



COMMONWEALTH UNIVERSITY OF PA

# SPMG597

## Sport Management Program

### Advanced Field Experience

THE POWER OF THREE



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### Sport Studies Program



COMMONWEALTH UNIVERSITY OF PA

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#### Introduction

SPMG597: Advanced Field Experience is considered the culmination learning experience in the Sport Management and International Sport Management tracks of the Master of Science in Sport Management. It is designed to provide students with hands on learning experiences that complement their formal classroom education. Students will have the opportunity to apply the skills they acquired through classes in real world sport settings.

This manual will guide you through the process from searching for appropriate field experience settings to submitting your final assignments. Please read over the guidelines and polices carefully and take time to review the enclosed forms.

Several special terms are used in the manual. You will be assigned a field experience supervisor, a faculty member within the Sport Studies Program who will oversee your field experience. He/she may be a faculty member other than your academic advisor. The field experience site is the location where you will complete your field experience under the supervision of your site supervisor, a member of the sport organization who has agreed to supervise the day to day activities of your field experience.

Note, all field experiences must be approved by the Field Experience Coordinator and students must register for SPMG597, a six-credit course for which all tuitions and fees apply, **PRIOR** to starting their field experience.



## Guidelines for Selecting Potential Field Experience Sites

As you research various organizations within the sport industry, you should identify those that will provide the greatest opportunities for professional growth. Although there are many sport organizations, not all are able to contribute to your development. Consider the following guidelines when researching possible field experience sites and site supervisors.

### **The site should:**

- Offer a year-round program. Seasonal organizations should maintain a year-round office.
- Maintain a comprehensive and balanced program to provide broad multiple exposures.
- Provide the resources and opportunities necessary for you to meet your objectives.
- Have a minimum of two full-time professional staff members.
- List all requirements that must be met prior to beginning the field experience such as completing a health screening process.
- Provide new experiences. It is expected students will secure field experiences in locations that will enhance their professional development, provide training in new areas and tasks, and expand their networking within the sport industry. As such, it is difficult for students to achieve these objects in their current or former work settings. Therefore, students are encouraged to secure field experiences in new settings.
- In exceptional circumstances, it may be possible for students to acquire new skills in their current or former work settings – taking on new responsibilities, working in a different unit of the setting, assuming a new role for the field experience while maintaining their existing role for their current employment. Requests to pursue field experiences under these circumstances, are reviewed on a case by case basis by the field experience coordinator and the student's academic advisor.

### **The site supervisor should:**

- Have time for the purpose of supervision on a daily basis.
- Have at least three years of experience in the field and at least one with the current organization.

## Securing a Field Experience

Having identified viable agencies with whom to complete a field experience, students must apply for available field experiences. Students should have the following resources ready as they apply for field experiences.

### **1. Resume**

A professional looking resume is an essential part of the application process. The resume will be the first contact a prospective site will have with a student. It may be the student's only opportunity to present him/herself to that organization so he/she should strive to make the best first impression possible.

A resume should convey the following information but not necessarily in this order:

- Field experience or career goal
- College degree (CPA if above)
- Relevant course work
- Professional (field) experiences (volunteer and paid)
- Other work experience
- Professional association memberships, conferences
- Certifications, awards, and/or honors
- Hobbies and activities
- References

In the field of Sport Management, experience does make a difference. Leadership experiences which relate to the field should be included. It is perfectly acceptable to have a two-page resume.

### **2. Cover Letter**

The cover letter should be written to the specific individual at the organization who will review your application. The person listed in organization's material may no longer be in the

position. It is a good idea to do some research on the organization to ensure you have the individual's correct name and title.

Part one of the letter is a brief introduction. Include your name and why you are writing. Reference the specific position because the organization may have multiple open positions.

The body of the letter provides an opportunity to explain what you hope to gain from the experience and what you might contribute to the organization. You should state your qualifications and skills accurately. This is not a time to be shy and overly modest. Try to highlight some of your accomplishments from your resume.

The final part of the letter should express your willingness to visit the organization (if possible) and/or participate in a phone interview. Remember to thank the person for his/her time. This letter should reflect your best effort.

### **3. Field Experience Objectives**

In order to select the right field experience and get the most from it, students should prepare a list of objectives. Students should consult with their academic advisors and their Field Experience Coordinator for assistance in preparing these objectives. Students are encouraged to establish specific objectives prior to their first contact with a potential organization. It is quite possible students will be asked what they want to accomplish during initial contacts. Every effort should be made to make sure the objectives are clear as possible.

If an interview is secured, students should use the interview process to discuss their objectives with the potential site supervisor. This will help ensure the site and the work to be completed there will help the student achieve his/her career goals.

## **Completing the Field Experience Application Process and Enrolling in Class**

Upon securing a field experience, you should:

1. Submit a completed Field Experience Application to your academic advisor. Your academic advisor will confirm you are eligible and will forward the application to the Field Experience Coordinator.
2. Submit a completed Field Experience Objectives – initial form to the Field Experience Coordinator
3. Secure appropriate clearance (Act 34 Criminal Background / Act 33 / 151 Child Abuse Clearances) if you are completing field experience in educational or youth sport settings. As needed – check with Field Experience Coordinator if any clearances are required.
4. Register for SPMG597: Advanced Field Experience – a credit bearing course for which all tuition and fees apply. SPMG597 is offered fall, spring and summer extended sessions. NOTE: Only one section of SPMG597 will be open for enrollment. All other sections will be closed. Students may be moved from one section to another by the Department Lead based on the location of his/her field experience. It is the student's responsibility to check the final schedule to determine who their Field Experience Supervisor is.

## **Field Experience Policies**

The field experience is both experiential and academic in nature. As such, students are required to complete 240 hours on site, as well as several academic assignments.

### **1. Lateness**

You are expected to conduct yourself in a professional manner at all times. Being on time for work and appointments is one characteristic of a professional demeanor. The organization's policies and procedures for lateness must be followed.

### **2. Remuneration, Housing and Transportation**

The University's position is that you should obtain the best educational opportunity possible. While some agencies may pay, many do not. Being paid should not be the number one priority in making your selection. If finances are a concern, start your search for a paid internship early.

You are responsible for your own housing and transportation. The organization may be able to provide assistance in finding suitable housing. Public transportation may be available in urban areas while you need your own transportation in rural area. The University or the Sport Studies Program will not compensate travel costs.

### **3. Liability Insurance**

The University assumes no responsibility for your personal liability. Agencies may have liability insurance plans covering you. Please inquire about the availability of this coverage during the interview process. The University accepts no responsibility for Workman's Compensation nor payment to you for services provided to the organization during your field experience.

## Field Experience Assignments

### **Directions**

Please read each assignment carefully. They are listed below in the order in which they should be submitted. Submission due dates are outlined in a table following the list below. These due dates are based on a field experience that follows a standard 40 hours per week for six consecutive weeks format. Submission due dates for field experiences following alternative formats should be determined in consultation with the Field Experience Supervisor.

### **1. Initial Report**

The Initial Report includes directions for visiting your organization if you are within approximately 200 miles of Lock Haven.

### **2. Revised Objectives**

During the first week of your field experience, you should review your objectives with your site supervisor. You will want to modify your original list of objectives to make them more specific. The university Field Experience Supervisor will monitor your progress and make suggestions to enable you to reach your objectives. You should also continue to review your progress with your site supervisor throughout your field experience.

### **3. Bi-Weekly Hours Report**

Students are required to submit the bi-weekly hours report at the end of every two weeks. This report confirms the number of hours the student completed in the previous two weeks, as well as the total number of hours completed to date since the start of the field experience. The student must secure his/her site supervisor's signature on the report prior to submitting it to his/her Field Experience Supervisor.

### **4. Weekly Reports**

These reports will be included when bi-weekly hour reports are sent. List all of the significant tasks that you performed that week and include the approximate amount of time spent on each one. Describe significant events or happenings and how they relate to your learning experience in greater detail. Again, two reports are due every two weeks with the bi-weekly hour reports.

### **5. Special Project Proposal**

Students are required to complete a special project during their field experiences. Student should discuss possible special projects with their site supervisors during the first week of their field experiences. The project must be achievable during the length of the field experience. The finished product should benefit the organization while the process should benefit the student. The scope of the project and length of time required for completion should be significant.

## 6. Mid-term Evaluation

The mid-term evaluation is completed by the site supervisor. It is the student's responsibility to provide his/her site supervisor with the mid-term evaluation and ensure he/she submits it to the field experience supervisor. The student should discuss the evaluation with his/her site supervisor and make plans to demonstrate improvement in any categories when less than excellent marks were received.

## 7. Final Assignments

Upon completion of the field experience, students must submit the following:

1. Special Project Report
2. Final Evaluation
3. Grade Recommendation

### 1. Special Project Report:

Whenever possible, a copy of the actual special project should be submitted along with the special project for review by the field experience supervisor. The special project report should include:

- **Title Page:** Title of the report, name and address of the organization, student's name, and site supervisor's signature.
- **Description:** A short description of the project containing the purpose and the goals of the project should be included.
- **Audience:** A brief description of the intended audience for the project should be included in this section.
- **Time Log:** A time chart including the dates and amount of time spent on the project should be detailed
- **Evaluation:** Written evaluative comments concerning the project from the organization's staff, the user of the service and yourself must be included in the final report.

### 2. Final Evaluation

The final evaluation is competency-based form and requires some time to complete. It is recommended that the student make arrangements with his/her site supervisor to discuss the completion of the items during the last few weeks of the field experience. This will allow the student time to improve his/her ratings.

### 3. Grade Recommendation

The site supervisor is also asked to recommend a grade for the portion of the field experience completed on site. The field experience supervisor will evaluate submitted written assignments. It is the student's responsibility to provide his/her site supervisor with the grade recommendation form and ensure he/she completes and submits it.

## ASSIGNMENT DUE DATES AND CHECKLIST

<u>Week Due</u>	<u>Assignment</u>	<u>To be completed by</u>
<b>1</b>	Initial Report and Directions	Student
<b>1</b>	Revised Field Objectives	Student
<b>2</b>	1 <sup>st</sup> Weekly Report (Covers Weeks 1-2)	Student
<b>2</b>	Special Project Proposal	Student
<b>3</b>	Mid-Term Evaluation	Supervisor
<b>4</b>	2 <sup>nd</sup> Weekly Report (Covers Week 3-4)	Student
<b>6</b>	Special Project Report	Student
<b>6</b>	Final Evaluation	Supervisor
<b>6</b>	Grade Recommendation	Supervisor
<b>6</b>	3 <sup>rd</sup> Weekly Report (Covers Weeks 5-6)	Student

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### FIELD EXPERIENCE APPLICATION

Student Name:		Student ID Number:	
Student's LHU Address:			
Student's Home Address:			
Student's Phone Number:			
Student's Email: NOT LHU if you have one			
Student's Major:			
Student's Track:	<input type="checkbox"/> Sport Management	<input type="checkbox"/> International Sport	
<b>Field Experience Information</b>			
Proposed Field Experience Semester:	Fall	Spring	Summer
Projected Dates of Field Experience:	Start:		Finish:
Organization Name:			
Organization Address:			
Field Experience Site Supervisor:	(Mr., Ms., Dr.)		
Supervisor's Email Address:			
Supervisor's Phone Number:			
Brief Organization Description:			
<b>Academic Requirements</b>			
Current GPA:	Advisor Signature:		
All Major Courses Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Advisor Signature:
Program Coordinator Signature:			

**NOTE: THIS IS A CREDIT BEARING COURSE FOR WHICH ALL RELEVANT TUITION AND FEES APPLY.**

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**FIELD EXPERIENCE OBJECTIVES – ORIGINAL**

Student Name:	
Objective One:	
Objective Two:	
Objective Three:	
Objective Four:	
Objective Five:	
Student Signature:	
Date:	

**COMMONWEALTH UNIVERSITY**

**FIELD EXPERIENCE OBJECTIVES – Revised**

Student Name:	
Objective One:	
Objective Two:	
Objective Three:	
Objective Four:	
Objective Five:	
Student Signature:	
Date:	

## COMMONWEALTH UNIVERSITY

### INITIAL REPORT

Student Name:	
Make arrangements during the first week of the experience to:	
1. Meet at least the other professional employees in your specific area of responsibility.	<input type="checkbox"/>
2. Locate the key distribution areas for materials, equipment and aids.	<input type="checkbox"/>
3. Tour the facilities to see program areas and storage.	<input type="checkbox"/>
4. Determine the procedure related to security, access to facilities, required clearance	<input type="checkbox"/>
<b>Updated Information:</b>	
Your Organization Name and Address:	
Your Supervisor's Name:	
Phone Number:	
Best Times to Call:	
If within the visiting area (200 miles one-way), please attach complete directions to the organization. During your first week, review your field experience objectives with your site supervisor. If mutually agreed upon modification are necessary, please list and give justification.	

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**BI-WEEKLY HOURS REPORT**

Student Name:		Report Number:	
Date From:	Date To:		
Total Hours for First Week:			
Total Hours for Second Week:			
Total Hours to Date:			
Additional Comments:			
Supervisor's Signature:			

**COMMONWEALTH UNIVERSITY**  
**SAMPLE WEEKLY LOG**

<b>Week Ending Date:</b>	
<b>Weekly Analysis:</b>  (For each week provide a paragraph describing notable tasks completed during the work week. The descriptions should be detailed and free of errors. Analyze the task and provide details about what you have learned while completing each task.)	
<b>Tasks Completed:</b>  (List and describe tasks worked on and completed during the week.)	
<b>Task Analysis:</b>  (Analyze the task and how it will benefit the organization, if applicable. Also, describe any new skills learned while completing tasks.)	

**COMMONWEALTH UNIVERSITY  
SPECIAL PROJECT PROPOSAL**

Name of Student:			
Organization and Department:			
Phone:			
Name of Site Supervisor:			
<b>Description of Project:</b>			
<b>Purpose of Project for Organization:</b>			
<b>Major Components of Project:</b>			
<b>Project Schedule (Time Line):</b>			
Student's Signature:		Date:	
Site Supervisor's Signature:		Date:	
Additional Comments by student, site supervisor, or University Field Experience Supervisor.			

**COMMONWEALTH UNIVERSITY**  
**MID-TERM STUDENT EVALUATION**

Name of Student:									
Date:									
Supervisor's Name:									
Phone Number:									
Organization:									
1. Please rate the intern on the following performance characteristic using a 1 to 5 scale as follows:									
5	Excellent	4	Very Good	3	Good	2	Fair	1	Poor
	Demonstrates knowledge of job requirement, skills, procedures, techniques and principles								
	Demonstrates cooperation in following office polices								
	Demonstrates cooperation in following organization polices								
	Identifies opportunities and/anticipates needs								
	Recognizes problems								
	Analyzes causes of problems								
	Considers alternatives (creatively)								
	Sets realistic goals and standards								
	Establishes work priorities								
	Organizes work								
	Makes good decisions								
	Takes initiatives								
	Meets deadlines								
	Achieves balance between work quality and quantity								
	Takes responsibility for work actions								
	Punctuality								
	Dependability								
	Integrity								
	Attendance								
	Goes beyond requirements to accomplish duties								
	Acts as part of a team								
	Communicates effectively								
	Has promising leadership skills								

2. Did you share an oral or written evaluation with your intern at the mid-term?	
Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. Please comment on the student's preparation for this field experience and his/her overall performance to date.	
Supervisor's Signature:	
Date:	

**COMMONWEALTH UNIVERSITY**  
**FINAL STUDENT EVALUATION**

Name of Student:				
Date:				
Supervisor's Name:				
Phone Number:				
Organization:				
2. Please rate the intern on the following performance characteristic using a 1 to 5 scale as follows:				
5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor
	Demonstrates knowledge of job requirement, skills, procedures, techniques and principles			
	Demonstrates cooperation in following office polices			
	Demonstrates cooperation in following organization polices			
	Identifies opportunities and/anticipates needs			
	Recognizes problems			
	Analyzes causes of problems			
	Considers alternatives (creatively)			
	Sets realistic goals and standards			
	Establishes work priorities			
	Organizes work			
	Makes good decisions			
	Takes initiatives			
	Meets deadlines			
	Achieves balance between work quality and quantity			
	Takes responsibility for work actions			
	Punctuality			
	Dependability			
	Integrity			
	Attendance			
	Goes beyond requirements to accomplish duties			
	Acts as part of a team			
	Communicates effectively			
	Has promising leadership skills			

2. Would you recommend this person for future employment with your organization or a similar organization?

Yes, Strongly

Yes

Yes, with reservations

No

If No or Yes, with reservations, please explain:

3. Did you share an oral or written evaluation with your intern before he/she departed?

Yes

No

4. Please comment on the student's preparation for this field experience and his/her overall performance.

Supervisor's Signature:

Date:

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**GRADE RECOMMENDATION**

**Student's Name:**

From your point of view as the site supervisor, please check the one letter grade that best reflects the student's effort while he/she was assigned to your organization.

A+	A	A-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B+	B	B-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C+	C	C-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D+	D	D-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional  
Comments:

Supervisor's  
Signature:

Date: