Principle 3: Curriculum, Common Professional Components (CPC) E. Integrative Experiences & Career Planning

Principle 7.3: Business and Industry Linkages/Internship

According to COSMA (2016, p. 50):

Excellence in sport management education requires the academic sport management unit to have current and meaningful linkages to sport management practitioners and organizations. Specifically, an internship or similar experience enables students to work for a sports organization or in a sport-related office to gain useful, relevant experience for a career in sport. The kind of experiential learning that integrates knowledge and theory with the practical application and skill development is essential to a student's educational experience. Students benefit from the applied experiences and connections made in the professional setting while employers have the opportunity to guide and evaluate the students.

For more information, please see:

Commission of Sport Management Accreditation. (2016, May). *Accreditation principles manual & guidelines for self-study preparation*. Retrieved November 30, 2016 from <http://www.cosmaweb.org/accreditation-manuals.html>

## **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, VIA, hard copy).

- **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.

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/ePortfolio 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 will be reflected in the Weekly Report templates found in Blackboard.)

***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. Complete and submit the internship evaluation form found in your Bb course site as well as the pdf attachment on this syllabus

Upon completion of the practicum period, students will turn in an ePortfolio comprised of their experiences based on the requirements found in the ePortfolio template in Blackboard; cumulative weekly reports; an organizational chart; a site supervisor's evaluation form; and the student's site evaluation. Your final report is essentially the ePortfolio documenting 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 as you may wish to hold on to it as tangible evidence of your practicum experience for future employers and/or internship interviews.

- **Other Requirements**

Site supervisor's and student's evaluation forms are provided at the end of the syllabus.

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/portfolio (40%); discussion boards/participation (6 ranging from 2-3 points 20%); 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. Grading will occur using a 100-point scale. (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.)

	Points
Practicum Portfolio	.40

Discussion Boards/Weekly Reports	.20
Organizational Chart	.10
Site Supervisor's Evaluation	.20
Student Evaluation of Site	.10
TOTAL	100

### Grading Scale

A = 93 – 100%	B+ = 87 – 89%	C+ = 77 – 79%	D = 60 – 69%
A- = 90 – 92%	B = 83 – 86%	C = 73 – 76%	F = Below 60%
	B- = 80 – %	C- = 70 – 72%	

### Professional Dispositions

See <https://cehd.gmu.edu/students/policies-procedures/>

### Class Schedule

Date		Assignment	Assignment DUE
January	16	Begin Practicum duties	Begin weekly chronicle of experience; begin hours log
February		Continue Practicum duties	Continue weekly chronicle of experience; continue hours log
March		Continue Practicum duties	Continue weekly chronicle of experience; continue hours log
April		Continue Practicum duties	Continue weekly chronicle of experience; continue hours log
May	1-7	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 <https://catalog.gmu.edu/policies/honor-code-system/> ).
- Students must follow the university policy for Responsible Use of Computing (see <https://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 <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

### *Campus Resources*

- Support for submission of assignments to VIA should be directed to [viahelp@gmu.edu](mailto:viahelp@gmu.edu) or <https://cehd.gmu.edu/aero/assessments>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

### **Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:**

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

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



spmtSupervisorEvalR  
ubric 4.10.21.pdf





revised practicum  
self eval.pdf

The logo features a large, stylized white letter 'M' with a yellow and white flame-like graphic element extending from its top right corner.

# School of Sport, Recreation, and Tourism Management