Eastern Connecticut State University
Department of Kinesiology and Physical Education
Sport Management Internship Manual

(2016 edition, approved on October 5, 2015)
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EASTERN CONNECTICUT STATE UNIVERSITY

SPORT MANAGEMENT INTERNSHIP MANUAL

INTRODUCTION

Congratulations, if you have made it far enough through your studies at the Sport Management program at Eastern Connecticut State University (Eastern), you have already accomplished a great deal. This internship experience is designed as a capstone experience to give every one of our graduates “on the job” experience to place on their resumes for future job or educational opportunities.

The academic internship experience required by Eastern Sport Management program is the culmination of four years of professional preparation in the field of sport and leisure. The minimum of three-credit internship (SLM 495 or SLM 496) requires the student to complete at least 135 internship hours of fieldwork.

During the internship experience, each student is given the opportunity to utilize the knowledge, skill, and experience that she/he has acquired during her/his tenure in the Eastern Sport Management program. Ideally, this experience will be beneficial and rewarding for both the student and the cooperating agency.

The final internship experience can be extremely critical to the career placement of the participating student. The guidelines and forms presented on the subsequent pages have been developed to help facilitate and ensure a quality experience for both the student and the cooperating agency.

The purpose of this manual is to provide the guidelines and forms to identify and define the roles of the student, agency and faculty advisor. It is expected that at any time a problem or question arises for the student, agency, or faculty advisor, lines of communication will be established immediately to remedy the situation.
PREREQUISITES, COURSES, AND INTERNSHIP HOURS

Prerequisites:
1. At least 10 Health and Physical Education/Sport Management (HPE/SLM) Professional Development Points (PDPs) each semester from the semester students has declared SLM major. Maximum 60 Professional Development Points are required;

2. Obtain C or above in the SLM 476 Sport and Leisure Management Seminar, where applicable;

3. For SLM 496 Professional Internship: Sport & Leisure Management, students must have at least 2.70 cumulative grade point average (GPA), or approved by academic advisor and department chair;

4. Approvals by the Internship Program Director (i.e. Faculty Supervisor), the Department Chair and the Dean.

Internship Courses:
SLM 495 - Department Internship: Sport & Leisure Management
(within Kinesiology and Physical Education Department internship; Letter Grade)

SLM 496 - Professional Internship: Sport & Leisure Management
(out of Kinesiology and Physical Education Department internship; Credit/No Credit)

Internship Hours:

<table>
<thead>
<tr>
<th>Number of Credits</th>
<th>Equivalent Internship Hours</th>
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<tbody>
<tr>
<td>1</td>
<td>45</td>
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<tr>
<td>2</td>
<td>90</td>
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<td>3</td>
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<td>11</td>
<td>495</td>
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<td>12</td>
<td>540</td>
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GOALS OF THE SPORTS MANAGEMENT INTERNSHIP

1. To provide the opportunity for students to practically apply liberal arts education in sport and leisure management field experience;

2. To help the student identify her/his own abilities and to aid in the selection of areas of specialization in both course work and future employment;

3. To help establish and maintain effective interaction between college educators and field practitioners;

4. To offer a means for feedback regarding curriculum effectiveness which can aid in developing or revising the professional preparation of students;

5. To offer the student an opportunity to develop leadership and supervisory skills in a realistic situation;

6. To offer a first hand orientation and introduction to the professional field of sport and leisure management;

7. To aid in the identification of students’ strengths and weakness through direct observation;

8. To provide, through realistic experiences, a direct link between academic and professional practice;

9. To provide the student with potential opportunities for future employment by providing experience, job contacts, professional references, and other forms of employment assistance.
LIBERAL ART WORKS ATTRIBUTION

SLM 495 and SLM 496 are Liberal Arts Works (LAW) courses approved by Eastern’s LAW Committee.

Liberal Arts Work (LAW) is part of what makes an Eastern education unique. All students have the opportunity to engage in a pre-professional experience that is designed to help clarify career goals, develop skills in a real-world setting, and prepare for future employment or graduate school. Students completing LAW experiences that are credit-bearing graduate with a LAW designation on their transcripts. Students completing LAW experiences that are non-credit will receive a LAW certificate. Both forms of documentation will demonstrate to future employers and universities that these students can connect theory learned in the classroom to practical skills and settings.

(Adopted from Eastern’s Liberal Arts Work website http://www1.easternct.edu/liberalartswork/)
INTERNSHIP RESPONSIBILITIES

A. AGENCY SUPERVISORS

1. Provide a clear and comprehensive outline of the qualifications expected of a field internship student.

2. Careful screening of all potential students. It is essential that both the participating agency and student be pleased with their respective placements.

3. Place the students in progressively intensified leadership positions. These positions should be both challenging and rewarding to the participating student.

4. Allow the student to participate in as many varied agency operations and projects as possible.

5. View the student as a professional and given the respect and rights of a “full staff member”.

6. Take an interest in how the student is progressing in her/his professional training. Agency supervisors should carefully examine and sign all weekly internship reports (Form D).

7. Complete and submit the midterm and final evaluation forms on time.

8. Contact the faculty supervisor at the onset of any problem or if any questions should arise.

B. STUDENT

1. Submit to the faculty supervisor a letter of intent and personal resume for each potential internship position being considered for the faculty supervisor’s approval.

2. Develop personal and professional goals and objectives (Form B). Devise a job description in cooperation with immediate supervisor.

3. Keep the working time log (Form C), verified by the agency supervisor, and submit to the faculty supervisor at the end of the internship.

4. Submit to faculty supervisor all weekly reports (Form D with a 500-word report) on time every week.

5. Complete all agency duties as agreed to by the student, agency supervisor and faculty supervisor.
6. Attend all “on campus” internship meetings as scheduled by faculty supervisor.

7. Attend the meeting scheduled with the faculty supervisor and the agency supervisor during the faculty supervisor’s visitation. Participate in a discussion of the mid-internship and final evaluations with the agency supervisor.

8. Complete a written internship experience and evaluation report. The report should be submitted to the faculty supervisor.

9. Complete the evaluation of the sponsoring agency and agency supervisor (Form E, F and G).

10. Maintain an anecdotal written log of all experiences during the internship. This log will serve as an evaluation tool for the faculty supervisor, as well as a learning experience for the student, and will be included in the final report and oral presentation.

C. FACULTY SUPERVISOR

1. Assist student in the selection of potential internship agencies.

2. Approve student’s letter of intent and resume prior to their mailing.

3. Confirm the student has: (a) completed all prerequisites, and (b) obtained participating agency approval and agreement to supervise prior to the stipulated internship starting date.

4. Keep an on-going progress report on each student by way of the weekly reports, visitations, and mid-term evaluation.

5. Observe the student onsite on one or more occasions. Should an onsite visit not be possible (e.g., prohibitive travel distance), faculty-student communication instances (email, video-conference, phone) must be documented in the weekly progress reports.

6. Meet with both student and agency supervisor, conferring on the student’s progress.

7. Evaluate student’s performance and assign a final grade.

8. Be available to meet with the agency supervisor if needed to discuss immediate problems that may arise.
INTERNSHIP ADMINISTRATION INFORMATION

Internship Beginning Dates
Sport Management Internship dates has to be aligned with an Eastern semester/term (i.e. fall semester, wintersession, spring semester, or summer session). The official beginning date of your internship cannot be earlier than the first day of class in an Eastern semester/term. Any internship hours performed before the approved beginning date should not be counted towards your Eastern’s internship. Those working hours will be in an agreement between the students and the agencies only.

Number of Internship Hours
Each student credit equals to 45 actual internship hours. The agreement among Eastern, the agency, and the student will only comply with the number of internship hours where the students registered at Eastern. The liability and agreement for the excessive hours are between the students and the agency only.

Register Credits in Multiple Semesters
Students are allow to register for less than 3 credits for internship in each semester/term. This case usually occurs when an agency cannot provide enough actual internship hours in one (1) semester/term, and the students have to continue the hours in the subsequent semester/term. However, all Sport Management majors are required to complete a minimum three (3) credits of internship experience for the degree.

Internship in Multiple Semesters (Repeating Internship)
Students are permitted to perform internships for more than one (1) semester/term at the same agency, or another agency. A separate Eastern’s Internship Application is required for each semester/term. If the students are planning to perform internship at the same agency for more than one (1) semester/term, the learning objectives, learning experience, duties and responsibilities cannot be the same in each semester.

Retroactive of Internship Working Hours
No retroactive of Sport Management internship hours are counted towards Eastern’s Sport Management Internship. Sport Management internship hours must be earned from the beginning day of the internship period.

Incomplete Grade
If the internship and any internship assignments are not completed by the last day of an Eastern’s semester/term. The faculty supervisor will assign an “incomplete” grade to the students. The student and the faculty will establish a deadline agreement indicates the outstanding works and assignments for the completion.

Students’ final internship grades will be submitted to the Registrar’s Office if the student complete all the works and assignment by the deadline. If student fail to complete all the works by the agreed deadline, the final internship grade will be Fail (F) for SLM 495, or No Credit (NC) for SLM 496 automatically.

Students must complete all of the works within the subsequent semester/term except for medical illness or extenuating circumstances with written documentation signed by professionals.
INTERNSHIP APPLICATION PROCEDURES AND FORMS
# INTERNSHIP APPLICATION PROCEDURES CHECKLIST

(For Student)

Please check the box when you complete an action.

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<th>Timeline</th>
<th>Action</th>
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<tr>
<td>☐ One semester before the planned internship (ongoing).</td>
<td>Discuss with your faculty advisor/supervisor about your internship initial plan, including the interests, needs and future career goals of the student; and the planned beginning date.</td>
</tr>
<tr>
<td>☐ Within one semester before your internship (ongoing).</td>
<td>The student will then be instructed to search through a list of potential agencies in an effort to meet her/his individual interest, needs, and future career goals. Students are also permitted to seek other internship sites that may be more appropriate due to geographic, specific career goals or other preferences or constraints.</td>
</tr>
<tr>
<td>☐ Within one semester before your internship.</td>
<td>Prepare internship application cover letter and resume (Students are recommended to use the resources provided by the Center of Internships and Career Development). If the tentatively selected agency has not previously had an Eastern Sport Management internship student, the faculty advisor will determine if the internship site meets the Sport Management program.</td>
</tr>
<tr>
<td>☐ Within one semester before your internship</td>
<td>Complete all internship prerequisites.</td>
</tr>
<tr>
<td>☐ Within one semester before your internship</td>
<td>Apply for internship with the agency. - After obtaining the advisor’s approval, the student may then send the resume and application letter to the prospective agency(ies).</td>
</tr>
<tr>
<td>☐ At least 4 weeks before the internship beginning date.</td>
<td>Confirm an internship offer from the agency. - If after reviewing the application and resume, the agency accepts the student, arrangements should be made by the student to visit the agency to finalize the details and obtain an official offer letter from the agency. The letter should be printed on the agency letterhead, including:   - Name of the student   - Internship Beginning and End Dates   - Total Working Hours   - Internship location (i.e. physical address)   - Internship Job Title and affiliated department (if any)   - Agency supervisor signature, name, job title, contact phone number, and email.</td>
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<tr>
<td>Timeline</td>
<td>Action</td>
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| ☐ At least 3 weeks before the internship beginning date. | Apply for Eastern’s internship with the faculty supervisor. Please submit:  
  - Eastern’s Internship Application Form  
  - Agency Offer Letter (issued and signed by the agency supervisor)  
  - For-Prof Organization Agreement (signed by the student and agency supervisor) |
| ☐ Immediately before the internship beginning date. | Once the Eastern’s Internship Application approved by the program director (i.e. faculty supervisor), the department chair, and the dean, the registration process will be completed automatically. The faculty supervisor will inform the student. The student can begin the internship officially.  
*Students do not have to register for the internship at the Registrar’s Office or eWeb.* |
Approval/Permission to Register For
Independent Study/Project or Internship/Practicum or Teaching Assistantship

Important Reminder: If you have less than a 2.7 Overall GPA and you are registering for greater than 17 total credits, you must obtain written approval from the Advising Center.

Instructions:
1. Print all information on yellow paper.
2. Students and faculty project supervisors MUST COMPLETE REVERSE SIDE.
3. Obtain approval signatures from the Independent Study/Project/Internship/Practicum/Teaching Assistantship project director and the supervising department chair. Submit this form to the appropriate academic dean for final approval.
4. With dean's approval, copies of the approved form will be sent to the project director, department chair, and the Registrar's Office. Upon receipt, the Registrar's Office will process the approved registration request. (Part-time students will be sent a bill which is payable immediately.)
5. Any changes to this registration request (i.e. drop/withdrawal) are the responsibility of the student and must be submitted to the Registrar's Office prior to applicable deadline.
6. REGISTRATIONS CAN NOT BE PROCESSED WITHOUT ALL SIGNATURES!

I have read and will comply with the above:

Student Signature: ___________________________ Date: __________

Name: ___________________________ Eastern ID #: ___________ Cell Phone: ___________________________
Sophomore ___ Junior ___ Senior ___ Major: ___________________________ Overall GPA: ___________________________
Subject / Course Number: ___________________________ Title: ___________________________ Credits: __________

☐ Independent Study ☐ Senior Project (Visual Arts) CIRCLE SESSION AND WRITE IN YEAR:
☐ Internship/Practicum ☐ Individual Music Fall    Intersession    Year ______
☐ Teaching Assistantship ☐ Instruction (Perf. Arts) Spring    Summer

T.A. Course __________________________________________

APPROVAL SIGNATURES:
Project Director:
Print: ___________________________ Signature: ___________________________ Date: __________

Supervising Department Chair:
Print: ___________________________ Signature: ___________________________ Date: __________

Academic Dean:
Print: ___________________________ Signature: ___________________________ Date: __________

Registrar's Office Use Only: Section Code: ___ CRN: _________ Processed by: ___________________________ Date: __________

01/2012
Internship Information

Student Name:__________________________

Professional Development Points:____________

Site Supervisor:___________________________

Site Name:_______________________________

Site Location:_____________________________

Site Phone Number:________________________

E-Mail:___________________________________

Duties and Responsibilities:________________________

________________________________________________________________________

Actual Internship Dates:__________________________

Hours per week:_____________________________

Total Hours:________________________________
EVALUATION CRITERIA

Students will be evaluated on the following during the course of the internship:

1. Students will be expected to complete Form A and B on the first week of the internship in consultation with the agency supervisor and the faculty supervisor.

2. Students are expected to send (Eastern email or USPS mail) Form C (Internship Time Log) and Form D (Weekly Internship Report) on a specific weekday agreed between the student and the faculty supervisor during the internship period. This report must be submitted to the faculty supervisor.

   The Weekly Report is a 500-word evaluation that describes:
   a. Onsite experiences contributing toward your professional growth;
   b. Opportunities taken to enhance skills, knowledge, productivity, engagement with staff and/or clients;
   c. Challenges and/or difficulties with respect to duties, communication, and/or obligations.

3. Students are expected to have the Student Internship Rating Form (Form E) completed by their Agency Supervisor. Ideally, this should be completed at the approximate mid-point and at the end of the internship experience.

4. Students are expected to complete the evaluation to the agency supervisor and the agency (Form F and G) on the last week of the internship.

5. Students are expected to complete in a satisfactory manner a final report on the internship experience as outlined in this Internship Manual. A corresponding oral presentation with visual aid on the experience is expected to be prepared and ideally presented at a time to be determined by the supervising faculty member and student.

6. Students are expected to complete the expected internship hours per credit hour. For example, a 3-credit internship equals to 135 actual internship hours (1-credit equals to 45 actual internship hours).
Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

Background
The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.*

The Test For Unpaid Interns
There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;

2. The internship experience is for the benefit of the intern;

3. The intern does not displace regular employees, but works under close supervision of existing staff;

4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;

5. The intern is not necessarily entitled to a job at the conclusion of the internship; and

6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.
Similar To An Education Environment And The Primary Beneficiary Of The Activity
In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA’s minimum wage and overtime requirements because the employer benefits from the interns’ work.

Displacement And Supervision Issues
If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer’s regular workforce, this would suggest an employment relationship, rather than training.

Job Entitlement
The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

Where to Obtain Additional Information
This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

For additional information, visit our Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866-4USWAGE (1-866-487-9243).

U.S. Department of Labor
Frances Perkins Building
200 Constitution Avenue, NW
Washington, DC 20210

* The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.
Eastern Connecticut State University
School of Education and Professional Studies/Graduate Division

Internship Agreement
(For Profit Organizations)

The following conditions are agreed upon to guide unpaid internships for Eastern Connecticut State University. Conditions, including hourly contributions beyond the scope of this agreement are not binding for academic credit and should be negotiated between the Eastern student and internship host.

- The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
- The internship experience is for the benefit of the intern;
- The intern does not displace regular employees, but works under close supervision of existing staff;
- The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
- The intern is not necessarily entitled to a job at the conclusion of the internship;
- The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship; and

The intern will complete _____ hours for _____ academic credit at _______________________

(Organization Name)

__________________________________________  ____________________________  ____________
Student Intern (Name)  Signature  Date

__________________________________________  ____________________________  ____________
Internship Host Supervisor or Representative (Name)  Signature  Date

__________________________________________  ____________________________  ____________
Faculty Sponsor (Name)  Signature  Date

__________________________________________  ____________________________  ____________
Dean (Name)  Signature  Date

These guidelines are compliant with the Fair Labor Standards Act (FLSA). For more information, contact, visit the Wage and Hour Division Website: http://www.wagehour.dol.gov and/or call toll-free information and helpline, available 8 a.m. to 5 p.m., 1-866-4USWAGE (1-866-487-9243).
Eastern School of Education and Professional Studies, October 2014
INTERNSHIP ASSIGNMENTS
**INTERNSHIP ASSIGNMENT CHECKLIST**

Please check the box when you submit your assignments to your faculty supervisor. (May vary depends on the special sessions)

Please submit your assignment to your faculty supervisor through Eastern’s email or USPS mail.

<table>
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<th>Deadline (at the end of the week)</th>
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<td>Week 1</td>
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<td>Form B</td>
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<td>Week 1</td>
<td>Week 1 – Form D and Reflection</td>
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<td>Week 2</td>
<td>Week 2 – Form D and Reflection</td>
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<td>Week 3</td>
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<td>Mid-Point</td>
<td>Form E</td>
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<td>Mid-Point</td>
<td>Schedule Oral Presentation with the Faculty Supervisor</td>
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<td>Week 8</td>
<td>Week 8 – Form D and Reflection</td>
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<td>Week 9 – Form D and Reflection</td>
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<td>Upon Internship Completion</td>
<td>Final Paper</td>
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<td>Upon Internship Completion</td>
<td>Oral Presentation</td>
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FORM A
EASTERN CONNECTICUT STATE UNIVERSITY
INTERNSHIP AGREEMENT

(Please complete this agreement and send to the faculty supervisor within the first week of the internship.)

The internship program, as outlined in the Eastern Connecticut State University, Sport Management Internship Manual, is a cooperative agreement among the student, agency representative, and the student’s university internship supervisor.

By signing this agreement, all three parties agree to honor the spirit and content of the policy guidelines and will work cooperatively to make the internship placement a valuable and educational experience for all parties concerned.

Student’s Name (PRINT):  
Agency Representative’s Name and Job Title (PRINT):

____________________________________  ______________________________________

Permanent Address:  
Name and Address of Agency:

____________________________________  ______________________________________

____________________________________  ______________________________________

Preferred Phone:  
Office Phone:

____________________________________  ______________________________________

Email:  
Email:

____________________________________  ______________________________________
FORM A
EASTERN CONNECTICUT STATE UNIVERSITY
INTERNSHIP AGREEMENT (continue)

Date Field Experience begins (MM/DD/YYYY): __________

Date Field Experience ends (MM/DD/YYYY): __________

Number of hours per week: _______________

Tentative Weekly Working Schedule:

<table>
<thead>
<tr>
<th>Day</th>
<th>Beginning Time</th>
<th>End Time</th>
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<tbody>
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<td>Mon</td>
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<td>Sun</td>
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____________________________
Student Intern (Name)

____________________________
Agency Supervisor (Name)

____________________________
Faculty Supervisor (Name)

Return this sheet to:
Dr. ________________ (Name of Your Internship Faculty Supervisor)
Eastern Connecticut State University
Department of Kinesiology & Physical Education
83 Windham Street
Willimantic, CT 06226
Form B

EASTERN CONNECTICUT STATE UNIVERSITY

INTERNSHIP LEARNING OBJECTIVES

Students should complete this form under the guidance by the faculty supervisor, then present this to the agency supervisor before or during the first week of the internship.

Please return this signed form with the student’s and agency supervisor’s signatures by the end of the first week of the internship. Please use additional paper if needed.

<table>
<thead>
<tr>
<th>Learning Objectives (Completed by students with faculty supervisor’s guidance)</th>
<th>Connection with SLM knowledge and theories (Completed by students with faculty supervisor’s guidance)</th>
<th>Learning Experiences (Completed by students with agency supervisor’s guidance)</th>
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Student’s Name (PRINT) __________________________ Student’s Signature __________________________ Date __________________________

Agency Supervisor’s Name (PRINT) __________________________ Agency Supervisor’s Signature __________________________ Date __________________________

Faculty Supervisor’s Name (PRINT) __________________________ Faculty Supervisor’s Signature __________________________ Date __________________________
FORM C
EASTERN CONNECTICUT STATE UNIVERSITY

STUDENT INTERNSHIP TIME LOG
(Completed by the students and submit to the faculty supervisor at the end of the internship.)

Name of Student: ____________________________________ Semester/Term: _____________

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th>Duties</th>
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Student’s Name (PRINT) _______________________________________________________________________
Student’s Signature ____________________________ Date

Agency Supervisor’s Name (PRINT) _______________________________________________________________________
Agency Supervisor’s Signature ____________________________ Date

Faculty Supervisor’s Name (PRINT) _______________________________________________________________________
Faculty Supervisor’s Signature ____________________________ Date
FORM D
EASTERN CONNECTICUT STATE UNIVERSITY

WEEKLY INTERNSHIP REPORT COVER SHEET
(Completed by student, signed by agency supervisor weekly. Please make multiple copies.)

Name ____________________________________ Dates: ___________ to ____________

Week Number: _____________ Number of internship hours in this week: ___________

Week’s Work and Activities: (bullet format)

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

In addition to this weekly internship report cover sheet, the student must also submit a 500-word written reflection of your weekly experience. The Weekly Report is a 500-word evaluation that describes:

a. ACTIVITIES: What did you do each day?
   b. DEVELOPMENT: What opportunities did you taken to enhance your skills, knowledge, productivity, and/or engagement with staff and clients/patients/customers?
   c. CHALLENGES: What challenges arose with respect to duties, communication, and obligations to staff and clients/patients/customers?

Please use the following format for the 500-word reflection:

Name:
Location:

Dates/Times referenced in this report:
(e.g., Mon 9/12, 3-6pm: Wed 9/14, 3-6pm: Fri 9/16, 3-5pm)

(A) Onsite Experiences
(B) Opportunities for Professional Development:
(C) Challenges

Student’s Signature ______________________________ Date ______________

Agency Supervisor’s Signature __________________ Date ______________
(Signature indicates approval)
FORM E
EASTERN CONNECTICUT STATE UNIVERSITY

STUDENT INTERNSHIP RATING FORM
(Completed by Agency Supervisor at the mid-point and at the end of the internship. Please make copies.)

Name of Student: ____________________________ Date: __________________
(Student who has been doing fieldwork under your supervision)

Evaluation period from: ________________________ to: ____________________________

Please use the accompanying rating scale to enable the student to profit from this evaluation experience.

Directions: Place the appropriate rating number in the space to the right of the characteristic. Please use the five point scale suggested below:
Number 5 ………………………………. Superior
Number 4 ……………………………….. Above Average
Number 3 ……………………………….. Average
Number 2 ……………………………….. Below Average
Number 1 ………………………………. Inferior
N/A ………………………………….. Not Applicable

1. ADAPTABILITY
   ___ a. capable of meeting new situations calmly
   ___ b. at ease with people of all ages/diversity

2. ALERTNESS
   ___ a. sensitivity to participant’s attitudes
   ___ b. sees immediately the needs of a situation

3. APPEARANCE
   ___ a. neat and well-groomed
   ___ b. appropriately dressed

4. CONSIDERATION
   ___ a. respects opinions and wishes of others
   ___ b. courteous, friendly and thoughtful

5. COOPERATION
   ___ a. works well with and adjusts to people
   ___ b. accepts suggestions and criticisms graciously

6. DEPENDABILITY
   ___ a. punctual
   ___ b. carries work through to completion

7. ENTHUSIASM
   ___ a. eagerly attacks job
   ___ b. keenly interested in tasks and people

8. EMOTIONAL MATURITY
   ___ a. is well-poised, shows self-control
   ___ b. understands behavior in self and others
9. INITIATIVE
___ a. starts tasks without suggestions or prodding

10. JUDGEMENT
___ a. knows limitations and when to ask for help
___ b. can recognize unimportant matters
___ c. analyses situations to consider possible results

11. KNOWLEDGE OF
___ a. philosophy of recreation
___ b. administrative practices
___ c. financial procedures
___ d. public relations
___ e. areas and facilities
___ f. care of equipment
___ g. programming

12. COMMUNICATION
___ a. command of English, conveys ideas clearly
___ b. has pleasing and effective voice
___ c. has ability to write effectively and correctly
___ d. has ability to state opinion before group

13. LEADERSHIP
___ a. instills confidence in others
___ b. stimulates participants to greater effort
___ c. promotes harmonious relationships
___ d. organizes and works in a democratic manner
___ e. delegates responsibilities effectively
___ f. plans with people
___ g. recognizes and responds to the needs & wishes of others
___ h. brings out the best in people
___ i. produces effective solutions to problems
___ j. develops group spirit, loyalty and cooperation
___ k. maintains an attitude of objectivity and fairness to all

14. PERSONAL ADJUSTMENT
___ a. has a philosophy of life that contributes to improvement of own life and that of others and lives by it
___ b. has an even temperament and a happy disposition
___ c. looks for the best side of things and the best in people
___ d. actions are consistent with own convictions

15. PROFESSIONAL ATTITUDE
___ a. has a sincere interest in profession
___ b. evaluates own work, sets goals for improvement
___ c. reads professional or related literature

16. RESOURCEFULNESS
___ a. is imaginative and creative in thoughts
___ b. is acquainted with resources of community
___ c. has a variety of program ideas and skills
___ d. shows familiarity with printed resources
17. **SKILLS: KNOWLEDGE OR SKILLED IN**
   - a. dramatics
   - b. music
   - c. dancing
   - d. hobbies
   - e. outdoor/nature activities
   - f. camping
   - g. arts and crafts
   - h. social recreation
   - i. sports and games
   - j. leading group discussions
   - k. health fitness
   - l. other (please specify):

18. **SOCIABILITY**
   - a. ease in meeting and mixing with people
   - b. builds a wide variety of contacts

19. **OTHER RELATED KNOWLEDGE, SKILLS, ABILITIES**

Please provide a narrative commentary regarding the student’s overall work performance. Please indicate, with specific example(s), the student’s strengths and weaknesses.

________________________________________________________________________

________________________________________________________________________

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Agency Supervisor’s Signature  Date

Student’s Signature  Date

Above signatures indicate that both supervisor and student have conferred on the above rating prior to the student’s mailing it to the Faculty Supervisor.

Please return to Dr./Prof. ______________ (please insert the faculty supervisor’s name)
Eastern Connecticut State University, Department of Kinesiology & Physical Education
83 Windham Street, Willimantic, CT 06226
FORM F

STUDENT EVALUATION OF THE AGENCY SUPERVISOR
(Completed by the student on the last week of the internship.)

Instructions: Please evaluate the quality of the supervision which you received during the internship period. Use the scale below:

Number 1 ……………………….Excellent
Number 2 ……………………….More than adequate
Number 3 ……………………….Adequate
Number 4 …………………….Fair
Number 5 …………………….Poor

___ 1. The supervisor was interested in you as a person and as a student.

___ 2. The supervisor was willing to discuss the full range of your activities at the site.

___ 3. The supervisor had the ability to respond to your problems and to help you work toward solutions.

___ 4. Quality of the weekly conferences.

___ 5. Adequacy of arrangements made to orient you to the site.

___ 6. The supervisor was sensitive to your needs in accomplishing your objectives.

___ 7. The supervisor expressed encouragement and sincerity.

___ 8. The supervisor understood philosophy and practices in the profession.

___ 9. The supervisor was flexible in arranging for your tasks in light of changing situations within the site and within you.

___ 10. The supervisors’ openness to change, innovation and new techniques.

Additional comments: __________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
FORM G

STUDENT EVALUATION OF THE INTERNSHIP SITE
(Completed by the student on the last week of the internship.)

Instructions: Please rate the strengths and weaknesses of the site and the staff in terms of meeting your needs as an internship student. Use the scale below:

Number 1…………………………….Excellent
Number 2 ……………………………More than adequate
Number 3 ……………………………Adequate
Number 4 ……………………………Fair
Number 5 ……………………………Poor

____ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.

____ 2. Provision of relevant experiences in administration, supervision, and leadership.

____ 3. Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.

____ 4. Provision of assistance in helping you meet your personal and professional goals and objectives.

____ 5. Possession of resources essential for the preparation of professionals (library books, equipment, supplies, etc.).

____ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.

____ 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed by brief written progress reports.

____ 8. Allowance for relating classroom theory to practical situations.

____ 9. Location in reasonable proximity to campus.

____ 10. Willingness to listen to whatever suggestions or recommendations you might offer, and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.

Additional comments: __________________________________________________________
GUIDELINES FOR THE INTERNSHIP FINAL REPORT AND ORAL PRESENTATION

The final report must meet the following requirements in order to be accepted.

1. The final report must have a cover page identifying the INTERNSHIP site, supervisor, and student’s name.

2. Include a copy of the completed Form A, B, and C.

3. The first section of the report should present an overview of the agency. Included in this section is the purpose of the agency and related facilities, individuals served (numbers, age, demographics) and services and/or programs offered by the agency. Information pertaining to the agency, personnel manuals, structure of the organizations and so forth. (Approximately 3 pages).

4. The second section of the report should include the completed Weekly Internship Reports (Form Ds) preceded by a summary page containing the major responsibilities, projects, and tasks accomplished during the internship.

5. The third section of the report allows for the student to summarize and evaluate the overall experience. The student should relate both positive and negative experiences. The student should reflect upon previously stated objectives, ways the experience could have been improved, and how the experience has contributed to his/her professional growth and development. (Approximately 4-5 pages and appendix the 4 evaluation forms).

6. The Final Paper must be submitted within the 2-week period after the Professional Internship has ended. The final report/paper must be typed, or word-processed and double-spaced; it should not exceed ten (10) pages, not including the cover sheet, weekly activity reports, and appendix materials.

7. The student is required to prepare and present a 20-minute oral presentation on her/his internship experience, in a format agreed upon by the student and faculty supervisor. Sport Management faculty, students, and invited guests at a time and place to be announced.