Westminster College
School of Business
Spring 2019
SMGT 201/202 01 Practical Experience

Instructor: Dr. Robert H Zullo            Tammy Swearingen
Office: TC 309            FH Athletic Suites
Office Phone: 724-946-6835            724-946-7320
Email: zullorh@westminster.edu            swearitl@westminster.edu

Class Meeting Times: Section(1)–Wednesday, 11:40am – 12:40pm, OM 303

Office Hours: Dr. Zullo: MWF: 1:00pm-3:00pm and other times by appointment.
Prof. Swearingen: MWF10-12/TR 1-3

Course Overview:

Each student will be required to spend approximately 4 hours per week
(previously 8 hours/week) in the sports management area assigned for 60 hours.
The specific duties will be determined by student needs and abilities in
cooperation with the supervising faculty or administrator.

Career Readiness Course Outcomes:

Upon successful completion of SMGT 201/201, students will be able to:
- Garner experience within multiple sports management organizations
- Demonstrate an understanding of the importance of professionalism within
  the workplace
- Utilize career readiness strategies geared towards the sports business
  industry

Career Readiness Outcomes Assessment Strategies:

- Homework assignments, oral presentations, independent research
  assignments, and a combination of self and supervisor assessments and
  evaluations

Career Readiness Competencies and Skills:

- Ability to strategically implement time management strategies blending
  academics, practical experience and other obligations
- Ability to analyze and apply career readiness strategies
- Ability to understand presentation literacy
- Ability to apply understanding of experiential learning with sports business
Academic Honesty:

You are expected to know the elements and ramifications of academic dishonesty as stated in the current version of the Westminster College Student Handbook. Any academically dishonest act will result in failure of the assignment and failure of the class for the semester. Cheating, or the perception thereof, will result in your dismissal from class, failure of the course, or both. Cheating is considered to be plagiarism, copying others work either during a graded test or homework assignment, or simply taking credit for another’s work and claiming it as your own. Cheating serves no one well and will be dealt with accordingly.

Attendance Policy:

Class attendance is mandatory for an in-depth understanding and assimilation of all theoretical concepts, discussion points and practical applications. If you must miss class, please advise me in advance via email or telephone PRIOR to the start of class to be properly credited with an excused absence. Given the short time frame of the course meetings (eight times for 60 minutes each), attendance is crucial.

Course Text

None – Though various other readings and online content as provided in class and/or posted on D2L.

Submission Requirements

Proper communication in and outside of the classroom, and the proper submission of assignments will be a focal point of this course. In preparation for your future career(s), this course will emulate the communication and planning skills needed in order to be successful within the workplace. Only assignments that follow the proper submission guidelines will be accepted, graded, and returned. Accordingly, all projects, papers, and assignments are required to be submitted on time. Any assignments that are handed in after the designated due date/time will have points deducted and/or will not be accepted.

Accessibility Statement

Westminster College actively strives for the full inclusion of all our students. Students with disabilities who require access solutions for environmental or curricular barriers should contact Faith Craig, Director of Disability Resources, located in 209 Thompson-Clark Hall.

Phone: 724-946-7192
E-mail: craigfa@westminster.edu
Professor Expectations:

As your instructor, I have certain expectations for each of you throughout your time in my classroom. In order for you to be prepared for success within a professional environment, you must be willing to put forth the effort, accept personal responsibility for your learning, and come to class prepared and on time. This course will require considerable work both in and outside of the classroom, and I assure you of my willingness to assist you in your efforts.

Career Readiness Assignments and Point Values:

There will be various individual projects to be turned in for grading to enhance your professional development. The assignments for SMGT 201 differ from SMGT 202 so pay close attention to the calendar below.

Please note that all assignments and associated due dates will be discussed in depth and referenced each class, it is ultimately YOUR RESPONSIBILITY to ensure that you complete/upload/submit all assignments on time. The following chart will help you keep track of the graded assignments and the grades you have received:

<table>
<thead>
<tr>
<th>Ms. Swearingen’s Assignments</th>
<th>Points</th>
<th>Percentage</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Work Agreement</td>
<td>Required</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Learning Goals Worksheet</td>
<td>20</td>
<td>6.67%</td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Log Report</td>
<td>70</td>
<td>23.33%</td>
<td></td>
</tr>
<tr>
<td>Midpoint Practicum Site Supervisor Evaluation</td>
<td>45</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Final Practicum Site Supervisor Evaluation</td>
<td>45</td>
<td>15%</td>
<td></td>
</tr>
<tr>
<td>Final Self Evaluation</td>
<td>10</td>
<td>3.33%</td>
<td></td>
</tr>
<tr>
<td>Final Reflection Video</td>
<td>30</td>
<td>10%</td>
<td></td>
</tr>
<tr>
<td>Dr. Zullo’s Career Readiness Assignments</td>
<td>80</td>
<td>26.67%</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>300</strong></td>
<td><strong>100%</strong></td>
<td></td>
</tr>
</tbody>
</table>

Grading Scale

<table>
<thead>
<tr>
<th>Grade</th>
<th>Range</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93-100</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>90-92.99</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>87-89.99</td>
<td></td>
</tr>
<tr>
<td>B</td>
<td>83-86.99</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>80-82.99</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>77-79.99</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>73-76.99</td>
<td></td>
</tr>
<tr>
<td>C-</td>
<td>70-72.99</td>
<td></td>
</tr>
<tr>
<td>D+</td>
<td>67-69.99</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>63-66.99</td>
<td></td>
</tr>
<tr>
<td>D-</td>
<td>60-62.99</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0-59.99</td>
<td></td>
</tr>
<tr>
<td>Wednesday Date</td>
<td>SMGT 201</td>
<td>SMGT 202</td>
</tr>
<tr>
<td>----------------</td>
<td>---------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------</td>
</tr>
<tr>
<td>January 16th</td>
<td>Meet &amp; Greet, Review Documents, Video Overview (take on-site photos &amp; videos)</td>
<td>Meet &amp; Greet, Review Documents, Video Overview (take on-site photos &amp; videos)</td>
</tr>
<tr>
<td>January 23rd</td>
<td>• Tour Career Center – 5 pts,</td>
<td>• Professional Organizations to Join lesson plan</td>
</tr>
<tr>
<td></td>
<td>• Give job shadowing assignment</td>
<td>Turn in logs</td>
</tr>
<tr>
<td></td>
<td><em>Turn in agreement/worksheet/logs</em></td>
<td>Turn in logs</td>
</tr>
<tr>
<td>January 30th</td>
<td>• Tour Career Center – 5 pts,</td>
<td>Turn in logs</td>
</tr>
<tr>
<td></td>
<td>• Give job shadowing assignment</td>
<td><em>Turn in agreement/worksheet/logs</em></td>
</tr>
<tr>
<td>February 6th</td>
<td>• Resume &amp; Cover Letter lesson plan</td>
<td>Turn in logs</td>
</tr>
<tr>
<td>February 13th</td>
<td><em>Turn in logs</em></td>
<td>Turn in logs</td>
</tr>
<tr>
<td>February 20th</td>
<td>Turn in logs</td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td></td>
<td>• Professional Conferences to Attend lesson plan</td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td>February 27th</td>
<td><em>Turn in logs</em></td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td></td>
<td><em>Midpoint site supervisor evaluation due</em></td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td></td>
<td>• Resume &amp; Cover Letter due – 10 pts each</td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td></td>
<td>• LinkedIn lesson plan</td>
<td><em>Turn in logs</em></td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
<td>Due/Evaluation</td>
</tr>
<tr>
<td>------------</td>
<td>----------------------------------------------------------------------</td>
<td>--------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>March 6th</td>
<td>Turn in logs</td>
<td>Midpoint site supervisor evaluation due</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Conferences homework due – 10 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Graduate School lesson plan</td>
</tr>
<tr>
<td>March 13th</td>
<td>Turn in logs</td>
<td>Spring Break</td>
</tr>
<tr>
<td>March 20th</td>
<td>Turn in logs</td>
<td>• LinkedIn due – 10 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Business Cards development</td>
</tr>
<tr>
<td>March 27th</td>
<td>Turn in logs</td>
<td>• Graduate School student presentations – 25 pts</td>
</tr>
<tr>
<td>April 3rd</td>
<td>Turn in logs</td>
<td>• Business Cards returned – 5 pts &amp;</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Attire lesson plan &amp; HW – 10 pts</td>
</tr>
<tr>
<td>April 10th</td>
<td>Turn in logs</td>
<td>• Job shadowing due – public speaking presentation, attire – 30 pts</td>
</tr>
<tr>
<td>April 17th</td>
<td>Turn in logs</td>
<td>• Job shadowing due – public speaking presentation, business attire – 30 pts</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Attire homework inserted in presentation</td>
</tr>
<tr>
<td>April 24th</td>
<td>Turn in logs</td>
<td>URAC Day</td>
</tr>
<tr>
<td>May 1st</td>
<td>Turn in final time log, final supervisor evaluation &amp; self evaluation</td>
<td>Present final reflection video.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Turn in final time log, final supervisor evaluation &amp; self evaluation.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Present final reflection video.</td>
</tr>
</tbody>
</table>