

University of Florida
College of Health and Human Performance
Department of Tourism, Recreation and Sport Management

Field Experience ONLINE

LEI 3921 – Field Experience
SPRING 2019 (3 credit hours) Section 06E5 & 401G

Dr. Douglas DeMichele
330C Florida Gym

Email: demiche@hhp.ufl.edu
352-294-1660

Office Hours:

T	8:30 – 10:30 am
Th	2:00 – 4:00 pm

Jackson Kewitsch (GA)
325D Florida Gym

Email: jkewitsch@ufl.edu
352-294-1659

Office Hours:

T	2:00 pm – 4:00 pm
W	9:30 am – 3:30 pm
Th	12:45 pm – 2:45 pm

Class Meets: Online – Lectures recorded through Mediasite link provided

Chairperson
Dr. Stephen Dodd
Department of Tourism, Recreation and Sport Management
300 Florida Gym
<http://www.hhp.ufl.edu/rpt/>

Honor Code

We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.

“The university requires all members of its community to be honest in all endeavors. A fundamental principle is that the whole process of learning and pursuit of knowledge are diminished by cheating, plagiarism and other acts of academic dishonesty.”

Course Overview:

The LEI 3921 course is recorded live each Tuesday morning and then the video link is available each Wednesday. The link where all weekly lecture videos will be posted will be provided to students via email the first week of class so students can complete the class virtually.

Course Description:

LEI 3921 provides students with the opportunity to gain practical experience within a leisure services/hospitality/sport management agency. Students will be able to apply their skills and knowledge as an agency volunteer in their particular option area. Students are expected to utilize leadership and management skills to enhance participant involvement and agency operations.

In addition, the course is designed to assist the student in the transition from student to a paid professional. The student will become familiar with resources necessary to find potential internship sites and to increase his or her knowledge regarding professionalism and business practices. Upon the successful completion of this course, all students will have finished their field experience requirement and have the tools necessary to submit a proposal required for their internship (many packets will be submitted during the term). During the course, we will provide resources to help you generate and modify your resume and cover letter, help you position your credentials more effectively as you pursue a senior internship, help you refine your site assessment skills, and we will also require you to practice one of the most important success prediction skills, the personal interview.

Students need to be aware of deadline dates and submit their initial internship packet proposals on time (**March 22nd for a Summer 2019 Internship**).

It is the student's responsibility to submit a completed internship packet by the assigned deadline; late submittals **will only be considered if time permits and the student communicates with Dr. Demichele and Jack**.

Course Objectives:

1. To prepare students for the internship experience.
2. To foster the development of career objectives.
3. To facilitate experiences in which students can evaluate strengths and needs related to a career.
4. To provide information regarding the preparation for an internship.
5. To provide information regarding issues related to the world of work.
6. To provide information related to professional development.
7. To provide formal field experience(s) of at least 80 total documented clock hours in appropriate professional recreation organizations/agencies prior to internship. (8.28)

Recommended Text:

Professionalism: Skills for the Workplace by Anderson & Bolt 3rd Ed. (2013). Pearson Ed Inc.
Prentice Hall Publisher

Special needs:

If any student has a need for a special accommodation, please let Dr. D. know ASAP or by the third class.

Guidelines:

It is expected that all students arrive on time, are prepared for class, and that all cellular phones and Internet connections are turned off during class (portable computers are not to be used unless you have note taking permission from the ADA Office or sit in the front row/s). Reading the newspaper or disrupting the class will not be tolerated. Eating in class is against HHP policies. If at any time you feel the need for assistance and/or information concerning the course, see the instructor as soon as possible.

Course Grading:

There are 500 total points for the class. The class will be graded based upon the following items and all items must be submitted online through Canvas.

1. Agency Sign-up Form and Course Contract 15
2. Completed Internship Packet 55
(Includes Proposal Form, 13-Week Plan, 5 Questions, Academic Clearance Form and photo)
3. Class assignments (10 pts each) 50
4. 40-hour Reports (2 @ 60 pts each) 120
5. Supervisor Final Evaluation & Student Summary (20 pts each) 40
You only need one summary report; submitted after all 80 hours are completed
6. Newell Fox Seminar (2 required assignments; 15 pts each) 30
7. Professional interview..... 25
8. Budget Assignment 15
9. **Career Prep Portfolio** 150
 - Career Goal Setting Assignment
 - Personal Philosophy/5 year-plan (500-750 words)
 - Resume/Cover Letter (Use of "I" more than eight times in Cover Letter will result in a deduction of 10 points)
 - Career counseling interview with Dr. DeMichele (10-15 min)
 - Dr. Schmitt: Practice Makes Better Assignment
 - Mock Interview

Each assignment in the Career Prep Portfolio is worth 25 points individually; however, if all six assignments in the portfolio are not submitted, there will be a deduction of 50 points from the final grade.

Practice Makes Better:

On the third week of the class. Dr. Craig Schmitt (Director of Engaged Learning & Outreach) will conduct a workshop to prepare students for future interviews. In order to receive course points for this assignment, students will be required to conduct research with 2 different organizations and meet with Dr. Schmitt in groups about the assignment. Additional details are provided on Canvas.

Academic Clearance Forms:

Please be sure to complete the Academic Clearance Form with your academic adviser Paul Higgerson. It will be necessary to schedule an appointment or see the adviser during walk-in hours from January 14th – March 22nd. **Please plan ahead and do not wait until the middle of March as appointments fill up.** This form can be completed with the Adviser prior to securing an internship site.

The adviser will give you a copy of the Academic Clearance Form. The form is part of the internship packet assignment, so please be sure to submit a copy of the completed clearance form with the internship packet assignment on Canvas.

Mock Interview:

Students will have the option to participate in a mock interview through the Career Connection Center (20 points), be interviewed by a seasoned professional in the field (20 points) or participate in an in-class interview (available for 4 students; 20 points). The purpose of this exercise is to simulate a “real” job interview for the benefit of improving interviewing skills. If completed by the CCC you will receive a form from a CCC professional. If completed by an industry professional, the professional should note 3 positives and 3 areas for improvement as well as sign off on the paper (**there is no formal worksheet**).

Interview appointments can be confirmed on the CCC website (<https://career.ufl.edu>) early in the semester; please note there is limited availability. Students who are not residing in Gainesville should make an appointment with an industry professional early in September or use the CRC’s online webcam mock interview option.

On-line students interested in the in-class option should notify the instructor early in the term and we can Skype you in.

Professional Interview:

Students are asked to interview a professional they aspire to be. This individual should be a seasoned professional employed in a position of responsibility (20 points). The purpose of the assignment is for the student to examine a path of success and to inquire from the professional about possible avenues of choice related to their career enhancement and advancement.

Although we encourage students to seek guidance from their parents, the **professional interview cannot be completed with a family member and must be completed with a professional in the industry of the student’s major.**

Budget Assignment:

Students will be required to create a projected budget earning \$40,000 **with no family support**. A template will be provided on Canvas and students will fill out the various financial categories. **You must allocate all \$40,000.**

Mandatory class requirements

Complete and submit reports validating 80 hours of supervised field work with the same site by the deadlines.

Submit a completed real or mock internship packet (see list below) by the **March 22nd** packet deadline.

80 Hours of Field Experience [paid or unpaid]:

Eighty (80) hours of field experience are **required for successful completion of this course**. Without validation of completion of the full 80 hours by the last day of class, students will not be able to pass the class; incomplete grades will not be issued. The purpose of the 80-hour experience is to expose the student to real world situations in a professional setting complementary to the degree specialization.

When the agency representative is interviewing the student, schedules should be compared for compatibility. The student and the agency representative will develop the working schedule. The student must adhere to the agreed upon schedule. Remember that Holidays/spring break for the university may not coincide with the agency's days off. The field experience should include leadership training in the student's particular option area and not be limited to clerical work or manual labor.

The **Agency Sign-up Form** is required for all field experience sites and must be submitted on Canvas no later than **February 26th**. Additionally, please ensure the GA approves your site via a comment on Canvas when the assignment is graded. Students are encouraged to secure an approved site as soon as possible (once approved, the student can begin working toward the 80-hour requirement). Throughout the volunteer experience, two 40-hour reports are to be turned in (see schedule below), and **a separate report must be turned in after each 40-hour segment is completed**.

Complete Internship Packet:

The packet must be submitted electronically on Canvas as a **single attachment** in the order below. There are scanners available free of charge on the second and third floors of Library West. If you need to combine multiple pdfs into one document, you can do so here: **<http://www.pdfmerge.com/>**. Early submissions of the Internship Packet are encouraged.

The grade for your internship packet will be evaluated based upon:

1. A completed **Internship Proposal Form** or **Mock Internship Proposal Form**.
2. **Answers to the 5 questions** found on page 2 of the internship proposal form.
3. A detailed **13-week plan** for your internship (examples available on Canvas).
4. The **Academic Clearance Form** which must be completed with your adviser between January 14th and March 22nd. Contact your Departmental Academic Adviser Paul Higginson (phigginson@ufl.edu)

5. Submit a professional **electronic photograph** (this item can be submitted as a separate file from the rest of the packet).

Be sure to submit the completed clearance form on Canvas. Your adviser will not submit this document for you.

International internships require a Proposal form from the UF International Student Center as well. Please consult with Dr. DeMichele if you plan to complete an international internship.

Please note that site supervisors must not change during the internship without UF approval; be sure to secure a supervisor who can mentor you during the entire internship.

Mock packets should be submitted for a grade for students who will not intern in the summer semester. For the mock packet, please select a site you'd be interested in pursuing for a future internship. Complete the proposal form, answer the questions and build a plan for that site.

Students completing mock packets will still need to complete the Academic Clearance Form and photograph.

Best practices:

Over the years TRSM students have been pursuing internship experiences in the state of Florida, throughout the southeast US, across the nation and several students have pursued international internships. Although there may be site specific decisions that most students make, we have encouraged all students to consider the following best practices prior to searching for and securing their senior internship.

1. Consider internship experiences that will expand rather than duplicate your current skillset.
2. Consider internships that will generate new professional contacts and potentially open avenues for full-time employment.
3. Consider internships in communities where you may intend to reside for a few years; many previous interns have been offered fulltime positions following the internship experience.
4. Consider organizations that provide leadership, fiscal responsibility and identifiable duties and responsibilities throughout the 13-week term. One concern we do have however, is that the internship site does not require our students to generate new business (cold calls, etc.), rather students are focused on business decisions and approaches that evaluate current strategies, personnel, marketing campaigns and new offerings provided by the agency.
5. Consider internships where you can learn under the leadership of a seasoned mentor but (like an athlete would) assume the site itself is valuable even if the mentor is promoted or leaves the organization.
6. Consider internships where you are rotated through several departments.
7. If compensation (paycheck, food, housing, phone, computer, vehicle) is necessary, students are encouraged to seek internships that provide more than a paycheck. Please keep in mind that several outstanding internships are not compensated but yield exceptional job prospects.

Additionally, we have encouraged students to highly consider liability insurance, CPR, First Aid and AED training prior to completing the senior experience, but these items are not mandatory.

Certificate of Liability Insurance with a recommended amount of \$1,000,000 of coverage. Forrest T. Jones is recommended because it is the least expensive provider we have found for our students. If you decide to secure insurance with FTJ, please follow these instructions for doing so:

-In order to obtain the student discount on the liability insurance from FTJ, you must first become an undergraduate member of Shape America for a cost of \$79. In order to obtain this membership, go to <http://www.shapeamerica.org/about/membership/> and click "Join Online" and follow the membership application from there. Please note that you DO NOT need to submit a confirmation page from Shape America for your internship packet.

-Once you complete this, go to www.ftj.com to obtain your professional liability insurance for a cost of \$25. On the FTJ site, under Association Members, select "Education" from the drop-down menu under Select Profession; select "Shape America" from the drop-down menu under Select Association; enter your zip code; and click Go. From there, under Professional Liability Insurance, click "Student Educator Professional Liability Plan." On the next page, click "Enroll Now" and follow the prompts from there to obtain your insurance. Complete the enrollment process online rather than by mail when given the option between the two on the next page.

-You will receive several confirmation pages once you obtain the insurance. For your internship packet, please be sure to print and submit the page that says "Certificate of Insurance" at the top.

Adult, child, and infant CPR/AED and First Aid certifications offered through the American Heart Association or American Red Cross are recommended.

Please note that assignments will be collected in class and/or submitted on Canvas.

Attendance and your involvement in class discussions are a critical component of the course. Additionally, as part of the transition to becoming a professional, the student will need to adhere to assignment deadlines. Late assignments will result in a minimum deduction of 5 points and will not be accepted more than 10 days after they are due. **Assignments submitted after May 7th will not be accepted.** Canvas will be used to post all grades, the syllabus and the notes/projects for the class, with the final grade assigned according to the following grading scale:

A	=	465 - 500.0
A-	=	450 - 464.9
B+	=	435 - 449.9
B	=	415 - 434.9
B-	=	400 - 414.9
C+	=	385 - 399.9
C	=	365 - 384.9
C-	=	350 - 364.9
D+	=	335 - 349.9
D	=	315 - 334.9
D-	=	300 - 314.9
E	=	Below 300 points

*For more on grading please visit:

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

Spring 2019

TENTATIVE CLASS SCHEDULE

Week of January 8

Orientation to Class – Introduction

Personal Philosophy

Week of January 15 Guest Speaker: David Lucier (O'Connell Center)
Resume and Cover Letter Development

Week of January 22 Dr. Schmitt – (Practice Makes Better)
Personal Philosophy due

Week of January 29 Guest Speaker: Fitz Koehler (Fitzness International)
Resumes and Cover Letters due

The next two weeks will involve a mini-seminar that will be conducted by Mr. Newell Fox, a local business professional and entrepreneur. The sessions will last the entire class period and students can expect to have a quiz each week (worth 15 points/each). Responses will be submitted in class unless otherwise noted.

Week of February 5 Newell Fox: Selling Yourself

Week of February 12 Newell Fox: Closing the Sale

Week of February 19 Guest Speaker: (Career Connection Center)
Career Goal Setting due
Practice Makes Better due

Week of February 26 **Agency Sign-up and Course Contract due**
Career Counseling with Dr. D. due

Week of March 5 Spring Break

Week of March 12 Interviewing & Personal Branding (Jack Kewitsch)
Discuss Measurable Goals

March 22nd is the last day to submit a REAL internship proposal for Summer 2019. MOCK packets are also due by this date. Please remember that Academic Clearance Forms completed by the adviser are due with the packet.

Week of March 19 Guest Speaker (Dan Glassman)
1st 40-hour report due

Week of March 26 Rayven Crisafulli – (UF Continuing Education Department)

Week of April 2 Guest speaker: James Di Virgilio (Financial Planning)
Professional Interview due

Week of April 9 Guest speakers: Stephanie Jacobson & Jeff Berryhill (National Sales Center)

Budget Assignment due

Week of April 16	In-class interviews (4 students may participate; sign up in class) Student Summary due
Week of April 23	Final comments Fringe Benefits and Cost of Living Mock Interview due Final Supervisor Evaluation due 2nd 40-hour Report due

Services

Student Health Services, Infirmary—www.hsc.ufl.edu/shcc/--For General Information call 392-1161 x4309

*Student Mental Health Services 392-1171

Reading and Writing Center, SW Broward Hall---www.oir.ufl.edu/r&w/

Speech and Hearing Center, 442 Dauer Hall---web.csd.ufl.edu/clinic.html

Career Resource Center, G-1 JWRU---www.crc.ufl.edu

*Teaching Center/Tutorial Help, Broward Hall

Student Legal Services, 368 JWRU---www.union.ufl.edu/services/slservices.html

Alachua County Crisis Center---334-0888

Center for Sexual Assault/Abuse Recovery and Education Student Health Care Center---392-1161 x423

Corner Drug Store---334-3800

University Counseling Center---392-1575

Office of International Studies and Programs---392-1345

Dean of Students Office---392-1261

For advising: Contact your Departmental Academic Adviser Dawn Shores (dshores@hhp.ufl.edu) or Paul Higgerson (phiggerson@ufl.edu).

Future Internship Deadlines:

For Summer 2019 Packet submission deadline is March 22nd, 2019

For Fall 2019 Packet submission deadline is June 21st, 2019

For Spring 2020 Packet submission deadline is October 18th, 2019

Copyright Statement:

The materials used in this course are copyrighted. The content presented is the property of UF and may not be duplicated in any format without permission from the College of Health and Human Performance and UF, and may not be used for any commercial purposes. Content includes but is not limited to syllabi, quizzes, exams, lab problems, in-class materials, review sheets, and additional problem sets. Because these materials are copyrighted, you do not have the right to copy the handouts, unless permission is expressly granted. Students violating this policy may be subject to disciplinary action under the UF Conduct Code.

“Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.”

Your well-being is important to the University of Florida. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.