



Idaho State
University

Bachelors of Physical Education in

SPORTS MANAGEMENT

HPSS 4490 PRACTICUM MANUAL

Department of Human Performance & Sport Studies

Introduction to the Practicum

Overview

The Practicum is designed to help undergraduate Sports Management students gain experience in their chosen career area by allowing them to work alongside a professional mentor (“supervisor”) in the athletic setting. Practicum experiences are designed to enhance students’ understanding, ability and knowledge of the sport management industry and to develop skills that directly translate to a future career in sport. Additionally, practicums help students to clarify their own career goals and network with industry professionals.

The Department of Human Performance and Sport Studies at Idaho State University requires that each undergraduate student in sports management complete a minimum of three (3) credits of Practicum (HPSS 4490) to meet the requirements for a Bachelor of Physical Education in Sports Management degree. The practicum is offered as a variable credit course with 45 hours counting towards one credit (135 hours = 3 credits). Students may repeat the course up to 16 credits. The Practicum can be completed at various sites/organizations and students must apply and register for each organization in which a Practicum is completed.

Sports Management students may complete a practicum in a sport setting/organization at the local, state, regional, national or international levels. Experiences might be focused on youth, recreational, high school, collegiate, or professional sports environments. Students are encouraged to seek practicums that pertain to their own particular interest in sport as these experiences are intended to provide valuable work experience that may assist a student when applying for future jobs. Permission is required by the student’s MPE-AA Faculty Advisor prior to registration.

Where internships (typically done at the graduate level) offer students more in-depth work experiences, the primary goal of the practicum is to expose students to the work setting. Often, practicum experiences involve observation as well as hands-on activity. The practicum experience should provide enhanced learning opportunities by building on knowledge and skills learned in the classroom. An onsite mentor/supervisor will help guide each student by offering guidance and support. The Practicum Mentor/Supervisor can help the student identify their own strengths and weaknesses and can help guide the student on their chosen career path.

When looking for an appropriate practicum site, students should seek organizations staffed by qualified professionals with opportunities that allow for career exploration. The selection of a site mentor/supervisor will be required. Students should focus on professionals that are interested in helping them learn about the profession, who can offer valuable guidance and advice, and who can offer them an opportunity to grow professionally through hands-on activities.

Goals and Objectives

As stated, a primary goal of the practicum is to provide students with practical work experience while orienting them towards a chosen career in the sports industry. During their practicum, students will be asked to

- Apply sport management core content and theory to hands-on practice.
- Receive professional, trained supervision and guidance.
- Enhance their understanding, ability and knowledge of the sport management industry to develop skills that can directly translate to a future career in sport.
- Clarify their own career goals.
- Develop relationships with sport industry practitioners.
- Investigate employment and networking opportunities.

Responsibilities of the Student, Mentor/Supervisor, and Faculty Advisor

The **Responsibilities of the Student** will include:

- Researching, applying and securing a practical experience for the practicum.
- Becoming acquainted with the structure, operation, functions, and policies of the cooperating organization and abide by all regulations of the agency.
- Submitting all required practicum forms and documents (see “Setting Up and Registering for the

Practicum” section below) and obtaining final approval for the practicum prior to beginning the practical experience.

- Understanding the expectations and all information explained throughout the practicum manual to ensure the student understands what is required to receive credit.
- Understanding the expectations and responsibilities required by the hosting agency/organization including work hours, behavior, attire, travel, etc.
- Regularly communicating with the Practicum Mentor/Supervisor and Faculty Advisor.
- Representing the practicum’s organization in a professional manner, including being on-time and dressed professionally while working.
- Representing Idaho State University and the Department of Human Performance and Sport Studies in a positive and professional manner.

Students are expected to adhere to all rules set forth by the Practicum Mentor/Supervisor and the expectations set forth by their organization. The student may be terminated by the Practicum Mentor/Supervisor if performance is unsatisfactory. Failure to obtain an unsatisfactory performance evaluation and/or complete all tasks assigned by the Faculty Advisor may also result in failure of the HPSS 4490 course.

The **Responsibilities of the Practicum Mentor/Supervisor** will include:

- Clearly defining the student’s role and responsibilities within the organization.
- Assisting the student’s professional development, especially as it pertains to their identified goals.
- Explaining expectations regarding expected work schedule, behavior, attire, etc.
- Communicating with the Faculty Advisor regarding issues or concerns that may arise.
- Regularly providing constructive feedback to the student to assist in their professional growth.
- Completing a formal evaluation of the student’s performance at during the Practicum, as requested by the Faculty Advisor.

The **Responsibilities of the Faculty Advisor** will include:

- Assisting the student in securing a practical experience in the student’s best interest.
- Helping the student develop personal objectives and goals for their Practicum and creating a plan to achieve them through the Practicum experience.
- Reviewing the prospective Practicum site and Practicum Mentor/Supervisor and approving or disapproving the student’s Practicum application.
- Contacting and communicating with the student’s Practicum Mentor/Supervisor and with the student as needed on issues of relevance.
- Conducting periodic telephone, electronic and/or site evaluations.
- Evaluating and grading the student based on established criteria.
- Serving as a resource for the cooperating agency, site supervisor and student.

Setting Up and Registering for the Practicum

Steps to Take

After consulting with their HPSS Faculty Advisor, each student is expected to arrange their own practicum experience. To do this, the student is required to complete the following steps:

1. Identify and contact the potential Practicum Mentor/Supervisor to discuss the possibility of placement and identify specific duties to be performed/goals to achieve during the Practicum.
2. Complete the **Practicum Goals Worksheet** and submit it to the Faculty Advisor.
3. Once the student’s practicum goals have been identified, the student should provide a copy to their Practicum Mentor/Supervisor who can then review it.
4. After reviewing the student’s goals, the Practicum Mentor/Supervisor will determine if he/she can provide an appropriate “fit” for the student and if so, *sign off* to accept the placement (**Practicum Application**

Form). Subsequent discussion between the student and the Practicum Mentor/Supervisor should focus on what specific responsibilities/duties/tasks the student will have during the Practicum and what the work schedule for the student will be.

5. After discussing the Practicum obligations with the Practicum Mentor/Supervisor, the student should complete a **Practicum Application Form**. The completed form (including appropriate signatures) should then be submitted to the student's HPSS Faculty Advisor for final approval.
6. The Faculty Advisor will review and approve the Practicum application and lift the course registration block so the student can register for HPSS 4490.

*This course has variable credits. Registration on Bengal Web may default to **one** credit. It is the student's responsibility to identify and insert the appropriate credit number. Failure to do so may result in the course needing to be repeated in subsequent semester.*

After the Practicum is Completed

Practicum Assignments

Practicum Log Sheet

Students are expected to perform the agreed-upon duties assigned by the Practicum Mentor/Supervisor. During the Practicum, each student must keep an accurate **Log Sheet** of all hours worked. The log sheet should include (a) day and hours worked (including the number of hours), and (b) summary of activities completed each day. The student's Faculty Advisor/course instructor may ask for periodic progress reports from the student and/or the Practicum Mentor/Supervisor. It is each student's responsibility to notify their Faculty Advisor immediately about any extraordinary event or problem that may occur during the Practicum that prevents the student from completing their assigned tasks. The Faculty Advisor may ask to review "in progress" log sheets during the Practicum experience.

Practicum Reflection

Following the completion of Practicum hours, each student must

- Complete the **Practicum Reflection Worksheet** to summarize their professional experience(s). Students will be asked to describe the how their practicum experience helped them to
 - Apply Sports Management core content and theory to hands-on practice.
 - Enhance their own understanding, ability and knowledge of the sport industry to develop skills that can directly translate to a future career in sport.
 - Network with industry professionals.
 - Identify their own professional strengths and weaknesses.
 - Clarify their professional career goals.

Practicum Evaluation Form

The Practicum Mentor/Supervisor will be asked to complete the **Practicum Evaluation Form** and place it in a sealed envelope and return it to the student. The student should then return it to their Faculty Advisor.

Practicum Grading

Academic credit will be awarded to those students who successfully complete their practicum. Grades will be assigned by the Faculty Advisor based on (a) the Practicum Mentor/Supervisor's evaluation, (b) on-time completion of all required assignments, and (c) completion of required hours and duties assigned.

Practicum grades issued are Satisfactory/Unsatisfactory (S/U). Students who fail to complete their required practicum hours, do not complete the assigned tasks, or do not successfully complete their assigned duties (as identified by their Practicum Mentor/Supervisor) will receive an Unsatisfactory (failing) grade.