

# SMGT 210, Practicum, Fall 2018/Spring 2019

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* Department: College of Applied Studies
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* Preferred Method of Contact: email
* Office Hours: NA
* Classroom Day/Time: Arranged
* Prerequisites: SMGT 112
* Teaching Assistant: NA
* TA Contact: NA

## How to use this syllabus

This syllabus provides you with information specific to this course, and it also provides information about important university policies. This document should be viewed as a course overview; it is not a contract and is subject to change as the semester evolves.

## Academic Honesty

Students are responsible for knowing and following the [Student Code of Conduct](http://webs.wichita.edu/inaudit/ch8_05.htm) and the [Student Academic Honesty policy](http://webs.wichita.edu/inaudit/ch2_17.htm).

## Course Description

Integrates coursework with planned and supervised professional experiences for a total of at least 160 hours.

## Definition of a Credit Hour

University policy mandates an expectation that students will spend, for each credit hour, a minimum of 45 hours over the length of the course for instruction, preparation/studying, or other course-related activities. For this course, students are required to devote a minimum of 160 hours to their practicum assignment in order to earn 3 credit hours.

*Go to:* <http://webs.wichita.edu/?u=academicaffairs&p=/definitionandassignmentofcredithours/>for the policy and examples for different types of courses and credit hour offerings.

## Measurable Student Learning Outcomes

This course, as with all courses here at WSU, have measurable student learning outcomes. A student learning outcome is, essentially, an expectation of what a student will learn during a course, which includes skill building and critical thinking skills. Additionally, in an attempt to inform students of expectations I have included a list of assessments that will measure or assess each specific student learning outcome. For our courses here in Sport Management, we are accredited from the Commission on Sport Management Accreditation (COSMA). COSMA accreditation stipulates we identify course content and student contact hours in regards to specific sport management-related program areas.

All programs in the College of Applied Studies are designed to be consistent with the college vision and a set of guiding principles. The vision statement is to prepare candidates who are highly competent, collaborative and reflective professionals.

The following presents the Measurable Student Learning Outcomes and related assessment mechanisms needed to satisfy WSU-mandated accrediting processes.

**Learner Outcomes Related Assessment**

***(The student will..)***

Utilize networking skills to acquire location

for practicum Worksite Approval Form

Discuss and explain operational aspects

of organization Weekly reports

Apply knowledge gained in class to sport

industry setting Weekly reports &

Final Evaluation

Articulate necessary skills needed to be

successful in career choice Weekly reports &

 Final evaluation

Explore and discuss how their experiences

develops and enhances their career

awareness Weekly reports

# COSMA Assessment

The following tables present the contact hours and core program content (CPC) information for mandated COSMA accrediting processes.

*Note:* SMGT 210 serves as an introductory experience in the B.A. Sport Management program. As such, it is classified accordingly in the CPC table that follows. The specific nature of students’ practicum assignments will vary, but each student’s practicum will also relate to one or more other CPC components.

# Identification of CPC Topics Covered in this Course: Estimated Contact Hours

Social, psychological and international foundations of sport

 Management

* Sport management principles 0
* Sport leadership 0
* Sport operations management/

event & venue management 0

* Sport Governance 0

Ethics in sport management 0

Sport Marketing 0

Finance/Accounting/Economic

* Principles of sport finance 0
* Accounting 0
* Economics of sport 0

Legal aspects of sport 0

Integrative Experience 160

# Total (estimate of contact hours) 160

## Required Materials

Practicum materials are located on the Sport Management website: <https://www.wichita.edu/academics/applied_studies/sm/Internship/Internship_Forms.php>

## Technology Expectations

Students have access to technology support from multiple sources. WSU [OneStop](http://wichita.edusupportcenter.com/sims/helpcenter/common/layout/GuidedHelp.seam;jsessionid=9F44D03B3F51BE8EBFABC4F0E7156542.node6?cstep=192952&inst_name=wichita&actionMethod=helpcenter%2Fcommon%2Flayout%2FGuidedHelp.xhtml%3AshpGuidedHelpManager.select%28%29&cid=76959) 855-978-1787 can assist students with a range of issues, including those relating Blackboard and SafeAssign. The College of Education also offers technology services to students. For example, digital video cameras are available for 48-hour checkout. To request a reservation, please contact coe.tech@wichita.edu. The student lounge on the second floor of Corbin South provides computer work stations where students can also print materials. A learning space in Corbin 156A is open to students when not reserved for program content/professional development delivery. And finally, WSU’s Ablah Library features a [C-Space](http://libresources.wichita.edu/creationspace) where students have access to varied technological resources such as color printing, 3D printing, a sound booth, and computer work stations.

# Class Protocol

* All students are expected to have met with the sport management program advisor prior to enrolling in SMGT 210-Practicum.
* The student may not begin the practicum until two forms are signed by all parties:
	+ Work Site Approval and Information Form
	+ Affiliation Agreement.
* When all signatures are secured, the Instructor will contact the student for authorization for enrollment. The student will receive a course section number, and will present that and their WSU ID to the office manager/advisor, who will open the section for the student to enroll in the course.
* In addition to the above, the Site Supervisor will also fill out an evaluation form which must be completed, signed, and returned to the Instructor at the end of the practicum. The student is urged to remind the Site Supervisor at the end of the practicum to send in the evaluation. A grade cannot be issued until those the evaluation is in the Instructor's hands.
* The student is reminded that typed log/journal sheets must be turned in every week. **A minimum of 160 hours must be logged in order to pass the course. Students are responsible for tracking their hours.**

## Diversity Expectations

“A university is a place where the universality of the human experience manifests itself.”
--Albert Einstein

In keeping with the spirit of Einstein’s viewpoint, this instructor is committed to providing an atmosphere of learning that is representative of a variety of perspectives. In this class, you will have the opportunity to express and experience cultural diversity as we focus on the various.In order to learn, we must be open to the views of people different than ourselves. Each and every voice in the classroom is important and brings with it a wealth of experiences, values and beliefs. In the time we share together over the semester, please honor the uniqueness of your fellow classmates, and appreciate the opportunity we have to learn from each other. Please respect your fellow students’ opinions and refrain from personal attacks or demeaning comments of any kind.

# Grading Scale

WSU uses a +/- grading scale for final grades and to calculate grade point averages. There are 300 points possible for the course. The faculty supervisor will assign final grades.

For this class, grades are assigned according to the following chart:

|  |  |  |  |
| --- | --- | --- | --- |
| **Points Earned** | **Letter****grade** | **Grade****Points** | **Interpretation** |
| 274 - 300 | A | 4.00 | *The A range denotes excellent performance.* |
| 270 - 273 | A- | 3.70 |  |
| 261 - 269 | B+ | 3.30 |  |
| 244 - 260 | B | 3.00 | *The B range denotes good performance.* |
| 240 - 243 | B- | 2.70 |  |
| 231 - 239 | C+ | 2.30 |  |
| 214 - 230 | C | 2.00 | *The C range denotes satisfactory**performance.* |
| 210 - 213 | C- | 1.70 |  |
| 201 - 209 | D+ | 1.30 |  |
| 184 - 200 | D | 1.00 | *The D range denotes**unsatisfactory performance.* |
| 180 - 183 | D- | 0.70 |  |
| 179 or fewer | F | 0.00 | *F denotes failing performance.* |

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# Assignments

1. Site acquisition (25) points
	1. Students will be required to do their practicum at an organization whose mission is related to sport and/or the sport industry.
2. Approval form and Affiliation (Legal) agreement (75 points)
	1. These forms must be completed and signed by the student and their site supervisor prior to enrollment in the course.
3. Intern’s weekly reports (100 points)
	1. Weekly log sheets must be submitted on a weekly basis once student begins practicum
4. Site supervisor’s final evaluation (100 points)
	1. Final evaluation must be completed by site supervisor and submitted upon completion of practicum experience. A digital version of the form can be accessed through this link: [https://docs.google.com/forms/d/e/1FAIpQLSehEbBZ94-](https://docs.google.com/forms/d/e/1FAIpQLSehEbBZ94-IIqQc7MRIEl81ZNBu6cOl38_iNiA9Pzfb6ccsLg/viewform?c=0&amp;w=1&amp;includes_info_params=true) [IIqQc7MRIEl81ZNBu6cOl38\_iNiA9Pzfb6ccsLg/viewform?c=0&w=1&includes\_info\_params=tru](https://docs.google.com/forms/d/e/1FAIpQLSehEbBZ94-IIqQc7MRIEl81ZNBu6cOl38_iNiA9Pzfb6ccsLg/viewform?c=0&amp;w=1&amp;includes_info_params=true) [e](https://docs.google.com/forms/d/e/1FAIpQLSehEbBZ94-IIqQc7MRIEl81ZNBu6cOl38_iNiA9Pzfb6ccsLg/viewform?c=0&amp;w=1&amp;includes_info_params=true)

# \*Note: students receiving 0 points in any category will receive an F or an incomplete for the course.

**Concerns/Dismissal**

If concerns arise regarding the student’s performance or behavior as a practicum student, the policies and procedures specified in the concern/dismissal policy will be utilized to address the situation.

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# Extra Credit

There are no extra credit opportunities available for this course.

# Late Assignments

Students should plan to complete their assignments on time. Late submission of any assignment will result in points being deducted from total possible for course (see course rubric).

# Missed Assignments and Exams

Missed assignments may result in the student receiving and incomplete or an F for the course.

## Important Academic Dates

For fall semester 2018, classes begin August 20, 2018, and end December 6, 2018. The last date to drop a class and receive a W (withdrawn) instead of F (failed) is October 30, 2018. There are no classes November 21-25, 2018. The final exam period is December 8-13, 2018.

## Disabilities

If you have a physical, psychiatric/emotional, or learning disability that may impact on your ability to carry out assigned course work, I encourage you to contact the Office of Disability Services (DS).

The office is located in Grace Wilkie, room 203, (316) 978-3309 (voice/tty) (316-854-3032 videophone). DS will review your concerns and determine, with you, what academic accommodations are necessary and appropriate for you. All information and documentation of your disability is confidential and will not be released by DS without your written permission.

## Counseling & Testing

The WSU Counseling & Testing Center provides professional counseling services to students, faculty and staff; administers tests and offers test preparation workshops; and presents programs on topics promoting personal and professional growth. Services are low cost and confidential. They are located in room 320 of Grace Wilkie Hall, and their phone number is (316) 978-3440. The Counseling & Testing Center is open on all days that the University is officially open. If you have a mental health emergency during the times that the Counseling & Testing Center is not open, please call COMCARE Crisis Services at (316) 660-7500.

## Diversity and Inclusiveness

Wichita State University is committed to being an inclusive campus that reflects the evolving diversity of society. To further this goal, WSU does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, age, sexual orientation, gender identity, gender expression, marital status, political affiliation, status as a veteran, genetic information or disability. The following person has been designated to handle inquiries regarding nondiscrimination policies: Executive Director, Office of Equal Opportunity, Wichita State University, 1845 Fairmount, Wichita KS 67260-0138; telephone (316) 978-3186.

## Intellectual Property

Wichita State University students are subject to Board of Regents and University [policies regarding intellectual property rights](http://webs.wichita.edu/inaudit/ch9_10.htm). Any questions regarding these rights and any disputes that arise under these policies will be resolved by the President of the University, or the President’s designee, and such decision will constitute the final decision.

## Shocker Alert System

Get the emergency information you need instantly and effortlessly! With the Shocker Alert System, we will contact you by email the moment there is an emergency or weather alert that affects the campus. [Sign up](http://www.wichita.edu/alert) at the Shocker Alert Information Center.

## Student Health Services

WSU’s Student Health clinic is located in 209 Ahlberg Hall. Hours are 8:00am to 7:00pm (8:00 am to 5:00 pm on Fridays), though the clinic may be closed occasionally on Wednesdays from noon to 1:30pm. The telephone number is (316) 978-3620. In addition to outpatient and preventive care (including immunizations, a prescription service, and testing/counseling for sexually transmitted infections), Student Health can handle minor injuries. All services are confidential. For more information visit [Student Health Services](http://www.wichita.edu/studenthealth).

## Title IX

Title IX of the Educational Amendments of 1972 prohibits discrimination based on sex in any educational institution that receives federal funding. Wichita State University does not tolerate sex discrimination of any kind including: sexual misconduct; sexual harassment; relationship/sexual violence and stalking. These incidents may interfere with or limit an individual’s ability to benefit from or participate in the University’s educational programs or activities. Students are asked to immediately report incidents to the University Police Department, (316) 978- 3450 or the Title IX Coordinator (316) 978-5177. Students may also report incidents to an instructor, faculty or staff member, who are required by law to notify the Title IX Coordinator. If a student wishes to keep the information confidential, the student may speak with staff members of the Counseling and Testing Center (316) 978-3440 or Student Health Services (316)978-3620. For more information, visit the [WSU Title IX website](http://www.wichita.edu/thisis/home/?u=titleix).

## The Heskett Center and Campus Recreation

Whether you are wanting to be active on campus, relieve the stress from classes or take care of your body, Wichita State Campus Recreation is the place for you. Campus Recreation, located inside the Heskett Center, contributes to the health, education, and development of Wichita State University students, faculty, staff, alumni, and community members by offering quality programs and services. With many programs and facilities which are free to all students and members, Campus Recreation offers its members limitless opportunities. For more information about our services see [www.wichita.edu/heskett.](http://www.wichita.edu/heskett)

## CARE Team

Wichita State University is committed to the safety and success of and cares about all members of the University community. If you or someone you know needs support, is distressed, or exhibits concerning behavior that is interfering with their own or others’ academic or personal success or the safety of members of our community, resources and assistance are available. As your Faculty, I may seek support for you. If you or another member of our campus community is in need of help, please [submit a concern](http://www.wichita.edu/ubit) or call any CARE team member listed on that webpage. In case of emergency, please call the University Police Department at (316) 978-3450 or 911.

## Concealed Carry Policy

The Kansas Legislature has legalized concealed carry on public university campuses.  Guns must be out of view, concealed either on the body of the carrier, or backpack, purse or bag that remains under the immediate control of the carrier.   Gun owners must familiarize themselves with [WSU’s Concealed Carry Policy](http://webs.wichita.edu/?u=wsunews&p=/weapons_policy_documents) and the [Kansas Board of Regent’s policy](http://www.kansasregents.org/about/policies-by-laws-missions/board_policy_manual_2/chapter_ii_governance_state_universities_2/chapter_ii_full_text#weapons). If you believe that there has been a violation of this policy, please contact the University Police Department at 316 978-3450

## Additional Concealed Carry Language for lab courses or other courses where student belongings are unattended and out of immediate control

Under the Concealed Carry Policy, a backpack or other bag used to carry a handgun must be within the immediate control of the individual. This course requires students to leave belongings such as backpacks or other bags out of reach and unattended for the duration of class time. Students who choose to carry a concealed handgun in a backpack or other bag must plan each day accordingly, and are responsible for making alternate arrangements as necessary. Wichita State does not provide publicly available secure storage for concealed handguns.  If you believe that there has been a violation of this policy, please contact the University Police Department at 316 978-3450.

## Names and Pronouns

Everyone has the right to be addressed as and referred to by the name and pronouns (including non-binary pronouns) that they choose and that correspond to their gender identity. Class rosters have a student’s legal name and do not include pronouns, therefore, all students will be asked in class to indicate the names and pronouns they use for themselves. A student’s chosen name and pronouns are to be respected at all times in the classroom.

**SMGT 210 – Practicum Grading Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Element / Consideration | Unacceptable\* | Acceptable | Target | Points Possible / OverallScores |
| Location | Organization is not in | Organization is not sport | Organization’s mission |  |
| Acquisition | sport industry. | related, but utilizes | is clearly sport related. |
|  | Organization’s | similar skills & | (20 – 25 pts.) |
|  | mission is not sport | knowledge from sport |  |
|  | related. (0 points) | (skills transfer) (1- 19 |  |
|  |  | pts.) |  |
| Approval | Neither form has | Forms have been | Both forms submitted |  |
| Form and | been submitted. (0 | submitted late and/or | in advance of starting |
| Affiliation | pts.) | are incomplete (1 - 64 | practicum, both signed |
| Agreement |  | pts) | and accurately |
|  |  |  | completed (65 - 75 pts.) |
| Log Sheets | No logs submitted or | Logs submitted | Logs submitted weekly |  |
|  | all submitted after | irregularly, minimal | throughout practicum, |
|  | completion, less than | effort into answering | obvious evidence of |
|  | 150 hours | questions, 150 - 160 | thought and effort put |
|  | accumulated (0 pts.) | hours accumulated (1 - | into responses, more |
|  |  | 79 pts.) | than 160 hours |
|  |  |  | accumulated (80 - 100 |
|  |  |  | pts.) |
| Final | No evaluation | Evaluation submitted | Evaluation submitted at |  |
| Supervisor | submitted (0-pts.) | late, earned mostly 3’s | or prior to completion |
| Evaluation |  | or less from supervisor | of practicum, averaged |
|  |  | (1 - 79 pts.) | 4 or greater from |
|  |  |  | supervisor (80 - 100 |
|  |  |  | pts.) |

Total Points Possible: 300

**\*Note: students receiving 0 points in any category will receive an F or an incomplete for the course.**