



Kent State University

## Practicum II in Sport Administration

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### STATEMENT OF PURPOSE:

The purpose of the practicum is to provide students opportunities to gain practical experience in sport administration. It is an introductory experience designed to provide students with applied knowledge about a sport administration agency. Ideally, students should have the opportunity to observe, assist and then perform activities and tasks independently with guidance from a mentor/supervisor.

### PRACTICUM REQUIREMENTS:

1. Each student must participate in a minimum of 105 hours of practicum experience in three approved settings offering sport administration. Hours include orientation as well as direct participant contact. This includes 60 hours at an approved site selected by the student, 20 hours of volunteer work in KSU athletics or another approved site, and 20 hours in Sales in KSU Athletics or another approved site. These hours are to be recorded on the "Final Evaluation" form which is submitted at the conclusion of the practicum.
2. Step 1: Select an approved site and complete "Contract Part A" (must be signed by the agency supervisor and student).  
Step 2: Complete the "Arranged Coursework" form: (found in the SPAD Office and on the website). Fill out the entire form including the description of project section.  
Step 3: Turn in both the "Contract Part A" & Arranged Coursework form to the instructor on record.  
Step 4: Your forms will be processed and you will be registered for the course if all paperwork is completed properly.
3. At the completion of the experience the agency supervisor completes the "Final Evaluation" form. The results of this will be considered the student's overall grade. This form is then submitted with the completed Practicum Report.

### AGENCY SUPERVISOR'S RESPONSIBILITIES:

1. Provide information concerning practicum experiences including a description of the agency, a description of the clients served, activity dates and times, student responsibilities and any additional information which might help the student;
2. familiarize the student with the regulations concerning the health, safety, confidentiality and special needs of the clients involved;
3. provide supervision to the student throughout the practicum experience;
4. verify the number of hours completed by the student on the Final Evaluation;
5. evaluate the student's performance on the Final Evaluation form;

### Part (A)- Submit to Sport Administration Office for Registration

Student Name: \_\_\_\_\_ Semester \_\_\_\_\_

Student email: \_\_\_\_\_ Banner ID: \_\_\_\_\_

Name of Agency: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Agency: \_\_\_\_\_  
(Street) (City) (Zip)

Supervisor's Name: \_\_\_\_\_

#### Requirements:

- A. Complete a minimum of 60 hours of assigned work in an approved setting offering, recreation, sport, or tourism services.
- B. Complete a "Practicum Report" of your work. The report is to be typed (including the log) and submitted on 8-1/2 x 11 paper. **No folders or notebooks please.**

Your paper should include:

- 1. a description of the agency including its stated philosophy and mission;
  - 2. goals and objectives of the agency;
  - 3. a description of clients served by the agency (e.g., demographics);
  - 4. an overview of the programs and services available to participants;
  - 5. a log of your daily experiences. For each session write a record of your experiences by stating the date, number of hours worked and a summary, in paragraph form, about what you have observed, with whom you interacted, and what you learned; **do not list what you did during that time period.**
  - 6. a summary discussing the strong and weak points of the experience.
- C. The "Final Evaluation" will be submitted no later than the last week of classes and will accompany the "Practicum Report."

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Agency Supervisor's Signature

\_\_\_\_\_  
KSU Instructor's Signature

\_\_\_\_\_  
Date

STUDENT NAME \_\_\_\_\_

AGENCY OR INSTITUTION \_\_\_\_\_

TOTAL HOURS AT THIS FACILITY \_\_\_\_\_

**Please rate the student's performance by placing a check in the appropriate box.**

	<b>Below Average</b>	<b>Average</b>	<b>Above Average</b>	<b>Superior</b>
1. Student was dependable and reliable (arrived on time, regular attendance, notified you in case of absence).				
2. Student followed directions, accepted advice and assistance from supervisor.				
3. Student was professional in attitudes, manners, dress and behaviors.				
4. Student demonstrated initiative in activities, programs, interactions.				
5. Student recognized and understood problems, limitations, needs of groups served.				
6. Student was able to develop successful relationships with participants.				

**Please use the space below and/or the reverse side for additional comments.**

\_\_\_\_\_  
Agency Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Phone

## Practicum Report Form

Date	Hours Completed	Personal Reflections & Duties Performed
TOTAL HOURS COMPLETED		

Student Signature: \_\_\_\_\_

## PART B

### Requirements:

- A. Complete a minimum of 20 hours of volunteer work in an Athletics or an approved setting offering sport services.
- B. Complete a "Practicum Report" of your work. Use the Practicum Report Form on the following page.

### The report is to be typed, (including the log).

Your paper should include:

- a. log of your daily experiences
  - b. date and number of hours worked
  - c. a summary in list form, about what you observed, with whom you interacted; and what you learned;
  - d. a summary discussing the strong and weak points of the experience.
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- C. The Practicum Report will be submitted no later than the last week of classes or students will receive an IP for a grade.

## Practicum Report Form

Date	Hours Completed	Personal Reflections & Duties Performed

Student Signature: \_\_\_\_\_

## **PART C**

### **Requirements:**

- a. Attend all class meetings on time. – 5 points
- b. Participate in 20 hours in Sales in Kent State Athletics and KSU Athletics sponsored activities, or another approved site. Participation on evenings and weekends may be required.
- c. Complete the Practicum Report Form.

**The report is to be typed, (including the log).** Your paper should include:

- i. log of your experiences
  - ii. date and number of hours worked
  - iii. a summary in paragraph form, about what you observed, with whom you interacted; and what you learned;
  - iv. a summary discussing the strong and weak points of the experience.
- d. The Practicum Report will be submitted no later than the last week of classes or student will receive an IP for a grade.

### **PERFORMANCE EVALUATION:**

**The practicum is graded as “Satisfactory” (S) or “Unsatisfactory” (U) by the KSU instructor after reviewing the practicum report and agency supervisor’s evaluation.**

## Practicum Report Form

Date	Hours Completed	Personal Reflections & Duties Performed
TOTAL HOURS COMPLETED		

Student Signature: \_\_\_\_\_