The internship is the culminating activity required of all students pursuing their Sport Management degree. The sport management internship is a required activity that helps fulfill the sport management student’s total preparation for the profession. It provides a combined work experience and learning opportunity that integrates the theoretical with a direct practical application. Students will be asked to go into a sport management-related environment to gain experience and exposure to techniques, methodologies and procedures under the close supervision and guidance of a capable practitioner.

The participation time for the internship is a time commitment for students. The intern should invest a minimum of 640 work hours in the internship experience. The sport management student will receive twelve (12) hours of academic credit for the internship experience and may complete the internship in a variety of ways. For example, students may enroll in all 12 hours in one semester, split the internship into two semester (enroll in 6 hours in each semester), or as arranged with the sports organization and approved by the faculty supervisor.

The sport management internship is structured to facilitate the student's attainment of the following goals:

1) The student will gain practical experience under the direction of a professional sports management practitioner.

2) The internship provides the practical phase for classroom experiences and theories.

3) The student will have the opportunity to develop the ability to work with people, individually, and as a part of a group.

4) The student will have the opportunity to test personal skill and competencies.

5) The student has the opportunity to become familiar with the routine procedures and responsibilities of a sport organization.

6) The student is provided with the opportunity to learn about, observe, and practice a variety of administrative activities.

7) The internship provides a controlled opportunity for the student to evaluate himself/herself in relation to the internship experience and in relation to the theoretical preparation.

8) The internship provides an opportunity for the faculty supervisor and the organizational site supervisor to evaluate the student in terms of specific skills and competencies.

9) The internship provides an opportunity for the student to establish realistic goals for
professional development.

10) The internship provides an opportunity for the student to compare theories, concepts, and examples.

Eligibility

Students are required to meet the following requirements to be eligible for SMGT 447. The requirements are:

1) Acceptance into the Sport Management Major

2) Minimum 2.50 GPA

3) Completion of 90% of general education requirement, including 12 credit hours of WSU basic skills courses

4) Completion of 90% of required sport management pre-internship coursework

5) Submission of acceptable learning objectives and responsibilities for the internship assignment

6) Submission of Internship Affiliation Agreement

7) Filed an application for degree with the College’s Educational Support Services unit.

Selecting the Internship

Careful considerations should be given to the selection of the internship site so that it will provide the sport management student the highest quality experience. The student may request to complete his/her internship requirements at any university, college, professional team, recreation or park service, sports agency or sports-related organization where an outstanding internship may be obtained.

While the student is ultimately responsible for securing the internship, internships may be negotiated in three different ways. They are as follows:

1) The faculty supervisor makes the initial and final contact with the internship agency.

2) The sports management student makes the initial and final contacts with the internship agency, securing the approval of the faculty supervisor prior to entering into a final agreement.

3) The faculty supervisor and the sport management student work together to make the initial and final contacts.

The internship may be taken out of the greater Wichita metro area or out-of-state sites that are approved by the faculty supervisor.

In most situations, the sport management student will shoulder the major financial obligations for the internship. The student may accept financial stipends, salaries, housing
and outside employment provided by the internship agency.

Students are strongly encouraged to seek internships with organizations possessing the following characteristics:

A) An internship agency should consider the intern as a learning partner while the intern is engaged in the professional training.

B) The internship agency should make a commitment to provide the intern with comprehensive learning experience.

C) The qualifications and experience of the internship supervisor is very important to the success of the internship. The supervisor must have the proper practical experiences or college training to qualify as a sports management professional.

D) An internship agency must understand the goals of the sports management internship program; professional excellence must be a commitment.

Students considered non-residents for the purposes of tuition should contact their faculty supervisors if they plan to conduct their internships out-of-state. They may be eligible for tuition reductions.

**Advance Procedures**

Prior to the internship, the sport management student must address and turn in appropriate documentation to the faculty supervisor material relating to the following items/tasks.

1) Up-to-date resume.

2) Secure a position description detailing the intern's responsibilities and defining any compensation that will be provided to the student. This information should be included on the Work Site Approval and Information form.

3) Develop, with internship site supervisor, a set of objectives. This information should be included on the Work Site Approval and Information form.

4) Complete the "SMGT 447: SPORT MANAGEMENT INTERNSHIP WORK SITE APPROVAL AND INFORMATION" form.

5) Complete the COE "AFFILIATION AGREEMENT" form.

**The contractual arrangements between the sport management department and the internship agency must be completed in written form prior to the first day of the internship unless previously negotiated with the faculty supervisor.**

The contractual arrangements between the sport management department and internship agency will be considered binding when the agency’s representative and the Wichita State University representatives have attached their signatures. The contract must have attached to it any responsibilities of the agency, the student and/or sport management department not specified in the standard agreement. The contractual agreement can be declared broken only when the internship agency and the sport management department
are in full agreement and notify each other of their desire to be released from the contract. Also, the contract can be declared void if it is discovered that the agency is either unable or unwilling to provide the kinds of experiences defined in the position description, objectives, and internship proposal.

**Responsibilities of the Internship Organization/Agency**

1) Provide the student with a position description and based on that description, assist the student in defining the internship objectives.

2) Assign a site supervisor who will schedule work assignments that coincide with the internship position description, internship objectives and internship proposal.

3) If financial compensation is to be provided to the student, pay the intern the amount specified in the position description form.

4) Notify the student and faculty supervisor of any changes concerning the internship agreement or position description form if the changes take place while the student is serving the organization as an intern.

5) Inform the student of all organization rules/policies/procedures relevant to their work as an intern.

6) Allow the intern to attend, without penalty, any mandatory meetings, lectures, exams, etc. scheduled by the university, unless a written agreement otherwise is made between the university and organization.

7) Provide the student with any necessary materials needed for their work assignments.

8) Agree to periodic consultation with the faculty supervisor regarding the intern. This may include on site visits, e-mail or telephone correspondence.

9) Complete all written evaluations (forms provided by the faculty supervisor) of the intern and return to the university.

**Responsibilities of the Student/Intern**

1) Complete all tasks related to the "Advance Procedures" section of this document.

2) Perform the duties defined in this document and in the intern position description in a legal and ethical manner and work for the best interests of all concerned.

3) Be responsible for transportation to and from the internship site.

4) Maintain regular log sheets comprised of (a) daily hours worked, (b) daily tasks performed, and (c) a weekly evaluative critique.

5) Submit log sheets to their faculty supervisor via e-mail, fax or regular mail every week.

6) Develop a **final internship portfolio**, which summarizes the student's internship experience. The portfolio will consist of:
A) A copy of the "Thank You" note written to their site supervisor and organization.

B) Completion of the "Student's Reflection of Performance" form. Additionally, the organizational analysis will include a narrative where the student reflects back on their internship by examining their goals and objectives in one to two pages (1-2) typed pages.

C) Completion of an organizational analysis. This written evaluation is a self-reflective analysis where the student identifies the strengths, weaknesses, opportunities, and threats (S.W.O.T.) of the student's organization in three to five (3-5) typed pages.

Students failing to include the aforementioned components in their portfolio will have point deductions, which risk putting both their internship grade (12 credit hours) and their overall grade point average in jeopardy.

7) Abide by the policies of the site organization and display a high level of professionalism in conducting themselves throughout the internship experience.

**Responsibilities of the Faculty Supervisor**

1) Screen all applicants to insure their eligibility and readiness for the internship experience.

2) Provide the intern with the internship information packet and other relevant materials.

3) Meet with the intern and the intern’s immediate site supervisor at least once during each semester. Telephone, e-mail contact may be utilized if an intern is located outside the Wichita area.

4) Review weekly logs submitted by the intern and provide feedback as necessary.

5) Advise the student and site supervisor regarding the nature and requirements of the internship experience.

6) Evaluate the student at the end of each semester’s internship experience. The internship shall be graded according to university standards:


   B) The internship grade will be derived from
      (1) The site supervisor’s evaluation
      (2) The submitted log sheets and a complete portfolio.
      (3) Discussions of site supervisor and faculty supervisor

The final grading decision will rest solely on the sport management faculty supervisor and will be based on the SMGT 447 grading rubric. An “I” (incomplete) grade is automatic if all required responsibilities, reports and evaluations are not completed by the end of the semester.