# Request for Changing an Existing Course

**Department**: Kinesiology  
**College**: Human Sciences and Education  
**Course Rubric & Number**: KIN 2999  
**Date**: 8-26-16

## Present Course Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Internship in Leisure, Recreation and Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Hours of Credit</td>
<td>6</td>
</tr>
<tr>
<td>If combination course type, # hrs. of credit for</td>
<td>Lecture: _____</td>
</tr>
<tr>
<td>Repeat Credit Max. (if repeatable):</td>
<td></td>
</tr>
<tr>
<td>Graduate Credit?</td>
<td>Yes [ ] No [ ]</td>
</tr>
</tbody>
</table>

Credit will not be given for this course and: KIN 2502

Contact Hours Per Week: (Indicate hours in appropriate course type.)

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Seminar</th>
<th>Recitation</th>
<th>Intern</th>
<th>Res/Ind</th>
<th>Clin/Prac</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
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</tbody>
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Total Weekly Contact Hours: 25
Grading System: Letter Grade [ ] Pass/Fail [x]

Course Description: (Include course number, title, etc., exactly as it appears in the General Catalog)

2999 Internship in Leisure, Recreation and Sport (6) Prereq.: Permission of instructor and concurrent enrollment in KIN 2000/ Pass/fail grading. Credit will not be given for both this course and KIN 2502. Gaining first-hand knowledge and practical hands-on experience in recreational or sport settings.

## Proposed Course Description

<table>
<thead>
<tr>
<th>Title</th>
<th>Internship in Leisure, Recreation and Sport</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester Hours of Credit</td>
<td>3</td>
</tr>
<tr>
<td>If combination course type, # hrs. of credit for</td>
<td>Lecture: _____</td>
</tr>
<tr>
<td>Repeat Credit Max. (if repeatable):</td>
<td></td>
</tr>
<tr>
<td>Graduate Credit?</td>
<td>Yes [x] No [ ]</td>
</tr>
</tbody>
</table>

Credit will not be given for this course and: KIN 2502

Contact Hours Per Week: (Indicate hours in appropriate course type.)

<table>
<thead>
<tr>
<th>Lecture</th>
<th>Lab</th>
<th>Seminar</th>
<th>Recitation</th>
<th>Intern</th>
<th>Res/Ind</th>
<th>Clin/Prac</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____</td>
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</tbody>
</table>

Total Weekly Contact Hours: 10
Grading System: Letter Grade [x] Pass/Fail [ ]

Course Description: (Include course number, title, etc., exactly as it appears in the General Catalog)

2999 Internship in Leisure, Recreation and Sport (3) May be repeated for a max. of 6 sem. hrs. of credit. Gaining first-hand knowledge and practical hands-on experience in recreational or sport settings.

## These Questions Must Be Answered Completely and Accurately or Proposal Will Be Returned

Has this change been discussed with and approved by all departments/colleges affected? Yes [x] No [ ] N/A [ ]

Is this course included in any curricula, concentrations, or minors? Yes [x] No [ ] If yes, please list on a separate sheet.

Is this course a prerequisite or corequisite for other courses? Yes [x] No [ ] If yes, list courses; use separate sheet.

Is this course on the General Education list? Yes [x] No [ ]

## Justification/Explanation: Use separate sheet.

Note: IF COURSE IS OR WILL BE CROSS-LISTED, SEPARATE FORMS MUST BE SUBMITTED BY EACH DEPARTMENT.

## Approvals

<table>
<thead>
<tr>
<th>Department Faculty Approval Date</th>
<th>8-26-16</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department Chair Signature</td>
<td>9-19-16</td>
</tr>
<tr>
<td>College Faculty Approval Date</td>
<td>9-19-16</td>
</tr>
<tr>
<td>College Dean Signature</td>
<td>10-9-16</td>
</tr>
<tr>
<td>Graduate Dean Signature</td>
<td>11-11-16</td>
</tr>
<tr>
<td>Academic Affairs Approval</td>
<td>11-11-16</td>
</tr>
</tbody>
</table>
Justification for KIN 2999:

The proposal justification to change KIN 2999 from a 6-credit hour to a 3-credit hour course:
The justification for the proposal is that this is a sophomore level course and will be the students first introduction into an experience in the sport or recreation industry. KIN 2999 (Internship in Leisure, Recreation & Sport) will provide students the opportunity to broaden their content knowledge and experience needed to be successful in the Sport Administration field as they matriculate through the program.

In the current Sport Administration program of study students are required to take a six-hour credit internship (KIN 4835) as part of the undergraduate Sport Administration degree at the end of their academic career. By offering a three-credit hour internship early in their academic career the students will be able to obtain real-life experience and enable them to make a more judicious choice in their required internship. The student will be able to take for a maximum of 6-credit hours thus providing more opportunities.

The proposal justification to change from pass-fail to letter grade:
Because this is a core concentration elective a letter grade denotes the importance of good performance, higher levels of expectations and holds the student accountable for his/her performance.

The proposal justification to remove KIN 2900 from prerequisite:
In addressing the removal of KIN 2900 as a concurrent enrollment prerequisite – KIN 2900 is not included in the undergraduate sport administration curriculum.

Description of the graded components: see course syllabus

Assigning of final grade: see course syllabus

How internships will be acquired?
Students have sole responsibility for investigating and negotiating an internship arrangement with potential sites. The department will not actively participate in seeking the internship; however, the department will actively “authorize” an internship site once one is selected by the student. Some previously approved sites are established in the immediate area and the student is encouraged to become informed of these facilities. Initiating an interview with the potential internship site supervisor prior to final approval is an important step in ensuring compatibility between the student and internship site.

Internship sites are approved by the Sport Administration undergraduate coordinator.

Agreement between student and internship site:
See the attached Appendix A & B
SYLLABUS

2999 Internship in Leisure, Recreation and Sport (3) May be repeated for a max. of 6 sem. hrs. of credit. Gaining first-hand knowledge and practical hands-on experience in recreational or sport settings.

Required Text:
No text required. Students will be provided a handbook that addresses internship requirements, procedures, dress codes, etc.

Course Outline
This sophomore level internship is structured to provide students interested in sport- or recreation related careers an opportunity to experience hands-on, real world settings.

Course Objectives:
1. To provide meaningful and relevant experiences enabling the student to develop the concept of integration of theory and practice.
2. To provide the student with “hands-on” experience under the direction of professionals in the administration of sport and recreation.
3. To provide opportunities for the student to observe and participate in the planning, organizing, leading, and evaluation of management duties in sport organizations.
4. To provide a forum for career planning and growth.
5. To develop leadership and supervisory skills needed in coordinating professional programs

Grading Criteria
- A minimum of 10 hours per week of on-site experiences.
- Documentation of daily activities, weekly experiences/special projects.
- Evaluation by on-site supervisor and instructor of record.
- Self-assessment
- Portfolio

Graded Components:
Description of Weekly Reports:
The weekly reports will be due on assigned dates throughout the semester.
The weekly report form will be on Moodle. The student is required to complete the form and obtain the supervisor’s signature to be complete.

Supervisor Evaluation
The instructor of record will communicate with site coordinator as to the student expectations and provide evaluations.

Instructor Evaluation
The instructor of record will evaluate the student.

Self-assessment
At the conclusion of the internship, students are required to submit a paper that summarizes his/her experience with the internship considering such questions as: In what areas did you experience the most professional growth? What specific skills did you use and develop throughout the internship? What were the key responsibilities you had throughout the internship? What insights did you gain about the sport industry? How has this internship impacted your career goals? Were there any defining moments of your internship? What elements of your internship would you want to highlight for a prospective employer?

Portfolio
Guidelines for portfolio:
You should provide some information about the organization you interned with. You should include details about the ownership, employees, history, as well as other information about this organization. You might include links to the organization's website or other material that helps provide insight about the organization you worked with. Next, you should give an overview of your internship experience. In this overview, you can include documents (reports, surveys, sales materials you helped write or design, press releases or publicity materials about events) that help showcase your internship experience and the organization you worked with. You can also include photos that illustrate your internship and highlight key aspects of your experience (photos of the facilities, special events, etc.). The purpose of this portfolio is to highlight your internship experience.

**Grading Scale**

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weekly reports</td>
<td>75 points</td>
</tr>
<tr>
<td>Supervisor evaluation</td>
<td>100 points</td>
</tr>
<tr>
<td>Instructor of record eval.</td>
<td>50 points</td>
</tr>
<tr>
<td>Self-assessment</td>
<td>25 points</td>
</tr>
<tr>
<td>Portfolio</td>
<td>50 points</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>300 points</td>
</tr>
</tbody>
</table>

**Instructor of record will take all of the required components of the course and be responsible for assigning the final grade.**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>100 - 97%</td>
<td>300-290</td>
</tr>
<tr>
<td>A</td>
<td>96 - 93%</td>
<td>289-278</td>
</tr>
<tr>
<td>A-</td>
<td>92 - 90%</td>
<td>277-269</td>
</tr>
<tr>
<td>B+</td>
<td>89 - 87%</td>
<td>268-260</td>
</tr>
<tr>
<td>B</td>
<td>86 - 83%</td>
<td>259-248</td>
</tr>
<tr>
<td>B-</td>
<td>82 - 80%</td>
<td>247-239</td>
</tr>
<tr>
<td>C+</td>
<td>79 - 77%</td>
<td>238-230</td>
</tr>
<tr>
<td>C</td>
<td>76 - 73%</td>
<td>229-218</td>
</tr>
<tr>
<td>C-</td>
<td>72 - 70%</td>
<td>217-209</td>
</tr>
<tr>
<td>D+</td>
<td>69 - 67%</td>
<td>208-200</td>
</tr>
<tr>
<td>D</td>
<td>66 - 63%</td>
<td>199-188</td>
</tr>
<tr>
<td>D-</td>
<td>62 - 60%</td>
<td>187-179</td>
</tr>
<tr>
<td>F</td>
<td>59 - below</td>
<td>178 &amp; below</td>
</tr>
</tbody>
</table>
School of Kinesiology
Sport Administration
KIN 2999

Part 1: PERSONAL INFORMATION

Student:____________________________________  Email:______________________________
 Phone: (home)________________ (cell)_____________ (work/other)_____________________

Present mailing address______________________________________________________________

Permanent address (hometown):_______________________________________________________

Semester planning to intern: _____________  Total semester hours including KIN 2999: _________

Part 2: SITE INFORMATION

• After securing the potential internship site, complete the following:

(Facility)_____________________________  Location______________________________

Supervisor_________________________  ______ Phone: ___________________  Email:______________

Address: _______________________________________________________________________

X______________________________________________________________________________

Signature of Internship Site Supervisor  Date

X_____________________________________________________________________________

Signature of Prospective Intern  Date

Part 3: RATIONALE

This section should be typed. You are encouraged to attach additional pages if needed.

GIVE THE FOLLOWING QUESTIONS SOME SERIOUS THOUGHT BEFORE ANSWERING:

a. Please state in a thorough and concise manner your rationale for selecting the facility indicated as your potential internship site. (What are your professional goals? How will working within this organization enhance your professional knowledge, skills, and abilities (KSA's) relative to the sport administration industry and your career objectives?)

b. What are your expectations of the internship? Indicate specific areas in which you feel you need improvement in order to be professionally successful. In what way do you think this particular facility can help you grow in these areas? What special skills and traits do you possess that might benefit this facility/organization or the profession as a whole (ie. what are your strengths)?
Informed Consent to Participate in the
School of Kinesiology
Sport Administration Internship Program
(KIN 2999)

I hereby assert that I have achieved all of the prerequisites for participation in the undergraduate student internship in sport administration. In applying to participate in the undergraduate internship, I understand that I am responsible for meeting all of the requirements described in the course syllabus, and will be held accountable by both the internship site supervisor and the Sport Administration undergraduate coordinator for accomplishing said objectives.

I understand that unsatisfactory evaluations and/or termination from an internship facility constitute a failing grade (F) for the course. I further understand that this could compromise my GPA and standing in the Sport Administration degree.

I understand that I will be acting in a capacity similar to that of any employee of the host facility and will therefore be subject to the policies and procedures regarding the operation of that facility.

I furthermore acknowledge that the nature of the internship is such that I will be consulting with members of the community regarding issues that are to remain confidential. Any breach of this confidentiality may result in the termination of the internship and jeopardize my standing in the sport administration internship.

I also understand that I have the right to be informed of any events, or circumstances that might affect my standing with the internship site or the University. I also understand that I have the right to be informed as to the results of my internship evaluation.

STUDENT:

__________________________________________
Type Name

__________________________________________
Signature

__________________________________________
Email Address

__________________________________________
Date

INTERNSHIP SITE:

SUPERVISOR

__________________________________________
Type Name

__________________________________________
Email Address

__________________________________________
Signature

__________________________________________
Date

__________________________________________
Position/Title

UNIVERSITY COORDINATOR:

(Kinesiology)

__________________________________________
Signature (Dee Jacobsen, Ph.D.)

__________________________________________
Date