HP 496 Internship Guideline

1) Students need to read the Internship Handbook carefully on the Sport Management Undergraduate website (http://ahn.mnsu.edu/hp/undergraduate/sportmanagement.html)

2) Students need to bring below signed documents to Dr. S. Lee (HN 170):
   a. Student Responsibilities (see Internship Handbook)
   b. Internship Application Part I (see Internship Handbook)
   c. Internship Application Part II (see Internship Handbook)
   d. Internship Agreement (see Internship Handbook)

3) Upon the approval of job description, Dr. S. Lee will give a permission through registrar, then student can register the internship credits

4) Students should send weekly logs to Dr. S. Lee via D2L HP 496 Internship for the internship performance every week (see Internship Handbook)

5) Students should send Personal Evaluation Report (see Internship Handbook) to Dr. S. Lee via D2L HP 496 Internship at their last week of the internship

6) In the last week of internship, students need to ask their supervisor for the Internship Site Supervisor Evaluation Letter and it should be directly mailed to Dr. S. Lee (soonhwan.lee@mnsu.edu; 507.389.1471. 1400 Highland Center, Minnesota State University, Department of Human Performance, 1400 Highland Center, Mankato, MN 56001; 507-389-1471)