

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

INTERNSHIP COORDINATORS

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INTERNSHIP DEFINITION

Internships are practical, hands-on learning experiences facilitated through a collaborative effort between students and their site supervisors. Together, they establish clear objectives focused on both learning and professional development. Internships should be structured in a way that allows students to draw clear connections between their academic studies and the work they perform during their internship. Through this immersive experience, interns gain invaluable insights and practical skills that prepare them for their future careers in the sport industry.

INTERNSHIP REGISTRATION AND CREDIT GUIDELINES

Student Eligibility

- Sport Management Level 1 and 2 students are eligible to register for SM 403 to earn academic credit for an approved domestic or international internship.

Registration Process and Overrides

- Complete pages 6-11 in this packet and email as a single PDF to your faculty internship coordinator before the internship begins. If that's not feasible, submit the paperwork within the first week of starting the internship. No exceptions.
- Approval is subject to the faculty Internship Coordinator's discretion and is not guaranteed.
- Once the faculty Internship Coordinator approves the internship for credit, Kinesiology Registration activates the override, allowing students to complete their registration on Wolverine Access.

Term of Enrollment

- For fall or winter internships, students must be enrolled in SM 403 and actively engaged in the internship during that term.
- For year-long internships spanning the academic year, students must submit their paperwork in the fall, prior to starting, and register for the credits in the winter term.
- For summer internships, enrollment in SM 403 can occur in either the summer or the following fall term. Note that enrolling in SM 403 during spring or summer terms incurs tuition for those terms.

Credit Allocation

- Credit for an internship is awarded only after completion; it cannot be scheduled for a term before the internship or granted retroactively.
- Students can earn 1 to 3 credits for an internship, with each credit requiring 50 hours of work. A minimum of 150 hours is needed for 3 credits.
- Students have the option to work more hours than the credit requirement.

Repeat Internships

- Internships may be repeated, pending approval from the faculty Internship Coordinator.
- Students are required to resubmit the SM 403 forms and explain how repeating the internship benefits their professional development.

Grading Criteria

- Grades are based on an S/U (Satisfactory/Unsatisfactory) scale, contingent on: (a) completing required work hours (50 hours per credit); (b) submitting final deliverables on Canvas; (c) and conducting a performance review meeting with site supervisor and including the signed *Student Performance Evaluation* form with the final deliverables.
- The site supervisor must confirm the internship's successful completion. The Sport Management Program will contact the site supervisor directly for confirmation 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, the Student Acknowledgment, the Internship Learning Plan, and meet with the Internship Supervisor to review.
- Provide the Internship Supervisor with the Site Supervisor Acknowledgment form; obtain their signature.
- Email the completed paperwork below as a **SINGLE PDF FILE** to your assigned faculty Internship coordinator for approval.
- Obtain an override for SM 403 from the faculty 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 the 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.
- Submit your Weekly Journal log on Canvas at your internship's midpoint, using an estimated total work hours to determine this point. After completing the internship, submit the full Weekly Journal log.
- Before your internship ends, provide the Final Student Evaluation form to your Internship Supervisor. Arrange a meeting with your supervisor to discuss your performance and review the evaluation during an exit interview. After obtaining the signed evaluation form from your supervisor, submit it along with your final deliverables on Canvas.

At the End of the Internship:

For Students Earning 1 Credit for their Internship: Submit a 5-page reflection paper; the link to your updated e-portfolio; the Weekly Journal log; your Internship Site Assessment; and the supervisor's Student Performance Evaluation.

For Students Earning 2 Credits for their Internship: Submit a 10-page reflection paper; the link to your updated e-portfolio; the Weekly Journal log; your Internship Site Assessment; and the supervisor's Student Performance Evaluation.

For Students Earning 3 Credits for their Internship: Submit a 10-page final paper; the link to your updated e-portfolio; the Weekly Journal log; your Internship Site Review; the supervisor's Student Performance Evaluation; and a professional 3-5 minute impact video providing a compelling narrative of your internship experience and its impact on your professional journey.

Internship	Reflection Paper	Updated e-Portfolio	Weekly Journal	Internship Site Assessment	Student Performance Evaluation	Internship Impact Video
1 Credit	5 pages	✓	✓	✓	✓	
2 Credits	10 pages	✓	✓	✓	✓	
3 Credits	10 pages	✓	✓	✓	✓	✓

Instructions for Final Deliverables:

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).

REFLECTION PAPER: Please use double-spacing, 1-inch margins, and cite all sources with the APA format. Papers should be well written, carefully edited, and employ the following recommended format - each section should be thoughtfully addressed, providing specific examples and reflections:

Section 1 Internship Overview: Describe your internship role and responsibilities. What were your daily tasks and major projects? How did the organizational structure and culture influence your work?

Section 2 Academic Connections: Relate your internship experience to your sport management coursework. Which courses were most relevant to your internship and why? How did your academic knowledge benefit you during the internship? Were there instances where you felt unprepared or wished you had more knowledge in a particular area?

Section 3 Skill Development and Practical Learning: Reflect on the skills and knowledge you developed or applied. What new skills did you acquire, and how did you develop them? Discuss a significant challenge you faced and how you overcame it. How did this internship experience refine your understanding of the sport industry?

Section 4 Career Relevance and Professional Growth: Assess the impact of the internship on your career plans. How has this experience influenced your career aspirations in the sport industry? What insights about the industry or profession have you gained that you hadn't considered before? How do you plan to use this experience to advance your professional goals?

WEEKLY JOURNAL LOG: In a single 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. The Weekly Journal log will need to be submitted during the internship's midpoint (using an estimated total work hours to determine this point), and at the end of the internship.

INTERNSHIP IMPACT VIDEO: Only required of students earning 3 credits for their internship. Create a professional 3-5 minute video providing a compelling narrative of your internship experience and its impact on your professional journey. Utilize clear and professional visuals and audio, ensuring you are well-lit and audible. Be sure to edit the video for clarity, pacing, and engagement, aiming for a concise yet informative presentation. Use the following STAR format for the video:

Introduction: Start with a brief introduction of yourself and the internship position, including the organization's name and your role.

Situation: Describe a specific situation or project you were involved in during your internship. This sets the context for your story.

Task: Explain the tasks you were given in that situation. What were your responsibilities?

Action: Detail the specific actions you took to address the tasks. How did you approach the situation?

Result: Share the outcomes of your actions. Highlight achievements, learned lessons, and the impact of your work on the organization.

Reflection: Conclude with reflections on your professional growth and how the internship influenced your career aspirations.

STUDENT PERFORMANCE EVALUATION: Before your internship ends, you must hold a performance review meeting with your site supervisor. Give your supervisor the *Student Performance Evaluation* form to fill out, sign, and return to you. Schedule an exit interview to discuss the evaluation, which will help you understand your strengths and areas for improvement. Submit this completed and signed form with your other final deliverables on Canvas.

Deadline for Submission of Final Deliverables at the End of the Internship:

Internship	Term of Registration	Deadline for Submission of Final Deliverables
Fall Internship	Internship work conducted in the fall, with Fall term registration	December 15
Winter Internship	Internship work conducted in the winter, with Winter term registration	April 15
Year-Long Internship	Internship work conducted in the fall and winter, with Winter term registration*	April 15
Spring Internship	Internship work conducted in the spring/summer, with a Spring or Spring/Summer term registration	June 30
Summer Internship	Internship work conducted in the summer, with a Summer term registration	August 15
Summer Internship	Internship work conducted in the summer, with a Fall term registration	September 1

* For year-long internships, submit the SM 403 paperwork at the start of the fall term for approval.

INTERNSHIP INFORMATION

** Completed by student before internship.*

NOTE: The internship information must be submitted to the faculty Internship Coordinator via email along with the Internship Learning Plan, Student Acknowledgement, 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 before internship and approved by the Site Internship Supervisor.*

Student Name: _____

Internship Site: _____

Internship Supervisor: _____

Outline the learning goals for the internship.

Describe the key planned work activities for the internship.

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 before internship.***

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 faculty 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 Faculty 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 before 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 term 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 to 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.

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

Student Name (Printed)

UMID Number

Student Signature

Date

STUDENT PERFORMANCE EVALUATION

** Completed by the supervisor at the end of the internship. Student and supervisor meet to discuss at an exit performance review meeting.*

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 Name (Printed)

 Title

 Internship Supervisor Signature

 Date

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

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)?