

## University of Michigan Sport Management SM 403 | 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.

### SM 403 APPLICATION

Internships must be approved for academic credit by the appropriate Faculty Internship Coordinator in order to obtain the override to enroll in SM 403. Students should submit their [online application](#) to request approval. Be prepared to share the details of your internship and the contact information of your internship site supervisor. You will need to craft an internship learning plan as part of the application. The learning plan will include your learning goals, the key work activities you expect to complete, and the ways you'll be evaluated by your site supervisor.

### 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 the [online application](#) **before the internship begins**. If that's not feasible, submit the paperwork within the first week of starting the internship. No exceptions.

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- 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.

### ***Enrollment Limits***

- Students may not enroll in more than 18 semester credits, including those from SM 403. Exceptions are considered only under urgent circumstances, such as when necessary to maintain a student's path to on-time graduation. Students must submit a petition for exceeding this credit limit, which will be reviewed on a case-by-case basis.

### ***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:***

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- Obtain the internship and carefully read the SM 403 policies and procedures outlined in this packet.
- Complete the [online application](#) which includes the internship information, the student acknowledgment form, and the internship learning plan.
- The online application process will automatically email the Site Supervisor Acknowledgment form to your designated Internship Supervisor for signing and submission.

### ***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 the e-portfolio you created in SM 217 (Business Communication). Upload an updated resume with the internship experience, and if applicable, upload samples of internship assignments/projects completed during your internship; be sure your Internship Supervisor permits the internship assignments/projects to be shared. 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:

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**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. This form evaluates your performance and the skills you developed during the internship. 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
<b>Fall Internship</b>	Internship work conducted in the fall, with Fall term registration	December 15
<b>Winter Internship</b>	Internship work conducted in the winter, with Winter term registration	April 15
<b>Year-Long Internship</b>	Internship work conducted in the fall and winter, with Winter term registration*	April 15
<b>Spring Internship</b>	Internship work conducted in the spring/summer, with a Spring or Spring/Summer term registration	June 30
<b>Summer Internship</b>	Internship work conducted in the summer, with a <b>Spring/Summer or Summer term registration</b>	August 15
<b>Summer Internship</b>	Internship work conducted in the summer, with a <b>Fall term registration</b>	September 1

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