HHPS 450-01B

INTERNSHIP IN SPORT & RECREATION MANAGEMENT

COURSE SYLLABUS: SPRING 2024

INSTRUCTOR INFORMATION

Instructor: **Professor Brandy Runyan**
Office Location: **NHS 117**
Office Hours: **M/W/F/ 10:00 AM – 12:00 PM (by appointment only)**
Office Phone: **903-886-5308**
University Email Address: **brandy.runyan@tamuc.edu**
Preferred Form of Communication**: Email**
Communication Response Time: **Within 24 hours (unless weekend/holiday/breaks)**

COURSE INFORMATION

Text Required: TAMUC Sport Management and Public Health Internship Manual

Course Description

Student Learning Outcomes

1. To broaden student understanding of the functioning of sport and health related organizations.
2. To integrate sport management and health promotion theory with real life practice.
3. To analyze the role of sport management and health promotion in various settings.
4. To gain an understanding of the organization, administration, program activities, and problems of sport and health related organizations.
5. To improve student skills through on-the-job training, by allowing the student to assume specific responsibilities for planning, implementing, administering, and evaluating a program.

COURSE REQUIREMENTS
Student Intern Checklist

The *syllabus/schedule are subject to change.*

Monthly Meetings
Meet **every month** with your Internship Coordinator to discuss progress of internship.

Progress Meetings
You and your Internship Coordinator must meet with your Site Supervisor at least **two** times to discuss your internship. The first meeting must occur approximately 7 weeks into the semester, and the second near the end of the semester.

Supervisor Midterm Evaluation of Student Internship
Your Site Supervisor must email your Midterm Evaluation directly to your Internship Coordinator approximately 7 weeks into the semester.

Supervisor Final Evaluation of Student Internship
Your Site Supervisor must email your Final Evaluation directly to your Internship Coordinator. Final evaluation is due by the last day of classes.

Final Internship Experience Report
Prepare and complete the Final Report of Internship Experience & submit report in D2L.

Final Project
Provide documentation of your final project (ex. final report, video, presentation, marketing campaign, education pamphlet)..

STUDENT RESPONSIBILITIES
and Tips for Success in this Course

1. **You must complete 360 hours** at your internship site between the first and last days of class or you will have to retake this course.
    - Being fired from your internship is an automatic fail in the internship course and you will be required to retake the course the following semester at a new internship site.

2. Be responsive and stay in contact with your internship coordinator and site supervisor throughout the semester.
    - You are responsible for keeping up with your internship hours and scheduling the various check-in sessions with both site supervisor and internship coordinator.

3. Always be respectful and professional in your attitude, communication, and appearance.

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GRADING

Final grades in this course will be based on the following scale:
A = 90%-100%   B = 80%-89%   C = 70%-79%   D = 60%-69%
F = 59% or Below

GRADE BREAKDOWN
Due dates based on internship hours & progress. See schedule on last page for more
(Late submission of your assignments will result in a grade deduction)

Assessment	Pts.
Assignments (12 X 3 pts each)	36
Projects (3 X 10 pts each)	30
Evaluations	
Mid-Term Eval (5 pts)	5
Final Eval (5 pts)	4
Course Eval (4 pts)	5
Final Internship Experience Project	20
TOTAL POINTS POSSIBLE	**100**

Assessments:
  A. Assignments:
      a. Assignments will be a combination of the following elements:
         i. Monthly Journals
        ii. Monthly Timesheets
       iii. Monthly Activity Logs
       iv. Final Internship Experience Report
        v. Assessments
  B. Projects
      a. Project 1 Deliverable: Custom to your internship
      b. Project 2 Deliverable: Custom to your internship
      c. Project 3 Deliverable: Custom to your internship
  C. Evaluations
      a. Mid-Term
      b. Final
      c. Final Course Evaluation

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool
https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection 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, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

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https://community.brightspace.com/support/s/contactsupport

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.
All emails from students should include:
- Course name and subject in the subject line (ex. HHPS 316 – Jones)
- Proper email etiquette (no "text" emails – use proper grammar and punctuation) and address your professor accordingly (Professor, Dr. Etc., not by first name!)
- Student name and CWID after the body of the email

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
https://www.britannica.com/topic/netiquette

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedures 13.99.99.R0.01

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http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Student Academic Dishonesty Form

http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Students with Disabilities-- ADA Statement

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
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: Office of Student Disability Resources and Services
http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

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Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

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.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit **www.tamuc.edu/counsel**

AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for

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text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

COURSE OUTLINE / CALENDAR

MODULE 1: 1/8-1/21
- Welcome to the course!
  - Review the video intro
  - Review the Internship Portfolio Instructions
  - Download the Template and familiarize yourself with it
- Assignment 1:
  - Customize your template (slides 1-8) and turn in

MODULE 2: 1/22-1/28
- Assignment 2:
  - Turn in Timesheet (slide 10)

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- o Remember your timesheet must have your site supervisor's **signature** ON IT.. Not their name typed out!

MODULE 3: 1/29-2/4
- Assignment 2:
  - o Journal due (slide 23, 24, and 25)

MODULE 4: 2/5-2/11
- Assignment 4:
  - o Timesheet due (slide 11)
- Project #1 due (upload your project or paper into D2L)

MODULE 5: 2/12-2/18
- Assignment 5:
  - o Journal due (slides 26 and 27)

MODULE 6: 2/19-2/25
- Assignment 6:
  - o Timesheet due (slide 12)
  - o Monthly Activity Log (MAL) due (slide 19)
- Schedule your mid-point evaluation with your site supervisor & Dr. Runyan

MODULE 7: 2/26-3/3
- Assignment 7:
  - o Journal due (slides 28 & 29)

MODULE 8: 3/4 -3/10
- Mid-Point Evaluations
- Assignment 8:
  - o Timesheets due (slide 13)
- Project #2 due (upload in D2L)

SPRING BREAK: 3/11-3/17
MODULE 9: 3/18-3/24
- Assignment 9:
  - o Journals due (slides 10 & 31)

MODULE 10: 3/25-3/31
- Assignment 10:
  - o Timesheet is due (slide 14)

MODULE 11: 4/1-4/7
- Assignment 11:
  - o Monthly Activity Log (MAL) due (slide 20)
  - o Journals due (slides 32 & 33)

MODULE 12: 4/8-4/14
- Assignment 12:
  - o Timesheets due (slide 14)
- Project #3 is due (upload in D2L)
- Schedule your Final Evaluation with your site supervisor & Dr. Runyan

MODULE 13: 4/15-4/21
- Thanksgiving Break!

MODULE 14: 4/22-4/28
- Course Evaluations are due (in D2L)

MODULE 15: 4/29-55

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- Final Evaluations
- Final Internship Portfolio is due with **all slides** updated and finalized! This includes:
  - All MALs
  - All Journal Weeks remaining
  - All Timesheets remaining (make sure they are signed!)
  - Any other slides that have not been updated or edited from previous feedback!

MODULE 16: FINALS WEEK

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