



EXSS 493: Course Overview and Field Experience Requirements

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FOR QUESTIONS REGARDING EXSS 493:
Danielle Smith
Teaching Assistant Professor – Sport Administration
Daniellesmith@unc.edu

EXSS 493: Field Experiences in Sport Administration

CLASS OVERVIEW AND DETAILS

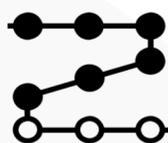


EXSS values experiential learning as a way of connecting the classroom to the world through workplace experience. The field experience (internship) is intended to provide students with learning/growth opportunities not typically available in a classroom setting. The internship experience should extend and complement coursework and allows implementation of theories and practices of sport administration under the supervision of a sport organization manager/supervisor. Academic credit is earned for the learning and related coursework rather than for the experience itself. Accordingly, students are expected to document, demonstrate, and reflect thoughtfully on what is learned during the internship. This experience should increase each student's marketability in the search for permanent employment and/or graduate school opportunities.



Organization and Administration

Students will be exposed to organization dynamics, leadership, risk-management, and have an understanding around structures and administrative processes. new employees to read playbook and confirm completion with signature



Personal Development

Students will work on problem solving and critical thinking skills, develop an understanding for professional workplace conduct and human relation skills.



Sport Administration Functions

Students will learn about sport administration functions (depending on their role) which may include program planning and implementation and inclusion in industry projects.



Communication

Students will have an opportunity to practice oral and written communication through interaction with peers, supervisors and other organization constituents.

Potential Internship Organizations

Internships can either be local or in other cities, states or countries depending on the semester you decide to enroll in EXSS 493. Below are some examples of organizations; however, this is not an exhaustive list.

Atlanta Falcons	Nike
Bank Of America Stadium	North Carolina High School Athletic Association
Bespoke (Agency)	North Carolina Motorsports Association
Carolina Hurricanes	North Carolina Speedway
Carolina Mudcats	Quail Hollow Club
Charlotte Hornets	RBC Center
Charlotte Coliseum	Sports and Properties, Inc.
Charlotte Panthers	Tar Heel Sport Properties (Learfield)
DC United	Town of Cary - Parks, Recreation & Cultural
Durham Bulls	Resources Department
Greensboro Coliseum	UNC Athletic Department
Greensboro Grasshoppers	Under Armor
GMR	USA Baseball
Intrepid Sports	Washington Redskins
Local university athletic depts	Wasserman (Agency)
Lowe's Motor Speedway	
Monumental Sports	
NC Special Olympics	

Internship Expectations

- ✓ Attend all individual and group meetings scheduled by your 493 course instructor
- ✓ Submit all required forms and reports on time to the appropriate recipients
- ✓ Report to the Sport Organization on the date(s) specified by the Sport Organization
- ✓ Meet with your Sport Organization Intern Supervisor at least bi-monthly to discuss progress and/or issues
- ✓ Become intimately acquainted with the structure, operation, functions and policies of the Sport Organization
- ✓ Abide by the Sport Organization regulations, policies, and procedures
- ✓ Be mindful and adhere to confidentiality and privacy regulations of all Sport Organization materials, data, intellectual property, and discussions
- ✓ Understand your internship expectations for attire; when in doubt, ask your Sport Organization Intern Supervisor
- ✓ Conduct yourself, both on and off the job, in a professional manner
- ✓ Plan assignments and presentations well in advance
- ✓ Notify your Intern Supervisor as soon as it becomes evident that you will be unable to report to work, or will be late. Establish the most appropriate means of communicating (phone, text, email, etc.) in situations like these



FREQUENTLY ASKED QUESTIONS FOR STUDENTS

Q: Which semester is EXSS 493 offered?

A. EXSS 493 is offered in the following semesters: Fall, Spring, Summer Session I, Summer Session II

Q: When does this class meet?

A. This is not the typical on-campus class. There are no regularly scheduled, weekly course meetings; however, the instructor for your section may choose to have in-person class meetings throughout the semester. These meetings will be communicated in advance.

Q: What are the pre-requisites for this course?

A: Students should have the following:

- ✓ Sport Administration major in good academic standing
- ✓ Coursework: Students should have EXSS 221

Q: Will you assign me an internship?

A. No! It is up to each student to secure an internship for the course. EXSS Sport Administration professors are here to help, but it is ultimately up to each student to select and secure their own internship. Researching opportunities, networking, and the application process are integral aspects of this course.

Q: I need to find an internship – where do I start?

A. Identify what you are interested in! This could start with a sport administration function (e.g., marketing, sales, event operations, etc.) or with a specific organization (e.g., Carolina Hurricanes or Nike). From there, look at their internship openings, application deadlines, and explore any connections you might have. LinkedIn is a great place to search by organization and also highlights alumni from UNC at that particular organization. Teamworkonline.com is also a great source to begin to look for Sport Administration internships that might interest you. Informational interviews are an easy way to meet professionals in the industry, and can open up internship opportunities.

Q: What are the requirements my internship must meet in order to be approved?

A: There are a few requirements for an internship to be approved for the EXSS 493 course, which include:

- ✓ Must be an internship directly related to sport administration; all internship roles must be approved by your course instructor prior to starting the course.
- ✓ Must occur in the same semester when you are taking the course.
- ✓ **You must meet/exceed 120 hours throughout the semester; a good rule of thumb is 10-12 hours a week for 10-12 weeks.**
- ✓ ****A portion of this time must be spent on in-office and administrative tasks; your internship cannot be solely working at events.**
- ✓ You must have approval from your internship supervisor regarding all course requirements; it's important to ensure they have relevant work and needs for you.

Q: What type of work (outside of my internship hours) should I expect from the course?

A: In addition to the hours you spend at your internship site, you will also be required to complete academic elements for the course. These elements may vary based on your instructor, but could include:

- ✓ Completing a learning agreement and goal setting with your internship supervisor
- ✓ Reflection papers tied to your internship activities, including informational interviews, trend reports, etc.
- ✓ A semester-long project, with the topic agreed-upon by your instructor and supervisor.

Q: Can I take EXSS 493 more than once?

A: Yes. You are able to enroll in EXSS 493 in two different semesters; however, please note the following:

- ✓ It must be with a different internship than your previous EXSS 493 experience
- ✓ It **does not** count towards any EXSS Sport Administration requirements, including your required electives
- ✓ It can be taken as a 1, 2 or 3 credit course, depending upon your needs and the hour requirements you will meet
- ✓ Your internship and associated hours will need to be approved by the instructor
- ✓ Reflection papers tied to your internship activities, including informational interviews, trend reports, etc.
- ✓ A semester-long project, with the topic agreed-upon by your instructor and supervisor.