

**EAST TENNESSEE STATE
UNIVERSITY**

**Department of Kinesiology, Leisure and
Sport Sciences**

MANUAL FOR

**SPORT and LEISURE MANAGEMENT
PRACTICA**

2007 EDITION

EAST TENNESSEE STATE UNIVERSITY

Department of Kinesiology, Leisure and Sport Sciences

Johnson City, Tennessee

Manual for

SPORT AND LEISURE MANAGEMENT PRACTICA

Purpose of the SALM Practica Manual

This manual has been developed for use with SALM 3210 and 3211 -- Practica in Sport and Leisure Management. It contains not only general information relative to the Practica experience but also information on specific course requirements and copies of forms necessary to document course work completed. Proper use of this manual will provide a consistent means of reporting and documenting the educational experiences associated with the Practica experience, as well as produce the information needed to more accurately evaluate the total experience.

Purpose of the SALM Practica Experience

The basic purpose of the SALM Practica experience is to provide an opportunity for SALM majors to observe sport and leisure delivery agencies in operation (their procedures, organization, administration, hiring practices, maintenance, and programming aspects) and afford students opportunities to organize and conduct activities under close supervision. Through this type of exposure, the SALM major will receive practical, on-the-job experience in one or more types of sport and leisure delivery agencies.

For the purpose of ready feedback from the student to the SALM Practica Supervisor, the student, during the Practica placement, will be responsible for submitting a weekly report to the Supervisor, addressing the following areas:

1. Nature of work.
2. What was learned from the experience.
3. Problems encountered and how they were solved.
4. How the SALM Agency Supervisor aided in the work (conferences with, assistance in the accomplishments of the student's duties, etc.).
5. Any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.

Eligibility for the SALM Practica Experience

Each Student:

1. Must be at least a sophomore in class standing to enroll in SALM 3210 or 3211 -- Practica in Sport and Leisure Management.
2. Must have the Practica selection approved in advance by the SALM Practica Supervisor (Form SALM 1-00) and the Practica Agreement Form completed (Form SALM 2-00).
3. Must be enrolled in the appropriate Practica course for that semester in order to receive credit.
4. Will be supervised by a practitioner within the sport and leisure delivery agency chosen.
5. Will be responsible for completing a minimum of 48 clock hours within one semester with the specified sport and leisure delivery agency for the credit of one (1) semester hour.
6. Will be responsible for completion of all forms required for the Practica experience and returning them to the SALM Practica Supervisor.
7. Will be responsible for submitting required reports to the SALM Practica Supervisor addressing the areas outlined in this manual.
8. Must attend all scheduled Practica meetings during the semester.
9. Will be responsible for developing a portfolio that documents various aspects of the Practica experience.
10. Will be responsible for familiarizing himself/herself with the various areas outlined in this manual.
11. Must have an up-to-date resume (see Appendix A) on file with the SALM Practica Supervisor prior to beginning the Practica experience.

The SALM Practica Portfolio

In addition to reports, the SALM Practica student will also be responsible for developing a portfolio as part of the requirements for the course. This portfolio should contain the following:

1. Copy of the Practica Approval Form (signed and dated).
2. Copy of the Practica Agreement Form (signed and dated).
3. Copy of updated resume.
4. Copies of all reports (signed and dated).
5. Supplemental material from SALM agency.
6. All evaluation forms (signed and dated).
7. Copy of "thank you" letter to SALM Agency Supervisor.

This portfolio should be brought to each scheduled Practica meeting during the semester and must be presented, in good form, to the SALM Practica Supervisor for evaluation at the last Practica meeting of the semester.

Report Information

Each SALM Practica student is expected to submit a narrative description of his/her work responsibilities. The report should include the following information:

1. SALM student's name and date.
2. SALM agency and supervisor's name.
3. Reports are to be written, in detail, addressing the following five areas:
 - a. Nature of the work.
 - b. What was learned from the experience.
 - c. Problems encountered and how they were solved.
 - d. How the SALM Agency Supervisor aided in the work (conferences with, assistance in the accomplishments of the student's duties, etc.).
 - e. Any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.
4. All reports must be submitted electronically.
5. All reports must have the SALM student's signature and date and the SALM Agency Supervisor's signature and date.

Items to Familiarize Yourself with During the SALM Practica Experience

- Orientation to the sport and leisure delivery agency.
- Divisions/units of the sport and leisure delivery agency.
- Structure of divisions/units.
- Cost accounting.
- Supplies.
- Budgeting.
- Programming.
- Recruitment procedures - interview requirements.
- Work and equipment request procedures.
- Meetings - what kind, schedule, who attends.
- Training sessions.
- Filing system/strategies.
- Work schedule.
- Systems of communication.
- Personnel evaluation - how often, by whom, procedure.
- Public relations system.
- Publicity methods and techniques.
- Staff morale factors - things that boost or hinder.
- Staff relationships/fringe benefits.
- System of reporting - forms, etc.
- Use of volunteers.
- Facilities, management and operations.
- Risk management plan.
- Community/area contacts/resources used.
- Policy and procedure manuals.
- Staff training programs.
- Inventory procedures.
- Equipment/facility check-out-reservation system.

- Familiarity with all aspects of the sport and leisure delivery agency.

Responsibilities of the SALM Practica Student

- Realize that the SALM agency is providing cooperative service for the Practica student's benefit.
- Accept responsibility for working a minimum of 48 hours during the semester according to a schedule arranged by the student and the SALM Agency Supervisor.
- Conform to East Tennessee State University policies as a full-time student.
- Provide to the SALM Practica Supervisor, in a timely fashion, all materials and information required for completion of the Practica course, including a written statement outlining expected outcomes of the Practica experience at the time of Practica approval request.
- Submit support material, including a copy of the Practica Manual, to SALM agencies participating in the Practica Program.

Responsibilities of the SALM Agency Supervisor

- Provide professional guidance and direction for the Practica student during the Practica experience.
- Assist the Practica student in progressively assuming more responsibility and in completion of a specific project for the total Practica experience.
- Assist the student in achieving goals set for the Practica experience.
- Provide the student with a written set of guidelines and duties for the Practica experience.
- Conduct a formal evaluation of the student's performance during the Practica experience.

APPENDIX A

SAMPLE RESUME

Name

Home Address

221 North Tree Street
Star, TN 12345
(423) 444-1234

College Address

ETSU
Campus Box 12345
Johnson City, TN 37614
(423) 433-1234

EDUCATION

East Tennessee State University, Johnson City, TN. Candidate for B. S. Degree in Sport and Leisure Management in May 2008.

EMPLOYMENT BACKGROUND

5/98 - 8/98	Counselor, Camp Mac Green Mountain, MD
9/98 - 5/99	Work Study Program, Brooks Gymnasium East Tennessee State University
8/99 - Present	Playground Leader, Washington County Recreation and Parks Department Johnson City, TN

RECREATION COURSES

By course title, list all university sport and leisure management or sport and leisure management related courses you have taken.

INTERESTS

Swimming, tennis, reading, drama

EXTRA-CURRICULAR ACTIVITIES

Sport and Leisure Management Club, Intramural Volleyball Team, Outing Club, Student Government Association

SPECIAL TRAINING

American Red Cross Water Safety Instructor, CPR, First Aid.

PROFESSIONAL ORGANIZATIONS

National Park & Recreation Association
North American Society for Sport Management
ETSU Sport and Leisure Management Club

REFERENCES

List at least three individuals familiar with your academic, employment, and personal background and provide addresses and phone numbers for each.

SALM Practica Forms

**SALM PRACTICA APPROVAL FORM
FORM: SALM 1 - 00**

Name: _____ Date: _____

Campus Address: _____ Phone: _____

Home Address: _____ Phone: _____

Semester in which you plan to do a Practica: _____

State special circumstances, if any, which you have that should be considered in assigning you for a Practica experience: _____

Type of SALM agency where you desire Practica placement:

First choice: _____

Second choice: _____

Third choice: _____

DO NOT WRITE BELOW THIS LINE

Semester: _____ SALM Agency: _____

SALM Agency Supervisor: _____

SALM Agency Address: _____

_____ Phone: _____

Approved: _____ Disapproved: _____

SALM Practica Supervisor: _____

Signature

Department of Kinesiology, Leisure and Sport Sciences
East Tennessee State University
Johnson City, TN 37614

SALM PRACTICA AGREEMENT
FORM: SALM 2 - 00

This is to verify that the following student

Student: _____

has been assigned and accepted as a Practica assignment with

SALM Agency: _____

The student is required to work in the agency a minimum of 48 hours during the semester. The student is also expected to adhere to the agency's policies, rules, and regulations as well as the policies of East Tennessee State University.

SALM Practica Semester: _____

Beginning Date: _____

Ending Date: _____

SALM AGENCY

SALM Agency Supervisor: _____

SALM Agency Address: _____

Phone: _____

EAST TENNESSEE STATE UNIVERSITY

SALM Practica Supervisor: _____

University Address: _____

Phone: _____

SALM Agency Supervisor's Signature Date

SALM Practica Supervisor's Signature Date

SALM Practica Student's Signature Date

**SALM PRACTICA REPORT
FORM: SALM 3 - 00**

_____ week of (month) _____, Date _____, 20 _____

Student's Name: _____ Phone: _____

Address: _____ Zip _____

SALM Agency: _____

SALM Agency Supervisor: _____

SALM Agency Assignment: _____

Date(s) Worked at Agency: _____

Time Period: _____

Time Period Worked this Week: _____

Total Hours Worked this Week: _____

Type summarization of your week's experience. Your summarization should include statements about (1) the nature of the week's work; (2) what you learned from the experience; (3) what problems you encountered and how they were solved; (4) how your agency supervisor assisted you; (5) any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.

(Remember others are reading your summarization.)

Total Number of Hours to Date: _____

Supervisor's Signature

Student's Signature

Date

Date

Department of Kinesiology, Leisure and Sport Sciences
East Tennessee State University
Johnson City, Tennessee 37614
(423) 439-4362

**SALM PRACTICA EVALUATION
FORM: SALM 4 - 00**

Student Name: _____ Date: _____

SALM Agency: _____

Address: _____

Position held by student: _____

Length of experience (weeks): _____ Hours per week _____

Total number of hours worked: _____

SALM Agency Supervisor:

Please complete the form on the following page as a means of evaluating the performance of the SALM Practica student assigned to you. The information provided by this evaluation will be used to help assess the student's performance and to make recommendations for areas of improvement. This completed form is to be returned to the SALM Practica Supervisor at the address below.

SALM Practica Supervisor: _____

Address: _____

Please complete each category as applicable	Superior	Above Average	Average	Below Average	Poor
Appearance					
Attitude					
Can accept criticism					
Cooperative					
Dependable					
Emotional Stability					
Growth in Knowledge					
Initiative					
Interest in major					
Leadership					
Physical stamina					
Poise					
Potential for development					
Reliability					
Sense of humor					
Social adaptability					

Additional Comments: _____

Agency Supervisor's Signature: _____ Date: _____

**STUDENT EVALUATION OF PRACTICA EXPERIENCE
FORM: SALM 5- 00**

At the end of the SALM Practica each student is asked to provide feedback to the SALM Practica Supervisor relative to the quality of the experience using the following questionnaire. This information is very important and will assist the SALM Practica Supervisor in evaluating SALM agencies for continued consideration as possible Practica sites and making placement decisions for future students. Complete this form and return it with your Practica notebook.

1. Were you satisfied with your Practica placement? Yes ___ No ___. Explain your answer.

2. Were you fully aware of your duties and responsibilities both with the SALM agency and for completion of the Practica experience? Yes ___ No ___. Explain your answer.

3. Were you familiar with the goals and objectives of the SALM agency in which you were placed? Yes ___ No ___.

4. To what extent did your duties relate to your academic background and preparation?

Very Much _____ Somewhat _____ Very Little _____ Not at All _____

5. How would you rate your overall SALM Practica performance?

Excellent _____ Good _____ Average _____ Below Average _____ Poor _____

6. Was the Practica experience what you expected? Yes ___ No ___. Explain your answer.

7. Was the supervision you received by your SALM Agency Supervisor adequate? Yes ___ No ___. Explain your answer.

8. Would you recommend a SALM Practice experience with this agency to other students? Yes ___ No ___. Explain your answer.

9. What suggestions or recommendations do you have for improving the overall operation of the SALM Practice program?

SALM PRACTICA CHECK SHEET
FORM: SALM 6 - 00

Name: _____

Semester and Year of Practica: _____

Practica Course Number: SALM 3210 _____ SALM 3211 _____

_____ Practica Approval Form (10 points)

_____ Practica Agreement (10 points)

_____ Current Resume (10 points)

_____ Letter of Application to SALM Agency (10 Points)

_____ Three Reports (50 points)

_____ Examples of Work (10 points)

_____ SALM Student Evaluation by SALM Agency Supervisor Form (80 points)

_____ SALM Student Evaluation of SALM Agency Form (10 points)

_____ Copy of "Thank You" Letter to SALM Agency Supervisor (10 points)

_____ Photo Documentation (10 points)

_____ Practica Portfolio (40 points)

250 TOTAL POINTS