



*Sport and Fitness Management Major  
HPEA 495: Sport Option  
Fieldwork Experience Manual*

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## Introduction

This manual was created to provide information about the fieldwork experience and answer any questions you may have. We are hopeful that with the help of your UW-Parkside advisor and this manual, you will be successful in your placement. Please feel free to consult your advisor with any questions you have concerning your experience.

In order to register for an early fieldwork experience, students must have completed HPEA 210 with a 'C' or better, have sophomore standing and consent of the Sport and Fitness Management (SFMT) Academic Advisor. A minimum of 150 hours (3 credits) of fieldwork experience must be completed in your last academic year. In order to register for the final fieldwork experience in your last academic year, students must have completed HPEA 300 and have an average GPA of 2.5 or better in the major (both core and option courses combined).

All forms mentioned in this document are in the appendix and are also available on the UW-Parkside HPEA Department web site.

## Section I: General Provisions

- 1) The fieldwork experience is a required academic element of the Sport and Fitness Management Major. The experience is intended to provide the student with an opportunity to apply the skills learned in the academic setting and insight into the sport management profession through on-the-job experience. The fieldwork experience is primarily designed to be educational. It may or may not be possible to secure a paid fieldwork experience.
- 2) Each student must have a UW-Parkside SFMT advisor as well as a Site Supervisor.
- 3) Fieldwork experiences may occur at any time during the academic year. Additionally, some fieldwork opportunities may require that a student complete fieldwork assignments in multiple semesters. This is acceptable, as long as the arrangement receives prior approval from the UW-Parkside advisor.
- 4) One credit will be awarded for every 50 hours of fieldwork experience. Students will receive a separate letter grade each time they register for separate fieldwork experiences. For example, if a student registers for three credit hours of fieldwork in their junior year, they will receive a letter grade for those three credits upon completion. Similarly, the remaining nine credit hours taken in the summer of their senior year at a single site will be graded with one grade. As such, it is possible to receive different grades for different portions of the total 12 credit fieldwork experience.
- 5) **Credits for fieldwork will not be applied retroactively.**
- 6) For students with transfer credits, a minimum of six (6) credits of fieldwork experience must be earned at UW-Parkside.
- 7) The 12 credits of required fieldwork experience may be obtained in the following ways:
  - a) Fieldwork Only Option:
    - Credits are earned by completing 600 hours of fieldwork.
    - You may obtain the 600 hours in more than one experience, and in different semesters; however, all fieldwork must be pre-approved by the SFMT Academic Advisor.

b) Fieldwork/Course Option:

- Credits are earned by completing a combination of fieldwork experience and pre-approved additional coursework at the HPEA 300 or HPEA 400 levels for a total of 12 credits. Coursework must enhance your chosen career training.
- A maximum of six (6) credits may be completed by additional coursework.
- Pre-approval must be provided by the SFMT Academic Advisor.

## Section II: Obtaining and Completing a Fieldwork Experience

- 1) The primary responsibility for securing a fieldwork experience location belongs to the student. UW-Parkside advisors will assist students whenever possible; however, it is not assumed or expected that advisors will place students in fieldwork assignments.
- 2) Develop a resume and cover letter appropriate to the organization(s) where you are seeking the fieldwork experience. Bring these documents with you to your advisor and discuss potential sites for a fieldwork experience. Once your advisor approves your sites, you may apply for a fieldwork experience position.
- 3) The following is the fieldwork location criteria for the Sport Management Option. Students may fulfill their fieldwork requirement with any of the following types of organizations:
  - Professional sports franchise
  - Amateur sports organization
  - Collegiate sport organization
  - Inter-scholastic sports organization
  - Non-profit sports-related organization
  - Private, for-profit sports-related organization
  - City recreation department

This list is NOT inclusive. There are many unique opportunities available in the sport management industry. If you are interested in pursuing an opportunity that is not listed above, please discuss it with your advisor.

- 4) The following are potential job-responsibilities for the Sport Management Option. Students are often required to perform a wide variety of tasks. There is no specific list of required job responsibilities, but opportunities you may look for when selecting a fieldwork site are:

*Assisting with:*

- Development of communication tools such as Internet sites, newsletters, media guides and department manuals
  - Coordination of fundraising events
  - Planning, coordination and implementation of game presentation and operations
  - Coordination of sponsorships
  - Budget preparation
  - Advertising and promotion activities
  - Ticket sales
  - Promotions/retail
  - Marketing and public relations
- 5) The HPEA Department has created several supplemental resources for students to utilize in locating a fieldwork placement.

- a) Placement Opportunity Manuals: The SFMT Academic Advisor has several manuals available for student use that list local, regional and national fieldwork placements. Manuals can be used in the office or checked out for short periods of time.
  - b) Fieldwork Placement Board: The bulletin board in the main second floor hallway of the SAC building contains current fieldwork postings, as well as contact information for organizations that frequently sponsor fieldwork experiences. Students who wish to obtain copies of the postings may do so in the HPEA main office.
- 6) In addition to HPEA-created resources, you are encouraged to use the UWP Career Center to assist you in your search. The RangerTrak program, which is available on a registration basis in the Career Center, provides a database of available fieldwork sites in Southeastern Wisconsin.
  - 7) The Internet also functions as a valuable resource for locating a fieldwork placement. If you are not familiar with this Internet function, please see your UW-Parkside advisor for assistance.
  - 8) Once you have been accepted for a fieldwork experience, complete the 'Preliminary Goal Statement' form and the 'Permit to Register for HPEA Fieldwork' form. Ask your Fieldwork Site Supervisor to complete the 'Anticipated Responsibilities' form. Then, schedule an appointment with your UW-P Fieldwork Advisor and bring these documents with you.
    - a) At this meeting you and your Fieldwork Advisor will set-up your calendar of your responsibilities and finalize the 'Permit to Register' form.
    - b) Your Fieldwork Advisor will process the permit and give you a copy of these forms for your records.
  - 9) Once you begin your placement, your journals due to your UW-Parkside supervising advisor must meet the following criteria:
    - a) Each student is responsible for keeping a journal over the course of the fieldwork experience. You are to write a minimum half-page entry for each week of experience. It must be typed.
    - b) Your name and fieldwork site must be on each journal.
    - c) Each entry in your journal should be prefaced by the date of entry followed by the number of hours you logged at the site during the week. Below that should be the total number of hours you have completed at the site.
    - d) Each entry should include a brief description of the action or activity you have engaged in during the past week. Refer to what you have learned in your coursework that has helped you in the experience. You should also be commenting upon skills you are gaining at the site that you have not learned in your coursework. For example, you may be trained in a specialized software application, or participate in program evaluations. You should be thinking about whether you would want to own, work or be associated in any other way in this aspect of the industry. Use your journal to record behaviors or activities that you like or dislike about the site.
    - e) If you are engaged in a very repetitive activity, do not write the same thing each week. Instead, tactfully ask your Site Supervisor to broaden your range of duties and experiences. Volunteer for assignments or suggest projects you could accomplish.
  - 10) According to your calendar, provide your Site Supervisor with the Mid-Experience Evaluation and ask them to complete, sign and date it. Then complete your Mid-Experience evaluation, sign and date it. Turn the completed documents into your UW-Parkside Fieldwork Supervisor.
  - 11) At the end of the fieldwork experience, provide your Site Supervisor with the Final Evaluation and ask them to complete, sign and date it. Then complete your Final Evaluation, sign and date it. Turn the completed documents into your UW-Parkside Fieldwork Supervisor and set up the appointment for your exit interview.

Prior to the exit interview, prepare your updated resume that reflects the fieldwork experience and a minimum one to two page reflection statement for the fieldwork experience. (Guidelines for this statement are included in the Appendix or are available from the UW-Parkside web site.)

- 12) Write a thank-you to the Fieldwork Site Supervisor expressing your appreciation for their mentoring and the ability to gain experience at the site.
- 13) Once all of your documentation has been received and the exit interview has been held, the UW-Parkside Fieldwork Supervisor will determine your grade using the grading paradigm included in this manual. The Fieldwork Supervisor will submit it to the registrar's office.

### Section III: Student Responsibilities

During the fieldwork experience, you have the following duties and responsibilities:

To the Fieldwork Sponsoring Organization:

- a. Familiarize yourself with the regulations and philosophies pertaining to the organization and to conduct yourself accordingly;
- b. Provide the fieldwork organization Site Supervisor with all required University and HPEA Department fieldwork evaluation forms in advance so that the Site Supervisor can complete and return the forms to the UWP Fieldwork Supervisor by the assigned due date;
- c. Inform you Site Supervisor that it is the responsibility of the site to cover liability insurance for the student;
- d. Plan thoroughly and in advance for all assignments;
- e. Arrive to all assignments on time;
- f. Be well-groomed and appropriately dressed for all assignments;
- g. Notify on-Site Supervisor well in advance in case of absence;
- h. Be tactful, courteous and respectful at all times;
- i. Consult on-Site Supervisor and/or HPEA Fieldwork Supervisor if you experience any problems; and
- j. At the conclusion of your fieldwork experience, thank your Site Supervisor for giving you the opportunity to work with them and the organization.

To the University of Wisconsin-Parkside, the HPEA Department and Your HPEA Fieldwork Supervisor:

- a. Represent yourself, the University and the HPEA Department in an appropriate manner in strict adherence to the Student Code of Conduct;
- b. Complete and submit all required registration documentation required by the University in a timely fashion;
- c. Submit all required assignments for this fieldwork experience to the HPEA Fieldwork Supervisor in a timely fashion, as outlined both in this document and the Fieldwork Calendar that will be provided to you; and,
- d. Maintain regular communication with your HPEA Fieldwork Supervisor regarding this fieldwork experience. Your HPEA Fieldwork Supervisor cannot solve problems of which they are unaware. If you have any issues with your fieldwork experience, you are to contact him or her immediately.

### Section IV: HPEA Fieldwork Supervisor Responsibilities

During your fieldwork experience, the HPEA Fieldwork Supervisor has the following duties and responsibilities:

- a. To provide you with a thorough explanation of this manual, including all necessary paperwork and assignments;
- b. To provide you with a Fieldwork Calendar that lays out all due dates for the requirements of the fieldwork experience;
- c. To assist you with the registration process when necessary;
- d. To familiarize himself/herself with you and the organization with which you are placed;
- e. To familiarize himself/herself with the duties you are undertaking at the fieldwork site;
- f. To initiate and/or maintain contact with the fieldwork experience Site Supervisor as necessary;
- g. To assist in the remedy of any conflict between you and the fieldwork sponsoring organization or the Site Supervisor in a timely manner;
- h. To provide feedback to you regarding your performance both during and after the completion of the fieldwork experience; and,
- i. To arrange for an on-site visit or evaluation, whenever necessary.

**Section V: Evaluation Criteria**

**Basic Fieldwork Requirements**

You are required to meet the following five requirements in order to complete this HPEA 495 fieldwork experience and receive a passing grade for your work:

- 1) You will work with the HPEA Fieldwork Supervisor to complete all pre-internship documentation in a timely and professional manner;
- 2) You will complete all necessary hours required for this fieldwork experience;
- 3) You will demonstrate the highest level of professionalism in all interaction related to the fieldwork site;
- 4) You will work with the Fieldwork Site Supervisor to ensure that he/she completes the Mid-experience and Final Evaluation forms and delivers these documents to the HPEA Fieldwork Supervisor; and
- 5) You will represent yourself, the University of Wisconsin-Parkside and the HPEA Department in an appropriate manner and strictly adhere to the Student Code of Conduct.

**Graded Fieldwork Requirements**

In addition to successfully completing the aforementioned basic requirements, you will also be required to complete the following five tasks in order to complete your HPEA 495 fieldwork experience.

You will be graded on these five tasks as described in each of the respective task sections. Your overall grade for the HPEA 495 fieldwork course will be determined as follows:

Fieldwork Journals	40%
Evaluations	30%
Current Resume	10%
Reflection Statement	10%
Exit Interview	<u>10%</u>
	100%

1.) Fieldwork Journals

You must complete weekly or bi-weekly journal entries as assigned by the HPEA Fieldwork Supervisor per the Fieldwork Calendar. Examples of journal entries are provided in Section II and on the HPEA Department web site for your review. You should discuss with your HPEA Fieldwork Supervisor whether he/she will accept these journals via e-mail.

This element constitutes forty percent (40%) of your total HPEA 495 grade and will be graded according to the following standards:

- “A” Level Work:
  - All entries are complete and demonstrate both the various experiences that you took part in along with the lessons learned by you as part of the fieldwork.
  - All entries demonstrate a high level of professionalism and adhere to the highest academic standards.
  - All entries are submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “B” Level Work:
  - Entries are complete and demonstrate both the various experiences that you took part in along with the lessons learned by you as part of the fieldwork.
  - Entries demonstrate a strong level of professionalism and adherence to academic standards.
  - Entries are usually submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “C” Level Work:
  - Entries are complete and demonstrate the various experiences that you took part in along with some lessons learned by you as part of the fieldwork.
  - Entries demonstrate an average level of professionalism and adherence to academic standards.
  - Entries are often submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “D” Level Work:
  - Entries might be complete and demonstrate some of the various experiences that you took part in and some of the lessons learned by you as part of the fieldwork.
  - Entries demonstrate a below average level of professionalism and adherence to academic standards.
  - Entries are occasionally submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- Failing Work:
  - Entries are incomplete and demonstrate few or none of the various experiences that you took part in along with little to no demonstration of the lessons learned by you as part of the fieldwork.
  - Entries demonstrate a significantly below average level of professionalism and adherence to academic standards.
  - Entries are rarely submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.

## 2.) Experience Evaluations

You are required to complete both a Mid-Experience Evaluation and a Final Evaluation in a timely fashion as provided for in the Fieldwork Calendar given to you by your HPEA Fieldwork Supervisor. These forms are included in this manual and are also posted on the HPEA Department web site. The completed evaluations, and any progress made between the halfway and finishing point will be used in determining the student’s overall grade for the fieldwork experience.

You are also required to provide your on-site Fieldwork Supervisor with the Mid-experience Evaluation and a Final Evaluation forms provided in this manual. These forms are also available on the HPEA Department web site. The completed evaluations, and any progress made between the halfway and finishing point will be used in determining the student’s overall grade for the fieldwork experience.

The HPEA Fieldwork Supervisor may also conduct an on-site visit during your fieldwork experience as part of the evaluation process. The visit allows the HPEA Fieldwork Supervisor to meet with your Site

Supervisor, discuss your fieldwork responsibilities and gain a better overall impression of your fieldwork experience.

This element constitutes thirty percent (30%) of your total HPEA 495 grade and will be graded according to the following standards:

- “A” Level Work:
  - These documents are complete and demonstrate the lessons learned by you as part of the fieldwork.
  - These documents demonstrate a high level of professionalism and adhere to the highest academic standards.
  - These documents are submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “B” Level Work:
  - These documents are complete and demonstrate the lessons learned by you as part of the fieldwork.
  - These documents demonstrate a strong level of professionalism and adherence to academic standards.
  - These documents are usually submitted in a timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “C” Level Work:
  - These documents are complete and demonstrate the lessons learned by you as part of the fieldwork.
  - These documents demonstrate an average level of professionalism and adherence to academic standards.
  - These documents are submitted in a relatively timely fashion per the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- “D” Level Work:
  - These documents are complete and may or may not demonstrate the lessons learned by you as part of the fieldwork.
  - These documents demonstrate a below average level of professionalism and adherence to academic standards.
  - These documents are submitted at a point in the experience that does not satisfy the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.
- Failing Work
  - These documents are missing or incomplete and fail to demonstrate the lessons learned by you as part of the fieldwork.
  - These documents demonstrate a significantly below average level of professionalism and adherence to academic standards.
  - These documents are submitted at a point in the experience that does not satisfy the agreed upon Fieldwork Calendar created by the HPEA Fieldwork Supervisor.

### 3.) Current Resume

You are required to submit a current resume that includes a listing and description of this HPEA 495 fieldwork experience as part of the document. A sample resume is included in this manual and this document is also available on the HPEA Department web site.

This element constitutes ten percent (10%) of your total HPEA 495 grade and will be graded according to the following standards:

- “A” Level Work
  - The revised document includes a listing that details the recently completed fieldwork experience.
  - The revised document is of professional quality and allows the student to send it out immediately for any postings.

- “B” Level Work
  - The revised document includes a listing that details the recently completed fieldwork experience.
  - The revised document is of strong quality and allows the student to send it out immediately for any postings with minor revisions.
- “C” Level Work
  - The revised document includes a listing that details the recently completed fieldwork experience.
  - The revised document is of average quality and requires some revisions before it should be sent out by the student.
- “D” Level Work
  - The revised document includes a listing that details the recently completed fieldwork experience.
  - The revised document is of below average quality and requires significant revisions before it should be sent out by the student.
- Failing Work
  - The document may or may not be submitted to the HPEA Fieldwork Supervisor.
  - The revised document may or may not include a listing that details the recently completed fieldwork experience.
  - The revised document is significantly below average in terms of quality level and requires extensive revisions before it should be sent out by the student.

#### 4.) Reflection Statement

You are required to submit a reflection statement that serves as an overview of your HPEA 495 fieldwork experience. As part of this work, you should answer a series of questions that are provided in the Appendix to this manual. This document is also available on the HPEA Department web site.

If you choose to do so, you may submit additional thoughts about your fieldwork experience or you can talk with your HPEA Fieldwork Supervisor about a different format for this requirement if you both agree upon it prior to submission.

This element constitutes ten percent (10%) of your total HPEA 495 grade and will be graded according to the following standards:

- “A” Level Work
  - This document illustrates that you have given substantial thought to how the fieldwork experience can be utilized in your career.
  - This document demonstrates a significant level of professionalism and adheres to the highest academic standards.
- “B” Level Work
  - This document illustrates that you have given above average thought to how the fieldwork experience can be utilized in your career.
  - This document demonstrates a strong level of professionalism and adherence to academic standards.
- “C” Level Work
  - This document illustrates that you have given a base level of thought to how the fieldwork experience can be utilized in your career.
  - This document demonstrates an average level of professionalism and adherence to academic standards.
- “D” Level Work
  - This document illustrates that you have given little thought to how the fieldwork experience can be utilized in your career.
  - This document demonstrates a below average level of professionalism and adherence to academic standards.

- Failing Work
  - This document is not submitted; or
  - The submitted document shows that you have clearly given little to no thought about how the fieldwork experience can be utilized in your career.
  - This document demonstrates a significantly below average level of professionalism and adherence to academic standards.

5.) Complete an Exit Interview

Upon completion of your fieldwork experience, you will complete an exit interview with your HPEA Fieldwork Supervisor. This informal meeting is an opportunity to reflect on your experience and discuss your thoughts about the fieldwork experience with your HPEA Fieldwork Supervisor.

This element constitutes ten percent (10%) of your total HPEA 495 grade and will be graded according to the following standards:

- “A” Level Work
  - The interview illustrates that you have given substantial thought to how the fieldwork experience can be utilized in your career.
  - You demonstrate a significant level of professionalism throughout the interview.
  - The interview is completed within the timetable prescribed by the HPEA Fieldwork Supervisor.
- “B” Level Work
  - The interview illustrates that you have given above average thought to how the fieldwork experience can be utilized in your career.
  - You demonstrate a strong level of professionalism throughout the interview.
  - The interview is completed within the timetable prescribed by the HPEA Fieldwork Supervisor.
- “C” Level Work
  - The interview illustrates that you have given a base level of thought to how the fieldwork experience can be utilized in your career.
  - You demonstrate an average level of professionalism throughout the interview.
  - The interview is completed within the timetable prescribed by the HPEA Fieldwork Supervisor.
- “D” Level Work
  - The interview illustrates that you have given little thought to how the fieldwork experience can be utilized in your career.
  - You demonstrate a below average level of professionalism throughout the interview.
  - You complete the exit interview but this task may or may not be done within the timetable prescribed by the HPEA Fieldwork Supervisor.
- Failing Work
  - The interview is never completed or once completed illustrates that you have clearly given little to no thought about how the fieldwork experience can be utilized in your career.
  - You demonstrate a significantly below average level of professionalism throughout the interview.
  - You never complete this task or fail to do so within the timetable prescribed by the HPEA Fieldwork Supervisor.

## Section VI: Helpful Hints

### Preparing a Resume:

- A. The resume is a selling tool that outlines your skills and experiences so an organization can see, at a glance, how you can contribute to the organization's workplace.
- B. Your resume at a glance has to sell you to the fieldwork Site Supervisor. While you may have all the requirements for a particular fieldwork experience, your resume will be unsuccessful if the organization does not instantly come to the conclusion that you "have what it takes." The first hurdle your resume has to pass--whether it ends up in the "consider file" or the "reject file"--may take less than thirty seconds.
- C. The most effective resumes are clearly focused on a specific job title and address the organization's stated requirements for the position. The more you know about the duties and skills required for the fieldwork experience --and organize your resume around these points--the more effective the resume.

### Steps for Creating a Good Resume

- 1. Find out what skills, knowledge, and experience are needed to do your target fieldwork experience.
- 2. Make a list of two to four of your strongest skills, abilities or knowledge that makes you a good candidate for the fieldwork experience.
- 3. For each key skill, think of several accomplishments from your past work history that illustrate that skill.
- 4. Describe each accomplishment in a simple, powerful, action statement that emphasizes the results that benefited your employer.
- 5. Make a list of the primary jobs you've held, in reverse chronological order. Include any unpaid work that fills a gap or shows you have the skills for the job.
- 6. Make a list of your training and education that's related to the new job you want.
- 7. Choose a resume format that fits your situation. The career center can help with advice on different styles of resumes.
- 8. Arrange your action statements according to the format you choose.
- 9. Summarize key points at the top of your resume.

### Preparing a Cover Letter

- A. Everyone who sends out a resume needs a cover letter. Even if the cover letter was not mentioned in an advertisement, it's expected that you will write one.
- B. Tailor your cover letter to the fieldwork site. Organizations want to know why you are a good fit for their SPECIFIC organization. They care less about general, generic skills or attributes.

- C. The cover letter gives you another chance to emphasize what you have to contribute to the organization. Don't give the person screening the resumes a second to entertain the thought: "But how can this person help US?" Your cover letter will answer that question in your own words. Your resume will also answer that question but in a somewhat more rigid format.
- D. There should be no spelling or typing errors.
- E. Address it to the person who can hire you. Resumes sent to the personnel department can be poorly received. If you can find out (through networking and researching) exactly who is making the hiring decision, address the letter to that person. Be sure the name is spelled correctly and the title is correct. If possible, address the person as "Mr.," "Ms.," "Mrs.," "Miss," "Dr.," or "Professor."
- F. Write in your own words so that it sounds like you--not like something out of a book. Employers are looking for knowledge, enthusiasm, and focus.

Being "natural" makes many people nervous because they are trying to avoid spelling errors and grammatical mistakes. If you need a little help with grammar, there are several resources available in the library to assist you. Your UW-Parkside advisor can also proofread a cover letter.

- G. Show that you know something about the company and the industry. This is where your research comes in. Don't go overboard--just make it clear that you didn't pick this company out of the phone book. You know who they are, what they do and you are interested in working for them!

Use terms and phrases that are meaningful to the employer. (This is where your industry research and networking come in.) If you are applying for an advertised position, use the requirements in the ad and put them in BOLD type.

### Interviewing Techniques

- A. Before your interview find out everything you can about the organization. Re-read your application, thinking through your own qualifications and the questions they might ask you. You should try to anticipate the questions they will ask **and also prepare some questions to ask them.**
- B. To do well at the interview you will need to convince the interviewer you are technically qualified to do the job. You will also need to show you are sufficiently motivated to get the job done well and that you will fit in with the company's organizational structure and the department in which you will work.
- C. You should dress nicely for the interview and leave home earlier than you need to on the day of the interview - you may be delayed by traffic or for other reasons. Be courteous to all employees of the company. At the interview itself you must be positive about yourself and your abilities.
- D. When you are being interviewed, it is very important that you look attentive and make eye contact with the interviewer.
- E. Never lie in an interview. Your body language, tone of voice and the words you use will likely give you away.

### Potential Interview Questions from the Site Supervisor

Before attending an interview you should think about your responses to the following questions. Your answers may depend on the organization in question, so you should go through your responses just before each interview.

- A. Why do you want this particular fieldwork experience?  
Think carefully about this question. Stress the positive aspects which have attracted you to applying for this position.
- B. What skills do you think will be required for this experience?  
Their advertisement for the fieldwork site may help you a little bit, but you should also think of the other skills that may be required. These may include leadership ability, supervisory skills, communication skills, interpersonal skills, problem solving, analytical skills, etc.
- C. What can you contribute?  
This is your chance to shine. Tell them about your past achievements, either academic or experience based, which are relevant to the new position for which you are applying.
- D. Why do you want to work for this organization?  
Emphasize the positive reasons why you want to join their organization, but avoid mentioning aspects such as money. This will not endear you to a prospective employer.
- E. What do you know about this organization?  
This is your chance to impress the interviewer with your knowledge of their organization. Give them a run down of their products/services, sales figures, news, company figures, customers, etc.
- F. What interests you about our product (or service)?  
Again, your research into the organization should aid you in answering this question.

#### Potential Questions You May Ask:

The interview is a two-way process. The organization interviewing you will want to find out whether you are suitable to the fieldwork experience and you will want to find out if the site and the position are a good fit for you. You should, therefore, ensure that you have enough information to make up your mind on whether you want the job. For example:

1. What will be my responsibilities?
2. Where will I fit into the overall organization structure?
3. To whom will I report?
4. Where does he/she fit into the structure?
5. What do you expect me to do in the first month?
6. What level of performance do you expect from me?
7. What will be my salary, if any?
8. Is this a paid experience?
9. Will traveling be required in this position?
10. What training do you provide?

## Section VII: Frequently Asked Questions

1. Will I get paid for my fieldwork experience?

Typically, students do not receive compensation for fieldwork. It is intended to be a learning experience, not an employment experience. Some organizations do offer minimal compensation, but do not expect to be paid while completing your fieldwork experience.

2. Is it better to complete the fieldwork experience with one organization, or more than one?

Many students opt to complete their fieldwork experience in one semester with one organization. This is a perfectly good choice. However, some students prefer to complete their 600 hour credit requirement with more than one organization. Both choices should provide the student with a positive learning experience. The choice depends on an individual's schedule and personal needs.

3. Can my fieldwork be completed during the summer, or between semesters?

Fieldwork placements rarely follow the academic calendar with each experience having its own start and end dates.

4. Will my UW-Parkside advisor and/or SFMT advisor find a fieldwork placement for me?

It is your responsibility to find a fieldwork placement. Your UW-Parkside advisors will give you as much assistance as he/she can; however, students must be proactive and complete their own individual fieldwork search.

5. Are there any fieldwork experiences available on campus?

Occasionally, the UW-P Athletic Department, and/or Student Services will offer fieldwork experiences on campus. If you are interested in staying on campus, seek assistance from your UW-Parkside advisor.

6. How many hours a week do I need to work in my fieldwork?

Typically, the 600 hour overall requirement translates into an approximate 40 hour work week. However, because fieldwork placements vary, some may require weekend and evening work. You do not need to complete a specific number of weekly hours; rather you must complete 600 overall hours.

7. Do I need a certain GPA to enroll in fieldwork?

In order to register for an early fieldwork experience, students must have completed HPEA 210 with a 'C' or better, have sophomore standing and consent of the Sport and Fitness Management (SFMT) Academic Advisor. A minimum of 150 hours (3 credits) of fieldwork experience must be completed in your last academic year. In order to register for the final fieldwork experience in your last academic year, students must have completed HPEA 300 and have an average GPA of 2.5 or better in the major (both core and option courses combined).

8. Can I complete my fieldwork out-of-state or out of the country?

You may complete your fieldwork experience anywhere you choose, including internationally. As long as you can maintain contact with your UW-Parkside advisor via email or fax, there are no restrictions on where your fieldwork may be completed.

9. When should I start applying for my fieldwork experience?

It is best to obtain a UW-Parkside advisor and discuss fieldwork possibilities a year before you intend upon obtaining an experience. Many sites choose students six months ahead of the start of the experience; therefore you will need to begin early to research the requirements for your chosen field.

10. Can I use a job I currently have as my fieldwork experience?

If you are currently employed in the sport management field, you **may** be able to receive some fieldwork credits for that experience. However, the fieldwork experience must have additional anticipated responsibilities over and above your normal job duties. See your UW-Parkside advisor for more information.

11. Whose liability insurance covers me during my fieldwork experience?

It is the responsibility of the site to cover liability insurance for the student.

12. May I complete a second fieldwork experience with the same organization?

As long as the duties and responsibilities for the fieldwork experiences are different, you may complete two fieldwork experiences at the same site. However, remember that a range of sites may be more valuable as you apply for your first position in the industry?

13. May I register for a fieldwork experience through SOLAR?

During the early advising period, you may register in SOLAR for a fieldwork experience using a permission number provided by your UWP Advisor. However, the 'Permit to Register', 'Anticipated Responsibilities' and 'Goal Statement' forms are required to finalize registration for the experience.

14. If my experience continues into the next semester, what grade do I receive this semester?

You will receive an incomplete for the semester of registration. When you complete all your responsibilities in the next semester, your UWP advisor will process a grade change form and the grade will be changed in SOLAR and on your transcript. Please note that academic honors for that semester may not be applied if the number of credits for which you received a grade is less than full-time.

15. Can I use my coaching experience as a fieldwork experience?

You may use coaching as a fieldwork experience as long as the experience is pre-approved by your UWP advisor. It is essential that it is a directed experience with a mentor.

16. May I use sport officiating as a fieldwork experience?

As with coaching, it is essential that you have a directed experience. Fieldwork is intended to be an apprenticeship which requires a mentor. Refereeing is a self-directed experience, therefore it does not qualify but it will look great on your resume.

Appendix

## Cover Letter Template

Your name  
Mailing address  
City, state, and zip  
Telephone number(s)  
Email address

<Today's date>

Your addressee's name  
Professional title  
Organization's name  
Mailing address  
City, state and zip

Dear Mr. (or Ms.) last name,

Start your letter with a grabber—a statement that establishes a connection with your reader, a probing question, or a quotable quote. Briefly say what job you are applying for.

The mid-section of your letter should be one or two short paragraphs that make relevant points about your qualifications. Specifically, you may want to address your major coursework or relevant experience. You should not summarize your resume! You may incorporate a column or bullet point format here.

Your last paragraph should initiate action by explaining what you will do next (e.g., call the employer) or instigate the reader to contact you to set up an interview. Close by saying “thank you.”

Sincerely yours,

*Your handwritten signature*

Your name (typed)

Enclosure: resume

# Resume Template

TRACY Q. GRADUATE

Campus:  
452 College Ave  
Anywhere, WI 12345  
[myemail@yahoo.com](mailto:myemail@yahoo.com)

Permanent:  
123 Home Lane  
Anywhere, WI 12354  
myemail@yahoo.com

**EDUCATION: Bachelor of Science Sport and Fitness Management: May 2003**

University of Wisconsin-Parkside, Kenosha, Wisconsin  
Graduated Magna Cum Laude with a GPA of 3.6 on a 4.0 scale  
Courses taken included:  
Sport Marketing  
Sport Business & Finance  
Legal Issues  
Advanced Legal Issues  
Facility Development & Management

**EXPERIENCE: Marketing Fieldwork, May 2002 to August 2002**

**Chicago Shamrox Lacrosse Team, Chicago, Illinois**

- Served as Marketing Assistant to Corporate Sales team, including market penetration analysis, account identification, and introductory phone calls to potential decision-makers to establish account presence.
- Tracked and reported all marketing efforts using Microsoft Access software.

**Salesperson, August 2001 to May 2002 and August 2002 to Present**

**Radio Shack, Normal, Illinois**

- Responsible for floor sales and customer satisfaction.
- Completed self-study "Selling Skills" course.
- Awarded Salesperson of the Month five times.

**ACTIVITIES:**

- President, Marketing Club, 2002-2003
- Vice President, Beta Gamma Sigma honors society, 2002-2003

\*\* Please note there are MANY different resume formats. Please discuss possible options with your UW-Parkside advisor.

University of Wisconsin-Parkside  
Sport and Fitness Management  
Fieldwork Experience Program

Anticipated Fieldwork Responsibilities

Organization: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_

The following is intended to provide the HPEA Fieldwork Supervisor with preliminary information regarding the fieldwork experience. We appreciate that assignments for students are flexible and recognize that tasks actually performed may vary from initial considerations.

Please list or briefly describe the responsibilities you anticipate the student will have throughout the fieldwork experience:

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Phone # or Email: \_\_\_\_\_

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

University of Wisconsin-Parkside  
Sport and Fitness Management  
Fieldwork Experience Program

Preliminary Goal Statement

Organization: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Student: \_\_\_\_\_

Please list any specific goals you have regarding your fieldwork experience. It is best to state goals objectively, in terms of achievements you wish to make. This form must be returned to your HPEA Fieldwork Advisor within one week of your fieldwork start date.

Goals:

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

Student Phone # or Email: \_\_\_\_\_

University of Wisconsin-Parkside  
Sport and Fitness Management  
Fieldwork Experience Program

Fieldwork Supervisor Request Form

Student: \_\_\_\_\_ Credit Hours Completed: \_\_\_\_\_

Major GPA: \_\_\_\_\_ Current Academic Advisor: \_\_\_\_\_

For how many fieldwork credits do you wish to register? \_\_\_\_\_

In which semester do you plan to register? \_\_\_\_\_

Have you previously completed a fieldwork experience? \_\_\_\_\_

If yes, who was your HPEA Fieldwork Advisor? \_\_\_\_\_

Please provide a brief description of the fieldwork experience you wish to obtain:

Request Approved:

Assigned Advisor \_\_\_\_\_

Advisor Contact Information: Email/Phone:

Request Denied:

Reason:

HPEA Department Chair Signature: \_\_\_\_\_

UW-Parkside Signature: \_\_\_\_\_

# Sample Fieldwork Journal

Fieldwork Journal: Littleton Park and Recreation Dept.  
(Insert Your Name, Semester and Year)

Sept 8<sup>th</sup>

Today was the first day of my internship at the Littleton Park and Recreation Department. My first day went well. I was introduced to everyone at the park office by my site supervisor (Thad Wilson). Thad also told me what job duties I would be doing over the course of the next six months. On the first day I learned how to answer the phone and direct calls to the staff. I also was taught the procedure for any deliveries that arrive by UPS or FEDEX. Later in the day I was part of the staff meeting where we discussed the upcoming week. Discussion centered on the activities that were presently running and those that were going to be started in the next three months. I wasn't assigned any duties yet, but saw that the other intern had job responsibilities for league play and recreation.

Sept 22<sup>nd</sup>

9/8-22: 22 Hours:

Total Hours: 22

Over the last two weeks we have been organizing the fall team playoffs and setting up the winter session leagues. Everyone in this community is really involved in the recreation department and we get large crowds at the games. I've had an opportunity to work with the staff on security issues, officiating clinics, and I traveled with the other intern to local businesses to ask for prizes for league play. It's a little tough knowing where to go in the community since I just moved here three weeks ago, but I'm starting to get to know my way around. (The marketing class was helpful and I hope I get to do some work on their other promotions since I think this is my chosen career path.)

The staff works long hours and they are very dedicated. Our funding doesn't seem to be able to support all our community demands. I understand that at the November elections there is a referendum to increase our funding. The staff has mixed feelings because they don't want their taxes to go up, but they know they aren't serving all the kids who want to be part of the program. I remember talking about this issue in Sport Business and Finance. Now I'm living it!

October 6<sup>th</sup>

25 Hours: 9/23 – 10/6

Total Hours: 47

My law and facility training has paid off! It was my job to review the soccer park for risk management issues. Thad asked me to walk the park and then give him a list of my observations. So I called Brandon back at UWP and asked him to fax me the checklist we had in our book for risk management. Then I went to the park and used it to review the facilities. Thad was very impressed and I learned a lot. I'm glad I remembered we had that resource.

The other intern and I have also been given the green light to plan a program for Winter Session II that starts in January. We're pretty excited and are thinking about possibilities for the 5-7 year old group. I'm thinking of calling Sandy at home and have her help me brainstorming fitness games for this age group. We're trying to think of something that's non-traditional and new, and invent

a catchy title so the kids will want to sign up. We're in charge of the entire program: marketing, equipment, registration, space, and supervision.

October 18<sup>th</sup>

30 Hours: 10/7 – 10/18/07

Total Hours: 77

These past two weeks we've had some discipline problems with parents. The kids have been great, but the parents have been harassing the officials in the soccer and in the baseball league. We've decided to implement some parent training to teach them how to act at their children's games! We've talked about this in Sport and Society so I have a little insight into how the training should proceed. Thad has asked me to outline the meeting and see if there are any video resources we can use to impress upon them the message they are sending to their kids. We also are going to have mandatory pre-season meetings with the officials to teach them how to handle the parents.



## Fieldwork in Sport and Fitness Management **Student Reflection Paper**

---

Student Intern:

Faculty Supervisor:

Internship Job Title:

Location:

---

**Please address the following questions in your fieldwork reflection paper:**

**Did your experience match your goals? Why? Why not? Explain.**

**What skills/knowledge did you gain through your fieldwork experience?**

**Discuss what you learned about the industry. What lessons will you take with you in your career? (Include both positive and negative if possible.)**

**Look back at the courses you have taken for the major; discuss which courses were most beneficial and the least beneficial in relation to your fieldwork experience.**

**What skills/knowledge do you feel you still need to acquire in order to be successful in your career choice?**

**Please add any other comments you would like to make.**



## Fieldwork in Sport and Fitness Management Student's Mid-Experience Evaluation

Student Intern \_\_\_\_\_

Faculty Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Internship Job title \_\_\_\_\_

Work Supervisor \_\_\_\_\_

Location \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

### JOB PERFORMANCE SKILLS

<b>SKILLS TO BE EVALUATED</b> <i>If skills were not observed, indicate by writing N/A</i>		HIGH		AVERAGE		LOW	COMMENTS
Work Quality							
Oral Communication							
Written Communication (Style, Structure, Mechanics, organization)							
Organ-ization	Electronic						
	Physical						
Problem Solving							
Decision Making							
Leadership							
Accuracy							

<b>SKILLS TO BE EVALUATED</b> <i>If skills were not observed, indicate by writing N/A</i>	<b>HIGH</b>		<b>AVERAGE</b>		<b>LOW</b>	<b>COMMENTS</b>
Knowledge of subject						
Overall Performance						

**PERSONAL CHARACTERISTICS:** Please review your characteristics exhibited while performing assigned internship job responsibilities.

	<b>HIGH</b>		<b>AVERAGE</b>		<b>LOW</b>	<b>COMMENTS</b>
Motivation						
Maturity						
Judgment						
Adaptability						
Dependability						
Initiative						
Professional Appearance						

**List the functions, activities, responsibilities, projects you have been involved in, participated in, and/or performed.**

## PROFESSIONAL GROWTH & DEVELOPMENT

Discuss progress shown and skills developed during the course of the internship. What suggestions do you have to improve your professional growth?

Students signature\_\_\_\_\_ Date\_\_\_\_\_

Site supervisor\_\_\_\_\_ Date\_\_\_\_\_

Drop off or send form to:

Department of HPEA  
University of WI-Parkside  
900 Wood Road, Box 2000  
Kenosha, WI 53141-2000



## Fieldwork in Sport and Fitness Management Site Supervisor's Mid-Experience Evaluation

Student Intern \_\_\_\_\_ Internship Job Title \_\_\_\_\_

Number of hours student has completed at this point in the internship \_\_\_\_

Fieldwork Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Location \_\_\_\_\_

### JOB PERFORMANCE SKILLS

<b>SKILLS TO BE EVALUATED</b> <i>If skills were not observed, indicate by writing N/A</i>		HIGH		AVERAGE		LOW	COMMENTS
Work Quality							
Oral Communication							
Written Communication (Style, Structure, Mechanics, organization)							
Organ ization	Electronic						
	Physical						
Problem Solving							
Decision Making							
Leadership							
Accuracy							

<b>SKILLS TO BE EVALUATED</b> <i>If skills were not observed, indicate by writing N/A</i>	<b>HIGH</b>		<b>AVERAGE</b>		<b>LOW</b>	<b>COMMENTS</b>
Knowledge of subject						
Overall Performance						

**PERSONAL CHARACTERISTICS:** Please review the intern's characteristics as they are being exhibited while performing assigned internship job responsibilities.

	<b>HIGH</b>		<b>AVERAGE</b>		<b>LOW</b>	<b>COMMENTS</b>
Motivation						
Maturity						
Judgment						
Adaptability						
Dependability						
Initiative						
Professional Appearance						

**List the functions, activities, responsibilities, projects, etc. that the intern has been involved in, participated in and/or performed.**

## PROFESSIONAL GROWTH & DEVELOPMENT

Discuss progress shown and skills developed during the course of the internship. What suggestions do you have for this student intern to improve his/her professional growth?

Student's signature: \_\_\_\_\_ Date\_\_\_\_\_

Site supervisor's signature: \_\_\_\_\_ Date\_\_\_\_\_

Send form to:

Department of HPEA  
University of WI-Parkside  
900 Wood Road, Box 2000  
Kenosha, WI 53141-2000



## Fieldwork in Sport and Fitness Management Student's Final Evaluation

Student Intern \_\_\_\_\_

Fieldwork Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Internship Job Title \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Location \_\_\_\_\_

**JOB PERFORMANCE SKILLS:** *If skills were not observed, indicate by writing N/A*

SKILLS TO BE EVALUATED		HIGH		AVERAGE		LOW	COMMENTS
Work Quality							
Oral Communication							
Written Communication (Style, Structure, Mechanics, Organization)							
Organ ization	Electronic						
	Physical						
Problem Solving							
Decision Making							
Leadership							
Accuracy							
Knowledge of subject							
Overall Performance							

**PERSONAL CHARACTERISTICS:** Please review your characteristics as exhibited while performing assigned internship job responsibilities.

	HIGH		AVERAGE		LOW	COMMENTS
Motivation						
Maturity						
Judgment						
Adaptability						
Dependability						
Initiative						
Professional Appearance						

**List the functions, activities, responsibilities, projects, etc. that you have been involved in, participated in and/or performed.**

## PROFESSIONAL GROWTH & DEVELOPMENT

Discuss progress shown and skills developed during the course of the internship. What suggestions do you have to improve your professional growth?

Students signature\_\_\_\_\_ Date\_\_\_\_\_

Site supervisor\_\_\_\_\_ Date\_\_\_\_\_

Drop off or send form to:

Department of HPEA  
University of WI-Parkside  
900 Wood Road, Box 2000  
Kenosha, WI 53141-2000



## Fieldwork in Sport and Fitness Management Site Supervisor's Final Evaluation

Student \_\_\_\_\_ Number of hours student worked during this internship: \_\_\_\_

Fieldwork Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Internship Job Title \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Phone \_\_\_\_\_ Email: \_\_\_\_\_

Location \_\_\_\_\_

**JOB PERFORMANCE SKILLS:** *If skills were not observed, indicate by writing N/A*

SKILLS TO BE EVALUATED		HIGH		AVERAGE		LOW	COMMENTS
Work Quality							
Oral Communication							
Written Communication (Style, Structure, Mechanics, Organization)							
Organization	Electronic						
	Physical						
Problem Solving							
Decision Making							
Leadership							
Accuracy							
Knowledge of subject							
Overall Performance							

## PERSONAL CHARACTERISTICS

Please review the intern's characteristics as they were exhibited while performing assigned internship job responsibilities.

	HIGH		AVERAGE		LOW	COMMENTS
Motivation						
Maturity						
Judgment						
Adaptability						
Dependability						
Initiative						
Professional Appearance						

**List the functions, activities, responsibilities, projects, etc. that the intern has been involved in, participated in and/or performed.**

## PROFESSIONAL GROWTH & DEVELOPMENT

Discuss progress shown and skills developed during the course of the internship. What suggestions do you have for this student intern to improve his/her professional growth?

Student's signature: \_\_\_\_\_ Date\_\_\_\_\_

Site supervisor's signature: \_\_\_\_\_ Date\_\_\_\_\_

Send form to:

Department of HPEA  
University of WI-Parkside  
900 Wood Road, Box 2000  
Kenosha, WI 53141-2000