General Information
Professor: Suzannah Armentrout, Ph.D.
Office: 172 Highland North
Phone: 507-389-5688
Email: suzannah.armentrout@mnsu.edu

Course Description:
This course is a supervised field experience related to the student's academic specialization associated with the disciplines of human performance. The course is designed as an individualized program of study that provides students an opportunity to meet their academic and professional goals through participation in a well-planned and organized practical experience.

Course Objectives:
- Students will have the opportunity to gain practical experience in a specific area in the sport industry under professional supervision and guidance.
- Students will have the opportunity to apply theories and principles from their formal education to specific situations within the sport industry.
- Students will have the opportunity to use interpersonal and professional communication skills.
- Students will have the opportunity to learn to work with other individuals trained in the sport industry.
- Students will have the opportunity to demonstrate creativity, initiative, and responsibility.
- Students will have the opportunity to exercise and improve their time and stress management skills.
- Students will have the opportunity to observe and analyze professional behavior in the sport industry.
- Students will have the opportunity to demonstrate their problem solving skills.
- Students will complete a resume appropriate for the sport industry.

Prerequisites:
The student must meet the following criteria prior to his/her enrollment in internship experience:
- A minimum cumulative grade point average of 2.5
- Completion of 12 core credit hours of academic course work in that major
• Upper level student accepted into and making substantial progress in the major
• Must develop specific internship objectives related to the major
• Internships cannot be used to replace required coursework
• Students can only start their internships after filling out the required documents and having registered for the internship course.
• Must have a signed contract by the student, the agency supervisor, and the faculty supervisor.
• Supervised by a faculty member in the major
• Must be supervised on an internship site

Required Text and Readings
Sports Business Journal (SBJ) 12-16 week subscription.

Course Evaluation:
The Internship in Sport Management is an integral and essential part of the undergraduate sport management curriculum at Minnesota State University, Mankato. The student must complete an eight (8) credit hour internship requirement (8 credits = a minimum of 400 hours of intern work at an approved internship site). This course is graded on a pass/fail basis. In order to receive a passing grade (P), students must accumulate at least 80% of the total points available for graded areas as listed below. Incomplete (I) grades will only be available to students who have satisfactorily completed all assigned work, but were unable to accumulate enough intern work hours during the defined semester dates. The intern must complete the necessary hours by the end of the semester immediately following the semester in which they enrolled in the internship or the (I) will automatically convert to a (F). The instructor reserves the right to submit an unsatisfactory grade for any intern who violates any university policy or any laws of the State of Minnesota or the state in which the intern is completing their internship or if the intern engages in any acts which expose the Minnesota State University Sport Management program to disrepute.

Grading Criteria:

1. Internship Weekly Reports 20%
2. Internship Site Supervisor Mid-term Evaluation 10%
3. Internship Site Supervisor Final Evaluation 10%
4. Faculty Site Visit or Telephone Evaluation 10%
5. Final Project (3 parts) 50%
   Resume (10% of total grade)
   Portfolio (30% of total grade)
   Personal and Site Evaluation Report (10% of total grade)
**Internship Weekly Report**

The student will be required to write an internship weekly report on their work experience. A detailed daily report must be written up reviewing one’s duties, responsibilities, and reflections of the day. The report should include a reflection on the theoretical and conceptual base used for the practical work and provide evidence of the applied work undertaken. The reflections can be drawn from conceptual considerations and/or applied work from the core subjects of the sport management program: marketing, management, planning, information use/research, financial issues, human resource issues, sociology, legal issues, data analysis, or other related areas. This report will assist the intern in reflecting on his/her experience and identifying areas for personal and professional growth. The student is expected to be thorough and precise and gain as much experience from the internship as possible. The report MUST be typed and MUST be at least a full-page. **This report must also contain at least one reference to current literature contained in SBJ or a trade journal relevant to the intern's sport industry segment.** The report should also explain the article read and how/why it is relevant to the intern’s previous week experiences or activities. A proper APA citation must be used.

Students will complete a timesheet (located at the beginning of the weekly report form) for each week worked at the internship site. It will be used to keep track of the total number of hours worked by the student. Any timesheets not submitted on the due date will not be included in the student’s total work hours. Please be sure to total all hours worked for the week period being reported. **Weekly reports should be submitted in the proper dropbox in D2L.**

**Internship Site Supervisor Evaluations (Mid-term and Final)**

The intern's Site Supervisor needs to complete both a mid-term and final evaluation. As each student starts and ends one’s internship at different times, it is the student’s responsibility to a) give the mid-term evaluation form to the Site Supervisor before the half-way point of the credit hours and the final evaluation to the site supervisor upon completion of the credit hours, b) remind the site supervisor to submit the forms via email to the Internship Coordinator (suzannah.armentrout@mnsu.edu) at the half-way point and upon completion. Please give your site supervisors plenty of advanced warning because you will lose one point per day for evaluations turned in late. The mid-term evaluation is especially important because it provides structured feedback to the student on his/her performance to-date, and offers an opportunity for the student and supervisor to reestablish goals for the second half of the internship. The final evaluation allows the student to assess his or her progress during the internship and
should assist the agency supervisor to determine his or her grade recommendation for the student.

**Faculty Site Visit or Telephone Evaluation**
The Internship Coordinator will conduct an agency site or telephone evaluation to discuss the student’s performance and progress in the internship. The student should schedule the mid-term evaluation between the Internship Coordinator and Site Supervisor at the half-way point of the credit hours (so if you registered for 400 hours, the mid-term evaluation should be scheduled at around 200 hours). As every internship starts and ends at a different time, it is the student’s responsibility to schedule this evaluation.

**Final Project**
Every student must complete a final project as part of the internship curricular requirements. The project should be comprehensive and rigorous and should demonstrate your administrative and/or supervisory responsibilities within the site organization. All documents should be typed and organized into a binder with all 3 parts of the final project clearly labeled. This final project should be submitted to the Internship Coordinator within 2 weeks of completing your internship. The final project consists of:

**Part 1:** An updated resume tailored to a specific job you are interested in obtaining in the future

**Part 2:** A portfolio that demonstrates your competencies, samples of writing or responsibilities, and accomplishments during your internship and previous sport management related experiences. This is your professional portfolio and should represent all of your experiences!! See below for more information

**Part 3:** A personal and site evaluation report that explains and addresses:
- What you learned about yourself
- The areas you experienced the most personal growth/benefited from the most
- The areas/skills you need improvement in and would like additional experience/professional preparation
- How the practicum influenced your career goals (please explain)
- The strengths and weaknesses of the internship site and responsibilities
- If you would recommend this site to future practicum students

**Additional Information about the Portfolio**

There are many steps in conducting a successful work search. In today’s competitive job market, you need every edge to make yourself stand out from the crowd. Creating a portfolio is one of the ways that you can really distinguish yourself from other job
applicants. The idea of using a portfolio to promote yourself to potential employers is fairly new for most of us, although it's an idea that people in creative fields (such as photographers, graphic designers, and actors) have used for many years.

Most people go into a job interview and just describe what they have done or can do. If you have a portfolio under your arm, all you have to do is open it up and show the tangible evidence of your skills and achievements. A picture really is worth a thousand words. It will motivate employers to consider hiring you over someone who has nothing to show for their skills and achievements.

What exactly is a portfolio?

A portfolio is a showcase for your professional experiences, achievements, and skills, which can be used to show samples of your work, competencies, responsibilities, writing samples, certificates, and accomplishments. People often include samples of professional emails or letters they have written, press releases, schedules they created, blank invoices they worked with or samples of a financial deposit they made, flyers or reports you designed, meeting minutes, articles written about projects you were involved in, etc. Any document or written summary of a skill, responsibility, or activity you were involved that demonstrates your experiences and skills should be included. You should NOT include any confidential information to the company, but rather general information that illustrates your experiences.

Why do you need a portfolio? What are the advantages to using it?

Here are just a few of the reasons why having a portfolio to show employers can work to your advantage:

- It allows you to expand on your résumé in a more comprehensive manner. With résumés, we are usually limited to one or two pages. Having a portfolio allows you to expand as fully as you want to on any area of your expertise.
- Your portfolio can demonstrate tangible proof of your skills and abilities. Instead of just talking during a job interview about what you have done or can do, you can actually show samples of your work.
- It helps you keep all of your essential work-related samples and documents in one place and protected so that you can easily find and access those materials when you need them for a job search, performance appraisal, or application for a promotion.
- Employers aren't used to seeing portfolios on a regular basis. When you put one together, it will really help you stand out from the crowd.
In job interviews, it can act as a reminder of the things you want to highlight in promoting your skills. 
You can be more creative in your portfolio than you are in producing your résumé and cover letter. Most experts recommend using plain white paper for résumés and cover letters. But in your portfolio, you can use a variety of paper, graphics, and colors to display your work to its best advantage. 
Preparing a "master portfolio" allows you to more easily pick and choose items for a "sample portfolio" that is custom-designed to suit a particular job you are applying for (more about master versus sample portfolios below).

**Recommendations for Your Portfolio**

1. Don’t wait until the last minute to do it. Rather, gather documents as you complete them.
2. Make colored copies if applicable and use clear plastic sheet protectors/slips to put your documents in.
3. Use a good quality 3 ring binder, tab dividers, and labels to divide information. This should always be typed.
4. Tweak your portfolio (as you would a resume) for each interview.
5. Use titles to indicate what each document represents.
6. Group related items for your portfolio together.
7. Keep in mind it is a work in progress and should continually be updated with new documents.

**Professionalism:**
Professionalism is required during the internship. You are expected to conduct yourself as an adult. This includes conducting yourself in a mature manner and dressing appropriately.

**RESPONSIBILITIES OF THE INTERNSHIP FACULTY SUPERVISOR**

- Will assist the student in securing a practical experience in the student’s best interest
- Will inform the student of the specific requirements of the practical experience
- Will help the student develop personal objectives and goals for his/her internship and create a plan to achieve them through his/her internship
- Will review the prospective internship agency and the designated agency supervisor and approve or disapprove student internship application
• Will contact the agency supervisor and student as needed
• Will supervise the student while in the agency through the regular evaluation of weekly internship reports
• Will work with the student and site organization to process necessary contractual agreements and forms
• Will conduct a mid-term telephone evaluation or site visit and meet with/talk to the student and the agency supervisor to discuss the student’s performance and progress in the internship
• Will be accessible to the student intern
• Will evaluate the student using the established criteria given earlier and assign a grade (P/F) to the internship experience. If the student does not complete all of the above requirements, he or she will receive an F
• Will serve as a resource person for the cooperating agency, the agency supervisor, and the student
• Will recommend new agencies to its faculty for approval and maintain contact with current and previous internship agencies
• Will maintain a list/file of approved internship agencies and appropriate supporting materials for each agency

RESPONSIBILITIES OF THE UNDERGRADUATE STUDENT

• Will find and secure a practical experience for the internship
• Will develop personal objectives and goals for his/her internship and create a plan to achieve them through his/her internship
• Will submit internship forms and obtain approval for the internship prior to beginning the practical experience
• Understands the responsibilities required in order to receive credit at MSU
• Understands the responsibilities required for the internship at the agency
• Will submit weekly logs
• Will send evaluation forms to the agency supervisor during mid-term week and upon completion of the internship
• Will schedule a convenient date and time for the phone evaluation or site visit with the faculty and site supervisor.
• Will regularly communicate with the agency supervisor and internship supervisor
• Will be on time for internship activities and dressed professionally
• Will represent the university in a positive manner
• Will give feedback to the faculty supervisor regarding the internship agency
• Will submit a high quality final project

RESPONSIBILITIES OF THE INTERNSHIP SITE SUPERVISOR
- Will supervise the student in his/her internship
- Will clearly define the student's role and responsibilities within the organization
- Will fill out and return necessary internship forms
- Will regularly communicate with the faculty supervisor regarding issues or concerns
- Will conduct formative evaluations of the student's performance at least twice during the internship and submit them to the faculty Internship Coordinator (suzannah.armenout@mnsu.edu)