

Western Kentucky University
College of Health & Human Services
School of Kinesiology, Recreation and Sport

COURSE TITLE: SPM 490 Internship in Sport: (12 credit hours)
Summer 2021

INSTRUCTOR: Dr. Paula Upright SS 1028
Office Hours: (by appointment)

Phone# 745-3004
Fax 745-6043
E-mail: paula.upright@wku.edu

COURSE

DESCRIPTION: Prerequisites: Senior classification, admitted to the Sport Management major and completion of all major courses. Supervised internship with community, interscholastic, intercollegiate, amateur or professional sport, and/or industry organizations. This experience is supervised and controlled by a university faculty member and personnel from sport industry agencies. Students will be responsible for their own transportation to off-campus sites/meetings.

TEXTBOOK: Sport Management Internship Manual
The updated manual is on the BB site.

COURSE OBJECTIVES: The professional internship placement is designed to:

1. Place students in a variety of sport related agencies that will contribute to their education and professional preparation.
2. Provide opportunities for students that develop professional behavior.
3. Provide opportunities for students that apply classroom theory to actual practice in accordance with current professional knowledge and outlook.
4. Provide opportunities for students to assume direct leadership in a variety of settings and activities leading to supervisory skills.
5. Provide opportunities for students to gain intelligence and comprehension into the total operation of a sport related agency that will provide a smooth transition into professional practice.

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**COURSE
REQUIREMENTS:**

1. Each student will complete at least 10-weeks (400 clock hours) of involvement in a professional sport related agency setting.
2. Each student must present a clear purpose and goal statement for the internship.
3. Each student will submit bi-weekly reports to the supervising faculty member. The report format is outlined specifically in the internship manual.
4. Each student is required to secure two performance evaluations from their direct supervisor. One due mid-way through and one due the last day of the experience.
5. Each student will complete other assignments as listed, including a detailed final summary and time sheet.

ASSIGNMENTS/EVALUATIONS:

Point Value

- | | |
|--|------------|
| 1. Agency/College Agreement | 50 points |
| 2. Orientation Report | 50 points |
| 3. Purpose/Goal Statements | 100 points |
| 4. Narrative Job Analysis | 100 points |
| 5. (5) bi-weekly reports (50 points each) | 250 points |
| 6. Two supervisor evaluations (50 points each) | 100 points |
| 7. Final summary report | 200 points |
| 9. Timesheet/log (format tbd by supervisor) | 150 points |

Total points

1000 points

A = 90% B = 80% C = 70% D = 60% F = 59% & below

**ALL ASSIGNMENTS, REPORTS, EVALUATIONS, ETC ARE DUE TO DR. UPRIGHT
ON THE DATE INDICATED ON BB BY NO LATER THAN 4 P.M.**

You should submit assignments/evaluations via Black Board, you should use Microsoft Word to create your report and then attach it to the appropriate link. If there is a problem with BB, you may e-mail reports addressed to paula.upright@wku.edu by no later than the date due. You may also drop off any work at my office. A signed signature sheet may be faxed confirming all electronic submissions (745-6043) if you cannot scan and submit on BB.

POLICIES

All assignments must be completed in order to receive a passing grade in the course.

E-mail Correspondence:

The university will use students' WKU e-mail address **exclusively** for all university communication. Students may forward their WKU e-mail to another e-mail address. I will adhere to this new policy and send messages to WKU addresses only.

Academic Honesty:

Academic integrity is an essential component of an academic community. Every student is responsible for fostering and maintaining a culture of academic honesty by committing to the academic values of honesty, integrity, responsibility, trust, respect for self and others, fairness, and justice. In addition, students are expected to abide by the code of ethics for their profession and the student code of conduct for the university. Violations of academic integrity include cheating, plagiarism, or lying about academic matters. Plagiarism is defined as any use of another writer's words, concepts, or sequence of ideas without acknowledging that writer properly. This includes not only direct quotations of another writer's words, but also paraphrases or summaries of another writer's concepts or ideas without acknowledging the writer properly (i.e., citing them). Cheating includes behaviors such as giving or receiving data or information under any circumstances not permitted by the instructor. Lying about academic matters includes falsification of data or information as part of an academic exercise, or knowingly providing false information to a faculty member. Students who have plagiarized an assignment or otherwise cheated in their academic work or examination may expect an "F" for the assignment in question or "F" for the course, at the instructor's discretion. Students who are unfamiliar with the University's policy on plagiarism should consult the most recent edition of the Western Kentucky University Student Handbook.

<https://www.wku.edu/handbook/>

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at

<https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf> and

Discrimination and Harassment Policy (#0.2040) at

https://wku.edu/policies/hr_policies/2040_discrimination_harassment_policy.pdf.

Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are

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“Responsible Employees” of the University and **MUST** report what you share to WKU’s Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU’s Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

FACE COVERINGS:

Out of respect for the health and safety of the WKU community and in adherence with the [CDC guidelines](#), the University requires that a cloth face covering (reusable or disposable) that covers both the nose and mouth must be worn at all times when in public areas within all buildings. Students must properly wear face coverings while in class regardless of the room size or the nature of the classroom activities. Students who fail to wear a face covering as required will be in violation of the WKU Student Code of Conduct and will be asked to comply or will face disciplinary action, including possible dismissal from the University. Accommodations to face coverings must be determined by the Student Accessibility Resource Center and documented before a student may attend class. You must follow all Covid guidelines for your agency.

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**INTERNSHIP
ASSIGNMENTS & Approx. DUE DATES**
(Dates will vary according to your start date)

<u>ASSIGNMENT</u>	<u>DATE DUE</u>
1. Start Internship	May 10 (will vary)
2. Complete & send in the following Agency/University Agreement (appendix A) Orientation Report (appendix B) Purpose/Goal Statements (appendix B) Narrative Job Analysis (appendix B)	(1-2 wks. after start)
3. Complete & send in the following (approx. every 2 weeks)	
Bi-Weekly Report (appendix C)	May 24
Bi-Weekly Report	June 7
Bi-Weekly Report	June 21
Bi-Weekly Report	July 5
Bi-Weekly Report	July 19
4. Complete & send in the following Mid Term Supervisor Evaluation (appendix D)	After 200 hours complete
5. Complete & Send in the following Final Supervisor Evaluation (appendix D)	Last week of internship
6. Complete & send in the following Final Summary Report (appendix E)	Aug 4
7. Timesheet	Log hours weekly and submit by Aug 4

(Bi-Weekly and midterm report deadlines will vary according to start date, it is your responsibility to let me know your start date and adjust the deadlines as needed. Please read and follow the internship manual for all submissions). The final summary and timesheet dates are set for everyone (Apr 28 midnight)