

University of Michigan Sport Management Level 1 & 2 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 toward which the student progresses during the course of the internship. The student must be able to articulate the relationship between the internship and her/his educational and career goals and objectives. An internship must be substantive, meaning that the student will be actively engaged at the internship site, not simply doing clerical or errand activities. It must also be paraprofessional in nature, in that an intern must be properly supervised by the internship site 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 theory in a real-world setting and to develop skills essential to that setting. 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 1 & 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 complete the appropriate paperwork in this packet and send it to the faculty Internship Coordinator for review 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. **Please note if you choose to register for SM 403 credits in the spring or summer terms, you will be responsible for paying the spring or summer tuition.** 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 internship. No retroactive credit will be awarded. You must be registered before you begin the internship.
- A student will be required to pay for the number of credit hours assigned.
- A student must intern a minimum of 50 hours and 50 hours for each earned credit (50 hours interned = 1 credit, 100 hours interned = 2 credits, 150+ hours interned = 3 credits). Students may choose to intern for 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 faculty Internship Coordinator.

SUBMISSION DEADLINES TO REGISTER

If you are interning during the fall or winter semester, you must register for 403 during the semester you are interning. 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 are interning 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 interning or the fall semester immediately following the summer you have interned. **If you choose to register for SM 403 credits in the spring or summer terms, you will be responsible for paying the spring or summer tuition.** 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 interned; 50 hours interned = 1 credit, 100 hours interned = 2 credits, 150+ hours interned = 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 Site Supervisor's 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 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**.

SM 403

INTERNSHIP INFORMATION
Completed by Student

NOTE: The internship information must be submitted to the Internship Coordinator via email along with a completed copy of pages 5-10 (Student Acknowledgment, Internship Learning Plan, and Internship Site Supervisor Acknowledgment) **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: _____

Internship Site Name: _____

Address of Internship Site: _____

Internship Position Title: _____

Internship Site Supervisor's Name: _____

Internship Site Supervisor's Title: _____

Internship Site Supervisor's Telephone: _____

Internship Site Supervisor's Email Address: _____

Compensation paid by Internship Site (Circle all that apply):

Unpaid Hourly Wages Stipend Other (please specify): _____

Internship Beginning Date: _____ Internship Ending Date: _____

Hours Per Week: _____

SM 403

Please describe how you learned about this internship position:

Internship 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 and carefully read the SM 403 policies and procedures outlined in this packet.
- Complete the Internship Information and Student Acknowledgment forms.
- Complete the Internship Learning Plan and meet with the Internship Site Supervisor to review.
- Provide the Internship Site Supervisor with the Site Supervisor Acknowledgment form; obtain his or her signature.
- Email completed paperwork (Internship Information, Student Acknowledgment, Internship Learning Plan, and Internship Site Supervisor Acknowledgment) to the Internship Coordinator for final approval. If necessary, the Internship Coordinator may request to talk with you further about your planned internship before issuing you an override to register for SM 403.
- Obtain an override for SM 403 from the Internship Coordinator and register for SM 403.
- Provide a copy of the Internship Information, Internship Learning Plan, and Internship Site Supervisor Acknowledgment to your Internship Site Supervisor.

During Internship:

- Maintain a weekly journal during the internship. The journal must include hours interned, 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 Student Evaluation form to your Internship 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 to 10-page final paper; the link to your updated e-portfolio, including a description of your internship, your updated resume, and relevant internship assignment/project samples (with internship site's 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 paper and e-portfolio is provided later in this Packet.

RESPONSIBILITIES OF THE INTERNSHIP COORDINATOR

The Internship Coordinator will:

- Review the student's Internship Learning Plan and approve internship experiences that will aid students' career goals, supplement material taught in Sport Management courses, and meet all criteria described in the definition of an internship found in this Packet.
- Gather all University-required documents from the student and enter grades (S/U) based on the student's completion of Kinesiology's internship requirements.
- Read the student's journal, reflection paper, e-portfolio, and Internship Site Supervisor's evaluation and discuss any concerns with the student and/or the Internship Site Supervisor.
- Submit final grades to the Registrar's Office for official recording.

INTERNSHIP LEARNING PLAN

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. An Internship Learning Plan should include the following: Learning Goals, Strategies, and Self-evaluation methods. The student should prepare the Internship Learning Plan and share it with her/his Internship Site Supervisor to ensure that the Internship Site Supervisor understands the student's goals and can help structure the internship experience accurately.

The following are guidelines for the student to utilize in developing their Internship Learning Plan:

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 assisting with a specific project? Will you ask your faculty Internship Coordinator or Internship Site Supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences, seminars, 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 internship 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 Internship Site Supervisor

Discuss with your Internship Site Supervisor the methods she/he will use to evaluate your progress and your completed internship assignments and projects.

INTERNSHIP LEARNING PLAN

To be completed by the student and signed/approved by the Internship Site Supervisor.

Student Name: _____ Internship Site: _____

Internship Site Supervisor Name: _____

Outline the learning goals for the internship.

Describe the key planned work activities for the internship:

What are you hoping to get out of this experience? How would this internship help you advance your career plans? [Be specific.]

Describe how you will be evaluated by your internship site supervisor. Do you have clarity from the employer on what success would look like for this internship role? If you don't have clarity yet from the employer, what is your plan for uncovering the work and professional expectations for your performance?

INTERNSHIP SITE SUPERVISOR ACKNOWLEDGMENT

I will:

- Carefully and clearly define the student’s internship position, project(s), activities, and/or other assignment(s).
- Help the student to understand the objectives of their internship position, project(s), activities, and/or assignment(s) and the setting in which they will be conducting such activities (e.g., office rules and dress code).
- Provide the student with sufficient space, contact with other internship site personnel, materials and supplies, and information needed to accomplish the Internship Learning Plan’s goals.
- Help develop, review, abide by, and conduct the internship in accordance with the student’s Internship Learning Plan.
- Provide the student with clear expectations in terms of productivity, educational growth, and my expectations with respect to reporting, consultation, and deadlines.
- Supervise the student’s progress, performance, and accomplishments in the internship setting.
- Evaluate the student’s performance at the end of the internship using the Kinesiology evaluation form provided by the student, discuss the evaluation with the student before the last day of her/his internship, sign the evaluation, and then email the completed evaluation to the Sport Management Internship Coordinator.
- Consult with the internship site’s administrator(s) regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues, and/or any other potential areas of concerns in connection with the internship.
- 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.
- Understand that the student is to be actively engaged at the internship site and **will not** simply be doing clerical or errand activities as part of the internship experience.
- Understand that the student **will not** be expected to incur any costs (other than for personal expenses such as travel to/from the internship site location and meals) associated with this internship experience.
- Understand that the student will be free at any time to refrain from doing an internship activity, to end the day’s internship activities, or to end the internship experience altogether.
- Understand that I can end the student’s daily internship activities, or end the internship experience altogether, and will communicate any issues I have regarding the internship to the Sport Management Internship Coordinator.

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

Internship Site Supervisor Printed Name

Internship Site Supervisor Signature

Date

STUDENT ACKNOWLEDGMENT

In connection with my participation in an internship:
*(Please read and **initial** each statement)*

___ I have thoroughly read and understand the Responsibilities of the Student section of this Packet and will abide by those responsibilities at all times during my participation in the internship.

___ I understand that if I misrepresent the internship experience to Kinesiology, fail to abide by the Responsibilities of the Student, or attempt to participate in the internship in a semester other than the one for which I am registered, I may be subject to academic disciplinary action in accordance with Kinesiology’s academic misconduct policy, which may include loss of internship credit and/or the University of Michigan’s denial of my coverage under any professional and/or commercial liability insurance provided by the University of Michigan with respect to my internship activities.

___ I understand that the University of Michigan is not responsible for any expenses, property damage, or personal injury that I may incur in connection with my participation in the internship, except to the extent that such expenses, property damage, or personal injury are directly caused by the University of Michigan.

___ I understand that if the internship site requires that I sign a non-compete agreement, non-disclosure agreement, waiver, or release of any kind, that it is a matter to be resolved between the internship site and myself. I understand that it is the internship site’s prerogative to require that I sign certain forms as a condition of participation in the internship at the site's facilities, but I also understand that I (or my guardian, if under 18 years old) have the right to have the form(s) reviewed by my own attorney (or Student Legal Services) and decide whether or not to sign it.

___ I understand that successfully completing my onsite internship activities is only a part of the overall internship experience and I must complete the academic components outlined in this Packet.

___ I agree to conduct myself in a professional manner in all of my internship activities, both in and outside of the internship site setting. I will represent the excellence of the School of Kinesiology’s Sport Management Program and the University of Michigan in all that I do relevant the internship.

___ I understand that I will be charged for my SM 403 credits per the University of Michigan’s tuition rates and I understand how this will affect my tuition. (Please see page one about semester registration options.)

I acknowledge that I have read and understand the above information.

Student Name (Printed)

UMID Number

Student Signature

Date

**UNIVERSITY OF MICHIGAN-SPORT MANAGEMENT PROGRAM
FINAL STUDENT EVALUATION for INTERNSHIP SITE SUPERVISOR**

Student Name: _____

Today's Date: _____

Student's Internship Title: _____

Internship Dates: _____

Internship Site: _____

Internship Site Supervisor: _____

Phone: _____

Email Address: _____

Brief Description of Student's Internship 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

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

SM 403

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 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?

Internship Site Supervisor's Signature: _____ Date: _____

Please email this completed Final Student 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 Site 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 internship assignments/projects you completed during your internship; be sure your Internship Site Supervisor permits the internship assignments/projects 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 Internship Learning Plan. 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 internship activities 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 internship assignment/project samples (with internship site 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 internship assignments/projects you completed during your internship; be sure your Internship Site Supervisor approves you to share the internship assignments/projects. 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: _____

Internship Site Name: _____

Internship Position Title: _____

Internship Start Date: _____ Internship End Date: _____

Compensation paid by Internship Site (circle all that apply):

Unpaid Hourly Wages Stipend Other (please specify)

How did you locate this internship 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 were with you? Did you assist on group projects? Individual projects? What were your main tasks?

Did you have an orientation?

Yes

No

Would you recommend this internship 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 internship assignment/project samples (with internship site'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 Internship Site Supervisor 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 Internship Site 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 duties, line of supervision)
- Briefly provide background on the internship site
- 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 internship assignment/project samples included as appendices

Body – Section II

____/35

- Critical analysis of the connection between the internship 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 assisted with sponsorship activity during your internship, perhaps one of your sources is a comparison of the internship site’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)