1. This sheet was handed over to the student at the meeting with the University Instructor.

2. The meeting took place on: ________________________________.

3. Also distributed to the student at the meeting were the following items:
   a. Course syllabus
   b. Log sheet example
   c. Work Site Approval and Information Form
   d. Affiliation agreement

4. During the meeting, the forms and site placement were explained and discussed. Of particular emphasis:
   a. All students are expected to have met with the sport management program advisor prior to enrolling in SMGT 210-Practicum.
   b. The student may not begin the practicum until two forms are signed by all parties: (1) Work Site Approval and Information Form and (2) Affiliation Agreement. When all signatures are secured, the Instructor will contact the student by phone or e-mail. The student and Site Supervisor will receive, by mail, copies of the signed forms.
   c. In addition to the above, the Site Supervisor will also receive an evaluation form which must be completed, signed, and returned to the Instructor at the end of the practicum. The student is urged to remind the Site Supervisor at the end of the practicum to send in the evaluation. A grade cannot be issued until those the evaluation is in the Instructor’s hands.
   d. The student is reminded that typed log/journal sheets must be turned in every two weeks.

5. Electronic authorization is required for your enrollment into SMGT 210, and it is performed by Mary Myers (department secretary). She may be reached by e-mail (mary.myers@wichita.edu) or phone (978-5445). She will need your name, WSUID, and course section number (CRN).

By signing below, the student acknowledges that he/she has had the practicum explained, and that he/she understands how it works.

___________________________________  ____________________________
STUDENT NAME                       STUDENT SIGNATURE

WSU ID # ___________________________  Semester ___________________

CRN ________________________________