

**SMGT 447: SPORT MANAGEMENT INTERNSHIP
WORK SITE APPROVAL AND INFORMATION FORM**

IMPORTANT: Students may not begin an internship until this form is signed by all parties.

Intern Name _____

Dates of Internship: _____

Name of Organization: _____

Student's Phone: _____

Student's E-Mail _____

Site Supervisor: _____

Title: _____

Supervisor's Email: _____

Supervisor's Phone _____ Fax: _____

TO BE COMPLETED BY STUDENT

Student has met the following criteria:

_____ Met with sport management program advisor regarding internship enrollment

_____ Filed an application for degree with the College of Applied Studies Student Services unit

TO BE COMPLETED BY FACULTY:

Student has met the following criteria:

_____ Acceptance into the Sport Management Major

_____ Minimum 2.00 GPA

_____ Completion of 90 credit hours of coursework

_____ Submission of acceptable learning objectives and job responsibilities

_____ Submission of Internship Affiliation Agreement

_____ Informed of \$25.00 per credit hour fee

APPROVAL OF INTERNSHIP ASSIGNMENT:

Intern Signature Date

Site Supervisor Signature Date

Faculty Supervisor (F.S.) Signature Date

Department of Sport Management Chair Signature Date

Date internship may start, as determined by F.S.: _____ F.S. Initials: _____

• It is imperative that a **job description** be established at the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the *student and site supervisor* for the length of the internship. Some possible areas of involvement are listed below, but there are other work-related opportunities available.

- | | | |
|----------------------|------------------------------|-----------------------|
| facility preparation | community relations | personnel recruitment |
| facility maintenance | policy administration | personnel training |
| budget preparation | academic services | personnel scheduling |
| budget management | compliance | personnel evaluation |
| risk management | licensing agreements | equipment purchase |
| media relations | athlete recruitment policies | equipment inventory |
| scheduling | travel planning | equipment maintenance |
| ticket sales | spectator management | customer service |
| event management | social media | fund raising |
| marketing | sales of equipment/services | donor relations |

Please list YOUR internship *responsibilities* (e.g. – budget preparation):

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

Describe *objectively* (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large organization)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

STUDENT _____
Initials

SITE SUPERVISOR _____
Initials

FACULTY SUPERVISOR _____
Initials