

**KINE 5334 – PRACTICUM  
(SECTION 01 – 82114 & SECTION 02 –82120)  
FALL 2017**

*KINE 5334 is a required course for the Master of Science in Sport Management (non-thesis track).*

**College of Health Sciences  
Department of Kinesiology**

**Instructor:** Ryan K. Zapalac, Ph.D.  
HKC 213  
P.O. Box 2176/SHSU  
(936)294-4575 - office  
Email: rkz001@shsu.edu  
Office Hours: 2:30 pm – 4:30 pm MW, 12:00 pm – 3:00 pm TTh (Main Campus);  
4:00 pm – 5:30 pm T (TWC) or by appointment – emailing to set an  
appointment is always recommended.  
Skype ID: dr.ryan.k.zapalac

**Text/Readings:** There is no assigned text for this course as it is targeted toward a field-based experience.

**Course Description:** An internship in a personal working environment or organizational setting. Supervisory assistance by project staff occurs at frequent intervals.

**Course Format:**

The purpose of this course is to provide students with a field-based experience that provides opportunities to apply theoretical concepts learned throughout the program in a professional environment. The course is the culmination of the student's acquired knowledge in the field of sport management. Students will complete a minimum of 200 hours of work experience (**per 3 credit hours**) at a site that has been approved by the instructor and the Sport Management Graduate Coordinator. Students should also have completed a minimum of 18 graduate credit hours within the program prior to their internship.

**Course Requirements:**

Students must complete a minimum of 200 hours of work experience per 3 credit hours. If a student is enrolled in 6 hours of KINE 5334 (to fulfill the 6 hours of required practicum on the degree plan), the student is responsible for 400 hours of field experience during that semester. Students will be required to have completed Forms SMIA (Sport Management Internship Agreement) and VIE (Verification of Internship Employment) prior to beginning the internship.

**Evaluation (\* indicates field-based activity):**

**\*Weekly Log (20%):** Students will be required to keep a detailed log regarding their experiences at the sport organization they are interning with. The log should (at a minimum) include work times for the week, projects, and brief summaries of the work activities for that week. This log will assist the student with the personal reflection, which serves as the capstone assignment for the course.

**\*Monthly Blog Entries (10%):** There are a total of three blog entries that you will email to Dr. Zapalac over the course of the semester. These blog entries will consist of a 1-2 page summary of the highlights of your internship since the last entry. This is meant to give people a snapshot of the activities that you are engaged in during your internship and they will be posted on the program's website along with your profile. Please keep your comments focused on things that you are doing and learning as a part of your internship. **If you have complaints or problems with your experience, we will discuss those privately – this type of information is not meant for your blog entries.** The entries are meant to inform people of the opportunity you are engaged in. Please make sure that you edit your posts prior to submission and **September 1, October 1, November 1, and December 1.**

**\*Site Supervisor's Evaluation (30%):** It is critical that the student put forth maximum effort during the internship as the supervisor will have a key role in the evaluation process for the course. Students will provide their site supervisor with an evaluation form that measures student performance during the internship. This form will be provided directly to the site supervisor and will be kept confidential. Areas such as punctuality, dependability, professional demeanor, and work performance will be evaluated.

**\*Cumulative Reflection Assignment (20%):** Students will prepare a comprehensive reflection of their internship experience. The reflection should critically examine the experience and should provide the instructor with a clear sense of what was learned while the student was working at the site. The reflection should focus on the positives and negatives of the experience, lessons learned, networks and contacts that were built, and a final recommendation to the sport management faculty regarding the value of the experience. The reflection should be no less than 10 pages in length and should refer to the weekly logs for reference.

**\*Professional Portfolio (20%):** Students will organize the preceding assignments into a professional portfolio that represents the practicum experience. The assignments should be accompanied by a variety of artifacts that the student had a direct role in during their experience. An example of an artifact might be a marketing brochure that you had hand in developing or pictures of an event you helped create. **Put artifacts in the portfolio that will help you with your future career plans.** The goal is for you to have a comprehensive package representing your practical experience which can then be used for presentation to potential employers.

**The portfolio and all accompanying assignments are due no later than December 5, 2017 @ 5:00 pm.**

*Final Grade:* (grades will not be curved)

100% to 89.5%	=	<b>A</b>
89.49% to 79.5%	=	<b>B</b>
79.49% to 69.5%	=	<b>C</b>
69.49% and below	=	<b>F</b>

#### **Expectations:**

**It is expected that each student will represent the best interests of the program while engaged in these field-based experiences. This includes being dressed appropriately for the field-based experience you are engaged in for this course. Remember, you are representing our department, our program, and our university. Students will behave appropriately at the chosen internship site and will make every attempt to accommodate the work culture and environment. Failure to do so could result in removal from the internship site and failure of the course.**

**Academic Honesty:** The subject of academic honesty is addressed in paragraph 5.3, Chapter VI, of the *Rules and Regulations*, Board of Regents, The Texas State University System, and Sam Houston State University *Student Guidelines* published by the Office of Student Life to wit:

5.3 Academic Honesty. The University expects all students to engage in all academic pursuits in a manner that is above reproach. Students are expected to maintain complete honesty and integrity in the academic experiences both in and out of the classroom. Any student found guilty of dishonesty in any phase of academic work will be subject to disciplinary action.

5.31 The University and its official representatives, acting in accordance with Subsection 5.32, may initiate disciplinary proceedings against a student accused of any form of academic dishonesty including, but not limited to, cheating, plagiarism, collusion, and the abuse of resource materials.

"Cheating" includes the following and similar actions:

- (1) Copying from another student's test paper, laboratory report, other report, or computer files, data listings, and/or programs.
- (2) Using, during a test, materials not authorized by the person giving the test.
- (3) Collaborating, without authorization, with another student during an examination or in preparing academic work.
- (4) Knowingly, and without authorization, using, buying, selling, stealing, transporting, soliciting, copying, or possessing, in whole or in part, the contents of an unadministered test.
- (5) Substituting for another student, permitting any other person, or otherwise assisting any other person to substitute for oneself or for another student in the taking of an examination or test or the preparation of academic work to be submitted for academic credit.
- (6) Bribing another person to obtain an unadministered test or information about an unadministered test.
- (7) Purchasing, or otherwise acquiring and submitting as one's own work any research paper or other writing assignment prepared by an individual or firm. This section does not apply to the typing of the rough and/or final versions of an assignment by a professional typist.

5.32 "Plagiarism" means the appropriation and the unacknowledged incorporation of another's work or idea into one's own work offered for credit.

5.33 "Collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

5.34 "Abuse of resource materials" means the mutilation, destruction, concealment, theft or alteration of materials provided to assist students in the mastery of course materials.

5.35 "Academic work" means the preparation of an essay, dissertation, thesis, report, problem, assignment, or other project that the student submits as a course requirement or for a grade.

**If you are found in violation of the academic honesty policy for this course, you will be referred to the Kinesiology Department Chair, the Dean of the College of Health Sciences, and the Dean of Student Services for disciplinary action which could include failure of the course and expulsion from the university. Bottom line – make sure all work is yours, don't cheat, and don't falsify hours!**

### **ACADEMIC GRIEVANCE PROCEDURES**

Should you have an academic issue that you feel cannot be resolved, the Academic Grievance Procedures for Students (Academic Policy Statement 900823) can be found via the following link:

<http://www.shsu.edu/dotAsset/0bb1346f-b8d6-4486-9290-dba24123d0d8.pdf>. Please refer to this link for details regarding the process for filing a grievance should you wish to do so.

### **POLICY ON SELF-PLAGIARISM**

Self-plagiarism represents a significant problem in academia as it serves to undermine the learning process and outcomes that are a key feature of each course that is offered as a part of a student's curriculum. As a result, the Department of Kinesiology has a strict policy in place to prevent self-plagiarism in the classroom. Self-plagiarism is defined as the submission of any type of assignment that contains content that is recycled from other assignments or a prior publication that one submits for course credit in another course.

Each instructor is provided the discretion to evaluate whether a student has engaged in self-plagiarism on a course assignment. If a student is unsure whether use of prior content would constitute self-plagiarism, they must consult with the instructor of the course within a reasonable period of time prior to the due date of the assignment. In most cases, this consultation should take place a minimum of 10 business days prior to submission. Following submission of the assignment, if the instructor deems that the student has engaged in self-plagiarism, he or she has the right to state that the student has violated Section 5.3 of The Texas State University Rules and Regulations dealing with Academic Honesty and the student is thereafter subject to any and all penalties and punishments present in the policy. This may include failure of the assignment and/or failure of the course. Additionally, the student may be referred to the Kinesiology Department Chair, the Dean of the College of Health Sciences, the Dean of Students, and/or the Provost and Vice-President for Academic Affairs for further academic review.

### **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY**

Section 51.911(b) of the Texas Education Code requires that an institution of higher education excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose. A student whose absence is excused under this subsection may not be penalized for that absence and shall be allowed to take an examination or complete an assignment from which the student is excused within a reasonable time after the absence.

University policy 861001 provides the procedures to be followed by the student and instructor. A student desiring to absent himself/herself from a scheduled class in order to observe (a) religious holy day(s) shall present to each instructor involved a written statement concerning the religious holy day(s). This request must be made in the first fifteen days of the semester or the first seven days of a summer session in which the absence(s) will occur. The instructor will complete a form notifying the student of a reasonable timeframe in which the missed assignments and/or examinations are to be completed.

**STUDENTS WITH DISABILITIES POLICY:**

It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired. SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities.

If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities. For a complete listing of the university policy, see: <http://www.shsu.edu/dept/academic-affairs/documents/aps/students/811006.pdf>

**AMERICANS WITH DISABILITIES ACT**

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. Students with disabilities that may affect adversely their work in this class should register with the SHSU Counseling Center and talk with their University supervisor and classroom mentor teachers about how they can help. All disclosures of disabilities will be kept strictly confidential. NOTE: no accommodation can be made until registration with the Counseling Center is complete.

**References:**

- Cook, R.A., Cook, G.O., & Yale, L.J. (2005). *Guide to business etiquette*. Upper Saddle River, NJ: Prentice-Hall.
- DeTienne, K.B. (2002). *Guide to electronic communication*. Upper Saddle River, NJ: Prentice-Hall.
- Miller, J., & Seidler, T. (Eds.). (2010). *A practical guide to sport management internships*. Durham, NC: Carolina Academic Press.
- Munter, M. (2005). *Guide to managerial communication* (7<sup>th</sup> ed.). Upper Saddle River, NJ: Prentice-Hall.
- Switzer, H.F., & King, M.A. (2008). *The successful internship: Personal, professional, and civic development*. Florence, KY: Brooks/Cole.