



# REINHARDT UNIVERSITY

## Sport Studies Department

SSP 380: Practicum and SSP 480: Internship

**2023 - 2024**

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### General Course Information

**SSP 480:** Sport Studies Program **Internship** (6-9-12 Credits)

**SSP 380:** Sport Studies Program **Practicum** (3 Credits)

**Faculty Supervisor:** check course section on Canvas

**Location:** Internship Site

**Time/Days:** Based on Placement

### Catalog Course Descriptions

**SSP 480:** Internship is an extensive internship for senior-level Sport Studies majors. The internship requires 300-600 hours (depending on number of credit hours registered) of field experience in a sport-related setting closely aligned with the intern's career aspirations. Applications for the internship should be submitted to and approved by the Sport Studies Program Coordinator during the semester prior to actual enrollment in SSP 480.

**SSP 380:** Practicum is an introductory experience designed to provide Sport Studies majors with supervised work experience in a sport-related setting. Students accumulate 150 hours of intern work experience during the semester. Applications for the practicum should be submitted to and approved by the Sport Studies Program Coordinator during the semester prior to actual enrollment in SSP 380.

### Reinhardt Credit Hour Statement: Internship and Practicum

Over 15 weeks, students will spend a minimum of 3 hours of field work per credit hour awarded. Student work includes clock hours at the field site and meetings with supervisors, as well as outside preparation and assignments.

**Course Website:** <https://reinhardtuniversity.instructure.com/>

### Work Hours Requirements

- **SSP 380:** 3 Credits = 150 Work Hours
- **SSP 480:** Student registers for either 6, 9, or 12 Credits
  - 6 Credits = 300 Work Hours
  - 9 Credits = 450 Work Hours
  - 12 Credits = 600 Work Hours

### About the Internship-Practicum Experiences

The Internship and Practicum are meant to be authentic field-based learning experiences. The internship is a capstone or culminating experience and should be completed at the end of the student's program of study. It is strongly recommended that the internship experience be closely aligned with the student's career interests.

The practicum occurs earlier in the student's program of study (typically at the junior level) and can be more general or exploratory in nature. Please familiarize yourself with the field placement expectations provided on the remainder of the syllabus.

## **Sport Studies Program Goal**

The Sport Studies Program is designed to develop graduates with a broad cultural perspective of sport, with practical skills suitable for employment in sport-related settings, and with ethical and moral characteristics suitable for assuming leadership roles in contemporary society.

## **Sport Studies Program Outcomes**

Students graduating with a degree in Sport Studies should be able to:

1. Communicate effectively in academic courses and internship/practicum placements as evidenced by written, spoken, and visual examples.
2. Exhibit personal integrity and leadership skills as evidenced by documented experiences in academic courses and internship/practicum placements.
3. Recognize moral and ethical issues associated with sport (from contemporary and historical perspectives).
4. Analyze social, cultural, and historical factors influencing the development of sport organizations, and the decision-making processes for sport leaders in those organizations.
5. Work collaboratively and in leadership roles in a sport-related professional career setting.

## **Course Objectives SLO (Student Learning Outcomes)**

Students completing the internship/practicum are expected to:

1. Acquire practical work experience in a sport-related setting. (SLO 5)
2. Perform appropriate duties as assigned by the site supervisor. (SLO 1,4,5)
3. Demonstrate professional behavior and competence in all work matters. (SLO 2,3)
4. Assist site staff in areas such as day to day operations, planning and meetings, event planning and management, team practices, etc. (SLO 1,2,3,5)
5. Enhance marketable skills such as interpersonal, written, and verbal communication, and computer literacy. (SLO 1,2,3,5)
6. Demonstrate intangible skills such as motivation, enthusiasm, initiative, and dedication. (SLO 1,2,3,5)
7. Maintain regular contact with internship university supervisor and submit all materials in a timely fashion. (SLO 1,2,3,5)

## **Required Readings**

- No standard required readings for the Internship/Practicum experiences. Site supervisors and/or University supervisors may assign specific readings during a given semester.

# SSP 480

## Course Requirements/Assignments/Evaluation

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- **APPLICATION (REQUIRED PRIOR TO STARTING EXPERIENCE)** \*Link found in Modules
  - Submit an electronic copy of the completed application to the Sport Studies Program Coordinator prior to the start of the experience
  - Optional – in addition to (not in place of) electronic copy, intern may submit paper copy
- **WEEKLY REPORTS (30%)** \*Link found in Modules
  - Submit an electronic copy by Sunday evening every week of placement
  - If no work hours are accumulated, simply indicate in the report
  - It is the responsibility of the student to keep track of hours accumulated and update the total hours each week
- **ELECTRONIC PORTFOLIO using FOLIO on CANVAS (25%)**
  - Create or update electronic portfolio on Canvas using Folio
    - Fill out the PROFILE section as completely as possible. This should include:
      - Introduction
      - Student Information (Tell a little about yourself and what you want to do)
      - Work Experience, Education, Relevant Courses, Accomplishments, etc.
      - Current Resume
      - Generic Cover Letter
    - Create a **Power Point (PPT)** presentation that **highlights your internship placement and experience**. Add the PPT to the PORTFOLIO section. Be sure to include the following:
      - Site Placement Information (name and description of organization)
      - Summary of your roles and responsibilities
      - Slides that document Evidence of Competence in Sport Studies Program Outcomes (See page 2 of syllabus for full list of outcomes)
      - Professional Development Goals (Future plans and how to pursue them)
      - Sample(s) of best writing from Reinhardt Classes (upload copy of work)
      - Sample(s) of best projects from Reinhardt Classes (upload copy of work)
- **PROFESSIONAL DEVELOPMENT PROJECT- PDP (15%)**
  - This is an additional Power Point (PPT) **added** to the PORTFOLIO section **or it can be included** within the previous **Internship Information** PPT. Be sure to identify the Professional Development Project slides or PPT. See **PDP (Professional Development Project) Guidelines** on the next page for full instructions.
    - Complete project proposal, with input of site supervisor, by the end of internship
    - The PDP should satisfy the following:
      - Contribute significantly to your site placement
      - Meet one or more of your internship course objectives
      - Be something that you can do beginning to end during the internship
- **SUPERVISOR EVALUATIONS (15%)**
  - Supervisors (site and faculty) will complete online evaluations of the intern that will be sent by the Sport Studies Program Coordinator after the course is completed by the student
- **HIGH IMPACT PRACTICE REFLECTION PAPER (15%)**
  - Complete a professional development reflection paper using the instructions and writing prompts provided in syllabus
  - Add the completed paper to the **PORTFOLIO** section and upload it to **Canvas**

# SSP 480

## Professional Development Project (PDP) Guidelines

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### **General Information**

The purpose of the Professional Development Project is for the Sport Studies Program major to provide evidence of professional growth and development during the internship experience. This evidence must be shown within the development of a Power Point (PPT) in addition to the PPT created for information about the internship site and work responsibilities. The PDP assignment addresses the Sport Studies Program Goal and five Sport Studies Program outcomes.

### **Requirements**

The student and site supervisor should develop a manageable PDP that the intern will start and finish during the internship experience. The PDP should be established before week 3 of the internship process to allow ample time to complete the project.

- The professional development project should satisfy the following:
  - Contribute significantly to your site placement
  - Meet one or more of your Sport Studies Program Outcomes
  - Be something that you can do beginning to end during the internship
- The PDP should be included as part of the internship portfolio and may be submitted in any electronic format including word, PowerPoint, or pdf.

### **Guidelines**

Students should include the following in the PDP presentation:

- Student Name, Internship Site Placement, Dates of Internship Placement, and Site Supervisor Name
- Overview of Professional Development Project
- Describe in steps the planning and Completion of the PDP
- How did the PDP contribute to the Internship Site/Experience
- To what extent did the project contribute to the internship course objectives
- Describe the site supervisor's role in the PDP
- Describe the current and/or future impact of the project on your internship site and the individuals that work there

### **Professional Development Project Examples**

The following are broad examples of PDP's:

- Marketing Plan
- Promotional Material Designs
- Physical Conditioning Programs
- Media Guides
- Fund raising Plans
- Policies and Procedures Manual
- Facility Renovations
- Program Development and Evaluation
- Survey Development and Analysis

# SSP 480

## HIP Paper

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### Reflection Prompts

#### Professional Development

**Answer each prompt below in at least one coherent, unified, and developed paragraph. Paragraphs should be a minimum of 250 words.**

1. (Professional Development: 1. Initiative) During the completion of the required work for this *high impact practice* (HIP), discuss the steps you have taken to generate and pursue opportunities to expand your knowledge, skills, abilities, attitudes, or values.
2. (Professional Development: 2. Independence) Based on your experience with this HIP, (a) discuss how you would go about gathering more information on this topic. (b) How has your approach to information gathering changed because of this experience? (c) Discuss how this approach would inform your approach to future professional challenges.
3. (Professional Development: 3. Curiosity) Reflecting on your experience with this HIP, how would you summarize what you learned? What steps did you take to learn about the subject? What is the next step you would take if you were to continue this project?
4. (Professional Development: 4. Transfer) As it relates to professional development, in what tangible ways have you applied the knowledge gained during your HIP experience to other areas of your own life? Discuss how your new experiences with professional development have fueled your imagination, independent thought, and lifelong learning.
5. (Professional Development: 5. Self-Reflection/Self-Assessment) As a result of your experience, analyze your strengths and weaknesses and as it relates to professional development. Explain how you will employ your strengths and create or employ strategies to improve weaknesses as you go into the world of work.

# SSP 380

## Course Requirements/Assignments/Evaluation

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- **APPLICATION (REQUIRED PRIOR TO STARTING EXPERIENCE)** \*Link found in Modules
  - Submit an electronic copy of the completed application to the Sport Studies Program Coordinator **prior** to the start of the experience
  - Optional – in addition to (not in place of) electronic copy, intern may submit paper copy
- **WEEKLY REPORTS (30%)** \*Link found in Modules
  - Submit an electronic copy by Sunday evening **every** week of placement
  - If no work hours are accumulated, simply indicate in the report
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- **ELECTRONIC PORTFOLIO using FOLIO on CANVAS (25%)**
  - Create or update electronic portfolio on Canvas using Folio
    - Fill out the **PROFILE** section as completely as possible. This should include:
      - Introduction
      - Student Information (Tell a little about yourself and what you want to do)
      - Work Experience, Education, Relevant Courses, Accomplishments, etc.
      - Current Resume
      - Generic Cover Letter
    - Create a **Power Point (PPT)** presentation that **highlights your practicum placement and experience**. Add the PPT to the **PORTFOLIO** section. Be sure to include the following:
      - Site Placement Information (name and description of organization)
      - Summary of your roles and responsibilities
      - Slides that document Evidence of Competence in Sport Studies Program Outcomes (See page 2 of syllabus for full list of outcomes)
      - Professional Development Goals (Future plans and how to pursue them)
      - Sample(s) of best writing from Reinhardt Classes (upload copy of work)
      - Sample(s) of best projects from Reinhardt Classes (upload copy of work)
- **PROFESSIONAL DEVELOPMENT ACTIVITY - PDA (15%)**

See **PDA (Professional Development Activity) guidelines** on the next page for full instructions

  - **SSP 380** - Practicum students must complete **one (1) PDA**
  - **Document and label PDA section within the Practicum Information PPT or create a separate PPT and add to the PORTFOLIO section**
- **SUPERVISOR EVALUATIONS (15%)**
  - Supervisors (site and faculty) will complete online evaluations of the intern that will be sent by the Sport Studies Program Coordinator after the course is completed by student
- **HIGH IMPACT PRACTICE REFLECTION PAPER (15%)**
  - Complete a professional development reflection paper using the instructions and writing prompts provided in syllabus
  - Add the completed paper to the **PORTFOLIO** section **and** upload it to **Canvas**

## SSP 380

# Professional Development Activity (PDA) Guidelines

### **General Information**

The purpose of the Professional Development Activity is for the Sport Studies Program major to provide evidence of professional growth and development during the internship or practicum experience. The PDA assignment addresses the Sport Studies Program Goal and five Sport Studies Program outcomes.

### **Requirements**

The Sport Studies Intern should demonstrate appropriate professional growth and development within the sport-related field of the internship or practicum placement.

- 1 PDA for SSP 380 (3 credits)
- For each submission, the intern completes a Professional Development Activity (PDA) form
- Submit these as you complete them
- Interns should include the PDA(s) in the electronic portfolio

### **Examples of Professional Growth and Development Activities**

Professional development activities vary widely based on the internship or practicum placement, and the interests of the intern. Below are a few examples of potential growth and development activities (the list is not meant to be all-inclusive ... if you have an activity and wonder whether an activity meets the criteria, simply contact the college supervisor).

- Professional Conferences
  - Coaching Clinics
  - Interviews/Meetings with sport industry leaders
  - Attendance at meetings in your organization
  - Dealings with public as representative of site
  - Dealings with local/regional/national media
  - Newspaper articles or scholarly publications
  - Assuming leadership roles in the organization
  - Speaking to local youth groups/schools
  - Other professional activities of intern choosing
  - Workshops and training sessions
  - Development of new skills
- There is no set correct or incorrect professional development evidence ... simply provide a reasonable rationale for your professional development activities.

## SSP 380

# HIP Paper

### Reflection Prompts

#### Professional Development

**Answer each prompt below in at least one coherent, unified, and developed paragraph. Paragraphs should be a minimum of 250 words.**

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4. (Professional Development: 4. Transfer) As it relates to professional development, in what tangible ways have you applied the knowledge gained during your HIP experience to other areas of your own life? Discuss how your new experiences with professional development have fueled your imagination, independent thought, and lifelong learning.
5. (Professional Development: 5. Self-Reflection/Self-Assessment) As a result of your experience, analyze your strengths and weaknesses and as it relates to professional development. Explain how you will employ your strengths and create or employ strategies to improve weaknesses as you go into the world of work.



## **Grade Scale**

- A: 90% and above
- B: 80% to 89%
- C: 70% to 79%
- D: 60% to 69%
- F: below 60%

Note: Sport Studies majors must earn a grade of C or higher in the course

## **Practicum and Internship Placement Expectations and Procedures**

### **Terminology**

- Intern: student completing field experience placement
  - Note: **Intern** is used to denote the student whether internship or practicum placement
- Agency or Placement Site: general term used to identify site where intern completes work
- Site Supervisor: agency or placement site employee who will directly supervise the intern
- Faculty Supervisor: Sport Studies faculty member assigned to supervise intern
  - Note: Faculty Supervisor will assign final grade for the internship or practicum

### **Enrollment and Registration in SSP 380/480**

- In consultation with academic advisor (and via course information), identify a placement site
- Contact placement site and meet with site supervisor to determine placement availability
- If the agency agrees to host internship, discuss expectations and responsibilities with site supervisor
- In consultation with Site Supervisor, complete **Application** form
- Submit completed application form to Sport Studies Program Coordinator
- Register for the appropriate section of SSP 380 or SSP 480
  - Note: Simply completing the application does not register students for course credit

### **Work Experience**

- Attend Sport Studies Program information sessions for internship and practicum students
- Start work at placement site on scheduled date and inform your Faculty Supervisor via email
- Submit weekly reports electronically by Sunday evening each week of placement
- **DO NOT** compile reports and submit in bulk at end of experience
- Carry out assigned duties in a professional and responsible manner
- Stay in contact with your Faculty Supervisor and report any problems immediately
- Contact SSP Coordinator with problems that cannot be addressed by Faculty Supervisor

### Documentation

- The Weekly Report is the primary means of communication
  - Submit a weekly report form electronically by Sunday evening each week
  - Weekly report form includes hours accumulated that week and a cumulative total
  - Weekly report form includes a narrative summary of the week's experience (one page)
- The Electronic Portfolio demonstrates proficiency in SSP outcomes
  - See Course Requirements section for details
  - Submit the Electronic Portfolio at the end of the experience
- Professional Development Project (PDP) demonstrate growth during the experience
  - See the Professional Development Project Guidelines at the end of the syllabus

### Evaluations

- Near the end of the experience, the Faculty Supervisor provides a link to Site Supervisor
- Site Supervisor evaluates performance of intern

### **Academic Integrity**

Students are expected to adhere to the Reinhardt Code of Conduct and Honor Code. Violations (including cheating and plagiarism) will result in disciplinary actions.

### **Accommodation Statement**

Students with disabilities who believe that they may need accommodation in this course are encouraged to contact the Academic Support Office as soon as possible to ensure that such accommodation is implemented in a timely fashion. The Center for Student Success located on bottom floor of Lawson (room 035) is a free tutoring service available to all students. For appointments--go to Reinhardt webpage; click on "Academics" ... when the next page appears, click Center for Student Success. On that screen, click Student Appointment Form. Fill out required fields and then submit. If you would prefer to call, the number is 770-720-9232.

### **Schedule of Class Sessions**

Internship placement – start and stop dates should be listed on the completed application form

## **Bibliography**

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## **ADDENDUM – Internship and Practicum Application**

### **Reinhardt University Sport Studies Program**

#### **Internship and Practicum Application**

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##### **General Information**

Internship and Practicum placements allow students to earn academic credit while gaining valuable work experience. The Internship (SSP 480) is meant to be a culminating experience for seniors, and ideally would be closely aligned with career aspirations. It consists of 300-600 hours and counts 6-12 credits. The Practicum (SSP 380) is meant to be introductory, consists of 150 hours, and counts 3 credits.

##### **Type of Placement (check one)**

\_\_\_\_\_ SSP 480: 6 Credit Internship (300 work hours) (seniors only)

\_\_\_\_\_ SSP 480: 9 Credit Internship (450 work hours) (seniors only)

\_\_\_\_\_ SSP 480: 12 Credit Internship (600 work hours) (seniors only)

\_\_\_\_\_ SSP 380: 3 Credit Practicum (150 work hours) (juniors or sophomores only)

##### **Year and Semester (write in year next to semester you are REGISTERING for placement)**

\_\_\_\_\_ Fall

\_\_\_\_\_ Spring

\_\_\_\_\_ Summer

##### **Section A: General Information (to be completed by student):**

1. Student Name \_\_\_\_\_

2. Mailing Address \_\_\_\_\_

3. Phone/Email      Phone \_\_\_\_\_      Email (Reinhardt student email only) \_\_\_\_\_

4. Placement Site \_\_\_\_\_

5. Placement Address \_\_\_\_\_

6. Brief Description of Placement Site and its purpose:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

##### **Submission Guidelines (make sure page 2 of application is complete)**

Submit completed application to Sport Studies Program (SSP) Coordinator (email or paper)

Application should be submitted and approved a semester prior to completing the experience

All applications must be approved by the SSP Coordinator prior to starting the experience

**Sport Studies Program - Internship and Practicum Application  
(Page 2)**

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**Section B: Placement Verification** (to be completed by person at placement site responsible for supervision of intern)

1. This is to confirm that \_\_\_\_\_ (Name of intern) has been accepted as an intern with \_\_\_\_\_ (Name of placement site). The intern will be expected to work an average of \_\_\_\_\_ hours per week for \_\_\_\_\_ weeks.

- Estimated Start Date (MO/DD/YR): \_\_\_\_\_
- Estimated End Date (MO/DD/YR): \_\_\_\_\_

2. Position Description: Please provide a brief description of the responsibilities and expectations the site placement will have for this intern.

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3. Supervisor Information

Name of Intern Supervisor \_\_\_\_\_

Title of Intern Supervisor \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_

- (If submitted electronically, the above name indicates acknowledgement that Section B information is accurate)

**Section C: Administrative Approval**

Signature of Intern \_\_\_\_\_

- (If submitted electronically, the above name indicates acknowledgement that application information is accurate)

Date \_\_\_\_\_

Signature of SSP Coordinator \_\_\_\_\_

- (Administrative Use Only)