MANUAL
SPRT450: PROFESSIONAL FIELD EXPERIENCE IN SPORT ADMINISTRATION
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>GUIDELINES for SELECTING POTENTIAL FIELD EXPERIENCE SITES</td>
<td>4</td>
</tr>
<tr>
<td>SECURING a FIELD EXPERIENCE</td>
<td>5</td>
</tr>
<tr>
<td>COMPLETING THE FIELD EXPERIENCE APPLICATION PROCESS and ENROLLING IN CLASS</td>
<td>7</td>
</tr>
<tr>
<td>FIELD EXPERIENCE POLICIES</td>
<td>8</td>
</tr>
<tr>
<td>FIELD EXPERIENCE ASSIGNMENTS</td>
<td>10</td>
</tr>
<tr>
<td>ASSIGNMENT DUE DATES AND CHECKLIST</td>
<td>13</td>
</tr>
<tr>
<td>SPRT450 FIELD EXPERIENCE APPLICATION</td>
<td>14</td>
</tr>
<tr>
<td>FIELD EXPERIENCE OBJECTIVES – ORIGINAL</td>
<td>15</td>
</tr>
<tr>
<td>FIELD EXPERIENCE OBJECTIVES – REVISED</td>
<td>17</td>
</tr>
<tr>
<td>INITIAL REPORT</td>
<td>18</td>
</tr>
<tr>
<td>BI-WEEKLY HOURS REPORT</td>
<td>19</td>
</tr>
<tr>
<td>SAMPLE WEEKLY LOG</td>
<td>20</td>
</tr>
<tr>
<td>SPECIAL PROJECT PROPOSAL</td>
<td>21</td>
</tr>
<tr>
<td>MID-TERM STUDENT EVALUATION</td>
<td>22</td>
</tr>
<tr>
<td>FINAL STUDENT EVALUATION</td>
<td>24</td>
</tr>
<tr>
<td>GRADE RECOMMENDATION</td>
<td>26</td>
</tr>
</tbody>
</table>
SPRT450: Professional Field Experience in Sport Administration is considered the culminating learning experience in the Bachelor of Science in Sport Administration. 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 policies 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 Department 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 SPRT450, a twelve credit course for which all tuitions and fees apply, PRIOR to starting their field experiences.
# Bachelor of Science in SPORT ADMINISTRATION Degree Requirements

<table>
<thead>
<tr>
<th>GENERAL EDUCATION</th>
<th>SPORT ADMINISTRATION MAJOR</th>
</tr>
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<tbody>
<tr>
<td>Intellectual Foundation</td>
<td>42 sh</td>
</tr>
<tr>
<td>Written Communication</td>
<td>9 sh</td>
</tr>
<tr>
<td>ENGL100: Composition (3 sh)</td>
<td>3 sh</td>
</tr>
<tr>
<td>WC Competency 1 = SPRT324</td>
<td></td>
</tr>
<tr>
<td>WC Competency 2 = SPRT465</td>
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</tr>
<tr>
<td>Oral Communication</td>
<td>3 sh</td>
</tr>
<tr>
<td>Mathematical and Computational Thinking</td>
<td>3 sh</td>
</tr>
<tr>
<td>Critical Thinking</td>
<td></td>
</tr>
<tr>
<td>CT Competency 1 = SPRT321</td>
<td></td>
</tr>
<tr>
<td>CT Competency 2 = SPRT337</td>
<td></td>
</tr>
<tr>
<td>Knowledge and inquiry</td>
<td>21 sh</td>
</tr>
<tr>
<td>Natural Science Inquiry</td>
<td>6 sh</td>
</tr>
<tr>
<td>Science with lab</td>
<td>Sem/Grade</td>
</tr>
<tr>
<td>Science with/without lab</td>
<td>Sem/Grade</td>
</tr>
<tr>
<td>Historical, Behavioral &amp; Social Science Inquiry</td>
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<tr>
<td>Philosophical, Literary &amp; Aesthetic Inquiry</td>
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<td>Personal and Social Responsibility</td>
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<td>Global Awareness and Citizenship</td>
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<td>Wellness</td>
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<td>Experiential Learning</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>18 sh</td>
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</tbody>
</table>

**NOTES:**

- Must have “C” in all major required courses
- Must have a 2.0 in the major and overall
- Must have a 2.25 to transfer into Sport Admin
- SPRT450: Field Experience in Sport Admin is a credit bearing course to which all tuition and fees apply.
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 securing liability insurance and 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 objectives in 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.
SECKING 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 (GPA if above 3.0)
- Relevant course work
- Professional (field) experiences (volunteer and paid)
- Other work experiences
- Professional association memberships, conferences
- Certifications, Awards and honors
- Hobbies and activities
- References

In the sport industry, 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 that position. It is a good idea to do some research on the organization to ensure you have the individual’s correct name and title.

This letter is one of the most important letters that you will ever write. It should include the following:

Part one of the letter is a brief introduction. Include your name and why you are writing. Reference the specific position in the event the organization has 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 advisor and the 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 the objectives as 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 clearances (Act 34 Criminal Background/ Act 33/151 Child Abuse clearances) if you are completing field experience in educational or youth sport settings.
4. register for SPRT450: Advanced Field Experience – a credit bearing course for which all tuition and fees apply. SPRT450 is offered fall, spring and summer extended sessions. NOTE: Only one section of SPRT450 will be open for enrollment. All other sections will be closed. Students may be moved from one section to another by the Department Chair 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 480 hours on site, as well as several academic assignments.

1. Assignments

The academic assignments associated with the field experience must be completed on your own time unless specific permission is received to use work time. However, it is generally acceptable to work on your special project during the normal work day.

2. Other Courses/Employment

The graduate field experience is considered a culminating experience. That is, all coursework should be completed prior to the field experience although students may enroll in one course at the same time as the field experience in order to achieve full-time (9 credits) status. It is possible, even likely, that graduate students completing a field experience are already employed elsewhere part or full-time. Students in this situation should ensure that both their employer and their site supervisor are aware of the demands of the field experience and approve any schedule changes.

3. Length of Experience

SPRT450: Advanced Field Experience is a twelve-credit course. This translates to 480 hours on site. Generally, this is completed in twelve consecutive 40 hour work weeks. However, a student and his/her site supervisor may make alternate arrangements for the 480 hours to meet the organization’s and student’s needs. The student must inform his/her field experience supervisor of any alternate arrangements.

There are cases where students wish to work more than 480 hours in their field experiences. They are certainly able to do so. However, their academic commitment is considered complete when the 480 hours are achieved and all assignments submitted. Likewise, the contract between the University and the organization will only cover the required 480 hours.

4. Absences

All absences due to illness, outside appointments, and personal days must be made up by working on days off or by extending the length of the experience. Your plans to make up missed days must be documented with your field experience supervisor.

You are expected to follow the organization’s policy in regard to reporting absences. Time off should be discussed with the site supervisor during the interview process.
5. 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.

6. 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 may need your own transportation in rural areas. The University nor the Sport Studies Department will compensate travel costs.

7. 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 hour per week for twelve consecutive weeks format. Submission due dates for field experiences following alternate 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. Students should discuss possible special projects with their site supervisor s 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 where 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 report 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 a 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 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

<table>
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<tr>
<th>Week Due</th>
<th>Assignment</th>
<th>To be completed by</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Initial Report and Directions</td>
<td>Student</td>
</tr>
<tr>
<td>1</td>
<td>Revised Field Experience Objectives</td>
<td>Student</td>
</tr>
<tr>
<td>2</td>
<td>1st Weekly Report (Covers Weeks 1-2)</td>
<td>Student</td>
</tr>
<tr>
<td>2</td>
<td>Special Project Proposal</td>
<td>Student</td>
</tr>
<tr>
<td>4</td>
<td>2nd Weekly Report (Covers Weeks 3-4)</td>
<td>Student</td>
</tr>
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<td>6</td>
<td>3rd Weekly Report (Covers Weeks 5-6)</td>
<td>Student</td>
</tr>
<tr>
<td>6</td>
<td>Mid-Term Evaluation</td>
<td>Supervisor</td>
</tr>
<tr>
<td>8</td>
<td>4th Weekly Report (Covers Weeks 7-8)</td>
<td>Student</td>
</tr>
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<td>10</td>
<td>5th Weekly Report (Covers Weeks 9-10)</td>
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</tr>
<tr>
<td>12</td>
<td>6th Weekly Report (Covers Weeks 11-12)</td>
<td>Student</td>
</tr>
<tr>
<td>12</td>
<td>Final Evaluation</td>
<td>Supervisor</td>
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<tr>
<td>12</td>
<td>Grade Recommendation</td>
<td>Supervisor</td>
</tr>
<tr>
<td>12</td>
<td>Special Project Report</td>
<td>Student</td>
</tr>
</tbody>
</table>
SPRT450 FIELD EXPERIENCE APPLICATION

Student Information
Student Name ___________________________ Student ID# ___________________________
Student’s LHU Address __________________________________________________________
______________________________________________________________________________
Student’s Home Address _________________________________________________________
______________________________________________________________________________
Student’s Phone Number ________________________________________________________
Student’s Email Address ________________________________________________________

Field Experience Information
Proposed Field Experience Semester __________________________________
Projected Dates of Field Experience: Start ___________________ Finish ______________
Organization Name___________________________________________________________
Address _______________________________________________________________________
Field Experience Site Supervisor (Mr., Ms., Dr.) ________________________________
Supervisor’s email address _____________________________________________________
Supervisor’s phone ____________________________________________________________
Brief Description of Organization _____________________________________________
______________________________________________________________________________
______________________________________________________________________________

Academic Requirements
Current GPA _____________ Advisor’s Signature _________________________________
All Major Courses Completed / Advisor’s Signature _______________________________
NOTE: THIS IS A CREDIT BEARING COURSE FOR WHICH ALL RELEVANT TUITIONS AND FEES APPLY.
STUDENT NAME  __________________________________________

OBJECTIVES:

1. ______________________________________________________
   ______________________________________________________
   ______________________________________________________

2. ______________________________________________________
   ______________________________________________________
   ______________________________________________________

3. ______________________________________________________
   ______________________________________________________
   ______________________________________________________

4. ______________________________________________________
   ______________________________________________________
   ______________________________________________________

5. ______________________________________________________
   ______________________________________________________
   ______________________________________________________

STUDENT SIGNATURE: ______________________________________
STUDENT NAME ________________________________

OBJECTIVES:

1. ________________________________________________

2. ________________________________________________

3. ________________________________________________

4. ________________________________________________

5. ________________________________________________

STUDENT SIGNATURE: ________________________________
S T U D E N T  N A M E  ________________________________

Make arrangements during the first week of the experience to:

1. Meet at least the other professional employees in your specific area of responsibility.  
2. Locate the key distribution areas for materials, equipment and aids.  
3. Tour the facilities to see program areas and storage.  
4. Determine the procedure related to security, access to facilities, required clearance.  

U P D A T E D  I N F O R M A T I O N

Your Organization Name & Address:  ________________________________
________________________________________________________
________________________________________________________

Your Supervisor’s Name:  ________________________________

Phone:  ________________________________

Best Times To Call:  ________________________________

Fax:  ________________________________

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 modifications are necessary, please list and give justification.
YOUR NAME______________________________________ REPORT#________

DATES FROM _________ TO ____________

TOTAL HOURS FOR FIRST WEEK____________________

TOTAL HOURS FOR SECOND WEEK___________________

TOTAL HOURS TO DATE__________________________

YOUR SUPERVISOR’S SIGNATURE________________________________________
SAMPLE WEEKLY LOG

Week: (Date ending week)

Weekly Analysis:

(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.)

Tasks Completed:

(List and describe tasks worked on and completed during the week)

Task Analysis:

(Analyze the task and how it will benefit the organization, if applicable. Also, describe any new skills learned while completing the task.)
SPECIAL PROJECT PROPOSAL

Name of Student: ________________________________

Organization and Department: _____________________________

_________________________________________ Phone: (___) _____________________

Name of Site Supervisor: ________________________________

DESCRIPTION OF PROJECT:

PURPOSE OF PROJECT FOR ORGANIZATION:

MAJOR COMPONENTS OF PROJECT:

PROJECT SCHEDULE (TIME LINE):

Student’s Signature: ________________________________ Date: ______________

Site supervisor’s Signature: ___________________________ Date: ______________

Back of form may be used for comments by Student, Site supervisor, or University Field Experience Supervisor.
MID-TERM STUDENT EVALUATION

Name of Student: ____________________________________________

Date: ___________________________

Supervisor's Name: _________________________________________

Phone: ______________________________

Organization: ___________________________

1. Please rate the intern on the following performance characteristics using a 1 to 5 scale as follows: 5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

   ____ Demonstrates knowledge of job requirements, skills, procedures, techniques and principles
   ____ Demonstrates cooperation in following office policies
   ____ Demonstrates cooperation in following organization policies
   ____ 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 initiative
   ____ Meets deadlines
   ____ Achieves balance between work quality and quantity
   ____ Takes responsibility 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____ No____

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

Supervisor's signature

Date
Name of Student: __________________________________
Date: _____________________
Supervisor's Name: ______________________________
Phone: ____________________________
Organization: ____________________________

1. Please rate the intern on the following performance characteristics using a 1 to 5 scale as follows: 5-Excellent, 4-Very Good, 3-Good, 2-Fair, 1-Poor

____ Demonstrates knowledge of job requirements, skills, procedures, techniques and principles
____ Demonstrates cooperation in following office policies
____ Demonstrates cooperation in following organization policies
____ 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 initiative
____ Meets deadlines
____ Achieves balance between work quality and quantity
____ Takes responsibility work actions
____ Punctuality
____ Dependability
2. 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__________________
**GRADE RECOMMENDATION**

Student’s Name__________________________________________

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

<table>
<thead>
<tr>
<th>Grade</th>
<th>A+</th>
<th>A</th>
<th>A-</th>
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<tr>
<td>B+</td>
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<tr>
<td>D+</td>
<td>D</td>
<td>E</td>
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__________________________________________  ________________________
Site Supervisor Signature                  Date