



Course Syllabus: Graduate Practicum in Sport Administration

Gordon T. & Ellen West College of Education
SPAD 6053 Section X20
Spring 2026

Course Instructor

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Office Hours

Monday	11:00 a.m. –1:00 p.m.
Wednesday	1:00 p.m. – 2:30 p.m.
Thursday	12:30 p.m. – 2:00 p.m.

Class Meeting Information: Virtual Meeting Times on ZOOM via the Desire 2 Learn (D2L) portal

Sunday, January 25 @ 8:30 PM via ZOOM,
Sunday, February 22 @ 8:30 PM via ZOOM
Sunday, April 12th @ 8:30 PM via ZOOM

Recommended Textbooks

- Pedersen, P.M., & Thibault, L. (2022) Contemporary Sport Management (7th Ed)
- APA Publication Manual, 7th Edition
- Street and Smith's *SportBusiness Journal*

Course/Catalog Description

Prerequisite(s): Students must have completed 9 hours of SPAD coursework and be fully admitted to the Sport Administration program.

Designed to offer students an opportunity to work with professionals in the field through practical application of acquired knowledge, skills, and best practices associated with sport management. Students are required to complete 220 contact hours at selected facility/organization. May be repeated for credit with approval of the instructor and graduate advisor.

Consideration for a supervised practical experience associated with coaching, managing or administering sport-related programs working directly with participants will be considered when defining placement of student.

Important Dates

Last day for term schedule changes: **January 23, 2026**

Deadline to file for graduation: **February 16, 2026**.

Last Day to drop with a grade of "W:" **April 29, 2026**

Class ZOOM Meetings (Requesting Student Attendance, but not requiring it)

Student virtual meetings are set for the class throughout the semester. Dates and times for class meetings are determined by the instructor. These will include guest speakers, and information sharing. Alternative arrangements may be allowed at the discretion of the instructor. First meeting will be on SUNDAY, January 25 @ 8:30 PM; February 22nd @ 8:30 PM; and April 12th @ 8:30 PM
Additional meetings will be set as requested or deemed necessary

Technology Skills

All students must have internet access and be able to: send and receive e-mail, create, send and receive Microsoft Word, Excel, Publisher or PowerPoint and/or web page documents; use Google documents, sites & slides, use Desire 2 Learn portal through MSUTexas portal, download/use ZOOM Meeting platform for class assignments/meetings & presentations, post to discussion boards, appropriately use internet links and websites such as Google Docs, Sites, Slides, etc.

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***Assignments and reports are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. **Your computer being down is not an excuse for missing a deadline!!** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

Communication Policies

Before students email me, make sure to follow the “Three then Me” rule. The “Three then Me” rule says that you search for your answer regarding the course in at least three other places before sending an email. For example, if students have a question about an assignment, they should consult the course syllabus, the grading scale or rubric, the assignment description on Desire 2 Learn. Remember, check three sources before emailing the professor. It is very likely students will find the answer and not need to email the professor. If a student does not find the answer and needs clarification, feel free to email the professor. *During the week, I will typically respond to your emails with 24-48 hours. Any emails received over the weekend will receive a response no later than Tuesday by noon.*

Student Email Usage

You are required to use your MSUTexas email address for all correspondence during this course. Check that your MSUTexas email address is the one listed in your D2L Personal Information. Using your MSUTexas address ensures your privacy. If you have a different email account, you can forward your MSUTexas email to that account, but I will only send and respond to emails sent from a MSUTexas address. Please make sure to include your name and course you are in on any email that you send. You are required to check your MSUTexas email a minimum of two (2) days per week. Do not e-mail any assignment submissions.

Student Handbook

Refer to: [Student Handbook](#)

Student Honor Creed

“As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so.”

Academic Misconduct Policy & Procedures:

Academic Dishonesty: Cheating, collusion, use of AI passed off as original writing, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given).

Additional guidelines on procedures in these matters may be found in the Office of Student Conduct/Rights & Responsibilities.

- a. The term “cheating” includes, but is not limited to (1) the use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisition without permissions, of tests or other academic material belonging to a member of the university, faculty, or staff.
- b. The term “plagiarism” includes, but is not limited to, the use by paraphrase or direct quotation of another person's published or unpublished work without full and clear acknowledgment. The use of AI. It also includes the unacknowledged use of materials prepared by another person or agency selling term papers or other academic materials.
- c. “collusion” means collaboration with another person in preparing work offered for credit if the faculty member in charge does not authorize that collaboration.

Plagiarism is a serious academic offense and goes against the principles of integrity and originality that are essential in an educational setting. In this course, we uphold a zero-tolerance policy towards plagiarism and the use of AI-generated content without proper attribution. It is crucial that all students understand and adhere to this policy to maintain the academic integrity of the course.

Plagiarism is the act of presenting someone else's work, ideas, or intellectual property as one's own without appropriate acknowledgment. This includes, but is not limited to, copying and pasting from online sources, using another student's work, paraphrasing without proper citation, and using AI-generated content without proper attribution.

The use of AI-generated content is not permitted in this course, unless explicitly specified by the instructor. If the use of AI-generated content is allowed for specific assignments, students must disclose this fact and provide appropriate attribution to the AI tool used. Most importantly, you must provide citations and references for all generative AI information used. Since generative AI information is not reproducible, you should save copies of the information you obtained and include those documents in appendices attached to your paper or project. Full citation information can be found at the APA How to Cite link. [How to Cite ChatGPT](#)

Self-plagiarism refers to submitting work for credit that is the same or substantially similar to work prepared or submitted for another course, without appropriate citation. This includes reusing previous assignments, papers, presentations, or other submissions without instructor approval. Self-plagiarism gives the impression of original work, when in fact the content has already been submitted for assessment elsewhere.

Students should be aware that turning in the same or similar papers for multiple classes violates academic integrity, unless expressly authorized by the instructor. To avoid self-plagiarism, communicate openly with your instructor about building on existing work or repurposing prior submissions. Provide proper citations for any previous work referenced. Unless the instructor indicates otherwise, all assignments submitted for this course must be newly prepared by you and you alone for this specific class.

Office of Student Conduct

Cell Phone Policy

In accordance with Texas House Bill (HB) 1481, the Prohibition on Student Use of Personal Communication Devices on School Property During the School Day, I (Dr. Shawver) am instituting a

prohibition on student use of cell phones during a face-to-face class that is unrelated to individual lectures, activities or assignments per the professor.

Multiple studies have documented the harmful effects of cell phone and social media use on student well-being and academic progress. As a result, Texas law requires public schools to prohibit the use of personal communication devices during the school day on school property. This policy is adopted to implement this requirement and improve the quality of the learning environment in our schools.

Hence, (**READ THIS TWICE, PLEASE**), there are NO cell phones permitted to be out and/or in my (or your) sight in this class. This class requires your engagement, and cell phones serve to detract from that engagement. Additionally, your phone should not only be put away, but on “silent” (NOTE: vibrate is NOT silent). If your phone is out and/or in sight, you will be asked to put it away. If it is not, you will be given one warning. After that if it is still out and/or in sight, you will lose 10 points off of your FINAL grade for each infraction. Should your phone ring/vibrate during class, you are dismissed for the day. You are to silence it immediately, and quietly leave the class session. You will be counted absent for the session. Failure to adhere to this will result in more stringent disciplinary action.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. **HOWEVER**, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Moffett Library

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

Objectives

Students will:

1. Gain knowledge and skills necessary for managing/leading sport-related programs.
2. Develop and/or strengthen professional contacts within the field of Sport Administration.
3. Identify and develop an overview of the overall organization & management via different analysis.
4. Create an electronic portfolio showcasing one's course work, applicable projects, experiences, talents and skills in leading/managing sport-related programs and administration of recreation, leisure and/or sporting events.
5. Presentation of key areas of experience to faculty highlighting experiential learning and challenges experienced.

Dispositions

1. Students must work in an administrative capacity with a sport-related organization under the supervision and leadership of a professional in the field.
2. Practice specific skills and develop leadership qualities essential for success in one's chosen field.
3. Students will network and cultivate connections with other professionals in the field.
4. Students will do a demographic and SWOT analysis of the organization to gain insight to its administrative and organizational status.
5. Students will create an electronic portfolio showing specific coursework and projects throughout their degree work at MSU inclusive of individual leadership and/or management experiences, public presentations, and administrative obligations.

Assessment

Description of Evaluation	Possible Points	Total Points	% of Final Grade
1. Professional interview	25.00	25.00	4.70%
2. Professional Resume' & References	30.00	30.00	5.60%
3. Demographic Analysis of organization and service area	40.00	40.00	7.50%
4. Information Form & Learning Plan <i>*Must have both prior to hours being counted.</i>	10.00	10.00	2.00%
5. Time Logs and Journals (5)	10.00	50.00	9.30%
6. Marketing Outcome	30.00	30.00	5.60%
7. Risk Management Outcome	20.00	20.00	3.70%
8. SWOT Analysis	30.00	30.00	5.60%
9. Recommendations from SWOT	25.00	25.00	4.70%
10. Discussion Board or Videos (4)	10.00	40.00	7.50%
11. Electronic Portfolio	50.00	50.00	9.30%
12. Contact Hours (190 Min/ 220 Max)	60.00	60.00	11.20%
13. Practicum Experience Presentation	75.00	75.00	14.00%
14. Site Supervisor Evaluation	50.00	50.00	9.30%
Total		535.00	100.00%

Course Calendar

PART 1 January 21 – February 8, 2025

D2L Review

Review the portal we are using and the information provided (i.e. syllabus, log sheets, assignments, discussion board platform) to become familiar with using it. Download Flipgrid & ZOOM Meeting Space for use during the semester.

Site Information Form & Supervisor Meeting/Task Assignments: Meet with practicum supervisor and set expectations for semester from both supervisors and the individual student. **Submit back to faculty supervisor Information Form and Learning Plan via Desire 2 Learn portal by 1/27/2025 @ 11:30PM.** ** If neither are returned back by the due date students will be dropped from the class until I have received both.

CLASS MTG. Sunday, January 25 at 8:30PM via ZOOM.

Due Tue., Jan. 27

Site Information Form Due by 11:30 PM

Outcome Learning Plan by 11:30PM

Demographic Analysis by 11:30 PM

Professional Resume by 11:30 PM

Time log & Journal by 11:30 PM

Due Sat., Jan. 31

Due Sun., Feb. 8

Due Sun., Feb. 8

PART 2 February 9 - March 8, 2025

CLASS MTG. Sunday, February 22nd at 8:30 PM via ZOOM

Due Sun., Feb. 21 **Risk Management** by 11:30 PM

Due Wed., Feb. 21 **Risk Management Video** by 11:30 PM

Due Wed., Feb. 25 **Monthly Evaluation** by 11:30 PM

Due Sat., Feb. 28 **Site Supervisor Evaluation** Due to my e-mail by 11:30 PM

Due Sun., Mar. 1 **Time log & Bi-weekly Journal** by 11:30 PM

Due Thur., Mar. 6 **Discussion Board** (Opens Feb. 23)

PART 3 March 9 - April 5, 2025

Spring Break March 9 - 14

Due Tue., Mar.18 **SWOT Analysis**

Due Sun., Mar. 22 **Time Log & Journal**

Due Wed., Mar. 25 **Monthly Evaluation DB**

Due Sat., Mar. 28 **Marketing Outcome**

PART 4 April 6 - May 15, 2025

CLASS MTG. Thursday, April 12th at 8:30 PM via ZOOM

Due Wed., Apr. 1 **Recommendations from SWOT**

Due Mon., Apr., 6 **Time log & Journal** by 11:30 PM

Due Sun., Apr. 12 **Professional Interview**

Due Mon., Apr. 27 **Practicum Portfolio** by 11:30 PM

Due Wed., Apr. 29 **Monthly Evaluation DB**

Due Tue., May 6 **Site Supervisor Evaluation** in my e-mail **by 6:00 PM**

May 12 - 15 **Individual Practicum Experience Presentation** (Scheduled)

Course Assignments:

Practicum Site Supervisor Meeting/Task Assignments & Schedule.

Completely fill out forms provided with practicum experience site and supervisor information, work schedule, and goals. Students will meet with their individual site supervisor to set responsibilities and tasks to be done throughout the semester. Responsibilities and tasks *must* be administrative or managerial. Tasks may include, but are not limited to, risk assessment & development of risk management plan, marketing and promotions of events, evaluation of overall organization (SWOT). An outline of what the student is expected to do on the job is to be turned into the instructor by January 27 on D2L.

Professional Resume' (30 points)

Each student must submit their individual professional resume' by the due date. After the professor has reviewed the students resume' it will be returned so the student can make the necessary adjustments, additions and/or changes before re-submitting it for a final grade. The resume is your ticket to the job you want after you finish your degree. It is how you will get your foot in the door for an interview & it needs to be the best it possibly can for your benefit.

Professional Interview (25 points)

Each student will research and develop 8 - 10 professionally appropriate interview questions that will then be used to interview someone within the organization/facility you are doing your practicum. The intent is for you to utilize your present network to assist in expanding your professional contacts within your preferred career field. More information will be provided with assignment.

Student Videos (10 pts each)

Students are to use the D2L video or YouTube or another approved platform for specific individual assignments as well as a supplement to the risk management and marketing outcome assignments. There will be specific instructions when required to use with or for submissions.

Monthly Evaluations (Discussions) (10 pts each)

Each month students will have a writing assignment (three total) with a unique focus. These writing assignments are meant to have the student reflect on the “bigger picture” of the practicum experience. There is no page limit but the evaluation should be comprehensive and thorough enough to completely address the assignment. **Each evaluation must be 550 - 700 words.**

- a. *Monthly Evaluation #1* – Describe the differences between your expectations before you began your internship, and the reality after one month (or more if you started early) of work. Some questions you might consider that may support you with this assignment are: What types of things have surprised you? What experiences did you anticipate? Does the “real world” operate the way you thought it would? Does your supervisor do what you anticipated? Were your expectations of the job responsibilities realistic?
- b. *Monthly Evaluation #2* -Describe how your internship relates to your coursework as a sport administration major. Some questions you might consider to help with this assignment are: What courses helped you the most during your specific internship responsibilities? What courses did not apply to specific internship experience? What course topics, discussions, or assignments helped prepare you for your experience? Are there things you have experienced in your internship that you would have liked to have seen more in your coursework? How could your coursework have better prepared you for your internship?
- c. *Monthly Evaluation #3* - Describe how your internship will impact your future work in sports. Some questions to consider for this assignment are: Do you consider the internship a valuable sport experience....why or why

not? Did your internship strengthen or weaken your desire to work in this specific area...and why? Do you see yourself working in this field full-time after graduation? What specific responsibilities and experiences have impacted your future intentions most? If you are considering moving into another area, which one....and why? What type of leader or boss would you like to have, and what did your internship site supervisor help you realize about leadership? If you could give some advice to students preparing for this specific internship, what would you tell them about how it has impacted you?

Administrative Aspects (Learning Outcomes points)

Each Student will complete the following assignments/outcomes as assigned. Inclusive in this project are the following segments:

- 2) **Demographic Analysis (40):** Each student will review and report on demographics desired for an event to be presented at their facility/site. Demographic information must include gender, age, education level, marital status and ethnicity. Information will be submitted in a written report with appropriate graphs and tables.
- 3) **COMPLETE SWOT Analysis (30):** (strengths, weaknesses, opportunities, and threats) of the ENTIRE ORGANIZATION - NOT JUST YOUR DEPARTMENT. To complete this assignment, you will need to speak with people outside of your department and ask questions. You can use any format you wish, however, you should clearly and thoroughly explain each part of your SWOT analysis in detail. There is no page limit, but the assignment should be detailed!
- 4) **Marketing (30):** Students will develop a marketing plan for an event, facility or program related to their organization. Students should focus on identifying the market segment(s) and tying all aspects of the four Ps back to the market segment. Students will utilize the outline provided and work with the appropriate person(s) to complete this task.
- 5) **Risk Management (20):** Students are expected to review and suggest revisions to the present risk management tools used at their facility/organization and complete an assessment using the facility tool. Upon completion of the risk assessment students will write out a report for their facility/organization supervisor and submit the report to the university supervisor inclusive of a one (1) page report of the experience and process.
- 6) **SWOT Recommendations (25) :** Identify Five Recommendations based upon your SWOT analysis. For each recommendation, provide a justification for why you are making the recommendation. The justification should demonstrate a sound and logical thought process, and should clearly and thoroughly communicate your ideas. There is no page limit, but the assignment should be detailed
- 7) **Practicum Experience Presentation (75 pts):** Students will present electronically a 15-18 minute overview of their experience. This presentation should be prepared and done as though the student is presenting to a committee of their whole department faculty. This is also a reflection of the students' hands-on experience toward earning their Master of Education degree at MSU through this course. Included should be

information and experiences you felt were beneficial both personally and professionally. Include also what aspects you would keep, modify, add, or remove if you were the faculty member facilitating the course. Student must send the presentation (or link) to the professor by the due date. Student must be professionally dressed and include visual as well as audio/verbal information during their actual presentation.

Student Time sheets & Journals (10 points per report)

Make sure your **time sheets** are signed by your supervisor and turned in **every four – five (4-5) weeks** (timesheet found in Introduction Module of the course. To accompany their timesheets, students should keep a weekly journal describing his/her practicum experience. The journal should be detailed and include information such as your responsibilities, duties, tasks, and projects you work on each week, as well as positive experiences and/or challenges that you have faced in the position. Journals should be submitted to the appropriate drop box with your time sheets.

Electronic Portfolio (50 points)

Once your experience is complete, students are to submit an electronic portfolio. This should reflect an outstanding effort and also provide a demonstration of the abilities and experience during the entire practicum. You will include 1) general information (introduction of self, and identifying career goals, personal philosophy regarding career choice, resume' {inclusive of professional references with full contact information}). 2) SWOT assignments. 3) Monthly evaluations. 4) Student selected materials (anything that showcases you as a professional, critical materials of significance to a prospective employer). 5). Final paper & Time sheets.

Site Supervisor Evaluation(s) (50 points)

Supervisors will fill out two evaluation (mid-term & final) of the graduate student during the course of the experience. Supervisors are encouraged to complete the mid-term evaluation with the student. The final evaluation may be done with or without communicating with the student. See the dates for when they are due. The evaluations are to be sent directly to Dr. Shawver via e-mail.

Please forward the evaluation document to your supervisor early enough for them to complete and return to sandra.shawver@msutexas.edu by the due date.

Faculty site visits

Within the course of the semester the university faculty responsible for this course will physically visit as many students as possible a minimum of once per semester. For those out of the region/state/country the faculty supervisor will visit via electronic means at least once per semester.

Practicum Experience Contact Hours (60 points)

Students are expected to complete a minimum number of 188 contact hours during the semester.

Breakdown for contact hours is:

Total Hour	Point Value
220 +	60 points
214 - 219	55 points
207 - 213	50 points
201 - 206	45 points
196 - 200	40 points
190 - 195	35 points
< 190 hours	0 points

Grading Procedures

A = 91%	487 +
B = 80%	428 - 586
C = 70%	375 - 427
F = <70%	0 - 374

Assignment Deadlines

All assignments will be due via D2L on the assigned day and time listed on the portal. All assignments, unless otherwise noted must be typed in 11 or 12 point font and submitted as a Microsoft Word document. All discussion posts and reports or papers **must be developed using 7th edition formatting. No unapproved late assignments will be accepted!** ****PDF and other types of formatted documents submitted will not be graded unless specifically requested by the professor within the assignment instructions.****

Other Class Policies

During this course you will be expected to deal with your subject area, your instructors, your peers, and your colleagues as a professional. This includes dressing appropriately for your on-sight work, presentations, and/or field trips (only business casual dress accepted.)

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

***Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.