



Midwestern State University
Gordon T. & Ellen West College of Education
Practicum in Sport Administration SPAD 6053
Spring 2025

Course Instructor

Sandra Shawver
321 Bridwell Hall
Office 940-397-4941
e-mail: Sandra.shawver@msutexas.edu

Office Hours

Monday	11:00a.m. – 1:00p.m.
Tuesday	10:00a.m. – 12:00a.m.
Wednesday	12:00p.m. – 1:00p.m.

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

Sunday, January 26 @ 8:00 PM via ZOOM,
Sunday, February 16 @ 8:00 PM via ZOOM
Sunday, March 30 @ 8:00 PM via ZOOM
Sunday, April 14th @ 8:00 PM via ZOOM

Recommended

- **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.

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 26 @ 8:00 PM; February 16th @ 8:00 PM; March 30 @ 8:00 PM and April 14th @ 8:00 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 Flip and 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 or ask check the Flipgrid Question & Answer topic card. 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 Web World 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 on any email that you send. You are required to check your MSUTexas email a minimum of two (2) days per week.

Conceptual Framework Overview

The outcomes for graduates of professional programs are based upon knowledge, skills, and dispositions in the following elements:

- **Learning Environment** – Graduates of West College of Education (GWCOE) create challenging, supportive, and learner-centered environments in diverse settings
- **Individual Development** - GWCOE demonstrate knowledge of individual differences in growth and development
- **Diverse Learners** - GWCOE recognize the value and challenges of individual differences:
- **Reflection** - GWCOE engage in individual and group reflection to improve practice.
- **Collaboration, Ethics, Relationships** - GWCOE develop positive relationships, use collaborative processes, and behave ethically.
- **Communication** - GWCOE communicate effectively both verbally and nonverbally through listening, speaking, reading, and writing.
- **Professional Development** - GWCOE actively engage in continuous learning and professional development.
- **Strategies and Methods** - GWCOE use a variety of instructional strategies aligned with content to actively engage diverse learners.

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. 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.
4. 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 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 interviews (2)	25.00	50.00	9.30%
2. Professional Resume' & References	30.00	30.00	5.70%
3. Demographic Study of organization and service area	40.00	40.00	7.50%
4. Information Form & Learning Plan <i>*Must have both prior to hours being</i>	10.00	10.00	2.00%

<i>counted.</i>			
5. Time Logs and Journals (5)	10.00	50.00	9.30%
6. Marketing Outcome	30.00	30.00	5.70%
7. Risk Management Outcome	20.00	20.00	3.70%
8. Administration Outcome	20.00	20.00	3.70%
9. Discussion Board or Videos (5)	10.00	50.00	9.30%
10. Electronic Portfolio	50.00	50.00	9.30%
11. Contact Hours (180 Min/ 220 Max)	60.00	60.00	11.20%
12. Practicum Experience Presentation	75.00	75.00	14.00%
13. 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 1/28/2025 @ 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 26 at 8:00PM via ZOOM.

Due Tue., Jan. 28 Site Information Form Due by 11:30 PM

Outcome Learning Plan by 11:30PM

Due Wed., Jan. 29 Introductory Video Due by 11:30 PM

Due Sun., Feb. 3 Professional Interview #1 by 11:30 PM

Due Sat., Feb. 8 Demographic Analysis by 11:30 PM

Due Sun., Feb. 9 Time log & Journal by 11:30 PM

PART 2 February 9 - March 8, 2025

CLASS MTG. Sunday, February 16th at 8:00 PM via ZOOM

Due Sun., Feb. 16 Expectations & Reality Discussion Board (Opens Feb 1)

Due Fri., Feb. 21 Site Supervisor Evaluation Due to my e-mail by 11:30 PM

Due Tue., Feb. 25 Risk Management by 11:30 PM

Due Tue., Feb. 25 Risk Management Video Due by 11:30 PM

Due Sun., Mar. 2 Time log & Bi-weekly Journal by 11:30 PM

Due Thur., Mar. 6 Experience & Coursework Discussion Board (Opens Feb. 23)

PART 3 March 9 - April 5, 2025

Spring Break March 10 - 15

CLASS MTG. Thursday, February 9th at 7:00 PM via ZOOM

Due Tue., Mar.18 Professional Resume'
Due Sun., Mar. 23 Marketing & PR Outcome
Due Sun., Mar. 30 Time Log & Journal

PART 4 April 6 - May 15, 2025

Due Sun., Apr. 6 Practicum Experience & Professional Goals DB (opens March 31)
Due Sun., Apr., 13 Time log & Journal by 11:30 PM
Due Wed., Apr. 16 Professional Interview #2
Due Sun., Apr. 27 Administrative Organizational Tasks
Due Mon., May 5 Practicum Portfolio by 11:30 PM
Due Tue., May 6 Site Supervisor Evaluation in my e-mail **by 6:00 PM**
May 13 - 15 Individual Practicum Experience Presentation (Scheduled)
Due Sun., May 15 Time log & Final Journal by 11:30 PM

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, budget management, feasibility study, risk assessment & development of risk management plan, marketing and promotions of events, scheduling of facilities and/or staff, supervision of facilities and staff, training/working with staff/volunteers, evaluation of overall program (SWOT). An outline of what the student is expected to do on the job is to be turned into the instructor by January 28 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 Interviews (50 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 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.

Administrative Aspects (Learning Outcomes points)

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

- 1) **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.
- 2) **Budgeting (on-site evaluated) :** Students should request to be in charge of a specific event/program and the budget used for the event from both a proposed and actual viewpoint.
- 3) **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.
- 4) **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.
- 5) **Facilities, Equipment and Maintenance (on-site evaluated):** Students have the opportunity experience the planning, presenting and hosting a competition or event. This outcome includes the scheduling, set up/tear down of the event, equipment care, purchase procedures and annual maintenance What are legal and ethical aspects related to the event & facility management for the organization?
- 6) **Administrative Organizational Tasks (20):** Students should work with their supervisor to complete three (3) individual tasks specifically related to each of the following areas. The areas include organization policies, board & volunteer development, and community engagement/outreach or another appropriate area suggested by the site supervisor. Students will submit a written document that identifies the related activities inclusive of the dates, agendas and key take-a-ways that they see value in as they move forward into the industry/job of their choice. The document must be typed and formatted per APA 7th ed.

- 7) **Communications & Professional Development (on-site evaluated)**
Communication: Students are to utilize and hone their personal and professional communication skills via interpersonal, virtual or web based and written communication platforms. Being able to identify one's strengths and weaknesses with clients, staff, supervisors and volunteers is key to continual growth in this area of leadership.
Professional Development: Students should be proactive in working with their supervisor to take opportunities to network and work with other professionals within their area/field of choice. The student will develop and submit a report as to the value of the opportunities and experiences gained for professional growth during the semester with a reflection.
- 8) **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.

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.

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)

Students are to submit an electronic Practicum portfolio inclusive of 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) Leadership skills & Experience (focus on three to four that are most relevant to your career path). 3) Student

selected materials (anything that showcases you as a professional, critical materials of significance to a prospective employer).

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 180 contact hours during the semester. Breakdown for contact hours is:

Total Hour	Point Value
220 +	60 points
212 - 219	55 points
204 - 211	50 points
196 - 210	45 points
188 - 195	40 points
180 - 188	35 points
< 180 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.)

Plagiarism Statement

“By enrolling in this course, the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for the purpose of this course. The ‘limited right’ shall include but

shall not be limited to the right to reproduce the student's work product in order to verify originality, authenticity, and educational purposes." from Student Handbook.

Academic Dishonesty

Any student found to have committed an act of academic dishonesty (cheating, plagiarism, theft of another's work, misrepresentation of their own work, etc.) per the MSU Student Honor Creed (found in the student handbook) will be dismissed permanently from class and receive a final grade of "F" for the course.

ADA Statement

Midwestern State University does not discriminate on the basis of an individual's disability and complies with Section 504 and Public Law 101-336 (Americans with Disabilities Act) in its admissions, accessibility, treatment and employment of individuals in its programs and activities. A copy of the ADA Compliance Document is available online at <http://students.mwsu.edu/disability/faq.asp>. It is the responsibility of the student to inform the instructor of any disabling condition that will require modifications.

Disability Support Policy

The Office of Disability Support Services provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The office has assistive devices, such as books on tape, recorders and adaptive software that can be lent to qualified individuals. A student/ employee who seeks accommodations on the basis of disability must register with the Office of Disability Support Services. Documentation of disability from a competent professional is required. The Office of Disability Support Services may be contacted at 940-397-4140(voice), 940-397-4515 (TDD), <http://students.mwsu.edu/disability>;, or visit 3410 Taft Blvd., Clark Student Center Room 168. In accordance with a documented disability, please contact the instructor before classroom accommodations can be provided.

Concealed Carry University Policy

Senate Bill 11 passed by the 84th Texas Legislature allows licensed handgun holders to carry concealed handguns on campus, effective August 1, 2016. Areas excluded from concealed carry are appropriately marked, in accordance with state law. For more information regarding campus carry, please refer to the University's webpage at: <http://mwsu.edu/campus-carry/>.