



INSTRUCTOR CONTACT INFORMATION

Instructor: Scott Powers
Office: Kraft 246
Email: scott.powers@rice.edu
Office Hours: by appointment

Administrator: Kerri Barber
Office: Kraft 249
Email: kbarber@rice.edu
Office Hours: by appointment

REQUIRED TEXTS AND MATERIALS

Class Website: canvas.rice.edu
Required Text: none
Required Material: none

REQUIREMENTS

1. You must secure an internship in sport analytics and identify your internship supervisor before registering for the course. The instructor must approve the caliber of the internship.
2. You must complete at least 150 working hours before the last day of classes for the semester.

REGISTRATION

For permission to register, email two attachments to the instructor (with your internship supervisor CC'd):

- **Job Description.** This job description (JD) must include a list of job responsibilities with percentage weights that sum to 100%. If your JD does not include these weights, ask your internship supervisor to help you add them to the JD.
- **Supervisor Acknowledgment Form.** Your internship supervisor must complete the form at <https://saberpowers.github.io/teaching/smgt373/acknowledgment.pdf>.

COURSE OBJECTIVES AND LEARNING OUTCOMES

After successfully completing this course, you will have accomplished the following:

- Performed a professional internship at a site where you obtain functional experience to help advance your career in the sports industry.
- Completed the internship with clearly defined goals and expectations communicated in advance allowing you to list specific accomplishments on your resume that can be cited to demonstrate competency to future employers.

EXPECTATIONS

Credit: Tom Stallings

Do not assume you can take off work if you have a friend in town, a class project you are behind on or your birthday, etc. These are not acceptable reasons to take the day off in an internship. In addition, internship site obligations may supersede university declarations. For example, Rice administration may announce school holidays when classes are off, but unless requested in advance, internship obligations would be expected to be maintained.

Please arrange in advance any days that you will be off. Family reunions, weddings, varsity athletic obligations, club sports obligations or other Rice-sponsored organization activities (e.g. Rice Speech and Debate Club competitions, theater or music performances, conferences) are examples of acceptable reasons to request time off. In a business setting, you will have other obligations that may take you away from the workplace. The key is to let your supervisor know as far in advance as possible. You and your supervisor must agree in advance to these requested days off, and it is recommended that you submit these dates in writing to your site supervisor with a copy sent to your instructor. If you have any doubt, reach out to your instructor in advance of making the request with your employer.

Dress appropriately! Part of showing respect for your internship is showing respect for the dress code in your office. Many offices frown upon jeans, sandals, t-shirts, revealing clothing and other attire common in the college setting. If you are not sure what appropriate office attire is for your internship, take a look around at your colleagues or consult directly with your site supervisor or your company's HR department.

To really make an impact, an intern should seek to identify an organizational need, research ways to address that need, propose solutions to solve the challenges, review the proposal with your site supervisor and implement the recommendations successfully. Your goal is to make a substantive impact, which will increase your chances of securing a strong recommendation for future opportunities or receiving a full-time job offer.

HOW YOUR GRADE IS DETERMINED

Your grade is based on your percentage earned of available points.

		$[93\%, \infty)$	\rightarrow	A	$[90\%, 93\%)$	\rightarrow	A-	
$[87\%, 90\%)$	\rightarrow	B+	$[83\%, 87\%)$	\rightarrow	B	$[80\%, 83\%)$	\rightarrow	B-
$[77\%, 80\%)$	\rightarrow	C+	$[73\%, 77\%)$	\rightarrow	C	$[70\%, 73\%)$	\rightarrow	C-
$[67\%, 70\%)$	\rightarrow	D+	$[63\%, 67\%)$	\rightarrow	D	$[60\%, 63\%)$	\rightarrow	D-
		$[0\%, 60\%)$	\rightarrow	F				

Hour Logs. (50pts) There are 7 bi-weekly hour logs, each worth 7-8pts. Late hour logs are subject to 1pt penalty for each day they are late. Submitting your log 30 minutes late counts as submitting it 1 day late. The deadline to complete your 150 hours is the last day of classes for the semester. If you are not able to complete your hours by the deadline, your grade will drop by 1pt for every 2 hours you are deficient.

Midterm Performance Evaluation. (25pts) It is your responsibility to remind your internship supervisor to complete your midterm performance evaluation halfway through the semester. Your score will be the weighted average of your performance on each responsibility in the JD (weighted according to JD weights), which will Need Improvement (70%), Meet Expectations (85%) or Exceed Expectations (100%).

Final Performance Evaluation. (25pts) It is your responsibility to remind your internship supervisor to complete your final performance evaluation at the end of the semester. Your score will be the weighted average of your performance on each responsibility in the JD (weighted according to JD weights), which will Need Improvement (70%), Meet Expectations (85%) or Exceed Expectations (100%).

RICE HONOR CODE

In this course, all students will be held to the standards of the Rice Honor Code, a code that you pledged to honor when you matriculated at this institution. If you are unfamiliar with the details of this code and how it is administered, you should consult the Honor System Handbook at <http://honor.rice.edu/honor-system-handbook/>. This handbook outlines the University's expectations for the integrity of your academic work, the procedures for resolving alleged violations of those expectations, and the rights and responsibilities of students and faculty members throughout the process.

DISABILITY RESOURCE CENTER

If you have a documented disability or other condition that may affect academic performance you should: 1) make sure this documentation is on file with the Disability Resource Center (Allen Center, Room 111 / adarice@rice.edu / x5841) to determine the accommodations you need; and 2) talk with me to discuss your accommodation needs.

MENTAL HEALTH POLICY

The wellbeing and mental health of students is important; if you are having trouble completing your coursework, please reach out to the Wellbeing and Counseling Center. Rice University provides cost-free mental health services through the Wellbeing and Counseling Center to help you manage personal challenges that threaten your personal or academic well-being. If you believe you are experiencing unusual amounts of stress, sadness, or anxiety, the Student Wellbeing Office or the Rice Counseling Center may be able to assist you. The Wellbeing and Counseling Center is located in the Gibbs Wellness Center and can be reached at 713-348-3311 (available 24/7).

TITLE IX RESPONSIBLE EMPLOYEE NOTIFICATION

At Rice University, unlawful discrimination in any form, including sexual misconduct, is prohibited under Rice Policy on Harassment and Sexual Harassment (Policy 830) and the Student Code of Conduct.

Please be aware that all employees of Rice University are “mandatory reporters”, which means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I must share that information with the Title IX Coordinator.

Although I have to make that notification, you will control how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

To report sexual harassment, please contact the Title IX Coordinator at titleix@rice.edu. To explore supportive measures and other resources that are available to you, please visit the Office of Interpersonal Misconduct Prevention and Support at safe.rice.edu.

This syllabus is only a guide for the course and is subject to change with advance notice.