



**DEPARTMENT OF HEALTH & HUMAN PERFORMANCE
COURSE SYLLABUS
Summer 2026**

**HHPS 450
Internship in Sport & Recreation Management**

COURSE VALUE:	Six (6) credit hours
COURSE LOCATION:	
PROFESSOR:	Hussien Jabai, MS, CSCS, TSAC-F, CPT
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OFFICE HOURS:	
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Course Objectives

Student Learning Outcomes

- To broaden student understanding of the functioning of sport and health related organizations. To integrate sport management and health promotion theory with real life practice.
- To analyze the role of sport management and health promotion in various settings.
- To gain an understanding of the organization, administration, program activities, and problems of sport and health related organizations.
- 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.

Monthly Meetings

Check in with your internship coordinator every month to discuss progress of internship.

Progress Meetings

Your Internship Coordinator will check in with your Site Supervisor at least two times to discuss your internship. The first meeting will 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 you approximately 7 weeks into the semester. You will submit this/these document(s) via D2L submission folder.

Supervisor Final Evaluation of Student Internship

Your Site Supervisor must email your Final Evaluation directly to you approximately 14 weeks into the semester. You will submit this/these document(s) via D2L submission folder.

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. 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.
 - a. 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.
 - a. 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.
4. All assignments, quizzes, and participation are due each week on Sundays by 11:59 PM unless otherwise noted in the course schedule (pay close attention to the last two weeks of this course as deadlines may be sooner than Sundays!)
5. Students should check their email daily to ensure they do not miss important messages or instructions pertaining to this course. The instructor will not be responsible for information the student failed to receive due to not checking their email and student announcements in D2L.
6. Students should read ahead in order to have the best opportunity to understand concepts presented in class.
7. 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.
8. Students must thoroughly review the Course Policies and adhere to them throughout the course
9. Students will be required to log into the class daily to keep up with activities, lectures, and assignments.

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.

Graded Item	Percentage of Grade
Monthly Journals	25%
Mid Term Evaluations	10%
Final Evaluations	25%
Experience Report	20%
Final Project	20%

Timesheets:

- Although timesheets are not a “graded item” within the percentage breakdown, timesheets will be required for completion/credit of this course.
- Without appropriate time sheets, documenting a completion of all required internship hours, the intern will receive a 0 (F) for this course.

Roles & Responsibilities

Intern

- Communication with site supervisor regarding course objectives and site supervisor deliverables
- Adheres to professional work standards including regular attendance, punctuality, working within agreed upon hours, wearing appropriate attire as stated by the organization, and abiding by all code of conduct policies
- Completion of agreed upon course assignments while meeting professional work obligations

Site Supervisor

- Provide site information including employee handbook and any code of conduct information
- Set forth expectations for the work to be completed and associated with timelines
- Establish preferred method and frequency of communication with intern
- Identify opportunities for interns to meet learning objectives
- Introduce intern to key people (other staff, vendors, managers, executives) who can assist intern their professional development and become part of their network
- Oversee work

- Conduct evaluation(s) and share performance feedback and skills development needs with intern

Faculty Sponsor

- Approve, oversee, and grade academic assignments
- Serve as primary contact for Site Supervisor regarding concerns with student performance.
- Help intern to get the most from their experience through regular check-ins with intern
- Submit final grade for internship

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 resources available to you for guidance and support whenever you need it.



Communication & Support

The best way to reach me is via email (???) as I check it frequently. 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, D2L supports 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:
 - 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)
<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/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <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.

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) and 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, 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 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/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.