INTERNSHIP COORDINATORS

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INTERNSHIP DEFINITION

An internship is a real-world learning experience in which the student and site supervisor establish learning goals that the student progresses towards during the course of the internship. The student must be able to articulate the relationship between the internship and his/her career goals and objectives. An internship must be substantive, meaning that the student will be participating in the workplace in significant activities to benefit his/her professional development. It must also be paraprofessional in nature, in that an intern must be properly supervised and provided with ongoing training by a professional in the field.

PURPOSE

The primary purpose of an internship is to give the student the opportunity to apply academic theories in a work setting to solidify the relationship between course material and industry practices. In addition, it may help the student review and revise career/study plans and/or find his or her first professional position.

ELIGIBILITY FOR ACADEMIC CREDIT

Level 2 Sport Management students are eligible to receive credit for the academic results of an approved and successfully completed internship by meeting the following requirements:

- Students must consult with one of the SM internship coordinators, about their eligibility to receive academic credit for their internship and complete the appropriate paperwork in this packet prior to being issued an override for registration. Overrides will only be issued for confirmed internships. An override is required for registration.
- To receive internship credit a student must be registered for SM 403 (1-3 credit hours).
- You must register for SM 403 before your internship begins. To register for fall or winter semester internships, you must be actively engaged in the internship during the semester in which you register for 403. For internships completed over the summer, you may register for 403 during the summer semester or the fall semester immediately following the summer you held the internship. No credit will be awarded for an experience before it is completed and it may not be on your schedule for a 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.
- A student must work a minimum of 50 hours and 50 hours for each earned credit (50 hours worked = 1 credit, 100 hours worked = 2 credits, 150+ worked = 3 credits). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- While SM 403 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 student’s internship coordinator in conjunction with SM faculty approval.
SM 403

SUBMISSION DEADLINES TO REGISTER

If you are interning during the fall or winter semester, you must register for 403 during the semester you are working. Completed paperwork must be submitted via email as one document to your internship coordinator one week prior to the add/drop deadline of the term in which you’re working as an intern and registering for the credits in order to receive an override. No exceptions. You may check the add/drop date via the University’s calendar.

If you are interning in the summer, you may register for 403 the summer you are working or the fall semester immediately following the summer you have worked. Completed paperwork must be submitted via email as one document to your internship coordinator by June 15th.

GRADING

A student will receive a grade of S/U. Grades will be based on completion of:

- All completed and signed paperwork from this packet; pages 3-10 are due to your internship coordinator before an override will be issued.
- Appropriate number of hours worked; 50 hours worked = 1 credit, 100 hours worked = 2 credits, 150+ worked = 3 credits
- Mid-term and final evaluation from site supervisor, evaluations should be submitted from your supervisor directly to your internship coordinator via email
- Weekly journal, paper, and updated e-portfolio as described later in this document
- Your internship evaluation

SUBMISSION OF GRADED WORK

Fall Semester Internships:
If you held your internship in the fall semester and registered for 403 in the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by December 15th.

Winter Semester Internships:
If you held your internship in the winter semester and registered for 403 in the winter semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by April 15th.

Summer Internships:
If you held your internship in the spring/summer and registered for 403 in the spring/summer semester OR the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by September 1st of the fall semester immediately following your internship.
INTERNSHIP INFORMATION
Completed by Student

NOTE: The internship information must be submitted to your internship coordinator via email along with a completed copy of pages 5-10 (Responsibilities Contract, Learning Contract & Student Contract) before an override will be issued to register for SM 403.

Credit Hours (Circle one): 1 2 3 Term and Year You will Register for SM 403: ________________

Student Name: ___________________________ UM ID# __ __ __ __ __ __ __ __

Graduation Year: ________________

Telephone:____________________ Email Address:______________________________

SM Level 2 Faculty Mentor:_____________________________________________________

Internship Organization:______________________________________________________

Address of Internship Site (and site name if different from organization name):
_________________________________________________________________________

Internship Position
Title:
_________________________________________________________________________

Supervisor’s Name:___________________________________________________________

Supervisor’s Title:____________________________________________________________

Supervisor’s Telephone:_______________________________________________________

Supervisor’s Email Address:___________________________________________________

Internship Compensation other than credit (Circle all that apply):
Paid Hourly Paid Stipend Unpaid

Internship Beginning Date:______________________ Internship Ending Date:_____________

Hours Per Week You’ll Work:______________________
Please describe how you learned about this position:

Job Description: Describe in detail the roles and responsibilities you will hold during the internship. Please list duties and projects to be completed. If additional space is needed, please include an additional page.
RESPONSIBILITIES OF THE STUDENT

Before Registration:
- Obtain the internship.
- Complete Internship Information and Student Contract.
- Complete Learning Contract; meet with site supervisor to review. Obtain his or her signature on page 9.
- Email completed paperwork with site supervisor signature to internship coordinator for final approval. If necessary, your internship coordinator may request to talk with you further about your planned internship before issuing you an override to register for SM 403.
- Obtain override for SM 403 from your internship coordinator and register for SM 403.
- Provide a copy of all completed documents to your site supervisor.

During Internship:
- Maintain a weekly journal during the internship. The journal must include hours worked, as well as a description of what projects/activities you participated in that week. Each week’s journal entry should be at least one paragraph.
- Give the midterm and final evaluation forms to your site supervisor halfway through and on the last day of your internship, respectively. Both evaluations must be submitted from your supervisor directly to your internship coordinator via email. The midterm evaluation is due at the midpoint of the internship; the final evaluation is due by the same date as your journal, paper, and e-portfolio.

At the End of the Semester:
- For 1 to 2 Credit Internships: Submit a 5 page final paper to the internship coordinator.
- For 3 credit Internships: Submit an 8-10 page final paper to the internship coordinator.
- For all internships (1-3 credits): Update your e-portfolio with a description of your internship and related work samples (when permitted by employer)
- Complete the Internship Site Survey and return it to your internship coordinator.

Information regarding the requirements for the final papers and e-portfolio is provided later in this packet.

Due Dates for Final Grading Requirements:
Fall Semester Internships:
If you held your internship in the fall semester and registered for 403 in the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by December 15th.

Winter Semester Internships:
If you held your internship in the winter semester and registered for 403 in the winter semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by April 15th.

Summer Internships:
If you held your internship in the spring/summer and registered for 403 in the spring/summer semester OR the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by September 1st of the fall semester immediately following your internship.
RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR

Internship Coordinator

- Advise student on choosing internship sites.
- Assist in the planning, implementation, and evaluation of the internship.
- If necessary, discuss concerns with the student at the beginning, ending, and during the course of the internship.
- Review the student’s Learning Contract and approve internships that abide by the details in this contract as they align with SM Program policy.
- Gather all documents provided by the student and enter grades (S/U) based on the student’s completion of internship requirements.
- Read and evaluate the student’s journal/paper and site supervisor evaluations. If concerns arise, discuss them with the student and, if necessary, the site supervisor.
- Submit final grades to the Registrar’s Office for official recording.

Internship Coordinator Signature ________________________________________________________

Date_______________________
INTERNSHIP LEARNING CONTRACT

Guidelines
Each student’s learning goals will vary based on his/her career objectives and internship experience. Establishing learning goals ahead of time will help the student get more out of the experience because he or she will better understand what and how they are learning from the internship. A Learning Contract should include the following: Learning Goals, Strategies, and Self-evaluation methods. The student should prepare the Learning Contract and share it with his/her site supervisor to ensure that he/she understands the student’s goals and can help structure the experience accurately.

The following are guidelines for producing the Learning Contract:

1. Learning Goal(s)

Describe what you intend to learn through the internship. Be specific. Is your primary goal to gain special training and experience in sales management? To develop specific skills for event management? To develop proficiency in social media platforms for team marketing and fan engagement purposes? To learn and employ specialized software in real estate development? To develop and/or administer survey instruments or conduct focus groups to better understand customer/fan needs and experience? Describe your learning goals based on your individual objectives and internship organization/position.

2. Strategies

Describe what you will do to reach your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your faculty advisor or site supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences or meetings? Do you plan to do some informational interviewing with professionals in the career track you have selected or observe others in action? Have you thought about visiting another site to get a broader perspective? You can use more than one strategy to meet each goal.

3. Self-Evaluation Method

Describe the evaluation method you will use to show others that you have achieved, or made progress toward your learning goals. You will keep a weekly journal and summarize your experience in a final paper. How will you evaluate yourself? What are you going to do with the information you learn upon the completion of your internship?

4. Method of Evaluation Employed by Your Supervisor

Discuss with your supervisor the methods he/she will use to evaluate your progress and your completed internship assignments and projects.
INTERNSHIP LEARNING CONTRACT
To be completed by the student and signed/approved by the internship site supervisor.
Student Name:___________________________________ Internship Site:_________________________________
Supervisor Name:_________________________________
Describe How You Will Be Evaluated by Your Internship Site Supervisor

RESPONSIBILITIES OF THE SITE SUPERVISOR

- Define the position, project(s), or other assignment(s) carefully and clearly for the student.
- Help the student to understand the objectives of the position, project(s), or assignment(s) and the setting in which he or she is to be placed.
- Provide the student with sufficient space, contact with other personnel, materials and supplies, and information needed to accomplish the Learning Goals.
- Help develop, review, and abide by the Learning Contract.
- Provide the student with clear expectations in terms of productivity, educational growth, and your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student’s progress, standards of performance, and accomplishments.
- Evaluate the student midway and at the end of the internship using the evaluations provided. Discuss the evaluations with the student, sign the evaluations and then please email your completed evaluations to Professor Adriana Phelan via adrianan@umich.edu.
- 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 Sport Management internship coordinator (Kelli Donahue, kjdonahu@umich.edu or Adriana Phelan, adrianan@umich.edu) if needed to discuss any issues that arise during the course of the internship.

Site Supervisors: Please sign below indicating that the student has shared his/her Learning Contract with you and that you have read and understand your responsibilities as the student’s internship supervisor.

__________________________________
Site Supervisor Printed Name

__________________________________
Site Supervisor Signature

______________________________
Date
STUDENT CONTRACT

Please read and initial each statement below.

_____ I have thoroughly read and understand the Responsibilities of the Student section of this document and agree to abide by those responsibilities, as well as by the Learning Contract.

_____ I understand that if I misrepresent the internship experience or fail to abide by the Responsibilities of the Student section of this document that I can risk being subject to Kinesiology’s academic misconduct policy and/or loss of internship credit.

_____ I understand that neither the University of Michigan, or any of the University’s employees or agents, are responsible for any of the expenses, property damages or personal injuries that I may experience or that I may cause to others, in connection with my participation in this internship.

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

__________________________________________  ________________________________
Student Name (Printed)  UMID Number

__________________________________________  ________________________________
Student Signature  Date
**SM 403**

**UNIVERSITY OF MICHIGAN-SPORT MANAGEMENT PROGRAM**

**MID-TERM STUDENT EVALUATION for INTERNSHIP SUPERVISOR**

Student Name: ___________________________  Today's Date: ____________________

Internship Title: ________________________  Internship Dates: ____________________

Internship Site: _________________________  Internship Supervisor: ____________________

Phone: _________________________________  Email: ________________________________

**Brief Description of Student's Duties:**

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

|----------------|-----------------|------------|-----------------|------------------|

**Academic Preparation:**

Verbal Communication Skills  
Written Communication Skills  
Computer Skills  
Overall Knowledge of Area

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**Work Habits:**

Punctuality  
Dependability  
Personal Appearance  
Initiative  
Self-Confidence

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**Task Performance**

Completes Assigned Tasks Accurately  
Pays Attention to Detail  
Utilizes Time/Energy Management  
Meets Deadlines  
Understands and Follows Directions  
Asks Pertinent Questions  
Demonstrates Skills Specific to Internship  
Displays Leadership Skills  
Performs Quality Work

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**Attitude**

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Please describe this student’s performance to date. Are there any areas you'd like to see this student improve upon for the remainder of this internship? Please explain.

___________________________________
Supervisor’s Signature

Date

**Internship Supervisor:** Please email your completed midterm evaluation form to Professor Adriana Phelan (adrianan@umich.edu) by the mid-point of the internship experience. Thank you for taking the time to participate in the professional development of this student.
SM 403
UNIVERSITY OF MICHIGAN-SPORT MANAGEMENT PROGRAM
MID-TERM STUDENT EVALUATION for INTERNSHIP SUPERVISOR

Student Name:_________________________ Today’s Date:_________________________

Internship Title:_______________________ Internship Dates:_________________________

Internship Site:_______________________ Internship Supervisor:_______________________

Phone:__________________________ Email Address:_______________________________

Brief Description of Student’s Duties:

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

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| Work Habits: |
| Punctuality | 1 | 2 | 3 | 4 | 5 |
| Dependability | 1 | 2 | 3 | 4 | 5 |
| Personal Appearance | 1 | 2 | 3 | 4 | 5 |
| Initiative | 1 | 2 | 3 | 4 | 5 |
| Self-Confidence | 1 | 2 | 3 | 4 | 5 |

| Task Performance |
| Completes Assigned Tasks Accurately | 1 | 2 | 3 | 4 | 5 |
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| Meets Deadlines | 1 | 2 | 3 | 4 | 5 |
| Understands and 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 |
Attitude
Is Cooperative 1 2 3 4 5
Is Responsible 1 2 3 4 5
Is Thorough 1 2 3 4 5
Desires to Learn from/Contribute to Organization 1 2 3 4 5
Is Flexible 1 2 3 4 5
Is 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

This student will benefit from your overall assessment and feedback based on his/her strengths and deficiencies; for example, are there any areas in which this student excels? Are there any areas or skills which you’d recommend this student further develop in order to succeed in this field?

Supervisor’s Signature_________________________ Date____________________

Internship Supervisor: Please email your completed final evaluation form to Professor Adriana Phelan (adrianan@umich.edu) upon conclusion of the internship experience. Thank you for taking the time to participate in the professional development of this student.
SM 403

FINAL SUBMITTAL REQUIREMENTS FOR THE STUDENT

All students must complete a paper to be submitted to your Internship Coordinator. The purpose of this paper is to clearly document that your internship has been a college-level learning experience and to relate your internship experience to your academic coursework and professional development.

For students completing a 1-2 credit internship experience:

1. Submit your competed journal as a PDF to your internship coordinator.
2. Update your e-portfolio with your internship experience. If applicable, upload samples of work you completed during your internship; be sure your internship supervisor permits the work to be shared. Follow the e-portfolio guidelines discussed in SM 217 as you include this information in your portfolio. If for some reason you no longer have your e-portfolio from SM 217, you’ll need to recreate one following the SM 217 final project guidelines in order to receive credit for this internship.
3. Complete a final reflection paper following the guidelines below as a PDF to your internship coordinator. The paper should be a minimum of 5 double-spaced pages, though it may be longer. Papers should be carefully written and follow established standards for college-level writing. The following topics are designed to help you clarify your thoughts, but should in no way limit what you include in your paper.
   - Review each academic goal in your Learning Contract. Write an evaluation of your internship performance that indicates how you did or did not reach your goals and why. Relate your evaluation statements to specific events of your internship.
   - Discuss in detail how your internship provided, or failed to provide opportunities to test theoretical concepts you learned in your academic coursework. Include specific examples that illustrate your perception of the relationship between theory and practice.
   - In your work with a practicing professional, what did you learn from that person? How does this individual keep abreast of current theory and practice in his/her field?

For students completing a 3 credit internship experience:

1. Submit your competed journal as a PDF to your internship coordinator.
2. Update your e-portfolio with your internship experience. If applicable, upload samples of work you completed during your internship; be sure your internship supervisor approves you to share your work. Follow the e-portfolio guidelines discussed in SM 217 as you include this information in your portfolio. If for some reason you no longer have your e-portfolio from SM 217, you’ll need to recreate one following the SM 217 final project guidelines in order to receive credit for this internship.
3. Complete a final reflection paper and submit it to your internship coordinator as a PDF following the guidelines on the last page of this packet. Your paper should be 8-10 pages (double spaced). Papers should be carefully written and follow established standards for college-level writing.
SUBMISSION OF GRADED WORK

Email your completed journal (as PDF), paper (as PDF), and the link to your updated e-portfolio in ONE email to your internship coordinator.

Fall Semester Internships:
If you held your internship in the fall semester and registered for 403 in the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by December 15th.

Winter Semester Internships:
If you held your internship in the winter semester and registered for 403 in the winter semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by April 15th.

Summer Internships:
If you held your internship in the spring/summer and registered for 403 in the spring/summer semester OR the fall semester, all grading requirements as detailed above are due via email in one document to your internship coordinator by September 1st of the fall semester immediately following your internship.
SM 403
University of Michigan Sport Management Program
SM 403: Internship Evaluation to Be Completed by the Student

Name: ____________________________________________________________

Date: ____________________________________________________________

Organization: ______________________________________________________

Position Title: ______________________________________________________

Start Date: _____________________________ End Date: ______________________________

Compensation other than academic credit (circle all that apply):
  Paid Hourly     Paid Stipend     Other

How did you locate this position (circle all that apply):
  Kinesiology Email     Kinesiology Posting     Kinesiology Alumni     Career Center
  Family Connection     Website Posting     Other

If other, please explain: ______________________________________________________

Application Process (circle all that apply):
  Applied Online     Mailed in Information     Resume and Cover Letter
  Phone Interview     In Person Interview     Other

If other, please explain: ______________________________________________________

What did you find most valuable in this internship experience:
Was there any aspect of this internship experience you did not enjoy? If yes, please explain:

How was this experience helpful to you and your upcoming job search?

Were you the only intern or part of an intern program? If you were part of a program, please describe it; for example, how many interns worked with you? Did you work on group projects? Individual projects? What were your main tasks?

Did you have an orientation? Yes  No

Would you recommend this experience to other students? Yes  No

Why or why not?
GRADING RUBRIC/ACADEMIC REQUIREMENT: Internship in Sport Management
Field-Based Skills Development and Assessment

Internship Paper Requirement for 3 Credit Internship Experiences

Upon completion of the internship for 3 credit hours, the student is required to write an 8-10 page *Field-Based Skills Development and Assessment* paper outlining specific knowledge, talents and skill(s) acquired and developed during the experiential internship opportunity. Examples might include special training and experience in sales management; development of specific skills for event management; development of skills for strategic management of social media platforms; learning and employing specialized software in real estate development; developing and/or administering survey instruments or conducting focus groups to better understand customer/fan needs and experience, etc.

Papers should provide critical analysis and connection of the field-based experience to the academic coursework, and should importantly be written for a specific audience, namely future employers or graduate school admissions counselors. This is an opportunity for the student to demonstrate, in a real tangible way, specific knowledge, talents and skill(s) developed through the experiential experience that would be of value to future employers and/or enhance a student’s application for further graduate study.

In addition to the paper, a description of the internship experience and related work samples (with employer’s permission) should be uploaded to the student’s e-portfolio. The paper may also be uploaded to the e-portfolio.

In order to receive 3 credit hours for the Internship, the student must receive a “pass” grade in the *Field-Based Skills Development and Assessment* paper, the e-portfolio must be updated and approved by the internship coordinator, and your employer must submit your final evaluation directly to the internship coordinator (details in SM 403 packet).

The grading rubric on the next page outlines the core elements of the paper. A “Pass” grade requires 75/100 points.
Introduction

10

- Description of Internship (site, dates, major job duties, line of supervision)
- Briefly provide background on the organization
- Statement of how Internship relates with career goals (short- and long-term)
- Preview of organizational framework for paper

Body – Section I

40

- Detailed description of specific knowledge, talents and/or skills(s) developed during the Internship experience
- Clear description of use, application and value of developed skills in the labor and/or academic market (reflecting student’s sophisticated understanding of chosen career path within sport industry)
- Relevant support work samples included as appendices

Body – Section II

35

- Critical analysis of the connection between the field-based experience and the academic coursework (major learnings about the application/connection of the theoretical coursework with the on-the-ground practical experience)
- Adequate, relevant, credible support evidence (minimum of 7 sources)
- Appropriate sourcing (APA style)

Conclusion

5

- Summarize the main points, highlighting the specific knowledge, talents and skill(s) acquired and developed during the experiential internship opportunity

Overall Quality of Writing

10

- Logical flow
- Appropriate use of grammar (edited paper)
- Disciplined referencing of sources (APA format)