

**GEORGE MASON UNIVERSITY**  
**College of Education and Human Development**  
***School of Sport, Recreation and Tourism Management***  
SPMT 490—Internship (12)  
***Spring 2024***

DAY/TIME: 30-40 hours/week  
PROFESSOR: Craig Esherick  
OFFICE: Krug 213D

LOCATION: **Job Site**  
EMAIL ADDRESS: cesheric@gmu.edu

OFFICE HOURS: By appointment

PHONE NUMBER: 703-993-9922  
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PREREQUISITES: 90 hours, SPMT 241 (Practicum), SPMT 475 including SPMT major and 20+ hours in SPMT courses.

### **CATALOG DESCRIPTION**

This paid or voluntary supervised professional experience provides a continuous and structured opportunity to apply principles and skills developed in the classroom to the solution of practical problems in a sport industry setting. This course meets the general education synthesis requirement.

### **COURSE DESCRIPTION**

Work placements are selected by the student, pending approval of faculty supervisor. A minimum period of 10-12 weeks of *full-time employment* is required for sport management students. The internship includes meetings and assignments prior to, as well as during, the internship.

### **COURSE DELIVERY**

This course is delivered as a *guided* work experience. Part of the course delivery is regular contact with the instructor every week, through weekly reports, monitoring Blackboard announcements, Blackboard Collaborate conferences and checking student's GMU email account for course-related messages from the instructor.

You will log in to the Blackboard (Bb) course site using your Mason email name (everything before @masonlive.gmu.edu) and email password. The course site will be available no later than August 21, 2023, 11:59 PM.

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 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

- **Log-in Frequency:**  
Students must actively check the course Blackboard site and their GMU email for communications from the instructor, discussions, and/or access to course materials at least 3 times per week.
- **Participation:**  
Students are expected to actively engage in their internship experience as well as communicating on a regular basis with your site supervisor and your faculty internship supervisor (Esherick).
- **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 a work experience dictated by assignments given by your site supervisor, as well as reporting on your experience weekly, in the form of weekly reports.
- **Instructor Support:**  
Students may schedule a one-on-one meeting to discuss course requirements, content or other course-related issues. Students can meet with the instructor via telephone or Blackboard Collaborate 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 or co-workers, 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.

## **COURSE OBJECTIVES**

At the conclusion of this course, students should be able to:

1. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, and staff relations);
3. Apply decision-making and problem-solving skills through the formulation, evaluation and implementation of alternative solutions to problems and issues;

4. Attend or participate in professional board and committee meetings, conferences, hearings, state meetings, training sessions and workshops in order to acquire practical career enhancing skills;
5. Describe and evaluate the overall agency/company organizational structure and its management philosophy (or corporate culture) and clientele base, as well as the agency's relative position to other local, national and/or global competition in the market place;
6. Assess personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting;
7. Set personal objectives for a career in a sport management setting utilizing both personal assessment and evaluation by the academic institution and the internship agency; and
8. Compile a list of industry professionals that can be used when seeking full-time employment.

## **COURSE OVERVIEW**

This course satisfies the University general education requirement for the synthesis course. The purpose of the synthesis course is to provide students with the opportunity to synthesize the knowledge, skills and values gained from the general education curriculum. Synthesis courses strive to expand students' ability to master new content, think critically, and develop life-long learning skills across disciplines. Sport management interns should be able to connect issues they encounter at the work site to wider intellectual, community or societal concerns. They should strive to improve their written and oral communication skills. When interns come upon an issue at the work place that requires critical thinking, they will be able to apply research skills they have learned to tackle the problem.

Students will comply with the standards of the George Mason University Honor Code. Students are expected to meet all course requirements as listed below as well as fulfill their duties and responsibilities as stipulated by the on-site supervisor. You are representing **George Mason University** and the **Sport Management Program** at your work site. Through your work with your fellow employees and your supervisor(s), you are not only leaving an impression as to your skills, attitude and abilities, you are also providing the individuals you encounter during your internship with a snapshot of our **University** and our **program**. **Please take this role very seriously.** We want to be able to place students at your site in the future; we also want our students to be considered for permanent employment at all of these sites.

## **SUGGESTED READING**

\*Wong, G.M. (2013) *Careers in sports*. Northampton, MA: Jones and Bartlett Publishing.

\*Taylor, J. (1992) *How to get a job in sports*. New York: Collier Books.

\*Plunkett, J. (2018) *Plunkett's sports industry almanac*. Houston, TX: Plunkett Research, Ltd.

## **MANDATORY READING**

Internship Manual and other Course Content posted during the semester; essay instructions, schedule, weekly module link, interview tips, job postings, resume ideas, career planning materials, discussion board, etc.

## **EVALUATION**

### Requirements

During the internship, students must fulfill specific requirements and complete specified forms and assignments in order to be evaluated and receive a grade for their internship. These include:

- attending mandatory internship seminars (if interning in the Washington, D.C. metropolitan area) or complying with other arrangements such as telephone conferencing and/or GMU Blackboard Collaborate conferencing (if interning outside of the Washington, D.C. metropolitan area);

- responding promptly to emails from your GMU internship instructor of record;
- working full-time at an approved agency for a minimum of 400 hours of professional practice over a period of 10 to 15 consecutive weeks, for no less than 30 hours per week/no more than 40 hours per week;
- completing *Weekly Progress Reports* and filing them each Monday (**Posted on Bb/Assignments**)
- submitting signed copies of the *Midpoint and Final Internship Performance Assessment Forms* completed by the Agency Supervisor after discussion with and agreement, by the intern (**posted on Bb/Assignments**);
- develop and complete a *Special Project* in cooperation with their Agency Supervisor. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably ‘doable’ and be of interest to the intern and the site supervisor. **Work on the special project should be considered part of an intern’s hours and is to be completed in incremental stages throughout their internship;**
- meet with their Agency Supervisor and the University Supervisor during a routine visit at their placement agency. Alternative arrangements are made for those interns based outside the Washington, D.C. metropolitan area;
- presenting a power point and overview of their internship site work experience and special project at a mandatory closing panel session attended by all working interns, University Supervisor(s), Departmental Internship Program Coordinator, relevant faculty advisors and other staff members, as warranted toward the end of the synthesis course. Other arrangements may be made if the placement site is located outside the Washington D.C. metropolitan area;
- joining Linked In, Teamwork Online and Handshake (GMU Career Center);
- internship, SPMT experience, goals summation essay of four pages (see Blackboard under course content), and
- submitting an internship e-portfolio, including the essay above, on Blackboard which encapsulates the cumulative experience of their internship [**e-Portfolio Guidelines**];
- student evaluation [**Appendix 11**]
- updating resume (at beginning and end of internship), update LinkedIn, Teamwork and Handshake profile.

### ***Grading Scale***

The University Supervisor assigns the grade based on the intern meeting the above course requirements. The grade will be either ‘Satisfactory’ (S) (reflecting a C grade or better for undergraduates) or a ‘No Credit’ (NC, which is equivalent to a failing grade). Any intern receiving a NC grade for their overall performance in their internship program will be required to begin a new internship, including re-enrollment and repayment for the 9-12 credit hours. An ‘Incomplete’ (IN) grade or ‘In Progress’ (IP) may be assigned until all course work requirements are completed and submitted to the University Supervisor, who is responsible for overseeing the internship. Once all requirements have been met, the University Supervisor changes the ‘Incomplete/In Progress’ grade to ‘Satisfactory’ by submitting a *Change of Grade Form* to the Registrar. Credits for this course count toward General Education and Professional Course work for graduation requirements.

### **PROFESSIONAL BEHAVIOR**

*Students are expected to exhibit professional behaviors and dispositions at all times.*

Professionalism is an important job skill and one by which you will be judged at your job site by co-workers, other interns, customers, clients and your supervisors. ‘All times’ includes social gatherings at the office and off-site with those who you work with at your internship. ***This is important.***

## 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 <http://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 <http://ds.gmu.edu/>).

Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor; *in an internship setting this is a good idea at all times.*

### Campus Resources

Questions, or 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>

For additional information on the College of Education and Human Development, please visit our website <http://cehd.gmu.edu/>. Website for School of Sport, Recreation and Tourism Management <http://srtm.gmu.edu>

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).

**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.

