

Sport Administration Internship: Requirements & Procedures

Wingate University School of Graduate and Adult Education
School of Sport Sciences

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Sport Administration Internship: Requirements & Procedures

Catalogue Description

MASA 620: Sport Administration Internship

This internship will occur approximately at the midpoint of the student's program. A minimum of 75 hours will earn one (1) credit hour and will be supervised by Sport Sciences faculty and the internship site supervisor. The internship can be taken Fall, Spring or Summer for 225 hours for three credits.

Student Internship Objectives

- To provide students the opportunity to integrate theory and practice in their professional education; to encourage the exchange of contemporary thinking and insights between the intern and agency administration.
- To provide students an opportunity to promote and broaden their philosophy and understandings of the process of the athletic administration profession.
- To enable students to obtain information which can be used as a basis for making choices in relation to future jobs, areas of specialization, and/or further study in sport administration.
- To enable students to realize and reflect on their own strengths and weaknesses.
- To provide students an opportunity to gain experience in leadership, supervision, and administrative functions within a sport agency.
- To help students gain an understanding and appreciation of the role, duties, and responsibilities of an administrator.
- To provide students with experiences that will enable them to develop positive human relations skills.
- To strengthen relationships among sport organizations and agencies and the Wingate University, School of Sport Sciences.

GENERAL POLICIES AND RESPONSIBILITIES

The student is responsible for locating an organization/agency that is willing to provide an internship experience. All regulations, conditions of health and safety, and legal requirements will apply to the student. It is the student's responsibility to meet all the employee requirements of the agency (e.g., dress, working hours, etc).

It is also the student intern's responsibility to keep the School of Sport Sciences Internship faculty supervisor informed of all problems, difficulties, or delays encountered during their internship experiences. The student intern is expected to act in a manner commensurate with their status as a worker as required by the agency and in a manner representative of the ideals of Wingate University. Inappropriate and/or unethical conduct exhibited while engaged in the internship experience may result in dismissal from the agency and be assigned a grade of "F" for the course. Examples might include tardiness, absences, alcohol or drug use, inappropriate dress, insubordination, etc. Students must adhere to the rules and regulations set forth in the Wingate University Student Handbook during the internship experience.

A. Expectations of the Student Intern

All internship agencies must be approved by the Sport Sciences Internship Faculty Supervisor prior to placement. No exceptions!

1. Students must obtain and adhere to all aspects of the internship handbook prior to and throughout the internship experience.
2. Students must register for MASA 620 and pay appropriate fees for the semester of internship prior to participating in the internship experience.
No exceptions!
3. All special arrangements for placement with an agency must be approved by the Sport Sciences Internship Faculty Supervisor prior to agency acceptance.
4. It is strongly discouraged that students intern at an agency in which they have held a similar position (paid or voluntary).
5. The student is expected to bear all expenses related to living in the area of the internship and to work out their satisfactory housing arrangements in order to be able to carry out assignments as required. It is recommended that the student visit the area of placement in advance and arrange living accommodations. Agency personnel may frequently be able to assist in locating housing possibilities. Students must have their own transportation.

B. Agency Related Expectations

- Student interns may be paid by the agency during the time they are completing their internship. This may be paid in the form of an honorarium, stipend, donation, or regular payroll.
- It is recommended that the student intern be covered by liability insurance.
- The student's work must be directly related to their field of study and individual interest.
 - The student's work experience will gradually increase in difficulty and responsibility while serving to the advantage of the agency.
 - The agency supervisor will provide the intern with a written evaluation of their job performance
 - The student intern must complete a minimum of 225 hours of documented supervised experience.

C. Faculty Related Expectations (added 4/21/09)

1. Agency representatives and student interns can expect from the Internship faculty supervisor the highest level of professionalism and ethical conduct throughout the internship experience.
2. Internship faculty supervisors will be responsible for contacting by phone the Site Supervisor a minimum of two times during the internship. Additional contacts with the site supervisor by e-mail as well as a site visit are expected. (site visit depends on location)
3. Faculty supervisors will be responsible for maintaining frequent contact with the student intern. It is recommended the faculty supervisor contact the intern within the first 10 days of the internship and by e-mail or phone every two weeks thereafter. If possible, a site visit would be ideal.
4. Faculty supervisors will be responsible for evaluating journal reports, providing immediate feedback to the intern within three to five days.
5. Faculty supervisors are expected to provide appropriate oversight, advice, and mentoring to the student interns.

Internship Contract

All students must complete a Wingate University Internship Learning Contract and present two signed copies to the university internship instructor prior to entering into the experience. They will be housed in the School of Sport Sciences.

Sport Administration Internship Learning Contract

- This learning contract is to be completed and signed by the student, the internship faculty supervisor, the site supervisor and the Vice President for Academic Affairs at least 30 days **before** the beginning of the internship.
- The dates of the internship should fall within the dates of a regular semester or summer terms. The student will be registered for the internship in accordance with these dates.
- The student must have a cumulative GPA of 3.00 at the beginning of the internship.
- Ordinarily, a student may only get academic credit for an internship once over the course of his/her studies. Approval for academic credit for more than one internship experience must go before the Academic Appeals Committee.
- This contract **will not be accepted for credit** without an attachment outlining the job description and student learning objectives.

Student:

Name	Student ID Number		
Campus Box	Phone	Email	
Faculty Supervisor	Internship start/finish dates (will determine registration dates)		
Site Supervisor	Phone	e-mail	Name of company/organization
Site address (street, city, state, zip)			
Course name/number	Credit hours		

Signatures:

1. **Faculty Internship Supervisor:** I have discussed and negotiated with the student the academic component as indicated on the learning contract. I concur with the stipulation of this agreement. I further agree to be available to meet with the student to discuss the internship experience and to conduct an on-site visit when possible.

Faculty Signature Date

2. **Site Supervisor:** I have discussed this internship with the student and have negotiated and assigned the work component which appears on this learning contract. The site will indemnify and hold harmless Wingate University against all liability for injury, loss, claims, or damages resulting from the negligent acts or omissions of the intern during the course of the internship.

Site Supervisor Signature Date

3. **Student Intern:** I concur with and accept the academic and work assignments indicated in this learning contract. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures and the appropriate standards of ethical conduct. Further, I understand there are ordinary risks inherent in the workplace and I will become aware of and consent to undertake such risks. I also understand that Wingate University has no control over any hazards to which I may be exposed during the internship and do not hold the University liable for any accidents that may occur.

Student Signature Date

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and ADULT EDUCATION**

Dean	Date
Department Chair	Date
Vice President of Academic Affairs	Date
Registrar	Date

Internship Learning Contract

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(Student Intern with the Faculty Internship Supervisor's assistance)

Identify one or more learning objectives in each of the following categories, with methods of evaluation, and target completion date for each objective.

- A. **Academic Learning & Application**...related to the ideas, concepts or theories of your field of study.
- B. **Skill Development**...i.e. oral and written communication, problem-solving, decision-making, teamwork, skills specific to the occupation.
- C. **Personal Development**...i.e. career exploration, self-confidence, sensitivity, and appreciation for diversity, clarification of values.

Incorporate the following material into your learning contract:

Learning Objectives/ Task & Strategies/Evidence of Accomplishment/Completion Date

(What I want to learn?) (How I'm going to learn it?) (How I'm going to show I learned it?)

Academic Learning & Application

Skill Development

Personal Development

Internship Learning Contract

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II. Intern Work Component/Job Description (*determined by the Student Intern & Site Supervisor*)

Describe/list your job responsibilities and learning opportunities. Be as specific as possible when listing duties, projects, meetings, training, informational interviews with professionals, etc.

SAMPLE REPORT

STUDENT INTERNSHIP JOURNAL REPORT

Student's Name _____ Date of Report _____

Hours completed the week of ___/___/___ to ___/___/___ Total Hours:

Hours completed the week of ___/___/___ to ___/___/___ Total Hours:

Note:

Journal Reports and hours detailed from Monday to Sunday and Due next day-Monday

The following sections will serve as a guide for students for writing your journals and being sure you are moving toward accomplishing the goals, duties and responsibilities of your learning contract.

SECTION I – LEARNING OBJECTIVES

In this section students should reflect specifically on the goals/objectives you identified in your contract. If you accomplish goals/objectives early in the internship it is expected you set new ones.

- A. **Academic Learning & Application**...related to the ideas, concepts or theories of your field of study.
- B. **Skill Development**...i.e. oral and written communication, problem-solving, decision-making, teamwork, skills specific to the occupation.
- C. **Personal Development**...i.e. career exploration, self-confidence, sensitivity, and appreciation for diversity, clarification of values goals you set for the internship. It also is a way to assist you for planning ahead. If you did, then, here is an opportunity to set new goals/objectives.

SECTION II - INTERNSHIP ACTIVITIES AND PROBLEMS/CHALLENGES ENCOUNTERED

Describe activities engaged in on a daily basis. What have you been doing? With whom have you been meeting? In meetings, what topics are discussed? If responsible for a program, how many participated? Age? Gender? If a similar responsibility has been fully described in an earlier report, **what differences**, if any, exist this week? If none exist what learning has taken place? Also, this must be boring if it is the same every day of every week. So the question we ask to you; How will you make it challenging and stretch yourself to be better?

Also, often times, students hesitate to respond in this section for they feel it indicates failure on their part. That is hardly the case, for it is important that young professionals develop the ability to analyze problems and solutions. Consider the following questions in responding to this section: Try to remember to use the W's (what, who, why, when, where, and how)

1. What, if any, problems did you encounter, avert or solve?
2. Were there problems with staffing, scheduling, supplies, workload, publicity, participants, etc.?
3. Were there any problems external to your agency that impacted services? (weather, local political issues, new competitor, etc.)
4. Who was involved and how did you solve the problem.
5. Do you have any concerns at this time?

SECTION IV - POSITIVE EVENTS

Identify positive events which took place during the last two weeks. Identify those activities that exhibit positive professional performance that may have been conducted by you or with other individuals working with you (team). Discuss how these activities can help you in the future.

SECTION IV -ACADEMIC PREPARATION: KNOWLEDGE, SKILLS, COMPETENCIES

This section is to serve to connect students' major coursework with the internship experience. Here the student discusses what knowledge, skills, or competencies from your coursework was beneficial to the internship. It is important to specifically name the course, (Mkt) assignment (marketing plan), and how it was used in the internship experience Also, what new learning took place? What knowledge, skills and competencies were asked of you that were not part of your academic preparation and maybe you would recommend be added to our curriculum? Your agency supervisor or co-workers often can provide you helpful insight as they discuss your work and growth with you.

STUDENT INTERNSHIP JOURNAL REPORT FORM

Report activities and hours for two weeks beginning with Monday and ending
with Sunday and Due the next day-Monday

Student's Name _____

Date of Report _____

Hours completed the week of ___/___/___ to ___/___/___

Total Hours:

Hours completed the week of ___/___/___ to ___/___/___

Total Hours:

SECTION I: LEARNING OBJECTIVES

**SECTION II: INTERNSHIP ACTIVITIES AND
PROBLEMS/CHALLENGES ENCOUNTERED**

SECTION III: POSITIVE EVENTS

**SECTION IV: ACADEMIC PREPARATION: KNOWLEDGE,
SKILLS, & COMPETENCIES**

MASA 620: Sport Administration Internship Evaluation Check Sheet & Final Reflection

Please turn in the following items in order to receive internship credit by the due date. If you are unable to meet this deadline due to a lack of hours, please be in touch with Dean, School of Sport Sciences, or Intern Faculty Supervisor. m.judd@wingate.edu or call 704-233-8297 and your grade will be an "incomplete" the contact until hours and paperwork is complete. The deadline to submit the paperwork will be two weeks after the completion of the internship.

Please turn in the following:

- ___ Journals (about every two weeks or 10 days on Monday)
- ___ Reflection paper (directions can be seen below)
- ___ Completed timesheet signed by your supervisor
- ___ Completed supervisor evaluations. One at the mid-point and final.

After the supervisor has completed each evaluation form they should sit down with you to discuss your progress (Mid-Point) and overall evaluation (Final Evaluation form) from your packet. You mail the Mid-Point to me after that evaluation and the final one include with your reflection paper.

DIRECTIONS: Final Written Student Reflection of Internship Experience

All students completing the internship process must complete a written report detailing the entire process. This portion of the experience will provide the student with an opportunity for a reflective analysis of the experience.

Part I

Duties.

Discuss in general terms the routine work you did for the employer, as well as the special projects or assignments handled. Indicate, in percentages, the approximate hours spent on each category. Elaborate on the extent of involvement in each activity and assess the benefit to the agency and internship experience.

Positive Benefits of the Internship Experience.

Describe the nature and extent of the learning that took place and how it could apply to future careers. What experience(s) were the most beneficial and explain why.

Negative Aspects of the Internship Experience.

What aspect(s) of your internship experience could have been improved to make it more enjoyable and relevant? Identify any specific weaknesses the supervisor(s) and/or the Sport Sciences Internship Instructor could have improved on to enhance the internship experience.

Overall Assessment: General Conclusions.

Evaluate the internship experience in terms of original expectations. Evaluate the experience in relation to the total graduate experience. Was this experience appropriate for other interns? Why or why not?

Part II

A graduate of the sport administration program (MASA) is expected to be professionally competent in the following key Common Professional Component (CPC) topical areas: As a final portion of the reflection paper, students should discuss the aspects of their internship that dealt with the specific Common Professional Component (CPC) areas A-H below. Discuss those CPC-knowledge, skills, and competencies you acquired from your internship. For example, It's possible a few of the CPC's will not be discussed because you were not exposed to one or more of them. However, CPC's communication, leadership and sport operations etc are all areas students would most likely have some exposure too during an internship.

Social, psychological and international foundations of sport

- A. Management
 - a. Sport management principles
 - b. Sport leadership
 - c. Sport operations/management/event & venue management
 - d. Sport governance
- B. Ethics in sport management
- C. Communication in Sport
- D. Sport marketing
- E. Finance/Accounting/Economics
 - a. Principles of sport finance
 - b. Accounting
 - c. Economics of sport
- F. Legal aspects of sport
- G. Integrative Experiences, such as:
 - a. Strategic Management/Policy
 - b. Internship
 - c. Capstone experience (an experience that enables a student to demonstrate the capacity to synthesize and apply knowledge, such as a thesis, project, comprehensive examination or course, etc.)
(NASPE/NASSM, 2007, p.14)

MID-POINT EVALUATION
SPORT ADMINISTRATION STUDENT INTERNSHIP

(To be completed by the Agency Supervisor)

Student Intern's Name _____ Appraised Date _____

Student Intern's Job Title _____ Semester _____

Agency Name _____ Phone Number _____

Address _____

Evaluating Agency Supervisor _____

Job Title _____

Please evaluate the student intern's performance on each of the following topics by circling the number adjacent to the descriptive wording that most nearly describes the student intern's performance.

A. QUALITY OF WORK

- 1 Unacceptable all of the time
- 2 Work does not meet minimum standard
- 3 Work generally acceptable
- 4 Consistently produces high quality work
- 5 Exceptional work and accuracy

B. TECHNICAL SKILLS

- 1 Very poor technical ability
- 2 Below average technical skills
- 3 Average technical ability
- 4 Above average technical skills
- 5 Excellent technical ability

C. INITIATIVE

- 1 Very poor; does not display interest in work
- 2 Frequently appears indifferent
- 3 A willing worker; normal interest in work
- 4 More than normal interest in work; seeks opportunities to improve
- 5 Extremely involved and interested in work

D. VERBAL COMMUNICATION

- 1 Has difficulty when communicating with others
- 2 Communicates uneasily with others
- 3 Communicates easily with others
- 4 Expresses self easily and accurately
- 5 Expresses self exceptionally well at all times

E. WRITTEN COMMUNICATION

- 1 Has great difficulty with written communications
- 2 Writing is substandard
- 3 Writes clearly
- 4 Writes and expresses self easily and accurately

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- 5 An excellent writer
- F. USE OF SUPERVISION**
- 1 Is unable to accept supervision
- 2 Has some difficulty in accepting supervision
- 3 Accepts help when it is offered
- 4 Accepts help when it is offered but usually works independently
- 5 Seeks help when needed and uses supervision to proper extent

II. EVALUATION OF STUDENT INTERN'S PERSONAL COMPETENCIES

- | | | | |
|----|----------------------------------|--------------|--------------------------|
| 1. | <u>Low Energy</u> | 1 2 3 4 5 NA | <u>Alert</u> |
| | Comments: | | |
| 2. | <u>Unprofessional Appearance</u> | 1 2 3 4 5 NA | <u>Neat Appearance</u> |
| | Comments: | | |
| 3. | <u>Non-Imaginative</u> | 1 2 3 4 5 NA | <u>Innovative</u> |
| | Comments: | | |
| 4. | <u>Hesitant</u> | 1 2 3 4 5 NA | <u>Confident</u> |
| | Comments: | | |
| 5. | <u>Follower</u> | 1 2 3 4 5 NA | <u>Self-starter</u> |
| | Comments: | | |
| 6. | <u>Weak Self-concept</u> | 1 2 3 4 5 NA | <u>Good Self-concept</u> |
| | Comments: | | |
| 7. | <u>Disorganized</u> | 1 2 3 4 5 NA | <u>Organized</u> |
| | Comments: | | |
| 8. | <u>Not Motivated</u> | 1 2 3 4 5 NA | <u>Motivated</u> |
| | Comments: | | |

III. EVALUATION OF INTERN'S PROGRESS TO THIS POINT.

Please circle one:

Very Good	Above Average	Average	Below
Average	Poor		

Please feel free to comment regarding student intern's progress. (areas of progress, concern or improvement)

Comments:

06/15/09

FINAL EVALUATION
SPORT ADMINISTRATION STUDENT INTERNSHIP
(To be completed by the Agency Supervisor)

Student Intern's Name _____ Appraised Date _____

Student Intern's Job Title _____ Semester _____

Agency Name _____ Phone Number _____

Address _____

Evaluating Agency Supervisor _____

Job Title _____

I. Please evaluate the student intern's performance on each of the following topics by circling the number adjacent to the descriptive wording that most nearly describes the student intern's performance.

A. QUALITY OF WORK

- 1 Unacceptable all of the time
- 2 Work does not meet minimum standard
- 3 Work generally acceptable
- 4 Consistently produces high quality work
- 5 Exceptional work and accuracy

B. TECHNICAL SKILLS

- 1 Very poor technical ability
- 2 Below average technical skills
- 3 Average technical ability
- 4 Above average technical skills
- 5 Excellent technical ability

C. INITIATIVE

- 1 Very poor; does not display interest in work
- 2 Frequently appears indifferent
- 3 A willing worker; normal interest in work
- 4 More than normal interest in work; seeks opportunities to improve
- 5 Extremely involved and interested in work

D. VERBAL COMMUNICATION

- 1 Has difficulty when communicating with others
- 2 Communicates uneasily with others
- 3 Communicates easily with others
- 4 Expresses self easily and accurately
- 5 Expresses self exceptionally well at all times

E. WRITTEN COMMUNICATION

- 1 Has great difficulty with written communications
- 2 Writing is substandard

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- 3 Writes clearly
- 4 Writes and expresses self easily and accurately
- 5 An excellent writer

F. F. USE OF SUPERVISION

- 1 Is unable to accept supervision
- 2 Has some difficulty in accepting supervision
- 3 Accepts help when it is offered
- 4 Accepts help when it is offered but usually works independently
- 5 Seeks help when needed and uses supervision to proper extent

II. EVALUATION OF STUDENT INTERN'S PROFESSIONAL COMPETENCIES:

EVALUATION LEVEL: Skill Not Developed <<----->> Possesses Skill

1 2 3 4 5 NA

A. Knowledge of the Subject Matter

- 1. Knowledge of basic concepts in relevant areas 1 2 3 4 5 NA

Comments:

B. Communications Skills

- 1. Written (reports, information materials, lectures, etc.) 1 2 3 4 5 NA

- 2. Oral (presenting ideas, materials, etc.) 1 2 3 4 5 NA

Comments:

C. Human Relations Skills

- 1. Understands cultural, economic differences 1 2 3 4 5 NA

- 2. Knowledge of dynamics of human behavior 1 2 3 4 5 NA

- 3. Listens to what others say 1 2 3 4 5 NA

- 4. Can conduct an interview or meeting 1 2 3 4 5 NA

- 5. Can act as a change agent 1 2 3 4 5 NA

Comments:

D. Group Interaction

- 1. Can assume a position of leadership 1 2 3 4 5 NA

- 2. Ability to work on/with committees 1 2 3 4 5 NA

- 3. Understands group dynamics 1 2 3 4 5 NA

- 4. Openness in groups 1 2 3 4 5 NA

Comments:

E. Media/Technology

- 1. Production of materials (web pages, PowerPoint presentation, video etc) 1 2 3 4 5 NA

- 2. Uses materials to present agency-related information 1 2 3 4 5 NA

- 3. Can use computer for agency-related promotion 1 2 3 4 5 NA

Comments:

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- F. Problem Development**
- | | |
|--|--------------|
| 1. Problem solving ability | 1 2 3 4 5 NA |
| 2. Knowledge of steps in planning and implementation | 1 2 3 4 5 NA |
| 3. Knows how to locate important information, data, etc. | 1 2 3 4 5 NA |
- Comments:

- G. Community/Organization**
- | | |
|--|--------------|
| 1. Knowledge of the organization. | 1 2 3 4 5 NA |
| 2. Involvement with organization | 1 2 3 4 5 NA |
| 3. Involved with community /organization relations | 1 2 3 4 5 NA |
- Comments:

III. EVALUATION OF STUDENT INTERN'S PERSONAL COMPETENCIES

- | | | |
|------------------------------------|--------------|--------------------------|
| <u>A.Low Energy</u> | 1 2 3 4 5 NA | <u>Alert</u> |
| Comments: | | |
| <u>B.Unprofessional Appearance</u> | 1 2 3 4 5 NA | <u>Neat Appearance</u> |
| Comments: | | |
| <u>C.Non-Imaginative</u> | 1 2 3 4 5 NA | <u>Innovative</u> |
| Comments: | | |
| <u>D.Hesitant</u> | 1 2 3 4 5 NA | <u>Confident</u> |
| Comments: | | |
| <u>E.Follower</u> | 1 2 3 4 5 NA | <u>Self-starter</u> |
| Comments: | | |
| <u>F.Weak Self-concept</u> | 1 2 3 4 5 NA | <u>Good Self-concept</u> |
| Comments: | | |
| <u>G.Disorganized</u> | 1 2 3 4 5 NA | <u>Organized</u> |
| Comments: | | |
| <u>H.Not Motivated</u> | 1 2 3 4 5 NA | <u>Motivated</u> |

IV. OVERALL EVALUATION OF STUDENT INTERN

Please circle one:

Very Good

Above Average

Average

Below Average

Poor

Please feel free to comment regarding student intern's potential as a professional within the field of sport sciences.

Comments:

RECOMMENDATIONS

We value the relationship we have with your organization sponsoring an intern from Wingate University Graduate Program. In your opinion, what could we do better in preparing our students? What recommendations do you have for us?