

Sport Management Internship Manual

Southeast Missouri State University
College of Health & Human Services
Department of Health, Human Performance & Recreation

Sport Management
SM 470

TABLE OF CONTENTS

I.	The Internship	3
II.	Internship Opportunities in Various Industry Segments	3
III.	Enrollment and Academic Credit.....	3
IV.	Deadlines.....	4
V.	Financial Consideration.....	4
VI.	Internship Philosophy.....	5
VII.	Procedures Requirements and Responsibilities.....	5
VIII.	Guidelines for Sponsoring Organizations.....	6
	A. Introduction	6
	B. Sport Organization Selection.....	6
IX.	Internship Program Conditions.....	6
X.	Responsibilities of Sport Organization to the Student.....	7
XI.	Responsibilities of Student to the Sport Organization.....	8
XII.	General Remarks.....	8
XIII.	How Internships are Selected.....	9
	A. Role of Student.....	9
	B. Role of University Supervisor.....	9
XIV.	Necessary Forms and Paperwork	9
XV.	General Summary.....	11
<input type="checkbox"/>	APPENDIX A: How to Prepare a Resume.....	12
	• Writing a Cover Letter	
<input type="checkbox"/>	APPENDIX B: Example Forms.....	13 -27

Contact Information:

Address: Beth A. Easter, Ph.D.
Southeast Missouri State University, MS 7650
One University Plaza
Cape Girardeau, MO 63701

Phone: 573-986-6744
FAX: 573-651-5150
Email: baeaster@semo.edu

Internship SM 470

I. THE INTERNSHIP

Every Sport Management Major will complete an internship in a sport organization related to his/her career goals. Explanations and examples of internship processes and procedures are provided in this manual.

It is important for students to recognize, however, that an internship is a privilege that carries distinct responsibilities. To begin, internships are available only to Sport management majors with in last three semesters of course work. Additionally students must have a cumulative GPA of 2.25 and a GPA within major of 2.5 with consent of the instructor. Finally, students will only be placed in positions if they have demonstrated maturity, competence, and reliability, both in the classroom and in activity. Finally, because of the competitive selection process, students must realize that they may not secure their top choices of internships. Specific details on the internship application process are available from the internship advisor. Students serving an internship must remember that performance on the job can either enhance or hinder their career objectives. Eagerness, reliability, and responsibility will always be in demand. An internship presents the opportunity to establish a reputation for these qualities. Recent experience has clearly shown that students who carefully plan and successfully complete meaningful internships have much more positive results in launching their career in the sport industry.

II. INTERNSHIP OPPORTUNITIES IN VARIOUS INDUSTRY SEGMENTS

Requirements and compensation can vary dramatically, therefore, it is critical that the student identify areas of interest early and then carefully secure an internship. The Sports Internship Book and other listings of internship opportunities are available in Parker 211B, the sport management resource center and bulletin board for 211-213 office suite.

III. ENROLLMENT AND ACADEMIC CREDIT

Students will enroll for 12 credits of Sport Management Internship (SM 470). The national governing bodies require a minimum of forty hours per week over a ten-week period for every increment of three academic credits. Southeast Missouri State University at Cape Girardeau requires a minimum of 480 log hours, 40 hours per week for 12 weeks for 12 credit hours of academic credit. Sport management faculty believe that such an internship provides the students with the optimum learning experience, an extended placement in an intensive atmosphere free from academic demands and the demands of other work upon the student's time.

It should be noted that, depending upon the nature of the position, the time period of the internship could transcend the traditional academic calendar. For example, an internship with a professional baseball team could begin as early as January and last through the conclusion of the season (late August). An internship with a professional basketball team usually begins in September or October and runs until May or the completion of the season. Keeping these situations in mind, the prospective intern needs to plan his/her academic schedule and resources accordingly. A 4 ½ year program is not out of the ordinary. Careful planning can prove to be to the student's advantage. For example, a student wishing to enter a career in professional baseball should plan ahead to enable the student to secure an internship in January through August and complete coursework in the fall of the Senior year. The student can then attend winter baseball meetings for a career placement in December.

At any rate, the enrollment consideration and use of the academic credit requires a great deal of thought and must be contemplated on an individual basis.

The length of the internship may affect your graduation date.

<http://www6.semo.edu/commencement> gives the date that all work must be completed and evaluated with the grade turned in for graduation in a particular semester. Look for the "Graduation List Finalized" row. If you sign up for an internship that will continue beyond the date the graduation list will be finalized, your graduation cannot be processed for the semester in question.

IV. DEADLINES

Spring:

Students starting their internship between **January 1 – April 30** must have all forms complete by **November 30**.

Summer/Fall:

Students starting their internship between **May 1 - December 31** must have all forms complete by **April 30**.

V. FINANCIAL CONSIDERATION

Students need to plan ahead financially as well as academically. While there are many internships that provide a salary, hourly wage, or commission, there are also many excellent opportunities that provide no compensation whatsoever. Internships need to be considered on the merits and opportunities of potential learning experiences. More important than the immediate financial rewards, an internship is an investment in the future of the student. The skills learned, contacts, and references should be the prime consideration in the selection of an internship. For these reasons, financial planning is very important before a student does an internship. **Under no circumstances is it permitted for a student to work another job while completing an internship.**

Students normally do an internship after all coursework has been completed. However, if a student is in the last three semesters before graduation and has a cumulative GPA of 2.25 or higher and a GPA of 2.5 or higher within the major when a quality internship becomes available, the student may accept the position with the approval of the internship advisor.

VI. INTERNSHIP PHILOSOPHY

The purposes of an internship are as follows:

1. To provide the student insight into possible requirements and opportunities.
2. To provide the student with practical work experience.
3. To provide the student with a laboratory for application of academic coursework.
4. To provide the student with an opportunity to develop leadership, responsibility, self-confidence, and self worth.
5. To provide the student with an opportunity to develop job-seeking skills in preparation for finding employment upon graduation.
6. To provide faculty supervisors information about student performance and degree program strengths and weaknesses.

VII. PROCEDURES, REQUIREMENTS AND RESPONSIBILITIES FOR STUDENTS

1. The student must be in the last three semesters before graduation and have a minimum cumulative 2.25 GPA and a 2.5 GPA or higher within the major to meet prerequisites for the internship.
2. The student will complete an internship application and Student Intern/University agreement, Student Intern/Sport Organization Agreement. Forms may be picked up in the departmental office or from the faculty internship advisor.
3. The student will engage in a series of advising meetings with the faculty advisor to determine career aspirations and possible appropriate internship placement.
4. The student will prepare a cover letter, resume, and mail appropriate materials to prospective internship employers. (Each sport organization has intern application procedures and requirements. The organization itself will be the best, and most current source of information about what materials wanted and the procedures that are followed for interviews)
5. The student be enrolled in SM 470 and pay all tuition and fees for the 12 credit hours.
6. The student must submit all assignments in a timely manner.
7. The student must secure appropriate forms from the SMGT Management Internship Office:
 - Internship Checklist
 - Preliminary Student Performance Evaluation
 - Internship Information
 - Weekly Log Sheets
 - Midterm Evaluation
 - Final Evaluation
 - Exit Interview Survey
 - Evaluation by Site Supervisor of Student's Professional Preparation.
 - SM 470 Manual (this is the master copy of all forms)

VIII. GUIDELINES FOR SPONSORING ORGANIZATIONS

A. Introduction

The purpose of this section is to assist the agency or organizational personnel employing the intern, in guiding the student throughout his/her internship assignment.

The movement of the student from his/her academic and college oriented lifestyle into a community agency is challenging to the college, student and the agency or organization. There is a need for careful planning and communication. The student will be moving from patterns of student life (related to professors and peer groups) into an agency or organization where he/she will be working with professionals and dealing with the public at large.

B. Sport Organization Selection

The student has indicated a professional area of interest in Sport Management, and in the opinion of the student and his/her faculty advisor, the placement in the sport organization is representative of that area of interest. Every effort is made to match the student to the agency that can best fulfill his/her present and future needs. The Sport Management program tries to maintain a current and diversified list of qualified cooperative sport organizations to which students with special needs and interests can be assigned.

IX. INTERNSHIP PROGRAM CONDITIONS

A. The Employer will:

1. Provide the University with an Internship Job Description form for any Internship Job Title or Position into which a Southeast Missouri State University intern may be placed.
2. Assign an Organization Internship Supervisor who will schedule work assignments that coincide with the Internship Job Description(s) provided by the Organization.
3. If financial compensation is provided, pay the intern the amount indicated on the Internship Job Description form.
4. Notify the University of any changes concerning an Internship Agreement or Job Description form, if the changes take place while a Southeast Missouri State University intern is serving at the Organization.
5. Inform the intern of all organization rules or regulations concerning health and safety, and any other relevant policies or procedures.
6. Allow the intern to attend, without penalty, any mandatory meetings, seminars, lectures, etc., scheduled by the University, unless a written agreement otherwise is made between the University and the Organization. (When Applicable)

X. RESPONSIBILITIES OF SPORT ORGANIZATION TO THE STUDENT

A. General Considerations:

1. The agency will provide all necessary forms to be completed by the student (ID, auto-registration, etc. where applicable). Provide any necessary materials needed for the work assignment.
2. The agency will inform student of operational procedures through any brochures, etc.
3. The agency should be prepared for the arrival of the student by having in place temporary delegated duties.
4. The agency will familiarize the student with the agency, its objectives, philosophy, policies, and all regulations.
5. The agency will familiarize the student with minor duties, gradually adding more as the student's ability permits.
6. The agencies will familiarize the student with resources and materials used by the agency: books, pamphlets, audio-visual aids, reports, releases, etc.
7. The agency should evaluate constructively, objectively, and tactfully and carefully analyze strength and weaknesses.
8. The agency supervisor will return an evaluation form to the University Supervisor. This is a confidential form, which is a summarization of the ongoing evaluation of the student during the assignment.

B. Specifics as per the Student Intern/Sport Organization Agreement

Sport Organization relationship with the University of Southeast Missouri State University at Cape Girardeau:

1. Complete the Preliminary Student Performance Evaluation.
2. Complete the Midterm Evaluation.
3. Complete the Midterm Evaluation conference with the student intern.
4. Complete the Final Evaluation within the last two weeks of the internship.
5. Write a letter of recommendation for the student.
6. Cooperate with the University Supervisor and representatives of the Department of Health, Human Performance and Recreation.
7. Philosophy of the Sport Organization in regards to the Student Intern:
 - a. To hold the personal growth and development of the Student Intern is the primary concern and motivation of the Sport Organization in participating the internship program.
 - b. To work towards improvement in professionalism and personal skills so that the Student Intern may have confidence and competence to seek an entry level position in sport management.
 - c. To adhere to requirements by the Southeast Missouri State University of Cape Girardeau and in cases of disagreement in regard to principles, practices, and philosophies, a satisfactory solution will be determined in consultation with the University Supervisor, the Student Intern, and the Site Supervisor.
8. Compensation to be paid to the Student Intern, if that is part of the Student Intern/Sport Organization Agreement for the internship experience.

XI. RESPONSIBILITIES OF STUDENT TO THE SPORT ORGANIZATION

A. General Considerations

1. Discuss assignment possibilities with the site supervisor, or whomever does the interviewing from the organization. If the student is accepted, a mutual understanding has begun.
2. Perform the duties in a legal and faithful manner and work with the best interest of all concerned.

3. Be responsible for transportation between the University and home or place of work.
4. Solicit input from the agency/organization regarding their performance.
5. Evaluate his/her entire assignment.

B. Specific duties as per the Student Intern/Sport Organization Agreement

1. Classified as a "Student Intern".
2. Has status of professional staff member and accorded rights and privileges pertaining thereunto.
3. Attend all applicable meetings.
4. Work to uphold the image and integrity of the Sport Organization.
5. Insurance and liability.
6. Requirements of the Student Intern:
 - a. Work minimum of 480 hours, 40 hours per week for 12 weeks.
 - b. Strive to become familiar with the operations of the Sport Organization and his/her specific assignment within the Sport Organization.
 - c. Will specifically be responsible for what is agreed upon in the job description of the Student Intern/Sport Organization Agreement.

Guiding principles for evaluation:

- A. A cooperative process, joint conferences are necessary.
- B. A continuous process, continuous awareness of quality and quantity of work is helpful.
- C. The student should be led to analyze his/her strengths and weaknesses.
- D. All assignments completed on time.

XII. GENERAL REMARKS

The internship program should be utilized by an agency/organization in several ways:

1. As an opportunity to provide input into the training of future professionals in the field.
2. As a way to inject enthusiasm and new ideas into current operations.
3. As an opportunity to undertake projects, valuable to the agency/organization operations, that have not yet been undertaken.

XIII. HOW INTERNSHIPS ARE SELECTED

A. Role of the Student

The student should first determine career objectives, such as: what field he/she would wish to pursue if given the opportunity free of all restrictions. In other words, if a person could be anything he/she wanted, what would it be? This encourages the student to set and pursue high goals. The student should then investigate all relevant situations that fit his/her aspirations.

The student will complete an informational survey for the purpose of beginning a file. The student will complete all forms required by the University (see Forms Needed to Secure Internship & Internship checklist).

Upon acceptance of an internship, the student will perform any and all tasks assigned by the employer, and be an exemplary representative for his/her own sake, the employer, and the college.

B. Role of the University Supervisor

The University Supervisor's role is that of an advisor and evaluator. This is done on an on-site basis whenever possible and practical (not beyond a 2 hour drive), but if not, through periodic phone conversations with the employer. The director will advise students with regard to their own career aspirations, and help students secure internships which the students feel are meaningful and beneficial to their future careers

During the period of the internship, the director will attempt to communicate with the student for the purposes of advising and feedback via e-mail, phone, and/or visits.

This provides another opportunity for ensuring the success of the placement.

XIV. NECESSARY FORMS AND PAPERWORK

A. Forms needed to secure internship

1. Internship Checklist
2. Internship Application
3. Student Intern/Sport Organization Agreement
4. Student Intern/University Agreement

These forms can be obtained from the department or internship advisor and are found in appendix B of this handbook. Any questions concerning these forms should be directed to the faculty advisor or university supervisor.

The student must be registered in SM 470. It is a **controlled class**. Enrollment will take place through the faculty advisor.

B. Items needed once internship has been secured:

1. **Preliminary Student Evaluation:** To be given to the site supervisor on the first day of the internship.
2. **Internship Information:** To be completed and submitted to the university supervisor by the end of the first week of the internship.
3. **Weekly Log Sheets:** To be submitted weekly to the university supervisor throughout internship. Describe duties performed and insight or opinions of assigned duties. Signed by on-sight supervisor.
4. **Mid-Term Evaluation:** Student describes their internship experience on the top of the form, supervisor evaluates intern's performance on the bottom. Both signatures are needed before submitting. This form is to be completed halfway through the internship.

5. **Final Evaluation:** Supervisor evaluates and describes intern on the basis of their performance over the course of the internship. This form is to be submitted immediately upon completion of the internship.
6. **Exit Interview Survey:** To be completed by the student near the end of the internship and returned to the department office.
7. **Evaluation by Site Supervisor of Internship Student's Professional Preparation:** Supervisor provides information to the department to help in curriculum development near the end of the internship.
8. **Letter of Recommendation:** This is a letter from the on-site supervisor, recommending the intern for employment, based upon their performance with the organization.
9. **Organizational Analysis Paper:**

Please note that students will write about the areas that involve them. If you do not work in public relations or marketing, for example, you would write only about the aspects of PR and marketing having impact on your area.

- a. Student considerations involved in the internship:
 - Living arrangements, transportation, compensation, salary (if any), job description and duties.
- b. Organizational Overview
 - Organizational Chart.
 - Description of department in which internship was performed.
 - Should include interviews and the descriptions from individuals in the department. How did they get to where they are (biographical sketch) and current duties.
- c. Public Relations and Marketing
 - What is currently being done?
 - Use of Advertising
 - Use of promotions
 - Publications
- d. Finance and Budgeting
 - Description of procedures
 - How are purchases made?
 - Use of tradeouts (if any)
 - Accounting procedures
 - Annual reports
- e. Operations and Event Management
 - Description of duties and procedures
- f. Program Planning (Resorts and Recreation Agencies only)
 - How are activities chosen?
 - How are activities scheduled?
 - How are activities evaluated?
- g. Facilities
 - Overview and description
- h. Student Evaluation of Internship
 - Strengths
 - Weaknesses
 - Opinions
 - Recommendations
 - To organization

- To future interns
10. Exit Survey
 11. Site Supervisor's evaluation of the university's professional preparation of the student intern.

Copies of every required form can be found in the **Appendix** .

XV. GENERAL SUMMARY

After the student has completed all of the necessary forms with the University, he/she is then under the supervision of the Internship Advisor. The forms and items described above must be on file with the Internship Advisor to receive a final grade for the internship. A grade will be assigned on the same day that the requirements are completed.

INTERNSHIP CHECKLIST

<u>Assignment</u>	<u>Due Date</u>	<u>Completed</u>
Complete Application for Internship	_____	_____
Interview with Sport Organization		
Complete Student Intern/Sport Organization Agreement and submit to University Supervisor	_____	_____
Complete Student Intern/University Supervisor Agreement with University Supervisor	_____	_____
Submit Internship Information Form to University Supervisor no later than first week at Sport Organization	_____	_____
Give Site Supervisor Preliminary Student Performance Evaluation to be sent to University Supervisor by end of Week 2.	_____	_____
Submit weekly log to University Supervisor, week 1	_____	_____
Submit weekly log to University Supervisor, week 2	_____	_____
Submit weekly log to University Supervisor, week 3	_____	_____
Submit weekly log to University Supervisor, week 4	_____	_____
Submit weekly log to University Supervisor week 5	_____	_____
Submit weekly log to University Supervisor, week 6	_____	_____
Complete student section of Midterm Evaluation, give to Site Supervisor and submit it upon completion to University Supervisor.	_____	_____
Submit weekly log to University Supervisor, week 7	_____	_____
Submit weekly log to University Supervisor, week 8	_____	_____
Submit weekly log to University Supervisor, week 9	_____	_____
Submit weekly log to University Supervisor, week 10	_____	_____

Give Final Evaluation to Site Supervisor for completion and ask for letter of recommendation and completion of evaluation of Intern's professional preparation (p. 26)

Submit weekly log to University Supervisor, week 11

Submit weekly log to University Supervisor, week 12

Submit completed letter of recommendation, Final Evaluation, and Organizational Analysis Paper to University Supervisor

Mail exit survey to HHPR Department

If you agree with the sport organization to complete an internship for a period longer than 12 week or 480 hours, you will continue to submit weekly logs weekly.

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
GRADUATING SENIORS EXIT SURVEY

This survey must be completed during the last week of your internship and returned prior to a grade being assigned for your Internship.

Major _____

Option, if applicable _____

Semester and year of graduation _____

We greatly value your input concerning your educational experience at Southeast Missouri State University.

Please use the following rating scale in answering the following items.

- | | |
|---|-----------------------------|
| 5 | far exceeded expectations |
| 4 | exceeded expectations |
| 3 | met expectations |
| 2 | somewhat below expectations |
| 1 | far below expectations |

Write the number that best describes your assessment of:

- ___ 1. The OVERALL quality of your university education at Southeast Missouri State University.
- ___ 2. The OVERALL quality of your academic preparation in your major.
- ___ 3. The quality of knowledge content presented in courses in your major.
- ___ 4. The quality of the experiential (practicum and other out-of-classroom experiences) component in your curriculum leading up to the internship semester.
- ___ 5. The quality of advisement by your departmental academic advisor.
- ___ 6. The quality of instructors in your major.
- ___ 7. The adequacy of facilities and equipment that support your major.
- ___ 8. The value of the majors' club to enhance your academic preparation.

- ____ 9. Your money's worth for education at the Department of Health, Human Performance and Recreation.
- ____ 10. Your money's worth for education at Southeast Missouri State University.

Please answer some additional questions to help us further improve the curriculum.

Please answer the following. **USE ADDITIONAL PAPER IF YOU WISH.**

ACADEMIC PREPARATION

Strengths

Suggestions to improve your program

INSTRUCTORS

Strengths

Suggestions to improve your program

FACILITIES AND EQUIPMENT

Strengths

Suggestions to improve your program

OTHER OBSERVATIONS

Return this form to the Department of Health, Human Performance and Recreation, MS 7650, ATTN: Department Administrative Assistant, Exit Survey-Confidential or FAX to 573-651-5150. Enclose a removable note indicating your own name and a permanent e-mail address so we may keep in touch with you after graduation. The administrative assistant will record that an evaluation was received from you; identification will be removed; then the survey will be stored anonymously until after all internship grades have been assigned.

EVALUATION BY SITE SUPERVISOR OF
INTERNSHIP STUDENT'S PROFESSIONAL PREPARATION
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
SOUTHEAST MISSOURI STATE UNIVERSITY

1. Please indicate your assessment of the effectiveness of our curriculum in preparing our student.

Excellent	Above Average	Average	Below Average	Poor
5	4	3	2	1

Comments:

2. In what areas are the student's strengths?

3. In what areas are the student's weaknesses?

4. What, if any, new courses or additions/changes to our curriculum would you recommend?

Please indicate the semester and year of the Internship _____

Sport Management Program

Please Return to: Southeast Missouri State University, Department of Health, Human Performance and Recreation, MS 7650, One University Plaza, Cape Girardeau, MO 63701 or FAX to 573-651-5150.

Sport Management

Internship Final Evaluation Report

Student Intern's Name: _____

Cooperating Employer:

Name: _____

Organization: _____

Address: _____

Please check one statement in each category that best describes the intern in terms of their performance with your organization.

Interpersonal Relationships

- Is well accepted, and respects the ideas and thoughts of others.
- Is accepted, and is tolerant of others and their opinions.
- Experiences difficulty in being accepted and accepting others.
- Has been unsatisfactory in terms of interpersonal relationships.

Initiative (Has student demonstrated the ability to work independently?)

- Recognizes jobs that need completion, and does so without being asked.
- Completes routine work, and asks for other assignments.
- Seldom does more than is asked.
- Must be told what to do, when to do it, etc.

Reliability (Has the student shown dependability?)

- Can be relied upon implicitly in all matters.
- Can be relied upon in most cases.
- Frequently fails to be dependable.
- Cannot be relied upon.

Judgment (Has the student demonstrated a sound decision making process?)

- Exceptionally mature and sound.
- Usually makes correct decisions.
- Sometimes makes poor decisions.
- Consistently shows poor judgment.

Attitude Toward Work

- Very enthusiastic and motivated.
- Very interested and industrious.
- Average-accepting.
- Indifferent at times totally disinterested.

Ability to Learn and Understand

- Learns very quickly.
- Learns readily.
- Average learner.
- Slow to learn and comprehend.

Quality of Work Performance (Written, tasks, etc.)

- Excellent Good Average Poor

Attendance

- Regular Irregular

Punctuality

- Regular Irregular

Personal View of Future Success of Student in an Employment Opportunity Similar to That of the Internship.

- Excellent chance of success.
 Good chance of success.
 Average chance of success.
 Little or no chance of success.

Would You Hire the Student if You Had an Opening or Would You Provide a Recommendation of Future Employers?

- Yes No

Overall Performance of Student Intern

- Outstanding Very good Average Marginal Unsatisfactory

Additional Comments or Remarks:

Return Completed forms to:

_____ (Name of University Supervisor)

Southeast Missouri State University
One University Plaza, MS 7650
Cape Girardeau, MO 63701

Sport Management Internship Midterm Supervision Report

The Intern - Write a brief summary and evaluation of your internship experience up to this time.

The Agency Supervisor - Please provide a candid evaluation of the intern's work and include strengths and weaknesses observed up to this time. (Please discuss your comments with the intern in order to provide them with constructive feedback regarding their performance.)

Signature of Intern _____

Signature of Agency Supervisor _____

SOUTHEAST MISSOURI STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
CAPE GIRARDEAU, MO 63701

INTERNSHIP INFORMATION FORM

Complete and return this form to your University Supervisor.
Please use the reverse side to give directions from SEMO to the Internship Site.

Student Intern's name _____

Sport Organization _____

Sport Organization's Address _____

Sport Organization's Phone _____

Fax _____

Site Supervisor's name _____

Site Supervisor's job title _____

Site Supervisor's phone _____

Fax _____

Student Intern's home address _____

Student Intern's phone _____

Permanent address _____

Permanent phone _____

Date Internship begins _____

Length of internship _____

SOUTHEAST MISSOURI STATE UNIVERSITY
COLLEGE OF HEALTH AND HUMAN SERVICES
DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
CAPE GIRARDEAU, MO 63701

PRELIMINARY STUDENT PERFORMANCE EVALUATION

To be completed by the Site Supervisor, reviewed with the Student Intern, and returned to the University Supervisor, Southeast Missouri State University, Department of Health, Human Performance and Recreation, One University Plaza, MS 7650, Cape Girardeau, MO 63701. To be completed by end of week 2 of the internship.

Date _____

Sport Organization _____

Sport Organization's Address _____

Phone _____ FAX _____

Site Supervisor's name _____

Site Supervisor's signature _____

Student Intern's name _____

Student Intern's signature _____

Please comment briefly on the following:

1. Attitude:
2. Awareness and preparation for internship:
3. Appearance:
4. Interpersonal communication skills:
5. Appropriate placement: _____ Yes _____ No

Date Received _____ University Supervisor _____

**Southeast Missouri State University
Sport Management Internship
Weekly Log Sheet**

Name: _____ Hours Worked This Week: _____
Organization: _____ Current Total Hours Worked in Internship: _____
Week-Ending Friday: _____ Supervisor's Signature: _____

	Day Activity	Comments	Total Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
COLLEGE OF HEALTH AND HUMAN SERVICES
SOUTHEAST MISSOURI STATE UNIVERSITY
CAPE GIRARDEAU, MO 63701

STUDENT INTERN/UNIVERSITY AGREEMENT

Complete the following form in duplicate. Give a copy of the completed form to your faculty advisor. Keep one for your records.

The following items between _____ and _____
(Student intern) (University supervisor)
Discussed and agreed upon this ____ day of _____, _____ in _____,
(month) (year) (city)
_____ constitutes a binding agreement for _____ to be completed by
(state) (course)
_____.
(date)

TERMS OF AGREEMENT

The Student Intern will:

1. Read the Sport Management Internship Manual and be responsible for demonstrating knowledge of its contents to the Faculty Advisor and University Supervisor.
2. Submit all materials on time.
3. Submit the Internship Information Form prior to the start of the Internship or at the end of the first week of his/her internship.
4. Give the Preliminary Student Performance Evaluation to the Site Supervisor during the first week of his/her internship.
5. Submit the weekly log to his/her assigned University Supervisor after completing the log, reviewing it with the Site Supervisor from the sport organization and obtaining his/her signature.
6. Give the Midterm Evaluation to the Site Supervisor at least one week prior to completing 240 log hours, with the student intern's section of the evaluation completed.
7. Review the Midterm Evaluation with the Site Supervisor to review the Midterm Evaluation and obtain his/her signature, make a copy for the student intern's records and mail or fax the Midterm Evaluation to the University Supervisor.

8. Give the Site Supervisor the Final Evaluation, Site Supervisor Evaluation of Student Intern's Professional Preparation and ask for a letter of recommendation after 400 log hours or 2 weeks prior to completing the internship.
9. Review the Final Evaluation and the letter of recommendation with the Site Supervisor during the last week of the internship.
10. Submit the Final Evaluation and the letter of recommendation to the University Supervisor no later than the end of the last week of the internship.
11. Submit the organizational analysis paper to the University Supervisor and any other internship materials during the final week of the semester or at the conclusion of the internship.
12. Abide by the policies and regulations of the sport organization.

The University Supervisor will:

1. Represent the University in all official arrangements with the Sport Organization in the conduct of on- and off-campus departmental service programs.
2. Supervise and give final approval for Student Intern placements.
3. Maintain open communication with the Student Intern and the Sport Organization on all matters pertaining to the Student Intern and the internship.
4. Review and discuss each item of the agreement with the Student Intern.
5. Evaluate all student intern assignments (weekly logs, midterm evaluation, final evaluation, letter of recommendation, and organizational analysis paper) and discuss with the Student Intern when necessary.
6. Make at least three contacts with the student and/or the Sport Organization during the semester to monitor the Student Intern's progress.
7. Upon careful review and evaluation of the Student Intern's internship assignments (weekly logs, midterm evaluation, final evaluation, letter of recommendation, and organizational analysis paper) determine the final grade for SM 470.

I hereby acknowledge that the items explained in this agreement constitute a binding agreement for an educational experience between the Student Intern and University Supervisor. The grade assigned in the course, SM 470, will be based on the aforementioned items.

(Student Intern) (Date)

(University Supervisor) (Date)

DEPARTMENT OF HEALTH, HUMAN PERFORMANCE AND RECREATION
COLLEGE OF HEALTH AND HUMAN SERVICES
SOUTHEAST MISSOURI STATE UNIVERSITY
CAPE GIRARDEAU, MO 63701

STUDENT INTERN/SPORT ORGANIZATION AGREEMENT

Complete the following form in triplicate. Give a copy of the completed agreement to your Site Supervisor and one to your University Supervisor. Keep one copy for your records.

The following agreement between _____
(Student Intern)
and _____ for _____ discussed
(Site Supervisor) (Sport Organization)
and agreed upon this _____ day of _____, _____ constitutes a binding
(month) (year)
agreement for the internship experience during the _____ semester to fulfill 12 credit
hours in the course, Sport Management Internship (SM 470).

- I. Sport Organization relationship with the University of Southeast Missouri State University at Cape Girardeau:
 - A. Complete the Preliminary Student Performance Evaluation.
 - B. Complete the Midterm Evaluation.
 - C. Complete the Midterm Evaluation conference with the student intern.
 - D. Complete the Final Evaluation within the last two weeks of the internship.
 - E. Write a letter of recommendation for the student.
 - F. Cooperate with the University Supervisor and representatives of the Department of Health, Human Performance and Recreation.
 - G. Philosophy of the Sport Organization in regards to the Student Intern:
 1. To hold the personal growth and development of the Student Intern is the primary concern and motivation of the Sport Organization in participating the internship program.
 2. To work towards improvement in professionalism and personal skills so that the Student Intern may have confidence and competence to seek an entry level position in sport management.
 3. To adhere to requirements by the Southeast Missouri State University of Cape Girardeau and in cases of disagreement in regard to principles, practices, and philosophies, a satisfactory solution will be determined in consultation with the University Supervisor, the Student Intern, and the Site Supervisor.
 - H. Compensation to be paid to the Student Intern, if applicable,

(salary, hourly wage or commission)

- I. Although the _____ is completing the agreement,
(Supervisor Title in Sport Organization)
professional staff and employees will work toward the educational and professional development of the Student Intern and the completion of the items covered herein.

APPLICATION FOR INTERNSHIP

Date _____

Name _____ Student I.D. Number _____

Permanent Address _____ Phone _____

Local Address _____ Phone _____

E-mail _____

Current Cumulative GPA _____ Major _____

Semester of Internship _____ Semester Declared Major _____

Number of credit hours completed _____ (now)
 _____ (anticipated by end of current semester)

Sport Organization _____

Site Supervisor _____

Address _____

Phone _____

E-mail _____

I understand that I will be responsible for arranging transportation to and from the site, all financial arrangement connected with the internship (including tuition & student fees), housing, and other arrangements as necessary to meet the requirements for this educational experience. A stipend or compensation may be arranged with the Sport Organization by the student.

Check of eligibility requirements for Internship by Faculty Advisor

Requirement	Acceptable	Deficient
Required Course Work Completed		
GPA		
Exit Interview with Chairperson if graduating at completion of internship		