University of Southern Indiana

Sport Management

Field Experience Program

Practicum (305) & Internship (498)

Handbook 3rd Edition

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INTRODUCTION

The USI Sport Management program's mission is to prepare undergraduate students for a wide range of positions within the sport industry. The program's faculty strive to create an active learning environment that encourages students to be engaged, ethical, and competent Sport Management (SPTM) professionals. Their teachings 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.

Each Field Experience (FE) course requires experiential learning development designed to allow students to gain actual experiences in the SPTM field while being under the direct supervision of a SPTM professional. This FE is essential to the student's preparation and education for entry into the sport industry. FE courses offer SPTM majors the opportunity to take important steps toward future success. The two FE courses provide, but are not limited to, the following 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.

305 COURSE DESCRIPTION

The practicum requirement for the University of Southern Indiana Sport Management program is SPTM 305 – Practicum in Sport Management. The prerequisites for this course are Sophomore standing, completed SPTM 283, and declaration of a SPTM major.

In most cases the practicum is a part-time (10 – 15 hours/week) work experience for a minimum of 150 hours. The benefits of working part-time are that students can get an introduction to the SPTM field while continuing their course work within the same semester.

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

The practicum 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 (i.e., every two weeks) timesheets, midterm reflection, midterm and final student and employer evaluations, and a final presentation and evaluation paper.

498 COURSE DESCRIPTION

The internship requirement for the University of Southern Indiana Sport Management program is SPTM 498 – Internship in Sport Management. The prerequisite for this course is senior standing. *Please see "*Internship (SPTM-498) eligibility*" for further requirements.*

The Internship requirement is one of the most critical components of the USI 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 (30 – 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 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 (e.g., Intercollegiate Athletics, Recreational Sports, Sport Communication, Professional Sport) and in a variety of areas (e.g., 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 (i.e., every two weeks) timesheets, midterm reflection, midterm and final student and employer evaluations, graduate survey, and a final presentation and evaluation paper.

Internship (SPTM-498) eligibility

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

1. Students have completed SPTM 283 and be of Senior standing.

2. Complete the practicum FE course at an agreed upon facility approved by the Faculty FE Coordinator. The work experience must 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.

FIELD EXPERIENCE PROCESS

The process for participation in the internship is as follows:

1. **Determining an eligible site** – The foundational requirements for a FE experience [work] site is one that contains a component of sport (e.g., ticket sales, fitness, tourism, etc.). Students may use their existing knowledge derived from the content of USI Sport Management courses to identify a site with a sport context.
    a. Students may meet with their faculty advisor or directly contact the Faculty FE Coordinator to determine eligibility of the site. Other questions concerning the area of interest and/or the timing of the FE course may be sent to the Faculty FE Coordinator.

2. **Obtain an approved Field Experience opportunity** - Each student is required to obtain a FE at an approved sport-related site for the Practicum and/or Internship. Students can obtain a listing of previous sites where practicums and internships have been completed on the Kinesiology and Sport website. A listing of possible sites is also kept in the department office area with the administrative assistant. Students can also work with the Faculty FE Coordinator to determine acceptable agencies or institutions with which the practicum may be established.
    a. Students should research FE opportunities **at least 3-6 months** prior to the beginning of their FE course. Procrastination by the student could result in failure to secure an opportunity at a preferred site during the desired semester.

3. **Orientation (tentative)** - Students may be required to attend an **orientation meeting** prior to beginning their FE course. (This requirement is lifted if the semester falls within a time of mandates by the university (e.g., masks, social distancing, etc.) that discourages an in-person meeting. In substitution, the Faculty FE Coordinator may hold a virtual orientation. The Faculty FE Coordinator will communicate via email to inform you if there is an orientation scheduled during the previous term.
    a. The orientation will be scheduled following pre-registration during the fall and spring semesters before the FE begins so the application process is not delayed. Students will have the opportunity to meet with representatives from on-campus FE sites during the orientation meeting. An interview process will follow if the opportunity provides such a process.

4. **Submit Paperwork** - Once the FE paperwork (completed application, work agreement, and learning goals) is completed by the site supervisor of the FE course, students should submit the documents via Blackboard to the Faculty FE Coordinator **WITHIN ONE WEEK** to beginning the job.
    a. **PLEASE NOTE:** Any student that does not submit the starting paperwork (Application, Work Agreement and Learning Goals) by the due date listed on Blackboard may 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 (498 only), and the final presentation and final evaluation paper. An outline of due dates is provided on the course site located on Blackboard > Course Calendar. **IT IS YOUR RESPONDSIBILITY TO KNOW THE DEADLINES.** *Assignments are described in greater detail within this handbook.*

6. **Maintain Communication** - The Faculty FE Coordinator and student will maintain communication throughout the FE course. The FE Coordinator will make timely announcements when needed.
    a. It is the student's responsibility to be proactive with beginning communications for each inquiry they develop throughout the FE course. *This is covered in detail within Roles and Responsibilities.*

Student Accountability

Students are expected to:

1. Develop learning goals in consultation with their site supervisor.

2. Complete all paperwork (application, work agreement, learning goals) and register prior to beginning the FE course.

3. Perform all assignments (bi-weekly timesheets, midterm reflection, midterm and final student and employer evaluations, **graduate survey (498 only)**, and a final presentation and evaluation paper) as required by the Faculty FE Coordinator.

4. Maintain communication with the Faculty FE Coordinator. The student shall schedule periodic conferences with the Faculty FE Coordinator as necessary.

5. Notify site supervisor in the event of absence. A FE 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 FE course for the semester.

6. Perform all assigned tasks to the satisfaction of the site supervisor.

7. Notify Faculty FE Coordinator of any problems or schedule issues.

8. Honor the ethical standards and professional codes and practices of the SPTM field and industry. While working at the FE 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 FE Coordinator if the student feels that early termination of the FE is desired or needed. Circumstances may arise which would cause a student to terminate their FE 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 FE Coordinator and discuss the situation, desires, and needs. Under no circumstance should a student prematurely terminate the FE without first notifying the Faculty FE Coordinator.

    - **IMPORTANT** – If a student is relieved of their duties, terminated, fired, etc… by the site supervisor at any point during the semester, then the Faculty FE Coordinator will investigate the situation by discussing the happenings with the student and the site supervisor. The Faculty FE Coordinator reserves the right to assign an unsatisfactory or failing grade to the student upon said investigation if deemed appropriate.

Employer - Site Supervisor Accountability

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 FE Coordinator if early termination of the FE 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 FE Coordinator if such termination is desired.

Faculty Field Experience (FE) Coordinator Support

The Faculty FE Coordinator is expected to:

1. Have final approval of site selection for the FE.

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.

FIELD EXPERIENCE CRITERIA FOR EVALUATION

To receive a passing grade, students **must submit all the documents, record all hours (i.e., timesheets) worked by the deadline listed on Blackboard, and accumulate at least an 80% on the final poster presentation**.

Incomplete (I) grades will only be given at the discretion of the Faculty FE Coordinator.

Assignment List and Points

Assignments	Points
Application	10
Practicum Work Agreement	10
Learning Goals Worksheet	10
Timesheets	40
Midterm Employer Evaluation	25
Midterm Student Self-Evaluation	25
Midterm Reflection Paper	25
Final Employer Evaluation	25
Final Student Self-Evaluation	25
Final Evaluation of Goals	35
Final Poster Presentation	100
305 Total Points Possible	**330**
Undergraduate Survey (SPTM - 498 Only)	25
498 Total Points Possible	**355**

Grading Scale SPTM 305

Students completing **ALL** of the required assignments listed above for **SPTM 305** will receive

letter grades based on the following scale: **S = Satisfactory (231 points or above) | U = Unsatisfactory (230 points or below)**

Grading Scale SPTM 498

Students completing **ALL** of the required assignments listed above for **SPTM 498** will receive

letter grades based on the following scale:

A = 319.5 points (90.0%) – 355.0 | B+ = 302.0 (85.0%) | B = 284.0 (80.0%) | C+ = 267.0 (75%) | C = 248.5 (70%)

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. The Faculty FE Coordinator also reserves the right to determine an Incomplete status in other special circumstances not listed.

COURSE DESCRIPTION OF REQUIREMENTS

Application | Work Agreement | Learning Goals Worksheet

All FE students must submit a FE Application, FE Work Agreement, and FE Learning Goals Worksheet **PRIOR** to beginning work hours for the site (this requirement may be relaxed in most circumstances). **All forms must be completed to the entirety of the lines listed.** This includes date lines and lines that request additional comments. It is the student's responsibility to fill in all informational lines and request that their site supervisory complete all lines that call for their information.

- The FE Application is universal for all FE students (i.e., it is not the site supervisor's application form). It includes contact information for the Faculty FE Coordinator.
- The FE Work Agreement includes information on roles and responsibilities of the student, responsibilities of the site supervisor (i.e., employer), and includes lines for approval signatures.
- The Learning Goals Worksheet allows the students to develop goals they wish to achieve as a result of participating in the internship experience. **The content of this assignment if very important as it is the foundation for your Final Evaluation of Goals paper and Poster Presentation. It is your indicator on how well you developed as a SPTM professional within your FE course.**

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

A copy of the application, job description form, work agreement, and learning goals worksheet are found in this handbook. A FE student may print out a copy of each, then complete each by hand, have their site supervisor complete the appropriate lines for each form, and the student can create a photo (via mobile device, computer scanner, etc.) to submit on Blackboard.

Timesheets

The student is required to commit to a minimum of work hours in a sport related field experience. The FE hours are tracked through the submission of a bi-weekly (i.e., every two weeks) timesheet via Blackboard. The paper copy of the timesheets are found in this handbook for the student to use as a personal record. The submission process for the FE course is the following:

1. Access the Qualtrics Timesheet link for the given bi-weekly period. Each period is listed on the Blackboard Course Calendar.
    a. Accurately complete the timesheet on Qualtrics by giving your contact information, your site supervisor's contact information, the first Monday of each week within the time-period, and the hours worked each of the 14 days. Failing to input an accurate email address for your site supervisor will result in a failed attempt to have your site supervisor approve your hours to me.
    b. Failing to input the correct contact information for yourself will result in a failed attempt to receive points for your timesheet submission.
    c. A running total of your hours worked AND approved by your site supervisor will be listed on the Blackboard gradebook. It is your responsibility to be aware of your totals to achieve the required number of hours for your FE course.
2. To receive full credit (i.e., 5 points) for a timesheet submission you must copy (Crtl + C) the passage in your email that Qualtrics kicks to you after a finished Qualtrics [timesheet] survey. You must then paste the passage into your Blackboard timesheet link by the due date listed on the Course Calendar to receive full credit. ***Zero hours worked for a time-period still requires a timesheet submission.**

Evaluation Forms

Students are required to complete Midterm and Final forms for an Employer Evaluation and Student Self-Evaluation during the FE (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. Late forms will receive a 50% deduction.

Midterm Reflection

Students must submit a **two-page (at least)** midterm reflection concerning their FE course. The report will be submitted via Blackboard by the specified date on the Course Calendar. 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 below 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 of Goals [paper]

Students must submit a Final Evaluation of Goals paper of the field experience at the end of the semester. Students must use the Final Evaluation of Goals guidelines and rubric that are included in this handbook. The information to be included in the 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 paper is utilized, in part, to evaluate the site for future participation in the USI internship program.

Final Poster Presentation

In-person Description: Students will present about their field experience 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 REQUIRMENT 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.

Virtual Description: Students will present about their field experience on a specified date listed on the course Blackboard site. All students are required to upload their poster presentation onto the Blackboard VoiceThread link. Students are expected to detail the important aspects of their field experience, as outlined in this handbook. More information will be listed on the Blackboard link.

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. 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.

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

Refer to University's policies at www.usi.edu/deanofstudents/academic-integrity

FIELD EXPERIENCE APPLICATION

Circle One: **SPTM 305** **SPTM 498**

Semester and year (e.g., FA2019) _____

Circle One: **Unpaid** **Paid** **Amount Paid$**_____

Student Contact Information

Students Name_____Student ID **000**_____

Current Address_____City_____State_____Zip Code_____

Phone Number (mobile)_____E-Mail_____

Internship Site Information (Provide complete and accurate information)

Proposed Internship Sponsoring Organization

_____

Site Supervisor Name and Title

_____

Mailing Address_____City_____State_____Zip Code _____

Phone Number (Work)_____E-Mail _____

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 Faculty FE Coordinator. Please sign below to indicate your willingness to participate in such a visit, if selected:

Site Supervisor_____ Date_____

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FIELD EXPERIENCE WORK AGREEMENT

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

- This contract and any other forms required by the USI Faculty FE Coordinator must be completed before the FE begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the USI Faculty FE 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 that includes their FE.
- The FE 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 FE site supervisor.
- The number of working hours per internship shall be a minimum of 450 hours per semester (practicum shall be a minimum of 150 hours).
- The student will maintain a log documenting the FE. The Faculty FE Coordinator may require additional material which will be stated in the Sport Management FE 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 FE 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 FE Coordinator.
- The FE 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 signatures below indicating you have read and understand the Work Agreement.

---------- ---------- ----------

Student **Date** **Student ID Number**

---------- ----------

Site Supervisor **Date**

UNIVERSITY OF SOUTHERN INDIANA

FIELD EXPERIENCE LEARNING GOALS WORKSHEET

A Field Experience 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 Field Experience. 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 ones that you can claim due to the achievement of the objectives contributing to the goal's purpose. Goals can have characteristics for one or more of the following:

Specific | Measurable | Verifiable | Achievable | Agreed upon

To identify and validate an achieved goal one must have data to support it. Objectives are measurable outcomes to performance. Performance may result from certain tactics that, in turn, connect to a desired goal. It is the measured outcome of tactics (i.e., performance) that allow one to know if they achieved the desired objective.

List below the two goals and two objectives for each goal to which you aim to achieve by participating in this FE.

Goal #1

Objective #1

Objective #2

Goal #2

Objective #1

Objective #2

Failure to achieve a passing grade on this assignment will result in a mandatory meeting with the FE Coordinator. It is the student's responsibility to make an attempt to schedule the meeting within three days of the grade posted on Blackboard. Failure to schedule will result in a deduction in the grade to a 0%.

Please complete the signatures below indicating you have read and agree to the Learning Goals and Objectives.

---------- ---------- ----------

Student **Date** **Student ID Number**

---------- ----------

Site Supervisor **Date**

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This is the unofficial copy for the FE course

Timesheet Hardcopy for FE Student's notes

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

STUDENT [Midterm] SELF-EVALUATION

Student Name_____ Date _____

Internship 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 internship assignment. 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.

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

ADDITIONAL COMMENTS:

STUDENT [FINAL] SELF-EVALUATION

Student Name_____ Date _____

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

_____

_____

EMPLOYER [Midterm] EVALUATION

Student Name_____ Date _____

Work 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	
Produces quality work	1	2	3	4	5	
Exhibits effective oral communications	1	2	3	4	5	
Exhibits effective written communications	1	2	3	4	5	
Has ability to apply academic training to job	1	2	3	4	5	
Has ability to learn	1	2	3	4	5	
Displays analytical ability	1	2	3	4	5	
Has good problem solving ability	1	2	3	4	5	
Demonstrates accuracy and thoroughness	1	2	3	4	5	
Has ability to work under pressure	1	2	3	4	5	
Demonstrates original and creative thinking	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	
Takes the initiative; a self-starter	1	2	3	4	5	
Adjust to organization's procedures and policies	1	2	3	4	5	
Has ability to adjust to nonroutine assignments	1	2	3	4	5	
Keeps constructively busy and mentally alert	1	2	3	4	5	
Has healthy attitude toward organization	1	2	3	4	5	
Is cooperative in working relationships with others	1	2	3	4	5	
Exhibits diligences and perseverance	1	2	3	4	5	
Performs tasks with industry and drive	1	2	3	4	5	
Demonstrates a willingness to accept responsibility	1	2	3	4	5	

ADDITIONAL COMMENTS:

Site Supervisor Signature Date Student Signature Date

EMPLOYER [FINAL] EVALUATION

Student Name_____ Date _____

Work 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	
Produces quality work	1	2	3	4	5	
Exhibits effective oral communications	1	2	3	4	5	
Exhibits effective written communications	1	2	3	4	5	
Has ability to apply academic training to job	1	2	3	4	5	
Has ability to learn	1	2	3	4	5	
Displays analytical ability	1	2	3	4	5	
Has good problem solving ability	1	2	3	4	5	
Demonstrates accuracy and thoroughness	1	2	3	4	5	
Has ability to work under pressure	1	2	3	4	5	
Demonstrates original and creative thinking	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	
Takes the initiative; a self-starter	1	2	3	4	5	
Adjust to organization's procedures and policies	1	2	3	4	5	
Has ability to adjust to nonroutine assignments	1	2	3	4	5	
Keeps constructively busy and mentally alert	1	2	3	4	5	
Has healthy attitude toward organization	1	2	3	4	5	
Is cooperative in working relationships with others	1	2	3	4	5	
Exhibits diligences and perseverance	1	2	3	4	5	
Performs tasks with industry and drive	1	2	3	4	5	
Demonstrates a willingness to accept responsibility	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____

ADDITIONAL COMMENTS:

Site Supervisor Signature Date Student Signature Date

FINAL EVALUATION OF GOALS

The student should include the following for submission of the Final Evaluation of Goals 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 internship 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 internship experience. Recommendations and suggestions to the agency for improving the internship experience. Recommendations and suggestions to the agency supervisor for improving the internship experience.

Final Evaluation Of Goals 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
TOTAL		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 REQUIRMENT** 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 internship 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 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