RECR 5860 - PRACTICUM
RECREATION, EVENT and SPORT MANAGEMENT

Course Description

Students will attain practical experience while working approximately 10-20 hours a week for a total of 160 to 240 hours over a 16 week period as a viable member of a recreation, event, or sport related enterprise. In a process that is similar to a job search, students are responsible for seeking their own practicum site and receiving an offer of acceptance into the organizations. The RESM Coordinator must approve the suitability of any selected practicum site before final arrangements are made between UNT, the student, and the practicum organization. Students function under the direct guidance of the site supervisor, with indirect guidance from the course instructor.

Student experiences can include any combination of the following: performance of duties/jobs as assigned by the supervisor, a "shadowing" of the supervisor to learn about what he/she does in the performance of his/her position, and conversation/training relative to certain aspects of the supervisor's job. Both the supervisor and instructor are involved in evaluating students for grading purposes.

Course Objectives

Students will:
- integrate classroom work with practical experience under the supervision of a recreation, event, or sport administrator.
- become familiar, in detail, with various aspects of the daily operations of a recreation, event, or sport related enterprise.
- have the opportunity to gain insight into organizational and administrative techniques as they relate to the utilization of personnel and resources.
- have the opportunity to be players on a team with other people who are working toward the success of the organization.

Textbook

There is no required textbook for this course. Necessary materials will vary depending upon the nature of each culminating experience.

Introduction

The student should begin a search for a relevant practicum well in advance of registering for the course. Examples include, but are not limited to: any recreation, event, or sport related agency,
corporation, service, small business, recreation-athletic division of a university, or amateur/professional athletic team. The student is responsible for attaining the practicum, as though searching for a job. The instructor may be helpful in providing the student with some search ideas and advice. It is important that the prospective site supervisor understand that the purpose of the practicum is to provide the student with a reasonably comprehensive working-learning experience, i.e., rather than having a single focus, the student needs to work with, and learn about, several aspects of the organization's operational processes.

Procedures

When a student and site supervisor come to a verbal agreement regarding the practicum, a completed Placement Application (Form A) must be submitted to the instructor for approval. The instructor will determine the suitability of the internship agreement and site based on the information provided. The second page of Form A is to be completed as a cooperative effort between student and supervisor. It is to be completed in as much detail as possible, because the instructor must be convinced that the internship will provide the student a worthwhile educational experience.

Upon approval of the internship application by the instructor, a formal Placement Agreement (Form B) will be executed between the internship site and UNT. The document will be handed over to the student to have signed by the internship site's representative; then, the student returns the signed Placement Agreement to the instructor. Once that is done, the student can begin the internship, but not before. The University will not allow the student to begin work at the internship site until the internship site's representative has signed the agreement, and the agreement is in the hands of the instructor. As soon as the paperwork is signed by all parties involved, copies of such will be distributed to student and site supervisor.

Once 160 to 240 hours of work have been completed at the internship site, the student is technically free to end his/her commitment to the site; but, working beyond 160 to 240 hours is permissible, and it may be advisable to complete any unfinished assignments and not leave the site supervisor in a difficult position. The internship is an important aspect of the student's academic experience, and the site supervisor can be a valuable reference and contact for future employment, so the student should try to keep the supervisor happy.

Throughout the internship period, the instructor and student will communicate about the student's work-place experiences and any learning outcomes or problems that may have occurred. The instructor may also make an on-site visit at any time during the internship.

Assignments

1. Bi-Weekly Internship Reports (FORM A)
   To be submitted bi-weekly throughout the internship. Reports include a log of daily hours, as well as descriptions of duties performed and insight or opinions of assigned duties. To be signed by the internship site supervisor.

2. Mid-Term Performance Appraisal (FORM B)
Each site supervisor will be asked to turn in a mid-term evaluation of the intern’s performance after approximately 240 hours of on-site intern experience. Covered in the appraisal are: personal characteristics of the intern, professional relations, and professional proficiency.

3. Final Performance Appraisal (FORM B)

Each site supervisor will be asked to turn in a final evaluation of the intern’s performance after approximately 480 hours of on-site intern experience. Covered in the appraisal are: personal characteristics of the intern, professional relations, and professional proficiency. The final appraisal will also include the site supervisor’s overall impressions of the intern, as well as their grade recommendation.

Grading Criteria

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<tr>
<th></th>
<th>Percent</th>
<th>Points Possible</th>
<th>Points Earned</th>
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<tr>
<td>Goals (list 5 to 6)</td>
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<tr>
<td>Periodic Reports (5)</td>
<td>50%</td>
<td>50</td>
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<tr>
<td>Mid Term Evaluation</td>
<td>10%</td>
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<tr>
<td>Final Evaluation</td>
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<tr>
<td>PowerPoint Practicum Assessment</td>
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<td><strong>TOTAL</strong></td>
<td>100%</td>
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### ASSIGNMENT DATES

Begins: ____________________________  
Ends: ______________________________

Your Assigned University Supervisor is:  Dr. John Collins

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>Submit list of goals to be accomplished</td>
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<tr>
<td>Submit Periodic Report 1 (Form A) and Learning Areas - Agency and Job Orientation</td>
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<tr>
<td>Submit Periodic Report 2 (Form A) and Learning Areas – Agency, Legal Basis, Facilities, and Maintenance</td>
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<tr>
<td>Submit third periodic report (Form A)</td>
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<td>Submit fourth periodic report (Form A)</td>
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<tr>
<td>Provide agency supervisor with Mid-Term Student Performance Appraisal to fill out (use Form B)</td>
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<tr>
<td>Mid-Term Student Performance Appraisal due (Form B)</td>
<td></td>
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<tr>
<td>Submit fifth periodic report (Form A)</td>
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<tr>
<td>Provide agency supervisor with Final Student Performance Appraisal to fill out (use Form B)</td>
<td>Not Required</td>
</tr>
<tr>
<td>Final Student Performance Appraisal due (Form B)</td>
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<tr>
<td>Assessment of Practicum Experience (powerpoint) (Form C)</td>
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RECR 5860 PRACTICUM  
RECREATION, EVENT, AND SPORT MANAGEMENT PROGRAM  
PLACEMENT APPLICATION INFORMATION  
(must be typed)

Student Name-__________________________________________ SSN-______________________

Credit Hours Currently Accumulated-______________________ Current GPA-_______________

Local Address-_____________________________________________________________________
_________________________________________________________________________________
Zip-__________________________

E-mail-__________________________________________ Phone#-_________________________

Semester of Internship-____________________________________________________________

Projected starting date-________________________ Projected finish date-_________________

Internship Site-_____________________________________

Specific Sub-division of Organization (if Applicable)-____________________________________

Address_____________________________________________________________________________
_________________________________________________________________________________
Zip-__________________________

Site Supervisor-_____________________________________ Title-__________________________

Supervisor’s E-mail-____________________________________ Phone-_____________________

FAX-_________________________________________ URL-______________________________

Projected Work Schedule (If possible; for example 9AM – 5 PM)

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<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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COMMENTS: ____________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
It is imperative that a **job description** is posted by the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be composed of work-related learning objectives, experiences, duties, etc. that have been mutually agreed upon by the **student and site supervisor** for the duration of the practicum. Some possible areas of involvement are listed below, but there are other work-related opportunities available.

facility preparation  
facility maintenance  
budget preparation  
budget management  
insurance policies  
recreation & events info  
scheduling  
ticket sales  
event management  
marketing  
policy administration  
concessions management  
counseling services  
policy formulation  
prevention and care of injuries  
athlete recruitment policies  
travel  
spectator control  
Title IX issues  
recreation & events lessons  
personnel recruitment  
personnel training  
personnel scheduling  
personnel evaluation  
equipment purchase  
equipment inventory  
equipment maintenance  
liability and legal issues  
fund raising  
sales of equipment/services

Please list YOUR internship **responsibilities** (e.g. – budget preparation):

(1) ______________________________________ (5) ______________________________________

(2) ______________________________________ (6) ______________________________________

(3) ______________________________________ (7) ______________________________________

(4) ______________________________________ (8) ______________________________________

Describe **objectively** (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large corporation)

(1) ______________________________________

(2) ______________________________________

(3) ______________________________________

(4) ______________________________________

(5) ______________________________________

(6) ______________________________________

STUDENT ____________________________ DATE ____________

signature

SUPERVISOR ________________________ DATE ____________

signature

COORDINATOR_______________________ DATE ____________

signature
Agreement for Placement of Student in Recreation, Event, and Sport Management Opportunity

THIS AGREEMENT is between (Organization's name) ____________________________ (hereafter "Organization"), a (entity status, i.e. corporation, partnership, etc.) ____________________________, with offices at (address) ____________________________, and (student name) ____________________________, and the University of North Texas (hereafter "University").

1. Scope of the Agreement. The agreement shall set out the responsibilities and rights of the Organization, the University and of the graduate student enrolled at the University while such student is serving a practicum with the Organization. The following definitions of terms apply to this agreement.

"Intern" shall mean a graduate student enrolled at the University in the College of Education who is assigned to work under the direction of a supervisor at the Organization as part of his/her requirements for a degree.

"Organizational or Site Supervisor" shall mean that person who has been designated by the Organization to direct and assist the Intern in fulfillment of duties for the completion of the internship.

"University Supervisor or Advisor" shall mean the university representative and department faculty member who is assigned to assist and evaluate the student Intern.

The practicum requires that the Intern work at an appropriate recreation, event, sport related organization under the mentorship of a supervisor with an appropriate level of responsibility to provide the student with a comprehensive overview of the administration of the organization.

The purpose of the practicum is to provide the Intern with the opportunity to observe the daily activities of staff and to participate in activities which will give them hands-on application of the knowledge gained in the classroom.

2. Placement of Interns. The placement of Interns shall be a cooperative venture involving the University, the Organization and the prospective Intern. Placement of an Intern may be initiated by the University or the Intern but the ultimate responsibility of obtaining an internship lies with the student.

3. Termination or Change of Assignments. Either the Organization or the University may, at any time, change or terminate the assignment of the Intern. Before doing so, each party shall give the other party notice and shall make reasonable efforts before such time to consult with the other party. It is the intention of this agreement that the parties be free to terminate any
assignment, at any time, but that they work cooperatively through their designated representatives to make the experience of the Interns as valuable as possible, consistent with the responsibilities of the organization and the responsibility of the University to the Intern.

4. Practicum Supervision. Within the Organization all responsibilities of the Intern shall be subject to the rules and policies of the Organization and performed under the direction of the Site Supervisor.

a. The Organization is primarily responsible for the activities/work of the Intern while serving the practicum and while on the Organization's premises; the University's role is to coordinate the activity and to make certain that the desired educational benefits are being achieved.

b. The University Supervisor and any other designated representative of the University shall have access, at all reasonable times, to visit the Intern for the purpose of observation and evaluation.

c. The Site Supervisor shall file such reports to the University Supervisor and shall be mutually agreed upon.

5. Status of the Intern. The Intern shall remain a student of the University, except as limited below:

a. Interns shall be under the direction and control of the Organization while they are on the premises of the Organization.

b. The Organization may or may not agree to some type of compensation for the Intern. This compensation will be worked out between the Intern, the Organization and the University Supervisor. Stipends and/or other wages will be paid by the Organization directly to the Intern. The University offers no compensation to the Organization or the Intern.

c. The Intern is responsible for transportation to and from the Organization's premises.

d. Should the Intern be injured on the premises of the Organization, Organization shall provide such assistance and aid to the Intern as would normally be provided to the Organization's full-time employees.

6. Length of Agreement. This agreement shall be effective when executed by both parties for a period as agreed upon by the University and the Organization.

7. Modification of the Agreement. This agreement may be revised or modified by written amendment when both parties agree to such amendment.

8. Miscellaneous Provisions. This agreement may be terminated either, by the Organization or the University, by giving the other party written notice thirty (30) days in advance of the
desired date of termination. Copies of this agreement shall be retained by the Intern, Organization, and University.

IN WITNESS WHEREOF, the parties hereto have executed this agreement and/or authorized same to be executed by their duly authorized representatives as of the date shown below the respective signatures, said agreement to be become effective as of the later date.

ORGANIZATION

________________________________________ Date ________________________________
Signature - Site Supervisor

________________________________________
Printed Name

Title

STUDENT

________________________________________ Date ________________________________
Signature

________________________________________
Printed Name

Title

UNIVERSITY OF NORTH TEXAS

________________________________________ Date ________________________________
UNT Faculty Advisor Signature
Name____________________________ Report No._____ From_________ To___________

TOTAL HOURS FOR PERIOD _______

Distribution of these hours:

- Conference __________ Observation________ Observation________ Other________
- Evaluation________ Orientation________
- Leading________ Participation________
- Planning________ Meetings________

See page 11 for a list of Learning Areas that are to be covered between the Organization and the student for each Periodic Report.

NOTE: Use this page as the first page of your Periodic Report; attach additional pages of report and include the following contents:

1. A record of meetings, conferences and training sessions attended by the internship student.
2. A narrative description of activities, assignments and experiences encountered by the internship student.
3. Student's interpretation of his/her experiences to date including his/her opinion on the applicability of these experiences to his/her professional future.
4. Summary of discussions with supervisor of Learning Areas (from Forms N or O) undertaken during this period.
5. Comments and suggestions.
6. Relate any problems you incurred during the period (be sure to state the date of the problem and your action and/or solution).
7. Relate satisfying experiences which have helped you during the period.
8. Attach copies of fliers, news items, documentation, records and other items that you prepare or relate to your internship experience.

Signature of Agency Supervisor____________________________________________________

Signature of Student____________________________________________________
LEARNING AREAS

The student should discuss the following topics that pertain to the Organization the site supervisor.

Periodic Report 1 Learning Areas - Agency and Job Orientation

- General information about the community and agency
- Organizational specifics (Organizational chart, facilities, amenities)
- Introduction to agency personnel
- Job orientation
- Tour of agency areas and facilities

Periodic Report 2 Learning Areas – Agency, Legal Basis, Facilities, and Maintenance

- Brief history of the Agency
- Design and layout
- Creation of the agency
- Types of various sport facilities
- State law(s) governing the facilities
- General standards for facilities
- Local ordinances
- Selection, repair, and upkeep of
- Liability
- How maintenance is accomplished
- Insurance
- Cost of maintenance

Periodic Report 3 Learning Areas - Employment

- What agency looks for in entry-level professionals (certificates, degrees, experience, recruiting and hiring procedures)
- Line-staff relationships
- Job analysis
- Recruitment and selection procedures
- In-service training
- Ethical behavior of personnel

Periodic Report 4 Learning Areas - General Administration

- Organization of board or governing authority
- Board/Director relations
- Advisory Committee/staff relations
- Receipts and expenditures
- Records (what records are kept, where, how long, access)
- Office procedures (how to operate an office, records and reports, filing system)
- How budgets are developed (forms, timelines, staff involvement)
- Ordering process (purchase orders, vouchers, reimbursement, bids)
- Fees and charges (rentals, special funds, enterprise funds, etc.)

Periodic Report 5 Learning Areas - Program Planning

- How are activities chosen?
- How are starting dates or program dates chosen?
- Steps in program planning, forms, requirements?
- What is the marketing process?
- What is the program evaluation process?
- How are agency/client/community needs assessed?
RECR 5860 PRACTICUM
RECREATION, EVENT, AND SPORT MANAGEMENT PROGRAM
PERFORMANCE APPRAISAL

Mid-Term ___ or Final___ (please check one)
FORM B

*CONFIDENTIAL INFORMATION*

TO BE COMPLETED BY SITE SUPERVISOR

Student________________
________________________________________________________________________
Last               First               MI

Position/Job Title________________________________________

Evaluation Period: From: _______________ To: ________________

Site Supervisor________________________________________

Organization________________________________________

PART – I

Give a brief description of the student’s present responsibilities:
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Was there any basic orientation/training given to the student prior to the starting work?
Yes_______  No_______

Please Explain:______________________________________________
________________________________________________________________________
________________________________________________________________________

How often did you meet with the intern to discuss performance and assignments?
[ ] daily     [ ] once a week     [ ] twice a week     [ ] every two weeks     [ ] other
(please explain)  ________________________________________________
### PERSONAL CHARACTERISTICS

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<td>Resourcefulness</td>
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<tr>
<td>Judgment/Problem Anticipation</td>
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<tr>
<td>Anticipates problems?</td>
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<tr>
<td>Handles emergency situations?</td>
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<tr>
<td>Motivation Skills</td>
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<tr>
<td>Acceptance of Responsibility</td>
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<tr>
<td>Willing to assume responsibility; capable of acting independently</td>
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<tr>
<td>Initiative, Creativity</td>
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<tr>
<td>Looks for additional work, avoids idleness, originates ideas, creative</td>
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<td>Tact</td>
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<tr>
<td>Knows what to say, and when to say it</td>
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PROFESSIONAL RELATIONS

Personable, Positive Influence
Friendly, has sense of humor; relaxes the group

Public Relations Skill
Tactful, diplomatic, courteous behavior

Work Attitudes
Industrious, willing to assist others, shares, positive attitude

Rapport with Staff
Works harmoniously with others, cooperative, considerate

Relates to Clients
Ability to get people involved; shows interest, respect, and concern for clients

PROFESSIONAL PROFICIENCY

Adaptability
Can adjust plans and actions according to situations

Takes Criticism Constructively
Willing to discuss and recognize weakness, works on personal problems

Knowledge and Skills Performed
Displays knowledge of recreation and event administration skills

Keeps facilities and equipment in good condition

Written Communication
Conveys ideas clearly, neat, organized work; meets deadlines

Oral Communication
Expresses self well; makes clear, concise points

(continued)
Problem Solving Ability
Identifies problems; works effectively toward solutions

Task Accomplishment
Tasks completed effectively and within deadlines; pursues difficult tasks

Evaluation: Self-Improvement
Analyzes weaknesses; works to improve self

Professional Growth
Searches for more knowledge and experience; attends meetings; reads and discusses about profession

PART – 3

Considering the following criteria in addition to any evaluative information particularly relative to your agency, what is your overall rating of this student's performance? Please attach any additional evaluation forms.

Rating Scale

1. **Excellent**: (Grade of "A") The top rating - the very best - does not necessarily mean just the best of your present student employees. It means just the very best you might reasonably hope for in a junior worker on the job concerned. Be a bit cautious in giving this rating - it should go only to a "top flight" person, one whom you would hire unreservedly and with enthusiasm.

2. **Above Average**: (Grade of “B”) Above average is a very good rating and indicates an all-around efficient performance by the graduate student. This is a person you would hire without reservations.

3. **Average**: (Grade of “C”) Satisfactory, or what you would expect from any employee. Performance is adequate and no more. This is a person you would hire, but with some reservations.

4. **Below Average**: (Grade of “D”) The student is not satisfactory in performance at the present time. However, the graduate student appears capable of improvement with additional training. This is not an individual you would consider hiring.

5. **Unsatisfactory**: (Grade of “F”) The student performs poorly. They do not appear to be capable at the job, or likely to improve. This is a person you would definitely reject.

Based on the intern’s total performance, it is suggested that his/her grade be (please check one):

___ A  ___ B  ___ C  ___ D  ___ F  ___  Incomplete (reason why):
Please give any additional comments and/or your impressions thus far of the intern:

Site Supervisor___________________________________________ Date ________________

Student________________________________________________ Date__________________
RECREATION, EVENT, AND SPORT MANAGEMENT PROGRAM
FORM C
STUDENT ASSESSMENT OF PRACTICUM EXPERIENCE

Name __________________________ Date ______________________

This powerpoint assignment is to be prepared by the practicum student. It should be a detailed reflection of the practicum experience and provide details about the practicum agency for other students to use for future contacts.

Slide 1 – Name and logo of your internship organization with web-address

Slide 2 – Name and title of your internship supervisor with relevant contact information

Slide 3 – Scope and description of your internship duties

Slide 4 – Your personal internship goals

Slide 5 – In light of your goals, explain how this has been a good learning experience for you? How have you accomplished your goals?

Slide 6 – What has been the most significant experience?

Slide 7 – What has been the most disappointing aspect?

Slide 8 – Describe your special project

Slide 9 – Describe the strengths and weaknesses of your special project

Slide 10 – Self-analysis of shortcomings, strengths, and future career interests.

Slide 11 – How would you rate this agency and your position as an internship and Why?

Slide 12 – What recommended changes would you suggest to make it a more meaningful position? (Please be as specific as possible.)

Slide 13 – Recommendations to Agency

Slide 14 – Your recommendation about this organization as an internship site and why?

Slide 15 – Your contact information (optional)