

<p style="text-align: center;">Husson University College of Business School of Hospitality, Sport, & Tourism Management</p>
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A. Course Information

Course Number & Title: SM 496: Sport Management Internship
Number of Credits: 3
Day and Time of Class: TBA
Class Location: TBA

B. Instructor Information

Name: Richard Fabri
Office Location: Peabody Hall 279
Office Hours:
Office Phone: 207.941.7970
Email: fabrir@husson.edu

C. Course Overview

The purpose of this course is to provide sport management majors an opportunity to gain “hands on” practical experience in the workplace. This 120-hour internship experience is designed to meet the both the academic and professional needs of students as they prepare for graduation and occupational pathways. Interns work closely with practitioners in sport-related fields, gaining valuable experience while also earning 3 hours of academic credit.

D. Learning Objectives

Upon successful completion of this course, students will be able to:

1. to integrate learning from the classroom into a professional environment.
2. to assist students in learning from practical experience and reflection.
3. to enhance and develop students business skills (e.g., work ethic, communication skills, etc.) within the context of their chosen profession.
4. to provide specialized learning and to inform students career choices.

E. Required Texts and Materials

Required: Internship Journal/Binder

F. Teaching and Learning Strategies

This will be an interactive course that relies upon a combination of in class discussion and hands on practical application. You are expected to actively participate in your own learning through critically applying theoretical knowledge to practical application. Additionally, you are expected to actively engage in thoughtful discussion in a class and small group settings.

I am committed to assisting each student to be as successful as they can be in this class. I encourage open and active discussion through a safe and encouraging classroom environment where no person is afraid to express their ideas and opinions. However, I expect all opinions to be free of discriminatory and/or derogatory ideas, concepts, and remarks. If you have any concerns, please feel free to contact me to discuss your concerns.

G. Course Policies

- **Academic Integrity**

Husson University strives to promote and preserve an academic environment that facilitates learning throughout students' undergraduate and graduate experience. Students demonstrate learning and faculty assess learning through a variety of means such as testing, papers, and research. In order to preserve a healthy academic environment, students must demonstrate their own efforts. The learning environment is undermined when students do not act with integrity by presenting other's works as their own or by distorting academic records. Violations of academic integrity include:

- **Cheating** - sharing, providing, obtaining or submitting information, whether verbally, electronically or by other means, with the intent of fraudulently improving course grades.
- **Plagiarism** - presenting ideas as your own without proper attribution to the person who originally developed the idea or expression or the means or method of conveying it.
- **Fabrication** - presenting information as fact that has not been verified or cannot be substantiated by reference to professional material or the scientific process.
- **Falsification** - altering or causing documents or records, official or otherwise, to reflect a false representation regarding work, credentials, or accomplishments.
- Each instructor is empowered to determine the appropriate sanction based on a violation of this policy, including failure in the course. If an instructor determines that a violation of academic integrity has transpired, the instructor will memorialize the finding in a report and meet with the student to discuss the findings and proposed sanctions. The student may appeal the findings to the Dean within 10 business days of the scheduled meeting with the instructor. Other academic sanctions may also be taken by the University authorities, including dismissal from the University.

- **Accommodations for Students**

Each student is responsible for informing the Professor of the need for any special accommodations based upon disability or religious restrictions. Any student requiring educational accommodation to fully participate in the course must notify the Professor as soon as possible and must have the accommodation approved by the Dean of Students. Should any circumstances develop which interfere with learning the course material, completing assignments, or participating in class discussions or groups, please discuss the situation with the Professor as soon as possible.

- **Attendance**

Students are expected to attend every class which online means logging in a minimum of four times weekly, participating in discussions regularly, and submitting assignments when due. The forum constitutes the class. Students failing to post on the required due dates is equivalent of an absence from class. Assignments are due as outlined in the attached course schedule. The only recognized absences are those that are due to personal/family emergencies or extended illness requiring hospitalization, or confinement. Proof of validity of absences may be required. Further attendance policies will follow the Husson University Handbook. Students who miss more than a week of participation without excused absence may receive an "X" Grade for the course.

- **Classroom Decorum**

The instructor expects students to maintain decorum reflective of behavior generally expected in academic and professional environments. Included in this expectation are the following:

- Grooming and attire should reflect a professional perspective. (You should not wear hats inside the building or arrive for class wearing your pajamas).
- Cell phones and other electronic devices should be silenced and properly stowed for the duration of class.
- Posture (body language) should convey an impression of a professional attitude. (Sit erect, leaning forward slightly to indicate good listening skills, interest and enthusiasm).
- Communicate in a manner that demonstrates a thoughtful and respectful attitude toward everyone. (This includes following normal conventions of speaking in turn, using appropriate speech and not monopolizing conversations).
- It is expected that students will go online and view/read/participate in all the lessons as scheduled. Your success in this course has a very strong correlation with the amount of time and effort you invest in learning from the lessons. Your participation and attendance online will be monitored throughout the Winter Term. Please note that the contents of the online course have an expiration date and it is the student's responsibility to keep up with the online lessons. You will require regular access to the course content and the class sessions via the Internet and audio/visual capabilities.
- You have signed up for an internet class and your responses are written in standard English and not mere bullet points.

- **Class Materials**

Students are expected to bring their copy of the primary text to every class session. In addition, students are expected to have appropriate writing materials (pen & paper) on hand. A three-ring loose-leaf binder is recommended since it enables students to insert and arrange supplemental materials that may be distributed in class. The binder also serves as a portfolio for their work that may be used for future reference.

- **Course Evaluation**

Students are invited to provide the instructor with ongoing feedback pertaining to the course, instruction methods, and material covered throughout the semester (email is the preferred medium). In addition, the instructor will engage in course assessment activities during the semester designed to improve instructional design and delivery.

- **Document Format**

Written work is to be *strictly* of your own work unless explicitly designated in the syllabus. All written work must adhere to MLA format, double spaced, with 12-point font (Times New Roman is preferred), numbered pages, cover page with your name, and margins no more and no less than one-inch. Please staple work, no binders or other document holders (unless specified).

All written work should be of the highest academic standards, meaning all narratives must be concise and coherent. All main points are sufficiently supported by cited research. Your work should be carefully proof read and spell checked for accuracy. I would prefer not to receive work via email unless you have made previous arrangements with me prior to the assigned due date.

H. The Writing Center

Writing Center

The writing center is a resource you should use to help you improve your writing. The writing consultants the center employs can help you invent, organize, and revise your documents to meet the specific requirements established during your classes (however, the consultants cannot simply “edit” your essay). Take the time to become familiar with this resource and use it regularly. **Note:** To improve the effectiveness of the writing consultation, please set up an appointment with a consultant at least 2 days before the assignment is due. Also, bring 2 copies of your paper with you to the tutoring session.

Hours

Tutors will be available between 9:00 a.m. and 4:00 p.m. Monday through Friday (if a consultant is not available when you drop in, please set up an appointment at the front desk). However, hours will be adjusted to meet the needs of the Husson community (check outside or inside of the learning center for a copy of the official hours).

Location

- Visit and “like” the Husson University Writing Center Facebook page to receive additional information (type: “Husson University Writing Center” and select the page)
- Peabody 210
- Email: writingcenter@husson.edu
- Phone ex: 1097
- Director: Dr. Matthew T. Pifer (piferm@husson.edu)

I. Grading System

The system of evaluating a student's achievement at Husson University is by letter grade, with grade-point values assigned in the following manner:

Letter Grade	G. P. A.	Numeric Grade	Letter Grade	G. P. A.	Numeric Grade
A	4.0	95-100	C	2.0	73- 76
A-	3.7	90- 94	C-	1.7	70- 72
B+	3.3	87- 89	D+	1.3	67-69
B	3.0	83- 86	D	1.0	63- 66
B-	2.7	80- 82	D-	0.7	60- 62
C+	2.3	77- 79	F	0.0	Below 60

J. Assessment and Assignments

- Assessments and assignments will be weighted in the manner below.

- Rubrics for each assignment, except class participation, will be distributed in class to further explain the assignment and expectations. If you have any questions concerning your grade, please feel free to contact me to discuss your concerns.
- Late Assignment Policy: Late assignments/submissions will not be accepted unless approved by the Internship Coordinator

- **Grading Procedures**

Grade from On-Site Supervisor	25%
Goals Report	5%
Attendance (work and on-campus meetings)	20%
Written Final Report and Oral Presentation	15%
Journal Entries	20%
Career Portfolio	15%

- **Internship Requirements and Process**

1. **Site Selections**

The student will meet with their advisor prior to beginning the internship selection process. Students are responsible for finding and securing an internship site. The student will visit the potential internship site and schedule an interview with potential internship mentor/supervisor before or at the beginning of the semester. The instructor may assist the student with securing an internship site if needed.

2. **Meeting with the Internship Coordinator**

Prior to registering for the Sport Management internship, students will meet with the internship coordinator to discuss and finalize the site selection, including start, end dates of the internship, site supervisor information, and other pertinent information. At this time, each student will present a paper outlining the reasons for choosing the site and the goals to be achieved by the internship.

3. **Goals Paper**

Each student will submit a one to two paper pare summarize the internships site, proposed duties and four to five goals to be accomplished

4. **Work Schedules**

Each student will submit their weekly work schedule via Canvas as it becomes available from the internship site. If you are not scheduled to work one week, you MUST post “Not scheduled to work this week.”

5. **Journal Entries**

Weekly, students will make regular entries into their journals via Canvas. Entries should include: hours works; cumulative hours worked, duties performed, experiences (good and bad), reflective thoughts, and any other helpful information. Journals should include written explanations for any variation in the student’s work schedule (i.e. missed shifts, arriving late,

leaving early, or modifications of reported work schedules). If you do not work one week, you must submit the reasons you did not work.

6. Career Portfolio

All students will compile a portfolio. The portfolio will contain examples of best work performed (at school and work), your accomplishments, and resume. The portfolio will be submit in a three ring binder. The following sections will be included:

- a. Internship agreement
- b. A one to two page paper summarizing your goals for your internship.
- c. Work schedule
- d. Journal entries
- e. Work Products (include samples of flyers, programs, newsletters, pictures showing your work, correspondences)
- f. On-site evaluation form
- g. Final written report
- h. Resume
- i. Reference and networking list

7. Oral Presentation

During the last class session or during a Sport Management Professional Development Association meeting, each student will provide a short oral presentation of their internship experience. The presentation will be formal and include a review of the anticipated goals, and other items learned.

8. On-Site Evaluation Form

The student will deliver to their mentor-supervisor an evaluation form to be completed and returned via mail to the internship coordinator. It is strongly recommended the intern hand deliver a thank you note to the mentor-supervisor upon completion of the internship.

9. Final Written Report

A final written report will be submitted via Canvas with five (5) days of the last on-campus meeting. The report should include an evaluation of the internship experience, summary of personal and profession growth, as well as an evaluation of your anticipated goals.

10. Class Schedule

There will not be a scheduled class meeting. However, the Internship Coordinator reserves the right to schedule class meetings as needed.

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Internship Education Agreement

Student Section

Name _____ Student ID Number _____

Job Title _____

Employer _____ Work Phone _____

Address _____

I agree to perform diligently as an employee during periods of employment and to capitalize on every opportunity to improve efficiency, knowledge and personal work traits. Further, I agree to complete the required work in accordance with the pre-established dates.

Signature _____ Date _____

Employer Section

I agree to employ the student in a safe environment and provide the student with opportunities to work and learn by doing those tasks relating to measurable learning objectives. The student will be treated as any other employee and will be covered by our Workers Compensation Insurance Policy. I further agree to evaluate the student's performance fairly and contact Rich Fabri at Husson University (207-941-7970 or fabrir@husson.edu) if there are any problems.

Supervisor's Name _____ Title _____

Supervisor's Signature _____

Advisor Section

I agree to serve as the above student's advisor and will assist the student as necessary in the formulation of an outline for the final paper and will evaluate each portion of the work in the course outline as part of the final grading procedures. I will also evaluate the learning objectives as they have been accomplished by the student.

Signatures – Advisor _____ Dept. Chair _____

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Internship Employer's Evaluation

Intern's Name _____ Period of Employment _____

Employer _____

To the Supervisor:

Student experiential learning is greatly valued as an important part of quality education at Husson University. We greatly appreciate your efforts in improving your student's professional development and we need your feedback on your student's performance in their field of studies. Please evaluate objectively, comparing the student with other personnel assigned the same or similarly classified jobs and with professional standards for your employees.

Circle one score in each of the 6 categories below:

1=Strongly Disagree 2=Disagree 3=Neutral 4=Agree 5=Strongly Agree 6=NA

Decision Making Skills

Identifies problem clearly	1	2	3	4	5	NA
Evaluates the significance of evidence	1	2	3	4	5	NA
Uses data to make decisions	1	2	3	4	5	NA

Communication Skills

Efficiently organizes information	1	2	3	4	5	NA
Expresses information with clarity when....						
Writing	1	2	3	4	5	NA
Speaking	1	2	3	4	5	NA
Presents information effectively	1	2	3	4	5	NA

Interpersonal Skills

Gets along well with other employees	1	2	3	4	5	NA
Values the point of view of others	1	2	3	4	5	NA

Seeks consensus where appropriate 1 2 3 4 5 NA

Personal Appearance

Personal appearance is appropriate 1 2 3 4 5 NA

Dresses appropriately 1 2 3 4 5 NA

Leadership Skills

Shows individual initiative 1 2 3 4 5 NA

Motivates others to achieve excellence 1 2 3 4 5 NA

Exhibits leadership skills 1 2 3 4 5 NA

Research Skills

Employs relevant research skills 1 2 3 4 5 NA

Identifies relevant information 1 2 3 4 5 NA

Professional Ethics

Recognizes professional ethics situations 1 2 3 4 5 NA

Exhibits unquestionable integrity 1 2 3 4 5 NA

Has an excellent work ethic 1 2 3 4 5 NA

Comments _____

Supervisor's signature _____

Date _____

Please Return to:

Mr. Richard Fabri
 College of Business
 Husson University
 One College Circle
 Bangor, Maine 04401