Wayne State University
College of Education

Division: Kinesiology, Health, and Sport Studies
Program Area: Graduate Sports Administration
Course #: KHS 8750
Course Title: Internship in KHS
Term/Year: Winter, 2014
Course Location: 124 Manoogian Hall
Day/Time: Thursday, 4:30-5:25 PM
Instructor: Laurel Whalen
Office Address: 259 Matthaei Building
Office Hours: Tuesday: 2:00-5:00
Wednesday: 2:00-4:00
Thursday: 2:00-4:00
Office Phone/Email: 313-577-2704, laurel.whalen@wayne.edu

Course Description:
This course will provide an opportunity for the sport administration student to observe, assess, and gain experience in an organization of their interest. This will afford students opportunities to organize and conduct activities under close supervision. Through this type of exposure, the student will receive practical, on-the-job experience in one or more types of sport and leisure delivery agencies.

Class Policies:
1. Attendance is required at each class session.
2. I expect that students will arrive to class on time and prepared to participate. Arriving late is a disruption to class and to the other students.
3. Written assignments (including discussion board posts) are graded on content, creativity, and writing skills. It’s important that your work reflects your professionalism, therefore, problems with spelling, grammar, and writing mechanics will result in a lower grade for the assignment.

Course Assignments and Grade Assessment:

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>EXPLANATION</th>
<th>POINTS</th>
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<tbody>
<tr>
<td>Internship Learning Assignments</td>
<td>Learning Objectives</td>
<td>50 pts.</td>
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<td></td>
<td>(1) Class Discussion Board</td>
<td>20 pts.</td>
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<tr>
<td>Reflective Journals</td>
<td>Reflective Journals (weekly)</td>
<td>100 pts.</td>
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<tr>
<td>Internship Performance</td>
<td>Site Visit Employer Evaluation</td>
<td>20 pts.</td>
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<td>50 pts.</td>
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<tr>
<td>Final Paper</td>
<td>Final Reflection Paper/Presentation</td>
<td>100 pts.</td>
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<td><strong>TOTAL:</strong></td>
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<td><strong>360 points</strong></td>
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Learning Objectives:
Learning objectives are statements that clearly define what you intend to learn during your internship experience. Since the internship is an academic course, credit is awarded due to learning, not just for working. The objectives should help the student, the Site Supervisor, and the Internship Instructor evaluate the learning progress at the conclusion of the experience. Learning objectives should not try to cover all aspects of the internship, but focus on select areas that you will be exposed to throughout the internship. Each learning objective should involve new learning, expanded growth, or improvement on the job. Furthermore, the outcomes should benefit both you and the organization. You will be responsible for submitting (via blackboard) learning objectives during the first month of your internship. It should include five objectives that you intend to complete during the timeframe of your internship experience.

We encourage you to make your learning objectives a collaborative effort between you and your Site Supervisor. We will review your learning objectives with your supervisor as a way to evaluate your performance and learning during your site visit.

Reflective Journals:
The Reflective Journals are the primary place for demonstrating meaningful reflection as you address the Learning Objectives; resolve problems and challenges, and document observations and feelings relating to your internship. The goals of the reflective journal are:

- To provide a forum for reflection on the internship experience (i.e. observations, projects/ tasks, challenges, etc.);
- To provide an opportunity to highlight the progress towards achieving the intern’s Learning Objectives;
- To provide a venue for the Internship Instructor’s constant monitoring, coaching, and assessment of the internship experience.

Each journal entry should begin with the total number of hours completed that week and the total number of hours completed to date. It should also, at a minimum, include the nature of the work completed that week. You will write your reflective journals on a weekly basis in the blog section of Blackboard. Since this class doesn’t meet on a weekly basis, this is the way that I can monitor your progress and overall experience. If you fail to update your journals weekly, we will make arrangements to meet in person each week.

Site visit/phone conference:
At some point during the semester, the student and the internship/fieldwork supervisor should arrange for a site visit (or phone conference call if location is prohibitive) with the Instructor. This is so that the Instructor can observe the student’s work environment and check in on the student’s progress in the internship/fieldwork experience.

Final Paper:
Upon the completion of your fieldwork experience, you will be required to submit a final paper that both reflects upon your experience and presents information about your sponsoring agency to the Sports Administration department and other prospective interns. Writing the paper should start, therefore, with the recognition that what you write will become a public document to be reviewed by department faculty and other graduate students. Once the paper is read and evaluated by the Instructor, it will be kept on-file in the department and therefore will not be returned to you (so be sure to keep a copy).
Your paper should describe, analyze, and evaluate your experience. It should do more than merely describe what you did; it should show that you have thought carefully about your experience and are familiar with issues important in the field. The paper should include the following:

- A clear and coherent description of what the internship involved, how it was organized or supervised, and what the intern's role is within the organization. What were your responsibilities? How did you contribute to the organization's operations and goals? Did your role or responsibilities change during the semester(s)?
- An analysis of the organization’s cultural, social, or political environment -- and/or an analysis of issues related to your experience. The purpose here is to go beyond mere job description to provide a broader perspective to your experience. What cultural, social, or political forces does the agency respond to? How effectively does it do so? In what ways have your studies in Sports Administration prepared you for what was expected of you as an intern?
- An evaluation of your experience. Include an evaluation of yourself and of the program or agency in which you worked. What were your learning objectives for this internship? Did you meet them? Was the internship entirely satisfying? What did you learn? Evaluate the internship as an educational experience. It will be most helpful for future interns if your evaluation is honest and thoughtful.

Presentation:
Each student will be required to present their fieldwork/internship experience to the class on one of the meeting dates. You are eligible to present when you are at least ¾ finished with your total internship/fieldwork hours. If a student is unable to be physically present due to the location of your internship/fieldwork (i.e. out of state), he/she will be required to make other arrangements with the instructor before the internship/fieldwork experience is completed.

Grading System:
A  93-100%  B-    80-83%
A-  90-92%   C+    78-79%
B+  88-89%   C     74-75%
B   84-87%   F     <75%

General Note on Grading:
The College of Education faculty members strive to implement assessment measures that reflect a variety of strategies in order to evaluate a student's performance in a course. For graduate students, B grades will be awarded for satisfactory work that satisfies all course requirements; B+ grades will be awarded for very good work, and A grades will be reserved for outstanding performance. Please note that there is a distribution of grades from A-F within the College of Education and that plusses and minuses are recorded and distinguish distinct grade point averages.
**Plagiarism:**
Plagiarism includes copying material from outside texts or presenting outside information as if it were your own by not crediting authors through citations (either deliberately or unintentionally). If you’re in doubt about the use of a source, cite it. All outside references must be submitted with assignments. The College of Education has a “zero tolerance” approach to plagiarism and other forms of academic dishonesty. Specific examples of academic dishonesty, including what constitutes plagiarism, can be found in the University’s Undergraduate Bulletin, the Undergraduate Student Handbook, and the Student Due Process Policy. It is each student’s responsibility to read these documents to be aware of which actions are defined as academic dishonesty. Sanctions include failure in the course involved, probation and expulsion. Students are advised to think carefully and thoroughly, ask for help from instructors if it is needed, and to make smart decisions about their academic work.

**Withdrawal Policy:**
- Students who withdraw from a course after the end of the 4th week of class will receive a grade of WP, WF, or WN:
  - WP will be awarded if the student is passing the course (based on work due to date) at the time the withdrawal is requested
  - WF will be awarded if the student is failing the course (based on work due to date) at the time the withdrawal is requested
  - WN will be awarded if no materials have been submitted, thus no basis for a grade
- Students must submit their withdrawal request on-line through Pipeline. The faculty member must approve the withdrawal request before it becomes final, and students should continue to attend class until they receive notification via email that the withdrawal has been approved.
- Withdrawals can be requested at any point from the fifth week of class through the 10th week of class. **The last day to withdraw from this course is Sunday, March 23.**

**Attention Students with Disabilities:**
If you have a documented disability that requires accommodations, you will need to register with Student Disability Services (SDS) for coordination of your academic accommodations. The Student Disability Services (SDS) office is located at 1600 David Adamany Undergraduate Library in the Student Academic Success Services department. SDS telephone number is 313-577-1851 or 313-577-3365 (TDD only). Once you have your accommodations in place, I will be glad to meet with you privately during my office hours to discuss your special needs. Student Disability Services’ mission is to assist the university in creating an accessible community where students with disabilities have an equal opportunity to fully participate in their educational experience at Wayne State University. Please be aware that a delay in getting SDS accommodation letters for the current semester may hinder the availability or facilitation of those accommodations in a timely manner. Therefore, it is in your best interest to get your accommodation letters as early in the semester as possible.
**Class Schedule:** (*Adjustments may be made during the semester as necessary. Due to the nature of the internship experience, the dates of some assignments may be unique to each individual student.*)

<table>
<thead>
<tr>
<th>Date</th>
<th>Reading/Assignment</th>
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<tbody>
<tr>
<td>January 9</td>
<td>Class Meets - Introduction &amp; overview, syllabus</td>
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<tr>
<td></td>
<td>Fall Presentations</td>
</tr>
<tr>
<td>February 20</td>
<td>Class Meets - Presentations</td>
</tr>
<tr>
<td>March 20</td>
<td>Class Discussion Board</td>
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<tr>
<td>Arranged</td>
<td>Site visit or arranged phone conversation with supervisor</td>
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<tr>
<td>April 17</td>
<td>Class Meets - Presentations</td>
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</tbody>
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