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 an approved setting offering sport administration. Hours include orientation as well as direct participant contact. 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 on Handbook disc, all SPAD Majors must purchase the Handbook) 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; and

6. contact the KSU instructor if problems occur (330-672-2990).

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.
CONTRACT
Part (A)

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 volunteer and 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
FINAL EVALUATION

STUDENT NAME

AGENCY OR INSTITUTION

TOTAL HOURS AT THIS FACILITY

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

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

________________________________________  ____________________________
Agency Supervisor's Signature                  Date

__________________
Phone
# Practicum Report Form

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<th>Date</th>
<th>Hours Completed</th>
<th>Personal Reflections &amp; Duties Performed</th>
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Student Signature: ____________________________
Student Name: ________________________________

Instructor's Name: ________________________________

**CONTRACT**  
Part (B)

**Requirements:**

A. Complete a minimum of 20 hours of volunteer work in 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.

C. The Practicum Report will be submitted no later than the last week of classes or student will receive an IP for a grade.

______________________________  ________________________________
Student's Signature          KSU Instructor's Signature

______________________________
Date  ________________________________
Supervisor
## Practicum Report Form

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Student Signature: __________________________
Student Name: ___________________________________________

Instructor's Name: ________________________________________

**CONTRACT**
Part (C)

**Requirements:**

a. Attend all class meetings on time.

b. Participate in 10 – 15 hours in SERMA and SERMA sponsored activities. Participation on evenings and weekends may be required.

c. Complete a "SERMA Report" of your work. Use the Practicum Report Form.

**The report is to be typed, (including the log).** Use the Practicum Report Form from Part B 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.

_________________________________________  __________________________________________
Student's Signature                                      KSU Instructor's Signature

_________________________________________  __________________________________________
Date                                                Date
# Practicum Report Form

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