SECTION I: COURSE INFORMATION

A. Title: Practicum in RESM

B. Number: RESM 5860

C. Location: CANVAS (REMOTE DELIVERY; https://unt.instructure.com/)

D. Duration: August 24, 2020 – December 11, 2020

E. Course Description:

This course entails the supervised professional activities and experiences of students. Students will secure and obtain approval for their practicum PRIOR to completing the requirements. The practicum can be for either three or six hours of credit (at the discretion of the instructor/faculty advisor).

F. Student Learning Outcomes:

1. Research and Analysis: Students will be able to critically analyze and interpret relevant research in sport and recreation management.
2. Sport and Recreation in the Community: Students will be able to market, fund, and implement sport and recreation events as integral aspects of the contexts within which sport and recreation organizations are embedded.
3. Theoretical Competence: Students will exhibit knowledge of current theories relevant to sport and recreation organizations and apply that knowledge to sport and recreation projects.

SECTION II: INSTRUCTOR INFORMATION

A. Instructor: Minhong (Min) Kim, Ph.D.

B. Email: minhong.kim@unt.edu

C. Office Location: PEB 210D

D. Office Hours: By appointment.

E. Virtual Office Hours: Tuesdays and Thursdays 11:00 AM–12:00 PM. It is your right as a student to have full access to the instructor. Please contact me if you have any questions or concerns about anything related to the class. Zoom ID: 720 030 2864.

SECTION III: INTELLECTUAL PROPERTY

A. State common law and federal copyright law protect lectures. Students are authorized to take notes in class for personal use and may not use them for commercial use without prior written authorization.
B. Students may not make audio recordings of lectures without the instructor’s knowledge and authorization.

SECTION IV: COURSE STRUCTURE

This course is an experiential learning course and will be delivered remotely, indicating that all class sessions, as well as your interaction with me, will take place in Canvas. Students are expected to fulfill the professional requirements of the organization/setting within which they are completing their practicum. Students must complete 200 documented work hours for three credits or 400 work hours for six credits.

SECTION V: COURSE EVALUATION & ASSIGNMENTS

A. Evaluation (Point breakdown):

1. Portfolio: 90 points
2. Presentation: 10 points

<table>
<thead>
<tr>
<th>Grading Scale (%)</th>
<th>Points</th>
<th>Item</th>
<th>Points System</th>
</tr>
</thead>
<tbody>
<tr>
<td>90-100 = A</td>
<td>90 ~ 100</td>
<td>Portfolio</td>
<td></td>
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<tr>
<td>80-89 = B</td>
<td>80 ~ 89</td>
<td>Presentation</td>
<td>90</td>
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<tr>
<td>70-79 = C</td>
<td>70 ~ 79</td>
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<td>10</td>
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<tr>
<td>60-69 = D</td>
<td>60 ~ 69</td>
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<td>≤ 59 = F</td>
<td>Below 60</td>
<td>Points Total</td>
<td>100</td>
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B. Portfolio (90 points total): Student Learning Outcomes – 1, 2, 3

Students will maintain a record of their practicum experience that will be organized into a portfolio format with each of the following items is included:

1. Title page with the organization and student’s information
2. Table of contents
3. Weekly work logs (signed by supervisor)
4. Description of the Organization including:
   a) The type of organization
   b) The goals/mission/vision of the organization
   c) Where in the market the organization is situated?
5. Outline of the responsibilities
6. Description of student’s contributions
7. Reflection on the value of the practicum
   a) Personal growth
   b) Professional growth
8. Reflection essays on how the student met the learning outcomes of the practicum.
   a) Research and Analysis – Students will address how previous research outlined throughout the program might inform practice in their organizations.
   b) Sport in the Community – Students will address how their organizations are integrated into the community and how the services offered impact the local setting.
   c) Theoretical Competence – Students will outline how the theories presented throughout the program shaped their understandings of the operations, culture, and climate of their organizations.
Portfolios are due to the student’s supervising faculty member by 5:00 pm on the last day of classes of the term in which the practicum occurs. Students should consult with supervising faculty on preferred formatting (e.g. digital or hard-copy documents).

C. **Presentation (10 points): Student Learning Outcomes – 1, 2, 3**

Students will present their portfolios to the faculty of the RESM program upon completion of their practicums. The presentations should be between 10 and 20 minutes in length. Students are expected to present the content of the items outlined in the portfolios. Presentations will occur at the end of the semester in which the final hours of the practicum occur. The specific presentation format (i.e., virtual or recorded) and times will be set during the semester.

**SECTION VI: COURSE POLICIES**

A. **Out of Class Communication:** Students should use email to communicate with the instructor using the email address provided in the syllabus (Minhong.kim@unt.edu).

1. When you email the instructor, please INCLUDE YOUR FULL LEGAL NAME (NO NICKNAMES) AND THE COURSE NUMBER (RESM 5860) IN THE EMAIL (preferably in the subject line).

2. Any email which does not include the student’s full legal name and course number will not get a response from the instructor.

3. Do not email the instructor to ask for information you can easily find yourself on Canvas, the syllabus, etc.

4. **Do not send messages to the instructor through the “Comments” section in Canvas. The instructor does not receive a notification this way.**

5. The instructor will communicate with students via their UNT email addresses. Make sure you are checking your UNT email daily.

B. **Missed Coursework:** All assignments are to be submitted at the time assigned. **No make-up assignments will be given. Any assignment missed will be recorded as a zero.**

1. The student **MUST CONTACT THE INSTRUCTOR WITHIN 48 HOURS OF THE MISSED COURSEWORK DEADLINE.**

2. The student will not be permitted to make up missed coursework without a doctor’s note or a letter from the Dean of Students.

3. **ALL MISSED COURSEWORK MUST BE COMPLETED WITHIN ONE-WEEK OF THE TIME THE STUDENT PROVIDES THE DOCTOR’S NOTE OR LETTER FROM THE DEAN OF STUDENTS.**

C. **Canvas:** The course will utilize Canvas as its online learning platform.

1. All assignments will be submitted to the instructor via Canvas.

2. It is the student’s responsibility to make sure the assignment is submitted correctly and before the deadline. **MAKE SURE YOU GET A SUBMISSION CONFIRMATION IN CANVAS.** If you forget to attach the assignment document, attach the wrong document, or attach the document in a format other than MS Word (unless stated otherwise), you will receive a zero.
3. **EMAIL THE INSTRUCTOR IMMEDIATELY IF YOU ARE HAVING TROUBLE SUBMITTING AN ASSIGNMENT.** If you experience technical difficulties, you must email the assignment to the instructor before the deadline.

4. **DO NOT WAIT UNTIL THE LAST MINUTE TO SUBMIT ASSIGNMENTS.** All assignments are open well in advance of the submission deadline. Therefore, stating “my computer wasn’t working” or “I was having problems with my internet” are not acceptable reasons for missing the submission deadline.

**D. Posting of Grades & Grade Disputes:** Grades will be posted on Canvas.

1. Students should be checking their grades on Canvas several times a week to make sure the posted grade is correct (**DO NOT wait until the end of the semester**).

2. It is the student’s responsibility to contact the instructor about their grade.

3. AGAIN, **DO NOT send messages to the instructor through the “Comments” section in Canvas.** The instructor does not receive a notification this way.

4. **All assignments will be completed by December 2 (Wednesday).** I will try to finalize your grade by December 9 (Wednesday), or December 10 (Thursday) at the latest so that you can review your grade before I submit your grade to the registrar (due Monday, December 14 at noon). If you have any questions or concerns about your grade, please contact me as soon as possible, **but no later than Saturday (December 12) at 5 PM.** Before you contact me, I expect that you will review the assignment details and reflect on the quality of the work you turned in. If you would still like to discuss your grade, please email me to set up a virtual meeting or email me your concerns. **If you do not contact me or fail to schedule a meeting by Saturday (December 12) at 5 PM, you forfeit your right to a grade dispute.**

**E.** If at any time you feel the need for help, information concerning the course, and/or your standing (grade, attendance, etc.) in the course, **CONTACT YOUR INSTRUCTOR** as soon as possible!

**SECTION VII: UNIVERSITY POLICIES**

**A. Access to Information – Eagle Connect:** Students’ access point for business and academic services at UNT is located at: [my.unt.edu](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).

**B. Americans with Disabilities Compliance:** The University of North Texas makes reasonable academic accommodation for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable 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 reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the [Office of Disability Access website](http://www.unt.edu/oda). You may also contact ODA by phone at (940) 565-4323.
C. **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) to learn more.

D. **Academic Integrity (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. Further sanctions may apply to incidents involving major violations. You will find the policy and procedures at: [http://vpaa.unt.edu/academic-integrity.htm](http://vpaa.unt.edu/academic-integrity.htm).

E. **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.

F. **Student Evaluation Administration Dates:** Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (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/) or email [spot@unt.edu](mailto:spot@unt.edu).

G. **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 [http://essc.unt.edu/registrar/ferpa.html](http://essc.unt.edu/registrar/ferpa.html).

H. **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 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 or at (940) 565 2759.

I. 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).

SECTION VIII: GETTING HELP

A. 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. Here at UNT we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UIT Help Desk: http://www.unt.edu/helpdesk/index.htm
Email: helpdesk@unt.edu
Phone: 940-565-2324
In Person: Sage Hall, Room 130
Walk-In Availability: 8am-9pm

Telephone Availability:
- Sunday: noon-midnight
- Monday-Thursday: 8am-midnight
- Friday: 8am-8pm
- Saturday: 9am-5pm

Laptop Checkout: 8am-7pm

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

B. Student Support Services

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)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Other student support services offered by UNT include

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
 SECTION IX: SYLLABUS CHANGES

A. The instructor reserves the right to amend the grading scale for the benefit of the students.

B. The instructor reserves the right to change the syllabus at any time during the semester.

C. Any changes will be posted on Canvas and/or discussed in class.