Internship Manual
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The academic internship experience required of Eastern Connecticut State University Sport and Leisure Management (SLM) majors is the culmination of four years of professional preparation in the field of sport and leisure. The requirements for the minimum three-credit Professional Internship (SLM 490/491/495/496) are 135 clock 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 ECSU Sport and Leisure 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 involved.

It is the purpose of these guidelines and forms to identify and define the roles of the student, agency and faculty advisor. These are, of course, only guidelines. 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.
COURSES AND PREREQUISITES

SLM 490 - Department Internship in Sports Management

SLM 491 - Professional Internship in Sport Management

SLM 495 - Department Internship in Health Fitness

SLM 496 - Professional Internship in Health Fitness

Prerequisite:
1. At least 10 HPE/SLM Professional Development Points each semester from the semester students has declared SLM major. Maximum 60 Professional Development Points.
2. For SLM 491 and 496, students must have at least 2.70 cumulative grade point average, or approved by academic advisor and department chair.
3. Department Chair and Dean approval.
GOALS OF FIELDWORK

1. 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.

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

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

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

5. To offer a first hand orientation and introduction to the professional field of Sport and Leisure Management.

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

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

8. To provide the student with potential opportunities for future employment by providing experience, job contacts, professional references, and other forms of employment assistance.
PROCEDURES FOR THE INTERNSHIP ASSIGNMENT AND SUPERVISION

1. When the student has progressed to the point where it is appropriate to make plans for the internship, the advisor and the student will discuss the interests, needs and future career goals of the student. This procedure should begin at least one full term in advance of the beginning of the internship.

2. The student will then be instructed to search through a list of potential agencies in an effort to meet his/her 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.

3. After the student and the advisor have discussed various placement options, each student will submit to the faculty advisor a letter of intent/application and resume for each agency to which s/he is applying. (If the tentatively selected agency has not previously had an internship student, the faculty advisor will determine if the criteria for the internship site can be met.)

4. After obtaining the advisor’s approval, the student may then send the resume and application letter to the prospective agency or agencies.

5. If after reviewing the application and resume, the agency accepts the student, arrangements should be made by the student to visit the agency. Only for unusual circumstances will this step be by-passed.

6. If there is mutual agreement between the student and agency, then the advisor will send the agency supervisor an internship contract. (Form A)

7. All of the above arrangements should be completed at least 4 weeks in advance of the internship.

8. Prior to the end of the first week of the internship, the student and the agency supervisor will receive a telephone call from the faculty advisor as a final check that everything is in order, that the experience is off to a good start and that all procedural matters have been completed.

9. Each student will complete an agency contact sheet (Form B), during the first week of the internship.

10. Each student will complete the learning objective (Form C) prior to the commencement of an internship experience.

11. Each student will maintain a weekly report sheet (Form D), which must be signed by his/her immediate supervisor. The faculty advisor may request the student to mail these
reports on a weekly basis, throughout the experience. Upon such a request, the weekly reports should be mailed no later than the Monday after the second week of the bi-weekly period.

12. All internship students are required to submit a summary report of their experience. Appendix A contains the required elements of that report. The final report will also contain all of the evaluator reports/forms.

13. The faculty advisor will visit each student during the internship experience. In unusual cases where it is impossible or impractical to visit the student at the internship site, close contact will be kept by telephone, e-mail or by post. Students at internship locations that are at great distance from the university campus will be made aware in advance that they will not be visited.

14. Each student will be evaluated midway through her/his experience, and also at the end of the internship by agency supervisor using the internship evaluation form (Form E).

15. If at any time a problem should occur, the student and/or agency supervisor should contact the faculty advisor at Eastern Connecticut State University. (860-465-5183)
FIELD PRACTICUM 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 his/her professional training. Agency supervisors should carefully examine and sign all weekly internship reports.

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

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

B. STUDENT

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

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

3. Submit to faculty advisor all weekly reports on time.

4. Complete all agency duties as agreed to by the student, agency supervisor and faculty advisor.

5. Attend all “on campus” fieldwork meetings as scheduled by faculty advisor.
6. Attend the meeting scheduled with advisor and supervisor during the faculty advisor’s visitation. Participate in a discussion of the mid semester and final evaluations with the agency supervisor.

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

8. Complete an evaluation of the sponsoring agency and sponsoring supervisor, utilizing the appropriate forms (Forms F and G).

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

C. FACULTY ADVISOR

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

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

3. Confirm student’s acceptance with participating agency prior to the onset of the field internship.

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

5. Complete at least one visitation (if appropriate) to each participating agency for the purpose of observing the student in a work situation.

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 for conference with the agency supervisor at any time to discuss immediate problems that may arise.
INTERNSHIP ASSESSMENT

SLM 490 - Department Internship in Sports Management (On-Campus; Credit/No Credit Grade)*

SLM 491 - Professional Internship in Sport Management (Off-Campus; Credit/No Credit Grade)

SLM 495 - Department Internship in Health Fitness (On-Campus; No Credit Grade)*

SLM 496 - Professional Internship in Health Fitness (Off-Campus; Credit/No Credit Grade)

To successfully receive credit for the internship, all aspects of the Final Report must be completed in a satisfactory manner and all evaluations (Mid term and Final) from the internship supervisor must be satisfactory in nature.

*The HPE Department has discussed changing the status of SLM 490/SLM 495 from a letter grade to Credit/No Credit (Under review – not official)
Appendix A

GUIDELINES FOR THE INTERNSHIP FINAL PAPER/PRESENTATION

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

1. All reports must have a **cover page** identifying the INTERNSHIP site, supervisor, and student’s name.

2. Include completed Student/Agency Agreement Form.

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 facilities available for recreation, individuals served (numbers, age, impairments) and services or programs offered by the agency. Also included should be information about the agency, personnel manuals, structure of the organization and so forth. (Approximately 3 pages).

4. The **second section** of the report should include the completed Weekly Activity Record Sheets 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 expected to prepare and present a 20-minute PowerPoint Presentation on his/her internship experience to the SLM faculty, students, and invited guests at a time and place to be announced.
FORM A
EASTERN CONNECTICUT STATE UNIVERSITY

INTERNSHIP AGREEMENT

The internship program, as outlined in the attached guidelines, is a cooperative agreement between 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 signature: ___________________________ Agency Representative’s signature: ___________________________

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

Permanent Address: ___________________________ Name and Address of Agency: ___________________________

__________________________________________

__________________________________________

__________________________________________

Phone: ___________________________ Office Phone: ___________________________

Email: ___________________________ Email: ___________________________

University Internship Supervisor’s Signature: ___________________________ Date: ___________________________

Eastern Connecticut State University
Department of Health & Physical Education, Sport & Leisure Management Program
83 Windham Street, Willimantic, CT 06226
Telephone: (860) 465-5183
FORM B
EASTERN CONNECTICUT STATE UNIVERSITY

INTERNSHIP PROGRAM INFORMATION

Name of the immediate Internship supervisor (s) and title(s): __________________________
________________________________________________________________________________
________________________________________________________________________________

Name of Internship Agency:________________________________________________________________

Address:_______________________________________________________________________________
________________________________________________________________________________

Telephone: E-mail: ____________________________________________________________________________

Date Field Experience begins: ____________ Weekly Schedule (times):
Date Field Experience ends: ______________ M ____________
T ____________
W ____________
R ____________
F ____________
Sa ____________
Su ____________

Return this sheet to:
Internship Supervisor
Eastern Connecticut State University
Department of Health & Physical Education, Sport & Leisure Management Program
83 Windham Street
Willimantic, CT 06226
# Form C

**EASTERN CONNECTICUT STATE UNIVERSITY**

**INTERNSHIP LEARNING OBJECTIVES**

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

**Faculty Supervisor’s Name (PRINT)**: [Blank]  
**Faculty Supervisor’s Signature**: [Blank]  
**Date**: [Blank]

**Agency Supervisor’s Name (PRINT)**: [Blank]  
**Agency Supervisor’s Signature**: [Blank]  
**Date**: [Blank]
FORM D

EASTERN CONNECTICUT STATE UNIVERSITY

WEEKLY INTERNSHIP REPORT
(Completed by student, verified by agency supervisor weekly.)

Name ____________________________________ Dates: ____________ To: ____________

Week Number: ______________________________

Week’s Work and Activities:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

In addition to the weekly field internship report, you must also submit a written evaluation of your weekly experience. Attach a 1-2 page, typed analysis. This evaluation is to include the following:

1. Briefly list several experiences that have contributed to your professional growth.
2. Describe or analyze a new achievement.
3. Describe or analyze any problem(s) you may have encountered while on the job.

Student’s Signature ___________________________ Date ______________

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

STUDENT INTERNSHIP RATING FORM
(Completed by Agency Supervisor)

Name: ___________________________________________ 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
NA ………………………………….. Non-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

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

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Internship Supervisor’s Signature

Student’s Signature

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

STUDENT EVALUATION OF INTERNSHIP SUPERVISOR
(Completed by student)

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 INTERNSHIP SITE
(Completed by student)

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: ___________________________________________________________