

**Auburn University
College of Education
Department of Educational Foundations, Leadership, and Technology
Dr. Olin Adams—4068 Haley Center
(334) 844-3052 Email:adamsol@auburn.edu**

HIED 7910 PRACTICUM PACKET CONTENTS

The following are included in this packet:

1. Syllabus
2. Student Information Form
3. Cooperating Administrator Agreement Form (Student should give this form to the Cooperating Administrator)
4. Cooperating Administrator Evaluation Form (Student should give this form to the Cooperating Administrator)
5. Site Visit Appointment Form
6. Sample Questions for Administrator Interviews
7. Portfolio Requirements
8. Log of Practicum Activities

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TITLE: HIED 7910—Practicum in Athletic Administration

CREDIT: 1-6 semester credit hours for AHE

PREREQUISITES: Acceptance at Approved Sites

DATE SYLLABUS

PREPARED: August 2006

COURSE DESCRIPTION

The Department of Educational Foundations, Leadership, and Technology offers the Practicum as an opportunity for students in the area of sport management to integrate theory and skills necessary to function effectively as educational leaders. The supervised internship will involve the study of administrative areas, observation of administrators in action, participatory activities, and specific administrative assignments that offer opportunities for interns to internalize and practice administrative skills learned during their graduate course work.

Each student is required to receive practical experience in six (6) athletic administration components developed by the Auburn University Athletic Department in cooperation with the Department of Educational Foundations, Leadership, and Technology. **Three on-campus seminars will be scheduled TBA. Seminar attendance is required for satisfactory completion of this course. Seminar activities are a GROUP activity.**

Any student needing special accommodations should contact Dr. Kelly Haynes, Director of the Program for Students with Disabilities, located in 1232 Haley Center. If you need assistance in contacting Dr. Haynes, please let me know and I will assist you.

COURSE OBJECTIVES

See Portfolio Requirements Section at the end of this packet

COURSE CONTENT OUTLINE

Content varies for each student based on Portfolio Component

LEARNING ACTIVITIES

Learning activities are included in each component of the portfolio. Learning activities vary for each student depending upon the specific component. All components provide opportunities for students to learn and gain practical experience in sport management. Learning activities will include observations and participation in specific departments concerned with sport management, individual assignments, and in planned seminars.

Learning activities are designed to develop skills and promote understanding of the roles of the athletic administrator by providing opportunities for students to observe and participate in various administrative and leadership roles.

COURSE REQUIREMENTS

1. Contact the HIED faculty member who will supervise the Practicum, and complete a Student Information Sheet
2. Participate in all seminar activities. These will usually include individual student reports; however, a guest speaker(s) may also be included in the seminars.
3. Complete the appropriate component of the Portfolio
4. Complete a log for each Practicum Activity
5. Submit a cover page noting the student's name, name and number of portfolio component, number of credit hours, and semester (Fall, Spring, Summer) followed by the corresponding completed assignments, log sheets, and evaluation form under one cover. No credit will be given for a component without a completed evaluation form signed by the supervising administrator. The Portfolio should be organized as stated here. Students should include a Table of Contents and page dividers between sections. Students should design their own title page; however the title page must include the student's name, component name and number, number of credit hours, and semester completed.
6. Work cooperatively with the HIED faculty member and the cooperating administrator
7. Submit completed assignments on due dates.

NOTE: ALL ASSIGNMENTS MUST BE TYPED USING DOUBLE-SPACING AND A DARK SHARP PRINTER RIBBON.

EVALUATION

The HIED faculty member and the cooperating administrator will assess the student's performance. Students are expected to complete all requirements as listed in the Course Requirements Section of this Syllabus. Special attention should be given to documenting Practicum activities and positive and productive participation in the seminar activities. Assessment will be based on student's work with the cooperating administrator, participation in the seminars, and the accuracy, appearance, and overall quality of the student's work as displayed in the Portfolio. No credit will be given for any component without a completed evaluation form signed by the supervising administrator.

Students who are unable to complete all requirements by the end of the semester will receive an "I" (Incomplete) grade. In the event of a grade of "I" or a grade below "B", the student, HIED faculty member, and cooperating administrator will determine a plan of action for the student. Actions may include, but not be limited to, a developmental plan to help the student complete all unsatisfactory work or dismissal from the Practicum.

HIED 7910 –Educational FLT
Student Information Form

Complete and return this form to the professor who is supervising your Practicum. The form must be typed and returned no later than one week following the first seminar session. Return this form to:

Dr. Olin Adams, Dept. of Educational FLT, 4068 Haley Center, Campus: Tel: 844-3052; Fax: 844-3072; Email: adamsol@auburn.edu

Student Name	Current Job Title	Student I.D. Number
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Complete Mailing Address (Street or P.O. Box, City, State, Zip)

Email Address	Home Tele	Work Tele
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Name of Cooperating Administrator	Current Position
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Name of Department or Sub-Department within the Athletic Department

Component to be Completed	Number of Credit Hours
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HIED 7910 – Educational FLT

Cooperating Administrator Agreement Form

Return this completed form to the Professor who is supervising your Practicum.

_____ (student's name) has enrolled in HIED
7910, Component Number _____ for _____ semester credit hours (number of
credit hours). The student is required to spend an appropriate number of clock hours
(approximately 15 clock hours for each 1 semester credit hour) during the
semester on the activities listed in the Portfolio. These hours may be arranged at the convenience
of the Cooperating Administrator and the student.

I, the undersigned Cooperating Administrator, will accept the above named student for
supervision. I will assist in supervising his/her activities for the required amount of time this
semester.

Cooperating Administrator Signature

Date

Cooperating Administrators:

Cooperating administrators are practicing administrators in the department(s) or facility that the
student selects to complete the specific component of the Practicum. Each Cooperating
Administrator works closely with the student, schedules conferences with the HIED faculty
member and/or student, and devotes an appropriate amount of time and assistance to the student
to help insure the student's success. The Cooperating Administrator participates with the HIED
faculty member to assess and evaluate the student's performance during and at the end of the
semester.

COOPERATING ADMINISTRATOR EVALUATION FORM

Student's Name _____	Component Number _____	Date _____
Scale: 5 = Excellent		2 = Needs Improvement
4 = Very Satisfactory		1 = Poor
3 = Satisfactory		

Category	Indicators	Ratings	Comments
1. Cooperation	? Assists with discussions ? Seeks assistance when needed ? Assists in identifying areas for improvement ? Receptive to suggestions ? Demonstrates positive attitude	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	
2. Responsibility	? Schedules periodic visits ? Adheres to related issues ? Initiates discussions in areas needing improvement ? Reviews progress of assignment ? Follows syllabus timetable and Activities	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	
3. Knowledge	? Demonstrates knowledge of the problem or concern ? Demonstrates knowledge of current related literature ? Demonstrate understanding of theory, concepts and principles selected to deal with the problem or concern ? Demonstrates knowledge of people, places and influences on the specific problem or concern	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	
4. Professional Interactions	? Initiates discussions professionally ? Gives and takes in discussions ? Articulates beliefs rationally ? Explains concepts completely ? Organizes thoughts well	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	
5. Composure	? Demonstrates poise and confidence ? Articulates logically under pressure ? Demonstrates no annoying Mannerisms	1 2 3 4 5 1 2 3 4 5 1 2 3 4 5	

Student's Signature:_____ **Cooperating Administrator's Signature**_____

Please return to Dr. Olin Adams, 4068 Haley Center, 2 weeks before the end of the semester. Thank you.
Site Visit Appointment Form

Complete and return this form to the HIED Faculty member who is supervising your Practicum no later than the third week of the current semester.

Dr. Olin Adams, 4068 Haley Center, Campus. Tele: 844-3052; Fax: 844-3072; E-mail: adamsol@auburn.edu

Student's Name	Name of Site	Address of Site
Student's E-mail Address	Home Telephone	Site Telephone
Physical Location or directions to the Site		
Date of Visit	Time of Visit	
Alternate Date	Alternate Time	

The purpose of the site visit is to provide an opportunity for the student, HIED faculty member, and the Cooperating Administrator to discuss the student's progress and any special circumstances, problems or concerns of the student and/or Cooperating Administrator. The student must coordinate the date and time of the site visit to accommodate the schedule of the Cooperating Administrator if possible. At least one site visit should be conducted per semester of enrollment. Additional visits may be conducted as necessary.

SAMPLE QUESTIONS FOR ADMINISTRATOR INTERVIEW

Directions: Please contact the administrator before the interview to ask his/her permission to conduct the interview. The interview should be completed in an hour or less. Assure the administrator that his/her participation is voluntary and that he/she will not be identified in any in-class or out-of-class discussions. The information you secure during the interview will be used only in seminar discussions for HIED 7910 – Practicum to share his/her ideas, beliefs, and experiences with other students. If possible, take notes during the interview; however, please ask the administrator for permission to do so. Prepare your notes in a report so that you may discuss the results of the interview in the seminar. Remember to include a typed copy of your report on the interview in your Portfolio.

Include the following information in your interview: (a) Administrator's position, (b) Administrator's gender, (c) Highest degree Administrator earned, (d) Major area of study in highest degree earned, (e) Administrator's years of service at Auburn University, (f) Total years of service as an administrator, (g) Number of staff members Administrator supervises, and (h) Date and time of interview

The following questions may serve as a guide to your interview. Remember that most administrators are very busy and responding to all of the questions may not be possible. Review these questions and then plan your interview questions before meeting with the administrator. Also, you may include questions of your own that may not be included here.

1. Why did you decide to become an administrator?
2. Research shows that there is often a gap between what one expects of a job and what it is really like. How does this compare to your job?
3. What do you see as your central role?
4. About how much time do you spend each day on this role?
5. What other responsibilities do you have?
6. Which of your activities are most important to the successful operation of your office?
7. Are there any tasks that you do that have limited impact on the success of your office?
8. What seems to be the most frustrating part of your job?

9. What are the greatest barriers to the effectiveness of the successful operation of your office?
10. On which of the following do you spend the greatest amount of time: (1) Planning, (2) Organizing, (3) Staffing, (4) Directing, (5) Coordinating, (6) Reporting, and (7) Budgeting?
11. What/who have been your best teachers of effective administration?
12. To what extent do you have input into the mission and goals of the organization?
13. To what extent does your staff have input into the mission and goals of the organization?
14. Who are your greatest cheerleaders?
15. Who are your heroes? Why?
16. What are your strengths as an administrator?
17. What would you like to change about your administrative style?
18. In what ways do you measure the success of your office?
19. What changes, if any, would you like to make in your responsibilities?
20. How do you define leadership?
21. How do you define administration?
22. What do you do to enhance your professional development?
23. What do you do to enhance the professional development of your staff?
24. What else should I have asked you that would help me to better understand the role of an administrator in your position?

THANK YOU!