EAST TEXAS A&M UNIVERSITY

DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
COURSE SYLLABUS
SUMMER 2025

HHPS 450-01W
Internship in Sport & Recreation Management

COURSE VALUE:	Six (6) credit hours
COURSE LOCATION:	Web-based
PROFESSOR:	Dr. Brandy Runyan
OFFICE:	Nursing & Health Sciences Building, NHS 141
OFFICE HOURS:	M/W/F 10:00 AM- 1:00 PM
PHONE:	(903) 886-5308
EMAIL:	Brandy.Runyan@tamuc.edu

Required Text: TAMUC Sport Management and Public Health Internship Manual

Course Objectives
1. Student Learning Outcomes
2. To broaden student understanding of the functioning of sport and health related organizations.
3. To integrate sport management and health promotion theory with real life practice.
4. To analyze the role of sport management and health promotion in various settings.
5. To gain an understanding of the organization, administration, program activities, and problems of sport and health related organizations.
6. 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
- This class is taught in an online format and online participation is required.
- All assignments will be completed and/or uploaded into D2L (including exams) according to the timelines listed in this syllabus.

Student Responsibilities & Tips for Success in the Course
- Students will be required to log into the class **daily** to keep up with activities, lectures, and assignments.

- **All assignments, quizzes, and participation are due each week on Sundays by 11:59 PM unless otherwise noted in the course schedule (<u>pay close attention to the last two weeks of this course as deadlines may be sooner than Sundays!</u>)**
- Students should **check their email daily** to ensure they do not miss important messages or instructions pertaining to this course. <u>The instructor will not be responsible for information the student failed to receive due to not checking their email and student announcements in D2L.</u>
- Students should read ahead in order to have the best opportunity to understand concepts presented in class.
- Reminder about APA: You are expected to produce quality, original work as part of your course requirements. Please note that all assignments must adhere to APA 7th Edition, including cover page, references pages, as well as the totality of the internal matter of your written works.
- Students must thoroughly review the Course Policies and adhere to them throughout the course

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) and submit in D2L

Please note that all assignments **must be typed, a 1-inch margin on all sides, double-spaced in 12-point font (in Arial, Cambria, Calibri or Times New Roman only). Please use APA 7th Edition (American Psychological Association).**

STUDENT RESPONSIBILITIES
and Tips for Success in this Course

1. <u>You must complete 360 hours</u> 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.
   ➢ <u>You are responsible</u> 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.

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 (5 X 5 pts each)	25
Projects (3 X 10 pts each)	30
Evaluations	25
Mid-Term Eval (10 pts)	
Final Eval (10 pts)	
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

Course Schedule

Week 1: June 2-June 8

- Welcome to the course!
  - Review welcome video
  - Review Internship Project Template Instructions
  - Assignment #1 Due June 11th
    - ♣ Download the template
    - ♣ Customize Slides 1-8
    - ♣ Turn in

Week 2: June 9-June 15

- Assignment #2 Due 6/18
  - Timesheets (slide 11)
  - Journals (slides 17 & 18)

Week 3: June 16-June 22

- Project #1
  - Deliverable #1 is due 6/25

Week 4: June 23-June 29

- Assignment #3 Due 7/2
  - Timesheet, Journals, and Monthly Activity Log (MAL) are due
  - These are slides 12, 15, 19, and 20

Week 5: June 30-July 3

- Mid-point evaluations will be conducted with you and your site supervisors

Week 6: July 7-July 13

- Assignment #4 Due 7/16

- o Timesheets (slide 23)
- o Journals (slides 28 & 29)

Week 7: July 14-July 20

- Project #2
  - o Deliverable #2 is due 7/23

Week 8: July 21-July 27

- Assignment #5 due 7/30
  - o Timesheet, Journals, and Monthly Activity Log (MAL) are due 7/30
  - o These are slides 24, 26, 30 & 31

Week 9: July 28-August 3

- Exit interviews and final evaluations will be conducted this week
- Project #3
  - o Deliverable #3 is due 8/6

Week 10: **** August 4-7

- FINAL is due
  - o This will include:
    - ♣ Final timesheets (slide 34)
    - ♣ Final Monthly Activity Log (slide 36)
    - ♣ Final journals (slides 38 & 39)
    - ♣ Final Experience (slides 40-48)
    - ♣ **EVERYTHING needs to be turned into D2L by August 5th at 11:59 PM**

Communication & Support

The best way to reach me is via email (Brandy.Runyan@tamuc.edu) as I check it frequently. When emailing me, please include your First & Last Name along with the class name! I will aim to reply with 24 hours to your MyLeo email address. Please be courteous and professional in all of your interactions with me and fellow students.

D2L Brightspace
Browser support
D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers.

However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.
Note the following:
- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.

Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:20
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- **For YouSeeU Sync Meeting sessions _8 Mbps_ is required.** Additional system requirements found here: https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
Pop-ups are allowed.
JavaScript is enabled.
Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
  - Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/
  - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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
Brightspace Support
Need Help?
Student 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 or click on the **Live Chat** or click on the words "click here**"** to submit an issue via email.

System Maintenance
D2L runs monthly updates during the last week of the month, usually on Wednesday. The system should remain up during this time unless otherwise specified in an announcement. You may experience minimal impacts to performance and/or look and feel of the environment.

Course & University Procedures/Policies

Class Participation
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.

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 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

Late Assignments
Late assignments will lose one letter grade (10%) per day late. The measurement of days ends at 11:59pm the following day of class. A new day begins at Midnight (12 am) at continues to 11:59 pm.

Examination Policy
Exams are timed but they are open book.

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 so as to avoid any issues.

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 your MyLeo Account. 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/literature Languages/writingCenter/default.aspx

Counseling Center
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

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.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.