



Pre-internship fieldwork experience at an approved site for consecutive weeks.

This course will be delivered online (76% or more) using [select either a synchronous or an asynchronous] format via Blackboard Learning Management system (LMS) housed in the MyMason portal. You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password.

**Under no circumstances, may candidates/students participate in online class sessions (either by phone or Internet) while operating motor vehicles. Further, as expected in a face-to-face class meeting, such online participation requires undivided attention to course content and communication.**

### *Technical Requirements*

To participate in this course, students will need to satisfy the following technical requirements:

- High-speed Internet access with a standard up-to-date browser, either Internet Explorer or Mozilla Firefox is required (note: Opera and Safari are not compatible with Blackboard).
- Students must maintain consistent and reliable access to their GMU email and Blackboard, as these are the official methods of communication for this course.
- Students will need a headset microphone for use with the Blackboard Collaborate web conferencing tool.
- Students may be asked to create logins and passwords on supplemental websites and/or to download trial software to their computer or tablet as part of course requirements.
- The following software plug-ins for PCs and Macs, respectively, are available for free download:
  - Adobe Acrobat Reader: <https://get.adobe.com/reader/>
  - Windows Media Player:  
<https://support.microsoft.com/en-us/help/14209/get-windows-media-player>
  - Apple Quick Time Player: [www.apple.com/quicktime/download/](http://www.apple.com/quicktime/download/)

### *Expectations*

- **Course Week:** Student works from their individual start date for the weekly reports.
- **Log-in Frequency:**  
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, class discussions, and/or access to course materials at least [#1] time per week. In addition, students must log-in for all scheduled online synchronous meetings.
- **Participation:**  
Students are expected to actively engage in all course activities throughout the semester, which includes viewing all course materials, completing course activities and assignments, and participating in course discussions and group interactions.
- **Technical Competence:**  
Students are expected to demonstrate competence in the use of all course technology. Students who are struggling with technical components of the course are expected to seek assistance from the instructor and/or College or University technical services.

- Technical Issues:  
Students should anticipate some technical difficulties during the semester and should, therefore, budget their time accordingly. Late work will not be accepted based on individual technical issues.
- Workload:  
Please be aware that this course is self-paced. Students are expected to meet *specific deadlines*. It is the student's responsibility to keep track of the weekly course schedule of weekly log uploads.
- Instructor Support:  
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Those unable to come to a Mason campus can meet with the instructor via telephone or web conference. Students should email the instructor to schedule a one-on-one session, including their preferred meeting method and suggested dates/times.
- Netiquette:  
The course environment is a collaborative space. Experience shows that even an innocent remark typed in the online environment can be misconstrued. Students must always re-read their responses carefully before posting them, so as others do not consider them as personal offenses. *Be positive in your approach with others and diplomatic in selecting your words*. Remember that you are not competing with classmates, but sharing information and learning from others. All faculty are similarly expected to be respectful in all communications.
- Accommodations:  
Online learners who require effective accommodations to insure accessibility must be registered with George Mason University Disability Services.

#### EVALUATION:

At the conclusion of the practicum, the on-site supervisor will attest to the satisfactory completion of **10 – 12 weeks** and **120 hours** of required field experience. The student will receive a grade of “Credit” for satisfactory completion of 120 consecutive hours of required field experience over 10 – 12 weeks and **submission of a matrix of weekly tasks completed**. A grade of “No Credit” will be entered if the student fails to complete, quantitatively and/or qualitatively, the 120 hours of consecutive 10 – 12 weeks of required field experience in a manner considered satisfactory by the on-site supervisor.

Depending upon the individual administrative procedures of the practicum site for existing personnel, the on-site supervisor will see the tracked hours logged by the individual student to meet the 120-hour practicum requirement. In addition, depending upon the existing evaluation and personnel procedures of the practicum site for existing personnel, the on-site supervisor, to the extent practicable, may develop a procedure to provide ongoing feedback and evaluation to the individual practicum student. **All supervisors will sign the final log and offer comments at the completion of the practicum experience.** To the extent any additional evaluation materials are produced, at the discretion of the on-site supervisor, they will be made available to the student and instructor of record for PRLS 241.



Week Five:				
Week Six:				
Week Seven:				
Week Eight:				
Week Nine:				
Week Ten:				
<b>Total Hours</b>	120			

**Signature** of site supervisor confirming final total hours: \_\_\_\_\_

**Additional Comments by site supervisor:** (Optional)

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**Note: It will be important that your site supervisor see your *Student Hours Plus* weekly so that they are aware of your hours earned, tasks, and interest in what you perceive you'll be doing the next week.**

Lastly, under the direction of an on-site supervisor, the student will complete 120 hours of field experience over 10 to 12 weeks and satisfy the course objectives while meeting the needs of the facility. During PRLS 241, the focus is on providing each student with practical experience in such areas as programming and/or facility management.

**GRADING SCALE:**

S (satisfactory) completion of all required hours, and above described course requirements in a satisfactory fashion as confirmed by the GMU affiliated on-site supervisor.

NC (no credit) failure to compile all required hours, and above described course requirements in a satisfactory fashion as confirmed by the GMU affiliated on-site supervisor.

**TENTATIVE COURSE SCHEDULE:**

Based on the individual student's background and interests, as well as the needs of a particular facility, the on-site supervisor will work with the student to produce an individualized practicum schedule, which can include a variety of work-related experiences.

**Core Values Commitment**

The College of Education and Human Development is committed to collaboration, ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles: <http://cehd.gmu.edu/values/>.

**GMU Policies and Resources for Students**

*Policies*

- Students must adhere to the guidelines of the Mason Honor Code (see <https://catalog.gmu.edu/policies/honor-code-system/> ).
- Students must follow the university policy for Responsible Use of Computing (see <https://universitypolicy.gmu.edu/policies/responsible-use-of-computing/>).
- Students are responsible for the content of university communications sent to their Mason email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students **solely** through their Mason email account.
- Students with disabilities who seek accommodations in a course must be registered with George Mason University Disability Services. Approved accommodations will begin at the time the written letter from Disability Services is received by the instructor (see <https://ds.gmu.edu/>).
- Students must silence all sound emitting devices during class unless otherwise authorized by the instructor.

#### *Campus Resources*

- Support for submission of assignments to Tk20 should be directed to [tk20help@gmu.edu](mailto:tk20help@gmu.edu) or <https://cehd.gmu.edu/aero/tk20>. Questions or concerns regarding use of Blackboard should be directed to <https://its.gmu.edu/knowledge-base/blackboard-instructional-technology-support-for-students/>.
- For information on student support resources on campus, see <https://ctfe.gmu.edu/teaching/student-support-resources-on-campus>

#### **Notice of mandatory reporting of sexual assault, interpersonal violence, and stalking:**

As a faculty member, I am designated as a “Responsible Employee,” and must report all disclosures of sexual assault, interpersonal violence, and stalking to Mason’s Title IX Coordinator per University Policy 1202. If you wish to speak with someone confidentially, please contact one of Mason’s confidential resources, such as Student Support and Advocacy Center (SSAC) at 703-380-1434 or Counseling and Psychological Services (CAPS) at 703-993-2380. You may also seek assistance from Mason’s Title IX Coordinator by calling 703-993-8730, or emailing [titleix@gmu.edu](mailto:titleix@gmu.edu).

**For additional information on the College of Education and Human Development, please visit our website <https://cehd.gmu.edu/students/> .**



School of Sport, Recreation,  
and Tourism Management