SLS 2605: FIELD EXPERIENCE IN SPORT AND LEISURE MANAGEMENT

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FIELD EXPERIENCE INFORMATION

The business of sport is incredibly alluring, but extremely competitive. Among the most valuable facets of the Sport and Leisure Management program is its connection with the sport industry locally in the Memphis area and across the country. These ties impact the students in numerous ways, notably with experiential learning and volunteer opportunities throughout the academic year. Examples of local industry opportunities include—but are not limited to—the following:

- The Fan Patrol is a volunteer opportunity for students to go behind the scenes on Memphis Tigers game days and work with professionals in the athletic department’s marketing office.
- The Memphis Tigers Athletics Department offers on-campus internships and volunteer opportunities in athletic communications, marketing, special events, team sports managers, development, and facilities management.
- Shelby Farms Park lies in the heart of Shelby County on 4,500 acres of green space, 6.5 miles of urban trail, and is a community partner with volunteer and internship opportunities for students in events, facilities, development, grant writing, programming, and more.
- With campus just 15 minutes from Downtown Memphis, students can easily get to employment, internship, and volunteer opportunities with the Memphis Redbirds (Triple-A Affiliate to the St. Louis Cardinals), the Memphis Grizzlies, and FedExForum.
- In the city of Memphis, there is an abundance of community and faith-based organizations that offer students opportunities to get hands-on experience in the sport and leisure field.

SLS 2605 credit may range from 1-9 credit hours, but requires permission from the Internship Coordinator and submission of the below Information Form. Students can be approved and register for SLS 2605 credit until the Friday of the first week of the upcoming semester.

Throughout the semester, the student will be responsible for completing and uploading timesheets to the eCourseware dropbox as well as submitting a site supervisor evaluation at the culmination of the semester. This course is pass/fail determined by both the site and university supervisors based on the student’s completion of registered credit hours and evaluation. Below is the breakdown of credit hours to contact hours:

<table>
<thead>
<tr>
<th>Credit Hours</th>
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<tbody>
<tr>
<td>1</td>
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<tr>
<td>Contact Hours</td>
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</table>
INFORMATION FORM

Student Information During Field Experience

Student Name ____________________________________________  UUID ____________________

Phone (Work) ________________________________  Phone (Cell) ________________________________

Email __________________________________________________

Emergency Contact __________________________________________

Emergency Contact’s Phone ______________________________________

Site Information

Organization ________________________________________________

Department ________________________________  Sport Sector (e.g, Sales) ________________________________

Street Address _____________________________________________

City ________________________________  State ________________________________  Zip Code ________________________________

Start and End Dates ___________________________________________

Site Supervisor Name __________________________________________

Site Supervisor Title __________________________________________

Site Supervisor Email __________________________________________

Site Supervisor Phone __________________________________________
Site Acceptance of Student

The site specified above hereby accepts Mr./Ms. ____________________________
[Name of Student]

as a field experience volunteer beginning ____________________, 20______, and projected
[Month, Day]

To end on ____________________, 20______.
[Month, Day]

General Description of Assignment
__________________________________________________________
__________________________________________________________
__________________________________________________________

Site Supervisor Signature
_______________________________________________________
Student Signature
_______________________________________________________

Date
Date
# TIME SHEET

Student Name ____________________________    Year ______________________

Site Name ____________________________    City, State ____________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Hours Worked</th>
<th>Description of Work Completed</th>
<th>Supervisor’s Signature</th>
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SITE SUPERVISOR EVALUATION FORM

Student Name ________________________________  Date __________________________

Site Supervisor ______________________________ Title ___________________________

Organization _______________________________ Department ____________________

Email _____________________________________  Phone __________________________

Instructions: Please assess the student's performance by commenting on the student's strong points for the criteria listed. For each criterion, place in the square the number which best describes the student's performance. You are encouraged to comment on each factor. Brief comments are especially expected for ratings of Excellent, Needs Improvement, or Unsatisfactory. Try to make specific suggestions in those areas in need of improvement. Once completed, please share the report with the student, obtain signatures, and forward it to the student's university supervisor.

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<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
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<tbody>
<tr>
<td>Unsatisfactory</td>
<td>Needs Improvement</td>
<td>Average</td>
<td>Good</td>
<td>Excellent</td>
</tr>
</tbody>
</table>

☐ **Productivity:** Use of time and facilities; actual quantity of work produced in meeting the requirements and objectives of the field experience.

☐ **Quality of Work:** The degree of thoroughness, accuracy, and professionalism exhibited in completing field experience tasks and responsibilities.
Dependability: The degree of consistency in performing field experience responsibilities.

Initiative: The degree to which the student was a self-starter and took appropriate or suitable independent work related action.

Attendance and Punctuality: Regularity of attendance, promptness of reporting absences, tardiness, and time off for illness or personal business, clock watching.

Overall Evaluation

Place an “X” or “circle” the point on the scale that indicates your overall assessment:

<table>
<thead>
<tr>
<th>Un satisfactory</th>
<th>Needs Improvement</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
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Grade

Place an “X” or “circle” your overall satisfaction with the nature of the student's work:

SATISFACTORY    UNSATISFACTORY
Site Supervisor's Comments

_____________________________________________________
Site Supervisor Signature

_____________________________________________________
Student Signature

_____________________________________________________
Date

_____________________________________________________
Date