

Exercise & Sport Studies Independent Study Classes

ESS 98. Readings: Exercise & Sport Studies

Prerequisite: consent of instructor.

Students must have a minimum 2.5 GPA and have completed 30 units. Pass/no pass only. May be repeated for credit to a maximum of 8 units. Student is limited to 4 units per quarter and 30 units total in all 98/99/185/193/199 courses combined.

Critical review and discussions of selected subjects within physical activities, recreation, athletics, or exercise science.

ESS 96. Fieldwork in Exercise & Sport Studies

Prerequisite: consent of instructor.

Students must have a minimum 2.5 GPA and have completed 30 units. Letter grade or pass/no pass options available. May be repeated for credit up to a maximum of 8 units. Student is limited to 4 units per quarter and 30 units total in 98/99/185/193/199 courses combined.

This course is designed to provide students with the opportunity to obtain practical experience in the field. Fieldwork may be completed in public or private agencies whose focus is exercise, fitness, or sport.

ESS 185. Introduction to Teaching in Exercise & Sport Studies

Prerequisite: upper-division standing, consent of instructor.

Students must have completed 84 undergraduate units, have completed the selected class with a B or better, and have consent of the instructor. Letter grade option only. Course may be repeated for credit up to a maximum of 12 units. Students are limited to 4 units per quarter and 30 units total in 98/99/185/193/199 courses combined.

Under the direction of selected instructors, students will assist in teaching a course in which the student received a B or better. Activities will be determined by the instructor and may include leading discussion, labs, research, or grading assignments.

ESS 193. Internship in Exercise & Sport Studies

Prerequisite: upper-division standing, consent of instructor.

Students must have completed 84 undergraduate units, have a 3.0 GPA for each of the three preceding quarters, and be enrolled in one of the Exercise Science minors. Letter grade option only. Course may be repeated for a total of 8 units. Students are limited to 4 units per quarter and 30 units total in 98/99/185/193/199 courses combined.

Designed to provide students in the minor with practical experience by working under expert supervision in the field. Internships may be completed in public or private agencies whose focus is exercise, fitness, or sport. A written report will be submitted.

ESS 199. Independent Studies in Exercise & Sport Studies

Prerequisite: upper-division standing, consent of instructor.

Students must have completed 84 undergraduate units, be enrolled in one of the Exercise & Sport Studies minors, and have a 3.0 GPA for each of the three preceding quarters. Letter grade option only. Course may be repeated for a total of 10 units. Students are limited to 5 units per quarter and 30 units total in 98/99/185/193/199 courses combined.

This course provides an opportunity for students in the minor to pursue a particular area of interest under the guidance of a selected faculty member. The course will culminate in a report summarizing the inquiry.

Guidelines for Field Work -- ESS 96

Fieldwork is designed to provide lower division students and students not in the ESS minors to gain academic credit for work completed in the exercise science and sport fields. Fieldwork will enable such students to gain a sense for the knowledge needed in sport and exercise science as well as the career possibilities in the field. Furthermore it can help students determine if enrolling in a ESS minor is of interest. The following steps and guidelines have been established to ensure that you get the maximum benefit out of the fieldwork experience.

1. Complete the Application Form.
2. Meet with your supervisor to discuss their responsibilities, duties, and scheduling.
Have your supervisor fill out and sign your application form and the supervisor consent letter.
3. Download your unofficial transcripts off the Gold server (<https://gnet.ucsb.edu/gold/index.asp>).
4. Bring the unofficial transcripts, completed application form, and supervisor consent form to my office (2124 Rec Center).
5. Collect a portfolio of all work in the field.
6. Complete a summary paper of the fieldwork experience.

Fieldwork – Application Form

Please provide the following information. Then attach a complete copy of your unofficial transcripts. Bring this completed form and your transcripts to the faculty member handling Independent Studies.

Name _____ Qtr. _____

Address _____

Local Phone _____ Permanent Phone _____

Email _____

Perm Number _____

Number of hours per week to be spent in the field _____

Description of fieldwork [Attach separate page(s) if needed]

Supervising Instructor Approval (signature required) _____

No. of units requested (to be filled in by supervising instructor) _____

Dear Supervisor:

This letter is to inform you that one of our students is seeking to earn academic credit for completing work in your organization that is related to the sport, exercise, fitness, or recreation. Therefore, we need your help in evaluating the performance of the student for the work they complete in your organization.

At the conclusion of the quarter, we will ask you to complete a student evaluation. In order to get you the form, we need an address, email, or fax number. In addition, we want to ensure that you have seen this letter prior to the student's experience, so we are also asking for a signature to acknowledge your willingness to assist with evaluation.

Name _____ Title _____

Address _____ City & Zip _____

Phone _____ Fax _____

Email _____

Signature _____

Finally, we expect our students to conduct themselves in a professional, responsible, personable, and dedicated manner. Should you have problems with our students in any of these regards, please feel free to contact me in the most convenient manner. I can be reached through any of the following means:

Pete Schroeder
2124 Rec Center
UCSB
Santa Barbara, CA 93106
805.893.7623 (phone)
805.893.7054 (fax)
pete.schroeder@par.ucsb.edu

Thanks for your help in the academic development of our students.

Sincerely,

Pete Schroeder
Independent Studies Coordinator

Guidelines for Introduction to Teaching -- ESS 185

Introduction to teaching is designed for students to gain experience in education by assisting a selected faculty member with the instruction of his or her classes. Students can benefit from the class by developing a strong relationship with a faculty member, gaining experience in various elements of college instruction, and gaining more comprehensive knowledge of a particular field. Students must have completed the class for which they are assisting with a “B” or better.

1. Complete the Application Form.
2. Meet with your faculty mentor to discuss duties and scheduling. Have them sign the form.
3. Download your unofficial transcripts off the Gold server (<https://gnet.ucsb.edu/gold/index.asp>).
4. Bring both the unofficial transcripts and the completed application form to my office (2124 Rec Center).

Guidelines for Internship – PA 193

Internships can be an incredibly valuable asset to your education. They enable you to better understand a field enabling you to make a determination as to whether or not the field is a good fit for you. They also allow you to apply and experiment with your knowledge in relation to practical problems. Internships also expand your knowledge relative to the field because they expose you to professionals with years of experience. In addition, internships provide the start of your professional network that might eventually lead to letters of recommendation or even a job. Thus, internships are not to be taken lightly. The following steps and guidelines have been established to ensure that you get the maximum benefit out of the internship.

Criteria for the Supervising Agency

1. Maintain a comprehensive program and offer the student broad, multiple exposures.
2. Immediate supervisor must have at least one year of experience in the present position.
3. Agency and supervisor must have state, national, and professional certifications and where appropriate.

Criteria for Student

1. Students must have completed 84 undergraduate units
2. 3.0 GPA for each of the three preceding quarters,
3. Enrollment in one of the Exercise Science minors
4. Students must conduct themselves in a professional, diligent manner during the internship.

Process for the Student

1. Find and secure an internship opportunity with an organization for which you would like to work.
2. Complete the application form (5 objectives) for the Internship.
3. Download your unofficial transcripts from the Gold Server
4. Meet with the internship supervisor to review your learning objectives and have them sign an acceptance/rejection form.
5. Submit the application form, the acceptance/rejection form, and your transcripts to me.
6. Complete a daily activity log during the internship.
7. Complete the Internship Reflection.
8. Submit both the Activity Log and the Reflection to me at the conclusion of Dead Week.

Grading Criteria

- 10% Application and Acceptance/rejection Form
- 40% Supervisor's Evaluation
- 25% Student's Activity Log
- 25% Student's Internship Reflection

Internship – Application Form

This form is to be completed by the student prior to the quarter of the internship. Permission to enroll in ESS 193 will not be given until this form is submitted along with the student's unofficial transcripts and the Organization Acceptance/Rejection form.

Name _____ Qtr. _____

Perm Number _____

Address _____

Local phone _____ Permanent phone _____

Email _____

Number of hours per week to be spent on project _____

Learning Objectives for the Internship (Please type or attach a separate sheet.)

Please identify five objectives you would like to accomplish through this internship.

1.

2.

3.

4.

5.

Student's Signature

Organization Supervisor's Signature

Organization Acceptance/Rejection Form

This form is to be completed by the student's supervisor.

We ask that organizations provide students with broad multiple experiences and require that the supervisor have at least one year of experience in his/her position. In addition the student should have presented the his/her objectives to the supervisor prior to the completion of this form.

Student's Name _____

Organization _____

Organization's Address _____

Supervisor's Name and Title _____

Supervisor's Phone _____ Supervisor's email _____

The internship provides students with one unit of academic credit for every three hours of work. Students can earn a maximum of four units per quarter. However, they can complete over 12 hours of work per week. These hours can include any activities related to the field including meetings, seminars, trainings, etc. In addition you will be asked to complete an evaluation form at the conclusion of the student's internship which will account for 50% of the student's grade.

_____ This organization **will** accept the student in the internship.

General description of the assignment:

_____ This organization **will not** accept the student in the internship.

Please state reason:

Authorized Organizational Signature

Date

Guidelines for the Weekly Activity Log

Your weekly activity log is similar to keeping a journal concerning the activities of your internship. Each entry should cover four major areas.

1. Summary of your responsibilities.
2. Impressions of the field/responsibilities
3. Learning
4. Relation of information/experiences to your objectives.

Example Weekly Entry

Your Name

Organization Name

Dates covered

Summary of Responsibilities

This week I spent most mornings going through the mail and coordinating entry forms and entry fees. I had to make sure that the money received balanced with the number of entry forms collected. I also had to place each participant/team in their appropriate sport for the tournament directors so that they could be seeded next week. I spent the afternoons scheduling volunteers. I looked at their age and experiences and then placed them in specific jobs accordingly. I also created a volunteer protocol so they would know what they were doing. I drafted a letter and sent those out along with the volunteer schedule. I also created lists of volunteers for the tournament directors and coordinated the volunteer efforts through them. I also went to a sponsor meeting to meet with the Board of Directors.

Impressions

The accounting with the entry forms and fees is tedious work. You really have to be careful other wise your balance sheet will be off and then you spend another hour trying to figure out where your mistake is. Its also tough because we have to answer the phones and that can distract you and cause you to lose track of the balance. I am liking the volunteer work much more. I like working with the tournament directors and scheduling for certain events and responsibilities is like putting a puzzle together. It was also very cool to go to the Board of Directors meeting. Our board is comprised of athletic directors from all the major schools in the area and some of the most powerful business people in the state. They were all very nice and interested in meeting me and the other two interns. It was a good networking opportunity.

Learning

I am learning that working with people who are not smart or lazy can be tough. The other interns take a really long time to complete their tasks, so I feel like I end up doing their work for them. Communication is also key in sport management. There are so many people calling with questions that you have to be able to explain things quickly and precisely so you can get work done. I'm also noticing that the full-time staff are having a hard time with John, our boss. They are not very subtle with their comments and the atmosphere around the office seems pretty tense with the tournaments coming up.

Relation to Objectives

I really got to work on two of my objectives this week. My second objective was to create a better professional network and I think the board of directors meeting really helped me meet some people I would never had access to before. Also My fourth objective was to improve my budgetary abilities. By doing the entry fee accounting every day, I am gaining a better understanding of how money is made and where it is coming from, so that has been a plus.

Internship Reflection Assignment

In this paper you will be asked to reflect on your experiences as an intern. Specifically, you should cover the following questions, but additional information is always welcome.

1. General description of the internship.
2. Was the internship a positive experience? Why or Why not?
3. What aspects of the field did you enjoy? Why?
4. What aspects of the field did you not enjoy? Why?
5. What about the field was surprising to you? What aspects did you not know about before the internship?
6. What interpersonal skills are required to succeed in the field? Do you have those? How can you develop them?
7. How has this helped your professional development? What have you learned that will help your career? Who have you met that will help your career?
8. Are you still interested in this field? Has the internship deterred you in any way?

Make sure the paper is well-written, has a good introduction and a conclusion. Remember, it constitutes 25 % of your grade.

Guidelines for Independent Studies – ESS 199

Independent research studies can be one of the most valuable parts of your educational experience at UCSB and it can be one of the most challenging. However, it is a worthwhile process that can not only help you gain a deeper understanding of a topic, but can also allow you to create new knowledge. Below is a list of steps that will guide you through a well-organized research process. These steps are not exhaustive and may overlap.

1. Make an appointment with a PA & Rec. faculty member to discuss a topic of interest.
2. With their suggestions, determine the scope of the project.
 - a. What is the purpose of the study?
 - b. What will the completed study entail?
3. Determine the methodology of your study. Select or create the instruments or surveys you will use to collect your data (must be included with your IRB application).
4. Outline your proposed study and if you are using human subjects to collect data complete the Institutional Review Board (IRB) application
See the Office of Research's page at:
<http://research.ucsb.edu/publish/for/forhome.shtml> and download form 112x
5. If using human subjects, create an informed consent form (see below for an example and see the following site for essential elements:
<http://research.ucsb.edu/connect/pro/procon3.shtml>
6. When your IRB application, consent form, instruments and outline are completed, have your research advisor sign IRB application and submit them to me.
7. Create a schedule of meetings with your research advisor.
8. Begin reviewing articles or carry out your study.
9. Write the article or review of literature in academic format as though you are planning to submit it for publication to a journal in the appropriate field. Work closely with your research advisor as this may take several drafts before it is complete.
10. Submit the completed project to me and potentially to the UCSB Colloquium on Undergraduate Research.

Sample Informed Consent Sheet

The Role of Athletics in Small Colleges

You are invited to participate in a research study which will examine the role of intercollegiate athletics in small colleges. You were selected as a possible participant because of the leadership position you hold at this school. I am a student at the University of Iowa and am completing this study as a part of my master's program.

If you decide to participate, you will be interviewed about your perceptions of the culture of this institution and how you see athletics fitting into it. This interview will take between 30-90 minutes and will be scheduled at your convenience. You will also be asked for permission to record the interview.

The potential benefits of your participation include gaining a better understanding of the your institution and providing salient information to those who make policy for educational institutions. There are minimal risks involved as a participant in this study. However, the following two steps will help ensure complete anonymity in order to minimize any possible risks. First, only the researchers involved in the study and a transcriber will have access to the raw data. Second, your information will be coded under a pseudonym.

Your participation is entirely voluntary and your decision whether or not to participate will involve no penalty or loss of benefits to which you are entitled. In addition, if you decide to participate, you are still free to discontinue at anytime without penalty or loss of benefits to which you are entitled. Furthermore, if the interview is recorded, you will have the opportunity to review the transcripts and make any clarifications or confirmations.

If you have any questions about the research at any time, please call Donald Duck in the Department of Leadership at (805) 893-7623. If you have any questions about your rights as a participant in a research project, please call the University of Iowa Campus Institutional Review Board at (573) 882-9585. You will be offered a copy of this form to keep.

Your signature below indicates that you have read and understand the information provided above, that you willingly agree to participate, that you may withdraw your consent at any time, and discontinue participation at any time without penalty or loss of benefits to which you are entitled, that you will receive a copy of this form, and that you are not waiving any legal claims, rights, or remedies.

Signature

Date