

**LEISURE AND SPORT MANAGEMENT
INTERNSHIP MANUAL**

LSM 6880

Leisure and Sport Management
Department of Health and Human Performance
Middle Tennessee State University

Introduction

The internship is intended to be the culminating learning experience of the Master of Science Leisure and Sport Management degree program. It is intended to provide you with a wide range of experiences and the opportunity to apply the knowledge you have gained in the classroom into practice. When participating in an experience of this nature, it is important to remember that you are not only representing this Department and Middle Tennessee State University, but you are representing yourself as well. Your success in this experiential learning opportunity will depend upon the impression you create and your ability to perform your assigned duties.

Objectives

Upon successful completion of this course, students will have:

- Identified and described professional job responsibilities associated with their internship setting.
- Applied knowledge and skills gained in the classroom to their internship setting.
- Performed administration duties under the supervision of a practicing sport manager.
- Evaluated the professional strengths and weaknesses of their internship supervisor and agency.
- Evaluated their own professional and personal strengths and weaknesses in relation to their anticipated sport management careers.
- Developed a personal strategy for pre-professional networking, developing strengths, addressing weaknesses, and identifying areas of future career interest for exploration and research.
- Developed an effective resume for future use in the pre-professional job search and inclusion in the professional portfolio.
- Identified, discussed, and assessed current trends within the sport management field relative to their internship and/or anticipated career designations.

Definitions

Agency: (or Organization) refers to one of a variety of organizations or institutions that offer programs that provide recreation and/or leisure services or facilities. Within the context of the internship experience agency refers to the organization at which the student (intern) will carry out the duties of the internship.

Agency Supervisor: (site supervisor) Individual in the agency who is responsible for directing and supervising the student's internship experience.

Intern: (or student) the individual enrolled in LSM 6880

Internship: the culminating educational experience of the LSM major, during which the student (intern) engages in a professional experiential learning opportunity in a leisure and sport management agency under the supervision of a qualified agency staff member.

University University faculty member supervising the internship. This individual will meet with both the intern and the agency supervisor during the course of the internship and is responsible for assigning the final grade for the course.

Prerequisites & Eligibility Requirements

The internship is intended to be the culminating experience in the LSM curriculum for the student who is not completing the thesis. As such, it should be a course taken only after all other core courses (HHP 6610, HHP 6700, LSM 6500, LSM 6510, LSM 6050, LSM 6530) have been successfully completed.

- The LSM advisor must approve the internship agency and all contracts must be completed, as applicable.
- Students must obtain professional liability insurance, which covers minimally the duration of their internship experience. Students may purchase this insurance through the departmental contact, through their own personal or family means, or through a credible insurance agency or other source. The final page in this manual lists potential sources for obtaining insurance. Insurance coverage must be \$3,000,000 aggregate/1,000,000 per incident.
- The minimum length of time of the internship is 12 consecutive weeks (120 hours).
- The intern is expected to be a member of the staff. *If the agency requires, and the student agrees, the internship may exceed 12 weeks in length and may exceed 40 hours per week.* Any variation in number of hours worked must be approved by the LSM advisor.

Roles & Responsibilities:

University:

1. Assist the student in selection of and placement with a suitable agency which will meet the learning objectives of the internship and the learning needs of the student.
2. Provide the agency with information concerning the student's academic preparation.
3. Make available to the agency and the student a manual of internship procedures including guidelines and expectations.
4. Enter into a formal contract when necessary with the agency in order to establish the internship and related conditions and expectations.
5. Provide all necessary reporting forms to the agency.
6. Interact regularly with the student and agency supervisor during the internship experience.
7. Visit the student a minimum of one time during the internship period when feasible.
8. In consultation with the agency supervisor, assign the final grade for the course.

Agency:

1. Assign a qualified staff member(s) to supervise the student during the internship
2. Provide the student with clear expectations and responsibilities within the agency.
3. Conduct formal evaluation of intern performance at least twice during the internship.
4. Provide input to the university supervisor in order to determine a final grade for the intern.

Student:

1. Develop and submit to the university and site supervisor a statement of goals and objectives to be met during the internship. These are to be submitted with the first weekly report.
2. Conduct themselves as professionals.
3. Follow all policies and expectations of the agency.
4. Submit regular, weekly, reports to the university supervisor of experiences during the internship. See weekly report format.
5. Meet regularly with the agency supervisor to discuss performance and progress.
6. Meet with the agency supervisor to jointly complete the student's mid-term and final performance evaluation.
7. Prepare a summary notebook covering the entire experience to be submitted at the conclusion of the internship.

Evaluation & Grading Policy

The university internship supervisor assigns the grade for the internship. The agency supervisor has significant input in determining the student's grade through completion of the mid-term and final evaluations. The final grade is based upon an evaluation of the a) On-site work (supervisor mid-term and final evaluations, and feedback); and b) MTSU Internship Supervisor evaluation (quality, content, clarity, timeliness, and organization of weekly reports and final report; consideration of the midterm and final evaluation information).

Contract & data sheet	5%
Resume/Cover Letter	40%
Mid-term evaluation	20%
Final evaluation	25%
Time log	10%
<u>TOTAL:</u>	<u>100% Internship Placement Verification</u>

INTERNSHIP PLACEMENT VERIFICATION

Please type or print only

Student Name: _____ MTSU Phone: _____

MTSU Address: _____

Permanent Address: _____

Agency: _____

Agency Address: _____

Agency Phone: (_____) _____

Internship Supervisor: _____

Internship Location: _____
(If different than Agency Address)

Internship start date: _____ Completion date: _____

Description of Duties: _____

Agency Supervisor's Signature

Student's Signature

Copies of signed agreement to: Agency Supervisor, University Supervisor, Internship Student's files

Internship Agreement

The _____ agrees to appoint (or employ)
(Name of Agency)

_____ as a _____
(Name of Student) (Position Title)

The period of appointment (or employment) is to begin _____ and will terminate on _____. (use exact dates)

Immediate Supervisor:

Alternate Supervisor:

Name: _____

***CTRS expire date:** _____

Address: _____

Phone: _____

Email: _____

Intern's Signature

Date

Supervisor's Signature

Date

Agency Supervisor's Mid Term Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

Return to: *LSTS Internship Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Intern : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the intern in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for interns; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. A "+" and "-" column allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	1	2	3	4	5
		- +	- +	- +	- +	- +
Initiative and Motivation						
Personal Appearance						
Courtesy and Tact						
Interpersonal Relations and Rapport with Peers						
Interpersonal Relations and Rapport with Authority Figures						
Interpersonal Relations and Rapport with Participants						
Flexibility						
Judgment						
Sense of Humor						
Health Habits						

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate strengths which have been identified to this point in the internship and how the intern may employ them during the remainder of the internship.*

Major Weaknesses: *Please indicate weaknesses which have been identified during the first portion of the internship and give suggestions as to how the intern may improve during the remainder of the internship.*

Considering all aspects of the intern's performance please give an overall performance rating to date.

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Agency Supervisor's Signature

Date

Student's Signature

Date

Agency Supervisor's Final Evaluation of Student

This evaluation should be completed jointly at a conference set aside for that purpose.

*Return to: LSM 6880 Internship Supervisor, P.O. Box 96, Department of HHP,
Middle Tennessee State University, Murfreesboro, TN 37132.*

Intern : _____

Agency Supervisor:	Position Title
Agency	Telephone

NOTE: The agency supervisor should rate the intern in each of the following categories. Space is provided following each section for comments. "N.O." means non-observable or not applicable; "1" means the student fails to meet your expectation for interns; "2" - somewhat below your expectations for students; "3" - meets your expectations for students; "4" - Somewhat above your expectations for students; "5" - well above your expectations for students. The "+" and "-" columns allow for variation within each rating.

PERSONAL COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Initiative and Motivation											
Personal Appearance											
Courtesy and Tact											
Interpersonal Relations and Rapport with Peers											
Interpersonal Relations and Rapport with Authority Figures											
Interpersonal Relations and Rapport with Participants											
Flexibility											
Judgment											
Sense of Humor											
Health Habits											

COMMENTS:

PROFESSIONAL RELATIONS AND COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Attitudes											
Manner of Accepting Constructive Criticism											
Manner of Accepting Assignments											
Seeks Learning Situations & Experiences											
Adheres to Policies & Procedures											
Sensitivity to Participant Needs											
Displays Awareness of Professional Protocol											

COMMENTS:

PROFESSIONAL WORK COMPETENCIES

	N.O.	1		2		3		4		5	
		-	+	-	+	-	+	-	+	-	+
Work Productivity and Task Accomplishment											
Problem Solving Ability											
Ability to Lead and Direct											
Ability to Supervise People and Resources											
Ability to Manage People, Resources, and Programs											
Ability to Organize People and Resources											
Ability to Communicate (written)											
Ability to Communicate (oral)											
Ability to Evaluate Self											
Ability to Lay out Course of Action											
Degree of Professional Growth											
Ability to Adapt Resources and Programs to Situation											
Ability to Anticipate and Rectify Problems											

COMMENTS:

Major Strengths : *Please indicate how the student might use these strengths in the future.*

Major Weaknesses: *Please indicate how the student might correct or avoid these weaknesses.*

Considering all aspects of the intern's performance please give an overall performance rating (check one).

(High) _____ (5) _____ (4) _____ (3) _____ (2) _____ (1) (Low)

Agency Supervisor's Signature

Date

Student's Signature

Date

Student's Evaluation of Internship Site

Agency: _____ Date: _____

Instructions: Please rate the strengths and weaknesses of the site in terms of meeting your needs as an internship student. Use the following scale:

5 - excellent 4 - more than adequate 3 - adequate 2 - fair 1 - inadequate

- _____ Acceptance of you as a functional member of the staff.
- _____ Willingness to integrate you into all appropriate levels in activities, program, and projects.
- _____ Provision of relevant experiences in administration.
- _____ Provision of relevant experiences in supervision.
- _____ Provision of relevant experiences in leadership.
- _____ Cooperation of agency staff to provide professional growth experiences through training programs, seminars, and similar activities.
- _____ Provision of assistance in helping you meet your personal and professional goals and objectives.
- _____ Possession of resources essential to the preparation of professionals (library, equipment, supplies)
- _____ Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
- _____ Adequate scheduling of conferences with you and ongoing evaluation of your performance, followed up by brief written progress reports.
- _____ Allowance for relating classroom theory to practical situations.
- _____ Location in reasonable proximity to campus.
- _____ Willingness to listen to whatever suggestions or recommendations you might offer.
- _____ Willingness to discuss your suggestions with you, explaining the rationale for their acceptance or rejection.

Please provide additional comments which would assist the university in considering this agency for future internship placement (use the back of this page if necessary):

Were you compensated by the agency during the internship: NO YES, Amount: \$ _____

Were you provided housing or meals? (If yes, please give details.)

Student Name: _____ Student Signature: _____

Student's Evaluation of Field Supervisor

Instructions: On this form, please evaluate the quality of the supervision you received from your site supervisor during the internship period. Please comment on the following items, but feel free to include other information that you believe is pertinent in the comment section. **This evaluation is not shared with your site supervisor.**

Interest in you as a person and as a student.

Willingness to discuss the full range of your activities at the site.

Ability to respond to your needs in accomplishing your objectives.

Expression of encouragement and sincerity.

Understanding of philosophy and practices in the profession.

Flexibility in arranging for your tasks in light of changing situations within the site and with you.

Openness to change, innovation, and new techniques.

Please attach additional sheets if you wish to include further comments.

Internship Student _____ Date: _____

Insurance and Background Checks

A. Professional Liability Insurance

Students completing the internship experience are expected to attain professional liability insurance to cover the duration of the internship experience. Expected coverage is \$1,000,000.00 per incident and \$3,000,000.00 aggregate. Proof of liability insurance is to be shared with the internship agency supervisor. Additionally, it is wise to provide a copy of the proof of insurance coverage to the university supervisor to maintain with the student file.

Listed below are potential website resources for liability insurance. These resources are provided to assist the student in the process of attaining liability insurance and are in no way affiliated with the university. A student may also wish to consult with other avenues to attain professional liability insurance, such as family and/or individual plans.

Resources:

National Recreation and Parks Association
Nrpa.org

Maginnis & Associates
Proliability.com

These sites may have provisions for persons to complete insurance application processes on-line. The prices for insurance coverage may vary, and it is recommended that each student research the situation to make his/her best decision.

Students may also receive assistance obtaining liability insurance through the Health and Human Performance Department. The department will initiate the insurance process with Marsh Affinity Group. Forms may be obtained through Kathy King in Murphy Center 112. After initiation processes are completed, all correspondence regarding the insurance policy will be between the student and the Marsh Affinity Group.

B. Background Checks

Criminal background checks may be a requirement at some sites for training. Based on the results of these checks, an affiliated site may determine to not allow your presence at their facility. This could result in your inability to successfully complete the requirements of this program. Additionally, a criminal background may preclude certification or employment. More information is available from your program director.

WEEKLY REPORT
LSM 6880 Weekly Report

REPORT # _____

Intern Student Name _____

Email address _____ Student Cell Phone:

Supervisor _____

Date(s) Worked _____

Times Worked _____

Total Hours This Week _____ Cumulative Hours _____

Your summarization should include statements about (1) the nature of the week's work; (2) what problems you encountered and how they were taken care of; (3) how your agency supervisor assisted you; (4) what you learned from the experience; (5) any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations.

Nature of the week's work

Report details here.

What issues I encountered and how they were taken care of

Report details here.

How my agency supervisor assisted me this week

Report details here.

What I learned from my experiences this week

Report details here.

Any additional statements such as accomplishments, satisfactions, or suggestions, and overall evaluations

Report details here.