



## INSTRUCTIONAL PACKAGE

SPT 273

SCWE in Sports Tourism III

201820

Spring 2019

# INSTRUCTIONAL PACKAGE

## Part I: Course Information

Effective Term: Spring 2019

COURSE PREFIX: SPT 273

COURSE TITLE: SCWE in Sports Tourism III

CONTACT HOURS: 3.0 hours

CREDIT HOURS: 3.0 credit hours

### **RATIONALE FOR THE COURSE:**

The SCWE courses are designed for students to work in an approved sports tourism industry related site. In this setting the students will gain hands on experience in the field in many areas including marketing, event planning, facilities and operations, finance, accounting, food and beverage, customer service, promotions and public relations.

### **COURSE DESCRIPTION:**

This course includes the application of skills with an approved work site related to sports tourism.

### **PREREQUISITES/CO-REQUISITES:**

COMPASS Reading 78 and Writing 65 or Credit level ENG 032 Minimum Grade of C or SAT Critical Reading 420 and COMPASS Pre-Algebra 40 or SAT Math 370 or ACT 16 or Credit level MAT 032 Minimum Grade of C, and complete credit level SPT 101 and SPT 102 Minimum grade C.

### **REQUIRED MATERIALS:**

No textbook required.

### **ADDITIONAL REQUIREMENTS:**

Basic writing supplies, computer access on and off campus. You must be able to have access to D2L and check it regularly. I will use this platform to communicate with you regarding classroom conversations, schedule and more. Assignment due dates and class updates will always be posted on D2L.

### **TECHNICAL REQUIREMENTS:**

Access to Desire2Learn (D2L), HGTC's student portal for course materials.  
WaveNet and D2L email access.

## Part II: Student Learning Outcomes

Learning outcomes are established with the employer and internship site coordinator beginning with the start of the internship

### **COURSE LEARNING OUTCOMES and ASSESSMENTS\*:**

#### **REQUIRED COURSE MEASURES/ARTIFACTS:**

To be determined at the initial employer/coordinator meeting.

## **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS:**

These courses are graded on a pass/fail basis.

### **ASSIGNMENTS:**

To be given by the employer for work assignments. Necessary paperwork to be given by the instructor.

*\*Students – please refer to the Instructor’s Course Information sheet for specific information on assessments and due dates.*

## **Part III: Grading and Assessment**

### **EVALUATION OF REQUIRED COURSE MEASURES/ARTIFACTS\***

These courses are graded on a pass/fail basis.

#### **EXAMPLE 2:**

##### **GRADING SYSTEM:**

State the College’s or departmental grading system as delineated in the Catalog. Please note the College adheres to a 10 point grading scale A = 100 – 90, B = 89- 80, C = 79 – 70, D = 69 – 60, F = 59 and below. You must have your Dean’s approval if changes in the scale are made.

Grades earned in courses impact academic progression and financial aid status. Before withdrawing from a course, be sure to talk with your instructor and financial aid counselor about the implications of that course of action. Ds, Fs, Ws, WFs and Is also negatively impact academic progression and financial aid status.

The Add/Drop Period is the first 5 days of the semester for **full term** classes. Add/Drop periods are shorter for accelerated format courses. Please refer to the academic calendar for deadlines for add/drop ([ACADEMIC CALENDAR](#)). You must attend at least one meeting of all of your classes during that period. If you do not, you will be dropped from the course(s) and your Financial Aid will be reduced accordingly.

## **Part IV: Attendance**

Horry-Georgetown Technical College maintains a general attendance policy requiring students to be present for a minimum of eighty percent (80%) of his or her classes in order to be eligible to receive credit for any course. However, due to the varied nature of courses taught at the College, a more rigid attendance policy may be required by individual instructors. At a minimum, a student may be withdrawn from a course(s) after he or she has been absent in excess of ten percent (10%) of the total contact hours for a course. **Instructors define absentee limits for their class at the beginning of each term; please refer to the Instructor Course Information Sheet.**

**You must complete 180 hours per semester in order to receive a passing grade.**

**For online and hybrid courses**, check your Instructor’s Course Information Sheet for any required on-site meeting times. Please note, instructors may require tests to be taken at approved testing sites, if you use a testing center other than those provided by HGTC, the center may charge a fee for its services.

## Part V: Student Resources



### The Student Success and Tutoring Center (SSTC)

The SSTC offers to all students the following **free** resources:

1. **Academic coaches** for most subject areas, **Writing Center Support**, and **college success skills**.
2. **On-line student success and academic support resources**.

Visit the SSTC website: [Student Success & Tutoring Center](#) and visit the student services tab in your WaveNet account to schedule appointments using TutorTrac. For more information, call: SSTC Conway, 349-7872; SSTC Grand Strand, 477-2113; and SSTC Georgetown, 520-1455. Room locations and Live Chat is available on the SSTC website.



### Student Information Center: WaveNet Central (WNC)

WNC offers to all students the following **free** resources:

1. **Getting around HGTC:** General information and guidance for enrollment!
2. Use the [Online Resource Center \(ORC\)](#) for COMPASS support, technology education, and online tools.
3. **Drop-in technology support or scheduled training** in the Center or in class.
4. **In-person workshops, online tutorials and more services** are available.

Visit the WNC website: [Wavenet Central](#). Live Chat and Center locations are posted on the website. Or please call one of the following locations: WNC Conway, 349-5182; WNC Grand Strand, 477-2076; and WNC Georgetown, 520-1473.

### Student Testing:

Testing in an **online/hybrid** course may be accomplished in a variety of ways:

- Test administered within D2L
- Test administered in writing on paper
- Test administered through Publisher Platforms

Further more tests may have time limits and/or require a proctor.

Proctoring can be accomplished either face-to-face at an approved site or online through RPNOW, our online proctoring service. To find out more about proctoring services, please visit the [Online Testing](#) section of the HGTC's Testing Center webpage.

The **Instructor Information Sheet** will have more details on test requirements for your course.

## Disability Services:

HGTC is committed to providing an accessible environment for students with disabilities. Inquiries may be directed to Beth Havens, Director of Student Development on the Conway Campus Jaime Davis, Counselor/Advisor on the Georgetown Campus or Kristin Griffin, Counselor on the Grand Strand Campus. These individuals will review documentation of the student's disability and, in a confidential setting with the student, develop an educational accommodation plan.

Note: It is the student's responsibility to self-identify as needing accommodations and to provide acceptable documentation. After a student has self-identified and submitted documentation of a disability, accommodations may be determined, accepted, and provided.

## Statement of Equal Opportunity/Non-Discrimination Statement

Horry Georgetown Technical College prohibits discrimination and harassment, including sexual harassment and abuse, on the basis of race, color, gender, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity, or pregnancy in educational programs and/or activities.

### ***Title IX Requirements***

Horry Georgetown Technical College prohibits the offenses of domestic violence, dating violence, sexual assault, and stalking. Any student who believe he or she has experienced or witnessed discrimination including sexual harassment, domestic violence, dating violence, sexual assault or stalking is encouraged to report such incidents to one of the College's Title IX Coordinators.

\*Faculty and Staff are required to report incidents to the Title IX Coordinators when involving students. The only HGTC employees exempt from mandatory reporting are licensed mental health professionals (only as part of their job description such as counseling services).

<b>Inquiries regarding the non-discrimination policies:</b>	
Student and prospective student inquiries concerning Section 504, Title II, and Title IX and their application to the College or any student decision may be directed to the Associate Vice President for Student Affairs.	Employee and applicant inquiries concerning Section 504, Title II, and Title IX and their application to the College may be directed to the Associate Vice President for Human Resources.
<b>Dr. Melissa Batten, AVP Student Affairs</b> <i>Title IX Coordinator</i> Building 1100, Room 107A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5228 <a href="mailto:Melissa.Batten@hgtc.edu">Melissa.Batten@hgtc.edu</a>	<b>Jacquelyne Snyder, AVP Human Resources</b> <i>Section 504, Title II, and Title IX Coordinator</i> Building 200, Room 212A, Conway Campus PO Box 261966, Conway, SC 29528-6066 843-349-5212 <a href="mailto:Jacquelyne.Snyder@hgtc.edu">Jacquelyne.Snyder@hgtc.edu</a>

**HORRY GEORGETOWN TECHNICAL COLLEGE**  
**Supervised Cooperative Work Experience (SCWE)**  
**Memorandum of Understanding**

Supervised Cooperative Work Experience (SCWE) is an educational experience designed to enhance the student's college classroom/laboratory experience through an actual work experience under the supervision of an employer and monitored by a faculty member from Horry Georgetown Technical College. To ensure that a SCWE is successful, the student, the employer and the college must know and understand their roles and responsibilities. The following outlines these roles and responsibilities:

**A. THE STUDENT'S ROLE AND RESPONSIBILITIES:**

1. See his/her advisor to discuss course requirements.
2. Work the appropriate clock hours for earning credits for which he/she is registered.
3. Report to work on time.
4. Dress appropriately.
5. Complete a detailed written project and all other student requirements of the Instructional Package.
6. Adhere to all policies and procedures required by the employer and HGTC.
7. Keep in mind at all times that he/she is representing the College and act accordingly.

**B. THE EMPLOYER'S ROLE AND RESPONSIBILITIES:**

1. Assign an on-the-job supervisor for the student.
2. Ensure that the student has a safe working environment.
3. Plan student work experiences to ensure that the educational objectives/experiences are attained.
4. Meet with the HGTC faculty member and the student to discuss student progress in meeting predetermined educational objectives/experiences.

**C. THE COLLEGE'S ROLE AND RESPONSIBILITIES:**

1. HGTC faculty will monitor the progress of the student and shall visit the student/employer a minimum of once every two weeks. In situations where travel is not feasible the faculty must make contact by phone, email, webinar and/or video conferencing with the supervisor/student a minimum of once every two weeks. A "Visit Site Report" will be completed for each contact.
2. Ensure that the appropriate hours of work experience are met. Through a Supervised Cooperative Work Experience (SCWE) the student earns credit on a 4:1 ratio (4 clock hrs. to 1 semester hr.). The SCWE may not exceed 600 contact hours in one term.
3. Work closely with the employer to eliminate any problems that may arise associated with the SCWE.
4. The HGTC faculty and the on-the-job supervisor shall share in the supervision of the student.
5. Submit final grade at the end of the term.

Note: Supervised Cooperative Work Experience (SCWE) or Cooperative Work Experience (CWE) may constitute no more than 15 percent of credits applied toward graduation.

**D. EDUCATIONAL OBJECTIVES/EXPERIENCES TO BE GAINED BY THE STUDENT ARE IDENTIFIED IN THE INSTRUCTIONAL PACKAGE.**

**E. WORK FOR HIRE**

Any work performed by the student under the supervision or direction of the employer during the work experience is a work for hire owned by the employer. The student may not use/reproduce, distribute, publicly display, or make deviations of the work without the written approval of the employer. Any violation of this prohibition may result in sanctions against the student, up to and including removal from the program.

**F. DESCRIPTION OF WORK SCHEDULE (Dates and time schedule student is to work):**

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**G. STUDENT INFORMATION:**

1. H#: \_\_\_\_\_
2. Name: \_\_\_\_\_
3. Phone #: \_\_\_\_\_
4. E-mail: \_\_\_\_\_
5. Program Area: \_\_\_\_\_
6. Advisor: \_\_\_\_\_

**H. EMPLOYER INFORMATION:**

1. Employer (Name of company and address):

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2. "On-the-Job" Supervisor's Phone Number(s): \_\_\_\_\_

3. E-mail of "On-the-Job" Supervisor: \_\_\_\_\_

**I. HGTC FACULTY INFORMATION:**

1. Program area: \_\_\_\_\_
2. E-mail: \_\_\_\_\_
3. Phone #: \_\_\_\_\_

**J. SPECIAL COMMENTS: \_\_\_\_\_**

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**K. SIGNATURES: The following signatures constitute an understanding of and an agreement to the fulfillment of the above designated roles and responsibilities for each respective party.**

Name (please print)	Signature	Today's Date
<b>Student:</b>		
<b>"On-the-Job Supervisor:</b>		
<b>HGTC Instructor:</b>		



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# **SCWE/CWE COURSE REQUIREMENTS**

1. Meet with your employer/supervisor and write your learning objectives (what you will be learning to do on the job) by the end of the first week of the semester. Review the goals/objectives with your instructor.
2. Supervisor and instructor must review and approve objectives by the beginning of the second week of experience. Once approved, write the objectives in your workbook. The signed workbook is due to the instructor by the end of the second week of the term.

Due Date: \_\_\_\_\_ Date Completed: \_\_\_\_\_

3. Your Cooperative Work Education instructor will visit with you and your supervisor on the job some time during the term. This job site visit is to determine your progress in accomplishing the learning objectives for your work experience.
4. A week to ten days before the end of the semester, have your employer/supervisor evaluate your workbook. Also, write your own self-evaluation. All items must be completed one week prior to the end of the term to receive your grade.

Due Date: \_\_\_\_\_ Date Completed: \_\_\_\_\_

**SCWE Students: Review the instructional packages for the course. See instructor if you have any questions.**

# LEARNING OBJECTIVES

Ask your employer/supervisor to help you establish learning objectives that can be reasonably accomplished during your work experience this semester. You must set four (4) objectives.

Objective #1 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #2 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #3 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Objective #4 \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employer/Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor's Signature

\_\_\_\_\_  
Date

08/2015

# LEARNING OBJECTIVE EVALUATION

The student's achievement in mastering the selected learning objectives is to be rated below by the supervisor near the end of the semester.

SUPERVISOR: Place a $\checkmark$ in selected box	UNSATISFACTORY		BELOW AVERAGE		AVERAGE		ABOVE AVERAGE		SUPERIOR	
OBJECTIVE #1										
OBJECTIVE #2										
OBJECTIVE #3										
OBJECTIVE #4										

### Points for Learning Objective Evaluation

Unsatisfactory = 0  
 Below Average = 1  
 Average = 2  
 Above Average = 3  
 Superior = 4

Total Learning Objective Points \_\_\_\_\_  
(Maximum 16 points)

*Supervisor's evaluation continued on next page....*

# **SUPERVISOR'S EVALUATION:**

## **General Work Habits**

**DIRECTIONS:** The immediate supervisor should evaluate the student objectively, comparing him/her with other personnel assigned the same or similarly classified jobs or with individual standards. The student's work grade will be used on a point system as follows:

42-48 = A

38-41 = B

33-37 = C

29-32 = D

28 or below = F

Points will be deducted if the form is turned in late or if the student fails to fill out a reaction sheet.

### RELATIONS WITH OTHERS

- 4\_\_\_ Exceptionally well accepted
- 3\_\_\_ Works well with others
- 2\_\_\_ Gets along satisfactorily
- 1\_\_\_ Has difficulty at times
- 0\_\_\_ Works poorly with others

### ATTITUDE-APPLICATION TO WORK

- 4\_\_\_ Outstanding, enthusiastic
- 3\_\_\_ Interested and industrious
- 2\_\_\_ Average in diligence
- 1\_\_\_ Somewhat indifferent
- 0\_\_\_ Definitely not interested

### DEPENDABILITY

- 4\_\_\_ Completely dependable
- 3\_\_\_ Above average dependability
- 2\_\_\_ Usually dependable
- 1\_\_\_ Sometimes neglectful
- 0\_\_\_ Unreliable

### ABILITY TO LEARN

- 4\_\_\_ Learns very quickly
- 3\_\_\_ Learns readily
- 2\_\_\_ Average in learning
- 1\_\_\_ Rather slow to learn
- 0\_\_\_ Very slow to learn

### INITIATIVE

- 4\_\_\_ Excellent
- 3\_\_\_ Very good
- 2\_\_\_ Average
- 1\_\_\_ Below average
- 0\_\_\_ Very poor

### QUALITY OF WORK

- 4\_\_\_ Excellent
- 3\_\_\_ Very good
- 2\_\_\_ Average
- 1\_\_\_ Below average
- 0\_\_\_ Very poor

### ATTENDANCE

- 4\_\_\_ Regular
- 3\_\_\_ Irregular

### PUNCTUALITY

- 4\_\_\_ Regular
- 3\_\_\_ Irregular

GENERAL WORK HABITS TOTAL POINTS \_\_\_\_\_

TOTAL LEARNING OBJECTIVE POINTS \_\_\_\_\_

TOTAL POINTS \_\_\_\_\_

COMMENTS:  
GRADE ON SUPERVISOR'S EVALUATION \_\_\_\_\_

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08/2015

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

**TO BE COMPLETED BY THE INSTRUCTOR AT THE END OF THE SEMESTER**

FINAL GRADE \_\_\_\_\_

INSTRUCTOR'S SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# STUDENT'S EVALUATION

On a scale from one to ten, with ten being highest, please rate the following characteristics of your Cooperative Work Education assignments and employer.

**1. Relationship of Cooperative Work Education assignment to academic and career interests.**

No Relationship			Related		Highly Related
1	2	3	4	5	

**2. How academically prepared were you for your work assignments?**

No Relationship			Related		Highly Related
1	2	3	4	5	

**3. How challenging was your work assignments?**

Low Challenge			Challenging		Highly Challenging
1	2	3	4	5	

**4. Overall understanding of the Cooperative Work Education program.**

Poor			Average		Excellent
1	2	3	4	5	

**5. Overall supervision related to the Cooperative Work Education program.**

Poor			Average		Excellent
1	2	3	4	5	

**6. Your relationship with fellow employees.**

Poor			Good		Excellent
1	2	3	4	5	

STUDENT'S EVALUATION (continued)

7. Overall evaluation of this work assignment.

Poor 1                      2                      Good 3                      4                      Excellent 5

8. Do you plan to return for another work assignment with this Cooperative Work Education supervisor? YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please explain.

9. Did you have an exit interview with your Internship supervisor?

YES \_\_\_\_\_ NO \_\_\_\_\_

10. Was the employer/supervisor's description of our Cooperative Work Education program related to the work you actually performed?

YES \_\_\_\_\_ NO \_\_\_\_\_

If no, please explain

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**COMMENTS**

List any additional thoughts about your Internship work experience!

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Student Signature \_\_\_\_\_ Date \_\_\_\_\_

# HORRY-GEORGETOWN TECHNICAL COLLEGE

## Student Time Sheet

Date	Day	In	Out	In	Out	Number Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Sat/Sun					

Weekly Total

Date	Day	In	Out	In	Out	Number Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Sat/Sun					

Weekly Total

Subtotal

Date	Day	In	Out	In	Out	Number Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Sat/Sun					

Weekly Total

Date	Day	In	Out	In	Out	Number Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Sat/Sun					

Weekly Total

Subtotal

Date	Day	In	Out	In	Out	Number Hours
	Monday					
	Tuesday					
	Wednesday					
	Thursday					
	Friday					
	Sat/Sun					

Weekly Total

Monthly Total:

Student Name
H#
Month/Year
Course and/or CRN
Instructor
Supervisor

**INSTRUCTIONS:**

- Time sheets should be recorded daily using quarter hour segments (1/4 hour = .25 = 15 minutes, 1/2 hour = .50 = 30 minutes, 3/4 hour = .75 = 45 minutes).

- Time sheets must be submitted to your immediate supervisor at the end of the last working day of each month. Supervisors must submit the time sheet to payroll by the 5th of the following month.

- Any Changes (i.e., strike throughs, white out, etc.) must be initialed by the employee and the supervisor.

Supervisor's Signature

Date

Student Signature

Date

I certify under penalty of perjury that the time entries recorded on this time sheet are correct and I further certify that the hours recorded are an accurate reflection of the hours worked by me during the pay period. Submitting fraudulent time entries may be subject to disciplinary action up to and including termination.

**HORRY GEORGETOWN TECHNICAL COLLEGE  
 SITE VISIT REPORT  
 COOPERATIVE WORK EDUCATION (CWE) and  
 SUPERVISED COOPERATIVE WORK EXPERIENCE (SCWE)**

Indicate  CWE  SCWE

**TYPE OF CONTACT:**

Phone     On-Site Visitation     Email     Webinar     Video Conferencing

Student \_\_\_\_\_ H# \_\_\_\_\_

Program \_\_\_\_\_

Employer \_\_\_\_\_

**TYPE OF VISIT: P = Phone    OV = On-Site Visit    E = Email    W = Webinar    VC = Video Conf.**

VISIT	Type	Satisfactory	Unsatisfactory	Notes/Comments:
#1	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
#2	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
#3	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____
#4	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____ _____ _____ _____ _____ _____ _____

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#5      [ ]      [ ]      [ ]

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#6      [ ]      [ ]      [ ]

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**Comments regarding the student's evaluation/performance(To be completed at end of term):**

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**Site Location** \_\_\_\_\_

**Faculty Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**INSTRUCTOR'S PERSONAL INFORMATION SHEET**

Instructor's Name:      Lawson Holland – Department Chair/Associate Professor

Office Location: Grand Strand Campus, Building 200, Office#121

Office Hours:            8:00-9:00 a.m. on Monday and Wednesday  
                                 2:00-4:00 p.m. on Monday and Wednesday  
                                 9:00-11:00 a.m. on Thursday

Office Phone:      (843) 839-1135

Email Address: Ben.Holland@hgtc.edu – best method of contact  
                                 \*do not email in D2L or WaveNet