

University of Michigan Sport Management Program: SM 403 Internship Policy Guidelines

INTERNSHIP COORDINATOR

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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 her/his career goals and objectives. An internship must be substantive, meaning that the student will be participating in the workplace in significant activities to benefit her/his 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 her or his 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 who have not previously received SM 403 credit are required to attend one SM 290/403 workshop effective for Winter 2017 internships. Workshop dates/locations may be found on the Kines event calendar: <http://www.kines.umich.edu/news-events/events>.
- Students must 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.

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.
- 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, paper, and updated e-portfolio as described later in this document.
- Your internship evaluation.

Please see the grading rubric for more details and requirements to receive a passing grade.

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 Canvas in one PDF 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 Canvas in one PDF by **April 15th**.

Spring Internships with Spring Term Registration:

If you held your internship in the spring/summer and registered for 403 in the spring/summer semester, all grading requirements as detailed above are due via Canvas in one PDF by **June 30th**.

Summer Internships with Summer Term Registration:

If you held your internship in the spring/summer and registered for 403 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **August 15th**.

Summer Internships with Fall Term Registration:

If you held your internship in the spring/summer and registered for 403 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **September 1st**.

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: _____

Date You Attended the Required SM 290/403 Workshop (effective Winter 2017 for all students who have not previously received credit for SM 403): _____

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.
- Attend the required SM 290/403 workshop. This is required for all students who have not previously received credit for SM 403 effective Winter 2017. Workshops will be offered 5-6 times per academic year; workshop dates are posted to the Kines event calendar: <http://www.kines.umich.edu/news-events/events>.
- 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 final evaluation form to your site supervisor before the last day of your internship (about a week before your end date is encouraged). The evaluation must be submitted from your supervisor directly to your internship coordinator via email by the same date as your journal, paper, and e-portfolio.

At the End of the Semester:

- For 1 credit Internships: Submit a 5 page final paper; the link to your updated e-portfolio, including a description of your internship and your updated resume; your weekly journal; and your student internship survey. All should be submitted as ONE PDF to Canvas.
- For 2 or 3 credit Internships: Submit an 8-10 page final paper; the link to your updated e-portfolio, including a description of your internship, your updated resume, and relevant work samples (with employer permission); your weekly journal; and your student internship survey. All should be submitted as ONE PDF to Canvas.

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

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, reflection paper, e-portfolio, 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 her/his career objectives and internship experience. Establishing learning goals ahead of time will help the student get more out of the experience because she or he 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 her/his site supervisor to ensure that she/he 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 she/he 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: _____

Learning Goals

Strategies

Self-Evaluation Method

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 she or he 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 during the internship and, at the end of the internship, complete a final evaluation (form provided). Discuss the evaluation with the student before the last day of her/his internship, sign the evaluation and then email your completed evaluations to the internship coordinator.
- 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 agree to conduct myself in a professional manner in all activities during this 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 403 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 the information above and that I understand it.

Student Name (Printed)

UMID Number

Student Signature

Date

**UNIVERSITY OF MICHIGAN-SPORT MANAGEMENT PROGRAM
FINAL 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.

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

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 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

SM 403

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 her/his 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_____

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

Adriana Phelan

adrianan@umich.edu

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.

Internship Supervisor:

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-credit internship experience:

Submit a 5-page final paper; the link to your updated e-portfolio, including a description of your internship and your updated resume; your weekly journal; and your student internship survey as ONE PDF to Canvas.

E-portfolio: Update your 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 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.

Final Paper: 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 course work. 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 2 or 3-credit internship experience:

Submit an 8-10 page final paper; the link to your updated e-portfolio, including a description of your internship, your updated resume, and relevant work samples (with employer permission); your weekly journal; and your student internship survey as ONE PDF to Canvas.

E-portfolio: 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 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.

Final Paper: Complete a final reflection paper 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

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 Canvas in one PDF 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 Canvas in one PDF by **April 15th**.

Spring Internships with Spring Term Registration:

If you held your internship in the spring/summer and registered for 403 in the spring/summer semester, all grading requirements as detailed above are due via Canvas in one PDF by **June 30th**.

Summer Internships with Summer Term Registration:

If you held your internship in the spring/summer and registered for 403 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **August 15th**.

Summer Internships with Fall Term Registration:

If you held your internship in the spring/summer and registered for 403 in the fall semester, all grading requirements as detailed above are due via Canvas in one PDF by **September 1st**.

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 2 and 3-Credit Internship Experiences

Upon completion of the internship for 2 or 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. 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 2 or 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. You must obtain an overall score of 75/100 on your deliverables AND a rating of 2.5 or higher in all evaluation categories on your supervisor's evaluation to receive a passing grade.

The grading rubric on the next page outlines the core elements of the paper.

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*). Sources may be from class readings or outside materials. You have flexibility to choose sources relevant to your unique experience; for example, if you worked on sponsorship activity during your internship, perhaps one of your sources is a comparison of your organization's sponsorship activity to recent trends in the industry.
- 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)