

# Practicum in Sport Management

SPM4948

Residential & UF Online

1-9 Credits | Summer A 2025

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## Course Information

### INSTRUCTOR

**Dr. Jessica Francis**

Office: FLG 306

Office Phone: 352-294-1660

Email: [jessica.francis@ufl.edu](mailto:jessica.francis@ufl.edu)

Preferred Method of Contact: Email

*Expect a response within 48 hours, not including the weekend*

### OFFICE HOURS

By appointment only

Email directly to schedule: [Jessica.francis@ufl.edu](mailto:Jessica.francis@ufl.edu)

### MEETING TIME/LOCATION

To be arranged with your SPM faculty/site supervisor.

## COURSE DESCRIPTION

This course provides students with a practical experience in Sport Management.

## REQUIRED AND RECOMMENDED MATERIALS

This course does not have a required textbook. All forms and documents are provided in Canvas.

## COURSE PREREQUISITE

Approved practicum agency.

## COURSE LEARNING OBJECTIVES:

After successfully completing this course, students should be able to:

1. Explain the mission, goals, and standard operating procedures at the organization.
2. Create a project for the organization.
3. Develop a personal and professional commitment to participate responsibly in a professional setting.
4. Construct ideas clearly, coherently, and effectively both orally and in writing.
5. Apply concepts and principles learned in the classroom.

## COURSE OVERVIEW

SPM 4948 is a course designed to provide practical experience for majors in the Department of Sport Management. Students will maintain a part-time workload in an approved setting appropriate to their specialization. For example, athletic programs, sport commissions, sports agencies, destination management organizations, and recreation centers such as YMCA's, commercial gyms, and youth centers. 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.

In addition, the practicum experience is also designed to solicit the student's professional stance and understanding on numerous topics they will encounter as a professional including but not limited to workplace behavior/harassment, cross-training, resource management, and mentorship. It is expected that the student will utilize the practicum experience to enhance their skillset and resume, as well as establish professional leads and connections in the field.

Students who excel during the practicum experience will generate advancement opportunities which may evolve into an internship or a future job opportunity. Upon conclusion of the practicum, the student should become familiar with resources necessary to research, evaluate and secure a senior internship and/or future professional opportunities. *For Sport Management students who have selected the three-practicum option, each practicum experience should serve as a progressive building block to enhance career options.*

## PRACTICUM HOUR & COURSE REQUIREMENTS

Students need to submit a practicum proposal to the faculty supervisor the semester prior to the semester they will complete the practicum. It is the student's responsibility to submit the completed practicum packet by the assigned deadline. Failure to submit the completed packet will result in a delayed practicum.

Students must complete a minimum of 40 clock hours for each credit registered; up to 360 clock hours and 9 course credits during the semester. For example, 1 credit = 40 hours, 2 credits = 80 hours, 3 credits = 120 hours, etc. Students are expected to arrive at their practicum/work sites on time and be prepared for the practicum. Students should silence their cellular phones unless connectivity is requested by the site leadership.

**The number of potential hours to be completed and the number of credit hours for which you will register is to be determined PRIOR to the start of the semester. Your site supervisor will need to validate your plan in advance of the practicum.**

When the agency representative is interviewing the student, schedules should be compared for compatibility and a tentative schedule of responsibilities should be discussed. Remember that Holidays for the university may not coincide with the agency's days off.

The practicum schedule is created by the site supervisor according to the number of credits (40 clock hours for each credit). Students are expected to adhere to the pre-determined work schedule for the duration of the practicum experience. In the event a student chooses to work beyond the required

practicum hours, their commitment to the agency is no longer a component of the practicum experience and the student is serving in a volunteer capacity.

**The Agency Sign-up Form is required for all practicum experiences and an Affiliation Agreement is necessary (only if the site has not been used prior).**

**Compensation:** Students may receive compensation for the practicum experience (hourly or stipend).

## **COURSE GRADING**

Please use the Canvas course management system to submit the following assignments:

1. Mid-Term Report (1) S/U
2. Final Report (1) S/U
3. Interview/Paper of the Practicum Supervisor (1) S/U
4. Student Summary (1) S/U

All assignments must be completed as satisfactory to receive credit for the practicum experience.

### **Mid-Term Report (1)**

Upon completion of the initial segment, students are required to have the midterm report completed and signed by their practicum supervisor and submit it to Canvas according to the due dates listed on this syllabus.

- If completing one credit hour, the Midterm report is due after 20 hours are completed.
- If completing two credit hours, the Midterm report is due after 40 hours are completed.
- If completing three credit hours, the Midterm report is due after 70 hours are completed.
- If completing four credit hours, the Midterm report is due after 80 hours are completed.
- If completing five credit hours, the Midterm report is due after 100 hours are completed.
- If completing six credit hours, the Midterm report is due after 120 hours are completed.
- If completing seven credit hours, the Midterm report is due after 140 hours are completed.
- If completing eight credit hours, the Midterm report is due after 160 hours are completed.
- If completing nine credit hours, the Midterm report is due after 180 hours are completed.

### **Final Report (1)**

Upon completion of the final 24-hour segment (per credit taken), students are required to have the final report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

- If completing one credit hour, the Final report is due after 40 hours are completed.
- If completing two credit hours, the Final report is due after 80 hours are completed.
- If completing three credit hours, the Final report is due after 140 hours are completed.
- If completing four credit hours, the Final report is due after 160 hours are completed.
- If completing five credit hours, the Final report is due after 200 hours are completed.
- If completing six credit hours, the Final report is due after 240 hours are completed.
- If completing seven credit hours, the Final report is due after 280 hours are completed.
- If completing eight credit hours, the Final report is due after 320 hours are completed.
- If completing nine credit hours, the Final report is due after 360 hours are completed.

### **Interview and Paper of Practicum Supervisor (1)**

Students are required to interview their practicum supervisor. The purpose of this exercise is to simulate an understanding of the effort and involvement necessary to reach the position held by the practicum supervisor. Students should complete this experience asking the following questions:

1. Could you please outline the career path you have followed since graduating with your undergraduate degree?
2. If you had the opportunity to turn back time, what other professional experiences or option would you consider?
3. Do you have any recommendations for me, and I begin my professional career.

The interview should be at least 15 minutes but no longer than 30. If necessary, you can ask the practicum supervisor if you can record the interview. Students should dress in professional clothing for the interview. Please thank your supervisor at the end of the interview for providing their time and career information.

The paper should discuss three positive points you will factor into your future as well as three points of caution.

### **Student Summary (1)**

In addition to the work/volunteer experience, the student will prepare a **2-page** summary of the experience after all 40 hours (per credit taken) are completed. The student summary is due at the conclusion of the practicum experience.

- If completing one credit hour, the Student Summary is due after 40 hours are completed.
- If completing two credit hours, the Student Summary is due after 80 hours are completed.
- If completing three credit hours, the Student Summary is due after 140 hours are completed.
- If completing four credit hours, the Student Summary is due after 160 hours are completed.
- If completing five credit hours, the Student Summary is due after 200 hours are completed.
- If completing six credit hours, the Student Summary is due after 240 hours are completed.
- If completing seven credit hours, the Student Summary is due after 280 hours are completed.
- If completing eight credit hours, the Student Summary is due after 320 hours are completed.
- If completing nine credit hours, the Student Summary is due after 360 hours are completed.

### **GRADING SCALE: S/U**

Students must satisfactorily complete all assignments to meet the requirements for the Practicum to earn an S (satisfactory) grade. Not completing an assignment will produce a U (unsatisfactory) grade. More information regarding current UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

### **Course & University Policies**

#### **ATTENDANCE POLICY**

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Students are expected to attend class, arrive on time, and remain for the entire class session. Students will be graded on both attendance and participation, and points will be deducted for lateness, unexcused absences, and failure to participate in in-class activities and discussions. Students are strongly encouraged to alert the instructor in advance if they will be absent or late.

## PERSONAL CONDUCT POLICY

Professional behaviors are expected from all students. This includes respect and consideration for the ideas and beliefs expressed by all students. It is important for students to practice civil discourse as uncomfortable or challenging topics unfold in the classroom or online. Please use respectful language in person and through email correspondence.

- ***Adherence to the UF Student Honor Code***
  - UF students are bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.
  - The Dean of Students Office will receive alleged violations of the Honor Code regardless of the severity.

## MAKE-UP POLICY

- Make-up assignments in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”

## ACCOMMODATING STUDENTS WITH DISABILITIES

- Accommodating students with disabilities is very important to me. If you are aware of your disability or might be concerned you have a disability, please register with the Disability Resource Center by visiting their Get Started page at <https://disability.ufl.edu/students/get-started/>, call them at 352-392-8565, online <https://accessibility.ufl.edu/>, or visit the Dean of Students Office. Once registered, please visit me, or send me an email during the first two weeks of class to provide me with a copy of your accommodation letter to ensure I fully understand your needs. It is my goal to provide you with the tools necessary to ensure you are successful in the classroom.

## ZOOM

- Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. You can find resources and help using Zoom at <https://ufl.zoom.us>.

## COURSE EVALUATIONS

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their



Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## CIVILITY, ACCESSIBILITY, and COMMUNITY RESOURCES

- For suggestions or concerns, please reach out to any of the following:
  - Dr. Cynthia Willming, SPM Undergraduate Coordinator, [willming@hhp.ufl.edu](mailto:willming@hhp.ufl.edu)

## Getting Help

### STUDENT SUPPORT

- **U Matter, We Care:** If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575.
- **Counseling and Wellness Center:** <https://counseling.ufl.edu/>, 352-392-1575.
- **Crisis Lifeline:** 988
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
- **University Police Department:** 392-1111 (or 911 for emergencies) <http://www.police.ufl.edu/>.
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need or visit [shcc.ufl.edu](http://shcc.ufl.edu).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [ufhealth.org/emergency-room-trauma-center](http://ufhealth.org/emergency-room-trauma-center).

### ACADEMIC SUPPORT

- **E-learning Technical Support:** UF HELP Desk - 352-392-4357 (select option 2) or e-mail to [Learning-support@ufl.edu](mailto:Learning-support@ufl.edu). <https://lss.at.ufl.edu/help.shtml>
- **Career Connections Center, Reitz Union:** 392-1601. Career assistance and counseling. <https://career.ufl.edu/>
- **Library Support:** <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center, Broward Hall:** 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- **Writing Studio, 302 Tigert Hall:** 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- **Student Complaints On-Campus:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- **On-Line Students Complaints:** <http://distance.ufl.edu/student-complaint-process/>

## Tentative Course Schedule

This course schedule below is tentative and might change based on the pace of the lectures and student needs; however, changes will be announced through CANVAS. The instructor bears no responsibility for announcing the changes to each individual student. All times are in Eastern Standard Time (EST).

### CRITICAL DATES & UF OBSERVED HOLIDAYS

- Memorial Day: Monday, May 26<sup>th</sup>
- Juneteenth: Thursday, June 19<sup>th</sup>
- Independence Day: Friday, July 4<sup>th</sup>

### SUMMER 2025 TENTATIVE WEEKLY COURSE SCHEDULE

The general submission due dates for the required assignments in the course are listed below. Since students are receiving varying credit hours and field hours, it is the student's responsibility to turn in assignments based on their hour requirement (i.e. a student who works 40 hours in 3 weeks must submit their midterm report during week 2).

Prior to May 12	Initiate and receive approval to complete the practicum
May 30	Midterm Report due
June 18	Interview/Paper of Practicum Supervisor due
June 18	Final Evaluation due
June 18	Student Summary due

**For Advising:** Contact your Departmental Academic Advisor in 330 FLG Laine Thomas at [hathcer.la@ufl.edu](mailto:hathcer.la@ufl.edu) (residential students) or Paul Higgerson online (online students) [phiggerson@ufl.edu](mailto:phiggerson@ufl.edu).

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.