

****Disclaimer****

This syllabus is to be used as a guideline only. The information provided is a summary of topics to be covered in the class. Information contained in this document such as assignments, grading scales, due dates, office hours, required books and materials may be from a previous semester and are subject to change. Please refer to your instructor for the most recent version of the syllabus.



DRAFT and subject to change

Course Information

Faculty

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Course Number and Title

PRM 494 – Special Topics Arizona Cardinals Rotational Program OR PRM 487 – Advanced Special Event Management (students enrolled in Special Event Management minor or certificate program)

Credits

3 credit hours

Date, Time and Location

August 18 – December 10, 2022

Various – please refer to weekly schedule below. This is not a traditional class that meets on the same day and time each week. Student MUST be willing to work/attend class nights, weekends and as defined by the MASTER schedule.

Course Catalog Description

Advanced principles of special event management to include food and beverage, professional development and field and/or experiential learning.

Course Prerequisites

For PRM 487 = PRM 145/486 with a C or better (students may take class at the same time with professor approval)
For PRM 494 = N/A

Digital Certificates

Students enrolled in any of the Special Event Management courses during their time at ASU have the opportunity to earn digital certificates for work completed. Please ask your professor for more information as they are tangible ways to demonstrate your achievements to a potential employer and compliment your efforts in the classroom.

Course Overview

This course expands on the basic concepts of program planning for special events by taking the education outside of the classroom and into a real-world experiential learning opportunity.

Learning Outcomes

In Introduction to Special Event Management, basic theories are introduced giving students the fundamental components of planning and executing a special event. Upper level classes focus more on specific theories and this advanced class will encourage a student to prepare for the workforce by using their skills, training and professional development to:

1. Student will join the operations team and execute logistics (primarily focused on food and beverage and traffic) during various events at State Farm Stadium and the adjacent Heritage @ Sportsman's Park. Events may include Arizona Cardinals home games, post-season games, bowl games and other events.
2. Expand on experiential learning by attending educational sessions that will focus on front office operations, community service, marketing and other key areas of event management components.
3. Hone professional development skills by selecting and following through on scheduled work commitments. Completing required training such as meeting the requirements and applying for a food handlers' card and working in a professional environment to include payroll, appropriate attire, customer service and safety and security.

Course Materials

Textbook

Required

There is not required textbook for this course.

Computer Requirements

- Desktop or laptop computer within the last 5 years.
- Reliable Internet access.
- Web browser updated to the most recent version (supported browsers)
- Adobe Acrobat Reader (free)
- Audio speakers attached or built into the computer
- Word processing software ([free to students](#))
- (optional) Citation software, such as [RefWorks](#) Zotero, Mendeley, or Endnote. This will make your research and paper-writing experience much easier.

Workload Expectations

The Arizona Board of Regents, the governing board for ASU, NAU, and the U of A, has a policy for how much time students should invest in their courses: "A minimum of 45 hours of work by each student is required for each unit of credit." Therefore, in a 3-credit course, students should expect to invest 45 hours in class meetings (or the online equivalent), as well as 90 hours doing homework and assignments—a total of 135 hours in any given session (A, B, or C). This translates to 9 hours per week for classes that meet over a 15 week-semester. For 7.5-week classes, the workload doubles to 18 hours per week engaging in online activities, reading, doing other homework, completing assignments or assessments, and studying. As you register for courses, keep this 135-hour standard in mind because during some semesters your work and/or family commitments may prevent you from taking a full load of classes.

Course Structure

This class will include a combination of experiential learning by working games and events at State Farm Stadium, taking part in live or virtual educational sessions/tours, attending orientation sessions and completing course work. Students will check in on a monthly basis to report time worked and reflections.

Evaluation Procedures

Submitting Assignments

All assignments, unless otherwise announced by the instructor, MUST be submitted via Canvas. Each assignment will have a designated place to submit the assignment. Do not submit an assignment via email.

Grading Procedure

Grades reflect your performance on assignments and adherence to deadlines. Review individual assignments for grading criteria. Graded assignments will be available within one week of the due date via the Gradebook.

Grading

Summary of Graded Assignments

Assignment	Points	Due Date
Participation	100	Weekly
Orientation Quiz	50	August 26, 2022
September Reflection	50	September 9, 2022
October Reflection	50	October 12, 2022
November Reflection	50	November 9, 2022
December Reflection	50	December 9, 2022
Overall Grade Offered by supervisors	50	December 9, 2022
Total Possible Points	400	

See the requirements for the specific Assignments on Canvas.

Summary of Graded Assignments

Grade	Points Range
A+	400 – 388
A	387 – 376
A-	375 – 360
B+	359 - 348
B	347 - 336
B-	335 - 321
C+	320 - 304
C	303 - 280
D	279 - 240
E	239 and below

Course Policies

Communication

Since students will be spending a majority of their time under the supervision of the Arizona Cardinals, it is extremely important to keep an open line of communication with the instructor. Students will have an opportunity to answer prompted questions about their experience and work environment, but also should feel free to email instructor as any needs arise.

Answers to questions can also be found in the course syllabus and announcements via Canvas.

If you have questions of a personal nature such as relating a personal emergency, questioning a grade on an assignment, or something else that needs to be communicated privately, you are welcome to contact me via email or phone. My preference is that you will try to email me first. I will usually respond to email and phone messages from 8am to 5pm on weekdays, please allow 24 hours for me to respond.

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their ASU-assigned email regularly.

All instructor correspondence will be sent to your ASU email account.

Preparation/Attendance/Participation

Students will have the opportunity to work (experiential opportunities and assignments) 135 hours per the requirement from ASU. It is a student's responsibility to ensure they select and track opportunities to earn their participation grade. All hours will be verified with the Arizona Cardinals human resources department so please ensure you are clocking in and out for your shift. Each reflection should include the total number of hours and participation will be graded accordingly:

Points	Hours Completed
100	135+
90	125 - 134
80	115 - 124
70	110 - 114
60	100 – 109
50	99 and below

Students will receive a tracking sheet to update their progress in hours in this course and it is their responsibility to update and submit with their reflection each month.

In the event of a cancellation or if you know you will be late to your shift, students must contact gdointernship@cardinals.nfl.net

This class is nontraditional and takes dedication to working a set schedule. If you do not think this is a good fit, please find another class to take as there will be very little room for no shows and cancellations.

Email

ASU email is an official means of communication among students, faculty, and staff. Students are expected to read and act upon email in a timely fashion. Students bear the responsibility of missed messages and should check their

ASU-assigned email regularly. ***All instructor correspondence will be sent to your ASU email account. Please ensure Canvas notifications are being sent to your email.***

Due Dates, Late, or Missed Assignments and Extra Credit

All assignments must be finished and turned in to complete the course. Unless the instructor is notified BEFORE the assignment is due and provides an opportunity for the student to submit his/her assignment late, points may be taken off for a late assignment.

Notify the instructor **BEFORE** an assignment is due if an urgent situation arises and the assignment will not be submitted on time. **Published assignment due dates (Arizona Mountain Standard time) are firm.**

Arizona Cardinals Extension

Students will be expected/encouraged to work the remainder of major events taking place at State Farm Stadium including Fiesta Bowl and Super Bowl. To be eligible to work Super Bowl, students must work a majority of the games and events preceding the Super Bowl and be in good standing with the Cardinals.

Compensation

A student should work directly with the Arizona Cardinals regarding any compensation questions or issues. ASU and/or your instructor is not involved in any employment matters. For compensation questions or issues please contact gointernship@cardinals.nfl.net

Accommodations for Disaster, Military, Religious, and University Activities

Please follow the appropriate University policies to request an [accommodation for religious practices](#), accommodation [due to University-sanctioned activities](#), or accommodation for [military activation of students](#).

Accommodations for those assisting in government declared disaster incidents will also be considered. The student should provide the course instructor (instructional team member) with an accommodation request accompanied by an explanation of the disaster-related deployment and anticipated timeline for any such deployment.

Drop and Add Dates/Withdrawals

This course adheres to a compressed schedule and may be part of a sequenced program, therefore, there is a limited timeline to [drop or add the course](#). Consult with your advisor and notify your instructor to add or drop this course. If you are considering a withdrawal, review the following ASU policies: [Withdrawal from Classes](#), [Medical/Compassionate Withdrawal](#), and a [Grade of Incomplete](#).

Grade Appeals

Per the [University Policy for Student Appeal Procedures on Grades](#), grade disputes must first be addressed by discussing the situation with the instructor. If the dispute is not resolved with the instructor, the student may appeal to School Director's official designee, which may include the School's Academic Grievance Officer or the Associate Director of the School.

Warning of Course Content

At times, there may be situations or material that may be disturbing—even traumatizing—to some students. This may include strong language (including swear words); graphic descriptions of or extensive discussions of crimes, victimization (including suicide, homicide, rape and sexual abuse, kidnapping, violent assaults, and drug abuse), or disaster scenarios; and depiction or discussion of discriminatory attitudes or actions. If you have experienced criminal victimization or some other type of trauma in your past, you should feel free to excuse yourself during a

discussion that causes you to experience distress. If you suffer from some form of post-traumatic stress that may be triggered by discussion of material, you are encouraged to formulate a plan for treatment with the relevant health advisers to work on preventing unexpected reactions to potentially triggering material. ASU student counseling services can be reached Monday through Friday from 8am to 5pm at 602-496-1155 or in the Historic Post Office Building, Suite 208. There is also a 24-hour ASU-dedicated crisis hotline at 480-921-1006.

Keep in mind that some discomfort is inevitable in classes because the goals of higher education include exposing students to new ideas; having students question beliefs they have taken for granted and grapple with ethical problems they have never considered; and, more generally, expanding their horizons so as to become informed and responsible democratic citizens. You may become frustrated from time to time as you struggle with viewpoints that differ from your own. Even if you have previously experienced some form of trauma or victimization, this course may offer you the benefit of helping to understand behaviors in a manner that allows you to process what may have occurred in your past and move forward in your recovery.

Academic Integrity

Academic honesty is expected of all students in all examinations, papers, laboratory work, academic transactions, and records. All submissions by a student are expected to be the original work product of the submitting student. Material that violates this requirement in any way, or that constitutes any form of dishonesty, cheating, fabrication, the facilitation of academic dishonesty, and/or plagiarism, may result in the student receiving sanctions that include, but are not limited to, appropriate grade penalties, course failure (indicated on the transcript as a grade of 'E'), course failure due to academic dishonesty (indicated on the transcript as a grade of 'XE'), loss of registration privileges, disqualification, suspension, and dismissal from the university. Please see the official ASU Policy on Cheating and Plagiarism (Policy Statement 08-02) for more details about the consequences of academic dishonesty. It is accessible online at: <http://provost.asu.edu/academicintegrity>

Review this [tutorial on Academic Integrity](#). Anyone in violation of these policies is subject to sanctions.

Electronic Review of Written Submissions

To ensure compliance with academic integrity policies, written submissions will be submitted to SafeAssign, TurnItIn, or a similar plagiarism detection program. Submission of any writing assignment in the course to the professor constitutes consent by the student for the instructor to upload the paper to check against any anti-plagiarism database.

Avoiding Plagiarism

Some students truly do not understand what plagiarism is, and therefore plagiarize unwittingly or unintentionally. But ignorance is not an excuse for unethical academic conduct. To avoid plagiarism, review this [tutorial on Plagiarism Awareness](#) and this [reference on Avoiding Plagiarism](#). Moreover, read the following rules that apply regardless of the citation form or style you may be using:

1. Direct Quotations – Whenever you directly quote someone else, you must provide a citation to the source of the material from which you are quoting. Moreover, you must put the material in quotation marks or otherwise set it off in an indented quote so the reader knows what words are yours and what words are quoted. It is unacceptable to use the words of others and only partially quote the original source. This is true even if you provide citation to the source both in text and in your references section!
2. Paraphrasing/Indirect Quotations – Whenever you indirectly quote someone else (i.e., you paraphrase the work of another), you must provide a citation to the source of the material from which you are paraphrasing. Simply changing the structure of a sentence, or a few words in a sentence so that the sentence you write is not an exact quote from the original source does not mean a citation is not needed. This is because the idea you are expressing is not your own, but rather someone else's.

3. Using Other's Ideas – Even if you compose an entire paragraph of writing in your own words (i.e., neither quoted nor paraphrased), if the idea you are expressing in that paragraph is not your own, original idea, you must provide a citation to the source from which you obtained this idea.
4. Collaborative Work – If you collaborate on any work with someone else and fail to acknowledge that collaboration, you are guilty of plagiarism. If you have received permission from your professor to collaborate on some assignment, be sure that all of the contributor's names appear on the submission.
5. Altering or Revising Another's Work – If you alter or revise the work done by someone and submit that work as your own, you have plagiarized. Similarly, if you allow someone else to alter or revise work that you have done and then allow that person to submit it as his or her own work, you are both guilty of plagiarism. Work that is not entirely your own must be credited by citation, both in text and in your references page.
6. Altering or Revising Your Own Prior Work – You should also be aware that reusing or revising your own work that was prepared for another class or another professor, and not bringing it to the attention of the professor to whom you are submitting the revised work is also academic dishonesty. If, for example, you have two classes that require a term paper, and you can write one paper that meets the requirements of both classes, you may not submit that paper to both professors unless you get permission to do so in advance from both professors. Similarly, if you wrote a paper several semesters ago that can be revised and submitted in satisfaction of a paper requirement for a course in which you are currently enrolled, doing so is academic dishonesty unless you get the advanced permission of your professor to do so. The reason this is dishonest is that it is not an original work prepared in satisfaction for the requirements on the course you are currently taking. Contact your instructor for written approval if you are seeking an exception for unique cases.

Student Conduct

Required behavior standards are listed in the [Student Code of Conduct and Student Disciplinary Procedures, Computer, Internet, and Electronic Communications policy](#), and outlined by the [Office of Student Rights & Responsibilities](#). In addition,

- [Students are entitled to receive instruction free from interference](#) by other members of the class. An instructor may withdraw a student from the course when the student's behavior disrupts the educational process per [Instructor Withdrawal of a Student for Disruptive Classroom Behavior](#).
- Although you are welcome to disagree with the professor or your classmates, everyone is expected to participate respectfully. Students who engage in personal attacks; who use rude, insulting, or disrespectful language; or who engage in other disruptive or threatening behavior may face disciplinary action. Indeed, an instructor may withdraw a student from a course with a mark of 'W' or 'E' when the student's behavior disrupts the educational process. In addition, students may face formal disciplinary action in the Office of Student Judicial Affairs. For more details about the University's Student Code of Conduct, please visit the following link and read the Arizona Board of Regents Policy Manual Sections 5-301 to 5-404, the terms of which are hereby incorporated by reference into this syllabus: <https://www.azregents.edu/board-committees/policy-manual>
- Appropriate online behavior (also known as netiquette) is defined by the instructor and includes keeping course discussion posts focused on the assigned topics. Students must maintain a cordial atmosphere and use tact in expressing differences of opinion. Inappropriate discussion board posts may be deleted by the instructor.

The Office of Student Rights and Responsibilities accepts [incident reports](#) from students, faculty, staff, or other persons who believe that a student or a student organization may have violated the Student Code of Conduct.

Arizona Cardinals Code of Conduct

All employees have a responsibility to the Arizona Cardinals Football Club, its entities and to their co-workers to conduct themselves according to certain rules of behavior and conduct. Please refer to the employee handbook to review full list of guidelines.

Title IX: Sex Discrimination, Sexual Harassment, and Sexual Abuse

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <https://sexualviolenceprevention.asu.edu/faqs>.

Faculty and university employees are **mandated to report** allegations of unwelcome sexual conduct (<http://www.asu.edu/aad/manuals/acd/acd401.html>). If you tell your instructor about unwelcome sexual conduct that involves an ASU student or employee, they are required to report this information to university authorities. It is your right to choose who, when and where you disclose information about unwelcome sexual conduct; it is also your right to understand the responsibilities of anyone to whom you disclose such information. Before disclosing information about unwanted sexual conduct to anyone, you can ask them whether they can keep the information confidential.

ASU provides a dedicated [Sexual Violence Awareness and Response](#) website with a variety of [resources](#) and [educational](#) programs designed to prevent sexual violence and other acts of sexual misconduct, provide information about what to do when an incident has occurred, and increase awareness of campus and community resources for support and response. Victims of sexual violence, sexual harassment, stalking and relationship violence are encouraged to [seek support](#) and [report](#) the incident. Identify the most appropriate path for your needs using the [Sexual Assault Reporting Options and Resources](#) document.

For an online tool that is designed to help students who may be experiencing dating violence evaluate their safety, make decisions, and connect to campus and community services, visit: www.myplanapp.org. myPlan is available for students of all gender identities and sexual orientations. This tool is also for friends who want to support someone they are concerned may be in an abusive relationship.

Recording

The contents of any recordings, including lectures, panels and other instructional materials, are copyrighted materials. Students may not share outside the class, including uploading, selling or distributing course content or notes taken during the educational opportunity. Any recording of educational sessions is authorized only for the use of students enrolled in this course during their enrollment in this course. Recordings and excerpts of recordings may not be distributed to others.

Course Evaluation

Students are expected to complete the course evaluation. The feedback provides valuable information to the class, partnership with the Arizona Cardinals, instructor and the college and is used to improve student learning. Students are notified when the online evaluation form is available.

Syllabus Disclaimer

The syllabus is a statement of intent and serves as an implicit agreement between the instructor and the student. Every effort will be made to avoid changing the course schedule but the possibility exists that unforeseen events will make syllabus changes necessary. Please remember to check your ASU email and the course site often.

Accessibility Statement

In compliance with the Rehabilitation Act of 1973, Section 504, and the Americans with Disabilities Act as amended (ADAAA) of 2008, professional disability specialists and support staff at the SAILS office facilitate a comprehensive range of academic support services and accommodations for qualified students with disabilities. SAILS staff coordinate transition from high schools and community colleges, in-service training for faculty and staff, resolution of accessibility issues, community outreach, and collaboration between all ASU campuses regarding disability policies, procedures, and accommodations.

Establishing Eligibility for Disability Accommodations

Qualified students with disabilities may be eligible to receive academic support services and accommodations.

Eligibility is based on qualifying disability documentation and assessment of individual need. Students who believe they have a current and essential need for disability accommodations are responsible for requesting accommodations and providing qualifying documentation to the ASU SAILS office.

Every effort is made to provide reasonable accommodations for qualified students with disabilities. Prior to receiving any disability accommodations, verification of eligibility from the SAILS office is required. Once registered with the SAILS office, students with disabilities must meet with the instructor to discuss what reasonable accommodations they will need to be successful in this course. Students with disabilities that are known at the time this course begins are encouraged to make your request for accommodations at the beginning of the semester, either during office hours or by appointment. For disabilities that arise after the course has begun, students should meet with the instructor at the earliest possible time to arrange for accommodations of their learning needs. Disability information is confidential.

Qualified students who wish to request an accommodation for a disability should contact the SAILS office by going to <https://eoss.asu.edu/accessibility>, calling (480) 965-1234 or emailing Student.Accessibility@asu.edu. To speak with a specific office, please use the following information:

ASU Online and Downtown Phoenix Campus University Center Building, Suite 160 602-496-4321 (Voice)	Polytechnic Campus 480-727-1165 (Voice)
West Campus University Center Building (UCB), Room 130 602-543-8145 (Voice)	Tempe Campus 480-965-1234 (Voice)

Technical Support

This course uses Canvas to deliver content. It can be accessed through MyASU at <http://my.asu.edu> or the Canvas home page at <https://canvas.asu.edu>.

To monitor the status of campus networks and services, visit the System Health Portal at <http://syshealth.asu.edu/>.

To contact the help desk call toll-free at 1-855-278-5080.

Student Success

Tip for Success

- Check the course **daily**, to stay in touch with the material and activities
- **Read announcements and check email!** This is the only way your instructor can update you on course information.
- Create a **personal organization system** to keep track of due dates specified.
- **Communicate regularly** with your instructor and peers.
- **Create a study and/or assignment schedule** to stay on track. This is an online course, and you must be self-motivated to stay on track.
- Set aside **regular times** in which you can do your classwork with minimal interruptions or distractions. Avoid multi-tasking while studying.
- **Copy and paste discussion board posts into a text document** on your personal computer before submitting them. Technical glitches, while rare, do happen, and this can prevent lost work.
- Learn about and use the student resources available to you! You can get free assistance from the [ASU Library](#), [IT Support](#), the [Writing Center](#), and more.
- For additional information, tips, and resources, visit the resources for students learning online at <https://currentstudent.asuonline.asu.edu/>

University Academic Success Programs

ASU offers a number of resources to create the best opportunities for success. You are encouraged to take advantage of the resources offered by the [University Academic Success Programs](#). Programs offered including tutoring, writing support, supplemental instruction, academic skills, graduate academic support, and more. Visit the academic success programs website at <https://tutoring.asu.edu/>.

Writing Center and Support

Students are encouraged to access the writing center for free assistance with their papers. ASU Writing Centers offer a dynamic, supportive learning environment for undergraduate and graduate students at any stage of the writing process. Free online writing tutoring is available at <https://tutoring.asu.edu/online-tutoring>. In addition, a number of writing tutorials on anything from [APA citations](#), to [investigating your topic](#), [rhetorical analysis](#), the [Purdue Online Writing Lab](#), and much more can be found at <https://tutoring.asu.edu/student-resources/academic-resources>.

Acknowledgement

Arizona State University acknowledges, with respect, that its physical locations are within the ancestral homelands of those Native American tribes that have sustained connections to its lands and waters since time immemorial, including the Akimel O'odham (Pima), Pee Posh (Maricopa), Quechan (Yuma), and Tohono O'odham peoples.

Course Schedule

Unless otherwise noted, due dates are final. No exceptions will be provided unless written approval by the instructor is provided or as allowed by University policy (see below). **Please note, arrival, departure and event times are subject to change.**

Additional events and educational sessions will be added to this calendar over the summer as schedules are released and confirmed. Examples of events that could take place include concerts, other sporting events, conferences, meetings, etc.

ACTIVITIES/ASSIGNMENTS	POINTS AVAILABLE/ HOURS AVAILABLE	DUE DATE
WEEK 1: ASU/Arizona Cardinals Orientation, Craft Culinary and Insignia Orientation, Baltimore Ravens vs. Arizona Cardinals (Pre-Season) Week of August 15, 2022		
Thursday, August 18, 2022 ASU and Arizona Cardinals Orientation (MANDATORY) 6 – 8 p.m. Arrival Time: 5:30 p.m. Departure Time: 8:00 p.m. Location: ASU Downtown Campus, Westward Ho, Concho Room, 618 N. Central Avenue, Phoenix, AZ 85004	3 hours	
Friday, August 19, 2022 Craft Culinary and Insignia Orientation (MANDATORY) 5 – 9 p.m. Arrival Time: 4:30 p.m. Departure Time: 9:30 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305, Stadium Club East (club level floor) Parking: Free parking in front of Gate 2, please enter through the administration entrance next to the Team Shop.	5 hours	
Sunday, August 21, 2022 Football Game: Baltimore Ravens vs. Arizona Cardinals Arrival for shift: 12 noon Kickoff: 5:00 p.m. Estimated Departure: 10 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	10 hours	
Orientation Quiz	50 points 3 hours	August 26, 2022 11:59 p.m.
WEEK 2: Def Leppard and Motley Crue 2022 Tour Week of August 22, 2022		
Tuition and fees 100% refund deadline is on August 25 – if this class is not for you, please consider finding a replacement.		
Thursday, August 25, 2022 Concert: Def Leppard and Motley Crue 2022 Tour Arrival for shift: 11:30 a.m. Start Time: 4:30 p.m. Estimated Departure: 9:30 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	10 hours	

Week 3: The Weeknd After Hours til Dawn Tour Week of August 29, 2022		
Tuesday, August 30, 2022 Concert: The Weeknd After Hours til Dawn Tour Arrival for shift: 1:30 p.m. Start Time: 6:30 p.m. Estimated Departure: 11:30 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	10 hours	
Week 4: Kansas City Chiefs vs. Arizona Cardinals and Educational Session: Top Flight Training and tour of State Farm Stadium Week of September 5, 2022		
Friday, September 9, 2022 Educational Session: Top Flight Training and Stadium Tour Arrival: 1:45 p.m. Session: 2:00 p.m. Estimated Departure: 5:00 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305 September Reflection Assignment Due	3 hours 50 points 4 hours	 September 9, 2022 11:59 p.m.
Sunday, September 11, 2022 Football Game: Kansas City Chiefs vs. Arizona Cardinals Arrival for shift: 12 noon Kickoff: 1:25 p.m. Estimated Departure: 10 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	10 hours	
WEEK 5: Educational Session: Super Bowl LVII Panel and Educational Session: People Ops Panel Week of September 12, 2022		
Tuesday, September 13, 2022 Educational Session: Super Bowl LVII and how to get involved Arrival: 5:00 p.m. Estimated Departure: 8:00 p.m. Location: ASU Downtown Campus, Westward Ho, Concho Room, 618 N. Central Avenue, Phoenix, AZ 85004	3 hours	

Estimated Departure: 10 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305		
WEEK 9: Fall Break! Week of October 10, 2022		
Hispanic Heritage Month, Educational Session – Arizona Cardinals Conversations: Por La Cultura	2 hours	October 11, 2022 7 – 8:30 p.m.
October Reflection Assignment Due	50 points 4 hours	October 12, 2022 11:59 p.m.
Friday, October 14, 2022 Event: Educational Session: Arizona Cardinals Leadership Course Session Time: 2 – 3:30 p.m. Location: Zoom (live or recorded on playback)	2 hours	
View on your own anytime this semester		
Educational Session: Chargers, flutes and other rentals that you should know about Video can be accessed on Canvas	1 hour	December 9, 2022
Educational Session: Behind the Scenes of the Fiesta Bowl and how to get involved Video can be accessed on Canvas	3 hours	December 9, 2022
WEEK 10: New Orleans Saints vs. Arizona Cardinals Week of October 17, 2022		
Thursday, October 20, 2022 Football Game: New Orleans Saints vs. Arizona Cardinals Arrival for shift: 12 noon 5:15 p.m. Kickoff Estimated Departure: 10 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	10 hours	
WEEK 11 Week of October 24, 2022		

City of Glendale/Fiesta Bowl Charities Playground Prep and Build Wednesday: 8 a.m. – 3 p.m. Thursday: 8 a.m. – 3 p.m. Friday: 8 a.m. – 2:30 p.m. O’Neil Park, 6448 W. Missouri Ave., Glendale, 85301 RSVP: https://www.eventbrite.com/e/help-build-a-playground-at-oneil-park-tickets-406333974857 Friday, November 18, 2022 Educational Session: TBD Topic Session Time: TBD Location: Zoom (live or recorded on playback)	7 hours 7 hours 7 hours TBD	
WEEK 15: Los Angeles Chargers vs. Arizona Cardinals Week of November 21, 2022		
Please note that there is NOT a football game on Nov. 21. Although the game is listed as home on the schedule, it will be played in Mexico City. Wednesday, November 23, 2022 Arizona Cardinals Make a Difference Day 1 Arrival for shift: 10 a.m. Event: 10 a.m. Estimated Departure: 12:30 p.m. Location: St. Mary’s Food Bank *Limited to 50 volunteers based on RSVP and confirmation Sunday, November 27, 2022 Football Game: Los Angeles Chargers vs. Arizona Cardinals Arrival for shift: 9 a.m. Kickoff: 2:05 p.m. Estimated Departure: 7 p.m. Location: State Farm Stadium, 1 Cardinals Drive, Glendale, Arizona, 85305	3 hours 10 hours	
WEEK 16 Week of November 28, 2022		
Wednesday, November 30, 2022 Arizona Cardinals Make a Difference Day 2 Arrival for shift: 6 p.m. Event: 8 p.m. Estimated Departure: 8 p.m. Location: United Food Bank	2 hours	

*Limited to 50-75 volunteers based on RSVP and confirmation Friday, December 2, 2022 Arizona Cardinals Guest Speaker: TBD Arrival: TBD Event: TBD Estimated Departure: TBD Location: Arizona Cardinals Training Facility, 8701 E. Hardy Drive, Tempe, AZ 85284	TBD hours	
WEEK 17 WEEK OF DECEMBER 5, 2022		
December Reflection Assignment Due	50 4 hours	December 9, 2022
Overall Grade Offered by Supervisor Calculated	50	December 9, 2022
Final Participation Grade Calculated based on the December reflection submission	100	December 9, 2022