

School of Kinesiology
Faculty of Health Sciences
KIN 4498B - FIELD EXPERIENCE IN SPORT MANAGEMENT
Winter 2018

INSTRUCTOR

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Office hours by appointment

CLASSES

Tuesdays
2:30-4:30 p.m.
Health Science Bldng Rm 11B

Calendar Description: Field experience in managerial activities in a sport/recreation organization selected by the student and approved by the instructor, who meet weekly to discuss the experiences and to examine current issues in sport management. Includes an introduction to microcomputers. A comprehensive report is required at the end of the term.

OBJECTIVES

The purpose of this field application course is to provide an opportunity for the student to:

1. Observe and practice sport management processes and skills;
2. Understand the value of management theory in addressing sport management issues in the field;
3. Gain basic competencies in the practical use of micro-computers; and,
4. Satisfy individual objectives and interests in the area of sport management.

LEARNING OUTCOMES

Upon completion of this course students will be able to:

1. Describe their experiences working in a management setting;
2. Apply knowledge of management theory to practice in a real world setting;
3. Determine best practices for effectively addressing management issues in the field;
4. Organize their time and skills for effective performance in an organizational setting;

PREREQUISITES

Kin 298a/b or 2298a/b, Kin 398f/g or 3398f/g, Kin 399a/b or 3399a/b

Please note: Unless you have either the requisites for this course or written special permission from the course department to enroll in it, you may be removed from this course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisites.

RESPONSIBILITIES OF THE STUDENT

It will be the responsibility of the student to secure the permission of a sport organization for his/her active, supervised involvement in the managerial activities of that organization. The particular organization, and a job description outlining the time and task responsibilities of the student, will be approved by the Instructor. (Note: A number of organizations will be solicited by the Instructor and will be posted on Owl).

The student will be actively involved in some of the managerial activities of the sport organization for approximately **5 hours a week** during the term (for a minimum total of **50 hours**). The student should share a copy of the Responsibilities of the Student and the Organization with his/her supervisor.

A titled job description will be required by Tuesday, January 16th, 2018.

COURSE FORMAT

Weekly class sessions will complement the student's field experience. The nature of these sessions will include lecture and computer instruction sessions, as well as student seminars. The students will be provided with a comprehensive schedule at the first session, January 9th.

REQUIRED COURSE MATERIALS

None.

All course information including grades, assignment outlines, deadlines, etc. are available via Owl.

EVALUATION

Log Reports 15%

Each student will be required to submit a weekly log report to the Instructor by 4:30 p.m. on Monday of each week, starting January 22nd. A hard copy can be handed in at the Instructor's office, or an electronic copy can be sent by email. The purpose of the log report is for the student to: (1) keep a record of his/her field experience; (2) be able to reflect on the learning experience; and (3) assist in the preparation of the final report.

The log report should indicate: (1) the date(s) and time(s), or total time, of management activities; (2) the location of the activities; (3) description of management activities performed and/or observed; and (4) reflections and/or questions. (See KIN 4498b Log Report Form)

* The student must retain a copy of the log report for his/her personal records.

Performance Appraisal 20%

Each student's field supervisor will complete an evaluation form, appraising the student's performance in/for the organization.

Computer Applications Tasks

The purpose of the computer applications tasks is to provide students with an opportunity to gain practical, management-related computer skills. Basic instruction will be provided during the lab sessions, and additional lab sessions will be available upon request. A penalty of one mark per day will be assessed for late assignments.

1. Intro. to web development **10%** Due Feb. 13th (or sooner)
Individually, each student will be responsible for designing a web page to promote an imaginary event (page to include text, pictures, other graphics, links to related pages). Further details of the assignments will be provided.

2. Excel **10%** Due March 6th (or sooner)
Individuals will design an Excel spreadsheet of a program budget. Details of the assignment will be provided.

Student Seminar 20% Date to be assigned
Each student will make a 15-20 minute presentation about their placement. Students will be expected to describe the history, mission, goals/objectives, activities/services/products, and structure of the organization, their field placement, and be ready to discuss important issues/problems they have observed. The use of Powerpoint (or other program) is required for the presentation. The seminar is an opportunity for students to describe their organization and placement, and discuss it with others in the course. Practice and check your timing!

Final Report 25% Due April 10th by 4:30

Each student will be required to submit a final report on the organization and their field

experience. An electronic copy submitted to adoherty@uwo.ca is also required. The report will include the following sections:

1. Introduction to the paper (purpose, what will be covered, rationale/importance of the study), and the organization and student's placement. (2 marks)
2. Organizational analysis (10 marks). A concise description of the organization from the systems perspective, based on the following headings:
 - i) Goals and Objectives of the organization;
 - ii) External environment of the organization (distal/general, proximal/task);
 - iii) Inputs to the organization;
 - iv) Throughput processes within the organization (include organizational chart here);
 - v) Outputs of the organization; and,
 - vi) Feedback channels of the organization.

(**provide referenced definitions/descriptions of each component)

3. Organizational Issue.
 - i) A review and discussion of some aspect of the organization with reference to management and/or organizational behaviour theory (e.g., planning, marketing, organizing, leadership, evaluation, decision making, conflict management, member motivation, stress, etc.; provide a referenced review of related literature) (10 marks); and,
4. Suggested modifications to the management of the organization (3 marks).

All written work should be properly referenced in the text, and a final Reference List provided. The final report will be approximately 25 double spaced pages, using 12-point font, 1 inch margins. A one mark per day penalty will be assessed for late papers.

CLASS SCHEDULE

January 9	Lecture: Introduction, Course Outline, Review of Organizations
January 16/17	Appointments to Approve Job Description (2360B Somerville House)
January 23	Lecture: Systems Approach to Organizational Analysis, Review of Kin 2298/3398/3399
January 30	Kin Computer Lab: Web development
February 6	Kin Computer Lab: Web development
February 13	Kin Computer Lab: Excel Web Assignment due
February 20	Reading Week
February 27	Kin Computer Lab: Excel
March 6	Excel Assignment due
March 13	TBA
March 20	Student Seminars
March 27	Student Seminars

Review of Final Report (references, review sections)

April 3

Student Seminars

April 10

Final Report due (2360B Somerville House)

COURSE/UNIVERSITY POLICIES

1. Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically the definition of what constitutes a Scholastic Offence, at the following website:
http://www.uwo.ca/univsec/pdf/academic_policies/appeals/scholastic_discipline_undergrad.pdf
2. Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence (see Scholastic Offence Policy in the Western Academic Calendar). All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between Western University and Turnitin.com (<http://www.turnitin.com>)
3. Formatting: APA style is the approved style of writing for all assignments for this course. Please refer to Western University Library webpage for information on citation style and format or consult the APA publication manual: Publication manual of the American Psychological Association (6th ed.). (2009). Washington, DC: APA.
4. Assignment grades will be posted on OWL. If you have a concern regarding the grade you received for an assignment or feel that it is unfair in any way, you must wait 24 hours from the receipt of the assignment to approach the instructor or TA. In doing so, please make an appointment and prepare in writing, with evidence, why you feel your grade is inappropriate. Please be aware that in requesting a grade reassessment, your grade could go up/down/or stay the same. Calculation errors should be brought to my attention immediately. 15% of course grades will be posted by the last day to drop a course.
5. According to the Examination Conflict policy, "A student who is scheduled to write more than two examinations in any 24-hour period may request alternative arrangements through the office of their Academic Counsellor." **This policy does NOT apply to mid-term examinations.* There will be no make-up for the mid-term exam. Students who miss this exam with a valid reason may have the final re-weighted accordingly.
6. Laptops are allowed in the classroom for note taking, as long as their use is not distracting or disruptive to other students.

Support Services:

There are various support services around campus and these include, but are not limited to:

1. Student Development Centre -- <http://www.sdc.uwo.ca/ssd/>
2. Student Health -- <http://www.shs.uwo.ca/student/studenthealthservices.html>
3. Registrar's Office -- <http://www.registrar.uwo.ca/>
4. Ombuds Office -- <http://www.uwo.ca/ombuds/>

Students who are in emotional/mental distress should refer to Mental Health@Western <http://www.uwo.ca/uwocom/mentalhealth/> for a complete list of options about obtaining help.

School of Kinesiology, Western University

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LOG REPORT

DATE and TIME, or TOTAL TIME:

LOCATION:

ACTIVITIES PERFORMED/OBSERVED:

REFLECTIONS/QUESTIONS: