



Procedures for Field Experience Concerns and Dismissal

Faculty expectations for field experiences are specified in the syllabus, Affiliation Agreement, Work Site Approval and Information Form, and manual (for internships). Although serious concerns about the performance of students conducting field experiences are rare, there are times when concerns about a student's conduct or skills must be addressed jointly by the student, the site supervisor, and the University. The following process will be employed in such a case:

1. **Signed Sport Management Student Instruction Sheet.** All prospective field experience students will be informed of the field experience concern and dismissal policy during an advance meeting with their faculty supervisor. By signing the instruction sheet at the conclusion of that meeting, students are indicating that they have read and understand the "Procedures for Field Experience Concerns and Dismissal" document and that have addressed any questions they may have with their faculty supervisor.

2. **Identification of the concern:** The documentation of a concern may be initiated by either the site supervisor or the faculty supervisor. Areas of concern may include but are not limited to the failure to:
 - Demonstrate academic integrity (See CAS Academic Integrity Policy and Process)
 - Abide by Student Conduct Regulations stated in the WSU Student Code of Conduct policy 8.05.
 - Arrive on time and prepared to work
 - Demonstrate respect for others
 - Demonstrate sensitivity to the needs of others
 - Address the responsibilities specified in the Work Site Approval and Information Form
 - Consider and use suggestions and reflective feedback
 - Take responsibility for his or her actions
 - Generate and turn in work on time
 - Use resources and materials appropriately
 - Follow legal and ethical guidelines of the site and the University¹

¹ Depending upon the conduct of the student, WSU's *Student Disciplinary Procedures* may apply. Please see http://webs.wichita.edu/inaudit/ch8_05.htm.

3. **Communicating Concerns:** Communication of the concern, including a detailed description and the date, can be accomplished by telephone, face-to-face meeting, memo, or email to the faculty supervisor and/or the site supervisor. Care should be taken to protect the confidentiality of students when communicating concerns. If communication is via telephone or face-to-face conversation, documentation may consist of dated written notes taken of the conversation.
4. **Assessing Concerns:** Following the identification of a concern, the faculty supervisor makes contact with the site supervisor (usually within one class day) to confirm the concern, seek additional information as may be necessary to secure a sufficient understanding of the situation, and determine if the concern is severe enough to warrant immediate dismissal (as authorized by the Affiliation Agreement) or if an action plan is warranted. Dismissal procedures are described in point 5. Action plans are described in points 6 and 7.
5. **Dismissal Procedures:** In severe cases, it may be determined that a student should be removed from the field experience immediately. In such instances, and as stated in section 5 of the Affiliation Agreement, the party expressing the concern—either the site supervisor or faculty supervisor—provides written notice to the student and other party (site supervisor or faculty supervisor) specifying that the affiliation agreement is being terminated as of the particular date and the reason for the change.

If a student is dismissed from her/his position, the faculty supervisor will, in consultation with the department chair, determine whether the student will have the opportunity to seek another field experience assignment or not. The preliminary decision will be sent to the associate dean for final approval. Based on the final decision, the faculty supervisor will determine the appropriate course grade to file—either a F (Fail) or I (Incomplete). Further, students who are not authorized to seek another field experience assignment will be dismissed from the sport management program.

6. **Developing an Action Plan:** If the faculty supervisor and site supervisor determine the concern may be successfully addressed by developing an action plan, a meeting is scheduled to discuss the situation. Individuals at the meeting should include the student, site supervisor, and faculty supervisor. If appropriate, others may attend such as the department chair and/or other managers from the site organization.

The purpose of the meeting is to explain the concerns that have been documented and, if appropriate, to create a suggested plan for resolution of the concerns. The plan would include objectives, procedures for assessment of progress, and a timeline. The plan is to be documented on the Field Experience Action Plan.

Once the action plan has been defined and approved by the student, site supervisor and faculty supervisor, the faculty supervisor will obtain approval for the proposed plan from the department chair and associate dean.. Upon their approval, a copy of the plan will be distributed to all concerned parties and a copy will be placed in the student's file.

7. **Meeting to Report Progress:** Upon completion of the objectives or the conclusion of the scheduled time for the plan's end, the faculty supervisor will schedule a meeting with concerned parties to report on the student's progress. The meeting will determine either:
- Accomplishment of the objectives in the plan, or
 - Failure to accomplish the objectives, in which case the plan may be revised or extended, or the student may fail the field experience assignment.
 - Failure to successfully complete the steps outlined in the action plan can result in dismissal from the field experience, program, College of Applied Studies or university.

The faculty supervisor will summarize the resolution of the Field Experience Action Plan. Copies will be provided to the student, site supervisor, department chair, and associate dean; a copy will also be placed in the student's file.

8. **Appeals process:** Students may protect themselves through established academic appeal procedures and are assured of due process and the right of appeal from accusations or university penalties felt to be unjust (8.05 / Student Code of Conduct, WSU Policies and Procedures).

If the student wishes to appeal the decisions, he or she may do so using the Field Experience Appeal form (available via the CAS website). The completed form and any supporting documentation should be filed with the college Dean's office within 10 class days of signing the Field Experience Action Plan.

Upon receipt of a student appeal, the Dean will assign a representative to review the case. The assigned individual will make recommendation and the Dean of the College of Applied Studies will weigh the recommendations and determine an appropriate action.

The Dean shall share her/his decision with the Vice President for Campus Life and University Relations, the Provost and Vice President for Academic Affairs and Research, the Dean of the student's School or College (if different) and the faculty member. **(2.17 / Student Academic Honesty)**

9. **Resolution:** A successful outcome regarding the concerns and achievement of the action plan's objectives are required to receive College of Applied Studies approval for continuation in the field experience, program, and College of Applied Studies.