



HHPS 300 001B Field Experience in Sport and Recreation

FH 102

COURSE SYLLABUS Spring 2018

MWF 11:00 -11:50 am

Instructor: Dr. Clay Bolton, Assistant Professor for Sport and Recreation Management

Office Location: 100D Fieldhouse

Office Hours: M/W 1:30 -3:30 pm, T/TH 1:00-3:30 pm and by appointment

Office Phone: 903-886-5549

University Email Address: clay.bolton@tamuc.edu

Preferred Form of Communication: email

Communication Response Time: I will always try to respond the same day if possible, excluding weekends and holidays!

COURSE INFORMATION

Additional Fees: There are four required fees for this class; however, there is no text book as all handouts, articles, etc. for in-class discussions will be provided by the professor. The total of all fees is \$146 and will need to be paid by the student via credit card at various times during the semester. See below!

Required: Dallas Cowboys Executive Day and AT&T Stadium Tour \$30, Dr. Bolton to have more information. This day is **Wednesday, January 24 from 9:00 am – 2:00 pm.**

Required: Sports ManagersDISC Profile and assessment – Online Tool, with guest lecture. \$55 students will pay individually by credit card. During the semester, dates and specifics will be provided to each student.

Syllabus/schedule subject to change

Required -Dallas Stars Career Fair \$36, must be paid to the Stars via credit card, Dr. Bolton will have instructions, Half day Event, at American Airlines Arena. **Tuesday, February 27 from 2-5 pm** and Hockey game at 7:30 pm. Class dinner the Hockey game are always optional for students after the Career Fair.

Required -Business Etiquette Dinner, Sponsored by the Career Development Office, to be held on **April 26, 2018 from 5:30 – 7:30 pm** in the Student Center, Traditions Room, the cost is **\$25** and you must register by March 1, 2018, with the Career Development Office and **pay Them**, no exceptions!

Extra Credit Opportunity, but no Charge - There will be a Health and Human Performance Networking Brunch on April 3 from 10:00 AM – 12:00 PM, in the Rayburn Student Center in the RSC CLUB, during the spring semester. *This can be substituted for one opportunity during the semester for 75 points!

NO Required Textbook:

- Classroom Handouts and Articles

APA format:

Please use APA 6th Edition (American Psychological Association). American Psychological Association. (2010). Publication Manual of the American Psychological Association (6th ed.) Washington, DC: American Psychological Association. All papers should have the title of the work, the class name, the name of the student and professor, and the due date and submission date incorporated in *one line* of the header on the 1st page only. Papers not in this format will be requested for resubmission without grading, and record them as late according to when the paper is resubmitted. Substantial grade reductions will occur on any final drafts failing to follow these guidelines for submitted written work.

Course Description: (3 hours)

This course will provide students with an opportunity for pre-internship development, and supervised observation and participation in a variety of settings related to sport and recreation management. This course is also designed to help students make the transition from the classroom to a professional setting in sport and / or recreation. PLEASE NOTE THAT THIS COURSE HAS INTENSIVE OUTSIDE THE CLASSROOM WORK AND VERY STRICT TIMELINES AND DEADLINES, PLAN ACORDINGLY!

Student Learning Outcomes:

Upon completion of this course, students should be able to demonstrate:

1. An understanding of the basic sport and recreation terminology related to the particular field.
2. An understanding of the ever growing competitive job and career opportunities in the fields.
3. A sense of the day to day operations in recreation/sport management.
4. Knowledge of the demands and trials to be successful in this business.
5. A basic knowledge of professional dress, presentation, interview skills, and communications in the workplace.
6. A plan for the internship selection and application process, to include professionally preparing a resume.
- 7.

COURSE REQUIREMENTS

This class is taught in a traditional format, with some on-line assistance utilizing the Pearson LearningStudio (eCollege) system for communicating and submitting assignments. We will be primarily focusing on in class discussions, use of video clips and movie clips, as well as individual presentations and papers. This class requires extensive work outside the classroom and does include travel. Please be certain you understand the demands and schedule for this course!

Student Responsibilities:

1. You should be prepared each day in coming to class a few minutes early, as we will get started promptly at 11:00 am. You will need to read ahead of class and be familiar with course concepts and outside readings, especially as it relates to the topics and trends covered. The class is very interactive so please be aware that your contribution to in-class discussions are being noted and your participation grade will be an important part of the course. You should be aware of off campus requirements and additional requirements, such as meeting with the Career Development Office.
2. You should be prepared for papers and presentations and be professional in your written assignments as well as all other aspects of the class.
3. Be prepared for all class periods and complete all aspects of the class.

4. Be honest, be engaged, and enjoy learning about this exciting subject!
5. Students are expected to attend class, be prepared, and actively participate in class discussions. Arriving late and/or leaving early can be disruptive to class. If you are going to be late or need to leave early alert me ahead of time. Points will be deducted from class participation for any unexcused absences, tardiness, or other disrespectful disruption of class (such as cell phone or unapproved tablet or device usage, headphones, etc.)
6. **NO late assignments or work will be accepted, unless there has been a prior arrangement made between the student and instructor or a university excused absence.**
7. All written assignments will be accepted by eCollege, unless there has been a change made by the instructor. You can simply put those written assignments in dropbox in eCollege. If you have technical difficulty you can always email an assignment to me to be safe.
8. Any in-class work missed due to an absence may NOT be made up, unless there is a prior arrangement OR the absence is a university "excused absence". An excused absence is defined as a documented university approved activity or event. (See Student Handbook). Please notify me ahead of time if you know you will be absent. To be considered an excused university absence, you must present written documentation on the day of your return to class.
9. You are expected to produce an e-portfolio or written portfolio as part of your final presentation and final grade in the class. Students are expected to exhibit professionalism during all class meetings, class discussions, presentations, and activities. Critical thinking and debate are encouraged, but students should be respectful of their fellow classmates. All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Student Handbook) **Also, please turn off all cell phones, Ipods or any other electronic devices. If you are taking notes on a laptop or tablet, please see me in advance for permission.**
10. Students are expected to exhibit professionalism in all communication with the instructor, this includes in-person and email.
11. Students should adhere to the university policies regarding academic misconduct (i.e. plagiarism, cheating, and other dishonest representations of academic

work). Students in violation of these policies will be subject to the university's academic misconduct procedures.

***Reminder about APA:**

Students are expected to do their own work (note: simply turning work in does not guarantee a good grade).

Please note that all assignments **must be typed, a 1-inch margin on all sides, double-spaced in 12-point font (Times New Roman only). Please use APA 6th Edition (American Psychological Association).**

American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.) Washington, DC: American Psychological Association. All papers should have the title of the work, the class name, the name of the student and professor, and the due date and submission date incorporated in *one line* of the header on the 1st page only. Papers not in this format will be requested for resubmission without grading, and record them as late according to when the paper is resubmitted. Substantial grade reductions will occur on any final drafts failing to follow these guidelines for submitted written work. Additionally, all citations in the content of the paper(s) and the reference page should be in APA format as well.

Summary of Assignments and Assessments:

Assignments (for due dates see schedule)	Points
1. E-Portfolio or Written Portfolio	100
2. Field Experience (20 hours)	100
3. Resume	50
4. Dallas Stars Career Fair on February 27	100
5. Business Etiquette Dinner on April 26	100
6. Mock Interview	100
7. Internship Contacts	50
8. Job Postings & Cover Letters	50
9. Professional Interviews	100
10. Dallas Cowboys Executive Day	100
11. Sport Manager Discuss Profile	50
12. Sulphur Springs Country Club Event	100

Total Points Available 1000

A= 900+

B=899-800

C=799-700

D=699-600

F=599-

Assignments

E-Portfolio or Written Portfolio (100 points)

By the day of your final presentation in class, you will turn in either an e Portfolio or written portfolio (not both) in eCollege dropbox or to Dr. Bolton in person. You will actually show this to the class during your final presentation in class, containing all aspects of the course, but also containing power point slides, videos, possibly guest speakers to explain your semester and everything you did during the course. A rubric for this requirement will be provided in class and in the document sharing section in eCollege.

*Please understand that everything you do for this class should be included in your portfolio and be a part of your overall presentation during the last few days of class. There will not be a final exam given for this course. Additionally, please note that your grade for the course will not be calculated until your presentation and portfolio are conducted and submitted, no exceptions.

Field Experience (100 points)

Observation and Participation Hours on Site (site must be approved by instructor)

- Students will work in a sport or recreation management setting.
- Supervisor comments, remarks, and evaluation. Signed Time Sheets
- Every hour of Field Experience is important to be logged and you must complete 20 hours by the deadline to receive full-credit
- Field Experience and Written paper of at least 5 typed pages, Double spaced, APA format, with an account of your duties and what you learned.
- You are responsible for finding your own Field Experience; however, The professor will be willing to assist you and you can work in the TAMUC athletic department and with Campus Recreation on campus.
- Activities may include (but are not limited to) things such as actual hands on projects, working with customers, sitting in on a meeting or planning session, or meeting with supervisor to discuss questions or concerns about the operation of the organizations.

- At the end of the Experience you will need to complete the supervisor forms, time sheets, and the Written Paper to receive full credit!
- Please note that the deadline for completing this major portion of the class will be firm, it is up to you to plan accordingly!

Resume (50 points) – Each Student will produce a professional resume as part of the class. You will be responsible for making a professional appointment with the Texas A&M University – Commerce Career Development Office and to have an advisor proofread your work and provide feedback. (*Additionally there will be a career clinic on February 10 in the Student Center from 10 am – 2 pm for staff from the Career Development Office to work with you on this task). Please be certain that you make necessary changes and submit both the rough draft with feedback and the final draft.

You must provide proof that you have made the appointment and have actually begun working on the Resume.

Dallas Stars Career Fair (100 points)

Each student will attend (attendance is required) and will need to pay the required \$36 fee directly to the Stars organization via credit card. This fee is part of the class and is required!

The actual event is on Tuesday, February 27 from 2-5 pm until that night and will include interactive sessions with representatives from the Stars and other professional organizations in the Dallas area. Also, there will be a social time later in the afternoon and your \$36 includes an actual Hockey game that night for us to all attend. You will be required to talk about the experience in a two page paper and bring that with you to class. You will need to outline what you learned, who you met, etc.

*We will be carpooling to the American Airlines Center for this day; however, if you do not have transportation we will work with you to get you there. Please plan accordingly as this is essentially an all-day event with travel, 1-5 sessions, social hour and then game. We will likely not be back to Commerce until after 10 pm that night.

Business Etiquette Dinner (100 points)

Each student will be required to attend the Business Etiquette Dinner, to be held in the Marketplace Room, in the Rayburn Student Center, on the evening of April 26, 2018, from 5:30 pm – 7:30 pm. You must pre-register for this event with the Career Development Office and pay the required \$25 fee and be registered by March 1, 2018, no exceptions. This is an excellent event that will require you to dress professionally and you will learn from

experts how to attend and participate in a meal for a business setting. The entire class, along with your professor is expected to attend together.

Mock Interview (100 Points)

Each student will conduct a mock interview (go through) a practice interview with the Texas A&M Commerce Career Development Office. Appointments will need to be made by each individual student through the Career Development Office, similar to the Resume assignment. You will need to schedule this appointment no later than February 11th, you don't have to have an appointment by that day, but you must have one made! See me for questions.

Internship Contacts (50 Points)

Each student will research, a minimum of, three potential internships (the site/ organization and possible opportunities with the organization). You will also contact the potential internship supervisor at the organization (or human resource director) to gain more-in-depth understanding of the internship opportunities with the specific organization. More specific instructions will be given in class.

Job Postings and Cover Letters (50 Points)

Each student will research job/internships in the industry, and report on two descriptions / postings they find, preferably for a position of job that is of interest to them. You will either need to print out or retype the jobs posting for submission. You will need to write a one page cover letter for each position. More specific instructions will be given in class.

Professional Interviews (100 Points)

Each student will conduct a minimum of two interviews with professionals in the sport industry. Notes should be taken during the interview process, and then each student will write -up the interview in question-answer format. Specific instructions and interview questions will be given in class.

Dallas Cowboys Executive Day (100 Points)

The Class will participate in the Dallas Cowboy Executive Day and we will all meet and carpool together to AT&T Stadium in Arlington, January 24 from 9 am – 2 pm. You will need to pay the required to the Cowboys via Credit Card before the 24th, Dr. Bolton will have specific Instructions. We will dress at least Business Casual and be prepared to network and meet people in the industry.

Sport Manager Discuss Profile (50 Points)

The Class will be conducting an online profile with a group of industry experts from Australia and will learn to identify strengths and weaknesses for a career in sport and / or rec mgmt. There will be an assessment and a follow up guest lecture for this profile.

Sulphur Springs Country Club Event (100 Points)

The Class will be participating in a major charity golf event during the spring semester at Sulphur Springs Country Club and the entire class, including the professor will assist in a day-long event with helping with event set-up, registration, on-course event management, scoring, awards and dinner reception to follow.

Evaluation

Students are expected to do their own work! Please note that all assignments **must be typed, stapled, a 1-inch margin on all sides, double-spaced in 12-point font (Times New Roman only). Please use APA 6th Edition (American Psychological Association, 5th edition is also acceptable) format for citing references.** American Psychological Association. (2010). *Publication Manual of the American Psychological Association* (6th ed.). Washington, DC: American Psychological Association. **All papers should have the title of the work, the class name, the name of the student and professor, and the due date and submission date incorporated in *one line* of the header on the 1st page please.**

Late Work

Students are to turn in assignments by the due date given! No Late work will be accepted in this class unless a prior arrangement has been made with the professor.

Extra Credit

There will be a Health and Human Performance Networking Brunch on April 3 from 10:00 AM – 12:00 PM, in the Rayburn Student Center, during the spring semester. If you attend and actually participate then you can earn up to 75 extra credit points for the course! Dr. Bolton will be there! *Yes, because I know you will ask me, this could be substituted for one other event, but this is only worth 75 points, keep that in mind.

Course Delivery Reminder

*Please remember that this course is taught primarily in the traditional format; however, you will want to check the syllabus, documents (readings

and other announcements), and emails in eCollege. You will submit assignments in the dropbox and schedule changes may be announced in class as well as in eCollege.

ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to [myLeo](http://www.tamuc.edu/myleo.aspx). <http://www.tamuc.edu/myleo.aspx>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to Pearson LearningStudio, click on the "My Courses" tab, and then select the "Browser Test" link under Support Services.

Pearson Learning Studio Student Technical Support

Texas A&M University-Commerce provides students technical support in the use of Pearson LearningStudio.

Technical assistance is available 24 hours a day/ 7 days a week.

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the Pearson LearningStudio Help Desk, available 24 hours a day, seven days a week.

The student help desk may be reached by the following means 24 hours a day, seven days a week.

- **Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with a Pearson Learning Studio Representative.

- **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson Learning Studio Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the '*Tech Support*' icon on the upper left side of the screen inside the course. You then will be able to get assistance via online chat, email or by phone by calling the Help Desk number noted below.

Note: Personal computer problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, an Internet cafe, or a bookstore, such as Barnes & Noble, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure **MUST** be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at helpdesk@online.tamuc.org or 1-866-656-5511
2. Students **MUST** file their problem with the helpdesk and obtain a helpdesk ticket number
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and to provide me with the helpdesk ticket number
4. At that time, I will call the helpdesk to confirm your problem and follow up with you

PLEASE NOTE: Your personal computer/access problems are not a legitimate excuse for filing a ticket with the Pearson LearningStudio Help Desk. You are strongly encouraged to check for compatibility of your browser **BEFORE** the course begins and to take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform. **ONLY** Pearson LearningStudio based problems are legitimate.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at [myLeo](https://leo.tamuc.edu). <https://leo.tamuc.edu>

Learner Support

Go to the following link [One Stop Shop](http://www.tamuc.edu/admissions/onestopshop/)- created to serve you by attempting to provide as many resources as possible in one location.

<http://www.tamuc.edu/admissions/onestopshop/>


Go to the following link [Academic Success Center](http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/)- focused on providing academic resources to help you achieve academic success.

<http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/>

FREE MOBILE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

	App Title:	iPhone – Pearson LearningStudio Courses for iPhone Android – LearningStudio Courses - Phone
	Operating System:	iPhone - OS 6 and above Android – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsp_hone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

- View titles/code/Instructor of all Courses enrolled in online
- View and respond to all discussions in individual Courses
- View Instructor Announcements in individual Courses
- View Graded items, Grades and comments in individual Courses
- Grade to Date
- View Events (assignments) and Calendar in individual Courses
- View Activity Feed for all courses
- View course filters on activities
- View link to Privacy Policy
- Ability to Sign out
- Send Feedback

Course & University Procedures/Policies

Class Participation (see the grading and requirements section for detailed information)

Systematic and timely on-line participation is expected. University policy notes that excused absences include (i) participation in an authorized university activity, (ii) illness verified by a physician, (iii) death in the immediate family, and (iv) verifiable, official court appearance.

Respect Differing Views

As with all courses, this course deals with ideas. Please be respectful of individuals with ideas and beliefs that differ from your own. If you disagree with someone then ask them why they believe as they do, and then listen to the answer. People can have complex reasoning for what is seen as, on the surface, a simple idea. Only civil and even tempered discussions will be permitted in class.

Academic Honesty

Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be original works produced specifically for this course. Work produced, whether in part or in whole, from assignments for other courses will not be accepted for credit.

Religious Holidays Policy

Reasonable accommodation will be given to students who require homework extensions because of religious holidays. However, your best option is to complete the required work early, as this is a fast paced summer course and you will not want to get behind.

Dropping the Class

If you need to adjust your schedule by dropping this course, please follow university procedures to officially drop the class. If you fail to officially drop the class, a failing grade shall be assigned at the end of the course. Incompletes: Per university policy is granted only for circumstances beyond

student's control which prevented the student from attending classes during Finals Week or the preceding three weeks (Policy A 12.07, 1998). The extension cannot exceed one semester. Failure to fulfill plan requirements within the specified time will result in an F.

Course Communication

Course communication will occur through eCollege and regular email.. You will need to regularly and systematically review your e-mail on a timely basis.

Writing Center

Students are encouraged to visit the A&M-Commerce Writing Center for writing assistance. Visit the website at:

<http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>

University Specific Procedures

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce, Gee Library, Room 132
Phone (903) 886-5150 or (903) 886-5835; Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook).

Campus Concealed Carry

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to

((<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>) and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

COURSE SCHEDULE / CALENDAR

MWF 11:00 – 11:50 PMFH102

<u>Week</u>	<u>Date</u>	<u>Topic & Assignments / Assessments</u>
1	1/17	First Day of Class / Intros and Syllabus
	1/19	Field Experience Explanation / Portfolio
2	1/22	Guest Speakers – Career Development
	1/24	Dallas Cowboys Executive Event AT&T Stadium
	1/26	No Class
3	1/29	Sport Manager DISC Profile Instructions
	1/31	Experiential Learning and YOU
	2/2	No Class
4	2/5	the Search Process
	2/7	your Resume, *20 hour Field Experience site must be approved!!!
	2/9	No Class – Work on your own!
5	2/12	*Progress day on Portfolios, etc.
	2/14	*Panel of Young Professionals – Athletics
	2/16	No Class – Work on your own!
6	2/19	*How do you sell yourself in 5 minutes
	2/21	*Panel of Campus Recreation Professionals
	2/23	No Class – Work on your own!
7	2/26	No Class
	2/27	Dallas Stars Career Fair American Airlines
	2/28	No Class
	3/2	No Class
8	3/5	*Dr. Jim Tennison guest lecture
	3/7	*Guest Lecture from City Parks and Rec
	3/9	No Class

Spring Break	3/12 -3/16	No Class
9	3/19 3/21 3/23	Networking How we communicate in Business! No Class
10	3/26 3/28 3/30	Dress for Success Dangers of Social Media No Class
11	4/2 4/3 4/4 4/6	Typical workday in our business! Networking Bruch for Extra Credit! Guest Lecture in BA Building TBD! No Class
12	4/9 4/11 4/13	Follow up and the art of the thank you card TBD No Class this Friday!
13	4/16 4/18 4/20	No Class No Class Special Olympics Event- Stadium
14	4/23 4/25 4/26 4/27	TBD No Class Business Etiquette Dinner at the Student Center 5:30 pm – 7:30 pm No Class
15	4/30 5/2	Presentation of Portfolios –In Class Remaining Presentations and Social! (last day of class)