

Sport Management Practicum Manual



Southeast Missouri State University
College of Health & Human Services
Department of Health, Human Performance & Recreation
(Revised August, 2010)

Sport Management
SM 370

TABLE OF CONTENTS

I. The Practicum3
II. Enrollment and Academic Credit.....3
III. Practicum Philosophy.....4
IV. Procedures Requirements and Responsibilities.....4
V. Basis for Student Evaluation5
VI. General Remarks.....5
VII. Previous Practicum Sites6
VIII. Sport Management Practicum Application Form.....10

Contact Information:

Dr. Beth Easter

Phone: 573-986-6744

FAX: 573-651-5150

Email: baeaster@semo.edu

Address: Beth A. Easter, Ph.D.

Southeast Missouri State University,

MS 7650

One University Plaza

Cape Girardeau, MO 63701

PRACTICUM

SM 370

I. THE PRACTICUM

Every Sport Management majors will complete a practicum in a sport organization related to his/her career goals. The term, “Practicum,” refers to a supervised learning experience with an approved sport management service agency, organization, or institution. Practicum allows the student to develop and mature through exposure to, and practical experience with, a variety of tasks under the guidance of trained, established leaders in the field. In addition, a variety of Practicum sites will afford the students the opportunity to observe and experience firsthand many different aspects of their chosen field and may influence a career choice or career enhancement for the student. Be aware that professionals in the field often use the term “internship” to cover any type of field experience or consistent volunteer work whether the individual is registered for academic credit or not.

Explanations and examples of practicum processes and procedures are provided in this manual. It is important for students to recognize, however, that a practicum is a privilege that carries distinct responsibilities. To begin, practicums are available only to Sport management majors or minors with junior standing and concurrent enrollment in SM 465.

Students serving a practicum must remember that performance on the job can either enhance or hinder their career objectives. Eagerness, reliability, and responsibility will always be in demand. A practicum presents the opportunity to establish a reputation for these qualities. Recent experience have clearly shown that students who carefully plan and successfully complete meaningful practicum’s have much more positive results in launching their career in the sport industry.

II. ENROLLMENT AND ACADEMIC CREDIT

Students will enroll for 3 credits of Sport Management Practicum (SM 370). 2 credits are given for the Practicum and 1 credit for SM465. Southeast Missouri State University in Cape Girardeau requires a minimum of 80 log hours of academic credit. Sport management faculty believe that such an practicum provides the students with the optimum learning experience, an extended placement in an intensive atmosphere free from academic demands and the demands of other work upon the student’s time. It should be noted that, depending upon the nature of the position, the time period of the practicum could transcend the traditional academic calendar. For example, a practicum with a professional baseball team could begin as early as January and last through the conclusion of the season (late August). A practicum with a professional basketball team usually begins in September or October and runs until May or the completion of the season. Keeping these situations in mind, the prospective student needs to plan his/her academic schedule and resources accordingly.

III. PRACTICUM PHILOSOPHY

The purposes of a practicum are as follows:

1. The student will describe qualities demonstrated by sport management professionals in the field.
2. The student will explain personal development gained through the field experience.
3. The student will describe personal perspective of sport management practices.

IV. PROCEDURES, REQUIREMENTS AND RESPONSIBILITIES FOR STUDENTS

1. Prior to registering in the class, meet with the instructor or your advisor to discuss career goals and possible practicum sites.
2. Arrange a meeting with the site supervisor of a sport organization.
3. Return sport management practicum application form completed with site supervisor's signature.
4. Receive official email notification of acceptance of the application. (If you receive email notification that the application has not be accepted you will also be given information about what steps need to be taken before the application can be accepted.
5. Register in SM370 and SM465 Professional Seminar in Sport Management. (Instructions will be in the email notification of the acceptance of the application.)The seminar class will meet for no more than one hour per week and will have on-line components: assignments uploaded via drop box, forum discussions, and mock interview.
6. Begin working/observing at the sport organization as per agreement with the site supervisor. Complete weekly log sheets turned in weekly to the instructor via fax, campus mail, snail mail or physically putting the log sheet signed by the site supervisor in the folder next to the instructor's office door. **Number of log hours must total a minimum of 80 hours.** This time does not include travel time to the practicum site.
7. Complete reflective paper and turn in to instructor by 5 p.m. on the Friday of the last week of classes (the week prior to finals week).
8. Two weeks prior to the last week of classes, give the site supervisor the evaluation form. The site supervisor is to complete the form and return it to the instructor by the end of

classes (the week prior to finals week) for the semester or grading period. This may be done by mail, fax, or campus mail.

V. Basis for Student Evaluation

A. Site Supervisor's evaluation of student performance

50 points

Each site supervisor will complete an evaluation of the student's on-site performance during the semester. **This will be due from the site supervisor on or before the last day of classes (Friday prior to Finals Week) for the semester.**

Each will base his or her evaluation of the following criteria:

- Interpersonal relationships
- Initiative
- Reliability
- Judgment
- Attitude toward work
- Willingness to learn and demonstration of understanding
- Quality of work performance
- Attendance
- Punctuality
- Overall Performance

B. Writing Assignments

1. Log Sheets

25 points

Each student will hand in a written report from his or her observation experience for each week in the form of log sheets. In addition to the student's name, phone number, practicum site, site supervisor, beginning date, number of hours of observation for each day of the week, and a brief description of tasks undertaken during the week at the practicum site. ***Students must keep a copy of each signed log sheet for their personal files. They must fax, mail, hand deliver to the administrative assistant in 216 Parker or sue the website drop box to upload a copy weekly. These are due on Monday unless another agreement is made for other arrangements.***

2. Reflective Paper

25 points

Each student will complete a 5 to 10 page typed paper reflecting on the things that the individual learned about sport management, about the particular job where he or she observed and about himself or herself through the observation experiences and the organization and operation of the sport organization where the student completed the practicum. The margins should be set at 1 inch, the font size should be either 10 or 12 point, and should be double-spaced. Any deviation from these requirements will result in a 10% reduction in score for this part of the grade.

VI. GENERAL REMARKS

The practicum program should be utilized by an agency/organization in several ways:

1. As an opportunity to provide input into the training of future professionals in the field.
2. As a way to inject enthusiasm and new ideas into current operations.
3. As an opportunity to undertake projects, valuable to the agency/organization operations, that has not yet been undertaken.

VII. PREVIOUS PRACTICUM SITES

- Banner Press
- Bent Creek Golf Course
- Cape Girardeau Country Club
- Cape Skate
- City of Cape Girardeau – Parks & Recreation
- City of Jerseyville Recreation Department
- Cochran Community Center/High Profile Sportz
- CYC Sports
- Dalhousie Golf Club
- Family Golf & Learning Center
- First Things First
- GMC Stadium
- Jackson Bowling Lanes
- Jefferson College
- Kansas City Chiefs
- Lake Land College
- Leopold Red Rush Volleyball
- Notre Dame Regional High School
- Rawlings
- Red Bud High School
- Ripken Baseball Camps
- River City Rascals
- SEMO Club Sports
- SEMO Compliance
- SEMO Event Management
- SEMO Intramurals
- SEMO Marketing Department
- SEMO Senior Women’s Administrator
- SEMO Sport Management Department
- SEMO Sports Information Department
- SEMO Student Recreation Center
- SEMO Student Success Center
- SEMO Ticket Office
- Show Me Center
- Special Olympics
- Sports Crusader Camps
- St. Joe Blacksnakes Baseball Team
- The Racing Edge
- Trails End Camp
- Windy City Thunderbolts
- YMCA of Southeast Missouri

Experience Southeast... *Experience Success*



Southeast Missouri State University

Sport Management Practicum

Weekly Log-Sheet

Name: _____

Hours worked this week: _____

Organization: _____

Current total hours worked: _____

Week of: _____

Supervisor's signature: _____

Day	Activity	Comments	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			



Sport Management Practicum Evaluation Report

Student Intern's Name: _____

Supervisor's Name & Organization: _____

Please check one statement in each category that best describes the intern in terms of their performance with your organization.

Interpersonal relationships

1. Is well accepted and respects the ideas and thoughts of others
2. Is accepted and is tolerant of others and their opinions
3. Experiences difficulty in being accepted and accepting others
4. Has been unsatisfactory in terms of interpersonal relationships

Initiative (demonstrated ability to work independently)

1. Recognizes jobs that need completion and does so without being asked
2. Completes routine work and asks for other assignments
3. Seldom does more than asked
4. Must be told what to do, when to do it, etc.

Reliability (dependability)

1. Can be relied upon in all matters
2. Can be relied upon in most cases
3. Frequently fails to be dependable
4. Cannot be relied upon

Judgment (demonstrated decision making process)

1. Exceptionally mature and sound
2. Usually makes correct decisions
3. Sometimes makes poor decisions
4. Consistently shows poor judgment

Attitude toward work

1. Very enthusiastic and motivated
2. Very interested and industrious
3. Average/accepting
4. Indifferent at times/totally disinterested

Ability to learn and understand

1. Learns quickly
2. Learns readily
3. Average learner
4. Slow to learn and comprehend

Quality of work performance

1. Excellent
2. Above Average
3. Average
4. Poor

Oral Communication

1. Excellent
2. Above Average
3. Average
4. Poor

Written Communication

- | | |
|------------------|------------|
| 1. Excellent | 3. Average |
| 2. Above Average | 4. Poor |

Attendance

- | | |
|------------|--------------|
| 1. Regular | 2. Irregular |
|------------|--------------|

Punctuality

- | | |
|------------|--------------|
| 1. Regular | 2. Irregular |
|------------|--------------|

Personal view of future success of student in employment opportunities similar to practicum

- | | |
|--------------------------------|-----------------------------------|
| 1. Excellent chance of success | 3. Average chance of success |
| 2. Good chance of success | 4. Little or no chance of success |

Would you hire the student if you had an opening or would you provide a recommendation to future employers?

- | | |
|---------------------------------------|-----------|
| 1. Yes, without hesitation | 3. No |
| 2. Yes, with concerns or reservations | 4. Unsure |

Overall performance of student?

- | | |
|------------------|------------|
| 1. Excellent | 3. Average |
| 2. Above Average | 4. Poor |

Additional comments or remarks:

Return completed form to:
Dr. Beth Easter
Southeast Missouri State University
One University Plaza, MS 7650
Cape Girardeau, MO 63701
Fax: 573-651-5150

Experience Southeast...*Experience Success*



**SM 370 Sport Management Practicum
Application Form**

Notice: The student will not be registered in the course until the completed form is returned to the practicum supervisor. Tuition must be paid for this class.

Student's Name _____

Student's ID _____

Semester to be Enrolled _____ Work to be completed by _____
(Friday of last week of classes)

Student's Address: _____

Student's phone: _____ Student's e-mail: _____

Student's Signature: _____ Date: _____

Practicum Site (Name of the Organization and Department):

Address of the Organization:

Street: _____

City: _____

Zip Code: _____

Site Supervisor's Name: _____

Site Supervisor's Title: _____

Site Supervisor's e-mail: _____

Site Supervisor's phone: _____ Site Supervisor's FAX: _____

Site Supervisor's Signature: _____ Date: _____

Job Description for Practicum Student for the 80 log hours:

Experience Southeast...*Experience Success*