

University of Michigan Sport Management Level 1 Internship Policy Guidelines

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OVERVIEW

A field experience internship is a real-world learning experience in which the student and Internship Site Supervisor establish learning goals toward which the student progresses during the course of the field experience/internship. The field experience/internship must benefit the student's academic and/or professional development in a substantial way relevant to her/his educational and career goals. An internship must be substantive, meaning the student will be actively engaged at the internship site, not simply doing clerical or errand activities. The student must be properly supervised by the internship site and provided with ongoing training by a professional in the field; the student will be evaluated by her/his Internship Site Supervisor and feedback will be shared with the Sport Management Internship Coordinator.

The primary purpose of the experience is to give the student the opportunity to experience and contribute to a professional 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 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.
- 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. **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 for a minimum of 50 hours; 50 hours are necessary for each earned credit (50 hours interned = 1 credit, 100 hours interned = 2 credits). Students may choose to intern for 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 faculty Internship Coordinator.

SUBMISSION DEADLINES TO REGISTER

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

- Appropriate number of hours interned; 50 hours interned = 1 credit, 100 hours interned = 2 credits.
- Final evaluation from site supervisor, evaluation should be submitted from your supervisor directly to your Internship Coordinator via email. Please provide your Internship Site 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 you Internship Site Supervisor's 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 Internship Site Supervisor's evaluation.

Field Experience/Internship Information and Learning Plan

NOTE: This Field Experience/Internship Information and Learning Plan 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#: _____

Email Address: _____

Telephone: _____

Campus Address: _____

Internship Site Name and Address: _____

Student's Internship Position Title: _____

Internship Start and End Dates: _____

Expected Number of Hours You Will Intern Each Week: _____

Internship Site Supervisor's Name: _____

Internship Site Supervisor's Title: _____

Internship Site Supervisor's Telephone: _____

Internship Site Supervisor's Email: _____

Please describe how you learned of this internship position and explain the application process.

Internship Description: Describe in detail your roles and responsibilities while completing the internship. Please list duties and projects. If additional space is needed, please attach an extra sheet.

Learning Goals: Describe in detail what you hope to accomplish by completing this internship. What do you hope to learn? Why do you want to intern in this position? How do you hope to benefit from completing the internship?

A large, empty rectangular box with a thin black border, intended for the student to write their learning goals and reasons for wanting to intern.

Responsibilities of the Student

Before Registration:

- Provide the Internship Site Supervisor with the Site Supervisor Acknowledgment form; obtain his or her signature.
- Complete the Field Experience/Internship Information and Learning Plan and Student Acknowledgment forms.
- Send that paperwork, along with the signed Internship Site Supervisor Acknowledgment form, to your faculty 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 the Internship Site Supervisor Acknowledgment and Field Experience/Internship Information and Learning Plan to your Internship Site Supervisor.

During Your Field Experience:

- Maintain a weekly journal during the field experience/internship. The journal must include hours interned, 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 Student Evaluation form to your Internship Site Supervisor. Ask your Internship Site Supervisor to email the completed Student Evaluation to your Internship Coordinator about one week prior to the end of your field experience/internship. Review the Student Evaluation with your Internship 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.

Student Acknowledgment

In connection with my participation in a field experience/internship:

(Please read and initial each statement)

___ I have thoroughly read and understand the Responsibilities of the Student section of this Packet and the internship activities I must complete to receive academic credit for this field experience/internship, and I agree to abide by the responsibilities at all times during my participation in the field experience/internship.

___ I understand that successfully completing my internship activities 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/internship to Kinesiology, fail to abide by the Responsibilities of the Student, or attempt to participate in the field experience/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 academic 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 field experience/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 field experience/internship, except to the extent that any such expenses, property damage, or personal injury are directly caused by the University of Michigan.

___ I agree to conduct myself in a professional manner in all of my field experience/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 to the field experience/internship.

___ I understand that I will be charged for my SM 290 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

Internship Site Supervisor Acknowledgment

I will:

- Carefully and clearly define the student’s internship position, project, activities, and/or other form of assignment.
- Help develop, review, abide by, and conduct the internship in accordance with the student’s Internship Information and Learning Plan.
- Provide the student with clear expectations in terms of productively and educational growth.
- Provide the student with sufficient space, contact with other internship site personnel, materials and supplies, and information on how to accomplish the Internship Learning Plan’s goals.
- Help the student to understand the objectives of their internship position, project, activities, and/or assignment and the setting in which they will be conducting such activities (e.g., office rules and dress codes).
- Make the student aware of your 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, sign the evaluation, and Email the completed evaluation to the Sport Management Internship Coordinator (the student will supply you with the Internship Coordinator’s Email address).
- 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.
- Contact the Internship Coordinator (Adriana Phelan, adrianan@umich.edu) 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 Internship Coordinator.

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

Student Name

Internship Site Supervisor Name (Printed)

Internship Site Supervisor Signature

Date

Internship Site Supervisor Student Evaluation

Internship Site Supervisor Name & Title: _____

Internship Site Name & Address: _____

Phone: _____

Email Address: _____

Student Name: _____

Today's Date: _____

Student's Internship Title: _____

Internship Start and End Dates: _____

Brief Description of Student's Internship Duties:

Evaluation of Student's Internship 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

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:

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:

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

Internship Site Supervisor's Signature _____ Date _____

Please email this completed Student Evaluation to the Sport Management Internship Coordinator.

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