COURSE TITLE: Internship in Sport Management
COURSE NUMBER: KNES 445
CREDIT HOURS: 6 Credit Hours

PREREQUISITES:

a. Successful completion of KNES 333 (Sport Management) and 345 (Field Experience in Sport Management) – (i.e., “C” or higher)
b. Standing of at least second semester Junior; 72 credit hours earned
c. Cumulative GPA of 2.0 or greater
d. Academic major of Sport Management

COURSE DESCRIPTION:

The course is designed to expand the student’s current knowledge in the field of sport management. Through this course, the student will have an opportunity to work in a professional setting in a sport management field of their choice. This is a valuable opportunity for students to gain practical work experience, apply concepts and skills learned in the classroom, and develop professional contacts within the sports community.

COURSE OUTCOMES:

The learning outcomes for this course are as follows:

1. Apply classroom principles to a practical experience working in a professional sport management setting.
2. Evaluate knowledge and skills used in the field of sport management through observation of the internship site staff as well as through direct hands-on application (as deemed appropriate by the supervisor).
3. Engage in procedures and activities of the organization (as deemed appropriate by the supervisor).
4. Develop a professional relationship with the internship site staff and supervisor as well as the clients receiving services at the site.
5. Identify and demonstrate an understanding of the policies and procedures needed to insure a safe and effective working environment for staff and clients.
6. Implement organizational and time management skills.
7. Review/advance knowledge through research and critical thinking on topics discovered while working in the sports industry.

COURSE TEXT:


COURSE EVALUATION:

<table>
<thead>
<tr>
<th>GRADING ITEMS</th>
<th>POINTS</th>
<th>TOTAL PTS</th>
<th>%-AGE OF FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journals &amp; Discussion (5)</td>
<td>20</td>
<td>100</td>
<td>13%</td>
</tr>
<tr>
<td>Hours Log</td>
<td>200</td>
<td>200</td>
<td>27%</td>
</tr>
<tr>
<td>Final Evaluation</td>
<td>200</td>
<td>200</td>
<td>27%</td>
</tr>
<tr>
<td>Presentation</td>
<td>100</td>
<td>100</td>
<td>13%</td>
</tr>
<tr>
<td>Portfolio</td>
<td>150</td>
<td>150</td>
<td>20%</td>
</tr>
<tr>
<td>TOTAL</td>
<td>750</td>
<td></td>
<td>100%</td>
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</table>
Please be reminded the quality of your work determines the grade you earn. While specific assignment rubrics can be found on Blackboard, these basic standards to help guide you in your work.

**A - Excellent:** Your work impeccably follows the assignment criteria. It is insightful, well organized, uses multiple examples/support that manifest from course concepts and principles, and is free of APA, grammatical, mechanical and/or spelling errors. Your presentation is riveting, impactful and meaningfully appropriate, effective, and compelling demonstrating audience relation and inspiration.

**B - Above Average:** Your work follows the assignment criteria. It is insightful, well organized, uses multiple examples/support that manifest from course concepts and principles, and is free of APA, grammatical, mechanical and/or spelling errors. Yet, it falls just short of impeccably addressing the assignment criteria. Your presentation is impactful and meaningfully appropriate, effective, and compelling demonstrating audience relation and inspiration.

**C - Satisfactory:** Your work follows the assignment criteria in spirit (following most instructions), is accurate, provides support for your observations/contentions, and is mostly free of grammatical, mechanical and/or spelling errors. Formatting is in correct APA form. Your presentation is appropriate, effective, and compelling demonstrating audience relation and inspiration.

**D - Unsatisfactory:** Your work contains multiple grammatical, mechanical and/or spelling errors. It reflects minimal adherence to the assignment criteria. It may have serious APA errors. Your presentation is less than appropriate, effective, and compelling demonstrating audience relation and inspiration.

**F - Failing:** Your work and/or presentation has failed to follow the assignment criteria. Your presentation is not civilly responsible to your audience. Your work is plagiarized or you have failed to turn in the assignment on the due date. You fail to attend your presentation date.

**Grading Scale:**

<table>
<thead>
<tr>
<th>Grade</th>
<th>% of total points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>94-100</td>
</tr>
<tr>
<td>A-</td>
<td>90-93</td>
</tr>
<tr>
<td>B+</td>
<td>87-89</td>
</tr>
<tr>
<td>B</td>
<td>84-86</td>
</tr>
<tr>
<td>B-</td>
<td>80-83</td>
</tr>
<tr>
<td>C+</td>
<td>77-79</td>
</tr>
<tr>
<td>C</td>
<td>70-76</td>
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<tr>
<td>D+</td>
<td>67-69</td>
</tr>
<tr>
<td>D</td>
<td>62-66</td>
</tr>
<tr>
<td>F</td>
<td>&lt; 62</td>
</tr>
</tbody>
</table>

*SPMT students will need to obtain at least a “C” in the class for it to count towards graduation. If you do not obtain this grade, you will not automatically have a space in the class next semester.*
GENERAL EXPLANATION OF EVALUATION TECHNIQUES:

*Journals & Blackboard Discussion*

The purpose of this assignment is so that students have the opportunity to provide feedback on their internship experience, providing an outlet for self-analysis and reflection throughout their experience. Both journal and Blackboard discussion topics will relate to professional development and industry topics that will be assigned at the beginning of the semester.

*Hours Log*

Students are required to keep a log of their (300, minimum) hours on site over the course of the semester. The log must be maintained so that the site supervisor can confirm that the required number of hours were completed over the course of the semester.

*Final Evaluation*

The purpose of this assignment is so that site supervisors provide feedback regarding the student at the end of the semester to reflect their overall impression of the student’s progression and professionalism.

*Presentation*

Students will be assigned days in which they will be required to attend the SPMT field experience course in order to reflect upon their experiences (and the preparation process) to the class. The purpose of this assignment is for students to analyze their experiences and (verbally) share this material with future interns, discussing professionalism, career development, opportunities, and how to be successful.

*Portfolio*

Each student will be responsible for creating an internship portfolio which will be handed in to the internship coordinator at the end of the semester. The purpose of this portfolio is to provide students with the opportunity to collect work done on site and reflect upon their overall internship experience and present their specific achievements/contributions to the internship site. Additionally, this material will be assessed and discussions will pertain to how to use this resource in interviews, further developing it throughout their careers.

**COURSE POLICIES AND PROCEDURES:**

*Course Requirements:*

The student is responsible for all course material as described in the syllabus, on Blackboard, and discussed in class.

*Class Attendance / Professionalism Policy:*

*On site:* Your internship should be considered a professional job. This means you are expected to be punctual. If you are ill and must miss a day, call your internship supervisor **before** your scheduled arrival time and inform him/her. It is your responsibility to make arrangements to make up the missed hours.
In class: Please note that assignments will be collected in class. Attendance and your involvement in discussions are a critical component of the course. Additionally, as part of the transition to becoming a professional, you will need to adhere to assignment deadlines (late assignments will receive a 10% deduction in grade for each day they are submitted late).

Attire:

Students are expected to dress appropriately and professionally for their internship site. The student is required to discuss their dress code with the internship supervisor before their first scheduled day.

Incompletes:

Incomplete grades are given when verifiable circumstances prevent the student from completing a course within the term. Please review the Towson University Academic Regulations regarding the grade of incomplete in the Towson University Undergraduate Catalog.

Course Repetition:

Students may not repeat this course more than once without prior permission of the Academic Standards Committee.

Towson University Cheating and Academic Dishonestly Policy:

Cheating/academic dishonesty in any form is unacceptable at Towson University. Faculty set policies and determine classroom penalties. Cheating/academic dishonesty could result in failure, grade reduction, or disciplinary action by University authorities.

Plagiarism is an often-misunderstood kind of cheating. It is a form of theft in which another person's ideas or words are presented as one's own. In its most blatant form it involves copying material word for word from a book or article and failing to use quotation marks and proper documentation. Most plagiarism, however, is not as blatant. If one borrows phrases, even key words, from a written source, these must be quoted and documented with a footnote. In like manner, ideas or sequences of ideas, which one borrows from a written source, require documentation with either footnotes or textual references to the source. These latter forms of plagiarism often result more from carelessness than deliberate dishonesty; however, plagiarism in any form is a serious offense.

Course Policy: Cheating and plagiarism will not be tolerated. Such behavior will result in a zero (0) and be figured into the final grade accordingly. Further, disciplinary action may also be pursued if deemed appropriate by the instructor. Any student found to be cheating will be strictly held to the Student Academic Integrity Policy. This policy can be found at the following link.

Office of Disability Support Services (DSS):

Any student with a disability that requires special accommodations to complete course requirements must identify such needs with the Office of Disability Support Services at the beginning of the semester. Students seeking accommodations must identify themselves to DSS, request an appointment to discuss their needs, and provide DSS with up-to-date and complete documentation of their disabilities by a qualified professional. DSS determines what accommodations are reasonable on a case by case basis. They take into account the student's disability and needs, nature of the learning task, course standards and essential requirements of the program of study, and educational environment. Students are encouraged to register with DSS as soon as possible after admission to the university to ensure timely provision of service. Further information is available, visit DSS in the Administration Building room 232, call 410.704.2638, or visit www.towson.edu/tu/dssl.
Criminal Background Check:

Prior to your fieldwork, you may be required by the placement site to undergo a criminal background check. You will be informed by your internship coordinator or course instructor or site supervisor if you need a background check, and what specific type of background check is needed for the facility. Criminal background checks will be obtained at your own expense.

Note: Some sport management sites MAY require a background check, particularly if you are working with children in a youth sport setting. Do not be alarmed by this situation and follow the material below (or the site’s instructions) in order to comply with their request.

Websites for Criminal Background Check Companies

Student Check: http://www.precheck.com/StudentCheck.shtml
Verified Credentials: http://myvci.com/tu
CertifiedBackground.com: http://www.certifiedbackground.com

The results of the background check will be shared only between you and your placement site. Towson University will not have access to the results of your criminal background check.

If you have questions, or if you are not sure what type of background check you should obtain, please contact your department's placement coordinator. For general questions or information concerning criminal background checks at Towson University, refer to the University website.

If you have additional questions please contact the Admissions and Placement Coordinator for the College of Health Professions at 410-704-2653.