# RESM 4100 – Internship in Recreation, Event, or Sport Management

Spring 2023

**Instructor Contact**

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Pronouns: she/her/hers

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Office Hours: Please call and we will set a time to meet by phone or Zoom

**Communication Expectations**

Announcements in the class will be posted on the course Canvas site and/or sent directly to your **UNT email account**.

**Congratulations on Your Success as You Complete Your Internship**I am proud and privileged to help you complete your culminating internship, as a final step in earning your bachelor’s degree.

**Course Description**Field-based experience in an approved recreation, event, or sport related organization. Emphasis is placed on application of knowledge and skills to real-world job roles and responsibilities.

**Course Structure**The course this semester will be an internship experience, with all assignments, projects, and other submissions being uploaded through Canvas. See Course Schedule for details and please note each deadline. When submitting assignments on Canvas, it is recommended that you begin early since the assignment portal closes at 11:59 pm, unless otherwise stated. **You will upload all of you assignments to RESM 4100.003.**

**Course Prerequisites**RESM 4150.

**Required Materials**Access to Canvas.

**Purpose**

The basic purpose of the internship is to provide a planned transition from the university curriculum to a professional recreation, event, sport, or leisure services setting. In the internship experience the student will test the practical application of concepts and theories of recreation, event, sport, or leisure services and practices under the guidance and supervision of an agency professional and a university faculty member. As part of the internship experience, students are evaluated by their agency supervisors and their university supervisors. In addition, students continually review their own knowledge, skills, and professional growth as they apply to entry into the profession of recreation, event, sport, or leisure services.

**Course Objectives**

Upon satisfactory completion of this course, the student will be able to:

1. Integrate theory and practice in the student’s professional education by exchange of contemporary thinking and insights between the internship student and agency personnel.

2. Broaden personal philosophy and understandings of recreation, event, and sport management.

3. Obtain information useful in making areas of specialization, and/or further study in recreation, event, and sport management.

4. Gain experience in service delivery, leadership, supervision, and administration within a particular agency.

5. Develop an understanding and appreciation of the role, duties, and responsibilities of a full-time recreation, event, sport, or leisure services professional.

6. Increase knowledge of the organization and administration of delivering leisure services in a specific setting.

7. Develop critical thinking, teamwork, communications, and interpersonal, problem solving, creative thinking, and initiative skills.

**Course Grading  
(based on 1000 possible points; one grade for each of the 4 course sections):**

AAAA 100 - 93% BBBB 83 – 81% CCCC 72 - 71%

AAAB 92 - 90% BBBC 80 - 78% CCCD 70 – 68%

AABB 89 - 87% BBCC 77 – 75% DDDD 67 – 63%

ABBB 86 - 84% BCCC 74 – 73% FFFF >63%

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| **Points** | **Assignment** | **Due Date** |
| 25 | Meeting for Agency & UNT Supervisors | January 30 |
| 60 | Three SMART Goals for your Internship | January 30 |
| 50 | Periodic Report #1 | January 30 |
| 50 | Project Proposal Outline | February 6 |
| 50 | Periodic Report #2 | February 20 |
| 100 | Mid-Term Student Performance Appraisal | March 6 |
| 60 | Periodic Report #3 | March 6 |
| 25 | Mid-Term Student Performance Appraisal Meeting with Agency & UNT Supervisors | March 10 |
| 60 | Periodic Report #4 | March 27 |
| 65 | Periodic Report #5 | April 17 |
| 175 | Project Product (75 points),  Self-Review (50 points), &  Agency Supervisor Review (50 points) | April 24 |
| 100 | Final Performance Appraisal | May 1 |
| 50 | Project Presentation by Zoom  Agency Supervisor is expected to attend | May 4, 3:30 pm CST – the Zoom Link will be sent to you |
| 30 | Final Performance Appraisal. Meeting with Agency & UNT Supervisors | May 8 |
| 100 | Student Reflection & Assessment of Internship Experience | May 8 |

## **Assignment Policies**

Assignments must be posted on Canvas by 11:59pm on the due date. All assignments must be typed, using Microsoft WORD application, doubled-spaced, 12-point, and Times New Roman font. Professional "quality" for each of the assignments is the standard. Please plan ahead as late work is not accepted. **Your work should be of PROFESSIONAL quality.** All reports must **be typed, neat, concise, clear, make sense, well organized, well written, and free of grammatical and typographical errors**. Keep copies of all reports and evaluations for your records. ***Google or Apple/Mac documents* of any type cannot be opend; please save work as .doc, .xls, .pdf, or other Microsoft filetypes.**

## **Course Technology & Skills**

This course utilizes Canvas to house relevant course materials and to facilitate course-related communication. Detailed information regarding assignments and course materials are located on the Canvas course site. To access the site, students log in to MyUNT at **http://my.unt.edu** and navigate to Canvas. On the Canvas, the RESM 4100 course link will be visible to enrolled students.

Because this course utilizes some components of Canvas, students need regular and dependable access to a computer with an Internet connection. Basic computer technology requirements for the course include:

1. A dedicated computer with an updated operating system, such as Windows 7 or Mac OSX
2. A high-speed Internet connection (e.g., DSL or Cable).
3. Java installed on your computer.
4. Adobe Acrobat Reader installed on your computer.
5. Anti-virus software installed on your computer.
6. Microsoft Office

## **Computer Skills & Digital Literacy**

To succeed in this course, students must possess the following course-specific technical skills:

* Using Canvas
* Using email with attachments
* Downloading and installing software
* Submitting assignment files

## **Technical Assistance**

Part of working in the online environment involves dealing with the inconveniences and frustration that can arise when technology breaks down or does not perform as expected. At UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

**UNT Help Desk**: [UNT Student Help Desk site](file:///C:\Users\mjk0007\Downloads\UNT%20Student%20Help%20Desk%20site) (http://www.unt.edu/helpdesk/index.htm)

**Email**: [helpdesk@unt.edu](mailto:helpdesk@unt.edu)

**Phone**: 940-565-2324

**Telephone Availability**:

\*Sunday: noon-midnight \*Friday: 8am-8pm

\*Monday-Thursday: 8am-midnight \*Saturday: 9am-5pm

For additional support, visit [Canvas Technical Help](https://community.canvaslms.com/docs/DOC-10554-4212710328) (https://community.canvaslms.com/docs/DOC-10554-4212710328)

## **Rules of Engagement**

* While the freedom to express yourself is a fundamental human right, any communication that utilizes cruel and derogatory language on the basis of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law will not be tolerated.
* Treat your instructor and classmates with respect in any communication, even when their opinion differs from your own.
* Ask for and use the correct name and pronouns for your instructor and classmates.
* Speak from personal experiences. Use “I” statements to share thoughts and feelings. Try not to speak on behalf of groups or other individual’s experiences.
* Use your critical thinking skills to challenge other people’s ideas, instead of attacking individuals.
* Avoid using all caps while communicating digitally.
* Avoid using “text-talk.”
* Proofread and fact-check your sources.
* Keep in mind that online posts can be permanent, so think first before you type.

See these [Engagement Guidelines](https://clear.unt.edu/online-communication-tips) (https://clear.unt.edu/online-communication-tips) for more information.

## **Course Evaluation**

Student Perceptions of Teaching (SPOT) is the student evaluation system for UNT and allows students the ability to confidentially provide constructive feedback to their instructor and department to improve the quality of student experiences in the course. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" ([no-reply@iasystem.org](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\no-reply@iasystem.org)) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the [SPOT website](http://spot.unt.edu/) (http://spot.unt.edu/) or email [spot@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\spot@unt.edu).

## **Course Policies**

**Attendance Policy**Although this is a remote course, and as such attendance on the UNT Campus will not be required on a day-to-day basis, the [University of North Texas’ Attendance Policy](https://policy.unt.edu/policy/06-039) can be found online**. Students should adhere to the expectations for attendance of the Internship supervising agency.**

**Syllabus Change Policy**This syllabus will guide the format and your engagement in the course. However, it is subject to change and students will be given written notice of any such changes.

## **UNT Policies**

### **Academic Integrity Policy**

Academic Integrity Standards and Consequences. According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. [Insert specific sanction or academic penalty for specific academic integrity violation.]

### **ADA Policy**

UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the [ODA website](https://disability.unt.edu/).

### **Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004)**

The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

### **Emergency Notification & Procedures**

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

### **Retention of Student Records**

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about student’s records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy. See UNT Policy 10.10, Records Management and Retention for additional information.

### **Acceptable Student Behavior**

Student behavior that interferes with an instructor’s ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classroom, labs, discussion groups, field trips, etc. Visit UNT’s [Code of Student Conduct](https://deanofstudents.unt.edu/conduct) (https://deanofstudents.unt.edu/conduct) to learn more.

### **Access to Information - Eagle Connect**

Students’ access point for business and academic services at UNT is [located here](http://my.unt.edu./). All official communication from the University will be delivered to a student’s Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail [Eagle Connect](https://it.unt.edu/eagleconnect).

### **Sexual Assault Prevention**

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex, and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT’s Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim’s compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at [SurvivorAdvocate@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\SurvivorAdvocate@unt.edu) or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at [oeo@unt.edu](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\oeo@unt.edu) or at (940) 565 2759.

### **University of North Texas Compliance**

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on-campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course.

If such an on-campus activity is required, it is the student’s responsibility to do the following:

(1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.

(2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email [internationaladvising@unt.edu](mailto:internationaladvising@unt.edu)) to get clarification before the one-week deadline.

### **Student Verification**

UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses.

See [UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses](https://policy.unt.edu/policy/07-002) (https://policy.unt.edu/policy/07-002).

### **Use of Student Work**

A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student’s permission unless all of the following criteria are met:

* The work is used only once.
* The work is not used in its entirety.
* Use of the work does not affect any potential profits from the work.
* The student is not identified.
* The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student’s written permission.

## **Academic Support & Student Services**

### **Student Support Services**

#### **Mental Health**

UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

* [Student Health and Wellness Center](https://studentaffairs.unt.edu/student-health-and-wellness-center) (https://studentaffairs.unt.edu/student-health-and-wellness-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [UNT Care Team](https://studentaffairs.unt.edu/care) (https://studentaffairs.unt.edu/care)
* [UNT Psychiatric Services](https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry) (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
* [Individual Counseling](https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling) (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

#### **Chosen Names**

A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

* [UNT Records](https://registrar.unt.edu/transcripts-and-records/update-your-personal-information)
* [UNT ID Card](https://sfs.unt.edu/idcards)
* [UNT Email Address](https://sso.unt.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=E4DCA43DF85E3B74B3E496CAB99D8FC6?execution=e1s1)
* [Legal Name](https://studentaffairs.unt.edu/student-legal-services)

*\*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.*

#### **Pronouns**

Pronouns (she/her, they/them, he/him, etc.) are a public way for people to address you, much like your name, and can be shared with a name when making an introduction, both virtually and in-person. Just as we ask and don’t assume someone’s name, we should also ask and not assume someone’s pronouns.

You can [add your pronouns to your Canvas account](https://community.canvaslms.com/docs/DOC-18406-42121184808) so that they follow your name when posting to discussion boards, submitting assignments, etc.

Below is a list of additional resources regarding pronouns and their usage:

* [What are pronouns and why are they important?](https://www.mypronouns.org/what-and-why)
* [How do I use pronouns?](https://www.mypronouns.org/how)
* [How do I share my pronouns?](https://www.mypronouns.org/sharing)
* [How do I ask for another person’s pronouns?](https://www.mypronouns.org/asking)
* [How do I correct myself or others when the wrong pronoun is used?](https://www.mypronouns.org/mistakes)

#### **Additional Student Support Services**

* [Registrar](file:///C:\Users\jdl0126\AppData\Local\Temp\OneNote\16.0\NT\0\Registrar) (https://registrar.unt.edu/registration)
* [Financial Aid](https://financialaid.unt.edu/) (https://financialaid.unt.edu/)
* [Student Legal Services](https://studentaffairs.unt.edu/student-legal-services) (https://studentaffairs.unt.edu/student-legal-services)
* [Career Center](https://studentaffairs.unt.edu/career-center) (https://studentaffairs.unt.edu/career-center)
* [Multicultural Center](https://edo.unt.edu/multicultural-center) (https://edo.unt.edu/multicultural-center)
* [Counseling and Testing Services](https://studentaffairs.unt.edu/counseling-and-testing-services) (https://studentaffairs.unt.edu/counseling-and-testing-services)
* [Pride Alliance](https://edo.unt.edu/pridealliance) (https://edo.unt.edu/pridealliance)
* [UNT Food Pantry](https://deanofstudents.unt.edu/resources/food-pantry) (https://deanofstudents.unt.edu/resources/food-pantry)

### **Academic Support Services**

* [Academic Resource Center](https://clear.unt.edu/canvas/student-resources) (https://clear.unt.edu/canvas/student-resources)
* [Academic Success Center](https://success.unt.edu/asc) (https://success.unt.edu/asc)
* [UNT Libraries](https://library.unt.edu/) (https://library.unt.edu/)
* [Writing Lab](http://writingcenter.unt.edu/) (<http://writingcenter.unt.edu/>)