MINNESOTA STATE UNIVERSITY

Internship Handbook
(Undergraduate Sport Management Program)

Minnesota State University, Mankato
Department of Human Performance
Sport Management Program
Phone: (507)389-1471
Fax: (507)389-5619
1. **General Information**
   Professor: D. S. Lee
   Office: HN 170
   Phone: 507.389.1471
   Email: soonhwan.lee@mnsu.edu

2. **Course Description:**
   Supervised field experience related to the student's academic specialization associated with the disciplines of sport management. The course is designed to provide students an opportunity to meet their academic and professional goals through participation in a well-planned and organized practical experience. Therefore, the internship is an individualized program of study.

3. **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
   - Their internship site must be approved by the instructor.
   - Completion of 12 core credit hours of academic course work in the major
   - Must develop specific internship objectives related to the major
   - Internships cannot be used to replace required coursework
   - Any elective courses cannot be used to replace required coursework
   - Students can only start their internships after registering for internships.
   - 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

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

5. Course Evaluation:
The Internship in Sport Management is an integral and essential part of the graduate 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.

Grading Criteria:
1) Weekly Reports 70%
2) Faculty Site Visit or Telephone Evaluation 10%
3) Personal Evaluation Report 10%
4) Internship Site Supervisor Evaluation 10%
TOTAL 100%

1) Weekly Reports
The student will be required to write an internship weekly report on their work experience. The report will reflect the theoretical and conceptual base used for the practical work and provide evidence of the applied work undertaken. The theoretical perspectives can be drawn from conceptual considerations from the core subjects of the sport management program while applied perspectives can relate to marketing, management, planning, information use/research, financial issues or human resource issues. 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 in their observations and gain as much experience from the internship as possible. The report MUST be typed and MUST be at least a full-page.
2) **Faculty Site Visit or Telephone Evaluation**
The faculty supervisor will conduct an agency visit if an agency is located in Mankato area and meet with the student and the agency supervisor to discuss the student’s performance and progress in the internship. If the agency is located out of Mankato area, the faculty supervisor will conduct a telephone evaluation. The student and the agency will be contacted in advance to schedule a convenient date and time for the visit.

3) **Personal Evaluation Report**
Students will complete a Personal Evaluation. The purpose of the Personal Evaluation is to inform the internship faculty coordinator of the beneficial and detrimental experiences you had during your internship. It also will help to improve internship opportunities for students in the future, so please be candid and thoughtful.

4) **Internship Site Supervisor Evaluation**
The intern’s site supervisor will complete both a mid-term and final evaluation. The evaluations will be sent directly to the site supervisor, but it is the student’s responsibility to remind the site supervisor of the due dates.

6. **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.

7. **Academic Dishonesty:**
Minnesota State University’s academic dishonesty policies will be enforced if an occurrence takes place. You must be the original author of all work. If not this is considered **PLAGIARISM! DO YOUR OWN WORK.**
Student Responsibilities:

1. Seek and secure an internship though discussion with your internship advisor.

2. Develop personal objectives and goals for his/her internship and create a plan to achieve them through his/her internship.

3. After an internship has been selected, with the help of your on-site supervisor fill-out the internship application form and return to your sport management advisor for approval. Please complete all contact information as to the business or organization where you will be interning, the title and name of your immediate supervisor and the address, telephone number and email address.

4. After approval, you may register and begin logging your contact hours. You should log approximately 50 hours of work per credit. The enclosed weekly log sheets must be completed and submitted every week. You may submit the log forms electronically with your internship advisor.

5. Have your supervisor complete the evaluations during mid-term week and final examination week and return to your internship advisor.

6. Complete the summary of your experience by preparing a typed paper reflecting your responses to the provided outline in this packet.

7. Schedule the time of the interview with the advisor after all forms and the written internship report have been reviewed.

8. If any one of the above components is not perform in a timely and acceptable fashion, the student will not receive any credit.

By signing this document, I am indicating that I have read and fully understand my responsibilities in regard to completing an internship.

Student’s Signature:_____________________________ Date:_______________
Minnesota State University, Mankato
Department of Human Performance
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(507)389-1471

INTERNSHIP APPLICATION PART I
(To be filled out by the student)

A. Student Information
- Name:
- Semester & Year of Internship:
- Local Address:
- Home Address
- Tech ID:
- Number of Credits:
- Local Telephone #:
- Home Telephone #:
- E-mail Address:

B. Internship Information:
- Internship Site (Name of Organization):
- Title of Job:
- Address:
- Telephone #:
- Internship Site Supervisor:
- Beginning/End Dates of Internship:
- Days and Hours per week:

Tasks to Be Performed (be as specific as possible):

Internship Objectives (Must develop specific internship objectives related to the major):

Student Signature: ___________________________ Date: _______________________
MINNESOTA STATE UNIVERSITY, MANKATO
DEPARTMENT OF HUMAN PERFORMANCE
SPORT MANAGEMENT PROGRAM
(507)389-1471

INTERNSHIP APPLICATION PART II

____________________________________________

Name of Student Intern ____________________________ Tech ID __________________________

To Be Completed by Internship Site Supervisor

Agency/Organization or Business Name:

Mailing Address:

Internship Site Supervisor: ___________________________ __________________________

Name (Print) Title

Telephone # __________________ E-mail: __________________

Date internship begins __________________ ends __________________

Intern’s working schedule from _______ to _______

(Specific Days) (Time) (Time)

Description of intern’s duties and responsibilities (continue on reverse side if needed):

________________________________________________

Signature: ___________________________ Date: __________________

This confirms my willingness to work with the above named student intern. I understand that I will be asked to complete a simple evaluation of his performance upon completion of the internship.

________________________________

Please return to the student or mail or fax directly to the university Internship Supervisor. Feel free to include any printed descriptions of the organization or agency and its work, and/or its internship program.

Thank you.
FIELD EXPERIENCE WEEKLY LOG

Name: _________________________
Week: _________________________
Faculty Supervisor: ________________

I. Please indicate the times you worked:
   Date      Day     Time       Hours

   Total Hours for Week: Hours

   Total Hours for internship: Hours

II. Field Experience Location:

III. Evaluation of Week’s Experiences:
   A. A concise description of what you did each day:
   B. New experiences:
   C. Skills and knowledge used
   D. Skills and Knowledge areas in which you felt deficient:
   E. Comments concerning your feelings and experiences:
   F. Plans for improving your performance:
   G. Situations you observed during the week that were interesting and/or beneficial to your pre-professional development:

THIS LOG MUST BE COMPLETED AND FILED FOR EACH WEEK OF YOUR INTERNSHIP AND SHOULD BE DETAILED.
STUDENT’S FINAL PERSONAL EVALUATION REPORT

Outline for the Student’s Report

This report must be typed and presented to your faculty supervisor at the conclusion of your internship and is a requirement of your internship.

I. Name, Agency, Name of Organization Supervisor, and Date

II. Summary: A brief description of your practicum experience.

III. Impact:
   • What did you learn about yourself?
   • In what areas did you experience the most personal growth?
   • What insights have you gained into the field of sport management?
   • Based on your practicum experience, what skills would you like to develop in preparation for your internship?
   • How has the practicum influenced your career goals? Please explain.

IV. Evaluation:
   • Did the practicum experience meet your personal expectations?
   • How would you assess your performance at the agency?
   • Would you recommend this site to future practicum students?
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INTERNSHIP AGREEMENT

Internship Job Description

Title of Job:

Tasks to Be Performed (be as specific as possible):

Number of Credits:
Approximate Number of Hours Per Week:
Starting Date:
Finishing Date:

Agency Supervisor’s Information
Agency Supervisor’s
Signature:________________________
Date:
Name:
Organization:
Address:
Phone #:
Email:

University Advisor’s Information
University Advisor’s
Signature:________________________
Date:
Dr. Soonhwan Lee
Minnesota State University
HC 1400
Mankato MN 56001
Phone #: (507)389-1471
Email: soonhwan.lee@mnsu.edu

Student Information
Student Name:
Students Signature __________________
Phone #:
Date:

Make three copies (supervisor, advisor, yourself)!
Student Name: ______________________________

Preparing for your internship:
☐ A minimum cumulative grade point average of 2.5
☐ Read and understand the internship guidelines
☐ Complete 12 credits in the major
☐ Secure an internship position
☐ Internship site approval
☐ Internship Application
☐ Register for HP 496

During your work assignment:
• Internship Weekly Reports (see the Syllabus for details)
• Faculty Site Visit or Telephone Evaluation
  ☐ Visit Date: ______________________________
• Personal Evaluation Report (see the Syllabus for details)
  Due Date: ______________________________
• Personal Evaluation Report see the Syllabus for details)
  ☐ Due Date: ______________________________