Internship Manual for
Sport Management Majors

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Statesboro, GA 30460

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Message from the Faculty of Sport Management

Congratulations on approaching the final, capstone experience of your major in Sport Management. This internship experience has the potential to be very instrumental in your future career choices, so we advise you to enter into the decision carefully. In the best internships, students have the opportunity to apply and extend their knowledge of topics they encountered in the classroom, while at the same time, acquiring work experiences that fit with their particular knowledge, skills, abilities, and preferences. But every internship is not the same, so it is critical that you begin your search early and choose wisely. Ultimately, the experiences you accumulate in this internship will, in part, predict your potential to secure a full-time position in the sport industry and thus, students should give the search their full attention.

Though there are undoubtedly several internships that may be convenient to you, either because they are merely located in your hometown or because you have some inside connection, we strongly urge you to avoid this temptation if this is your only motivation for that position. Over many years of mentoring Sport Management students, we have found that when students choose an internship from convenience, it rarely serves as a springboard into the Sport Industry. While the students do ultimately graduate, they are left no closer to permanent employment than when they began. Moreover, if your attitude is, “I just want to get done so any location will work” you will likely find the next few years to be discouraging. This is where the classroom material you encountered proves critical, as you have long been advised of how essential the internship is in your search for entry-level sport industry jobs. Thus, as a “best practice,” we strongly recommend you target internships that are natural extensions for the types of industry experiences you have acquired to date, regardless of location.

For the past several years at Georgia Southern University, we have ordered your steps in the curriculum and required you to progress though a fairly standardized program. From here on, how you make use of that training is largely in your hands. Hopefully you have been preparing for this step since your very first class in the major, so it should be exciting to see your goals materialize.

Finally, it’s important for you to realize the role you play in the reputation of OUR Sport Management Program. Our “brand,” if you will, covers a lot of space in the Sport Industry. In fact, collectively on our faculty we are connected to over 800 sport industry professionals, but in a sense, we are only as good as the “product” we produce. Your performance on this internship greatly influences our brand. You represent Georgia Southern Sport Management. Your approach to work is a reflection on the faculty here. Moreover, your performance on this internship will also affect future students in this program. So as such, we hope you will represent yourself and us well, and we congratulate you on this exciting step in your career.

Coordinator, Undergraduate Sport Management Program
Purpose and Importance of Internship

Each Sport Management major participates in an internship at or near the complete of the degree. The internship consists of a full-time position (40 hours per week or more) for a minimum of fifteen weeks at an approved off-campus location. For the summer semester, the internship consists of a full-time position (40 hours or more per week) for a minimum of twelve weeks at an approved off-campus location.

The internship must be an extension of the sport-industry content represented in the curriculum of the major and thus, most opportunities occur inside an organization whose primary business is sport and entertainment. Appendix 1 shows a model of sport industry presented by Li, Hofacre, and Mahoney (2001). In the language of that model, most students are interested in jobs that fall in the center “sport producing sector.” Typically, these types of positions involve college and university athletic departments, health and fitness centers, resorts, country clubs, golf courses, professional teams/leagues, and city recreation departments. However, sometimes students secure acceptable positions outside of the “center circle” (see appendix). It is important that the student choose an internship site that is closely related to the career interests of the student.

An internship is included in the program for several reasons. First, the internship serves as the capstone experience of the formal education process. This experience, following the business and Sport Management classes, provides the finishing touches for the student entering the sport business field. Second, entry into the sport business field usually requires experience on the part of the applicant. The internship helps the student meet this experience requirement. Third, the internship often serves as a stepping-stone to employment. At times the student is hired by the sport business with which the student interns. At other times, the student networks with professionals in the field and makes valuable contacts that sometimes lead to employment opportunities.

Internships are usually selected based upon one of two criteria. The first criterion is that the internship will serve as a real learning experience. Most students select an internship that will help them meet their career objectives. Unfortunately, some students select an internship based upon its convenience (due to ease in obtaining it, location, pay, someone they know, etc.) and when they finish their internships, they have learned little and are no closer to obtaining a job. The internship should be the most important learning experience in your college career; do not waste it. Think about the career you want in Sport Management and begin now to work toward an internship that will help achieve entry into that career field.

Students often ask if they will be paid during their internship. Some students are paid quite well for their internships while others are paid nothing at all. Still others do not get paid but may receive benefits such as housing or meals. In general, the categories most likely to pay the intern are: professional teams, clubs, retail establishments, and facility/event management. Universities and the media are much less likely to pay a salary. Money is important to the student after four or five years of college. However, you are discouraged from using salary as the only criterion for selecting an internship.
Internship Policies

1. All students are encouraged to complete their internships during their last semester in school, having completed all course work. This prepares the student well for the challenges and responsibilities of an internship as well as leaving them free to accept a position at the internship site should be offered.

Here is the University Policy:
SMGT 4735 Sport Management Internship
12 Credit Hours. 0 Lecture Hours. 0 Lab Hours.
The student is involved with an organization in a full-time capacity where he/she has the opportunity to work in either a sport industry setting, or one which is commensurate with typical, entry-level sport industry functions and roles. The internship opportunity must be approved by the Undergraduate Internship Director and allows the Senior student to apply the Sport Management curriculum in a work environment. Students must have a 2.25 Overall GPA to enroll and must have successfully completed all courses {exceptions made ONLY if student lacks ONE course and ONLY with approval of student's advisor} on the program of study for the B.S. in Sport Management. Students who do not meet the 2.25 requirement may complete twelve hours of GUIDED electives with the approval of their advisor.

2. The internship is for a minimum of 12 weeks and 480 contact hours. However, students are encouraged to intern for longer periods where appropriate (for instance, for an academic year in collegiate athletics or for a season in professional sports).

3. Students will not be allowed to intern at sites where they were previously employed. Exceptions may be made, with the permission of the Faculty Internship Supervisor, in situations where there is a great likelihood of employment following graduation.

4. Varsity athletes will need to plan their internship either after eligibility has been completed or during the off-season. It will not be possible to intern during the season and continue to compete.

5. Students are permitted to intern and graduate during the Summer semester provided the student completes 12 weeks or 480 contact hours.

6. The internship is a full-time position. As such, outside activities such as part-time employment are discouraged as it might interfere with any internship responsibilities or duties.

7. Student must meet all dates listed below:

8. Application deadline:

<table>
<thead>
<tr>
<th>Spring Internship</th>
<th>Summer Internship</th>
<th>Fall Internship</th>
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<tbody>
<tr>
<td>October 15</td>
<td>February 15</td>
<td>May 15</td>
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</table>

Last day to turn in ALL forms for guaranteed enrollment in SMGT 4735 (internship course):

<table>
<thead>
<tr>
<th>Spring Internship</th>
<th>Summer Internship</th>
<th>Fall Internship</th>
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</thead>
<tbody>
<tr>
<td>December 15</td>
<td>April 15</td>
<td>July 15</td>
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</table>
Steps in Finding Your Internship

These are the steps you should follow in selecting and obtaining your internship. Students who carefully follow these procedures should have little difficulty in finding a beneficial internship experience. The Faculty Internship Supervisor will be happy to answer any of your questions and give you additional suggestions. Work closely with the Faculty Internship Supervisor and take advantage of the help. Appendix 3 includes a checklist of forms that must be submitted.

BEFORE YOU BEGIN THE SEARCH – SUBMIT YOUR INTERNSHIP APPLICATION FORM

The internship application form is available on the Georgia Southern University website. You can fill this out digitally, or in clear writing. This should be submitted at least one semester prior to when you anticipate beginning the internship program. Please submit the document digitally on the following webpage: https://www.surveymonkey.com/r/SYVPRM

STEP 1 – LIST THE ENTRY-LEVEL OPPORTUNITIES THAT INTEREST YOU

Hopefully by this time, students have an idea of the type of entry-level work they find enjoyable and have multiple experiences on their resume. But sometimes students don’t know which segment of the sport industry appeals to them, and some have multiple segments that are interesting. That is fine. We recommend you start by taking a SHORT-TERM perspective. Don’t worry about your CAREER for now, just think about what type of entry-level work you would enjoy for the NEXT THREE MONTHS. Also, we find that using online job boards (teamworkonline.com, ncaamarket.ncaa.org/jobs) helps students frame realistic opportunities, as opposed to dreaming about those that probably don’t exist.

STEP 2 – WHEN TO BEGIN YOUR SEARCH

We recommend you begin preparing 4-6 months before you plan to start the internship. First, you will need a resume and cover letter, so become acquainted with the Career Services Center at Georgia Southern University. Please be advised: It usually takes more time than you expect. When you have a draft that is complete, arrange a meeting with a Sport Management faculty member and ask him/her to review the resume and cover letter with you. If you procrastinate, you will have a stressful end to your time at Georgia Southern University, and most likely have difficulty getting a great internship.

STEP 3 – WHERE TO LOOK FOR YOUR INTERNSHIP

We want you to have the best internship experience possible, regardless of geographical location. Even international internships may be approved. If it is a new site for Georgia Southern University Sport Management Majors, the Faculty Internship Supervisor will contact the person in charge at that site and discuss the experience. We do reserve the right to approve all internships and if the Faculty Internship Supervisor feels the site will not provide an appropriate educational experience, the student will be advised to find another site. This situation may be avoided by working closely with the coordinator throughout the process.
Where do you find your site? This usually comes from one of several sources.
1) Your own network of sport industry professionals that you have developed for the last 3 years.
2) Working with the internship coordinator EARLY
3) From postings on program social media and the sport management listserv
4) From talking with other students about where they have interned or plan to intern.
5) From Internet searches on popular sport industry job boards.
6) From Sports Business Journal stories / articles / advertisements

The following charts provide lists of some of the intern sites that have been used by previous students. A few intern sites will accept only graduate students, but most will consider interns at both the undergraduate and graduate levels. Remember, you are not limited to these sites. In fact, you are encouraged to find better, more appropriate sites for your interests.

A Sample of Intern Sites
Used by Previous Undergraduate Students

**Team Management/Promotion--Professional Sports**
- Atlanta Braves
- Atlanta Hawks
- Atlanta Falcons
- Augusta Green Jackets
- Baltimore Orioles
- Battle Creek Bombers
- Charleston Battery
- Chattanooga Lookouts
- Cleveland Indians
- Cleveland Cavaliers
- Gwinnett Stripers
- Jacksonville Jumbo Shrimp
- Nashville Predators
- Nashville Sounds
- New York Knicks
- Ocala Jai-Alai
- Rome Braves
- Savannah Bananas
- Tormenta FC

**Events, Facilities, & Athletics**
- American Junior Golf
- Atlanta Motor Speedway
- Atlanta Sports Council
- Chick-fil-A Peach Bowl
- Classic Sports
- Friendship Sport Association
- Gator Bowl
- Georgia Games
- Georgia Southern University CRI
- Glorieta Conference Center
- Macon Coliseum
- ProServ
- Ryder Cup
- Savannah Sports Council
- State of Maryland Sports Marketing
- Under Armour Combines
- Wachovia Spectrum

**Small Business Management**
- Bradley Wellness Center
- Crown Sports Management
- Freemotion Fitness
- Keystone Marketing
- Southbridge Golf Club
- Velocity Sports Performance

**Products**
- Athletic Attire
- Champs Sports
- Sports Afoot
STEP 4 – YOU HAVE ONE OPPORTUNITY TO MAKE A “GOOD FIRST IMPRESSION”

Your cover letter (letter of inquiry) and your resume will be the first contact the sport professional has with you, and if the resume and letter are not impressive and professional, it will often be the last impression as well. The sport professional receives many requests for internship opportunities, has time to interview only a few, and can select only the best. To get to the second step, the interview, it is crucial that your resume and cover letter help you make a “good first impression” when you are inquiring about internship opportunities.

Many students have never written either a resume or cover letter. It is important that you get help in completing this important task. Your best source of help is Career Services located in the Williams Center. The main role of Career Services is to help students in securing jobs and internships. You may obtain free materials, sample letters, and other help from them.

STEP 5 – SUBMIT APPLICATION AND FOLLOW UP

Once your letters and resumes are prepared, you are ready to target specific opportunities and submit your materials. The following are some suggestions that you should follow:

1. Select the opportunities that align with your experiences in the industry to date. **It would be wise to check about the suitability of these sites with the Faculty Internship Supervisor at this point.** “Opportunities” can be found either by published openings you find on internet job boards (like teamworkonline) or you can create them by identifying the type of work you want to do and approaching a contact in a suitable organization.

2. Send a letter of inquiry along with your resume to each of the opportunities you choose. This should be done at least by the semester before you plan to begin your internship. This is critical. Students should be searching for internships at the beginning of the semester BEFORE they intend to complete the internship.

3. Be certain you send these to the person who is in charge of selecting interns. If you do not know who he or she is, call the sport business to find out.

4. One week later, CALL THAT PERSON to be certain your material was received. At that time you should have a good idea of their interest. **YOU MUST CALL IF YOU WANT THE INTERNSHIP.** Very few businesses are going to call you and chase you down. You must show initiative.

5. Remember, personnel at many sport businesses deal with students from all across the nation and thus, may not be familiar with our internship program here at Georgia Southern. Consequently, you must explain the process in the Letter of Introduction and then, be prepared to answer many of the questions that may arise.

6. If several of the sites indicate that they do not use interns or are not interested at the time, send out additional letters to sites that interest you.
7. If you get one or two “maybe” responses, DO NOT WAIT and hope they will come through. This tactic can leave you with no internship. Send letters and resumes to other companies at once. It is better to have too many companies wanting you than not enough.

8. When you have three or four companies that seem genuinely interested, then you need to pursue them. Most will want to interview you. You can get some pointers on successful interviews from Career Services, the Faculty Internship Supervisor, or from other Sport Management faculty. Be certain you dress in business attire for the interview. The book, *Dress for Success*, by Maloy is a must for anyone striving for success in the business field.

**Note:** Some companies will have a date that they must wait for prior to confirming your internship. If that date is near the time you will intern, you must operate under the assumption that it is going to fall through and pursue something more definite.

**STEP 6 – FINALIZE INTERNSHIP SITE**

Once you and the sport business have reached an agreement, we recommend you secure the agreement in an email and save that email in a permanent folder. Next, you need to complete the **FORMS 1-3**, and submit an unofficial transcript so that the internship supervisor can confirm that you are eligible for the internship option; all forms can be downloaded from the Georgia Southern website:

1. **FORM 1:** Description of Proposed Internship (completed only by student)
2. **FORM 2:** Internship Understanding (completed and signed by student and site supervisor)
3. **FORM 3:** Off-Campus Student Participation Agreement (completed only by student)
4. **FORM 4:** Verification of Professional Liability Insurance Coverage (completed only by student)
5. **TRANSCRIPT:** This can be a copy of an unofficial transcript from WINGS

*All forms should be submitted ONLINE at the following link: [https://www.surveymonkey.com/r/RK963K8](https://www.surveymonkey.com/r/RK963K8)*

**STEP 7 – REGISTER FOR SMGT 4735**

Once you have completed all FORMS 1-4 and submitted your unofficial transcript online, you will be added to the course. If you have not been registered within 2 weeks of submitting all forms, contact the Internship Supervisor at Georgia Southern University to be registered for SMGT 4735 ([hk-office@georgiasouthern.edu](mailto:hk-office@georgiasouthern.edu); subject line “Sport Management Internship”
Completing the Internship Successfully

What does the sport organization expect of the intern?

The expectations and requirements of the sport business will vary depending on the business. However, all will expect the student to behave and dress as a professional in that sport business. They will have the same expectations that they would have of any other employee, regardless of whether the intern is paid or not. In other words, payment is irrelevant to the expectations of how the intern performs.

The intern needs to shed the “student mode.” The intern needs to develop a get-the-job-done, professional attitude. The work must be of high quality and the intern must be 100% dependable. The intern needs to adopt the attitude that he or she will do whatever it takes to get the job done well.

Most interns have a good attitude and most interns are willing to work hard. Characteristics that will help you stand out above other interns are traits such as enthusiasm, initiative, ability to find what needs to be done, take-charge approach, and the ability to solve problems.

As you know, the job market is flooded with applicants and sport businesses can select the cream of the crop for job openings. The nonchalant student with the unprofessional attitude will not succeed in this field. There are too many good people wanting that same job. Keep in mind that one of your most important references will be that of the site supervisor.

What Are the Responsibilities of the Site Supervisor?

1. Review the manual to determine the commitment on the part of the internship site and the site person assigned as the site supervisor. IT IS SUGGESTED THAT ONE PERSON AT THE SITE HAVE PRIMARY RESPONSIBILITY FOR THE INTERN AND THAT SAID PERSON HAVE ASSIGNED TIME FOR THIS RESPONSIBILITY. It is recommended that the individual should not be assigned to supervise more than 3 (three) interns at a given time.

2. Follow the appropriate format as outlined in the internship manual.

3. To have an initial meeting with the student to determine the specific needs and objectives of the student and adapt the experience accordingly within the guidelines presented.

4. In cooperation with the student, develop both short- and long-range schedules, establish regular meeting times, etc.

5. Meet with the student at least once per week to arrange schedules, discuss reports, assess progress, and discuss upcoming assignments and schedules.

6. Inform the student of personnel policies and procedures.

7. Assist the student in understanding his or her role as an intern in that particular organization.
8. Allow the student to progress at a rate that is both challenging to the student and yet is in the best interests of the site and its personnel and/or clientele.

9. Monitor the student to assure the quality of the site’s programs and practices in serving its clientele.

10. Provide the student with a written guide of expectations and responsibilities with the assignments given.

11. Explain the internship experience to site personnel, clientele, governing boards, and the community if necessary.

12. Assist the student in meeting professionals in the field by making an effort to introduce the student at area, regional, and state professional meetings. Encourage the student to attend such meetings by providing such time, if possible, during the experience.

13. Conduct a formal evaluation with the student at least twice during the internship.

14. Work cooperatively with the university Faculty Internship Supervisor in assigning a final grade that is reflective of the student’s performance and consistent with the University’s grading policies.

15. Provide suggestions to the University for ways in which the internship program and academic curriculum may be improved.

What does the Faculty Internship Supervisor expect of the intern?

The Faculty Internship Supervisor has the same expectations as the site supervisor. We want each student intern to be an ideal representative of the Sport Management program at Georgia Southern University. The previous Sport Management majors have built a reputation for Georgia Southern University interns that will make it easier for you to find an internship. In addition, there are several other things that you must do in completing your internship:

1. To meet with the Faculty Internship Supervisor prior to the beginning date of your internship.

2. To provide all information required for the use by the Faculty Internship Supervisor. Such information includes a resume, cover letter, site description form, appropriately signed and completed understanding for placement of an intern, and as much information about the site that is available.

3. To actively participate in the Folio Internship Course. This means you will need to log into the course every TWO days to engage with your colleagues and the Faculty Internship Supervisor.

4. Ask your site supervisor to complete TWO evaluations of your performance through the online survey monkey link, once at the middle of the term, and once by the start of final exams.
The intern is also expected to complete the following things before and during the internship:

1. To develop with the site supervisor a plan of study and experience in terms of student needs and goals.

2. To follow the policies and duties outlined by site personnel, meeting all scheduled commitments and arrangements made in connection with the internship.

3. To pursue the internship with professionalism and enthusiasm.

**Responsibilities of the Faculty Internship Supervisor**

The responsibilities of the Faculty Internship Supervisor include:

1. To make sure that the student has completed the **FOUR FORMS and UNOFFICIAL TRANSCRIPT** before giving permission to the student to register for internship.

2. To communicate with each student prior to the beginning of internship and outline the expectations for performance and projects, and other matters of importance.

3. To represent the university to make all official arrangements with the internship sites.

4. To become acquainted with site supervisors and other appropriate personnel.

5. To supervise the training of the student in the internship site. In sites within reasonable distance to the campus, when possible, the Faculty Internship Supervisor should attempt to visit the sites during the internship in order to confer with students and the site supervisor regarding students’ progress. During the visit, the Faculty Internship Supervisor will discuss students’ past and future experiences, meet separately with both students and the site supervisors, discuss reports, meet staff, visit facilities and observe programs.

6. To call site supervisors and students as needed. It is suggested that the Faculty Internship Supervisor call during the first week of the internship as an “introductory” call. At sites that are not visited, calls should be made in about the fifth and tenth weeks. Other calls will be made as the situation dictates.

7. To evaluate students’ submissions on the Folio website, along with the site supervisors’ midterm and final evaluations. These projects are to be discussed with students.

8. To evaluate students’ internship experience in cooperation with the site supervisor. It is the duty of the Faculty Internship Supervisor to assign students’ final grade.
How is the internship grade determined?

The Faculty Internship Supervisor will assign the final grade. The grade will be “A”, “B”, “C”, “D”, “F”, just as in other courses. To receive the highest grade, take the time to do the little extras. Your course grade for SMGT 4735 will be determined by the following:

1. **Site Supervisor’s Evaluations (midterm, final, each 30% for total of 60%)**

   The site supervisor will evaluate you twice by completing an online survey (see appendix) that will be converted to a course grade by the internship director. The Midterm Evaluation is due around the seventh week of the semester and the Final Evaluation needs to be submitted by the first day of final exam week. It is your responsibility to make sure that the site supervisor completes the evaluations on time. The evaluations are through the survey monkey electronic survey software. The link can be found on the folio page for the course.

   The supervisor’s evaluation is converted based on the following method: For question 12, a “Very Good” earns a 90, a “Good” earns an 80, “Satisfactory” is 70, “Bad” is 60, and “Very Bad” is 50. Then, the scores are adjusted up based on the balance of the data in Questions 1-11. If the student earns mostly “Strongly Agree” in the other sections, the score is adjusted to the top end of the interval.

2. **Intern’s participation in all active Folio Discussions (10% of total grade)**

   Each intern will be expected to participate in the Discussions listed under the Communications tab of the SMGT 4735 Folio course. Complete directions are located on the Folio page.

3. **Intern Experiences and Reflection Videos (30%)**

   Each intern will be asked to record 4 short videos of their experiences, produce them, and upload each to the dropbox in Folio. Complete directions are located on the Folio page.

   **NOTE:** interns will also be required to submit timesheets verifying the completion of required hours. No grades based on the above components will be posted until the hours are successfully completed.

An Unsatisfactory Experience

If the management of the internship site is dissatisfied with the performance of an intern and terminates the internship prior to the end of the experience, the Faculty Internship Supervisor has two options available. If there is evidence that the site management was justified in the termination of the internship, the student will be assigned an “F” grade for the internship. Acts that would justify termination would include but are not limited to: persistent tardiness or absences, inability to get along with supervisor or staff, poor quality work, and failure to adjust to a work environment.

If the site management does not seem to be justified in the termination, the Faculty Internship Supervisor will attempt to place the student at another site as soon as possible. This might require continuing the internship through part or all of the next semester.
APPENDIX 1: A MODEL OF THE SPORT INDUSTRY

APPENDIX 2: SITE SUPERVISOR EVALUATION

Thank You for evaluating the Georgia Southern University student working with you this term. The following survey will only take a few minutes of your time.

1. What is your name?

2. Are you the Site Supervisor?
   - [ ] Yes
   - [ ] No

3. What is an email where you can be reached?

4. What is the name of your organization?

5. What is today's date?

6. What is the name of your Georgia Southern University intern you are evaluating?
7. Work Habits

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<tr>
<th></th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student is always punctual</td>
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<td>○</td>
<td>○</td>
<td>○</td>
</tr>
<tr>
<td>The student meets my deadlines for projects and other deliverables</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
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<tr>
<td>The student likes to take initiative</td>
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<td>The student is dependable and responsible</td>
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<tr>
<td>The student always finishes tasks without my reminders</td>
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<tr>
<td>The student avoids outside distractions at work (texts, emails, facebook, etc.)</td>
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<td>○</td>
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8. Knowledge, Skills, and Abilities

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<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
<th>No basis for response (I don't know)</th>
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<tbody>
<tr>
<td>The student seems to have a baseline knowledge of business principles</td>
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<td>○</td>
<td>○</td>
<td>○</td>
<td>○</td>
<td></td>
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<tr>
<td>The student is respectful to me and others</td>
<td>○</td>
<td>○</td>
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<td></td>
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<td>The student has excellent problem solving skills</td>
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<td>The student has excellent computer skills</td>
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<tr>
<td>The student has excellent interaction with our customers</td>
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<tr>
<td>The student uses his/her skills to add value to our organization</td>
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9. Communication

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<thead>
<tr>
<th>The student can verbal communicate effectively</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student can write effectively</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Professionalism

<table>
<thead>
<tr>
<th>The student always dresses appropriately &amp; professionally</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student always behaves professionally</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student has a strong interest in learning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student's professional approach is in line with our expectations here</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

11. Relationships

<table>
<thead>
<tr>
<th>The student can get along with co-workers</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The student can get along with superiors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student respects and accepts authority</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The student accepts criticism and suggestions</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

12. Overall Performance

<table>
<thead>
<tr>
<th>The overall performance of the student</th>
<th>Very Bad</th>
<th>Bad</th>
<th>Satisfactory</th>
<th>Good</th>
<th>Very Good</th>
</tr>
</thead>
</table>
13. Does anything related to the intern’s performance need immediate attention from the internship director at Georgia Southern?

14. What would you say are several strengths of this student?

15. Areas to improve?

Thank you for completing this evaluation.
APPENDIX 3: INTERNSHIP CHECKLIST

One YEAR prior to anticipated start of the internship course

☐ Develop a list of targeted internship sites
☐ Begin looking on sites like teamworkonline.com and ncaamarket.ncaa.org/jobs to gauge when internship applications open/are due

BEGINNING of semester PRIOR to completion of the internship

☐ Submit your internship application to the internship coordinator here: https://www.surveymonkey.com/r/SYVPRMH
☐ Revise and finalize resume and cover letter template
☐ Begin internship search/applications

DURING semester PRIOR to completion of the internship

☐ Submit cover letter/resume to open internship positions – it is highly encouraged you apply to many internships. Limiting yourself to only a few choices can often result in a student having to pursue the non-internship track of the program.
☐ Follow up with all submitted materials
☐ Select an internship site and confirm it meets all requirements with the internship supervisor
☐ Ensure internship will provide student with opportunity to complete required 480 hours ☐ Submit all paperwork (FORMS 1-4, unofficial transcript) here: https://www.surveymonkey.com/r/RK963K8
☐ Enroll in internship course (internship supervisor will enroll you; if you have not been enrolled within two weeks of submitting all documents, please follow up with the internship supervisor)

DATES TO KNOW!

Application deadline:

<table>
<thead>
<tr>
<th>Spring Internship</th>
<th>Summer Internship</th>
<th>Fall Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 15</td>
<td>February 15</td>
<td>May 15</td>
</tr>
</tbody>
</table>

Last day to turn in ALL forms for guaranteed enrollment in SMGT 4735 (internship course):

<table>
<thead>
<tr>
<th>Spring Internship</th>
<th>Summer Internship</th>
<th>Fall Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 15</td>
<td>April 15</td>
<td>July 15</td>
</tr>
</tbody>
</table>
APPENDIX 4: INTERNSHIP APPLICATION

INTERNSHIP APPLICATION FORM

Department of Health Sciences and Kinesiology  
Waters College of Health Professions  
Georgia Southern University

Student Information  
This form should be completed by the student and uploaded to  
https://www.surveymonkey.com/r/SYVPRMH. Please type or print clearly. Complete all spaces.

Name  ________________________________________________________________________

Last  First  Middle

Eagle ID _____________________

Local Address _________________________________________________________________

City __________________________ State ________ Zip___________

Phone (____)_____________________________  E-mail _____________________________

Permanent Address _____________________________________________________________

City __________________________ State ________ Zip __________

Phone (____)______________________________  E-mail _____________________________

Major: ___________________________________  Minor _____________________________

Semester registering for internship (Check one; include year)

Fall _____  Spring _____  Summer _____

Year _____
Information on Proposed Internship

Do you already have an internship secured?
Yes _____ No _____

If “yes,” complete the following:

Date internship begins: ____________ Date internship ends: ____________

Name of Site
______________________________________________________________________________

Address
__________________________________________________________________________________

City _______________________________ State _________________________ Zip __________

Phone (____) ____________________ Fax (____) ______________

Are you receiving a stipend? Yes _____ No _____ Amount? ________________

Site Supervisor Information

Name
____________________________________________________________________________________

Position
____________________________________________________________________________________

Business Address: ___________________________________________

City __________________________ State ________ Zip __________

Phone (____) __________________ Fax (____) ____________________

E-mail __________________________

If “no,” complete the following:

Desired sector of the sport industry (e.g., professional, college, high school)
____________________________________________________________________________________

Preferred position type (e.g., sales, event management, facilities, communication)
Preferred organization (if any)

Preferred region (e.g., Atlanta area, Georgia, Southeast, Midwest, Any)

Please upload the completed form to https://www.surveymonkey.com/r/SYVPRMH. Contact the internship coordinator at hk-office@georgiasouthern.edu. Use the subject line “Sport Management Internship”
FORM 1: Description of Your Proposed Internship Opportunity

Student Name:

Contact Info:  Eagle ID ___________________  Phone ___________________
Email ________________________________________________

Site of Proposed Internship:
Name of Organization ____________________________________________
City ___________________ State _______

Describe Your Opportunity Below: (e.g., position, responsibilities, hours, types of work you plan to accomplish, etc.)
FORM 2: Internship Supervisor Form

Internship Supervisor Contact Info:
Organization: ____________________________________________________________

Address: ________________________________________________________________

City: ___________________________ State: ________

Name of Georgia Southern Intern: __________________________________________

Proposed Date of Internship: ______/_____/______ to ______/_____/______

Is housing paid by the organization?  ☐ Yes  ☐ No

If yes, how much? _____________

Is housing paid by the organization?  ☐ Yes  ☐ No

If yes, how much? _____________

A. Job Description: Please specifically describe the actual work this intern will be assigned. List any responsibilities, deadlines, projects, and assignments he/she may be given.
B. **Supervision**: Please describe, in as much detail as possible, the supervision that the intern will be provided during the internship.

C. **Evaluation**: Please describe how you will evaluate the performance of the intern.
**Nature of Understanding**

A. The faculty internship supervisor, the representative of the internship site, and the student agree that the above-named student will perform his/her internship at the above-referenced internship site for the period of the time specified above.

B. The student will register at Georgia Southern University for SMGT 4735 Sport Management Internship, and will receive academic credit upon the successful completion of the internship and course requirements. The student is neither an employee of nor an agent for Georgia Southern University.

C. The student will work the equivalent of a 40-hour work week for a minimum of 480 and two weeks. Internships may last as long as 2 semesters.

D. A representative from the intern site will be assigned to supervise and work with the student. The representative will strive to ensure that the student has a meaningful, educational experience.

E. The representative from the internship site will complete and return the mid-term and final student evaluations, which will be sent to the supervisor by the student electronically. If a difficulty arises with the student, the representative from the internship site and the faculty internship supervisor will work together to resolve the issue.

_Please physically sign, and then scan pages together and upload in the SMGT internship file uploader:_

https://www.surveymonkey.com/r/RK963K8. All questions should be directed to hk-office@georgiasouthern.edu

**Site Supervisor Signature** ________________________________ Date ___________

**Printed Name** ________________________________

**Student Intern Signature** ________________________________ Date ___________

**Printed Name** ________________________________
FORM 3: Off-Campus Student Participation Agreement

[THIS IS A RELEASE OF LEGAL RIGHTS. READ CAREFULLY BEFORE SIGNING]

I ___________________________________________ hereby acknowledge my awareness that participation in an off-campus internship or applied learning experience arranged through Georgia Southern University’s Department of Health Sciences and Kinesiology may expose me to a risk of property damage and bodily or personal injury, including injury that may prove fatal, to myself or others. For the sole consideration of the University arranging for my participation in an off-campus internship or applied learning experience at _________________________________________, I agree to assume all the risks and responsibilities surrounding my participation in the above referenced internship/experience, the transportation, and in any independent research or activities undertaken as an adjunct thereto, and in advance release, waive, forever discharge, and covenant not to sue the University, the Board of Regents of the University System of Georgia, their members individually and their officers, agents, employees, and any students acting as employees (hereinafter collectively referred to as the “Releasees”), from an against any and all liability for any harm, injury, damage, claims, demands, actions, causes of action, costs, and expenses of any nature that I may have or that I may hereafter accrue to me, arising out of or related to any loss, damage, or injury, including but not limited to suffering and death, that may be sustained by me or by any property belonging to me, whether caused by the negligence or carelessness of the Releasees, or otherwise, while in, on, upon, or in transit to or from the premises where the internship/experience, or any adjunct to the internship/experience, occurs or is being conducted. I understand that the acceptance of this signed Off-campus Student Participation Agreement by the Board of Regents of the University System of Georgia shall not constitute a waiver, in whole or in part, of sovereign immunity by said Board, its members, officers, agents, and employees.

I further agree to follow all administrative policies, standards, and practices of the off-campus facility. I understand that I shall not be deemed to be employed by, or to be an agent or servant of, the Board of Regents or Georgia Southern University for any services that I provide during the internship and that I will not receive monetary compensation for such services from the University. I further state that there are no health-related reasons or problems which preclude or restrict my participation, without provisions of reasonable accommodation in this activity and that I shall be fully responsible for any medical costs, through adequate health insurance or otherwise, that may be attendant as a result of injury to me during my internship activities.

I have read and understand the above Off-Campus Student Participation Agreement and I agree that it binds my heirs, executors, administrators, and assigns, as well as myself. I have freely and voluntarily signed this Agreement and agree that it shall be construed in accordance with the laws of the State of Georgia. If any terms or provision of this Agreement shall be held illegal or unenforceable, the validity of the remaining portions shall not be affected.

Signed: ___________________________________________ Date: __________________

Students, please physically sign, scan, and upload to https://www.surveymonkey.com/r/RK963K8. Please forward all questions to hk-office@georgiasouthern.edu
FORM 4: VERIFICATION OF PROFESSIONAL LIABILITY INSURANCE COVERAGE

I hereby certify that I ________________________________ am currently covered by a professional liability insurance policy by **WCHP Student Liability Insurance** and I further certify that I will keep this policy in full force and effect during my participation in the internship program or the off-campus applied learning experience at, ________________________________ as arranged through Georgia Southern University’s Department of Health Sciences and Kinesiology.

I further certify that upon the termination of this insurance policy for any reason, I will immediately provide notice of that termination to the Georgia Southern University faculty supervisor of the internship program or off-campus applied learning experience.

I have read and understood the above statements.

______________________________
Signature of student participant

______________________________  __________________________
University Internship Supervisor Signature  Date

______________________________
Signature of parent or guardian,
if the student is under 18 years old.