

**University of Southern Indiana**  
**Sport Management Program**



**Internship and Practicum Handbook**

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## **INTRODUCTION**

The Sport Management program's mission is to prepare undergraduate students for a wide range of positions within the sport industry. The program's faculty strives to create an active learning environment that encourages students to be engaged, ethical, and competent sport management professionals. The department's teaching foundations value both theory and practice as students participate in experiential learning, community service, and peer and professional networking. These experiences are invaluable to graduates as they enter into the multi-faceted sport industry as future leaders.

The internship/practicum are required experiential learning experiences designed to allow students to gain actual experiences in the Sport Management field under the direct supervision of a Sport Management professional. This experience is essential to the student's preparation and education for entry into sport management. These experiences offer sport management majors the opportunity to take important steps toward future success. The internship/practicum experience provides numerous benefits:

- Students can develop new skills and apply classroom learning in a real-world environment.
- Allow students to gain valuable experience while being evaluated as a source of future employment.
- Students have the opportunity to network with industry professionals which can be a deciding factor in securing employment.
- Offers businesses an opportunity to recruit future employees who have proven themselves as interns.
- Can be an impressive listing on a student's resume and can be a deciding factor in securing future employment.

## **COURSE DESCRIPTION**

The practicum requirement for the University of Southern Indiana Sport Management program is SPTM 305, with a prerequisite of junior standing and completion of SPTM 283. The internship requirement is SPTM 498 – Internship in Sport Management, the prerequisite for this course is senior standing and completion of SPTM 283.

The internship requirement is considered to be one of the most critical components of the Sport Management Program. The internship occurs upon completion of all coursework and exposes students to a practical learning environment through which they apply classroom theory to reality. In most cases the internship is a full-time (40 hours/week) work experience for a minimum of 450 hours. The benefits of working full-time are that interns are more likely to be seen as a part of the "team," get a more in-depth experience and be given greater responsibility.

The internship experience will be offered in a wide range of sport industry segments (i.e., Intercollegiate Athletics, Recreational Sports, Sport Communication, Professional Sport) and in a variety of areas (i.e., sales, marketing, operations, communications). Internship experiences may take place in any of the varied sport industry settings. Students may obtain internships in any region of the country and in some cases may receive financial compensation.

The internship experience is expected to enhance the student's academic experiences through a variety of assignments that document the experience and provide opportunities for reflection via required bi-weekly timesheets, midterm reflection, midterm and final student and employer evaluations, graduate survey, and a final presentation and evaluation paper.

## **INTERNSHIP PROCESS**

The process for participation in the internship is as follows:

1. **Meet with Advisor** - Students meet with faculty advisor to determine eligibility, discuss areas of interest and the timing of the internship.
2. **Obtain an approved internship opportunity** - Each student is required to obtain an internship at an **approved sport-related site**. Students can obtain a listing of previous sites where practicums and internships have been completed on the [Kinesiology and Sport website](#). These sites ***may*** offer appropriate experiences for students. A listing of ***possible*** sites is also kept in the department office area with the administrative assistant. Students can also work with the Faculty Internship Coordinator to determine acceptable agencies or institutions with which the practicum may be established. **If a student has any question about the acceptability of a particular site, it is their responsibility to meet with the Faculty Internship Coordinator to determine acceptability.**

Students should research internship opportunities **at least 3-6 months** prior to the beginning of their internship. Procrastination by the student could result in failure to secure an internship at a preferred site during the desired semester.

3. **Orientation** - Students must attend a **mandatory orientation meeting** prior to beginning their internship. The orientation will be scheduled following pre-registration during the fall and spring semesters before the internship begins so the application process is not delayed. Students may have the opportunity to meet with representatives from internship sites during the orientation meeting. An interview process may follow.
4. **Submit Paperwork** - Once the internship paperwork (completed application, work agreement, and learning goals) is completed by the supervisor of the internship experience, students should submit the documents via Blackboard to the Faculty Internship Coordinator **PRIOR** to beginning the experience. The paperwork ***must be submitted*** by the end of the second week of each semester session. **PLEASE NOTE:** Any student that does not submit the starting paperwork (Application, Work Agreement and Learning Goals) by the due date listed on Blackboard will be removed from the course.

5. **Submit Assignments** - Students will be **required** to submit bi-weekly timesheets, student and employer midterm/final evaluations, student midterm reflection paper, a graduate survey (SPTM 498), and the final presentation and final evaluation paper. An outline of due dates is provided on the course site located on Blackboard. Assignments are described in greater detail within this handbook. **NO LATE WORK WILL BE ACCEPTED FOR CREDIT.**
6. **Maintain Communication** - The Faculty Internship Coordinator and student will maintain communication throughout the practicum.

## **ROLES AND RESPONSIBILITIES**

### **Students**

Students are expected to:

1. Develop learning goals in consultation with their site supervisor.
2. Complete all paperwork and register prior to beginning the internship.
3. Perform all assignments (bi-weekly timesheets, midterm reflection, midterm and final student and employer evaluations, graduate survey (SPTM 498), and a final presentation and evaluation paper) as required by the Faculty Internship Coordinator.
4. Maintain communication with the Faculty Internship Coordinator. The student shall schedule periodic conferences with the Faculty Internship Coordinator as necessary.
5. Notify site supervisor in the event of absence. An internship is the equivalent of being a regular employee of the organization. A student must be on-site whenever scheduled. Extended periods of illness, etc. may necessitate dropping the internship for the semester.
6. Perform all assigned tasks to the satisfaction of the site supervisor.
7. Notify Faculty Internship Coordinator of any problems or schedule issues.
8. Honor the ethical standards and professional codes and practices of the Sport Management field. While working at the internship site, the student is considered a representative of **both** the organization and USI. The student should leave a positive impression for a potential job opportunity.
9. Notify Faculty Internship Coordinator if the student feels that early termination of the internship is desired or needed. Circumstances may arise which would cause a student to terminate their internship prior to the scheduled end date. If, for any reason, a student feels that early termination of the internship may be desired or needed, the student **MUST** meet with the Faculty Internship Coordinator and discuss the situation, desires, and needs. Under no circumstance should a student prematurely terminate the internship without first notifying the Faculty Internship Coordinator.

### **Employer - Site Supervisor**

Employers are expected to:

1. Provide varied learning experiences and activities; the internship is an opportunity for students to learn.
2. To work with the student in developing a work agreement, learning goals, and a work schedule.
3. Provide continual evaluative information to the student regarding their work and will submit a minimum of two written evaluations to the University (mid-term and final evaluations).
4. Notify the Faculty Internship Coordinator if early termination of the internship is desired or needed. Circumstances may arise which would cause an employer to terminate the internship prior to the scheduled end date. Employers should contact the Faculty Internship Coordinator if such termination is desired.

### **Faculty Internship Coordinator**

The Faculty Internship Coordinator is expected to:

1. Have final approval of site selection for the internship.
2. Evaluate the student, via an onsite visit when applicable.
3. Assign the student a final grade for the course based on the students work and field supervisor's input.
4. Be available to offer assistance, encouragement, support, and professional direction to the student during this experience.
5. Be available for any questions or concerns that the supervisor may have about an individual student's performance or the practicum program as a whole.

## **INTERNSHIP ELIGIBILITY**

Students can enroll in an internship for credit providing the following requirements are met:

1. Satisfy prerequisites for course enrollment.
2. Complete the experience at an agreed upon facility approved by the Faculty Internship Coordinator. *The work experience has to be directly related to the sport management field.*
3. The work experience should **NOT** be supervised by a family member or close friend.
4. The student agrees to meet standards of work and performance that are expected by the University, Department, and Employer.
5. Students must register **prior** to beginning their internship. Credit will not be awarded for work completed before the student is official registered.

## **CRITERIA FOR EVALUATION**

Students not completing the required hours (450 for SPTM 498, 150 for SPTM 305) will not be able to pass the course. Additionally, in order to receive a passing grade, students must submit **ALL OF THE ASSIGNMENTS** and accumulate at least an 80% on the final poster presentation. **Incomplete (I) grades will only be given at the discretion of the Faculty Internship Coordinator.**

<u>Assignments</u>	<u>Points</u>
Application	10
Work Agreement	10
Learning Goals Worksheet	10
Midterm Reflection Paper	25
Employer Evaluations & Student Self-Evaluations (4)	100 (4 x 25)
Final Poster Presentation	100
Final Evaluation Paper	35
Undergraduate Survey Completion (SPTM 498)	25
<b>Approximate Total Points</b>	<b>315 (290 for SPTM 305)</b>

### **Grading Scale**

Students completing **ALL** of the required assignments listed above for **SPTM 305** will receive letter grades based on the following scale:

**S = Satisfactory (203 points or above)**

**U = Unsatisfactory (202 points or below)**

Students completing **ALL** of the required assignments listed above for **SPTM 498** will receive letter grades based on the following scale:

**A = 283.5 – 315 points (90.0%)**

**B = 252 – 283 points (80.0%)**

**C = 220.5 – 251.5 points (70.0%)**

### **Note on Incomplete Grades:**

The USI policy for incomplete grades is as follows:

“The designation **IN** (incomplete) may be used in special circumstances. An incomplete grade (IN) may be given only at the end of a term to a student whose work is passing, but who has left unfinished a small amount of work, for example, a final examination, a paper, or a term project which may be completed ***without further class attendance***. The student must act to remove the IN grade within one calendar year. If action is not taken, the IN grade will revert to an **F**. In the event the instructor from whom a student receives an incomplete is not available, the disposition of a case involving an incomplete grade resides with the appropriate dean.”

As such, students will only be ***eligible*** for an “IN” grade (not guaranteed an “IN” grade) if they have accrued ***at least*** 50% of the required hours for the course during the semester of enrollment.



## **COURSE REQUIREMENTS**

### **Application, Work Agreement, Learning Goals Worksheet**

Students must submit an Application, Work Agreement, and Learning Goals Worksheet **PRIOR** to beginning an internship. The Application and Work Agreement need to be filled out in their entirety.

The Application includes information on the student and employer where the experience will be completed.

The Work Agreement includes information on roles and responsibilities of the student and employer and approval signatures. A copy of the application and work agreement are found in this handbook.

The Learning Goals Worksheet allows the students to develop goals they wish to achieve as a result of participating in the experience.

**PLEASE NOTE:** Any student that does not submit the starting paperwork (Application, Work Agreement and Learning Goals) by the due date listed on Blackboard will be removed from the course.

### **Timesheets**

The student is required to commit to a minimum of 150 hours (SPTM 305) or 450 hours (SPTM 498) in a sport related internship. The internship hours are tracked through the submission of bi-weekly timesheets via Blackboard.

The timesheets are found in this handbook.

**PLEASE NOTE:** : Late timesheets will not be accepted for credit, under any circumstances. The internship experiences are professional-based experiences, and as such all paperwork **MUST** be turned in a timely manner. **ALSO**, submission of falsified timesheets is cause for failure and removal from the course.

### **Midterm Reflection**

Students must submit a two-page (at least) midterm reflection concerning their internship experience. The report will be submitted via Blackboard by the specified date. Entries should be both objective (who, what, when, and where) and subjective (how and why). Students should record events, issues, topics discussed, concerns, outcomes, decisions, etc. Students should make note of the environment in which an activity or interaction occurred, and how people behaved and responded. Students should analyze and suggest alternative ways of handling interaction. Some guidance to completing the reflection is to answer the following questions:

- a. What have you accomplished?
- b. Have you learned anything new and if so, what?
- c. What goals have you accomplished that you set for yourself at the beginning of the internship?
- d. Was there anything unusual that has taken place?
- e. How can you relate any of your experiences to the courses you have taken?
- f. What else would you like to share about my experience up to this point?

### **Final Evaluation Paper**

Students must submit a Final Evaluation paper of the site and experience at the end of the semester. Students must use the Final Evaluation Paper guidelines that are included in this handbook. The information to be included in the Final Evaluation Paper will include the agency description, accomplishment of learning goals, professional experience, special projects assigned, analysis of the internship experience, and recommendations relative to the university, agency, and agency supervisor. The Final Evaluation Paper is utilized, in part, to evaluate the site for future participation in the USI internship program.

### **Midterm/Final Employer Evaluations and Student Self-Evaluations**

Students are required to complete Midterm and Final Employer Evaluations and Student Self-Evaluations during the internship (4 total evaluation forms). It is the student's responsibility to notify the Site Supervisors when each evaluation is due. Due dates for each evaluation are outlined on the course Blackboard site.

### **Final Poster Presentation**

Students will present about their internship, *on campus*, on a specified date listed on the course Blackboard site. **All** students are required to develop a poster presentation detailing the important aspects of their internship experience, as outlined in this handbook. Posters should be 48” by 36” (4 feet long and 3 feet tall). These posters are able to be designed using PowerPoint, and a template can be found on the course Blackboard site. **BUSINESS ATTIRE IS A REQUIREMENT** for the presentation. The information to be included in the presentation will include the internship site location information, description of internship experience, the impact of the experiences, and the evaluation. Students must use the presentation outline located in this handbook and posted on Blackboard to develop the presentation. **FAILURE TO COMPLETE THE POSTER PRESENTATION WILL RESULT IN CLASS FAILURE.**

### **University Statements**

#### Disability Accommodations

If you have a disability for which you may require academic accommodations for this class, please register with Disability Resources (DR) as soon as possible. Students who have an accommodation letter from DR are encouraged to meet privately with course faculty to discuss the provisions of those accommodations as early in the semester as possible. To qualify for accommodation assistance, students must first register to use the disability resources in DR, Science Center Rm. 2206, 812-464-1961, [www.usi.edu/disabilities](http://www.usi.edu/disabilities). To help ensure that accommodations will be available when needed, students are encouraged to meet with course faculty at least 7 days prior to the actual need for the accommodation. However, if you will be in an internship, field, clinical, student teaching, or other off-campus setting this semester please note that approved academic accommodations may not apply. Please contact Disability Resources as soon as possible to discuss accommodations needed for access while in this setting.

#### Title IX – Sexual Misconduct

USI does not tolerate acts of sexual misconduct, including sexual harassment and all forms of sexual violence. If you have experienced sexual misconduct, or know someone who has, the University can help. It is important to know that federal regulations and University policy require faculty to promptly report incidences of potential sexual misconduct known to them to the Title IX Coordinator to ensure that appropriate measures are taken and resources are made available. The University will work with you to protect your privacy by sharing information with only those who need to know to ensure we can respond and assist. If you are seeking help and would like to speak to someone confidentially, you can make an appointment with a counselor in the University Counseling Center. Find more information about sexual violence, including campus and community resources at [www.usi.edu/stopsexualassault](http://www.usi.edu/stopsexualassault).

#### Academic integrity (e.g., course Code of Conduct)

Refer to University’s policies at [www.usi.edu/deanofstudents/academic-integrity](http://www.usi.edu/deanofstudents/academic-integrity)



### SPTM 305/498 APPLICATION

Course:  SPTM 305  SPTM 498

Semester and year \_\_\_\_\_

Circle One - Paid or Unpaid Amount Paid \$\_\_\_\_\_

#### **Student Contact Information**

Students Name \_\_\_\_\_ Student ID \_\_\_\_\_

Current Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (mobile) \_\_\_\_\_ E-Mail (**required**) \_\_\_\_\_

#### **Site Information** (Provide complete and accurate information)

Proposed Sponsoring Organization  
\_\_\_\_\_

Site Supervisor Name and Title  
\_\_\_\_\_

Mailing Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number (Work) \_\_\_\_\_ E-Mail (**required**) \_\_\_\_\_

Site Internet Address \_\_\_\_\_

**Attach a copy of the job description or general responsibilities to this application.**

Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Student \_\_\_\_\_ Date \_\_\_\_\_

**Please Note:** Near the end of the semester, supervisors may be contacted to arrange a site visit with the Internship Coordinator. Please sign below to indicate your willingness to participate in such a visit, if selected:

Site Supervisor \_\_\_\_\_ Date \_\_\_\_\_



### SPTM 305/498 WORK AGREEMENT

I, the undersigned, have read the following and agree:

- This contract and any other forms required by the USI Faculty Internship Coordinator must be completed before the internship or practicum begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the USI Faculty Internship Coordinator. No credit will be given if this condition is not met, regardless of time spent in the field.
- The student should honor the ethical standards and professional codes and practices of the field of the internship or practicum.
- The internship/practicum should provide varied learning experiences and activities; it should not exploit the student.
- The student's work responsibilities and work schedule, including vacation time, shall be arranged by the student and the site supervisor.
- The number of working hours for practicums shall be a minimum of 150 hours per semester, and a minimum of 450 hours per semester for internships.
- The student will maintain a log documenting the experience. The Faculty Internship Coordinator may require additional material which will be stated in the Sport Management Internship and Practicum Handbook.
- The legal agreement between the University and the organization shall be effective until formally rescinded by the Kinesiology and Sport Department and the organization.
- The site supervisor will provide continual evaluative information to the student regarding their work and will submit a minimum of two written evaluations to the Faculty Internship Coordinator.
- The experience may be terminated at any time that (1) one or more of the above conditions is violated; or (2) an agreement to terminate is decided mutually between the below signed parties.

Please complete the information below indicating you have read the Work Agreement.

-----  
**Student**

-----  
**Date**

-----  
**Student ID Number**

-----  
**Site Supervisor**

-----  
**Date**



**SPTM 305/498 LEARNING GOALS  
WORKSHEET**

An internship is most productive when students articulate and record their learning goals at the beginning of the work experience. First, determine what you hope to gain from the internship. Then, discuss with your supervisor to make sure the position will offer you the opportunity of achieving these goals.

To be meaningful, goal statements must be

- Specific
- Measurable
- Verifiable
- Achievable
- Agreed upon

List below five goals which you wish to achieve as a result of participating in this internship or practicum experience.

1.

2.

3.

4.

5.

-----  
**Student**

-----  
**Date**

-----  
**Student ID Number**

-----  
**Site Supervisor**

-----  
**Date**



**SPTM 305/498**  
**Bi-Weekly Hours**

Student Name \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Site \_\_\_\_\_ City, State: \_\_\_\_\_

<i><b>EXAMPLE</b></i>	<i><b>01/01/18</b></i>	<i><b>8:00 AM</b></i>	<i><b>12:00 PM</b></i>	<i><b>4.0</b></i>
<b>Week One</b>	<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total Hours</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	<b>TOTAL</b>			
<b>Week Two</b>	<b>Date</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total Hours</b>
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				
Sunday				
	<b>TOTAL</b>			
	<b>GRAND TOTAL</b>			

Signature of Site Supervisor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_



## **MIDTERM REFLECTION OUTLINE**

You must submit at least two pages (typed) concerning your internship or practicum experience this semester thus far. Utilize the following questions in developing your report:

- a. What have you accomplished?
- b. Have you learned anything new and if so, what?
- c. What goals have you accomplished that you set for yourself at the beginning of the experience?
- d. Was there anything unusual that has taken place?
- e. How can you relate any of your experiences to the courses you have taken?
- f. What else would you like to share about your experience up to this point?





SPTM 305/498

**STUDENT MIDTERM SELF-EVALUATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title of Site Supervisor \_\_\_\_\_

Site Supervisor Phone Number \_\_\_\_\_ Site Supervisor Email \_\_\_\_\_

Describe the major duties of your position \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PERFORMANCE SELF-RATING**

The following section is designed to let you self-evaluate your current experience. This will help you to identify those aspects of your performance which can be considered assets to your professional growth, as well as those work habits that need improvement. Using a scale of 1-5, please rank the following where 1 is strongly disagree and 5 is strongly agree.

<b>CATEGORY</b>	<b>Strongly Disagree</b>					<b>Strongly Agree</b>				
Produces a good volume of work	1	2	3	4	5	1	2	3	4	5
Produces quality work	1	2	3	4	5	1	2	3	4	5
Exhibits effective oral communications	1	2	3	4	5	1	2	3	4	5
Exhibits effective written communications	1	2	3	4	5	1	2	3	4	5
Has ability to apply academic training to job	1	2	3	4	5	1	2	3	4	5
Prepare and organize work effectively	1	2	3	4	5	1	2	3	4	5
Take the initiative; a self-starter	1	2	3	4	5	1	2	3	4	5
Adjust to organization's procedures and policies	1	2	3	4	5	1	2	3	4	5

**ADDITIONAL COMMENTS:**



SPTM 305/498

**STUDENT FINAL SELF-EVALUATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title of Site Supervisor \_\_\_\_\_

Site Supervisor Phone Number \_\_\_\_\_ Site Supervisor Email \_\_\_\_\_

**PERFORMANCE SELF-RATING**

Paying particular attention to those areas which you indicated on your mid-term evaluation that needed improvement, rate yourself on the same criteria. In the comments section, discuss briefly what specific progress you have made in each area.

CATEGORY	Strongly Disagree					Strongly Agree				
Produces a good volume of work	1	2	3	4	5	1	2	3	4	5
Produces quality work	1	2	3	4	5	1	2	3	4	5
Exhibits effective oral communications	1	2	3	4	5	1	2	3	4	5
Exhibits effective written communications	1	2	3	4	5	1	2	3	4	5
Has ability to apply academic training to job	1	2	3	4	5	1	2	3	4	5
Prepare and organize work effectively	1	2	3	4	5	1	2	3	4	5
Take the initiative; a self-starter	1	2	3	4	5	1	2	3	4	5
Adjust to organization's procedures and policies	1	2	3	4	5	1	2	3	4	5

**ADDITIONAL COMMENTS:****SITE RATING**

1. How frequently did your supervisor review your progress with you?

Daily \_\_\_\_\_ Weekly \_\_\_\_\_ Occasionally \_\_\_\_\_ Did not review \_\_\_\_\_

2. Has this experience altered your academic or career goals? Yes \_\_\_ No \_\_\_ Please Explain:

\_\_\_\_\_

3. All work experiences, regardless of how enjoyable or frustrating, are learning experiences. Describe your most enlightening learning/work experience while participating in this program.

\_\_\_\_\_

\_\_\_\_\_



**SPTM 305/498 EMPLOYER MIDTERM EVALUATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title of Site Supervisor \_\_\_\_\_

Site Supervisor Phone Number \_\_\_\_\_ Site Supervisor Email \_\_\_\_\_

**EVALUATION INSTRUCTIONS**

This form should be completed by the individual in the best position to evaluate the student's training. Using a scale 1-5, please rank the following where 1 is strongly disagree and 5 is strongly agree.

**POSITION PERFORMANCE:** Circle the number which best describes the student's performance on this assignment.

CATEGORY	Strongly Disagree					Strongly Agree					COMMENTS
Produces a good volume of work	1	2	3	4	5	1	2	3	4	5	
Produces quality work	1	2	3	4	5	1	2	3	4	5	
Exhibits effective oral communications	1	2	3	4	5	1	2	3	4	5	
Exhibits effective written communications	1	2	3	4	5	1	2	3	4	5	
Has ability to apply academic training to job	1	2	3	4	5	1	2	3	4	5	
Has ability to learn	1	2	3	4	5	1	2	3	4	5	
Displays analytical ability	1	2	3	4	5	1	2	3	4	5	
Has good problem solving ability	1	2	3	4	5	1	2	3	4	5	
Demonstrates accuracy and thoroughness	1	2	3	4	5	1	2	3	4	5	
Has ability to work under pressure	1	2	3	4	5	1	2	3	4	5	
Demonstrates original and creative thinking	1	2	3	4	5	1	2	3	4	5	

**WORK HABITS:** Circle the number which best describes the student's individual work habits.

CATEGORY	Strongly Disagree					Strongly Agree					COMMENTS
Prepares and organizes work effectively	1	2	3	4	5	1	2	3	4	5	
Takes the initiative; a self-starter	1	2	3	4	5	1	2	3	4	5	
Adjust to organization's procedures and policies	1	2	3	4	5	1	2	3	4	5	
Has ability to adjust to nonroutine assignments	1	2	3	4	5	1	2	3	4	5	
Keeps constructively busy and mentally alert	1	2	3	4	5	1	2	3	4	5	
Has healthy attitude toward organization	1	2	3	4	5	1	2	3	4	5	
Is cooperative in working relationships with others	1	2	3	4	5	1	2	3	4	5	
Exhibits diligences and perseverance	1	2	3	4	5	1	2	3	4	5	
Performs tasks with industry and drive	1	2	3	4	5	1	2	3	4	5	
Demonstrates a willingness to accept responsibility	1	2	3	4	5	1	2	3	4	5	

\_\_\_\_\_  
Site Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

**SPTM 305/498 EMPLOYER FINAL EVALUATION**

Student Name \_\_\_\_\_ Date \_\_\_\_\_

Site Name \_\_\_\_\_

Site Supervisor \_\_\_\_\_ Title of Site Supervisor \_\_\_\_\_

Site Supervisor Phone Number \_\_\_\_\_ Site Supervisor Email \_\_\_\_\_

**EVALUATION INSTRUCTIONS**

This form should be completed by the individual in the best position to evaluate the student’s training. Using a scale 1-5, please rank the following where 1 is strongly disagree and 5 is strongly agree.

**POSITION PERFORMANCE:** Circle the number which best describes the student’s performance on this assignment.

CATEGORY	Strongly Disagree					Strongly Agree					COMMENTS
Produces a good volume of work	1	2	3	4	5	1	2	3	4	5	
Produces quality work	1	2	3	4	5	1	2	3	4	5	
Exhibits effective oral communications	1	2	3	4	5	1	2	3	4	5	
Exhibits effective written communications	1	2	3	4	5	1	2	3	4	5	
Has ability to apply academic training to job	1	2	3	4	5	1	2	3	4	5	
Has ability to learn	1	2	3	4	5	1	2	3	4	5	
Displays analytical ability	1	2	3	4	5	1	2	3	4	5	
Has good problem solving ability	1	2	3	4	5	1	2	3	4	5	
Demonstrates accuracy and thoroughness	1	2	3	4	5	1	2	3	4	5	
Has ability to work under pressure	1	2	3	4	5	1	2	3	4	5	
Demonstrates original and creative thinking	1	2	3	4	5	1	2	3	4	5	

**WORK HABITS:** Circle the number which best describes the student’s individual work habits.

CATEGORY	Strongly Disagree					Strongly Agree					COMMENTS
Prepares and organizes work effectively	1	2	3	4	5	1	2	3	4	5	
Takes the initiative; a self-starter	1	2	3	4	5	1	2	3	4	5	
Adjust to organization’s procedures and policies	1	2	3	4	5	1	2	3	4	5	
Has ability to adjust to nonroutine assignments	1	2	3	4	5	1	2	3	4	5	
Keeps constructively busy and mentally alert	1	2	3	4	5	1	2	3	4	5	
Has healthy attitude toward organization	1	2	3	4	5	1	2	3	4	5	
Is cooperative in working relationships with others	1	2	3	4	5	1	2	3	4	5	
Exhibits diligences and perseverance	1	2	3	4	5	1	2	3	4	5	
Performs tasks with industry and drive	1	2	3	4	5	1	2	3	4	5	
Demonstrates a willingness to accept responsibility	1	2	3	4	5	1	2	3	4	5	

**PROGRAM EVALUATION**

1. Has USI’s internship been effective in meeting the needs of your organization? Yes \_\_\_\_ No \_\_\_\_
2. Was the student’s academic training appropriate and related to the professional practice position in your organization? Yes \_\_\_\_ No \_\_\_\_
3. Any additional comments about the program?

\_\_\_\_\_

Site Supervisor Signature

Date

Student Signature

Date

### **Guidelines for Completion of Final Evaluation Paper**

The student should include the following for submission of the Final Evaluation Paper:

1. **Agency Description** – Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, and areas and facilities (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.)
2. **Learning Goals** - accomplishments of those learning goals
3. **Professional Experience** – Nature and scope of the experience to include the following areas:
  - Program areas: Intercollegiate athletics, recreational sports, professional sport, media, health & fitness, sport facilities, event management, sporting goods, and other.
  - Settings: playgrounds, centers, special facilities, parks, etc.
  - Population served: collegiate or youth athletes, those interested in recreational activities, etc.
4. **Special Projects Assigned** – Nature and scope of any special projects assigned by agency supervisor.
5. **Self-Analysis of Practicum Experience** – Personal and professional growth, development of competencies, recognition of strengths and weakness, suggestions for self-improvement, surfacing of future career interests.
6. **Recommendations Relative to University, Agency, and Agency Supervisor** – Recommendations and suggestions to the University for improving the experience.

SPTM 305/498

## Final Evaluation Paper Grading Rubric

ITEM	COMMENTS	Excellent	Above Average	Average	Below Average	Unacceptable	POSSIBLE POINTS
WRITING CLARITY AND GRAMMAR		5	4	3	2	0-1	5
AGENDY DESCRIPTION		5	4	3	2	0-1	5
LEARNING GOALS		5	4	3	2	0-1	5
PROFESIONAL EXPERIENCES (PROGRAM AREAS, SETTINGS, POPULATIONS)		5	4	3	2	0-1	5
SPECIAL PROJECTS ASSIGNED		5	4	3	2	0-1	5
SELF-ANALYSIS OF INTERNSHIP EXPERIENCE		5	4	3	2	0-1	5
RECOMMENDATIONS RELATIVE TO UNIVERSITY, AGENCY AND AGENCY SUPERVISOR		5	4	3	2	0-1	5
<b>TOTAL</b>		35- 32	28- 31	25- 27	21- 24	0-20	35

### **Final Poster Presentation**

Posters should be 48” by 36” (4 feet long and 3 feet tall). These posters are able to be designed using PowerPoint, and a template can be found on the course Blackboard site. **BUSINESS ATTIRE IS A REQUIREMENT** for the presentation. Posters should contain the following information (questions listed serve as a guideline for the presentation):

#### **I. Internship Site Location Information**

- Include Site Supervisor’s full name, title, company name, mailing address, phone number. Picture of supervisor may be included as well.

#### **II. Summary**

- A brief description of your experience (can be in bullet/note or prose form).

#### **III. Development of Common Professional Component (CPC) Content Areas**

- Provide and describe special projects assigned by agency supervisor or examples that illustrate the following areas:
  - Historical, Social, psychological foundations of sport
  - Management concepts, governance & policy and international sport
  - Sport Operations, Marketing, Communication, Finance & Economics
  - Legal, ethical, diversity and technology in sport management
  - Career planning

**Note:** please indicate if these CPC Content Areas were not covered during your internship (all internship experiences may not cover all areas).

#### **IV. Impact**

- What did you learn about yourself?
- In what areas did you experience the most personal growth?
- In what areas did you experience the most professional growth?
- What insights have you gained about your field?
- What skills did you obtain from this experience?
- How has the Internship influenced your career goals? Please Explain.

#### **V. Evaluation**

- Did the experience meet your personal expectations?
- How would you assess your performance during the internship?
- Would you recommend this site to future students?

## Final Poster Presentation Grading Rubric

ITEM	COMMENTS	Excellent	Above Average	Average	Below Average	Unacceptable	POSSIBLE POINTS
APPEARANCE/DRESS (BUSINESS ATTIRE)		9-10	8	7	6	0-5	10
PRESENTATION SKILLS (Eye contact, speech, ability to answer questions, etc.)		9-10	8	7	6	0-5	10
OVERALL ORGANIZATION (Poster appearance, readability, poster's ability to convey content, using space wisely)		9-10	8	7	6	0-5	10
SUMMARY SECTION (Required information is present: site supervisor, company, contact info, etc.)		13-15	12	11	10	0-9	15
PRESENCE OF CPC CONTENT AREAS (Information is present regarding content areas: 1. Social/Psych/Int'l Foundations 2. Ethics 3. Marketing and Communication 4. Finance, Accounting, Economics 5. Legal Aspects of Sport)		23-25	20-22	17.5-19	15-17	0-14	25
IMPACT SECTION (Required questions are answered)		13-15	12	11	10	0-9	15
EVALUATION OF EXPERIENCE (Overall experience is summarized effectively)		13-15	12	11	10	0-9	15
TOTAL SCORE		90-100	80-89	70-79	60-69	0-59	100