

University of Michigan Sport Management Level 1 & 2 *Internship Policy Guidelines*

INTERNSHIP COORDINATORS

STUDENTS WITH LAST NAME A-L

Adriana Phelan, Ph.D.

Lecturer, Sport Management Program

adrianan@umich.edu

STUDENTS WITH LAST NAME M-Z

Nikolas Webster, Ph.D.

Clinical Assistant Professor, Sport Management Program

nikwebst@umich.edu

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

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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.

REGISTRATION SUBMISSION DEADLINES

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. **But remember that you must submit your SM 403 paperwork to your faculty internship coordinator before the internship begins.**

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 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 should be submitted from your supervisor directly to your Internship Coordinator via email. Please provide your supervisor with the correct email.
- Submission of the required final deliverables at the end of the internship.

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 Supervisor to review.
- Provide the Internship Supervisor with the Site Supervisor Acknowledgment form; obtain his or her signature.
- Email the completed paperwork below as a **SINGLE PDF FILE** to your assigned faculty Internship coordinator for 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.
 - ✓ Internship Information (pgs. 6-7)
 - ✓ Internship Learning Plan (pgs. 8-9)
 - ✓ Internship Supervisor Acknowledgment – *with actual supervisor signature* (pg. 10)
 - ✓ Student Acknowledgement (pgs. 11)
- 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 Supervisor Acknowledgment to your internship 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 (pgs. 12-14) to your Internship Supervisor before the last day of your internship (about a week before your end date is encouraged). Meet with your supervisor to go over the evaluation in an exit interview. 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 (see more details below for the final deliverables):

- 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 internship site evaluation. 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 internship site evaluation. All should be submitted as ONE PDF to Canvas.

FINAL DELIVERABLES AT THE END OF INTERNSHIP

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 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 have not yet taken SM 217, this requirement will be waived (just include a note that you have not yet taken SM 217 in the *Comments* box in Canvas when you submit your final deliverables).

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.

- Start with an overview of your internship, the organization, your role, and the main tasks and responsibilities you had. Outline the projects you worked on, the tasks you conducted, the teams you collaborated with, and the skills you utilized. Try to explain both the success and challenges you encountered. This is not simply a summary of your weekly journals but is a holistic view of your experience. Discuss how the internship allowed you to apply your academic knowledge in a real-world scenario. Reflect on the skills you developed, like teamwork, communication, leadership, and technical skills, and how you improved them throughout the course of your internship. Discuss any areas of growth and the challenges you faced and how you overcame them. Reflect on how this experience relates to your career goals. In your closing paragraphs, consider your future professional plans. How has this internship shaped or altered your career path or goals? Looking forward, how will you incorporate the skills and experiences you've gained into your future academic or professional pursuits?

Weekly Journal: In a single Word document, for each week of your internship, write approximately one paragraph detailing the number of hours worked, main work activities undertaken, as well as any noteworthy learning and professional development experiences.

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.

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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 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 have not yet taken SM 217, this requirement will be waived (just include a note that you have not yet taken SM 217 in the *Comments* box in Canvas when you submit your final deliverables).

Final Paper: Complete a final reflection paper following the guidelines / grading rubric on pgs. 17-18 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.

DEADLINE FOR SUBMISSION OF FINAL DELIVERABLES AT END OF INTERNSHIP

Fall Semester Internships:

If you held your internship in the fall semester and registered for 403 in the fall semester, all final deliverables 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 final deliverables 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 final deliverables 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 final deliverables 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 final deliverables are due via Canvas in one PDF by **September 1st**.

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 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 Supervisor's Name: _____

Internship Supervisor's Title: _____

Internship Supervisor's Telephone: _____

Internship Supervisor's Email Address: _____

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

Unpaid Hourly Wages Stipend Other (please specify): _____

Internship Beginning Date: _____ Ending Date: _____

Hours Per Week: _____

Please describe how you learned about this internship position.

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.

INTERNSHIP LEARNING PLAN

** Completed by student and approved by the Internship Supervisor.*

Student Name: _____

Internship Site: _____

Internship Supervisor: _____

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 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 SUPERVISOR ACKNOWLEDGMENT

** Completed by internship supervisor.*

In my capacity as the student's internship supervisor, 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.
- 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 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 Supervisor Printed Name

Internship Supervisor Signature

Date

STUDENT ACKNOWLEDGMENT

** Completed by student (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

FINAL STUDENT EVALUATION** Completed by internship supervisor.*

Student Name: _____

Today's Date: _____

Student's Internship Title: _____

Internship Dates: _____

Internship Site: _____

Internship 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
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

Your review and feedback are instrumental for this student's understanding of their strengths and opportunities for further professional development. Could you identify unique competencies the student exhibits, and/or suggest areas that might need further development and growth?

Internship Supervisor's Signature: _____ Date: _____

Please email this completed Final Student Evaluation to the student intern's assigned faculty Internship Coordinator:

For students with last name starting with A-L:

Adriana Phelan, Ph.D.

Lecturer, Sport Management Program

adrianan@umich.edu

For students with last name starting with M-Z:

Nikolas Webster, Ph.D.

Clinical Assistant Professor, Sport Management Program

nikwebst@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 EVALUATION

** Completed by student at the end of the internship.*

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.

Would you recommend this internship experience to other students?

☐ Yes ☐ No

Why or why not (please elaborate)?

FINAL PAPER GRADING RUBRIC

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 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 Supervisor's evaluation to receive a passing grade.

RECOMMENDED PAPER OUTLINE / GRADING RUBRIC

Introduction

- ☐ 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

- ☐ 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 (be sure to respect confidentiality issues outlined by internship employer)

Body – Section II

- ☐ 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

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

Overall Quality of Writing

- ☐ Writing is well-composed and follows a logical sequence
- ☐ Appropriate use of grammar (edited paper)
- ☐ Disciplined referencing of sources (APA format)