The internship is the culminating activity required of all students pursuing the Master of Education in Sport Administration in the Department of Kinesiology and Sport Studies. The sport administration internship is a required activity that helps fulfill the sport administration 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 administration-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 two academic semesters or the equivalent. The intern should invest a minimum of 810 work hours in the internship experience. The sport administration student will receive six (6) hours of academic credit for the internship experience and may complete the internship in two academic semesters (three credit hours each semester) or as arranged with the sports organization and approved by the faculty supervisor.

The sport administration internship is structured to facilitate the student’s attainment of the following goals:

A. The student will gain practical experience under the direction of a professional sports administrator.

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

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

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

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

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

G. 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.

H. 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.

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

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

Students are required to be in full standing and have completed 24 credit hours of coursework in the sport administration program prior to beginning the internship. Students must have a minimum grade point average of 3.0 to enroll in internship hours.

Selecting the Internship

Careful considerations should be given to the selection of the internship site so that it will provide the sport administration student the highest quality experience. The student must 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:

- The faculty supervisor makes the initial and final contact with the internship agency.
- The sports administration 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.
- The faculty supervisor and the sport administration 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 administration 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:

- An internship agency should consider the intern as a learning partner while the intern is engaged in the professional training.
- The internship agency should make a commitment to provide the intern with comprehensive learning experience.
- 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 administration professional.
- An internship agency must understand the goals of the sports administrator 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 administration 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.
3. Develop, with internship site supervisor, a set of objectives.
4. Complete the information sheet (see Appendix A).
5. Complete the COE “Agreement for Placement of Interns” (with appropriate signatures).
The contractual arrangements between the sport administration program 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 administration program 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 administration program not specified in the
standard agreement. The contractual agreement can be declared broken only when the internship
agency and the sport administration program 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 and proposal.

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 a written evaluation (form provided by the faculty supervisor) of the intern once each
semester 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 an internship journal comprised of (a) daily hours worked, (b) daily tasks performed,
and (c) a weekly evaluative critique (positive or negative) of at least one thing learned during the
week.
5. Submit internship journal entries to their faculty supervisor via e-mail, fax or regular mail every two weeks. Students may also want to check with their site supervisors to see if they would like to see copies of the journal entries.

6. Solicit input from the site supervisor regarding the student’s performance. This input, coupled with the student's own evaluation of his/her work, will provide valuable direction in continuing to build strengths and address weaknesses.

7. Develop a final report that addresses how successful the student has been in attaining each learning objective, including any documentation which supports that assessment.

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

9. Exercise prudent judgement in avoiding situations that are potentially hazardous to the student's safety, health and/or well-being.

**Responsibilities of the Faculty Supervisor**

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

2. Provide the intern with two copies of the internship information packet, one for the student and one for the student to provide their site supervisor.

3. Meet with the intern and the intern’s immediate site supervisor at least once during each semester. One on-site visit must be made during the first eight weeks of the internship. Telephone, e-mail contacts may be utilized if an intern is located more than two hours from WSU. On-site visits of interns located more than two hours away will be made if possible.

4. Review journal materials 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:
   • The standard grading scale is: A, B, C, D, F
   • The internship grade will be derived from
     a. The site supervisor’s evaluation
     b. The submitted journal entries and/or final report.
     c. Discussions of site supervisor and faculty supervisor
   The final grading decision will rest solely on the sport administration faculty supervisor. An “I” (incomplete) grade is automatic if all required responsibilities, reports and evaluations are not completed by the end of the semester.
Special Topics (KSS 890)

Students may enroll in Special Topics (KSS 890) during either semester of their internship experience. In KSS 890, the student selects (with the approval of KSS 890 instructor) and plans a research-based project. In most cases, the project selected will relate to the internship experience. Students are expected to invest a minimum of 150 hours in the Special Topics project. These hours are in addition to those devoted to the internship. KSS 890 projects must be submitted to the advisor two weeks before the final written exam.
APPENDIX A

WICHITA STATE UNIVERSITY
Department of Kinesiology and Sport Studies

Application for Administrative Internship

Type of Administrative Internship Requested:

____________________________________________________________________________________
____________________________________________________________________________________

Hours completed in MSA Program: _______________________________________________________

Date for Beginning Internship: _________________________________________________________
Date for Completion of Internship: ______________________________________________________

Student: Name_______________________________________________________
Address:______________________________________________________________
_______________________________  Zip Code _____________________
Bus. And/or Res. Phone_________________________________________
E-Mail Address _______________________________________________

Sport Organization: Name ________________________________________________
Address:______________________________________________________________
_______________________________  Zip Code _____________________
Phone______________________________________________________________
Website ______________________________________________________________

Site Supervisor: Name_______________________________________________________
Telephone______________________________________________________________
Fax _________________________________________________________________
E-Mail Address ________________________________________________________