EDUC 450, Applied Studies Internship, Spring, 2019

- Instructor: Mark Vermillion
- Department: Sport Management
- Office Location: Hubbard Hall 221
- Telephone: 316-978-5444
- Email: mark.vermillion@wichita.edu
- Preferred Method of Contact: email
- Office Hours: To be determined
- Classroom Day/Time: Not applicable
- Prerequisites: instructor consent

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. Any changes to either course expectations or semester schedules will be made by the instructor of record emailing current students. The instructor will email students’ official WSU email account.

Academic Honesty

Students are responsible for knowing and following the Student Code of Conduct and the Student Academic Honesty policy.

Course Description

Provides the student an applied learning experience, which integrates theory with a planned and supervised professional experience in the BAS-Workforce Leadership and Applied Learning program. Student must document at least 400 hours of applied learning. Prerequisite: program admission and advisor’s consent.
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 400 hours to their internship assignment in order to earn 6 credit hours (25 hours per week x 16 weeks = 400 hours).

Please see Academic Affairs 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. 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.

<table>
<thead>
<tr>
<th>Learner Outcomes</th>
<th>Related Assessment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Utilize networking skills to acquire location for internship</td>
<td>Worksite Approval Form</td>
</tr>
<tr>
<td>Discuss and explain operational aspects of organization</td>
<td>Weekly reports</td>
</tr>
<tr>
<td>Apply knowledge gained in class to sport industry setting</td>
<td>Weekly reports &amp; Final Evaluation</td>
</tr>
<tr>
<td>Articulate necessary skills needed to be successful in career choice</td>
<td>Weekly reports, midpoint, &amp; final evaluation</td>
</tr>
<tr>
<td>Explore and discuss how their experiences develops and enhances their career awareness</td>
<td>Weekly reports</td>
</tr>
</tbody>
</table>
**Required Materials**

Internship materials are located on the Workforce Leadership website: [Here](#).

**Class Protocol**

1. All students are expected to have met with the sport management program advisor prior to enrolling in EDUC 450-Internship.
2. The student may not begin the internship until two forms are signed by all parties:
   a. Work Site Approval and Information Form
   b. Affiliation Agreement
3. 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.
4. 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 midpoint and end of the internship. The student is urged to remind the Site Supervisor at the midpoint and end of the internship to send in the evaluation. A grade cannot be issued until those evaluations have been received by the instructor.
5. The student is reminded that typed log must be turned in every week. **A minimum of 400 hours must be logged in order to pass the course. Students are responsible for tracking their hours.**

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**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:

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

Assignments
1) Approval form (25 points)
   a. Approval forms must be completed and signed by the student and their site
      supervisor prior to enrollment in the course.

2) Affiliation (Legal) agreement (25 points)
   a. Affiliation Agreement must be signed and on-file with faculty supervisor
      and College of Applied Studies.

3) Student’s weekly reports (100 points)
   a. Weekly log sheets must be submitted on a weekly basis once student
      begins practicum

3) Site supervisor’s midpoint evaluation (50 points)

4) Site supervisor’s final evaluation (100 points)
   a. Final evaluation must be completed by site supervisor and submitted upon
      completion of practicum experience. A digital version of the form will be
      distributed to site supervisors for the final evaluation.

*Note: students receiving 0 points in any category will receive an F 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.

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 an incomplete or an F for the
course.

Important Academic Dates

For spring semester 2019, classes begin January 22, 2019, and end May 9, 2019.
The last date to drop a class and receive a W (withdrawn) instead of F (failed) is April
5, 2019. There are no classes on March 11-17, 2019. The final exam period is May
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. 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 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.

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.

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 visit our website.
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 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 and the Kansas Board of Regent’s policy. 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.
Tentative Schedule for 16-week class

Students are expected to submit all assessments, including weekly logs, advanced paperwork work (approval form and affiliation agreements), and midpoint and final evaluations during the appropriate times throughout the semester.

Technology Expectations

Students have access to technology support from multiple sources. WSU OneStop 855-978-1787 can assist students with a range of issues, including those relating Blackboard and SafeAssign. The College of Applied Studies 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. Corbin Connect (C²) 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 where students have access to varied technological resources such as color printing, 3D printing, a sound booth, and computer work stations.
EDUC 450 – Internship

Grading Rubric

<table>
<thead>
<tr>
<th>Element / Consideration</th>
<th>Unacceptable*</th>
<th>Acceptable</th>
<th>Target</th>
<th>Possible / Overall Scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Form</td>
<td>Organization is not related to student’s goals.</td>
<td>Organization’s mission is not related to student’s goal, but utilizes similar skills &amp; knowledge (skills transfer) (1 - 19 pts.)</td>
<td>Organization’s mission is clearly related to student’s goals. (20 – 25 pts.)</td>
<td></td>
</tr>
<tr>
<td>Affiliation Agreement</td>
<td>Form has not been submitted. (0 pts.)</td>
<td>Form has been submitted late and/or are incomplete (1 - 19 pts)</td>
<td>Form submitted in advance of starting internship both signed and accurately completed (20 - 25 pts.)</td>
<td></td>
</tr>
<tr>
<td>Log Sheets</td>
<td>No logs submitted or all submitted after completion, less than 400 hours accumulated (0 pts.)</td>
<td>Logs submitted irregularly, minimal effort into answering questions, 200 - 300 hours accumulated (1 - 79 pts.)</td>
<td>Logs submitted weekly throughout practicum, obvious evidence of thought and effort put into responses, more than 399 hours accumulated (80 - 100 pts.)</td>
<td></td>
</tr>
<tr>
<td>Midpoint Supervisor Evaluation</td>
<td>No evaluation submitted (0-pts.)</td>
<td>Evaluation submitted late, earned mostly 3’s or less from supervisor (1-39 pts.)</td>
<td>Evaluation submitted at or prior to completion of practicum, averaged 4 or greater from supervisor (40 - 50 pts.)</td>
<td></td>
</tr>
<tr>
<td>Final Supervisor Evaluation</td>
<td>No evaluation submitted (0-pts.)</td>
<td>Evaluation submitted late, earned mostly 3’s or less from supervisor (1 - 79 pts.)</td>
<td>Evaluation submitted at or prior to completion of internship, averaged 4 or greater from supervisor (80 - 100 pts.)</td>
<td></td>
</tr>
</tbody>
</table>

Total Points Possible: 300

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