

University of Florida
College of Health and Human Performance
Department of Sport Management
SPORT MANAGEMENT PRACTICUM EXPERIENCE
SPM4948

Complete the form below, attaching additional responses when required. Questions must be answered in full sentences, and clarification and/or additional information must be given when necessary. Your responses (including this page) must be presented as a formal report. **This proposal must be approved prior to making commitments (verbal or written) to conduct your practicum at an agency.**

1. INTRODUCTION

This opportunity is designed to provide *practical experience for Sport Management majors*. Students will maintain a part-time workload in a setting appropriate to their specialization such as athletic programs, sport commissions, sports agencies, and recreation centers such as YMCA's, commercial gyms and youth centers where significant learning possibilities exist. As a component of the practicum, the student is expected to receive ongoing mentoring from one or more experienced industry professionals employed within a pre-screened business or organization. The practicum experience, created by the student and the practicum site leadership (and approved by SPM), should expose the student to managerial decision making, needs assessment, planning, implementation of programs and evaluation techniques utilized within the agency and/or the industry.

2. EXPERIENCE OBJECTIVES

The major objectives for the Sport Management practicum experience are to enable the student to:

1. Begin applying the knowledge and skills attained in the campus setting to specific practical tourism, event and recreation management issues in the workplace, and
2. Contribute significantly to the activities, events, and projects of the site.

Below are examples of activities, events, and projects appropriate to Sport Management. Each site should include the responsibility of needs assessment, planning, implementing, and evaluating activities, events and projects throughout the semester under the supervision of the site. If you are proposing to receive credit at your normal place of business/employment, you must demonstrate that you will be performing duties and be responsible for activities above and beyond your job description.

Provided is a list of many, but not all, opportunities that can be or should be offered by a site: Special event development, management, organizational leadership, social media impact and...

- Promotional development and distribution
- Recreation media development, distribution, and historical retention
- Bid proposals and presentations
- Administration of daily operations
- Facility tours, recruiting, and membership

3. HOURS REQUIREMENT:

You must complete a minimum of 40 clock hours for each credit hour registered. **The number of potential clock hours to be completed and the number of credit hours for which you will register is to be determined PRIOR to the end of registration (drop/add week).** You and your site supervisor should discuss the number of hours that you are expected to complete over the semester as well as the schedule for the semester. If the number of hours exceeds or is less than the credit hour requirement for which you are registered, you CANNOT decide to retroactively add or drop credit hours to/from the practicum. *Retroactive changes (add or drop) will not be approved. In addition, retroactive credit for hours performed in a prior semester will not be approved, per department policy.*

4. SITE REQUIREMENTS:

The supervisor and student should:

- A. Agree upon and provide a written summarization describing activities, events, and project expectations prior to beginning the practicum.
- B. Agree upon **total hours** to be worked and work schedule (daily; weekly if available) required.
- C. Discuss whether professional liability insurance is required.
- D. Discuss assignments (supervisor interview, evaluation/s, and grading process.
- E. Discuss the contributions you would like to make during the practicum experience
- E. Discuss the tangible takeaways you hope to secure during the practicum experience

Know your site's expectations in advance!

5. STUDENT REQUIREMENTS (Midterm and Final Evaluations Supervisor interview and Student Summary)

Please use the Canvas course management system to submit the following reports during the term.

1. Mid-term Evaluation
2. Final Evaluation
3. Interview/report of the practicum supervisor
4. Student summary

The practicum course will be graded S (satisfactory) or U (unsatisfactory).

All (4) assignments and the required hours must be completed at a satisfactory level to receive credit for the practicum experience. Failure to satisfactorily complete all assignments and the hours will result in an unsatisfactory grade.

Students must earn a satisfactory evaluation from their site supervisor in 60% of the required evaluation categories on the Mid-term evaluation (meaning 60% of the evaluators responses MUST be in the “excellent” or “good” columns) and the student must earn a satisfactory evaluation from their site supervisor on 80% of the required evaluation categories (same as above) for the Final evaluation. The interview report of the practicum supervisor and the student summary must also be completed at a satisfactory level “C or 2.0” for the student to earn a satisfactory grade in the practicum. The midterm should be submitted after 50% of the required practicum hours registered for have been fulfilled, the final after 100% of the hours have been fulfilled and the student summary after 100% of the hours have been fulfilled. The Interview can be completed anytime during the experience.

Further detail about the assignments will be provided in the course syllabus.

SPORT MANAGEMENT PRACTICUM PROPOSAL

Name: _____ UFID #: _____

Local Address: _____

Permanent Address: _____

Phone: _____ UF E-mail: _____

Semester/year of Practicum: Fall ____; Spring ____; Summer ____

Name of Practicum Site: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Practicum Supervisor: _____

Job Title: _____

Years in current position: _____ Years of prior experience: _____

Directions: Please have the site supervisor complete the following questions regarding work hours.

How many total hours is the student expected to work? _____

What percentage of the work will require physical labor? _____

What percentage of the student's work hours will be non-traditional? _____

Please check all that apply: ☐ early morning ☐ late evening ☐ weekends ☐ holidays

Additional comments: _____

Supervisor signature: _____

PRACTICUM STUDENT:

Type the following 6 questions and your responses on a separate page(s) and attach to this form.

1. Description of the agency for which you will be working.
2. What are your 10 goals related to the practicum?
3. Why do you think this practicum site will help you meet your goals?
4. What are your duties and responsibilities?
5. What can you contribute to the agency?
6. Please provide an outline of how you will meet the minimum hour's requirement.

"I have answered all of the above statements honestly."

Credit hours to be registered for (1-3): _____

Signature _____ Date _____

PRACTICUM SUPERVISOR (please initial):

_____ The practicum supervisor will inform the student of any known risk or safety issues surrounding his or her work environment.

_____ The practicum supervisor has reviewed the student's practicum goals and will do their best to assist the student in attaining these goals.

_____ The practicum supervisor has worked with the student to develop a plan that meets the needs of both the practicum site and the student.

_____ The practicum supervisor and the student have agreed on the total hours of work, responsibilities, and expectations of this practicum agreement.

"I agree with the above proposal."

Signature _____ Date _____