



INTERNSHIP: SPORT MANAGEMENT SMGT 447

The internship is the culminating activity required of all students pursuing their Sport Management degree. The sport management internship is a required activity that helps fulfill the sport management student's total preparation for the profession. It provides a combined work experience and learning opportunity that integrates the theoretical with a direct practical application. Students are expected to go into a sport management-related environment to gain experience and exposure to techniques, methodologies and procedures under the close supervision and guidance of a capable practitioner.

Students must invest a minimum of 640 work hours in the internship experience to receive 12 hours of academic credit. Students may complete the internship in a variety of ways. For example, students may enroll in all 12 hours in one semester, split the internship into two semesters (enroll in 6 hours in each semester), or as arranged with the site organization and approved by the faculty supervisor.

Eligibility

Students must meet the following requirements to be eligible for SMGT 447. The requirements are:

- 1) Acceptance into the Sport Management Major
- 2) Minimum 2.00 GPA
- 3) Completion of 90% of general education requirement, including 12 credit hours of WSU basic skills courses
- 4) Completion of 90% of required sport management pre-internship coursework, including SMGT 446 Pre-Internship Seminar
- 5) Filed an application for degree with the College's Educational Support Services unit.

Selecting the Internship

Careful considerations should be given to the selection of the internship site so that it will provide the sport management student the highest quality experience. The student may request to complete his/her internship requirements at any university, college, professional team, recreation or park service, sports agency or sports-related organization where an outstanding internship may be obtained.

While the student is ultimately responsible for securing the internship, internships may be negotiated in three different ways. They are as follows:

- 1) The sports management student makes the initial and final contacts with the internship agency, securing the approval of the faculty supervisor prior to entering into a final agreement.
- 2) The faculty supervisor makes the initial and final contact with the internship agency.
- 3) The faculty supervisor and the sport management student work together to make the initial and final contacts.

The internship may be taken within the greater Wichita metro area, outside the greater Wichita metro area or even at out-of-state sites that are approved by the faculty supervisor.

In most situations, the sport management student will shoulder the major financial obligations for the internship. The student may accept financial stipends, salaries, housing and outside employment provided by the site organization.

Students considered non-residents for the purposes of tuition should contact their faculty supervisors if they plan to conduct their internships out-of-state. They may be eligible for tuition reductions.

Advance Procedures

Prior to the internship, the sport management student must address and turn in appropriate documentation to the faculty supervisor material relating to the following items/tasks.

- 1) Complete and secure required signatures on the "**AFFILIATION AGREEMENT**" form.
- 2) Complete and secure required signatures on the "**SMGT 447: SPORT MANAGEMENT INTERNSHIP WORK SITE APPROVAL AND INFORMATION**" form.

The contractual arrangements between the sport management department and the site organization must be completed in written form prior to the first day of the internship.

The contractual arrangements between the sport management department and the site organization will be considered binding when the site organization's representative and the Wichita State University representatives have attached their signatures. The contract must have attached to it any responsibilities of the site organization, the student and/or sport management department not specified in the standard agreement. The contractual agreement can be declared broken only when the student, site organization and the sport management department notify one another of their desire to be released from the contract. Also, the contract can be declared void if it is discovered that the site organization is either unable or unwilling to provide the kinds of experiences defined in the position description, objectives, and internship proposal.

Responsibilities of the Site Organization

- 1) Provide the student with a position description and based on that description, assist the student in defining the internship objectives.
- 2) Assign a site supervisor who will schedule work assignments that coincide with the internship position description and internship objectives.

- 3) If financial compensation is to be provided to the student, pay the intern the amount specified upon the establishment of the agreement.
- 4) Notify the student and faculty supervisor of any changes concerning the internship agreement or position description form if the changes take place while the student is serving the organization as an intern.
- 5) Inform the student of all organization rules/policies/procedures relevant to their work as an intern.
- 6) Allow the intern to attend, without penalty, any mandatory meetings, classes, exams, etc. scheduled by the university, unless a written agreement otherwise is made between the university and organization.
- 7) Provide the student with any necessary materials needed for their work assignments.
- 8) Agree to periodic consultation with the faculty supervisor regarding the intern. This may include on-site visits and/or e-mail or telephone correspondence.
- 9) Complete all written evaluations (forms provided by the faculty supervisor) of the intern and return to the university.

Responsibilities of the Student/Intern

- 1) Complete all tasks related to the "**Advance Procedures**" section of this document.
- 2) Perform the duties defined in this document and in the intern position description in a legal and ethical manner and work for the best interests of all concerned.
- 3) Be responsible for transportation to and from the internship site.
- 4) Write weekly reports using the given online report form, GoogleDoc form, describing of (a) daily hours worked, (b) tasks performed, (c) learning insights, and (d) a reflection on how the internship experience relates to required sport management course work.
- 5) Submit weekly reports via the given online link, GoogleDoc weekly report form, to their faculty supervisor every week (Due: Every Monday at 11:59 pm).
 - Late/Missing Submissions:
 - First late/missing submission will be excused as long as students submit the report before the following week's one.
 - Second late/missing weekly report will result in 10-point deduction. Third late/missing weekly report will result in additional 15-point deduction on the weekly report grade.
 - If students have 4 or more late/missing weekly reports, they will not receive any grade for the weekly report grade which will cause a fail the internship course.
 - If students do not work in certain weeks, they should inform the faculty supervisor so that the faculty supervisor can track the weekly report/internship progress appropriately.
- 6) If requested, contact the faculty supervisor to provide copies of weekly reports to their internship site supervisor.
- 7) When requested by the faculty supervisor, complete the Sport Management Exit Survey.

- 8) Develop a **final internship report, the Internship Reflection Paper**, which summarizes the student's internship experience.
- Internship Reflection Paper. Students are strongly encouraged to refer to the Internship Reflection Paper guidelines and related grading rubric when writing this paper.
 - **It is students' responsibility to keep all internship objectives** to write the Internship Reflection Paper.
 - If student(s) loses the internship objectives and request a copy of the objectives to the faculty supervisor, there will be a 10-point deduction on the Internship Reflection Paper grade.
 - Updated resume that reflects experiences gained during the internship. Again, students are strongly encouraged to refer to the resume grading rubric when developing/updating their resume.
- 9) Abide by the policies of the site organization and display a high level of professionalism in conducting themselves throughout the internship experience.

Responsibilities of the Faculty Supervisor

- 1) Screen all applicants to insure their eligibility and readiness for the internship experience.
- 2) Provide the intern with information regarding how to secure relevant internship information and required forms.
- 3) Meet with the intern and the intern's site supervisor at least once during the internship assignment. Telephone or e-mail contact may be utilized if an intern is located outside the Wichita area.
- 4) Review weekly reports submitted by the intern and provide feedback as necessary.
- 5) Advise the student and site supervisor regarding the nature and requirements of the internship experience.
- 6) Evaluate the student at the end of each semester's internship experience.

Grades

A) The internship grade will be based on:

- (1) Intern's weekly reports (50 points)
- (2) Site supervisor's mid-internship evaluation (25 points) and final evaluation (75 points)
- (3) Internship Reflection Paper (100 points)
- (4) Intern's updated resume (50 points)

B) Grade Scale:

	A: 274-300 pts	A-: 270-273 pts
B+: 261-269 pts	B: 244-260 pts	B-: 240-243 pts
C+: 231-239 pts	C: 214-230 pts	C-: 210-213 pts
D+: 201-209 pts	D: 184-200 pts	D-: 180-183 pts
F: Less than 180 pts		

The final grading decision will rest solely on the sport management faculty supervisor. An “I” (incomplete) grade may be assigned if students have not completed all requirements by the end of the semester in which they are enrolled. However, the students must make specific arrangements with the faculty supervisor in order to receive such a grade, and they should refer to the undergraduate catalog to familiarize themselves with all policies relating to incomplete grades.