

Cover Sheet: Request 14847

SPM 4XXX Advanced Career Preparation

Info

Process	Course New Ugrad/Pro
Status	Pending at PV - University Curriculum Committee (UCC)
Submitter	Paul Higgerson phiggerson@ufl.edu
Created	4/4/2020 2:24:42 PM
Updated	4/23/2020 9:40:02 AM
Description of request	Creation of new undergraduate course for the Department of Sport Management

Actions

Step	Status	Group	User	Comment	Updated
Department	Approved	HHP - Sport Management 012604000	Michael Sagas		4/8/2020
No document changes					
College	Approved	HHP - College of Health and Human Performance	Christopher Janelle		4/23/2020
No document changes					
University Curriculum Committee	Pending	PV - University Curriculum Committee (UCC)			4/23/2020
No document changes					
Statewide Course Numbering System					
No document changes					
Office of the Registrar					
No document changes					
Student Academic Support System					
No document changes					
Catalog					
No document changes					
College Notified					
No document changes					

Course|New for request 14847

Info

Request: SPM 4XXX Advanced Career Preparation

Description of request: Creation of new undergraduate course for the Department of Sport Management

Submitter: Casey Griffith cgriffith@aa.ufl.edu

Created: 5/4/2020 10:54:09 AM

Form version: 5

Responses

Recommended Prefix SPM

Course Level 4

Course Number 4XX

Category of Instruction Advanced

Lab Code None

Course Title Advanced Career Preparation

Transcript Title Advanced Career Preparation

Degree Type Baccalaureate

Delivery Method(s) On-Campus

Co-Listing No

Effective Term Earliest Available

Effective Year Earliest Available

Rotating Topic? No

Repeatable Credit? No

Amount of Credit 2

S/U Only? No

Contact Type Regularly Scheduled

Weekly Contact Hours 2

Course Description Provides students with the opportunity to gain additional practical experience within sport management agency. Students will be able to apply their skills and knowledge as an agency volunteer in their chosen option area. Students will examine personal strengths, leadership and management skills and then assess internship avenues and career options.

Prerequisites SPM2000 & SPM2XXX: Sport Career Preparation

Co-requisites N/A

Rationale and Placement in Curriculum The Department of Sport Management believes that SPM4XXX Advanced Career Preparation will be used as an approved elective in our BS in Sport Management program.

Course Objectives

1. Identify potential options for the internship experience in sport management.

2. Develop career objectives.

3. Evaluate strengths and potential avenues related to a career in sport management.

4. Evaluate and assess the internship experience.

5. Interpret and analyze issues related to the world of work.

6. Identify resources to elaborate on avenues of professional development.

7. Distinguish quality field experience(s) of at least 60 total documented clock hours from experiences that do not provide tangible takeaways.

Course Textbook(s) and/or Other Assigned Reading Professionalism: Skills for the Workplace by Anderson & Bolt 3rd Ed. (2013). Pearson Ed Inc. Prentice Hall Publisher

Weekly Schedule of Topics

January 5	Orientation to Class – Introduction
	Personal Philosophy

January 12

Guest Speaker: David Lucier (Law School)
Tony Davis (Past MLB player/Financial planner)

Resume and Cover Letter Development

January 19 DELO professional (Practice Makes Better)
Personal Philosophy due

January 26 Guest Speaker: Fitz Koehler (Fitzness International)
Resumes and Cover Letters due

The next two weeks will involve a mini-seminar that will be conducted by Mr. Newell Fox, a local business professional and entrepreneur. The sessions will last the entire class period and students can expect to have a quiz each week (worth 15 points/each). Responses will be submitted in class unless otherwise noted.

February 2 Newell Fox: Selling Yourself

NOTE: Practice Makes Better Assignment is due February 5th

February 9 Newell Fox: Closing the Sale

February 16 Guest Speaker: Tiffany Griffith (Career Connection Center)
Career Goal Setting due

February 23 Emily Plunkett (Doctoral Student)
Agency Sign-up and Course Contract due
Career Counseling with Dr. D. due

March 2 Rayven Crisafulli/ Gianna Gamache – (UF Continuing Education
Department)

March 9 Spring Break

March 16 Guest Speaker (Dan Glassman)

1st 40-hour report due March 19th is the last day to submit a REAL internship proposal for Summer 2021. MOCK packets are also due by this date. Please remember that Academic Clearance Forms completed by the adviser are due with the packet.

March 23 Interviewing & Personal Branding (GA)
Discuss Measurable Goals

March 30 Guest speaker: James Di Virgilio (Financial Planning)
Professional Interview due

April 6

Guest speakers: Annabelle Juin (Populous)

Budget Assignment due

April 13 In-class interviews (4 students may participate; sign up in class)
Student Summary due

April 20 Final comments
Fringe Benefits and Cost of Living
Mock Interview due
Final Supervisor Evaluation due
2nd 40-hour Report due

Grading Scheme A	=	465 - 500.0
A-	=	450 - 464.9
B+	=	435 - 449.9
B	=	415 - 434.9
B-	=	400 - 414.9
C+	=	385 - 399.9
C	=	365 - 384.9
C-	=	350 - 364.9
D+	=	335 - 349.9
D	=	315 - 334.9
D-	=	300 - 314.9
E	=	Below 300 points

There are 500 total points for the class. The class will be graded based upon the following items and all items must be submitted online through Canvas.

1. Agency Sign-up Form and Course Contract 15 pts
 2. Completed Internship Packet 55 pts
(Includes Proposal Form-10 pts, 13-Week Plan-15 pts, 5 Questions-15 pts, Academic Clearance Form-15 pts and photo)
 3. Class assignments (5 @ 10 pts each) 50 pts
 4. 30-hour Reports (2 @ 60 pts each) 120 pts
You only need one summary report; submitted after all 60 hours are completed
 5. Newell Fox Seminar (2 required assignments; 15 pts each) 30 pts
 6. Supervisor Final Evaluation & Student Summary (20 pts each)..... 40 pts
 7. Professional interview 25 pts
 8. Budget Assignment 15 pts
 9. Career Prep Portfolio (25 pts each) 150 pts
 - Career Goal Setting Assignment
 - Personal Philosophy/5 year-plan (500-750 words)
 - Resume/Cover Letter (Use of "I" more than eight times in Cover Letter will result in a deduction of 10 points)
 - Career counseling interview with Dr. DeMichele (10-15 min)
 - NEW DELO: Practice Makes Better Assignment
 - Mock Interview (15 points) and job acceptance negotiation (10 points)
- Each assignment in the Career Prep Portfolio is worth 25 points individually; however, if all six assignments in the portfolio are not submitted, there will be a deduction of 50 points from the final grade.

Practice Makes Better (25 points):

On the third week of the class. The (Director of Engaged Learning & Outreach) will conduct a workshop to prepare students for future interviews. In order to receive course points for this assignment, students will be required to conduct research with 2 different organizations and meet with DELO in groups about the assignment. Additional details are provided on Canvas.

Academic Clearance Forms:

Please be sure to complete the Academic Clearance Form with your academic adviser (Justin Held, or Paul Higgerson). It will be necessary to schedule an appointment or see the adviser during walk-in hours from January 18th – March 19th. Please plan ahead and do not wait until the middle of March as appointments fill up. This form can be completed with the Adviser prior to securing an internship site.

The adviser will give you a copy of the Academic Clearance Form. The form is part of the internship packet assignment, so please be sure to submit a copy of the completed clearance form with the internship packet assignment on Canvas.

Mock Interview (15 Points)/Job Acceptance Email (10 points):

Students will have the option to participate in a mock interview through the Career Connections Center

(20 points), be interviewed by a seasoned professional in the field (20 points) or participate in an in-class interview (available for 4 students; 20 points). The purpose of this exercise is to simulate a “real” job interview for the benefit of improving interviewing skills. If completed by the CCC you will receive a form from a CCC professional. If completed by an industry professional, the professional should note 3 positives and 3 areas for improvement as well as sign off on the paper (there is no formal worksheet).

Interview appointments can be confirmed on the CCC website (career.ufl.edu) early in the semester; there is limited availability. Students who are not residing in Gainesville should make an appointment with an industry professional early in the semester or use the CRC’s online webcam mock interview option.

As a follow-up to the job interview, ALL students are asked to prepare a statement of acceptance / negotiation (10 points). A sample is attached on Canvas, however students are required to generate their OWN letter/email.

Budget Assignment (15 points):

Students will be required to create a projected budget earning \$40,000 with no family support. A template will be provided on Canvas and students will fill out the various financial categories. You must allocate all \$40,000.

Professional Interview (25 Points):

Students are asked to interview a professional they aspire to be (the professional must have at least one year experience but may have as many as 40+ years). This individual should be a seasoned professional employed in a position of responsibility (25 points). The purpose of the assignment is for the student to examine a path of success and to inquire from the professional about possible avenues of choice related to their career enhancement and advancement. Although we encourage students to seek guidance from their parents, the professional interview cannot be completed with a family member and must be completed with a professional in the industry of the student’s major.

Personal Philosophy (75 points):

We believe students will have greater success if they have a plan for the future and they outline how their personal philosophy aligns with their professional goals and aspirations. This assignment (500 words) asks the student to examine how their personal philosophy (completed in the Career Preparation course) may have been modified since enrolling in the Sport Management degree program, but more importantly, to address the student’s vision as a future as UF graduate. If a student’s philosophy has been modified, the new direction can be revealed in this assignment.

Mandatory class requirements:

Complete and submit reports validating 60 hours of supervised field work with the same site by the deadlines. Even if all other class requirement are successfully completed, the student will NOT pass the course unless ALL 60 hours have been successfully completed. There is no provision for incomplete grades in this course due to non-completion of field hours.

Submit a completed real or mock internship packet (see list below) by the March 20th packet deadline.

60 Hours of Field Experience [paid or unpaid] (120 Points):

Eighty (60) hours of field experience are required for successful completion of this course. Without validation of completion of the full 60 hours by the last day of class, students will not be able to pass the class; incomplete grades will not be issued. The purpose of the 80-hour experience is to expose the student to real world situations in a professional setting complementary to the degree specialization. The 60 field hours cannot count towards the Practicum requirement.

When the agency representative is interviewing the student, schedules should be compared for compatibility. The student and the agency representative will develop a realistic working schedule. Upon being finalized, the student must adhere to the agreed upon schedule. Remember that Holidays/spring break for the university may not coincide with the agency’s days off. The field experience should include leadership training in the student’s particular option area and not be limited

to clerical work or manual labor.

The Agency Sign-up Form is required for all field experience sites and must be submitted on Canvas no later than February 23rd. Additionally, please ensure the GA/Internship Director approves your site via a comment on Canvas when the assignment is graded. Students are encouraged to secure an approved site as soon as possible (once approved, the student can begin working toward the 60-hour requirement). Throughout the volunteer/paid experience, two 40-hour reports are to be turned in (see schedule below), and a separate report must be turned in after each 30-hour segment is completed.

Complete Internship Packet (55 points):

The packet must be submitted electronically on Canvas as a single attachment in the order below. There are scanners available free of charge on the second and third floors of Library West. If you need to combine multiple pdfs into one document, you can do so here: <http://www.pdfmerge.com/>. Early submissions of the Internship Packet are encouraged.

The grade for your internship packet will be evaluated based upon:

1. A completed Internship Proposal Form or Mock Internship Proposal Form.
2. Answers to the 5 questions found on page 2 of the internship proposal form.
3. A detailed 13-week plan for your internship (examples available on Canvas).
4. The Academic Clearance Form which must be completed with your adviser. Contact your Departmental Academic Adviser
SPM Students – Paul Higgerson (phiggerson@ufl.edu) or Justin Held (jhjazz13@ufl.edu)
5. Submit a professional electronic photograph (this item can be submitted as a separate file from the rest of the packet).

Be sure to submit the completed clearance form on Canvas. Your adviser will not submit this document for you.

International internships require a Proposal form from the UF International Student Center as well. Please consult with Dr. DeMichele if you plan to complete an international internship.

Please note that site supervisors must not change during the internship without UF approval; be sure to secure a supervisor who can mentor you during the entire internship.

Mock packets should be submitted for a grade for students who will not intern in the summer semester. For the mock packet, please select a site you may be interested in pursuing for a future internship. Complete the proposal form, answer the questions and build a plan for that site.

Students completing mock packets will still need to complete the Academic Clearance Form and photograph.

Instructor(s) Dr. Douglas DeMichele
Attendance & Make-up Yes
Accommodations Yes
UF Grading Policies for assigning Grade Points Yes
Course Evaluation Policy Yes