



Special Project Defined

The special project is one option for the culminating experience requirement of the Master of Science in Athletic Leadership (MS.ATL) at Castleton University. This experience should aim to simulate a real work experience similar to what one might take on in an ad hoc committee; a temporary assignment within a work environment, which has a beginning, an end, and an end product. Ideally the experience should contain a leadership component, and it should assist in serving as a catapult to post-graduate employment. In order to earn the required six (6) credits, students should expect to take on project work, which will represent the equivalent of 300 hours. While a total of six (6) credits are required, the special project experience and credits can be split across two, three-credit semesters as long as the project work and/or project site remains the same. Approval of the special project will be at the discretion of the Program Coordinator.

Course Description:

This is meant to serve as an alternative to an special project in athletic leadership. It will involve completing a special project in which the student applies the knowledge they have acquired in a way that is to be approved by the Program Coordinator.

Special Project Process

1 – To begin the special project, you must have completed at least 12 credits within the MS.ATL and have an overall GPA of at least a 3.0.

2 – You must identify possible special project sites based upon your interests. This is done through your own research or in conjunction with your advisor and/or the Program Coordinator (please see below for more information). You will be responsible for making initial contact with the site and discussing the possible projects and learning objectives of the special project.

3 – Develop the special project proposal (please see below for more information), as well as a Work Breakdown Structure/Schedule (WBS) (please see the Program Coordinator for more details or an example).

4 – You must then email the Program Coordinator with your special project proposal and your WBS for the pre-approval process. From there, the Program Coordinator will conduct the academic review and review your proposal and WBS.

5 – Once the special project is approved, you must finalize all details with your site supervisor and then submit the special project contract (see below) with all appropriate signatures, and the proposal attached, to the Registrar's Office/Student Services. Doing so will result in registration for the special project credits. You may not register via the portal for the special project.

6 – ALL OF THE ABOVE MUST TAKE PLACE **prior to beginning** THE SPECIAL PROJECT EXPERIENCE

Development of the Special Project Experience

While the special project site selection is a shared responsibility between the student and the Program Coordinator, the ultimate final responsibility for securing the special project experience rests with the student. **NOTE: Procrastination by the student could result in failure to secure a special project at a preferred site during the desired semester.** The student should communicate her/his areas of interest to Program Coordinator at least one semester in advance so the Program Coordinator can provide the necessary guidance in securing the special project experience.

Special Project Proposal

The special project proposal is a document that outlines your expectations for your special project experience. The proposal should be a three (3) – six (6) page document, in *APA format and style*. It should include:

- 1 – Special project title
- 2 – Your site supervisor's name, position, contact information
- 3 – A thorough description of the special project(s) to include an estimated timeline for completion, at least six specific check-in points, and the end product(s) to be produced.
- 4 – Five specific learning goals and how you plan to accomplish each of these learning goals.
- 5 – How you think this special project will affect your professional pursuits.
- 6 – How you think this special project will build upon your previous skills and abilities.
- 7 – Create a detailed Work Breakdown Structure/Schedule (please ask for a sample if you have not yet taken ATL 5030)
- 8 – If money will be a factor, then a budget is also required.

Proposal Due Dates:

Summer proposals: due the Friday of the second to last week of classes in the spring semester.

Fall proposals: due the last day of classes in the spring semester (soft deadline), due August 15th (hard deadline).

Spring proposals: due the last day of classes in the fall semester.

**** Failure to meet these deadlines without prior communication with the Program Coordinator to request an extension will drop the final special project grade by at least 1/3 of a letter grade.**

Special Project Responsibilities/Completion

- 1 – Once your special project has been approved and registered with the University, you must supply your supervisor with an e-copy or a hard copy of the midterm and final evaluations.
- 2 – During the special project you must keep updated records and are responsible for the following:
 - A – Complete and submit a check-in point report for each check-in point outlined within the special project proposal (see check-in point report sheet below).
 - B – Submit the site supervisor midterm evaluation after completing three check-in points or completing half of the check-in points outlined in the proposal, whichever number is higher (see below). If you are splitting credits, the mid-eval should be completed by the last day of classes in the first semester of special project registration. It is recommended that the site supervisor meet with you to discuss the midterm evaluation.
 - C – On a daily basis, check the Canvas special project/special project community and contribute to any forums or questions as assigned.
 - D – Have your supervisor complete your final evaluation (preferably as you are nearing the final check-in point), meet with you about it, and submit it to the Program Coordinator (see below).
 - E – Complete of your site evaluation (see below).
 - F – Complete your final paper (see below).

**** Within one week of the completion of your special project or by the last day of classes of the semester (which ever is earlier) you must turn in the final paper and all final (yours and the site supervisor's) evaluations and ensure all check-in point reports are turned in.**

Special Project Code of Conduct

As special project participant, you are a representative of Castleton University, and the MS.ATL program. It is expected that you will hold yourself to the highest standard of ethical behavior. The following are specific expectations of all special project participants. Violation of any of these rules or any behavior that is detrimental to Castleton or the special project site will result in dismissal from the special project course and possible dismissal from the MS.ATL program.

- I. No fraternization or external relationships with employees, athletes, or other members of the special project organization.
- II. Special project participants must act in a professional manner at all times.
- III. Special project participants will behave in an ethical manner at all times.

IV. Special project participants will dress appropriately for all special-project-related activities.

V. Any activity that is deemed unprofessional, unethical, or inappropriate will result in dismissal from the special project.

Special Project Assessment

Each student will be assessed on a number of activities during the special project. The final assessment will include all work beginning with the proposal and culminating with the on-campus component.

Items to be included in assessment and their respective weight in determining the final special project grade are:

1. Special project proposal (5%) – timely and thorough
2. Special project contract (0% - required for registration)
3. Mid-term evaluation (by site supervisor) (10%)
4. Final evaluation (by site supervisor), including grade assigned by site supervisor (30%)
5. Site evaluation (by intern) (5%)
6. Check-In Point Reports (25%) – timely and thorough
7. Final paper (25%) – timely, thorough, follows correct format

****Special Note:** Each component must be completed to consider the special project completed and available for assessment.

Final Paper

This should be an in-depth comprehensive paper. Proofread and edit prior to turning in. Follow the outline and write a cohesive and narrative paper. The student will follow the outline below in writing her/his final paper. **IF THE STUDENT'S SPECIAL PROJECT DOES NOT DIRECTLY INVOLVE EACH COMPONENT OF EACH OF THESE AREAS, SHE/HE MUST MAKE AN EFFORT TO GATHER THE INFORMATION THROUGHOUT THE SPECIAL PROJECT EXPERIENCE** (i.e. meet with people who can provide information). ***APA format, style, and citation*** (if necessary) should be followed.

I. Special Project Introduction: You will summarize your special project experience by outlining if/how you met your five learning goals.

II. Leadership and Management: You will outline and describe your experiences relating to, AND how the organization deals with, the leadership and management of the organization including but not limited to: strategic planning, hiring, firing, promotion, staff evaluation, and student-athlete wellness.

III. Financial Administration: You will outline and describe your experiences relating to, AND how the organization deals with, the management of finances including but not limited to: the process of budget allocation, the methods of internal control, and financial decision-making.

IV. Athletics Advancement: You will outline and describe your experiences relating to, AND how the organization deals with, the raising of funds including but not limited to: current methods used and challenges faced.

V. Legal Topics: You will outline and describe your experiences relating to, AND how the organization deals with, legal topics including but not limited to: risk management and minimizing tort liability, employment contracts, Title IX/gender equity, and intellectual property issues.

VI. Compliance and Governance: You will outline and describe your experiences relating to, AND how the organization manages, NCAA compliance and NCAA compliance education, OR compliance with the appropriate governing body.

VII. Special Project Participant Evaluation of the Total Experience and Conclusions: Was this work experience related to your academic training? How or why not? Was this work experience related to your career plans? Has this experienced convinced you that you wish to pursue this line of work as a career? Why or why not? If no, what do you want to pursue?



Castleton

**Athletic Leadership Special Project Contract
ATL 6890**

*Return to the Registrar's Office
Castleton University, Castleton, VT 05735*

** Completion of this form and obtaining required signatures is the student's responsibility**

Special Project Information

Student Name: _____ Student ID #: _____

Student Campus Box or Home Address: _____

Student Email Address: _____

Department: Health, Human Movement, and Sport Course # /Course Level: ATL 6890

Special Project Supervisor: _____ Title of Special Project: _____

Special Project Supervisor Email Address: _____

Supervisor Title: _____ Company Name: _____

Company Address: _____ Company Phone: _____

Contract Information

Term: Fall__ Spring__ Summer__ Year__

Grade: Pass/Fail__ Letter Grade__ Schedule: Beginning __/__/__ -- Ending __/__/__

Credits to be awarded: _____

Please attach a separate sheet with a detailed explanation of the following:

1. Special Project Description
2. Objectives
3. Method of Evaluation

In order to participate in the special project program you must answer the following questions and have the information verified by the Registrar's Office.

- | | | |
|---|-------|------|
| 1. Are you a matriculated student at Castleton University? | Yes__ | No__ |
| 2. Are you in good academic standing at Castleton University? | Yes__ | No__ |
| 3. Have you completed 12 credits at Castleton University? | Yes__ | No__ |
| 4. Do you have the recommendation of the academic department? | Yes__ | No__ |
| 5. Do you have the recommendation of your advisor? | Yes__ | No__ |

Student Signature: _____ Date: _____

Special project Supervisor Signature: _____ Date: _____

Faculty Supervisor Signature: _____ Date: _____

Academic Dean Signature: _____ Date: _____
(If necessary due to overload)

For Registrar's Use Only: Official Verifying Student's Eligibility: _____

Date Received: _____ Cc: Faculty Supervisor



Special Project (SP) Site Evaluation Form (by student)

The SP student should fill out this form electronically and email it to the program coordinator at the completion of the Special Project: marybeth.lennox@castleton.edu

Student Name:

Special Project Title:

Site Supervisor Name:

Site Supervisor Position:

Organization:

Faculty Supervisor:

Date:

Please score each area below according to the following grade/scale:

Strongly Agree (5)

Agree (4)

Somewhat Agree (3)

Needs Improvement (2)

Strongly Disagree (1)

*If you are unable to assess in an area, then please leave the score blank.

I.) The Site/Organization:

Score: was organized.

Score: was intellectually engaging.

Score: was pleasant.

Score: staff members had positive attitude toward on another.

Score: staff acted professionally and ethically.

II). The Site Supervisor:

Score: was approachable.

Score: showed interest in my learning objectives.

Score: provided evaluative feedback.

Score: allowed me to complete projects independently.

Score: communicated well with me.

Score: was available for concerns and questions.

Score: provided adequate guidance professionally and ethically.

III) Coordination:

Score: Castleton's Program Coordinator was helpful in pre-approval/approval process.

Score: Castleton's Program Coordinator was available for questions and concerns throughout the special project hours.

Score: Castleton's Program Coordinator was provided guidance during the special project wrap-up.

Please address the following areas about the site (attach additional sheets if needed):

1. Projects and activities you completed:

2. Site strengths:

3. Suggestions for Site/Supervisor improvement:

4. Suggestions for future students at this site:

5. In your opinion would this site be beneficial for other students? Y/N

Sending this form to the Program Coordinator from the intern's CU email address will act as the appropriate signature.



Castleton

Athletic Leadership Special Project Program
Marybeth Lennox – Marybeth.lennox@castleton.edu
190 University Drive, Castleton, VT 05735

Midterm and Final Special Project (SP) Evaluation Form (to be filled out by the site supervisor)

Site Supervisor, please fill out this form electronically and email to the program coordinator at the halfway point of the total Check-In Points AND at the completion of the Special Project:
marybeth.lennox@castleton.edu

Student Name:
Special Project Title:
Site Supervisor Name:
Site Supervisor Position:
Organization:
Date:

Please score each area below according to the following grade/scale:

Strongly Agree (5 = A range)

Agree (4 = B range)

Somewhat Agree (3 = C range)

Needs Improvement (2 = D range)

Strongly Disagree (1 = F)

*If you are unable to assess the student in an area, then please leave the score blank.

The Special Project student:

- Score*: demonstrates/d the ability to apply advanced critical thinking skills.
- Score*: shows/ed evidence of the ability to think and plan strategically to properly guide athletic programs.
- Score*: understands/understood basic financial and accounting principles utilized in athletic organizations.
- Score*: demonstrated/d an understanding of revenue-generation/fundraising techniques and principles in athletic organizations.
- Score*: shows/ed evidence of having a clear understanding of legal concepts and issues in athletic organizations and develop risk management strategies.
- Score*: understands/understood the applicability of various national compliance regulations and how to apply such regulations in athletic and coaching leadership positions.
- Score*: demonstrates/d the ability to analyze and discuss current trends facing the industries of education-based athletic programs.

Score: exhibits/ed and demonstrates/d hands-on, day-to-day ability in an education-based athletic program.

Score: is/was punctual.

Score: is/was reliable.

Score: demonstrates/d strong work ethic.

Score: shows/ed initiative on projects and assignments.

Score: completes/d assignments on time

Score: works/ed well with other staff members

Score: works/ed well independently.

Score: follows/ed through with projects until completion.

Score: works/ed well with clients.

Score: is/was prepared for this position.

Score: demonstrates/d ability to solve problems.

Score: demonstrates/d ability to adapt to changes.

Please address the following areas about the intern (attach additional sheet if necessary):

1. Projects and activities the Intern has completed:
2. Professional strengths:
3. Suggestions for professional improvement:
4. Using the grade scale system outlined above, please assign the student a grade for this special project?
(Please underline or bold appropriate letter.):

A A- B+ B B- C+ C C- D+ D D- F

****Please be sure to give the intern a formal verbal assessment addressing her/his strengths and areas in need of improvement before submitting this to the Faculty Supervisor. Thank you.****

Sending this form to the Program Coordinator from the Site Supervisor's official organizational email address will act as the appropriate signature.

Castleton State University
Master of Science in Athletic Leadership Program
SPECIAL PROJECT CHECK-IN POINT REPORT

Please type all answers and submit via email to the Program Coordinator ensuring that you carbon copy (CC:) your site supervisor on the email. Reports are due as outlined in the special project proposal. Late reports may affect the student's final grade or the student's ability to complete the special project.

Name:

Check-In Point:

NOTE: YOU MAY NOT LEAVE ANY SECTIONS BLANK ON THIS FORM.

Evaluation of Check-In Point experiences (full answers free of typos and grammar errors are expected):

A. Type a brief summary of what you did and what you completed:

B. New Experiences:

C. Skills and knowledge used:

D. Skills and knowledge areas in which you felt deficient:

E. Leadership experiences:

F. Plans for improving your performance:

G. Situations you observed during that was interesting and/or beneficial to your pre-professional development:

H. Problems you encountered and how you handled them: