University of Michigan, School of Kinesiology
Sport Management Internship Policy Guidelines
SM 403

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 his/her career goals and objectives. An internship must be substantive, meaning that the student will be participating in the workplace, not simply doing clerical or errand work. It must also be paraprofessional in nature, in that an intern must be properly supervised and provided with ongoing training by a professional in the field.

Internship Purpose
The primary purpose of an internship is to give the student the opportunity to apply theory in a real work 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 his or her first professional position.

Eligibility for Academic Credit
Second level Sport Management students are eligible to get credit for the academic results of an approved and successfully completed internship by meeting the following requirements:

- Students must consult with their faculty mentor and the Internship Coordinator about their eligibility to receive academic credit for their internship and complete the appropriate paperwork in this packet 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(.5-3 credit hours).
- You must register for SM 403 before your internship begins, but the course may be on your schedule the term after your internship ends (e.g., for a spring/summer internship, SM 403 may be listed on your spring/summer or fall schedule). **No credit will be awarded for an experience before it is completed and it may not be on your schedule for the term before you do the work. No retroactive credit will be awarded. You must be registered before you begin working at the internship.**
- **A student will be required to pay for the number of credit hours assigned.** Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar's website. (http://www.umich.edu/~regoff/tuition/)
- A student must work a minimum of 50 hours and 50 hours for each earned credit. (50 = .5 or 1 credit, 100 = 2 credits, 150+ = 3 credits). Students may choose to work 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 student's faculty mentor and the Internship Coordinator.

Grading
A student will receive a grade of S/U. Grades will be based on completion of:

- All appropriate paperwork from this packet including the student contact and learning contract (Pages 2-8 are due to the Internship Coordinator *before* an override will be issued)
- Appropriate number of hours, as outlined above
- Mid-term and final evaluation from site supervisor
- Weekly journal and paper, as described later in this document
- Internship evaluation

Unless otherwise noted, all of the above will be due to the Internship Coordinator **72 hours after the last day of classes**.

Internship Information

NOTE: The internship information must be submitted to the Internship Coordinator along with a completed copy of pages 4-8 (Student Contract, Learning Contract, Responsibilities Pages)BEFORE an override will be issued for the course.

Credit Hours (Circle one): .5 1 2 3

Term and Year for Registration: _____

To Be Completed By the Student:

Student Name:_____ UM ID# _ _ _ _ _ _ _ _

Telephone:_____ Email Address:_____

Faculty Mentor:_____

Internship Organization:_____

Internship Position Title:_____

Supervisor's Name:_____

Supervisor's Title:_____

Supervisor's Telephone:_____

Supervisor's Email Address:_____

Internship Compensation other than credit (Circle all that apply):

Paid Hourly Paid Stipend Unpaid

Internship Beginning Date:_____ Internship Ending Date:_____

Hours Per Week:_____

Please describe how you learned about this position:_____
_____

Job Description: Describe in detail the roles and responsibilities you will hold during the internship. Please list duties and projects to be completed. If additional space is needed, please attach an extra sheet.

_____
_____
_____
_____
_____

Responsibilities of the Student

Before Registration:

- Meet with Internship Coordinator to discuss internship sites, policies, procedures, etc. and to share what you hope to gain through the experience.
- Obtain the internship.
- Complete Internship Information and Student Contract.
- Complete Learning Contract and meet with Site Supervisor to review. Obtain his or her signature on pages 5 and 8.
- Meet with Faculty Mentor to discuss internship so that the faculty mentor may determine whether it will meet criteria listed under definition and therefore be considered legitimate internship opportunity. Share what you hope to gain through the experience. Get Faculty Mentor's signature on page 6.
- Obtain override for SM 403 from Internship Coordinator. (The override will only be given after the Internship Coordinator has received a signed copy of pages 2-8 of this packet including the Student Contract and Learning Contract).
- Provide a copy of all completed documents to your site supervisor.

During Internship:

- Maintain a weekly journal during the internship. The journal must include hours worked, as well as a description of what projects/activities the intern participated in that week. Each week's journal entry should be at least one paragraph.
- Give the midterm and final evaluation forms to the site supervisor halfway through and on the last day of the internship, respectively. Review both evaluations with the site supervisor, sign, and return to the Internship Coordinator. The midterm evaluation is due at the midpoint of the internship; the final evaluation is due 72 hours after the last day of classes.

At the End of the Semester:

- Submit a five (5) page final report to the Internship Coordinator. The report must include an overall description of the internship, agency, work expectations and duties, as well as an evaluation of your experience based on your learning objectives, career goals, and preparation. Related your evaluation statements to specific events in the internship. Additional information regarding the requirements for the final report is provided later in these materials.
- Complete the Internship Site Survey and return it to the Internship Coordinator.
- Make sure **all required documentation** is returned no later than **72 hours after the last day of classes** to:

Katie Kennealy, Internship Coordinator
University of Michigan, School of Kinesiology
1402 Washington Heights, Room 1126
Ann Arbor, MI 48109-2214
Fax: 734-647-2808
Kines-internship@umich.edu

Student Contract

Please read and **initial** each statement below.

____ I have thoroughly read and understand the Responsibilities of the Student section of this document and agree to abide by those responsibilities, as well as by the Learning Contract.

___ I understand that if I misrepresent the internship experience or fail to abide by the Responsibilities of the Student section of this document that I can risk being subject to Kinesiology's academic misconduct policy and/or loss of internship credit.

___ I understand that neither the University of Michigan, nor any of the University's employees or agents, are responsible for any of the expenses, property damages or personal injuries that I may experience or that I may cause to others, in connection with my participation in this internship.

___ I understand that successfully completing my work 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 certify that I have read the information above and that I understand it.

_____ _____

Student Name (Printed) UMID Number

_____ _____

Student Signature Date

Responsibilities of the Site Supervisor

- Define the position, project, or other form of assignment carefully and clearly for the student.
- Help develop, review, and abide by the Learning Contract in this packet.
- Provide the student with clear expectations in terms of productivity and educational growth.
- Provide the student with sufficient space, contact with other personnel, materials and supplies, and information needed to accomplish the Learning Goals that are determined and agreed upon for the student during the internship.
- Help the student to understand the objectives of the position, project, or assignment and the setting in which he or she is to be placed (including things such as office rules and dress codes).
- Make the student aware of your expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, standards of performance, and accomplishments.
- Evaluate the student at the mid point and the end of the internship. Use the evaluations provided, discuss the evaluations with the student, sign the evaluations and then please give the signed copies to the student to turn in to the Internship Coordinator.
- Consult with your advisors regarding compliance with the Fair Labor Standards Act (FLSA), ownership of intellectual property, general liability issues or any other potential areas of concerns.
- Contact the Internship Coordinator (Katie Kennealy, kennealy@umich.edu or 734-647-2697) as needed to discuss any issues that arise during the course of the internship.

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

_____	_____
Supervisor Name (Printed)	Student Name
_____	_____
Supervisor Signature	Date

Responsibilities of the University

Faculty Mentor

- Advise students on choosing internship sites.
- Discuss internship opportunity with the student to verify that it is a legitimate experience that will aid his or her career goals, supplement material taught in Kinesiology courses, and meet all criteria described in the definition of an internship found in this document.
- Discuss with the student how the internship experience will fit into the student's academic plan.
- Discuss concerns with the student and with the Internship coordinator at the beginning, ending and during the course of the internship, if necessary.

I approve of the student's internship, as discussed and documented in this paperwork.

Faculty Mentor Signature_____ Date_____

Internship Coordinator

- Advise students on choosing internship sites.
- Assist in the planning, implementation, and evaluation of the internship.
- Discuss concerns with the student and with the faculty advisor at the beginning, ending, and during the course of the internship, if necessary.
- Review the Student's Learning Contract.
- Gather all documents provided by the student and enter grades (S/U) based on the student's completion of internship requirements.
- Read student's papers and evaluations and discuss any concerns with the faculty advisor.
- Submit final grades to the Registrar's Office for official recording.

Internship Coordinator Signature_____

Date_____ Date Override Issued_____

Internship Learning Contract

Guidelines
The objectives to be gained through an internship differ among individuals. Establishing Learning Goals ahead of time will help the student get more out of the experience because he or she will better understand what and how they are learning from the internship. A Learning Contract should include such items as: Learning Goals, Strategies, Self-evaluation methods. The student should prepare the Learning Contract and share it with the Site Supervisor to ensure that he or she understands the student's goals and can help structure the experience accurately.

The following are guidelines for producing the Learning Contract:

1. Learning Goal(s)

Describe what you intend to learn through the internship. Be specific. Is your primary aim gaining, applying, or testing a particular body of knowledge, or acquiring or improving upon a skill (e.g., advocacy, advising, writing, supervising)? Are you interested in testing a career interest and your own suitability for that career, or trying to clarify the direction of your remaining college years? Is your purpose to get a permanent job? Write one sentence for each goal. Number your goals so that the items you list under Strategies and Evaluation Method below will correspond to the relevant goals.

2. Strategies

Describe what you will do to reach your goals. Will you undergo training? How many hours? Will you be working on a specific project? Will you ask your faculty advisor or site supervisor to recommend certain materials, books or articles for you to read? Will you attend any related conferences or meetings? Do you plan to do some informational interviewing with professionals in the career track you have selected or observe others in action? Have you thought about visiting another site to get a broader perspective? You can use more than one strategy to meet each goal.

3. Self-Evaluation Method

Describe the evaluation method you will use to show others that you have achieved, or made progress toward your learning goals. You will keep a weekly journal and summarize your experience in a five (5) page paper. How will you evaluate yourself? What are you going to do with the information you learn upon the completion of your internship?

SM 403

Learning Contract

Student Name:_____ Internship Site:_____

Supervisor Name:_____

Learning Goal(s)

1._____
2._____
3._____
4._____
5._____

Strategies (Your strategies should correspond to your Learning Goals)

1._____
2._____
3._____
4._____
5._____

Self-Evaluation Method

1._____
2._____
3._____
4._____
5._____

Site Supervisors: Please sign below indicating that you the student has shared their Learning Contract with you.

Site Supervisor Signature:_____Date:_____

SM 403

UNIVERSITY OF MICHIGAN-KINESIOLOGY
SPORT MANAGEMENT
MID-TERM STUDENT EVALUATION

Student Name:_____ Today's Date:_____

Internship Title:_____ Internship Dates:_____

Internship Site:_____ Internship Supervisor:_____

Phone:_____ Email: _____

Brief Description of Student's Duties:
_____
_____
_____
_____

Directions: *Please circle those qualities that apply to the student's performance using the scale below.*

1. Outstanding 2. Above Average 3. Average 4. Below Average 5. Unsatisfactory

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

Work 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 and Follows Directions	1	2	3	4	5
Asks Pertinent Questions	1	2	3	4	5
Demonstrates Skills 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

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

Comments:_____

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

Supervisor's Signature_____Date_____

Student's Signature_____Date_____

Student: Please return to Internship Coordinator once completed (at midpoint of internship).

SM 403

UNIVERSITY OF MICHIGAN-KINESIOLOGY
SPORT MANAGEMENT
FINAL STUDENT EVALUATION

Student Name:_____ Today's Date:_____
Internship Title:_____ Internship Dates:_____

Internship Site:_____ Internship Supervisor:_____

Phone:_____ Email Address:_____

Brief Description of Student's Duties:
_____
_____
_____
_____

Directions: *Please circle those qualities that apply to the student's performance using the scale below.*

1. Outstanding 2. Above Average 3. Average 4. Below Average 5. Unsatisfactory

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

Work 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 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

Comments:_____
_____

_____

_____ _____

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

Comments:_____

_____

_____

_____

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

_____

_____

_____

Supervisor's Signature_____Date_____

Student's Signature_____Date_____

Student: Please return to Internship Coordinator once completed.

Summary Paper Guidelines (SM 403)

All students must complete a summary paper to be submitted to the Internship Coordinator **no more than 72 hours after the last day of regular classes** during the semester registered. The purpose of this paper is to clearly document that your internship has been a college-level learning experience. The paper should be a minimum of five (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.

1. Review each academic goal in your Learning Contract. Write an evaluation of your internship performance that indicates how you did or did not reach your goals and why. Relate your evaluation statements to specific events of your internship.

2. Discuss in detail how your internship provided, or failed to provide opportunities to test theoretical concepts you learned in your academic course work. Include specific examples that illustrate your perception of the relationship between theory and practice.

3. In your work with a practicing professional, what did you learn from that person? How does this individual keep abreast of current theory and practice in his/her field?

Drop off or send completed paper and other materials via US mail, or e-mail to:

Katie Kennealy, Internship Coordinator
University of Michigan, School of Kinesiology
1402 Washington Heights, Room 1126
Ann Arbor, MI 48109-2214
Fax: 734-647-2808
kines-internship@umich.edu

SM 403

University of Michigan, School of Kinesiology
Sport Management
Internship Evaluation

1. Name:_____ Date:_____

2. Organization:_____ Position Title:_____

3. Start Date:_____ End Date:_____

4. Compensation other than academic credit (circle all that apply):

Paid Hourly Paid Stipend Other

5. How did you locate this position (circle all that apply):

Katie Email Kinesiology Posting Kinesiology Alumni Career Center

Family Connection Website Posting Other

If other, please explain:_____

6. 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:_____

7. Best part about experience:_____

_____

8. Worst part about experience:_____

_____

9. If you are graduating, how did your experience help with your job search?_____

_____

10. Were you the only intern or part of an intern program? _____

11. Did you have an orientation? Yes No

12. Would you recommend this experience to other students? Yes No

Why or why not?_____