

University of Florida
College of Health and Human Performance
Department of Sport Management

Internship in Sport Management

SPM 4941C
Spring 2023 (12 credit hours)

Dr. Douglas DeMichele
330C Florida Gym

Email: demiche@hhp.ufl.edu
352-294-1660

Office Hours: TUE 8:30 – 10:30 am
 WED 8:30 – 10:30 am

Class Meets: To be arranged with your SPM faculty/site supervisor

Chairperson

Dr. George Cunningham
Department of Sport Management
300 Florida Gym
<http://www.hhp.ufl.edu/rpt/>

Honor Code

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

“The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism and other acts of academic dishonesty.”

Course Overview

The senior internship is designed to provide students the opportunity to work directly with leaders and mentors who can facilitate experiences which will enhance their skill set and better prepare the student for an entry level position and/or full-time employment. While working under the direction of a site supervisor (and completing site responsibilities) of an approved agency, the student will also be expected to complete numerous assignments

Course Description:

SPM 4941C is a course designed to provide practical experience for majors in the Department of Sport Management (Sport Management). Students will maintain a part-time workload in an approved setting appropriate to their specialization. For example, athletic programs, sport commissions, sports agencies, and recreation centers such as YMCA's, commercial gyms and youth centers. As a component of the internship, the student is expected to receive ongoing mentoring from one or more experienced industry professionals employed within a pre-screened

business or organization. The internship experience, created by the student and the internship site leadership (and approved by SPM), should expose the student to managerial decision making, needs assessment, planning, implementation of programs and evaluation techniques utilized within the agency and/or the industry.

In addition, the internship experience is also designed to solicit the student's professional stance and understanding on numerous topics they will encounter as a professional including but not limited to workplace behavior/harassment, cross-training, resource management, and mentorship. It is expected that the student will utilize the internship experience to enhance their skillset and resume, as well as establish professional leads and connections in the field.

Students who excel during the internship experience will likely generate advancement opportunities which may evolve into a future job opportunity. Upon conclusion of the internship, the student should become familiar with resources necessary to research, evaluate and secure a professional position in the field of sport.

Course Objectives:

1. To prepare students for a full-time position in sport management.
2. To foster the development of position statements on work related topics.
3. To facilitate experiences in which students can strengthen work site skills.
4. To assist students in expanding professional skills that will be welcomed in the field of sport.
5. To provide information related to professional positioning and personal development.
6. To provide formal site/field experience(s) of at least 480 total documented clock hours (12 weeks of full-time work) in a professional organization.

Required Text:

This course does not have a required text.

Compensation:

Students may receive compensation for the internship experience (hourly or stipend).

Special needs:

If any student has a need for a special accommodation, please contact your faculty advisor and inform your work site supervisor ASAP.

Internship Guidelines:

For the purpose of name recognition and communication with the faculty advisor, students are asked to submit a headshot photo on Canvas and communicate with their UF SPM supervisor on a regular basis (bi-weekly or as requested by the faculty supervisor).

It is expected that all students arrive to their worksite on time, prepared for the internship and that all personal cellular phones and Internet connections are turned off unless connectivity is requested by the site leadership.

Course Grading:

Please use the Canvas course management system to submit the following reports during the term.

1. Tri-weekly Report
2. Goal Assessment
3. Responses to 2 Internship Questions (19 pre-determined question options)
4. Mid-term Evaluation
5. Tri-weekly Reports
6. Goal Assessment
7. Responses to 2 Internship Questions (19 pre-determined question options)
8. Intern Experience Evaluation
9. Alumni Questionnaire
10. Student Profile
11. Final Evaluation
12. Intern Exit Questionnaire

All assignments must be completed at a satisfactory level to receive credit for the internship experience.

Hours Requirement:

Students must complete a minimum of 480 clock hours during the semester. Due to US Labor laws, the SPM intern is not permitted to work more than 80 hours in a 2 week period. However, we do recognize that peak times to host scheduled events may occur and it is the student intern's responsibility to adjust the work schedule so they remain legally compliant.

The SPM Internship Coordinator and the site supervisor will need to validate your 12-week plan in advance of the internship.

When the agency representative is interviewing the student, schedules should be compared for compatibility and a tentative schedule of responsibilities should be discussed. Remember that Holidays for the university may not coincide with the agency's days off.

The internship schedule is created by the site supervisor according to the number of credits (40 per week for 12 weeks). Students are expected to adhere to the pre-determined work schedule for the duration of the internship experience. In the event a student chooses to work beyond the required hours, their commitment to the agency is no longer a component of the internship experience and

the student is serving in a volunteer capacity. As noted prior, it is expected that students work within the predetermined work schedule.

Other Required Assignments or reports

Tri-Weekly Report (completed 2 times)

Upon completion of the initial 120 hour segment and again after 280 hours, students are required to have the tri-weekly report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

Goal Assessment (completed for 3 different goals)

Upon completion of the pre-determined measurable goal (approximately after 120 hours, after 240 hours and again after 360 hours), students are required to submit the goal and the assessment of the goal submitted on Canvas according to the due dates listed on this syllabus.

Mid-Term Report

Upon completion of the initial 240-hour segment, students are required to have the midterm report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

Final Report

Upon completion of the final 480-hour segment, students are required to have the final report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

Intern Experience Evaluation

The Intern Experience Evaluation summary is due at the conclusion of the internship experience (on Canvas according to the due dates listed on this syllabus) and is the student's self-reflection of the internship (used to retain or terminate the site in future semesters; for other UF students).

Alumni Questionnaire

Upon completion of the internship, students are required to share their contact information on Canvas. Please know that information will not be shared with any business and only used by SPM internally.

Student Profile

Upon completion of the internship, students are required to complete the Student Profile and discuss how the SPM coursework prepared the student for the internship, describe post-internship plans after graduation, and to submit a photo of you at the site (to be used for future advertising); all submitted on Canvas according to the due dates listed on this syllabus.

Intern Exit Questionnaire Surveys

Upon completion of the internship, students are required to complete two different SPM surveys; data is used to enhance the overall program. Once completed, take a screen shot of the completed survey acknowledgement and submit the screenshot on Canvas according to the due dates listed on this syllabus.

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|-------------|---|
| January 9 | Internship begins (students are expected to be on-site and ready for work on day one) |
| January 27 | Tri-weekly Report |
| February 3 | Goal Assessment |
| February 10 | Responses to 2 Internship Questions |
| February 17 | Midterm Report |
| February 24 | Goal Assessment |
| March 3 | Tri-weekly Report |
| March 10 | Responses to 2 Internship Questions |
| March 17 | Goal Assessment |
| April 7 | Intern Experience Evaluation |
| April 7 | Alumni Questionnaire |
| April 7 | Student Profile and Photo |
| April 7 | Final Report |
| April 7 | Intern Exit Questionnaire Surveys |

For Advising: Contact your Departmental Academic Advisor in 330 FLG: Paul Higgerson (on-line students) phiggerson@ufl.edu or Laine Hatcher (residential students) hatcher.la@ufl.edu

Other Resources

ZOOM

- Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. You can find resources and help using Zoom at <https://ufl.zoom.us>.

COURSE EVALUATIONS

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals.

Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

CHANGING NAME DISPLAY IN CANAVAS

- It is important to the learning environment that you feel welcome and safe in this class and that you are comfortable participating in class discussions and communicating with me on any issues related to the class. If your preferred name is not the name listed on the official UF roll, please let me know as soon as possible by e-mail or otherwise. I would like to acknowledge your preferred name, and pronouns that reflect your identity. Please let me know how you would like to be addressed in class, if your name and pronouns are not reflected by your UF-rostered name.
- You may also change your “Display Name” in Canvas. Canvas uses the "Display Name" as set in myUFL. The Display Name is what you want people to see in the UF Directory, such as "Ally" instead of "Allison." To update your display name, go to one.ufl.edu, click on the dropdown at the top right, and select "Directory Profile." Click "Edit" on the right of the name panel, uncheck "Use my legal name" under "Display Name," update how you wish your name to be displayed, and click "Submit" at the bottom. This change may take up to 24 hours to appear in Canvas. This does not change your legal name for official UF records.

INCLUSION, DIVERSITY, EQUITY, AND ACCESSIBILITY (IDEA) RESOURCES

- It is my intent that students from all diverse backgrounds and perspectives be equitably served by this course, that students' learning needs be addressed, and that the diversity that students bring to this class are viewed as inclusive as a resource, strength, and benefit. It is my intent to present materials and activities that are respectful of diversity: gender identity, sexuality, disability, age, socioeconomic status, ethnicity, race, nationality, religion, and culture. Your suggestions are encouraged and appreciated. Please let me know ways to improve the effectiveness of the course for you personally, for other students, or student groups.
- For suggestions or concerns related to IDEA, please reach out to any of the following:
 - Dr. Christine Wegner, SPM IDEA Liaison, christinewegner@ufl.edu
 - Dr. Cyntrice Thomas, SPM Graduate Coordinator, cthomas10@ufl.edu
 - Dr. Cynthia Willming, SPM Undergraduate Coordinator, willming@hhp.ufl.edu

IN-CLASS RECORDINGS

- Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.
- A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part

of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, and clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, and exams), field trips, and private conversations between students in the class or between a student and the faculty or lecturer during a class session.

- Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.”

COVID-19

- In response to COVID-19, the following practices are in place to maintain your learning environment, to enhance the safety of our in-classroom interactions, and to further the health and safety of our neighbors, our loved ones, and ourselves.
- If you are not vaccinated, the University recommends you get vaccinated. Vaccines are readily available at no cost and have been demonstrated to be safe and effective against the COVID-19 virus.
 - If you are sick, stay home and self-quarantine. Please call your primary care provider if you are ill and need immediate care or the UF Student Health Care Center at 352-392-1161.
 - Course materials will be provided to you with an excused absence, and you will be given a reasonable amount of time to make up work.

ADDITIONAL STUDENT SUPPORT

- **U Matter, We Care:** If you or a friend is in distress, please contact umatter@ufl.edu or 352-392-1575.
- **Counseling and Wellness Center:** <https://counseling.ufl.edu/>, 352-392-1575.
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
- **University Police Department:** 392-1111 (or 911 for emergencies) <http://www.police.ufl.edu/>
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need or visit shcc.ufl.edu.
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; ufhealth.org/emergency-room-trauma-center.

ACADEMIC SUPPORT

- **E-learning Technical Support:** UF HELP Desk - 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>
- **Career Connections Center, Reitz Union:** 392-1601. Career assistance and counseling. <https://career.ufl.edu/>

- **Library Support:** <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center, Broward Hall:** 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- **Writing Studio, 302 Tigert Hall:** 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- **Student Complaints On-Campus:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- **On-Line Students Complaints:** <http://distance.ufl.edu/student-complaint-process/>

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.