Sport Management Level One Field Experience Guidelines
SM 290

Field Experience Overview

Definition
Field Experience is a real-world learning experience in which the student is supervised by a professional in a formal or informal internship position in a business setting. The experience must benefit the student’s academic and/or professional development in a substantial way relevant to her/his career goals. The student should be properly supervised and provided with ongoing training by a professional in the field; the student will be evaluated by her/his supervisor and feedback will be shared with the Sport Management Internship Coordinator.

Purpose
The primary purpose of the experience is to give the student the opportunity to apply theory in a real work setting and to develop skills essential to that setting. In addition, it should help the student review and revise career/study plans.

Eligibility for Academic Credit
Sport Management Level One students are eligible to get academic credit for her/his Field Experience upon consultation with the Internship Coordinator. Students must be in good academic standing.

- Students must consult with the Internship Coordinator about their eligibility to receive academic credit for their Field Experience and complete the appropriate paperwork in this packet prior to being issued an override for registration.
- To receive Field Experience credit a student must be registered for SM 290-Section 24 (1 or 2 credits).
- You must register for SM 290 before your internship begins. Field experiences completed in the summer may be on your schedule the term after your internship ends (i.e., for a spring/summer internship, SM 290 may be listed on your spring/summer or fall schedule). **No credit will be awarded for an experience before it is completed and it may not be on your schedule for the term before you do the work. No retroactive credit will be awarded. You must be registered before you begin working at the internship.**
- A student will be required to pay for the number of credit hours assigned. Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar’s website. ([http://www.umich.edu/~regoff/tuition/](http://www.umich.edu/~regoff/tuition/))
- A student must work a minimum of 50 hours and 50 hours for each earned credit. (50 hours = 1 credit, 100 hours = 2 credits). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- Students not admitted to Sport Management Level Two will NOT be able to transfer SM 290 credit to LSA.
- SM 290 credit does not count towards the 21 SM Elective Credits needed in Level 2.
- While SM 290 is repeatable, a student cannot get academic credit for the same internship more than once.

Approval is not guaranteed and is at the discretion of the SM faculty and the Internship Coordinator.

Grading
A student will receive a grade of S/U. Grades will be based on completion of:
1. Completion of all paperwork from this packet.
2. Appropriate number of hours worked, as outlined above.
3. A Final Evaluation from Site Supervisor.
4. Weekly journals and final paper as described later in this document
Student Contract

NOTE: The contract must be submitted BEFORE an override will be issued for the course.

Credit Hours (Circle one): 1 2

Term and Year You will Register for SM 290 Credits: ________________________________

Student Name: ________________________________

UM ID#: ________________________________

Telephone: _____________________

Email Address: ________________________________

Campus Address: ________________________________

Organization Name and Address: ________________________________

Student’s Position Title: ________________________________

Field Experience Start and End Dates: ________________________________

Expected Number of Hours You Will Work Each Week: ________________________________

Supervisor’s Name: ________________________________

Supervisor’s Title: ________________________________

Supervisor’s Telephone: ________________________________

Supervisor’s Email: ________________________________
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Please describe how you learned of this position and explain the application process.

Job Description: Describe in detail your roles and responsibilities while completing the experience. Please list duties and projects. If additional space is needed, please attach an extra sheet.
Learning Goals: Describe in detail what you hope to accomplish by completing this experience. What do you hope to learn? Why do you want to work in this position? How do you hope to benefit from completing the experience?
Responsibilities of the Student

Before Registration:

- Complete Student Contract. Send all completed paperwork to Internship Coordinator as one document via email, no hard copies will be accepted. Once your paperwork is approved, you’ll be given an override to register for SM 290.
- After you receive your override, register for SM 290.
- Provide a copy of all completed documents to your site supervisor.

During Your Field Experience:

- Maintain a weekly journal during the field experience. The journal must include hours worked, as well as a description of what projects/activities you participated in that week. Each week’s description should be at least one paragraph or equivalent bulleted points.
- Give the evaluation form to your site supervisor. Ask your supervisor to email the completed evaluation to the SM Internship Coordinator about one week prior to the end of your field experience. Review the evaluation with your site supervisor.

At the End of the Field Experience:

- Submit your completed journal and final paper to the Internship Coordinator via ONE email.
- Complete a 4-5 page paper reflecting on your experience. The following prompts are meant to guide you; any additional information that pertains to your experience and your career goals are welcome:
  1. Reflect upon your learning goals as outlined in your original SM 290 paperwork. Did you accomplish all of these learning goals? Explain. If any learning objectives were not obtained, explain why.
  2. Has this experience affected your career goals? Based on this experience, are you still considering pursuing a career in this field or type of position? Explain.
  3. How did this experience relate to your academic coursework? What course content/skills/assignments did you draw upon to effectively complete your tasks/projects during this experience? Explain.
  4. Did you find yourself deficient in any skills that you could have obtained in coursework prior to this experience? Explain.
  5. What skills/knowledge did you take away from this experience? How did this experience prepare you to be a professional in this field?
  6. Is there anything you could have done differently to make this experience more valuable?
  7. Would you recommend this experience for other SM students? Explain.

All completed documents must be submitted to the internship coordinator no later than 72 hours after the last day of classes in the semester in which you are registered for SM 290. The SM Internship Coordinator is a rotating position. You’ll receive an email at the start of the semester with the Internship Coordinator’s contact information.
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Student: Please read and initial each statement below.

____ I have thoroughly read and understand my responsibilities and the work I must complete to receive academic credit for this field experience, and I agree to abide by the responsibilities detailed in this document.

____ I understand that successfully completing my work onsite is only one part of the experience and that in order to receive a satisfactory grade, I must complete the academic components outlined in this packet.

____ I understand that if I misrepresent the field experience, fail to abide by the details in this contract, or attempt to participate in the field experience in a semester other than the one I am registered for that I can risk being subject to Kinesiology’s academic misconduct policy and/or loss of academic credit. In addition, this risk includes possible denial of professional liability or other insurance coverage by the University of Michigan.

____ I understand that the University of Michigan, as well as the University’s employees and agents, are not responsible for any of the expenses, property damages or personal injuries that I may experience in connection with my participation in this internship except to the extent covered by the UM policy.

____ I agree to conduct myself in a professional manner in all activities during this field experience, and I understand that this is related to my behavior both in and outside of the work setting. I will represent the excellence of the Michigan Sport Management Program and the University of Michigan in all that I do relevant to this field experience.

I certify that I have read and understand all of the information presented in this contract.

__________________________________________ ____________________________________
Student Name (Printed)                     UMID Number

__________________________________________ ____________________________________
Student Signature                       Date
Field Experience Supervisor Guidelines
Thank you for providing this student with this professional development experience. Please contact us at any time if you have questions or concerns regarding this experience or your role in guiding this student’s development.

Responsibilities of the Site Supervisor

- Define the position, project, or other form of assignment carefully and clearly for the student.
- Provide the student with clear expectations in terms of productively and educational growth.
- Provide the student with space, contact with other personnel, materials and supplies, and information on how to accomplish the Learning Goals that are determined and agreed upon for the student during the field experience.
- Help the student to understand the objectives of the position, project, or assignment and the setting in which he or she is to be placed (including things such as office rules and dress codes).
- Make the student aware of the expectations with respect to reporting, consultation, and deadlines.
- Supervise the student’s progress, standards of performance, and accomplishments.
- Evaluate the student at the end of the internship. Use the evaluation provided, discuss the evaluation with the student, and sign the evaluation. Email the completed evaluation to the Sport Management Internship Coordinator. The student will supply you with the Internship Coordinator’s email.
- Consult with your advisors regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues or any other potential areas of concerns.
- Contact the Internship Coordinator to discuss any issues that arise during the course of the internship.

I certify that I have read the information above and understand it.

__________________________________________
Supervisor Name (Printed)

__________________________________________
Supervisor Signature     Date
Field Experience Supervisor
Student Evaluation

Field Experience Supervisor Name & Title: ____________________________________________

Organization Name & Address: ______________________________________________________

Phone: ____________________________

Email Address: ____________________________

Student Name: ____________________________ Today’s Date: ____________________________

Student’s Experience Title: ____________________________

Experience Start and End Dates: ____________________________

Brief Description of Student’s Duties:
Evaluation of Student's Work Performance

**Directions:** Please circle those qualities that apply to the student's performance using the scale below.

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<td><strong>Academic Preparation:</strong></td>
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<tr>
<td>Verbal Communication Skills</td>
<td>1 2 3 4 5</td>
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<td>Written Communication Skills</td>
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<td>Computer Skills</td>
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<td>Overall Knowledge of Area</td>
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<td><strong>Work Habits:</strong></td>
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<tr>
<td>Punctuality</td>
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<td>Dependability</td>
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<td>Personal Appearance</td>
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<td>Initiative</td>
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<td>Self-Confidence</td>
<td>1 2 3 4 5</td>
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Comments:
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Task Performance
Completes Assigned Tasks Accurately 1 2 3 4 5
Pays Attention to Detail 1 2 3 4 5
Utilizes Time/Energy Management 1 2 3 4 5
Meets Deadlines 1 2 3 4 5
Understands & Follows Directions 1 2 3 4 5
Asks Pertinent Questions 1 2 3 4 5
Demonstrates Skill Specific to Internship 1 2 3 4 5
Displays Leadership Skills 1 2 3 4 5
Performs Quality Work 1 2 3 4 5

Comments:

Attitude
Cooperative 1 2 3 4 5
Responsible 1 2 3 4 5
Thorough 1 2 3 4 5
Desires to Learn from/Contribute to Organization 1 2 3 4 5
Flexible/Adaptable 1 2 3 4 5
Accepts and Makes Use of Constructive Criticism 1 2 3 4 5
Demonstrates Interest in Profession 1 2 3 4 5

Comments:
Please give a brief description of the intern’s overall performance (attach an additional page if necessary):

[Blank space]

Supervisor’s Signature___________________________________ Date___________________________

Please email this completed evaluation to the Sport Management Internship Coordinator. The student will provide you with the Internship Coordinator’s email.

Thank you for taking the time to evaluate this student. Your feedback is greatly appreciated as it will help this student progress in her/his professional development, as well as help us best prepare our students to succeed in their professional endeavors.