

**SMGT 847: 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: \_\_\_\_\_ WSU ID: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Semester(s)/Credit Hours to Enroll: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

Student's E-Mail: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Title: \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

Supervisor's Phone: \_\_\_\_\_

**FOR UNIVERSITY USE:**

Student has met the following criteria:

- \_\_\_\_ Completion of 9 credit hours toward the plan of study
- \_\_\_\_ Minimum 3.0 GPA
- \_\_\_\_ Submission of an internship position description
- \_\_\_\_ Submission of acceptable learning objectives and job responsibilities
- \_\_\_\_ Submission of the 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