



**SMGT 847 SPORT MANAGEMENT INTERNSHIP  
STUDENT INSTRUCTION SHEET**

1. The information on this form was discussed in a meeting with the Faculty Supervisor.
2. The meeting took place on: \_\_\_\_\_.
3. The following items were discussed at the meeting:
  - a. Work Site Approval and Information Form
  - b. Affiliation agreement
  - c. Syllabus
  - d. Weekly report form
  - e. Information regarding the internship reflection paper
  - f. Information regarding the internship reflection paper and resume grading rubrics
  - g. Grade scale
  - h. Concern/dismissal policy
4. Of particular emphasis:
  - a. All students are expected to have (a) filed an approved plan of study with the Graduate School, (b) completed 18 credit hours towards that plan of study, and (c) possess a minimum grade point average of 3.0 in their plan of study.
  - b. The student may not begin the Internship until two forms are signed by all parties: (1) Work Site Approval and Information Form and (2) Affiliation Agreement. When all signatures are secured, the student may begin logging official internship hours. The student will receive, by mail, copies of the signed forms.
  - c. In addition to the above, the Site Supervisor will also receive two evaluations (mid-internship and final). A grade cannot be issued until those two items have been submitted to the Faculty Supervisor.
  - d. The student is reminded that weekly reports must be submitted each week.
  - e. The internship final grade will not be given until all required materials—weekly reports, site supervisor evaluations, internship reflection paper, and resume--are received by the faculty supervisor.
  - f. If concerns arise regarding the student’s performance or behavior as an intern, the policies and procedures specified in the concern/dismissal policy will be utilized to address the situation.
5. Electronic permission is required for your enrollment into SMGT 847, and it will be entered upon the faculty supervisor’s authorization. Electronic authorization is only good for 24 hours, so enroll promptly once you have received permission.

By signing below, the student acknowledges that he/she has had the internship explained, and that he/she understands how it works.

\_\_\_\_\_  
PRINTED NAME

\_\_\_\_\_  
SIGNATURE

WSU ID # \_\_\_\_\_

Semester(s) \_\_\_\_\_

CRN \_\_\_\_\_