

EDH 420
INTERNSHIP IN SPORT MANAGEMENT
FALL / SPRING / SUMMER

Professor:	Dr. Nancy Lough	Phone:	702-895-5392
Office:	CEB 317	E-mail:	Nancy.Lough@unlv.edu
Office Hours:	By appointment	Credit:	3 Hours (repeatable once)

COURSE DESCRIPTION:

The internship is meant to be a culminating experience that provides the student with the opportunity to apply knowledge learned in the sport leadership and management academic program while working within a sport organization. Students will work under the direction of a supervisor in a sport organization closely related to their selected area of interest for future employment.

LEARNING OBJECTIVES:

This course is structured with the following main objectives:

1. To provide an opportunity for the student to apply knowledge gained through the Sport Leadership and Management Certificate program in a “real world” setting.
2. To allow the student to meet and network with professionals working in the sport industry and expand their employment opportunities.
3. To “learn by doing” and to have a chance to prove to working professionals that the student is competent and capable of stepping into a permanent position.

COURSE REQUIREMENTS:

1. Since this is meant to be a culminating experience, the student should be in or near their last semester of course work. Consultation with your faculty advisor will determine readiness for the internship experience.
2. The internship advisor must approve all internships before beginning the internship.
3. The student should arrange work reflective of a minimum 50 contact hours for each hour of course credit desired. (3 credit hours = 150 contact hours).
4. Prerequisite include LDE 201, EDH 220 and EDH 320.

EVALUATION

20 % Bi-Weekly Reports: A bi-weekly report must be filed with the student’s advisor throughout the duration of the Internship.

30 % Supervisor’s Evaluation: The intern’s on-site supervisor will submit a post internship evaluation.

25 % Internship Report: At the completion of the internship, the student will turn in an in-depth report on the internship experience. This report is like a term paper and should reflect similar depth and care in preparation.

25 % Culminating Presentation: The student should compile all bi-weekly reports, evaluations, and the internship report into a professionally organized e-portfolio or binder. The contents should include examples of work accomplished by the student during the internship to serve as a template for future work. The intention is for this piece to become a working portfolio.

Internship Protocol

1. Student identifies potential internship sites (3-5).
2. Identify by name and title of contact person along with phone number.
3. Identify the time frame in which you will be able to complete the internship and for how many credits. Approximately 50 contact hours are required per credit hour.
4. Contact the potential supervisor and request a time to discuss the opportunity to complete an internship.
5. Meet the supervisor on designated time, dressed professionally, and share internship materials required by UNLV.
6. Contract Letter- Student, in cooperation with internship supervisor, will jointly prepare and sign a one page proposal as the duration, content of experience, including details of tasks involved and expectations of both parties. This must be turned in to UNLV internship advisor and approved before internship hours begin along with an anticipated schedule for completion of internship.
7. Bi-weekly reports will be submitted to the UNLV internship supervisor for the length of the contract. Tasks performed, hours worked and important accomplishments and/or challenges should be discussed in the reports. This is a reflection of your experience.
8. Supervisor evaluation- Once the internship is complete, ask the supervisor to complete the evaluation form, and review it with you (the intern) to gain meaningful feedback. Include the evaluation in your portfolio.
9. Internship summary- following completion of the internship, student will prepare a 3-5 page summary report including evaluation of the experience both personally and professionally. Compile all documents in a professional binder and turn materials in to the internship advisor for assignment of a grade.
10. Pick up the Binder to use in future endeavors.

Office of the Executive Vice President and Provost Box 451002 • 4505 South Maryland Parkway •
Las Vegas, Nevada 89154-1002

Academic Misconduct—Academic integrity is a legitimate concern for every member of the campus community; all share in upholding the fundamental values of honesty, trust, respect, fairness, responsibility, and professionalism. By choosing to join the UNLV community, students accept the expectations of the Student Academic Misconduct Policy and are encouraged when faced with choices to always take the ethical path. Students enrolling at UNLV assume the obligation to conduct themselves in a manner compatible with UNLV's function as an educational institution. An example of academic misconduct is plagiarism. Plagiarism is using the words or ideas of another, from the Internet or any source, without proper citation of the sources. See the Student Academic Misconduct Policy (approved December 9, 2005) located at: <https://www.unlv.edu/studentconduct/student-conduct>.

Classroom Conduct—Students have a responsibility to conduct themselves in class and in the libraries in ways that do not interfere with the rights of other students to learn or of instructors to teach. Use of electronic devices such as pagers, cellular phones, or recording devices, or potentially disruptive devices or activities, are permitted only with the prior explicit consent of the instructor. The instructor may rescind permission at any time during the class. If a student does not comply with established requirements or obstructs the functioning of the class, the instructor may initiate an administrative drop. **Copyright**—The University requires all members of the University Community to familiarize themselves with and to follow copyright and fair use requirements. You are individually and solely responsible for violations of copyright and fair use laws. The university will neither protect nor defend you, nor assume any responsibility for employee or student violations of fair use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability, as well as disciplinary action under University policies. Additional information can be found at: <http://www.unlv.edu/provost/copyright>.

Disability Resource Center (DRC)—The UNLV Disability Resource Center (SSC-A 143, <http://drc.unlv.edu/>, 702-895-0866) provides resources for students with disabilities. If you feel that you have a disability, please make an appointment with a Disabilities Specialist at the DRC to discuss what options may be available to you. If you are registered with the UNLV Disability Resource Center, bring your Academic Accommodation Plan from the DRC to the instructor during office hours so that you may work together to develop strategies for implementing the accommodations to meet both your needs and the requirements of the course. Any information you provide is private and will be treated as such. To maintain the confidentiality of your request, please do not approach the instructor in front of others to discuss your accommodation needs.

Final Examinations—The University requires that final exams given at the end of a course occur at the time and on the day specified in the final exam schedule. The general schedule is typically available at the start of the semester, and the classroom locations are available about a month before the end of the semester. See the schedule at: <http://www.unlv.edu/registrar/calendars>. **Incomplete Grades**—The grade of “I”—Incomplete—can be granted when a student has satisfactorily completed three-fourths of course work for that semester/session but for reason(s) beyond the student’s control, and acceptable to the instructor, cannot complete the last part of the course, and the instructor believes that the student can finish the course without repeating it. The incomplete work must be made up before the end of the following regular semester for undergraduate courses. Graduate students receiving “I” grades in 500-, 600-, or 700-level courses have up to one calendar year to complete the work, at the discretion of the instructor. If course requirements are not completed within the time indicated, a grade of “F” will be recorded and the GPA will be adjusted accordingly. Students who are fulfilling an Incomplete do not register for the course but make individual arrangements with the instructor who assigned the “I” grade.

Library Resources—Librarians are available to consult with students on research needs, including developing research topics, finding information, and evaluating sources. To make an appointment with a subject expert for this class, please visit the Libraries’ Research Consultation website: <http://guides.library.unlv.edu/appointments/librarian>. You can also ask questions via chat and text message at <http://ask.library.unlv.edu/>.

Rebelmail—By policy, faculty and staff should email students’ Rebelmail accounts only. Rebelmail is UNLV’s official email system for students. As such, it is a primary way students receive official university communications such as information about deadlines, major campus events, and announcements. All UNLV students receive a Rebelmail account after they have been admitted to the university. Emailing within WebCampus is acceptable.

Missed Classwork—Any student missing class quizzes, examinations, or any other class or lab work because of observance of religious holidays shall be given an opportunity during that semester to make up missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor within the first 14 calendar days of the course for fall and spring courses (excepting modular courses), or within the first 7 calendar days of the course for summer and modular courses, of his or her intention to participate in religious holidays which do not fall on state holidays or periods of class recess. For additional information, please visit: <http://catalog.unlv.edu/content.php?catoid=6&navoid=531>.

In accordance with the UNLV Faculty Senate-approved policy regarding class time and assignments missed, students who represent UNLV in any official extracurricular activity shall also have the opportunity to make up assignments, provided that the student provides official written notification to the instructor no less than one week prior to the missed class(es). The spirit and intent of the policy is to offer fair and equitable opportunities to all students, including those representing the university in extracurricular activities. Instructors should consider, for example, that in courses which offer a “drop one” option for the lowest assignment, quiz, or exam, assigning the student a grade of zero for an excused absence for extracurricular activity is both contrary to the intent of the Faculty Senate's policy, and an infringement on the student's right to complete all work and fairly earn her or his grade in the course. This policy shall not apply in the event that completing the assignment or administering the examination at an alternate time would impose an undue hardship on the instructor or the university that could reasonably have been avoided. There should be a good faith effort by both faculty and student to come to a reasonable resolution. When disagreements regarding this policy do arise, they can be appealed to the department chair/unit director, college/school dean, and/or the Faculty Senate Academic Standards Committee. For purposes of definition, extracurricular activities may include, but are not limited to: fine arts activities, competitive intercollegiate athletics, science and engineering competitions, liberal arts competitions, academic recruitment activities, and any other event or activity sanctioned by a college/school dean, and/or the Executive Vice President and Provost. Transparency in Learning and Teaching—The University encourages students to use a transparency template to discuss with their instructors how assignments and course activities benefit student success:

https://www.unlv.edu/sites/default/files/page_files/27/TILT-Framework-Students.pdf.

Tutoring and Coaching—The Academic Success Center (ASC) provides tutoring, academic success coaching and other academic assistance for all UNLV undergraduate students. For information regarding tutoring subjects, tutoring times, and other ASC programs and services, visit <http://www.unlv.edu/asc> or call 702-895-3177. The ASC building is located across from the Student Services Complex (SSC). Academic success coaching is located on the second floor of SSC A (ASC Coaching Spot). Drop-in tutoring is located on the second floor of the Lied Library and College of Engineering TBE second floor. UNLV Writing Center—One-on-one or small group assistance with writing is available free of charge to UNLV students at the Writing Center, located in CDC-3-301. Although walk-in consultations are sometimes available, students with appointments will receive priority assistance. Appointments may be made in person or by calling 702-895-3908. The student's Rebel ID Card, a copy of the assignment (if possible), and two copies of any writing to be reviewed are requested for the consultation. More information can be found at: <http://writingcenter.unlv.edu/>.

