

SM 290 Sport Management Level One Field Experience/Internship Guidelines

INTERNSHIP COORDINATOR

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FIELD EXPERIENCE/INTERNSHIP OVERVIEW

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 Field Experience Coordinator.

The primary purpose of the experience is to give the student the opportunity to experience and contribute to a professional 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

Level 1 Sport Management students are eligible to receive credit for the academic results of an approved and successfully completed field experience by meeting the following requirements:

- Students must attend the required SM 290/403 workshop and complete the appropriate paperwork in this packet prior to being issued an override to register for SM 290. Overrides will only be issued for confirmed internships. An override is required for registration. Workshop dates are posted to the Kines event calendar: <http://www.kines.umich.edu/news-events/events>.
- To receive internship credit a student must be registered for SM 290 (1-2 credit hours).
- You must register for SM 290 **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 290. For internships completed over the summer, you may register for 290 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). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- Students not admitted to Sport Management Level 2 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.
- Students must be in good academic standing to register for SM 290.

Approval is not guaranteed and is at the discretion of the student's internship coordinator in conjunction with SM faculty approval.

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SUBMISSION DEADLINES TO REGISTER

If you are interning during the fall or winter semester, you must register for 290 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 290 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:

- Attendance at required workshop and all completed and signed paperwork from this packet
- Appropriate number of hours worked; 50 hours worked = 1 credit, 100 hours worked = 2 credits
- Final evaluation from site supervisor, evaluation should be submitted from your supervisor directly to your internship coordinator via email. Please provide your supervisor with the correct email.
- Weekly journal and final paper submitted via Canvas.
- Passing grade of 75/100 on journal and paper and overall rating of 2.5 from employer evaluation.

SUBMISSION OF GRADED WORK

Fall Semester Internships:

If you held your internship in the fall semester and registered for 290 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **December 15th**.

Winter Semester Internships:

If you held your internship in the winter semester and registered for 290 in the winter semester, all grading requirements as detailed above are due via Canvas in one PDF by **April 15th**.

Summer Internships with Spring/Summer Registration:

If you held your internship in the spring/summer and registered for 290 in the spring/summer semester, all grading requirements as detailed above are due via Canvas in one PDF by **August 15th**.

Summer Internships with Fall Registration:

If you held your internship in the spring/summer and registered for 290 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **September 1st**.

GRADING CRITERIA

To receive a passing grade for your internship you must complete all requirements as detailed in this packet AND receive a grade of 75/100 on your final journal and paper (late work will automatically receive a failing grade) AND receive an overall rating of 2.5 or higher from your employer evaluation.

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Student Contract

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

Student Name: _____

Credit Hours (Circle one): 1 2

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

Graduation Year: _____

UM ID#: _____

Date you Attended Required SM 290/403 Workshop: _____

Email Address: _____

Telephone: _____

Campus Address: _____

Internship 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.

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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?

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Responsibilities of the Student

Before Registration:

- Attend required SM 290/403 workshop. Workshop dates will be posted to the Kinesiology events calendar: <http://www.kines.umich.edu/news-events/events>.
- Complete Student Contract. Send all completed paperwork to Internship Coordinator as one PDF 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 as one PDF via the SM 290 Canvas site.
- 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?
- Would you recommend this experience for other SM students? Explain
- Submit your completed journal and final paper as one PDF via the SM 290 Canvas site. See page 2 for due dates.

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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 understand that I will be charged for my SM 290 credits per the university tuition rates and I understand how this will affect my tuition. (Please see page one about semester registration options.)

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

Student Name (Printed)

UMID Number

Student Signature

Date

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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 productivity 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

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**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:

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Evaluation of Student's Work Performance

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

1. Unsatisfactory 2. Below Average 3. Average 4. Above Average 5. Outstanding

Academic Preparation:

Verbal Communication Skills	1	2	3	4	5
Written Communication Skills	1	2	3	4	5
Computer Skills	1	2	3	4	5
Overall Knowledge of Area	1	2	3	4	5

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

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:

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

Supervisor’s Signature _____ Date _____

Please email this completed evaluation to the Sport Management Internship Coordinator.

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