SMGT 447: SPORT MANAGEMENT INTERNSHIP
WORK SITE APPROVAL AND INFORMATION FORM

IMPORTANT: Students may not begin an internship until this form is signed by all parties.

Intern Name ____________________________________________________________

Dates of Internship: ________________________________________________

Name of Organization: ________________________________________________

Student’s Phone: ____________________________________________________

Student’s E-Mail ____________________________________________________

Site Supervisor: _____________________________________________________

Title: ______________________________________________________________

Supervisor’s Email: _________________________________________________

Supervisor’s Phone ______________________________ Fax: __________________

TO BE COMPLETED BY STUDENT

Student has met the following criteria:

_____ Met with sport management program advisor regarding internship enrollment
_____ Filed an application for degree with the College of Education Student Services unit

TO BE COMPLETED BY FACULTY:

Student has met the following criteria:

_____ Acceptance into the Sport Management Major
_____ Minimum 2.50 GPA
_____ Completion of 90 credit hours of coursework
_____ Submission of acceptable learning objectives and job responsibilities
_____ Submission of Internship Affiliation Agreement
_____ Informed student of $25.00 per credit hour fee

APPROVAL OF INTERNSHIP ASSIGNMENT:

Intern Signature __________________________ Date ______________________

Site Supervisor Signature __________________________ Date __________________

Faculty Supervisor (F.S.) Signature __________________________ Date __________________

Department of Sport Management Chair Signature __________________________ Date __________________

Date internship may start, as determined by F.S.: __________________________ F.S. Initials: __________
• It is imperative that a **job description** be established at the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the **student and site supervisor** for the length of the internship. Some possible areas of involvement are listed below, but there are other work-related opportunities available.

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Please list **YOUR internship responsibilities** (e.g. – budget preparation):

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
6. ______________________________________________________________________
7. ______________________________________________________________________
8. ______________________________________________________________________
9. ______________________________________________________________________
10. _____________________________________________________________________

Describe **objectively** (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large organization)

1. ______________________________________________________________________
2. ______________________________________________________________________
3. ______________________________________________________________________
4. ______________________________________________________________________
5. ______________________________________________________________________
6. ______________________________________________________________________
7. ______________________________________________________________________
8. ______________________________________________________________________
9. ______________________________________________________________________
10. _____________________________________________________________________

**STUDENT** __________ **SITE SUPERVISOR** __________ **FACULTY SUPERVISOR** __________

Initials               Initials               Initials