



SLS 4605: SENIOR CAPSTONE EXPERIENCE

STUDENT HANDBOOK

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LETTER TO THE STUDENT

Dear Sport and Leisure Management student:

This handbook is designed to provide you with the information necessary to successfully complete your Senior Capstone Experience – SLS 4605.

The key to a successful Senior Capstone Experience is your involvement and initiative. The Senior Capstone Experience provides you with the critical hands-on experience employers require; so make the most out of this experience! The Sport and Leisure Management program at The University of Memphis affords you one of the best academic foundations upon which to build your qualification to thrive in the sport and leisure industries. Although you might be apprehensive at first, you will acquire confidence as the weeks progress.

The Senior Capstone Experience Coordinator is available to answer any questions that may arise during the Senior Capstone Experience process. During the Senior Capstone Experience itself, however, please try to resolve any issues with your Site Supervisor prior to involving the Senior Capstone Experience Coordinator. The Senior Capstone Experience should be continuous and uninterrupted; therefore, vacation and other absences must be avoided. If a special situation arises during the Senior Capstone Experience timeframe, please work first with your Site Supervisor to make the necessary adjustments and then finalize any changes with the Senior Capstone Experience Coordinator.

It is important to remember that while you are gaining practical work experience, you are also receiving 12 academic credits for your Senior Capstone Experience. That is the equivalent of 4 courses. Therefore, it is vital that you follow and complete all requirements, both at your Senior Capstone Experience site and for the academic component of this experience.

Keep this handbook with you for reference throughout your experience. Be sure to reach out should you need any university support along the way. The Senior Capstone Experience Coordinator and Sport and Leisure Management Faculty wish you the very best in this experience and anticipate it will lead to a bright and successful future professional career in the sport or leisure industries!

Best.

Senior Capstone Experience Coordinator

PROGRESS CHECKLIST

Below is a comprehensive list of the documents, forms, and assignments that must be completed and submitted on eCourseware throughout the Senior Capstone Experience.

Due DURING your junior year:

- Eligibility Requirements – Part A⁺
- Eligibility Requirements – Part B⁺
- Resume
- Cover Letter
- Career Services Verification Form
- Bio Sheet⁺

Due BEFORE your Senior Capstone Experience:

- Confirmation Letter (from organization)
- Learning Agreement⁺
- Student Information Form⁺
- Draft SMART Goals
- Upon Faculty Advisor approval, register for SLS 4605

Due DURING your Senior Capstone Experience:

- SMART Goals signed by Site Supervisor
- Timesheets (submitted once every 2 weeks)⁺
- Weekly Logs (submitted once every 2 weeks)⁺
- Monthly Logs (submitted once every 4 weeks)⁺
- Participation in conference call/videotelephony (SCE Coordinator and Site Supervisor)
- Participation in conference call/videotelephony (SCE Coordinator and classmates)
- Network with a minimum of 5-10 organizational contacts and acquire contact information
- Student Self Evaluation Form (Mid-semester)⁺
- Site Supervisor Evaluation Form (Mid-semester)⁺
- Student Self Evaluation Form (Final)⁺
- Site Supervisor Evaluation Form (Final)⁺

Due AFTER your Senior Capstone Experience:

- Final Presentation⁺
- Final Portfolio⁺
- Survey

+ = More information on this requirement, form, or evaluation is included at the conclusion of this Student Handbook

KEYS TO SUCCESS

1. Take personal responsibility for the learning experience
2. Always ask for something to do; doing this demonstrates initiative
3. Ask questions, be inquisitive, and get involved in other aspects of the organization
4. Make good use of any slow times by taking on other projects, work, etc.
5. Interact with staff and clients by listening, contributing to discussions, and offering opinions and ideas when asked.
6. Get involved in all opportunities that are available to you.
7. Communicate continually with the Site Supervisor and other colleagues.
8. Give extra time and effort when needed; the experience, not the hours, is what counts.
9. Believe in yourself; make the most of this opportunity.
10. You will be successful if that is your goal!

GENERAL OVERVIEW

The Senior Capstone Experience is designed to be the culminating experience of your Sport and Leisure Management career. It requires seniors to work within a sport-related organization for a minimum of 400 hours over the course of one semester, gaining supervised professional work experience in the sport industry through positions in professional and intercollegiate sports, arenas, sport marketing and management firms, community & faith-based organizations, and other sport entities. You will gain invaluable, hands-on experience in a variety of areas.

OBJECTIVES

Students have the opportunity to:

- Gain practical experience in a sport or leisure organization under professional supervision and guidance.
- Apply theories/principles from your formal education to real-life situations within the sport or leisure industry.
- Strengthen and develop interpersonal and professional communication skills.
- Observe and work with professionals in the sport or leisure industry.
- Demonstrate creativity, initiative, and responsibility.
- Demonstrate and improve personal management, critical thinking, and problem solving skills.

Students will also:

- Update an existing resume and portfolio to enhance the opportunity for seeking and securing employment in the sport or leisure industries.
- Complete written reports in which you assess and evaluate the Senior Capstone Experience organization, its business and management practices, and appraise your own personal/professional growth.

Suggestions for the Senior Capstone Experience student:

- Consider yourself a staff member at the site and, therefore, subject to all rules and regulations that govern the organization's employees.
- Adhere to the policies and procedures of the organization and be responsible for tasks assigned by the Site Supervisor.
- Work a minimum of 40 hours per week for a total of 400 hours; this may include evenings and/or weekends. The 400 hours is the minimum required for the Senior Capstone Experience. Always remember, the experience gained, not the hours worked, is the most important component.

Suggestions for working with the site supervisor:

You should fully discuss the purpose and function of the Capstone Experience with the Site Supervisor. Supervising a student is a tremendous responsibility for the Site Supervisor. It is your responsibility to make sure this experience is mutually beneficial to you and the organization. The Site Supervisor's responsibilities include, but are not limited to:

1. Reviewing and approving your "SMART" (Specific, Measurable, Attainable, Relevant, Time-bound) goals for the Senior Capstone Experience. Examples of SMART Goals include:
 - Help prep meetings with MasterCard via activation ideas, research, etc.
 - Earn responsibility of sitting in on at least 3 meetings with MasterCard executives/clients
 - Produce a PowerPoint project that is the centerpiece of at least 1 meeting
 - Create and maintain a Twitter account for this project
 - Increase followers on Facebook/Twitter by 30%
 - Put together a well-researched and creative PowerPoint that is aimed at achieving company goals for the program by the end of the internship
2. Encouraging professional growth by identifying specific responsibilities and discussing/planning other activities, tasks, and projects as initiated by you.
3. Assigning work responsibilities and overseeing all activities, projects and tasks given to you.
4. Providing you with regularly scheduled meetings to give feedback.
5. Participating in a mid-semester telephone conference call/videotelephony with the Senior Capstone Experience Coordinator and the student.
6. Completing and reviewing with your Site Supervisor (2) written evaluations (a mid- semester and a final evaluation). These forms will be reviewed by the Senior Capstone Experience Coordinator and may be discussed during the evaluation conference. It is your responsibility to obtain a signed copy of each written evaluation to include in your final portfolio.

It is expected that you function as an integral member of the organization. Therefore, it is highly recommended that you discuss the following policies and procedures with the Site Supervisor:

1. Time Schedule
2. Telephone/Email use (including cell phone)
3. Parking permits and/or identification name tags
4. Office procedures and policies
5. Completion of office forms
6. Appropriate attire
7. Other Concerns you or your Site Supervisor may have

PRIOR TO YOUR SENIOR CAPSTONE EXPERIENCE

The Senior Capstone Experience process begins as soon as you are declared a Sport and Leisure Management student and continues through the completion of your Senior Capstone Experience and your final presentation. An outline of the preliminary process is as follows:

Senior Capstone Experience Eligibility:

1. Complete all core courses as outlined on the Student Check Sheet and undergraduate catalog
2. Attain senior academic standing by completing a minimum of 90 credit hours toward graduation
3. Have no more than 18 credits remaining before graduation (excluding the 12 Senior Capstone Experience credits)
4. Complete SLS 4605 during one of the final two semesters
5. It is encouraged and recommended that you complete at least 2 internships/experiential opportunities outside of classroom prior to the Senior Capstone Experience

Freshman Year:

- Attend a Senior Capstone Experience Presentation (recommended)
- Develop a resume and cover letter
- Develop your personal portfolio
- Explore interest and general internship sites
- Network with University of Memphis alumni in the sport industry
- Obtain a summer internship or volunteer at sport events

Sophomore Year:

- Complete SLS 2105 – Foundations of Sport and Leisure Management
- Update your resume, your cover letter, and enhance your program portfolio
- Expand interests and participate in sport- or leisure-related internships on campus or in the Memphis community during the academic year
- Obtain a summer internship or volunteer at sports events

Junior Year:

- Attend a Senior Capstone Experience Information Session
- Meet with the Senior Capstone Experience Coordinator

- Enhance your personal portfolio
- Work as an intern on-campus or in the Memphis community during the academic year
- Obtain a summer internship or volunteer at sport events
- Attend career services drop-in hours for resume and sample cover letter review, have Career Services complete Career Services SLS Verification Form
- Submit Pre-Senior Capstone Experience Application Packet by April 1

PRE-SENIOR CAPSTONE EXPERIENCE APPLICATION PACKET

Eligibility Requirements - Part A: A description of the prerequisite criteria and the registration prerequisites for SLS 4605. This form must be signed and dated indicating your understanding of the criteria and prerequisites.

Eligibility Requirements - Part B: Your contact information, a checklist of courses completed, identification of semester in which you plan to take SLS 4605 – Senior Capstone Experience. This form is completed by you and must be signed by the student’s Faculty Advisor.

Resume: An updated resume with all previous internship, industry, and activity/program experiences leading to the Senior Capstone Experience reviewed by Career Services.

Cover Letter: Sample cover letter written to an individual within an organization of interest in a specific geographical location and specific spot sector (e.g., marketing, communications, sales).

Career Services Verification Form: Confirming that they have reviewed your resume/cover letter.

Bio Sheet: Providing a brief summary of your background and interests.

NOTE: During the spring semester of the junior year, an administrative registration hold will be in effect until the Pre-Senior Capstone Experience Application Packet has been received and approved.

SEMESTER PRIOR TO YOUR SENIOR CAPSTONE EXPERIENCE

1. Research, find, and obtain a Senior Capstone Experience that matches your career goals.
2. Attend a mandatory Senior Capstone Experience meeting. Senior Capstone Experience procedures, requirements, logistics, and other miscellaneous details will be discussed. Failure to attend a mandatory Senior Capstone Experience meeting will jeopardize your eligibility for Senior Capstone Experience enrollment.
3. Request a Confirmation Letter from your Site Supervisor on company letterhead. The letter must specify the Senior Capstone Experience offer, start and end dates, approximate start and end times each day, a position description, general responsibilities and contact information for your Site Supervisor. This letter can be emailed to mdhtchns@memphis.edu. This letter must be received prior to beginning your Senior Capstone Experience.
4. Review and sign the Senior Capstone Experience Learning Agreement form.
5. Submit each of the following Senior Capstone Experience forms via email to the Senior Capstone Experience Coordinator. Each form must be complete and can be returned electronically (see website for forms):
 - Confirmation Letter from the organization on organization letterhead
 - Senior Capstone Experience Learning Agreements
 - Student Information form
 - Draft SMART Goals

Once you have completed all the steps listed above, and the forms have been approved you will be given permission for SLS 4605 – Senior Capstone Experience.

NOTE: No student will be eligible to register for SLS 4605 after the deadline (one week after classes begin).

DURING YOUR SENIOR CAPSTONE EXPERIENCE

- 1. SMART Goals:** Students will draft SMART Goals and submit them as part of their Senior Capstone Experience paperwork. Student will submit final SMART Goals signed by your supervisor no later than two weeks after the start of your Senior Capstone Experience by the specified date. The Senior Capstone Experience Coordinator may request changes after reviewing SMART Goals. Examples of SMART (Specific, Measurable, Attainable, Relevant, Time-bound) Goals include:
 - Help prep meetings with MasterCard via activation ideas, research, etc.
 - Earn responsibility of sitting in on at least 3 meetings with MasterCard executives/clients
 - Produce a PowerPoint project that is the centerpiece of at least 1 meeting
 - Create and maintain a Twitter account for this project
 - Increase followers on Facebook/Twitter by 30%
 - Put together a well-researched and creative PowerPoint that is aimed at achieving company goals for the program by the end of the internship
- 2. Weekly Logs:** Submit weekly logs documenting all pertinent events of the day and timesheets once every two weeks on eCourseware under SLS 4605 by the specified dates. Confidential information should be sent directly to mdhtchns@memphis.edu. Points are taken off for late evaluations and timesheets.
- 3. Monthly Submissions:** Submit Monthly Submissions every 4 weeks on eCourseware under SLS 4605 by the specified dates.
- 4. Evaluation Forms:** Mid-Semester and Final Evaluation Forms will be completed by you and your Site Supervisor.
- 5. Mid-semester Conference Call/Videotelephony:** Participate in a mid-semester conference call/videotelephony with the Senior Capstone Experience Coordinator and Site Supervisor. This communication lasts approximately 30 minutes, with emphasis on how well you are applying classroom knowledge to workplace responsibilities. You will be asked to reflect on and share your experiences and will be asked to comment on progress toward your SMART Goals.

NOTE: You will be asked to consult with the Senior Capstone Experience Coordinator at a mutually convenient time. A range of times/days will be provided by the Senior Capstone Experience Coordinator.

AFTER YOUR SENIOR CAPSTONE EXPERIENCE

At the end of your Senior Capstone Experience, you are required to submit a Final Portfolio and participate in the Senior Capstone Experience presentation for the faculty, staff, and fellow students. Specific requirements for each are provided below.

1. **Final Portfolio:** Once you complete your Senior Capstone Experience, you must create a final portfolio based on your experience. This portfolio must be submitted at the time of your Senior Capstone Experience presentation. This portfolio is a major part of the Senior Capstone Experience and therefore must be presented in a professional manner. Think of the portfolio as a personal time capsule: your portfolio should reflect your professional development and express your personal creativity using a variety of avenues for displaying your personal brand (e.g., photos, videos, creating your own website). It should reflect outstanding effort and also demonstrate abilities and experiences you exhibited during your three-month Senior Capstone Experience. Be creative! It is recommended that this is done electronically via email or using a flash drive.
2. **Final Paper:** The Senior Capstone Experience is designed to be the culminating event of your undergraduate studies in Sport and Leisure Management. The Final Paper is your opportunity to use your Senior Capstone Experience to critically reflect on your college experience, on your experiential learning opportunities leading to your Senior Capstone Experience, and on your actual Senior Capstone Experience.
3. **Final Presentation:** You must (a) complete a 5-10 minute video giving an overview of your experience as well as (b) display any other work samples. During the presentation, faculty and staff will ask you questions to assess your knowledge of the organization and the quality of your experience.
4. **Survey:** The survey link will be sent to you during the week of your presentation.

NOTE: Please refer to the Portfolio Evaluation and Presentation Evaluation Forms at the end of this packet for specific grading criteria.

UNIVERSITY AND SCHOOL POLICIES

Americans with Disabilities Act (ADA)

The University of Memphis does not discriminate on the basis of disability in the recruitment and admission of students and the operation of any of its programs and activities, as specified by federal laws and regulations. Any student who anticipates physical or academic barriers based on the impact of a disability is responsible for corresponding with the instructor privately at the beginning of the semester. The Senior Capstone Experience Coordinator is required to provide “reasonable accommodation” to students with disabilities, so as not to discriminate on the basis of that disability. Students with disabilities should contact Disability Resources for Students (DRS) located at 110 Wilder Tower or call (901) 678-2880. DRS coordinates access and accommodations for students with disabilities, while also providing the necessary authorized documentation of student disability. Any student who has special needs for assistance and/or accommodation and has registered with DRS is encouraged to meet with the Senior Capstone Experience Coordinator as early in the Senior Capstone Experience as possible to discuss any anticipated barriers based on the impact of a disability.

Promoting a Positive Working Environment

The Kemmons Wilson School of Hospitality and Resort Management recognizes its responsibility to promote a safe and diversity-sensitive learning environment that respects the rights, dignity, and well-being of students, faculty, and staff. Diversity can be defined as the fair representation of all groups of individuals, the inclusion of contrasting perspectives and voices, together with the appreciation and valuing of different cultural and socioeconomic group practices. Moreover, we aspire to foster a climate of mutual respect and empathy, among and between students, faculty, and staff, by nurturing an atmosphere that is free from discrimination, harassment, exploitation, or intimidation. School courses will strive to provide an opportunity for all students to openly discuss issues of diversity including, but not limited to, age, disability, ethnicity, gender, race, religious beliefs, and sexual orientation.

RESPONSIBILITIES OF THE SITE SUPERVISOR

1. Reviewing and approving the student's "SMART" (Specific, Measurable, Attainable, Relevant, Time-bound) goals that must be completed by the second week of the Senior Capstone Experience.
2. Encouraging the student's professional growth by identifying specific responsibilities and discussing/planning other related activities, tasks, and projects given to the student.
3. Assigning student's work responsibilities and overseeing all activities, projects, and tasks given to the student.
4. Providing the student with regularly scheduled meetings to give feedback.
5. Participating in a mid-semester telephone conference call/videotelephony with the Senior Capstone Experience Coordinator and the student.
6. Completing two written evaluations of the student – a mid-semester evaluation and a final evaluation. These will be reviewed by the Senior Capstone Experience Coordinator and may be discussed with the student during the evaluation conference. Evaluations will be available electronically or in hard copy.

TO DISCUSS A SENIOR CAPSTONE EXPERIENCE OPPORTUNITY

Michael Hutchinson, Ph.D.
Assistant Professor, Sport and Leisure Management
Kemmons Wilson School of Hospitality and Resort Management
The University of Memphis
495 Zach Curlin St. | Fieldhouse 204A | Memphis, TN 38152
(901) 678-2228 | mdhtchns@memphis.edu

ELIGIBILITY REQUIREMENTS – PART A

In order to fulfill graduation requirements, all Sport and Leisure Management majors must meet the following criteria to take SLS 4605.

Senior Capstone Experience Eligibility:

1. Complete all core courses as outlined on the Student Check Sheet and undergraduate catalog
2. Attain senior academic standing by completing a minimum of 90 credit hours toward graduation
3. Have no more than 18 credits remaining before graduation (excluding 12 Senior Capstone Experience credits)
4. Complete SLS 4605 during one of the final two semesters
5. It is recommended that you complete at least 2 internships/experiential opportunities outside of the classroom prior to the Senior Capstone Experience

Other Senior Capstone Experience Requirements:

1. Attend a mandatory Senior Capstone Experience meeting in the semester prior to the Senior Capstone Experience in order to officially enroll for SLS 4605.
2. Senior Capstone Experience should be taken while a team or league's sport is in its active season or be associates with a sport- or leisure-specific organization.
3. All Senior Capstone Experiences are subject to approval by the Senior Capstone Experience coordinator and undergraduate coordinator.

NOTE: Students must complete all Senior Capstone Experience requirements (i.e., presentation; portfolio; journal; timesheets, evaluations – as outlined in the Senior Capstone Experience handbook) during their Senior Capstone Experience semester unless given approval prior to registration. Obtaining a Senior Capstone Experience is the responsibility of the student. The Senior Capstone Experience Coordinator will work with the student to offer professional guidance whenever needed.

I have read and understand the above requirements.

Student signature (no electronic signature)

Date

ELIGIBILITY REQUIREMENTS – PART B

Documents:

Resume

Cover Letter

Bio Sheet

Student Contact Information:

 Name

 UUID

 Email

 Cell

Undergraduate Academic Progress Information:

 Anticipated Graduation Date

 Number of Degree Credits (include current semester)

Please mark all completed or in progress courses:

Course Number	Course Title	Check Here
SLS 2105	Foundations of Sport and Leisure Management	<input type="checkbox"/>
SLS 3104	Commercial Recreation and Tourism	<input type="checkbox"/>
SLS 3105	Sport and Leisure as Popular Culture	<input type="checkbox"/>
SLS 3204	Organization Analysis of Sport and Leisure	<input type="checkbox"/>
SLS 3605	Financial Management in Sport and Leisure	<input type="checkbox"/>
SLS 3650	Sport Information and Public Relations	<input type="checkbox"/>
SLS 4135	Sport and Culture Global Perspectives	<input type="checkbox"/>
SLS 4155	Sport and Leisure Governance	<input type="checkbox"/>
SLS 4205	Legal and Ethical Aspects of Sport and Leisure	<input type="checkbox"/>
SLS 4500	Sport and Leisure Marketing	<input type="checkbox"/>
SLS 4605	Internship in Sport and Leisure Management	<input type="checkbox"/>

NOTE: If you have not completed the required SLS courses per your academic advisement report, you may not enroll in SLS 4605.

Sectors of Interest:

List at least four potential Senior Capstone Experience organizations and provide a brief explanation of what you have done to pursue these opportunities (provide separate sheet if needed).

1. _____

2. _____

3. _____

4. _____

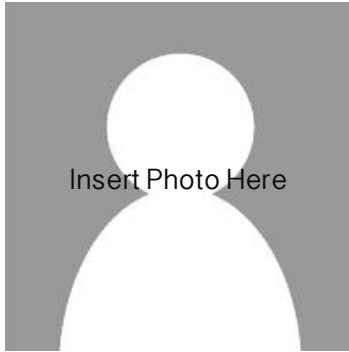
TO BE COMPLETED BY THE SENIOR CAPSTONE EXPERIENCE COORDINATOR:

I have discussed the student's Senior Capstone Experience interests and plans; verified that the student has completed all required SLS courses and is eligible to go out during their intended semester.

Senior Capstone Experience Coordinator Signature

Date

BIO SHEET



Name _____

Email _____

Contact Number _____

LinkedIn _____

Personal Webpage _____

About Me: _____

My Biggest Accomplishment: _____

Experience Highlights: _____

Sport or Leisure Sector(s) Interested In: _____

Geographical Location(s) for Senior Capstone Experience: _____

Semester planning on completing Senior Capstone Experience: _____

LEARNING AGREEMENT

This agreement is between _____ (student name) and the Sport and Leisure Management Unit at The University of Memphis for the purpose of making official the Senior Capstone Experience scheduled for the _____ semester of _____ (year).

The aforementioned Sport and Leisure Management student at The University of Memphis agrees to do the following:

1. Accept and fully complete the Senior Capstone Experience at _____ (site name) for the aforementioned semester.
2. Represent the Sport and Leisure Management Unit and The University of Memphis with ethical and professional conduct at all times.
3. Work out assignments and work schedules with the Site Supervisor.
4. Be punctual, dependable, do a good job, and inform the Site Supervisor of work to be missed in emergency circumstances only by making appropriate arrangements in advance.
5. Prepare any written work required by the Site Supervisor.
6. Develop an awareness of and respect for the necessity and benefit of professional supervision.
7. Complete the required Final Portfolio and Presentation.
8. Prepare all written work required by the Senior Capstone Experience Coordinator.
9. Develop written personal and professional goals, beyond those included in the Senior Capstone Experience Packet, communicate them to the Site Supervisor and the Senior Capstone Experience Coordinator, as well as monitor progress towards those goals.
10. Abide by all Senior Capstone Experience site policies and procedures.
11. Complete any other requirements consistent with the goals and objectives of the Sport and Leisure Management Unit at The University of Memphis.

I attest that I will abide by the aforementioned terms and conditions for the Senior Capstone Experience. Failure to do so can result in termination of my Senior Capstone Experience.

Student Signature

Date

Senior Capstone Experience Coordinator Signature

Date

STUDENT INFORMATION

Student Contact Information During Senior Capstone Experience

Student Name _____ UUID _____

Phone (Work) _____ Phone (Cell) _____

Email _____

Emergency Contact _____

Emergency Contact's Phone _____

Site Information

Organization _____

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

Start and End Dates _____

City _____ State _____ Zip Code _____

Site Supervisor Name _____

Site Supervisor Title _____

Site Supervisor Email _____

Site Supervisor Phone _____

Site Supervisor Signature _____

TIMESHEET

Student Name _____ Year _____

Site Name _____ City, State _____

Date	Hours Worked	Description of Work Completed	Supervisor's Signature

TIMESHEET [continued]

NOTE A: Timesheets will be used to keep track of the number of hours worked by the student each week. Students should retain copies of their timesheets and also monitor their number of hours worked. Students will not receive credit for hours not included on the timesheet or for those hours not submitted in a timely manner. Submit Timesheets via the associated eCourseware dropbox.

NOTE B: It is required that you complete 400 hours for your Senior Capstone Experience. Failure to do so will result in an automatic deduction in your final letter grade as follows:

- 1-45 hours: Half of a letter grade
- 46-90 hours: One full letter grade
- 90-135 hours: One and a half letter grade
- More than 135: Failure of Senior Capstone Experience

WEEKLY LOGS [Week: _____]

What did you learn this week?

What was the most difficult of your week? Why?

What was the most rewarding part of your week? Why?

Overall Reaction to your Learning Experiences:

Provide any additional comments about your week here:

MONTHLY LOGS [Month: _____]

What specific jobs have you performed?

Do you feel you are getting job experience of high quality? Explain.

What are current issues occurring within the organization you're interning with?

What was your favorite part about this month? How are you preparing for next month?

Provide some suggestions for improving your experience:

Provide any additional comments about your month here:

STUDENT SELF EVALUATION

Student Name _____ Date _____

Site Supervisor _____ Title _____

Organization _____ Department _____

Email _____ Phone _____

 Mid-semester Evaluation

 Final Evaluation

Using the scale below, please indicate the point value for each characteristic/skill:

1 Unsatisfactory	2 Needs Improvement	3 Average	4 Good	5 Excellent
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Characteristic/Skill	1	2	3	4	5
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relationships with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communications Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Web/Social Media Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport Management Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Interaction Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Use of Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Receive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning/Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

STUDENT SELF EVALUATION [continued]

Explain how you have demonstrated improvement and growth over the course of your experience to date?

Please comment on how you have contributed to your sport/business organization to date?

In preparation for the remainder of your Senior Capstone Experience, what suggestions do you have for improving your experience (Mid-Semester Evaluation only)?

Please add any additional comments/concerns.

Student Signature

Date

SITE SUPERVISOR EVALUATION

Student Name _____ Date _____

Site Supervisor _____ Title _____

Organization _____ Department _____

Email _____ Phone _____

 Mid-semester Evaluation

 Final Evaluation

Using the scale below, please indicate the point value for each characteristic/skill:

1 Unsatisfactory	2 Needs Improvement	3 Average	4 Good	5 Excellent
----------------------------	-------------------------------	---------------------	------------------	-----------------------

Characteristic/Skill	1	2	3	4	5
Dependability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interpersonal relationships with co-workers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verbal Communications Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Writing Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Computer/Web/Social Media Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sport Management Knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Planning Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Implementation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Group Interaction Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Leadership Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Efficient Use of Time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiative and Creativity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enthusiasm	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ability to Receive Criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reasoning/Critical Thinking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SITE SUPERVISOR EVALUATION [continued]

Has the student demonstrated improvement and growth during this experience? Please explain.

How has the student contributed to your sport business/organization to date?

In preparation for the remainder of the student's Senior Capstone Experience, what suggestions do you have for improving the student's experience (Mid-Semester only)?

Please add any additional comments/concerns.

Suggested grade to date (Check one)	A	A-	B+	B	B-	C+	C	C-	D	F
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Site Supervisor Signature

Date

FINAL PRESENTATION EVALUATION

Name _____ Organization _____

Presentation Component	Points	Earned
Organizational Overview - History - Mission statement - Organization chart - Your role in the organization	10	
Student's Personal Senior Capstone Experience Goals - SMART Goals - Did you meet expectations? Explain.	15	
Project Review - Description of projects/Responsibilities - Planning process - Decisions/Strategies/Implementation/Evaluation	25	
Personal Reflection	10	
Professional Applications, Personal Appearance - Use of graphics and images - Spelling and grammar	20	
Ability to answer questions	20	
Total	100	

Faculty Review by _____

FINAL PORTFOLIO EVALUATION

Name _____ Organization _____

Portfolio Component	Points	Earned
Quality - Title page with graphics; Table of contents - Presentation of materials (imaging, graphics, layout, organization, etc.)	10	
Required Components - Title Page - Table of Contents - Letter confirming 400 hours completed from Site Supervisor - SMART Goals (Original and Revised) - Photographs and other documentation pertinent to experience - Personal Reflection Paper - Project Review Process: Pick 3-5 significant projects completed during your Senior Capstone Experience. Describe your role as well as the process it took to complete the assignment. - Work Samples: Provide a brief description of each work sample included and what role you played - Resume - List of contacts, names, title	50	
Final Paper - Introduction: Discuss your SLM experience prior to landing your Senior Capstone Experience - Internship Search: Discuss how you acquired your Senior Capstone Experience. Was it difficult to find? Did you work with this employer previously? Did you leave the state to interview? Did you look for out-of-state opportunities? Additionally, you got the job, now what: how did you prepare for the internship?	40	

<ul style="list-style-type: none"> - Summary: Tell us about your internship experience overall – what made it great? What were your main responsibilities? How do you feel you performed? What did you learn about yourself? Do you want to stay on this particular career path – why or why not? Is there opportunity for employment post-graduation? - SLM Evaluation: Did you feel prepared heading into the internship? How could the SLM program have prepared you better? Would you recommend future SLM students to intern at this organization – why or why not? How was your site supervisor – would you recommend him/her to future SLM students? 		
Total	100	

Faculty Review by _____

GRADE BREAKDOWN

Name _____ Organization _____

Component	Points	Earned
Site Supervisor Input - Mid-semester Evaluation and conference call/videotelephony (100 points) - Final Evaluation (100 points) - Senior Capstone Experience survey	200	
Semester Submissions - Daily Logs (on eCourseware) - Monthly Submissions (on eCourseware) - Self Evaluations (on eCourseware) - Timesheet submission (on eCourseware)	200	
Final Presentation	100	
Final Portfolio	100	
Total	600	