

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

Practicum in Sport Management

SPM 4948
Spring 2023 (1-9 credit hours)

Dr. Douglas DeMichele
330C Florida Gym

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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 practicum 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 a senior internship and/or full-time employment. It will be necessary for the student to specify

Course Description:

SPM 4948 is a course designed to provide practical experience for majors in the Department of Tourism, Recreation and Sport Management (Sport Management, Tourism, Special Events, Hospitality and Recreation). Students will maintain a part-time workload in an approved setting appropriate to their specialization. For example, athletic programs, sport commissions, sports agencies, destination management organizations, hotels, meeting and event companies and recreation centers such as YMCA's, commercial gyms and youth centers. As a component of the practicum, the student is expected to receive ongoing mentoring from one or more experienced

industry professionals employed within a pre-screened business or organization. The practicum experience, created by the student and the practicum 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 practicum 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 practicum experience to enhance their skillset and resume, as well as establish professional leads and connections in the field.

Students who excel during the practicum experience will likely generate advancement opportunities which may evolve into an internship or a future job opportunity. Upon conclusion of the practicum, the student should become familiar with resources necessary to research, evaluate and secure a senior internship and/or future professional opportunities. *For Sport Management students who have selected the four practicum graduation option, each practicum experience should serve as a progressive building block to enhance career options.*

Course Objectives:

1. To prepare students for the internship experience or career advancement.
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 securing an appropriate senior internship or future practicum experience which is compatible with their skill set.
5. To facilitate discussion regarding issues in the work setting.
6. To provide information related to professional positioning and personal development.
7. To provide formal field experience(s) of at least 40 total documented clock hours (for each credit) in a professional organization.

Required Text:

This course does not have a required text.

Compensation:

Students may receive compensation for the practicum 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.

Practicum Guidelines:

For the purpose of name recognition and communication with the faculty advisor, students are asked to submit a headshot photo on Canvas.

It is expected that all students arrive to their worksite on time, prepared for the practicum 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. Mid-term Evaluation
2. Final Evaluation
3. Interview/report of the practicum supervisor
4. Student summary

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

Hours Requirement:

Students must complete a minimum of 40 clock hours for each credit registered; up to 360 clock hours and 9 course credits during the semester.

The number of potential hours to be completed and the number of credit hours for which you will register is to be determined PRIOR to the start of the semester. Your site supervisor will need to validate your plan in advance of the practicum.

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 practicum schedule is created by the site supervisor according to the number of credits (40 clock hours for each credit). Students are expected to adhere to the pre-determined work schedule for the duration of the practicum experience. In the event a student chooses to work beyond the required practicum hours, their commitment to the agency is no longer a component of the practicum experience and the student is serving in a volunteer capacity.

Interview of Practicum Supervisor:

Students will be required to interview a practicum supervisor. The purpose of this exercise is to simulate an understanding of the effort and involvement necessary to reach the position held by this individual. Students should complete this experience with two points of inquiry:

1. To learn how your supervisor has navigated his/her career path
2. To interview with the intent of improving your communication and interviewing skills specific to the position of interest.

After you thank the supervisor for providing this professional information to help progress your career, we recommend using the following questions to serve as the foundation of your interview.

- 1. Could you please outline the career path you have followed since graduating with your undergraduate degree?**
- 2. If you had the opportunity to turn back time, what other professional experiences or options would you consider?**
- 3. Do you have any recommendations for me as I begins the professional career?**

Please take notes and include at least 3 positive points you will factor into your future as well as 3 points of caution.

To enhance the experience, students should consider recording the interview for future reference. The interview should be a minimum of 15 minutes but no longer than 30 and students should dress in professional clothing.

Other Required Assignments or reports

Mid-Term Report

Upon completion of the initial 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.

- If completing one credit hour, the Midterm report is due after 20 hours are completed
- If completing two credit hours, the Midterm report is due after 40 hours are completed
- If completing three credit hours, the Midterm report is due after 70 hours are completed
- If completing four credit hours, the Midterm report is due after 80 hours are completed
- If completing five credit hours, the Midterm report is due after 100 hours are completed
- If completing six credit hours, the Midterm report is due after 120 hours are completed
- If completing seven credit hours, the Midterm report is due after 140 hours are completed
- If completing eight credit hours, the Midterm report is due after 160 hours are completed
- If completing nine credit hours, the Midterm report is due after 180 hours are completed

Final Report

Upon completion of the final 24 hour segment (per credit taken), 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.

- If completing one credit hour, the Midterm report is due after 40 hours are completed
- If completing two credit hours, the Midterm report is due after 80 hours are completed
- If completing three credit hours, the Midterm report is due after 140 hours are completed
- If completing four credit hours, the Midterm report is due after 160 hours are completed
- If completing five credit hours, the Midterm report is due after 200 hours are completed
- If completing six credit hours, the Midterm report is due after 240 hours are completed
- If completing seven credit hours, the Midterm report is due after 280 hours are completed
- If completing eight credit hours, the Midterm report is due after 320 hours are completed
- If completing nine credit hours, the Midterm report is due after 360 hours are completed

Student summary

In addition to the work/volunteer experience, the student will prepare a 2-page summary of the experience after all 40 hours (per credit taken) are completed. The student summary is due at the conclusion of the practicum experience.

- If completing one credit hour, the Midterm report is due after 40 hours are completed
- If completing two credit hours, the Midterm report is due after 80 hours are completed
- If completing three credit hours, the Midterm report is due after 140 hours are completed
- If completing four credit hours, the Midterm report is due after 160 hours are completed
- If completing five credit hours, the Midterm report is due after 200 hours are completed
- If completing six credit hours, the Midterm report is due after 240 hours are completed
- If completing seven credit hours, the Midterm report is due after 280 hours are completed
- If completing eight credit hours, the Midterm report is due after 320 hours are completed
- If completing nine credit hours, the Midterm report is due after 360 hours are completed

The Agency Sign-up Form is required for all practicum experiences and an Affiliation Agreement is necessary (only if the site has not been used prior).

Students on course for a senior internship, need to be aware of internship assignment dates and submit their initial internship proposals on time (**March for Summer 2023**).

It is the student's responsibility to submit a completed internship packet by the assigned deadline; late submittals will likely result in a DELAYED internship. Failure to turn in the completed internship packet (all items within the packet) by the last day of class for the semester WILL result in a delayed INTERNSHIP.

Future Senior Internship Deadlines:

Summer 2023	March 24, 2023
Fall 2023	June 23, 2023
Spring 2024	October 27, 2023

January 9	Initiate and receive approval to complete the Practicum experience (The number of credits taken must be determined prior to registration and practicum hours cannot be completed until the practicum is approved)
March 17	Mid-Term Evaluation due
April 26	Final Evaluation due
April 26	Interview/Report of the practicum supervisor due
April 26	Student Summary due

For Advising: Contact your Departmental Academic Advisor in 330 FLG: Paul Higginson (on-line students) phigginson@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.blucera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

CHANGING NAME DISPLAY IN CANVAS

- 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/>