DEPARTMENT OF KINESIOLOGY
TOWSON UNIVERSITY

Sport Management Internship – KNES 395

PREREQUISITES:

a. Successful completion of KNES 333 (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, Students will maintain a full- or part-time workload in a setting appropriate to their specialization such as athletic programs, professional/amateur sports organizations, sports commissions, and sports agencies (i.e., ‘sport-related’ sites) where significant learning possibilities exist. 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.

The major objectives for the Sport Management internship experience are to enable the student to:

- Begin applying the knowledge and skills attained in the campus setting to specific practical sport management issues in the workplace, and
- Contribute significantly to the activities, events, and projects of the site.

Below are examples of activities, events, and projects appropriate to Sport Management. Each site should include the responsibility of needs assessment, planning, implementing, and evaluating activities, events and projects throughout the semester under the supervision of the site. Provided is a list of many, but not all, opportunities that can be or should be offered by a site:

- Special event development, organization, and presentation
- Promotional development and distribution
- Sport media development, distribution and historical retention
- Bid proposals and presentations
- Administration of daily operations
- Facility tours
- Recruiting
- Membership services
- Fundraising

SPECIAL COURSE INFORMATION:

- REGISTRATION: Upon submission of the information discussed in the internship meeting (Internship Description Form and Internship Registration Form) to Burdick 121E (Dr. Jessica Minkove), you will be eligible for review of your materials and future registration. It is your responsibility to leave your paperwork (a) with Dr. Braunstein-Minkove or (b) in her mailbox in the KNES office and check your Towson e-mail account for an update regarding your standing.
- **HOURS REQUIREMENT:** You must complete a minimum of 120 clock hours for each 3-credit internship. You and your site supervisor should discuss the number of hours that you are expected to complete over the semester. If the number of hours exceeds or is less than the credit hour requirement for which you are registered, you CANNOT decide to retroactively add or drop credit hours to/from the practicum. Retroactive changes (add or drop) will not be approved. In addition, retroactive credit for hours performed in a prior semester will not be approved, per department policy.

- **SITE REQUIREMENTS:**

  The supervisor and student should:

  - Agree upon and provide a written summarization describing activities, events, and project expectations
  - Agree upon hours per week and daily work schedule required.
  - Discuss assignments, evaluation, and grading process. Know your site’s expectations! Treat this interview as a normal job interview. You are expected to act professionally as if you are employed by the site.

The organization must agree to structure the position so it meets the criteria of a bona fide internship as outlined by NACE, the National Association of Colleges and Employers:

- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student’s academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

- **CONTRACT:** Please remember that the arrangement you have agreed to is a professional one, and as such, you have the responsibility to uphold your obligations made to your site with the internship agreement. Signed consent (in the form of a letter on letterhead) by your site supervisor indicating approval to discontinue an internship AND departmental consent is required should you want to drop the course after registration (drop/add) week. The site and the department reserve the right to deny your request to discontinue the practicum since failure to continue may leave the site in a hardship situation. Failure to complete internship hours and duties will result in a grade penalty.

**LEARNING 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:

Readings as assigned on Blackboard.

COURSE EVALUATION:

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<th>GRADING ITEMS</th>
<th>POINTS</th>
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<td>Final Paper</td>
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GRADING SCALE:

This course is pass/fail; therefore, according to Towson University’s policy for undergraduate students:

The grade of S denotes work of 2.00 level or higher has been completed. A grade of U denotes work below 2.00. S and U grades are not calculated in students’ GPAs.

* SPMT students will need to obtain earn an “S” in the class for it to count towards graduation. If you do not obtain this grade, you will need to complete the internship process in its entirety again. *

GENERAL EXPLANATION OF EVALUATION TECHNIQUES:

* All due dates will be noted in the pre-internship meeting as well as on Blackboard, which will also house all necessary forms and documents for the semester.

Student Updates

All students are required to contact the Internship Coordinator (at least) THREE times over the course of the experience. The content to be addressed concerns, previous/current work on site, the student’s perceived progression, impressions of working with this particular site supervisor/others on site, what the individual has learned thus far, etc. These updates must take place by the deadline noted in the internship meeting and confirmed on Blackboard.
**Hours Log**

Students are required to keep a log of their (120, 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. It is recommended that students begin keeping track of their hours as soon as the semester begins. The hours log must be signed by BOTH the supervisor and the student in order to fulfill the requirements. Please see Blackboard for the necessary form.

**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. Students are encouraged to review the evaluation with their supervisor at the beginning of the semester to be sure they understand what will be expected of them. The evaluation must be signed by BOTH the supervisor and the student in order to fulfill the requirements. Please see Blackboard for the necessary form.

**Final Paper**

Each student will complete a final paper (3-5 pages) discussing their experience over the course of their internship. The content of the paper must include a narrative regarding the history/current state of the sponsoring agency, the responsibilities of the student on site and their relationship to work conducted/studied in the classroom, recommendations that the student has for the site moving forward, and their overall impression of the site/their experience. Students should refer to Blackboard for additional information regarding expanded guidelines for the assignment.

**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:**

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.

**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 Melissa Egerton, Admissions and Placement Coordinator for the College of Health Professions at 410-704-2653 or megerton@towson.edu

**BIBLIOGRAPHY:**


