

WESTERN KENTUCKY UNIVERSITY

Bowling Green, Kentucky

INTERNSHIP MANUAL

For the

Sport Management Program

Housed in the Department of Kinesiology, Recreation, and Sport



WKU®

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INTRODUCTION

The Department of Kinesiology, Recreation, and Sport at Western Kentucky University requires that the student enroll in an internship preparation program at the undergraduate level. The internship is designed to allow the student to gain actual experience in the Sport Management field under the direct supervision of a Sport Management professional.

The internship is a central part of the student's preparation and education for entry into sport management. The internship experience provides for the opportunity to mix classroom theory with real life situations.

The internship allows the students to develop in their chosen profession and to apply classroom theory in various sport settings. The internship experience should provide the student with opportunities to take charge of planning and leading sport management activities with certain groups while taking leadership positions in a variety of settings under the watchful eye of a seasoned sport management services professional.

I. INTERNSHIP PROGRAM

The internship program at Western Kentucky University is a cooperative effort undertaken by various sport service agencies and the Department Kinesiology, Recreation, and Sport. The sole aim of each of these organizations is to help students establish a sound foundation for their professional career. To achieve this purpose, the agency and the University work together to achieve educational objectives that are explained in this manual. The agency should make available its accumulated knowledge and skill to achieve the objectives set forth in this manual. Agencies should also provide

students, under direct supervision, access to the agency's administrative and service operations for educational purposes.

III. INTERNSHIP GENERAL DESCRIPTION

The successful completion of an internship will depend greatly upon the student's ability to realize his/her responsibility. Each student that partakes upon this journey must understand that each agency that accepts them still has their regular duties to perform in conjunction with helping the student. Therefore, the student must adhere to the highest levels of professionalism as no agency can or will tolerate inefficiency, irresponsibility, or other acts by staff or volunteers that would destroy public confidence. When a student accepts an internship with an agency, he/she becomes a part of that agency and as such must adhere to all personnel and agency policies. Each student must remember that his/her actions reflect upon himself/herself, the agency, and Western Kentucky University.

IV. AGENCY SELECTION CRITERIA

The final selection and approval as to the appropriateness of an agency will be the decision of the internship coordinator of the sport management program at Western Kentucky University. Students should be aware that they will be included in the decision making process as to where they are to be placed. Any agency wishing to become a site for student placement may discuss the agency with the program coordinator. The selection of an agency in which to complete a practicum or internship will be based upon the following criteria:

1. The internship may be carried out in any recognized or accredited public, voluntary, or private agency.
2. The agency reflects a desire to supervise volunteer students through written communication to the University's Sport Management Coordinator.
3. The agency exhibits a sound philosophy within its programs and services.
4. The agency has standing and is recognized as a leader in the sport management field at the local, state, or regional level.
5. The agency has adequate areas, facilities, and equipment to conduct a broad program that provides for various learning experiences.
6. The agency utilizes employment standards through a written personnel policy.
7. The agency employs at least one or more persons with at least a Baccalaureate's Degree in sport management or related field. Years of service in the profession will substitute for the degree.

V. INTERNSHIP REMUNERATION POLICY

Agencies may, but are not required to, compensate the student for their services. Students should be aware that many internships are completed as a volunteer. If the agency does decide to remunerate the student, it may take the form of liability insurance, meals, parking, transportation, lodging, and wages. It is the student's responsibility to negotiate all remuneration. Western Kentucky University has no responsibility in securing or administering remuneration.

VI. PURPOSE OF THE INTERNSHIP

STUDENT PURPOSE

The internship is important to each student and accomplishes the following objectives. The internship is expected to allow students to:

1. Recognize well-organized & supervised sport organizations.
2. Observe the fundamentals of good leadership in action.
3. Gain experience in leading and planning sporting activities.
4. Demonstrate an understanding of how various activities are directed.
5. Demonstrate an understanding of the actions and reactions of diverse populations that are participating in sport related activities.
6. Provide students with a variety of opportunities in different sport service agencies.
7. Provide students with a structured and systematic opportunity to develop professional behavior.
8. Gain insight and understanding into the total agency operations that allows for a gradual and smooth adjustment into the profession.

UNIVERSITY PURPOSE

The internship is important to the University and accomplishes the following objectives. The internship is expected to allow the University to:

1. Enlarge the scope of the professional and educational curriculum.
2. Provide students with a working laboratory to apply theory and classroom knowledge.

3. Evaluate the student and agency needs, abilities, and progress allowing for an adjustment in the professional curriculum.
4. Establish collaborative relationships between the program faculty and agencies at the local, state and national levels who provide sport management services.
5. Increase the relations between Western Kentucky University and the community.

AGENCY PURPOSE

The internship is important to each agency and accomplishes the following objectives. The internship is expected to allow the agency to:

1. Express in real terms its commitment in preparing professional sport management leaders for the future.
2. Provide a contact for the student and the college with trained professionals and relates the agency service to current classroom theory.
3. Provide growth for staff to take direct supervision and teaching of young professionals in training.
4. Gain opportunities to evaluate perspective staff candidates for future employment.
5. Enlarge their current staff that would allow for the strengthening and expansion of existing programs and services.

VII. AGENCY SUPERVISION

The agency supervisor serves as the teacher for the student during their internship. Typically, this is accomplished utilizing the day to day operations of the agency to prepare the student for the transition from classroom to professional practice. The agency supervisor will work closely with the University program coordinator to insure that the student accomplishes the objectives of the internship. Consequently, the agency supervisor serves as a non paid adjunct faculty member of the sport management program at Western Kentucky University. Therefore, the specific responsibilities outlined below should be read carefully before accepting to supervise a student undertaking a internship. The primary responsibility of the supervisor will remain to their constituents. This means that the supervisor should not permit the student to function in any way that impairs the quality of services the agency provides. To this end the supervisor should:

1. Hold a Baccalaureate Degree from an accredited college or university.
2. Demonstrate competence as a sport management practitioner with a thorough knowledge of the field.
3. Have successful supervisory experience of at least one (1) year or longer.
4. Be willing to accept supervising students during internships.
5. Be willing to support the policies of the sport management program as well as the policies of Western Kentucky University.
6. Be willing to assume an educational and teaching function.
7. Inform the local board or controlling authority as to the agency's commitment in providing such experiences. When necessary the supervisor shall secure written approval from such agencies to be passed

along to the University. (see agency & University agreement in appendix A)

8. Insure that agency staff and other volunteers are informed about the internship experience.
9. Interpret the student's job as it relates to the total community.
10. Hold daily meetings, as much as possible, with the student to discuss problems that may have arisen while performing his/her assigned duties.
11. Inform the student of all regulations & policies to be observed.
12. Provide weekly evaluations of the student's performance utilizing constructive and objective criticisms and suggestions for improvements.
13. Provide a summative evaluation that would include a written narrative of the student's strong and weak points as well as any other pertinent information that the agency supervisor thinks would help further his/her education. (see Appendix B)
14. Complete the student evaluation form located in appendix B at the completion of the student's experience.
15. Consult with the University program coordinator in determining the student's grade for the practicum experience. It should be noted that the University internship coordinator is responsible for the student's final grade after this consultation.
16. Sign the student's bi-weekly reports required by the Sport Management program at Western Kentucky University. (See Appendices C & D)

In accomplishing the above responsibilities, the Sport Management Program requests that the agency supervisor insure that the following areas be emphasized during the students internship: (see Appendix E for the specific types of experiences and materials the student will need to collect during his/her experience.)

1. Administration. Each student should be provided opportunities to study and observe how the agency develops policies and practices. This would include the study of the legal status of the agency, board or commission relations, budgeting and finance, personnel and supervising procedures, staff relations, and public relations.
2. Program. Each student should take an active part in the program planning process through a broad spectrum of activities and services which the agency provides. The student should prepare program plans and then provide direct leadership in carrying them out.
3. Facilities. Each student should gain experience with facility management and maintenance. This would include planning of new or existing facilities, maintenance of grounds and buildings, and the routine for the upkeep of the equipment and apparatus that is used on a daily basis.
4. General Experiences. Each student should gain a broad based experience that should include dealing with public relations, attendance at board meetings, and committee work. More specific examples are provided in the appendix.

VIII. UNIVERSITY PROGRAM COORDINATOR RESPONSIBILITIES

In order to insure that each student is afforded a meaningful internship, the sport management Internship Coordinator at Western Kentucky University has the following responsibilities.

1. Identification and development of agencies to be used as sites for internships.
2. To conduct site visits, discuss criteria, and prepare reports as to the appropriateness of the agency as internship site.
3. To approve or reject a site as an internship site.
4. To prepare summative evaluations of the internship sites that are to be utilized for the determination of allowing future students to complete their internships with agencies. This evaluation will be furnished to the agency's administrator upon written request.
5. To insure that students are fulfilling all requirements set forth in the syllabus for the internship.
6. To confer with the agency supervisor on a bi-weekly basis.
7. To inform students as to the number and type of sites available for internships.
8. To confer with each student to recommend and approve the site of his/her internship experience.
9. To determine, through student folders, who has met the pre-requisites for placement in a internship.

10. To evaluate all student assignments that is required to complete the internship.
11. To request an agency acceptance form of their intention to provide a internship experience.

IX. STUDENT RESPONSIBILITIES FOR PLACEMENT.

Each student wishing to complete an internship in the sport management Program at Western Kentucky University shall be responsible for the following.

1. In conjunction with the program coordinator, locate an appropriate agency to complete the internship.
2. Insure that they have met the requirements for the internship. Students should schedule a meeting with the program coordinator the semester before going out on a internship.
3. When possible, locate an agency in the community in which they live or in the surrounding Western Kentucky area. It should be noted that students are expected to participate in weekend activities with the agency they choose so that a bigger picture of the community can be gained.
4. Students may complete field experiences away from the Western Kentucky region only upon special approval by the Sport Management coordinator. For internships beyond a 200 mile radius of University the following policies will take affect.
 - A. The student shall have a 2.8 average in the major and an overall GPA of 2.5 as verified by his/her official transcript.

- B. The student must provide sufficient documentation on the background of the agency to allow the sport management coordinator to approve or disapprove the agency as a site. This shall be done by the midterm exam week of the semester before the student wishes to go out on their internship.
- C. The two routine visits by the sport management coordinator will be waived, however the following criteria will be utilized to determine when a site visit by the sport management coordinator is necessary:
1. Repeated failure to submit written work in accordance with the syllabus & established time line.
 2. A grade of “C” or lower on any two assignments.
 3. Repeated failure to contact the sport management coordinator at the agreed upon times.
 4. Any time the agency supervisor indicates that the presence of the sport management coordinator is required to address a problem.
 5. When any unusual circumstance jeopardizes the student’s ability to successfully complete the practicum or internship.
- D. In the event that a site visit is required by the sport management coordinator and if any expenses are not covered through the college, then the student will be billed for any travel expense. Prior to making a commitment to the agency, the sport management coordinator will provide the student with a written estimate should the visit be necessary.

5. To inform the sport management coordinator when he/she becomes ill or injured so that they can no longer complete his/her experience as outlined in the course syllabus.

X. STUDENT INTERNSHIP REQUIREMENTS.

The current course syllabus shall be the final criteria used to determine if the requirements for the completion of the internship experience have been met. Each student will be responsible for insuring that they fully understand the requirements as outlined in the course syllabus for SPM 490. With this in mind each student is required to:

1. Follow the policies governing students outlined in the Western Kentucky Catalog and student handbook.
2. Confer with the sport management coordinator the semester prior to the semester the student wishes to begin his/her internship.
3. To make contact on a bi-weekly basis with the sport management Coordinator during the practicum or internship.
4. To meet daily with the agency supervisor.
5. Provide personal information via a Resume.
6. Provide a statement of professional and vocational objectives for the student's practicum or internship.
7. Provide a summary of the special qualities and skills the student possesses.
8. To complete orientation report forms located in Appendix C.
9. To complete the bi-weekly reports located in Appendix D.
10. To complete a final summary report located in Appendix E.

11. Those completing the internship are to complete at least one special event or project at the request of the agency supervisor. The student is to plan implement and evaluate the special event/project. Both the agency supervisor and sport management coordinator prior to beginning the special event or project planning must approve projects.
12. To complete a journal that contains well organized notes, record and reporting forms, policy statements, liability forms etc. (See Appendix F for complete listing of required material) Students may also stop by the sport management internship coordinator's office to examine an example of how the notebook should be organized.
13. The student must meet with the agency supervisor and complete two formal evaluations of his/her performance. The first should be done at mid-term and the second during the final week of your experience.

XI. OTHER POLICIES

1. Internship assignments may only be terminated after a conference with the sport management coordinator.
2. The internship agency IS NOT required to provide the student with the regular university vacations or holidays. It is up to each student to negotiate these terms.
3. In the case of illness or emergency preventing the internship experience, it is the responsibility of the student to inform BOTH the agency supervisor and the sport management coordinator. In the case of the sport management

coordinator, notification within 48 hours will be fine. However, you should inform the agency IMMEDIATELY.

4. Agencies should provide the necessary program supplies and equipment to conduct the activities of students. Always check with the agency supervisor before any personal money is spent on program materials.
5. Students are expected to pay for their own transportation and similar costs unless a special arrangement is made with the agency.

XII. EVALUATION AND GRADING

Students will be graded according to the assignments and requirements outlined in the syllabi SPM 490. However, the following is set forth so that the student will have an understanding of the percentages that the sport management coordinator and agency supervisor account for in determining his/her final grade.

1. Agency Supervisor based upon evaluations, leadership, professional attitude, and project will comprise **45%** of the student's grade.
2. Sport management coordinator based upon reports, notebook, evaluation, meetings, and project will comprise **55%** of the student's grade.

APPENDICES

All agreements, reports, and evaluations should be uploaded to the blackboard site for SPM 490, returned to the below address, or faxed to the number listed below. Reports must be typed using Microsoft Office Word and must strictly follow the guidelines established in this internship manual. Any report not meeting the guideline instructions will be rejected. A signature sheet must be included with all reports. You can either scan the signature sheet (save as a PDF document) and upload to the blackboard site with the report or fax the sheet after uploading the document to the blackboard site. Students who are in the Bowling Green area may drop their reports and signature sheets at the KRS Dept Office in Smith Stadium East Room 1014.

Sport Management Internship Coordinator (found on SPM 490 Syllabus)
Western Kentucky University
1906 College Heights Blvd. # 21090
Bowling Green, KY 42101
Fax = 270-745-6043

APPENDIX A

Agency & College Agreement

**WESTERN KENTUCKY UNIVERSITY
KINESIOLOGY, RECREATION, AND SPORT DEPARTMENT
AGENCY & COLLEGE AGREEMENT**

Agreement between Western Kentucky's Sport Management Program, Bowling Green, Kentucky, and _____, hereafter referred to as the agency, for a _____ week internship. Western Kentucky's Sport Management

Program agrees to provide support for

_____ during his or her internship with the agency. The student agrees to perform the normal and customary services and comply with the reasonable rules necessary for the orderly operation of the agency.

The student, the agency, and the Sport Management Program at Western Kentucky University agree to the following conditions.

1. The terms of the internship/practicum will be _____ weeks, beginning _____, and ending _____.
2. The Student will be subject to a work schedule any day of the week and during any hours of the day, as agreed upon by the student & the agency.

This agreement by and between the student, the agency, and Western Kentucky University's Sport Management Program may not be terminated except for just cause prior to its expiration date without the mutual consent of all parties.

Agency Supervisor: _____ Date: _____

Student: _____ Date: _____

Coordinator: _____ Date: _____
Sport Management Program, Western Kentucky University

APPENDIX B

Orientation Report Form

Student Purpose & Goals Form

Student Narrative Job Analysis

**WESTERN KENTUCKY UNIVERSITY
KINESIOLOGY, RECREATION, AND SPORT DEPARTMENT
INTERNSHIP**

ORIENTATION REPORT FORM

Name of Student: _____ Local Phone: _____

Local Address: _____

City: _____ State: _____ Zip: _____

Agency Name: _____ Agency Phone: _____

Agency Address: _____

City: _____ State: _____ Zip: _____

Agency Supervisor: _____

Student's Schedule @ The Agency (as complete as possible list normal hours & routine)

--

Class Schedule (if any)

--

SIGNATURES:

Agency Supervisor: _____ Date: _____

Student: _____ Date: _____

**ORIENTATION REPORT FORM
STUDENT'S PURPOSE & GOALS**

The student is to respond to all the statements below and attach this to the orientation report. You are not limited to the space provided on this sheet. Please attach any additional sheets to this and the orientation report as you deem necessary.

1. List the personal goals you would like to realize during this experience.

2. Identify what you consider your strengths to be.

3. Identify what you consider your limitations to be.

4. Identify what your 5 year future plans as a sport management professional are.

5. Explain what your personal philosophy of sport is at this point.

ORIENTATION REPORT FORM NARRATIVE JOB ANALYSIS

The student is to provide information under the headings listed below and then attach the information to the orientation report and send it to the Sport Management Program Coordinator. The goal of this job analysis is to provide information about the agency and should include, 1) a general description of the agency, 2) a description of the duties and responsibilities of the student, 3) a description of the populations served by the agency, 4) a description of the facilities the agency has, and 5) the student's plan of action for the next 2 weeks.

AGENCY DESCRIPTION

This section should contain a general description of the agency and should include, the nature of the services provided, its location, information on accreditation, the types of programs the agency offers, the number of departments they may have, the number of staff, and information about you agency supervisor.

EXPECTED DUTIES

This section should contain information about what your duties will be over the course of your experience. A listing of the areas you expect to get exposure to would be appropriate to put here.

POPULATION (S) SERVED

This section should contain a description of the populations that are served at the agency where you are completing your experience. What are the age ranges? How many people does the agency serve in a month and year?

FACILITIES

This section should contain a listing and description of the types of facilities and grounds the agency may have at its disposal. For example, describe the buildings the agency has, the equipment, the parks, etc. be thorough.

2 WEEK PLAN OF ACTION

This section should contain information about the student's next two weeks. What experiences will you be exposed to. How will you conduct yourself? If you have experienced any problems describe them & tell me how you overcame them.

MAKE SURE TO GET AGENCY SUPERVISOR SIGNATURE

SIGNATURE SHEET

All reports submitted to the Sport Management Coordinator at Western Kentucky University should be accompanied with the signatures of the student and the agency supervisor. Any reports received without both signatures will be considered late and graded accordingly. For every day the student's report is late that report will be reduced one full letter until a grade of F is reached. Upon reaching the grade of F the student will not receive any points for that report.

I have read this report and found the information contained in this report to be accurate.

Agency Supervisor: _____ Date: _____

Student: _____ Date: _____

Received by: _____ Date: _____

All agreements, reports, and evaluations should be uploaded to the blackboard site for SPM 490, returned to the address below, or faxed to the number listed below.

Sport Management Internship Coordinator (found on SPM 490 Syllabus)
Western Kentucky University
1906 College Heights Blvd. # 21090
Bowling Green, KY 42101
Fax = 270-745-6043

APPENDIX C

Bi-Weekly Report Form

BI-WEEKLY REPORT

Bi-Weekly Report

Your Name Here

The Date the Report was Typed Here

Course Number & Title Here

Instructor's Name Here

BI-WEEKLY REPORT

Those students signed up for an internship will complete this report on a bi-weekly basis.

INTRODUCTION

Provide a brief description of what this report will contain. The student should introduce what will be discussed in the upcoming paragraphs of the report.

GROUPS & INDIVIDUALS WORKED WITH

Describe in detail the groups and individuals that you may have worked with over the past two weeks of your experience.

ACTIVITIES/MEETINGS

Describe in detail all meetings you may have attended in the last two weeks and tell me what you learned from them. Describe in detail all the activities you may have lead or helped plan.

PROBLEMS

You should include any problems you may have encountered over the last two weeks and what you did to solve the problem.

FUTURE PLAN OF ACTION

Describe in detail what you plan to be involved in during the next two weeks.

Remember to secure the agency supervisor's signature on all reports.

SIGNATURE SHEET

All reports submitted to the Sport Management Coordinator at Western Kentucky University should be accompanied with the signatures of the student and the agency supervisor. Any reports received without both signatures will be considered late and graded accordingly. For every day the student's report is late that report will be reduced one full letter until a grade of F is reached. Upon reaching the grade of F the student will not receive any points for that report.

until the signatures are secured or a failing grade is reached.

I have read this report and found the information contained in this report to be accurate.

Agency Supervisor: _____ Date: _____

Student: _____ Date: _____

Received by: _____ Date: _____

All agreements, reports, and evaluations should be uploaded to the blackboard site for SPM 490, returned to the address below, or faxed to the number listed below.

Sport Management Internship Coordinator (found on SPM 490 Syllabus)
Western Kentucky University
1906 College Heights Blvd. # 21090
Bowling Green, KY 42101
Fax = 270-745-6043

APPENDIX D

Student Evaluation Form

STUDENT EVALUATION FORM

This form should be filled out by the agency supervisor and reviewed with the student prior to both signing the form. Once agreement has been made and both parties have signed, it should be mailed or faxed to the Sport Management coordinator at Western Kentucky University.

The following rating scale should be utilized when filling out this form.

5	=	Excellent
4	=	Good
3	=	Average
2	=	Poor
1	=	Unacceptable
N/A	=	Not applicable at this time

The following definitions are given to aid the agency supervisor in evaluating the student.

Excellent: Outstanding, performance is unquestionably well above acceptable standards, student consistently exceeds job requirements.

Good: Performance is consistent in all areas; student frequently exceeds acceptable standards of performance.

Average: Performance meets acceptable standards; however, some improvement is indicated due to inconsistency in some areas.

Poor: Performance is below average, student does not meet acceptable standards and improvement is needed in all areas.

Unacceptable: Performance is sub-poor, student is consistently deficient and below acceptable standards.

EVALUATION AREAS

A. PROFESSIONALISM

The student:

- 1. Demonstrates Teamwork _____
- 2. Demonstrates Cooperation _____
- 3. Has Proper Personal Appearance _____
- 4. Is Punctual _____
- 5. Has a Proper Attitude _____
- 6. Is Dependable _____
- 7. Demonstrates Self-Discipline _____
- 8. Shows Integrity, Loyalty, Honesty _____
- 9. Has a Willingness to learn _____

Comments: _____

B. DEPENDABILITY

The Student:

- 1. Is Reliable _____
- 2. Is Willing to take on new tasks _____
- 3. Completes tasks in a timely manner _____
- 4. Is Thorough in completing tasks _____

Comments: _____

C. LEADERSHIP

The Student:

- 1. Understands the needs of customers _____
- 2. Demonstrates originality & creativity _____
- 3. Displays resourcefulness _____
- 4. Commands confidence _____
- 5. Demonstrates Ability to analyze problems _____
- 6. Demonstrates Adaptability _____
- 7. Is Able to handle disciplinary problems _____
- 8. Accepts criticism Well _____
- 9. Shows Skill in completing specific activities _____
- 10. Shows an interest in others _____
- 11. Shows general leadership ability _____

Comments: _____

D. ADMINISTRATIVE ABILITIES

The Student:

- 1. Demonstrated the ability to plan & coordinate _____
- 2. Demonstrated the ability to organize _____
- 3. Is Able to express plans in writing _____
- 4. Cares for equipment & property _____
- 5. Able to interpret agency policies _____
- 6. Observes agency policies & rules _____
- 7. Submitted accurate Reports _____
- 8. Submitted reports on time _____
- 9. Has time management skills _____
- 10. Contributes ideas and suggestions _____

Comments: _____

E. ACTIVITY PLANNING

PLANNING

The Student Demonstrates the:

- 1. Ability to determine appropriate goals _____
- 2. Ability to determine objectives to reach goals _____
- 3. Ability to plan for equipment needs _____
- 4. Ability to budget activities appropriately _____

Comments: _____

IMPLEMENTING ACTIVITIES

The Student Demonstrates the Ability to:

- 1. begin & end activities on time _____
- 2. Follow objectives set forth in plan _____
- 3. Demonstrate leadership skills & techniques _____
- 4. Manage conflicts _____

Comments: _____

EVALUATION SKILLS

The Student Demonstrates the Ability to:

- 1. Conduct an objective analysis of activity _____
- 2. Construct an objective instrument _____
- 3. Formulate reports from evaluations _____

Comments: _____

E.

F. COMMUNITY/POPULATION KNOWLEDGE

The Student Demonstrated:

- 1. Knowledge of the community _____
- 2. Knowledge of the population groups served _____
- 3. Knowledge of appropriate activities for the community _____
- 4. Attendance at community events _____

Comments: _____

G. RECOMMENDATION

In light of the above ratings and all other evidence available, my overall opinion of this student becoming an efficient employee and a credit to the profession is:

_____ Enthusiastic recommendation

_____ Confident recommendation

_____ Recommended

_____ Hesitant recommendation

_____ No recommendation – unsuitable

Please indicate if you would like these comments to be confidential _____ Yes _____ No

Please review this evaluation with the student before submitting it the Sport Management Coordinator.

Student's response to evaluation: _____

SIGNATURES:

Student: _____ Date: _____

Agency Supervisor: _____ Date: _____

APPENDIX E

Final Summary Report

FINAL SUMMARY REPORT

Final Report

Your Name Here

The Date the Report was Typed Here

Course Number and Title Here

Instructor's Name Here

TABLE OF CONTENTS

Your summary report should have a table of contents as formatted and outlined below.

	Page
Introduction.....	
Site Description.....	
Work Experience Description.....	
Experience Satisfaction.....	
Experience Relevancy.....	
Student Responsibilities.....	
Associates Education	
Living Arrangements	
Educational Opportunities	
Social/Cultural Opportunities	
Signature Page	

The student’s page numbers will, of course, begin at 1 and run consecutively.

Final Summary Report

Introduction

The purpose of the introduction is to give you an opportunity to put the total practicum or internship experience into perspective. This will allow future students to gain knowledge about the agency that you served thus enabling them to make better choices as to where to accept internships. In this section, you should delineate what will be discussed in the body of the report. This section should also define the relevant aspects of what will be discussed in the coming sections. Remember that when answering questions in the following sections be thorough. One sentence answers are not appropriate and do not reflect the degree of scholarly reflection and knowledge that you should have at this stage of your life and career. For example, it is not appropriate enough to answer that the work was satisfying to the question “was your work satisfying?”. You should explain what was satisfying about the experience and why.

The entire report should follow the American Psychological Association (APA) format. The paper should be proofed several times and free of spelling and grammatical errors. I will be critical so make it as perfect as possible.

Site Description

Describe the organization in detail. You should discuss the kind of business or services provided, the history of the agency, the functions of various departments, how it is organized, what facilities are available & why, the number of employees, its legal status and any other information that you may deem relevant.

Work Experience Description

Provide a description of the work experience throughout the entire semester. Was any job assignments given to you on a recurring basis? What were any special events or projects assigned by the college or agency supervisor? Describe what it was and how you planned and implemented it.

Experience Satisfaction

Answer the following in this section. Was your work satisfying? Did it meet your expectations? Were your goals and expectations for this experience met? Why or why not? Remember that all questions should be answered fully.

Experience Relevancy

In this section, you should describe how your assignments, both college and agency, related to the leisure services field. Explain how these assignments assisted with your education. Also, explain how the work experience may have helped you discover an area of interest or career thrust you may pursue.

Student Responsibilities

Discuss the responsibilities that you were given by the agency supervisor. Did you think that the responsibilities given to you were a part of a team effort in helping the agency accomplish its goals?

Associates Education

Discuss the general and professional level of those people you met while at the agency.

Explain how their education helped them achieve the professional level they are at today.

Living Arrangements

Did you live away from home during your experience? How did where you live impact your experiences both positively and negatively? Did your agency help in finding a place to live if you lived away from home? Was it convenient to have your experience close to Carson-Newman College and why?

Educational Opportunities

Discuss all educational opportunities that you may have taken advantage of while working for the agency. Did you attend any in-service training? Did you attend any conferences, seminars, and workshops? If so, what did you learn from them?

Social & Cultural Opportunities

Discuss how you spent your non-working free time while engaged in your practicum or internship. If you were away from home, were there opportunities to meet others in your age group? If yes, what types of opportunities were there? Were there opportunities to attend sporting events, plays, concerts, etc.? Discuss any opportunities you may have had to participate in social activities with the populations you served at the agency.

SIGNATURE SHEET

All reports submitted to the Sport Management Coordinator at Western Kentucky University should be accompanied with the signatures of the student and the agency supervisor. Any reports received without both signatures will be considered late and graded accordingly. For every day the student's report is late that report will be reduced one full letter until a grade of F is reached. Upon reaching the grade of F the student will not receive any points for that report.

I have read this report and found the information contained in this report to be accurate.

Agency Supervisor: _____ Date: _____

Student: _____ Date: _____

Received by: _____ Date: _____

All agreements, reports, and evaluations should be uploaded to the blackboard site for SPM 490, returned to the address below, or faxed to the number listed below.

Sport Management Internship Coordinator (found on SPM 490 Syllabus)
Western Kentucky University
1906 College Heights Blvd. # 21090
Bowling Green, KY 42101
Fax = 270-745-6043

APPENDIX F

Special Event/Program Journal

SPECIAL EVENT/PROGRAM JOURNAL

Although the student will be maintaining bi-weekly reports of their activities with the agency, a Journal is required that documents and tracks all activities the student performed in order to complete the Special Event/Program that was agreed upon by the agency supervisor and the student. The following list is to be used as a suggestion of items that should be included in the journal, do not consider this list as the only thing to include in the journal. When creating the journal, follow the same or similar criteria as was followed for the Final Summary Report. Include headings, a table of contents, and a signature sheet.

Possible Journal Entries (not necessarily in the order listed):

1. Daily report of work performed on the Special Event/Program
2. Copies of any documents created specifically for the Special Event/Program
3. Meeting minutes concerning the Special Event/Program
4. Detailed description of the Special Event/Program
5. Purpose for the Special Event/Program
6. Goals/Objectives of the Special Event/Program and whether each goal was reached
7. Budget for the Special Event/Program
8. Anything else the student did in order to complete the Special Event/Program