



## Undergraduate Course Syllabus

### SPT 491: Sport Management Internship

Center: Online

#### Course Prerequisites

Contact the Career and Professional Development Center to register

#### Course Description

This closely supervised on-the-job training combines classroom theory with business experience. Students spend one semester working in an environment where sport management practices and principles can be learned firsthand.

#### Course Outcomes

- Recognize problems and issues within organizations and develop solutions
- Recognize and use management and leadership theories in an applied environment
- Demonstrate problem solving in an applied environment
- Discuss connections between classroom learning and practical experiences
- Demonstrate the ability to communicate

#### Required Materials

No required materials.

#### Diversity, Equity, and Inclusion

As indicated in our core values, SNHU is committed to “embrace diversity where we encourage and respect diverse identities, ideas, and perspectives by honoring difference, amplifying belonging, engaging civilly, and breaking down barriers to bring our mission to life.”

This may or will be reflected in SNHU’s curriculum as we embrace and practice diversity, equity, and inclusion (DEI) to provide the most transformative experience for our students, faculty, and staff. Because topics pertaining to DEI can be sensitive, please remember that embodying and practicing diversity, equity, and inclusion is one of our core values that you will encounter throughout the academic experience. In higher education, we are expected to think and engage critically. Use a growth mindset to embrace the diverse readings, course assignments, and experiences of your peers and faculty.

For more information about DEI at SNHU, please visit our website at the [Office of Diversity and Inclusion](#).

### Instructor Availability and Response Time

Your class interaction with the instructor and your classmates will take place on a regular, ongoing basis. Your instructor will be actively engaged within the course throughout the week. You will normally communicate with your instructor in the weekly discussions or the General Questions discussion topic so that your questions and the instructor's answers benefit the entire class. You should feel free, however, to communicate with your instructor via SNHU email at any time, particularly when you want to discuss something of a personal or sensitive nature. Your instructor will generally provide a response within 24 hours. Instructors will post grades and feedback (as applicable) within seven days of an assignment's due date, or within seven days of a late submission.

### Grade Distribution

Assignment Category	Number of Graded Items	Point Value per Item	Total Points
Discussions	4	30	120
Internship Overview Submission	1	25	25
Journals	3	35	105
Business Memos	3	50	150
Case Study	1	100	100
Final Evaluation	1	500	500
			<b>Total Course Points: 1,000</b>

This course may also contain practice activities. The purpose of these non-graded activities is to assist you in mastering the learning outcomes in the graded activity items listed above.

### University Grading System: Undergraduate

Grade	Numerical Equivalent	Points
A	93–100	4
A-	90–92	3.67
B+	87–89	3.33
B	83–86	3
B-	80–82	2.67
C+	77–79	2.33
C	73–76	2
C-	70–72	1.67
D+	67–69	1.33
D	60–66	1
F	0–59	0
I	Incomplete	
IF	Incomplete/Failure *	
IP	In Progress (past end of term)	
W	Withdrawn	

\* Please refer to the [policy page](#) for information on the incomplete grade process.

### Grading Guides

Specific activity directions, grading guides, posting requirements, and additional deadlines can be found in the Assignment Guidelines and Rubrics section of the course.

### Weekly Assignment Schedule

All reading and assignment information can be found within each module of the course. Assignments and discussion posts during the first week of each term are due by 11:59 p.m. Eastern Time. Assignments and discussion posts for the remainder of the term are due by 11:59 p.m. of the student's local time zone.

In addition to the textbook readings that are listed, there may be additional required resources within each module.

Module	Topics and Assignments
1	<p>Getting Started</p> <p>Introduce yourself and discuss the following:</p> <ul style="list-style-type: none"><li>• Tell us a little about yourself.</li><li>• Where are you conducting your internship?</li><li>• What is your position?</li><li>• What are your responsibilities?</li><li>• What objectives would you like to accomplish through your internship?</li><li>• What networking opportunities do you see?</li></ul> <p>1-1 Discussion: General Questions</p> <p>Review the syllabus and post any questions or comments that you have about the course.</p> <p>1-2 Discussion: Sports Management Experience</p> <p>What is your knowledge and background in Sports Management? Do you have previous experience Within this field? What skills are you looking to archive during this internship?</p> <p>1-3 Internship Overview Submission</p> <p>Submit your Learning Contract</p> <p>Timesheet initialed by Supervisor</p>
2	<p>Two-Week Check-In</p> <p>2-1 Evaluation: Two Week Evaluation</p> <p>Confirm that your supervisor has completed the two-week evaluation. Meet with your supervisor to discuss the evaluation and your progress.</p> <p>2-2 Business Memo 1</p> <p>Throughout the course, you will write a series of three business memos. Each memo will describe your current roles and responsibilities and how they link to Sport Management program goals and School of Business competencies. Select a minimum of five goals and/or competencies to discuss in your memo. You do not need to discuss the same goals and competencies in each memo.</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>

Module	Topics and Assignments
3	<p>Reflection</p> <p>3-1 Discussion: Situation/Scenario Reflection</p> <p>Select a situation/scenario that occurred at your internship. Using the example process for reflection described in the module overview, reflect on the situation or scenario. Post your reflection for your classmates. Read their reflections and provide feedback. Is the description clear? Are the interpretation and analysis clear and logical? Can you suggest (additional) links between practice and theory?</p> <p>3-2 Journal: Module Three</p> <ul style="list-style-type: none"> <li>• Identify your strengths and weakness exhibited during the first three weeks of your internship.</li> <li>• Set specific goals to overcome your weaknesses.</li> <li>• Discuss what has surprised you the most during your internship.</li> <li>• Describe specific skills that have improved as a result of your internship</li> </ul> <p>Timesheet initialed by Supervisor</p>
4	<p>Theory Into Practice</p> <p>4-1 Discussion: Case Study Topic</p> <p>In Module Seven, you will submit a case study that addresses an issue or problem at your internship site. Post your case study topic for instructor approval and feedback from your classmates. Read your classmates' topics and ask questions or provide suggestions for approaching the topic.</p> <p>4-2 Business Memo 2</p> <p>In this module, you will write the second of the three business memos that you will write for the course. In this memo, you will describe any new or evolving roles and responsibilities and how they link to Sport Management program goals and School of Business competencies. Select a minimum of five goals and/or competencies to discuss in your memo. You do not need to discuss the same goals and competencies that you covered in your previous memo.</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>
5	<p>Mid-Course Reflection</p> <p>5-1 Discussion: Situation/Scenario Reflection</p> <p>Select a situation/scenario that occurred at your internship. Using the example process for reflection described in the module overview in Module Three, reflect on the situation or scenario. Post your reflection for your classmates. Read their reflections and provide feedback. Is the description clear? Are the interpretation and analysis clear and logical? Can you suggest (additional) links between practice and theory?</p> <p>5-2 Journal: Module Five</p> <ul style="list-style-type: none"> <li>• Discuss progress made towards the goals set in the first journal (provide specific examples).</li> <li>• Describe specific skills that have improved as a result of your internship.</li> <li>• Explain what has been your biggest challenge and why.</li> <li>• Identify and set specific goals for the remaining three weeks.</li> </ul> <p>Timesheet initialed by Supervisor</p>

Module	Topics and Assignments
6	<p>Theory Into Practice II</p> <p>6-1 Business Memo 3</p> <p>In this module, you will write the final business memo for the course. In this memo, you will describe any new or evolving roles and responsibilities and how they link to Sport Management program goals and School of Business competencies. Select a minimum of five goals and/or competencies to discuss in your memo. You do not need to discuss the same goals and competencies that you covered in your previous memo.</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Internship Evaluation form provided to Supervisor (due week 7)</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>
7	<p>Strategic Analysis</p> <p>7-1 Case Study</p> <p>Write a case study that addresses a problem or issue at your internship site.</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Internship Evaluation form completed by Supervisor &amp; returned</p>
8	<p>Final Reflection and Analysis</p> <p>8-1 Journal: Module Eight</p> <ul style="list-style-type: none"> <li>• Discuss progress made towards the goals set in the first two journals (provide specific examples).</li> <li>• After reviewing your supervisor's evaluation, describe your strengths. In which areas did you perform best? Describe your weaknesses. In which areas do you need improvement?</li> <li>• Describe how you grew as an individual and employee.</li> <li>• Using the feedback from your supervisor and reflective journals, discuss how you will use the information as you prepare to graduate and for the future.</li> </ul> <p>8-2 Evaluation: Final Evaluation</p> <p>Confirm that your supervisor has completed the final evaluation. Meet with your supervisor to discuss your progress during the internship and the evaluation.</p> <p>Timesheet initialed by Supervisor</p> <p>[Instructor] Timesheet completed by Supervisor &amp; returned</p> <p>[Instructor] Check-In with Supervisor and record in Workplace Contact Log</p>

### Course Participation

Course participation is required within the first week of the term for all online courses. *Participation* in this context is defined as completing one graded assignment during the first week of the course. Otherwise, students will be administratively removed for nonparticipation. Students who do not participate during the first week may forfeit their rights to be reinstated into the course. Students who stop attending a course after the first week and who do not officially withdraw will receive a grade calculated based on all submitted and missed graded assignments for the course. Missed assignments will earn a grade of zero. See the [course withdrawal policy](#) and the [full attendance policy](#) for further information.

### Late Assignments

Students who need extra time may submit assignments (excluding discussion board postings) up to one week after

the assignment due date. Discussion board submissions will not be accepted for credit after the deadline except in extenuating circumstances.

- A penalty of 10 percent of the total value of the assignment will be applied to the grade achieved on the late assignment regardless of the day of the week on which the work is submitted.
- Students who submit assignments more than one week late will receive a grade of zero on the assignment unless they have made prior arrangements with the instructor.

Students must submit all assignments no later than 11:59 p.m. (in their own time zone) on the last day of the term. No assignments are accepted after the last day of the term unless an incomplete has been submitted. See the [incomplete grades policy](#).

There may be times an instructor makes an exception to the late assignment policy. Instructors may accept late work, including discussion board posts, with or without prior arrangement.

- Exceptions to the late policy on these grounds are left to the instructor's discretion, including whether the late penalty is applied or waived. Students should not assume that they will be allowed to submit assignments after the due dates.
- If an instructor finds that they are unable to determine whether an exception to the late policy would be appropriate without documentation, the collection and review of student documentation should be handled through the Dispute Resolution team in order to protect the student's privacy. In these cases, students should file a [Student Concern Dispute form](#) to have the circumstances reviewed.

If a student is experiencing (or knows they will experience) a circumstance, including pregnancy, that is protected under the Americans with Disabilities Act or Title IX, they are encouraged to contact the [Online Accessibility Center \(OAC\)](#) as soon as possible to explore what academic accommodations might be offered. Instructors must honor all deadlines established through the OAC.

### **Student Handbook**

Review the [student handbook](#).

### **ADA/504 Compliance Statement**

Southern New Hampshire University (SNHU) is dedicated to providing equal access to individuals with disabilities in accordance with Section 504 of the Rehabilitation Act of 1973 and with Title III of the Americans with Disabilities Act (ADA) of 1990, as amended by the Americans with Disabilities Act Amendments Act (ADAAA) of 2008.

SNHU prohibits unlawful discrimination on the basis of disability and takes action to prevent such discrimination by providing reasonable accommodations to eligible individuals with disabilities. The university has adopted the [ADA/504 Grievances Policy](#) (version 1.2 effective October 16, 2017), providing for prompt and equitable resolution of complaints regarding any action prohibited by Section 504 or the ADA.

For further information on accessibility support and services, visit the [Disability and Accessibility Services](#) webpage.

**Academic Integrity Policy**

Southern New Hampshire University requires all students to adhere to high standards of integrity in their academic work. Activities such as plagiarism and cheating are not condoned by the university. Review the [full academic integrity policy](#).

**Copyright Policy**

Southern New Hampshire University abides by the provisions of United States Copyright Act (Title 17 of the United States Code). Any person who infringes the copyright law is liable. Review the [full copyright policy](#).

**Withdrawal Policy**

Review the [full withdrawal policy](#).

**Southern New Hampshire University Policies**

More information about SNHU policies can be found on the [policy page](#).