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. Work Site Approval and Information Form
   b. Affiliation agreement
   c. Weekly report form
   d. Information regarding the Organizational Analysis paper
   e. Information regarding the grading rubric

4. During the meeting, the forms and site placement were explained and discussed. Of particular emphasis:
   a. All students are expected to have (a) met with the sport management program advisor prior to enrolling in SMGT 447-Internship and (b) filed an Application for Degree form with the College of Education Student Services unit.
   b. The student may not begin the Internship 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 student may begin logging official internship hours. The student will receive, by mail, copies of the signed forms.
   b. In addition to the above, the Site Supervisor will also receive two evaluations (mid-point and final), which are set up by the faculty internship supervisor. A grade cannot be issued until those two items are in the Instructor’s hands.
   c. The student is reminded that weekly log sheets must be submitted each week.
   d. The internship final grade will not be given until all the above paperwork, weekly logs, and final organizational analysis paper are received by the instructor of record.

5. Electronic authorization is required for your enrollment into SMGT 447, 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. Electronic authorization is only good for 24 hours, so contact her when you are ready to enroll. She, in turn, will authorize your enrollment and inform you of when it was done.

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

___________________________________  ________________________________
PRINTED NAME                       SIGNATURE

WSU ID # _________________________  Semester ________________________  CRN ________________