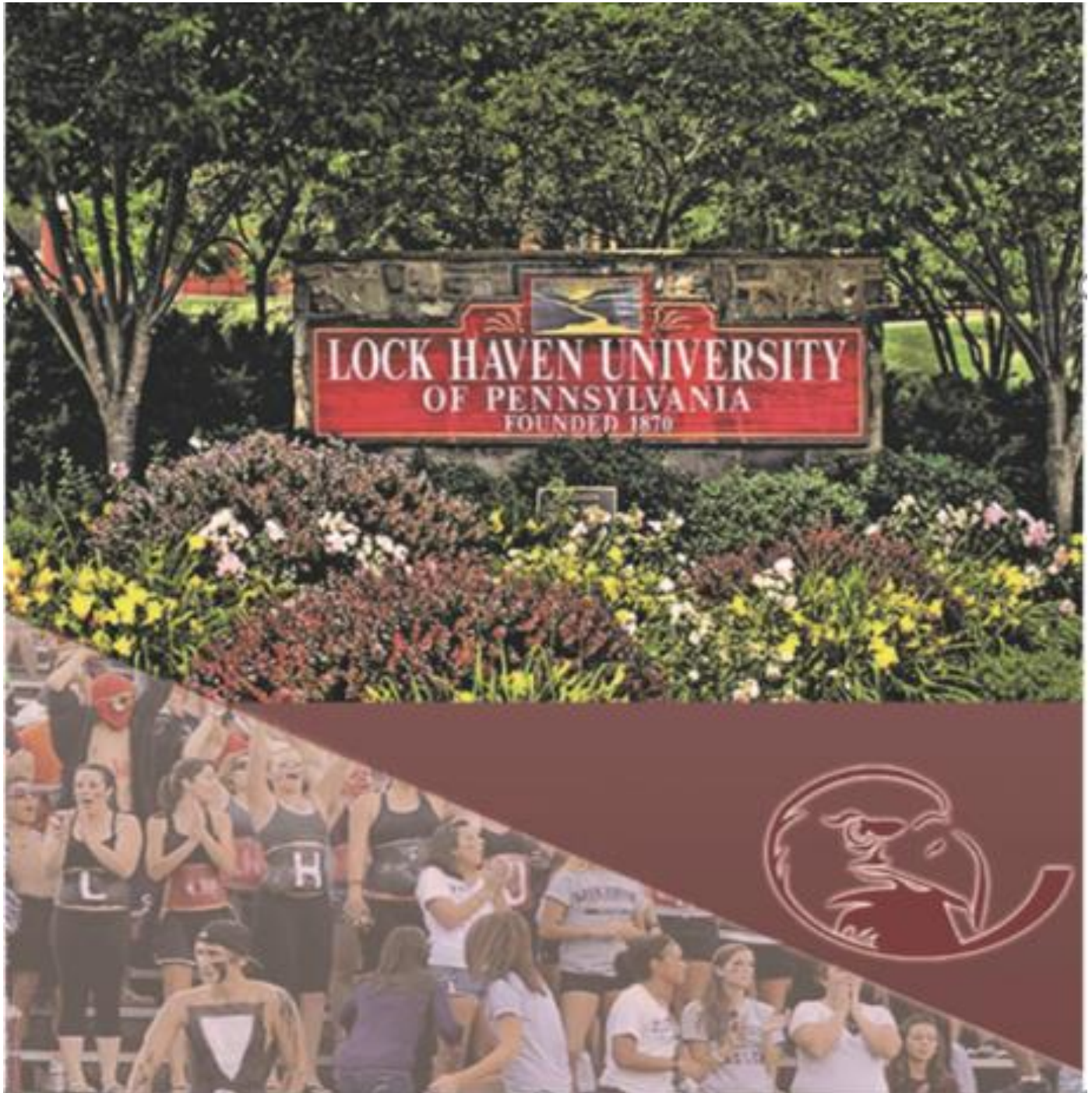


Manual
SPRT624:
Advanced Field Experience



Contents

INTRODUCTION	3
DEGREE REQUIREMENTS.....	4
GUIDELINES for SELECTING POTENTIAL FIELD EXPERIENCE SITES	5
SECURING a FIELD EXPERIENCE.....	6
COMPLETING THE FIELD EXPERIENCE APPLICATION PROCESS and ENROLLING IN CLASS	7
FIELD EXPERIENCE POLICIES	8
FIELD EXPERIENCE ASSIGNMENTS	9
ASSIGNMENT DUE DATES AND CHECKLIST	11
SPRT624 FIELD EXPERIENCE APPLICATION.....	12
FIELD EXPERIENCE OBJECTIVES – ORIGINAL	13
FIELD EXPERIENCE OBJECTIVES – REVISED.....	14
INITIAL REPORT	15
BI-WEEKLY HOURS REPORT.....	16
SAMPLE WEEKLY LOG.....	17
SPECIAL PROJECT PROPOSAL	18
MID-TERM STUDENT EVALUATION	19
FINAL STUDENT EVALUATION	21
GRADE RECOMMENDATION	23



Sport Studies Department

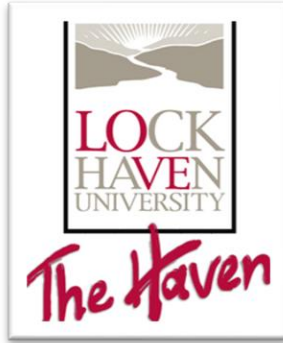
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Introduction

SPRT624: Advanced Field Experience is considered the culmination learning experience in the Sport Management track of the Master of Science in Sport Science. 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 polices 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 SPRT624, a six-credit course for which all tuitions and fees apply, **PRIOR** to starting their field experience.

Program Curriculum

The Master of Science in Sport Science program is a 30-credit on-line degree program with tracks in Sport Management and Sport and Exercise Psychology. The program includes a shared core as well as separate classes for each track.

Sport Management	Sport and Exercise Psychology
<p>Core (9 Credits)</p> <p>SPRT600: Research Methods in Sport Science SPRT601: Sport in American Culture SPRT602: Ethics in Sport</p> <p>Required (15-18 credits)</p> <p>SPRT620: Leadership in Sport Organizations SPRT621: Financial Management in Sport SPRT622: Marketing and Public Relations in Sport SPRT623: Legal and Policy Issues in Sport SPRT630: Capstone Project</p> <p style="text-align: center;">OR</p> <p>SPRT624: Advanced Field Experience (6 credits)</p> <p>Electives (3-6 credits)</p> <p>SPRT610: Foundations of Sport/Ex Psychology SPRT611: Sport/Exercise Psychology Across Lifespan SPRT612: Sport Psych for Performance Enhancement SPRT613: Psychology of Athletic Injury and Illness SPRT614: Stress Management for Physically Active SPRT615: Seminar in Sport Science SPRT616: Professional Ethics in Sport and Exercise Psychology SPRT617: Cultural and Ethnic Diversity for Sport Psychology Consulting SPRT618: Counseling Skills for Sport and Exercise Psychology</p>	<p>Core (9 credits)</p> <p>SPRT600: Research Methods in Sport Science SPRT601: Sport in American Culture SPRT602: Ethics in Sport</p> <p>Required (15-18 credits)</p> <p>SPRT610: Foundations of Sport/Ex Psychology SPRT611: Sport/Exercise Psychology Across Lifespan SPRT612: Sport Psych for Performance Enhancement SPRT613: Psychology of Athletic Injury and Illness SPRT630: Capstone Project</p> <p>Electives (6 credits)</p> <p>SPRT614: Stress Management for Physically Active SPRT615: Seminar in Sport Science SPRT616: Professional Ethics in Sport and Exercise Psychology SPRT617: Cultural and Ethnic Diversity for Sport Psychology Consulting SPRT620: Leadership in Sport Organizations SPRT621: Financial Management in Sport SPRT622: Marketing and Public Relations in Sport SPRT623: Legal and Policy Issues in Sport SPRT631: Mentored Experience in Sport and Exercise Psychology</p>

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 objects in their 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 reviews 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.

Securing 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 (CPA if above)
- Relevant course work
- Professional (Field) experiences (volunteer and paid)
- Other work experience
- Professional association memberships, conferences
- Certifications, Awards, and/or honors
- Hobbies and activities
- References

In the field of Sport Management, experience does make a difference. Leadership experiences which relate to the field should be included. It is perfectly acceptable to have two-page resume.

2. Cover Letter

The cover 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 the position. It is a good idea to do some research on the organization to ensure you have the individual's correct name and title.

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 advisors and their 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 clearance (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 SPRT624: Advanced Field Experience – a credit bearing course for which all tuition and fees apply. SPRT624 is offered fall, spring and summer extended sessions. NOTE: Only one section of SPRT624 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 supervisory is.

Field Experience Policies

The field experience is both experiential and academic in nature. As such, students are required to complete 240 hours on site, as well as several academic assignments.

1. 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.

2. 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 need your own transportation in rural area. The University nor the Sport Studies Department will compensate travel costs.

3. 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 hours per week for six consecutive weeks format. Submission due dates for field experiences following alternative 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. Student should discuss possible special projects with their site supervisors 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 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 when 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 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 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 the 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

<u>Week Due</u>	<u>Assignment</u>	<u>To be completed by</u>
1	Initial Report and Directions	Student
1	Revised Field Objectives	Student
2	1 st Weekly Report (Covers Weeks 1-2)	Student
2	Special Project Proposal	Student
3	Mid-Term Evaluation	Supervisor
4	2 nd Weekly Report (Covers Week 3-4)	Student
6	Special Project Report	Student
6	Final Evaluation	Supervisor
6	Grade Recommendation	Supervisor
6	3 rd Weekly Report (Covers Weeks 5-6)	Student



SPRT624 FIELD EXPERIENCE APPLICATION

Student Name:	Click or tap here to enter text.		Student ID Number:	Click or tap here to enter text.
Student's LHU Address:	Click or tap here to enter text.			
Student's Home Address:	Click or tap here to enter text.			
Student's Phone Number:	Click or tap here to enter text.			
Student's Email: NOT LHU if you have one	Click or tap here to enter text.			
Student's Major:	Click or tap here to enter text.			
Student's Track:	<input type="checkbox"/> Sport and Exercise Psychology		<input type="checkbox"/> Sport Administration	
Field Experience Information				
Proposed Field Experience Semester:	Fall Click or tap here to enter text.	Spring Click or tap here to enter text.	Summer Click or tap here to enter text.	
Projected Dates of Field Experience:	Start: Click or tap here to enter text.		Finish: Click or tap here to enter text.	
Organization Name:	Click or tap here to enter text.			
Organization Address:	Click or tap here to enter text.			
Field Experience Site Supervisor:	(Mr., Ms., Dr.)Click or tap here to enter text.			
Supervisor's Email Address:	Click or tap here to enter text.			
Supervisor's Phone Number:	Click or tap here to enter text.			
Brief Organization Description:	Click or tap here to enter text.			
Academic Requirements				
Current GPA: Click or tap here to enter text.	Advisor Signature: Click or tap here to enter text.			
All Major Courses Completed:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Advisor Signature: Click or tap here to enter text.	
Program Coordinator Signature:	Click or tap here to enter text.			

NOTE: THIS IS A CREDIT BEARING COURSE FOR WHICH ALL RELEVANT TUITION AND FEES APPLY.

 **Lock Haven University**
FIELD EXPERIENCE OBJECTIVES – ORIGINAL

Student Name:	Click or tap here to enter text.
Objective One:	Click or tap here to enter text.
Objective Two:	Click or tap here to enter text.
Objective Three:	Click or tap here to enter text.
Objective Four:	Click or tap here to enter text.
Objective Five:	Click or tap here to enter text.
Student Signature:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

FIELD EXPERIENCE OBJECTIVES – Revised

Student Name:	Click or tap here to enter text.
Objective One:	Click or tap here to enter text.
Objective Two:	Click or tap here to enter text.
Objective Three:	Click or tap here to enter text.
Objective Four:	Click or tap here to enter text.
Objective Five:	Click or tap here to enter text.
Student Signature:	Click or tap here to enter text.
Date:	Click or tap here to enter text.

INITIAL REPORT

Student Name:	Click or tap here to enter text.
Make arrangements during the first week of the experience to:	
1. Meet at least the other professional employees in your specific area of responsibility.	<input type="checkbox"/>
2. Locate the key distribution areas for materials, equipment and aids.	<input type="checkbox"/>
3. Tour the facilities to see program areas and storage.	<input type="checkbox"/>
4. Determine the procedure related to security, access to facilities, required clearance	<input type="checkbox"/>
Updated Information:	
Your Organization Name and Address:	Click or tap here to enter text.
Your Supervisor's Name:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Best Times to Call:	Click or tap here to enter text.
<p>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 modification are necessary, please list and give justification.</p>	

 **Lock Haven University**
BI-WEEKLY HOURS REPORT

Student Name:	Click or tap here to enter text.	Report Number:	Click or tap here to enter text.
Date From:	Click or tap here to enter text.	Date To:	Click or tap here to enter text.
Total Hours for First Week:	Click or tap here to enter text.		
Total Hours for Second Week:	Click or tap here to enter text.		
Total Hours to Date:	Click or tap here to enter text.		
Additional Comments:	Click or tap here to enter text.		
Supervisor's Signature:	Click or tap here to enter text.		

SAMPLE WEEKLY LOG

Week Ending Date:	Click or tap here to enter text.
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.)	Click or tap here to enter text.
Tasks Completed: (List and describe tasks worked on and completed during the week.)	Click or tap here to enter text.
Task Analysis: (Analyze the task and how it will benefit the organization, if applicable. Also, describe any new skills learned while completing tasks.)	Click or tap here to enter text.

 **Lock Haven University**
SPECIAL PROJECT PROPOSAL

Name of Student:	Click or tap here to enter text.		
Organization and Department:	Click or tap here to enter text.		
Phone:	Click or tap here to enter text.		
Name of Site Supervisor:	Click or tap here to enter text.		
Description of Project:	Click or tap here to enter text.		
Purpose of Project for Organization:	Click or tap here to enter text.		
Major Components of Project:	Click or tap here to enter text.		
Project Schedule (Time Line):	Click or tap here to enter text.		
Student's Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
Site Supervisor's Signature:	Click or tap here to enter text.	Date:	Click or tap here to enter text.
<p>Additional Comments by student, site supervisor, or University Field Experience Supervisor.</p> <p>Click or tap here to enter text.</p>			

MID-TERM STUDENT EVALUATION

Name of Student:	Click or tap here to enter text.			
Date:	Click or tap here to enter text.			
Supervisor's Name:	Click or tap here to enter text.			
Phone Number:	Click or tap here to enter text.			
Organization:	Click or tap here to enter text.			
1. Please rate the intern on the following performance characteristic using a 1 to 5 scale as follows:				
5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor
Click or tap here to enter text.	Demonstrates knowledge of job requirement, skills, procedures, techniques and principles			
Click or tap here to enter text.	Demonstrates cooperation in following office polices			
Click or tap here to enter text.	Demonstrates cooperation in following organization polices			
Click or tap here to enter text.	Identifies opportunities and/anticipates needs			
Click or tap here to enter text.	Recognizes problems			
Click or tap here to enter text.	Analyzes causes of problems			
Click or tap here to enter text.	Considers alternatives (creatively)			
Click or tap here to enter text.	Sets realistic goals and standards			
Click or tap here to enter text.	Establishes work priorities			
Click or tap here to enter text.	Organizes work			
Click or tap here to enter text.	Makes good decisions			
Click or tap here to enter text.	Takes initiatives			
Click or tap here to enter text.	Meets deadlines			
Click or tap here to enter text.	Achieves balance between work quality and quantity			
Click or tap here to enter text.	Takes responsibility for work actions			
Click or tap here to enter text.	Punctuality			
Click or tap here to enter text.	Dependability			
Click or tap here to enter text.	Integrity			
Click or tap here to enter text.	Attendance			
Click or tap here to enter text.	Goes beyond requirements to accomplish duties			
Click or tap here to enter text.	Acts as part of a team			
Click or tap here to enter text.	Communicates effectively			
Click or tap here to enter text.	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.

Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.

 **Lock Haven University**
FINAL STUDENT EVALUATION

Name of Student:	Click or tap here to enter text.
Date:	Click or tap here to enter text.
Supervisor's Name:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.
Organization:	Click or tap here to enter text.

2. Please rate the intern on the following performance characteristic using a 1 to 5 scale as follows:

	5 Excellent	4 Very Good	3 Good	2 Fair	1 Poor
Click or tap here to enter text.	Demonstrates knowledge of job requirement, skills, procedures, techniques and principles				
Click or tap here to enter text.	Demonstrates cooperation in following office polices				
Click or tap here to enter text.	Demonstrates cooperation in following organization polices				
Click or tap here to enter text.	Identifies opportunities and/anticipates needs				
Click or tap here to enter text.	Recognizes problems				
Click or tap here to enter text.	Analyzes causes of problems				
Click or tap here to enter text.	Considers alternatives (creatively)				
Click or tap here to enter text.	Sets realistic goals and standards				
Click or tap here to enter text.	Establishes work priorities				
Click or tap here to enter text.	Organizes work				
Click or tap here to enter text.	Makes good decisions				
Click or tap here to enter text.	Takes initiatives				
Click or tap here to enter text.	Meets deadlines				
Click or tap here to enter text.	Achieves balance between work quality and quantity				
Click or tap here to enter text.	Takes responsibility for work actions				
Click or tap here to enter text.	Punctuality				
Click or tap here to enter text.	Dependability				
Click or tap here to enter text.	Integrity				
Click or tap here to enter text.	Attendance				
Click or tap here to enter text.	Goes beyond requirements to accomplish duties				
Click or tap here to enter text.	Acts as part of a team				
Click or tap here to enter text.	Communicates effectively				
Click or tap here to enter text.	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:

Click or tap here to enter text.

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.

Click or tap here to enter text.

Supervisor's Signature:

Click or tap here to enter text.

Date:

Click or tap here to enter text.

GRADE RECOMMENDATION

Student's Name: Click or tap here to enter text.

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

A+	A	A-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B+	B	B-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C+	C	C-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D+	D	D-
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments: Click or tap here to enter text.

Supervisor's Signature: Click or tap here to enter text.

Date: Click or tap here to enter text.