

The USI Sport Management program's mission is to prepare undergraduate students for a wide range of positions within the sport industry. The program's faculty strive to create an active learning environment that encourages students to be engaged, ethical, and competent Sport Management (SPTM) professionals. Their teachings value both theory and practice as students participate in experiential learning, community service, and peer and professional networking. These experiences are invaluable to graduates as they enter into the multi-faceted sport industry as future leaders.

Each Field Experience (FE) course requires experiential learning development designed to allow students to gain actual experiences in the SPTM field while being under the direct supervision of a SPTM professional. This FE is essential to the student's preparation and education for entry into the sport industry. FE courses offer SPTM majors the opportunity to take important steps toward future success. The xpe -1 (s)-1 (. T)4()Tj-0.003 nto-2 (,-2 (nt)3 (a)4 (c))4 (o-2 (llo-

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The internship requirement for the University of Southern Indiana Sport Management program is SPTM 498 – Internship in Sport Management. The prerequisite for this course is senior standing. *Please see* "Internship (SPTM-498) eligibility" *for further requirements*.

The Internship requirement is one of the most critical components of the USI Sport Management Program. The internship occurs upon completion of all coursework and exposes students to a practical learning environment through which they apply classroom theory to reality. In most cases the internship is a full-time (30 – 40 hours/week) work experience for a minimum of 450 hours. The benefits of working full-time are that interns are more likely to be a part of the "team," get a more in-depth experience and be given greater responsibility.

The internship experience will be offered in a wide range of sport industry segments (e.g., Intercollegiate Athletics, Recreational Sports, Sport Communication, Professional Sport) and in a variety of areas (e.g., sales, marketing, operations, communications). Internship experiences may take place in any of the varied sport industry settings. Students may obtain internships in any region of the country and in some cases may receive financial compensation.

The internship experience is expected to enhance the student's academic experiences through a variety of assignments that document the experience and provide opportunities for reflection via required bi-

The pr	cocess for participation in the internship is as follows:
1.	- The foundational requirements for a FE experience [work] site is one that contains a component of sport (e.g., ticket sales, fitness, tourism, etc.). Students may use their existing knowledge derived from the content of USI Sport Management courses to identify a site with a sport context.
	a. Students may meet with their faculty advisor or directly contact the Faculty FE Coordinator to determine eligibility of the site. Other questions concerning the area of interest and/or the timing of the FE course may be sent to the Faculty FE Coordinator.
2.	- Each student is required to obtain a FE at an approved sport-related site for the Practicum and/or Internship. Students can obtain a listing of previous sites where practicums and internships have been completed on the <u>Kinesiology and Sport website</u> . A listing of possible sites is also kept in the department office area with the administrative assistant. Students can also work with the Faculty FE Coordinator to determine acceptable agencies or institutions with which the practicum may be established.
	a. Students should research FE opportunities prior to the beginning of their FE course. Procrastination by the student could result in failure to secure an opportunity at a preferred site during the desired semester.
3.	- Students may be required to attend an prior to beginning their FE course. (This requirement is lifted if the semester falls within a time of mandates by the university (e.g., masks, social distancing, etc.) that discourages an in-person meeting. In substitution, the Faculty FE Coordinator may hold a virtual orientation. The Faculty FE Coordinator will communicate via email to inform you if there is an orientation scheduled during the previous term. a. The orientation will be scheduled following pre-registration during the fall and spring semesters before the FE begins so the application process is not delayed. Students will have the opportunity to meet with representatives from on-campus FE sites during the orientation meeting. An interview process will follow if the opportunity provides such a process.
4.	- Once the FE paperwork (completed application, work agreement, and learning goals) is completed by the site supervisor of the FE course, students should submit the documents via Blackboard to the

to beginning the job.

Any student that does not submit the starting paperwork (Application, Work Agreementantal Tearnantal Tearnantal September 1 Trouble 1 Trouble 2 Tr

Faculty FE Coordinator

Student Accountability

Students are expected to:

1. Develop learning goals in consultation with their site

Employers are expected to:

- 1. Provide varied learning experiences and activities; the internship is an opportunity for students to learn.
- 2. To work with the student in developing a work agreement, learning goals, and a work schedule.
- 3. Provide continual evaluative information to the student regarding their work and will submit a minimum of two written evaluations to the University (midterm and final evaluations).
- 4. Circumstances may arise which would cause an employer to terminate the internship prior to the scheduled end date. Employers should contact the Faculty FE Coordinator if such termination is desired.

Faculty Field Experience (FE) Coordinator Support

The Faculty FE Coordinator is expected to:

- 1. Have final approval of site selection for the FE.
- 2. Evaluate the student, via an onsite visit when applicable.
- 3. Assign the student a final grade for the course based on the students work and field supervisor's input.
- 4. Be available to offer assistance, encouragement, support, and professional direction to the student during this experience.
- 5. Be available for any questions or concerns that the supervisor may have about an individual student's performance or the practicum program as a whole.

To receive a passing grade, students

Incomplete (I) grades will only be given at the discretion of the Faculty FE Coordinator.

Assignment List and Points

Application	10
Practicum Work Agreement	10
Learning Goals Worksheet	10
Timesheets	40
Midterm Employer Evaluation	25
Midterm Student Self-Evaluation	25
Midterm Reflection Paper	25
Final Employer Evaluation	25
Final Student Self-Evaluation	25
Final Evaluation of Goals	35
Final Poster Presentation	100
Undergraduate Survey (SPTM - 498 Only)	25

Grading Scale SPTM 305

Students completing of the required assignments listed above for will receive

letter grades based on the following scale:

Grading Scale SPTM 498

Students completing of the required assignments listed above for will receive

letter grades based on the following scale:

Incomplete Grades

The USI policy for incomplete grades is as follows:

"The designation (incomplete) may be used in special circumstances. An incomplete grade (IN) may be given only at the end of a term to a student whose work is passing, but who has left unfinished a small amount of work, for example, a final examination, a paper, or a term project which may be completed *without further class attendance*. The student must act to remove the IN grade within one calendar ye(n)2 (e 63 Tw 41.6 (r)-4t1.9 (o)12 (g)2 (l)-2)-2 (o-1.9t (h)12.3 (t)-2f-1.6 (n)10.9 (t)-40)6

Application | Work Agreement | Learning Goals Worksheet All FE s

Evaluation Forms 10

Students are required to complete Midterm and Final forms for an Employer Evaluation and Student Self-Evaluation during the FE (4 total evaluation forms). It is the student's responsibility to notify the Site Supervisors when each evaluation is due. Due dates for each evaluation are outlined on the course Blackboard site. Late forms will receive a 50% deduction.

Midterm Reflection

Students must submit a _____ midterm reflection concerning their FE course. The report will be submitted via Blackboard by the specified date on the Course Calendar. Entries should be both objective (who, what, when, and where) and subjective (how and why). Students should record events, issues, topics discussed, concerns, outcomes, decisions, etc. Students should make note of the environment in which an activity or interaction occurred, and how people behaved and responded. Students should analyze and suggest alternative ways of handling interaction. Some guidance to completing the reflection is to answer the below questions:

- a) What have you accomplished?
- b) Have you learned anything new and if so, what?
- c) What goals have you accomplished that you set for yourself at the beginning of the internship?
- d) Was there anything unusual that has taken place?
- e) How can you relate any of your experiences to the courses you have taken?
- f) What else would you like to share about my experience up to this point?

Final Evaluation of Goals [paper]

Students must submit a Final Evaluation of Goals paper of the field experience at the end of the semester. Students must use the Final Evaluation of Goals guidelines and rubric that are included in this handbook. The information to be included in the paper will include the agency description, accomplishment of learning goals, professional experience, special projects assigned, analysis of the internship experience, and recommendations relative to the university, agency, and agency supervisor. The paperexp I4ie14 (e)4 (4 Tw [(p)-4 (t()Tj[(of mi)-2 (.26 0 Td[on t)-2 (o [on t)-2 (y)ur[(of mi)-2 (.26 0 Td[on t)-2 (of mi)-2 (of

Circle One:				
Semester and year (e.g., FA2019)				
Circle One:				
Students Name	St	udent ID	_	
Current Address	City	State_	Zip Code	
Phone Number (mobile)	E-Mail			
(Provide complete and accurate information) Proposed Internship Sponsoring Organization				
Site Supervisor Name and Title				
Mailing Address	City	State	Zip Code	

I, the undersigned, have read the following and agree:

This contract and any other forms required by the USI Faculty FE Coordinator must be completed before the FE begins. Calculation of hours spent in the field begins after the proper contracts have been returned to the USI Faculty FE Coordinator. No credit will be given if this condition is not met, regardless of time spent in the field.

The student should honor the ethical standards and professional codes and practices of the field that includes their FE.

The FE should provide varied learning experiences and activities; it should not exploit the student.

The student's work responsibilities and work schedule, including vacation time, shall be arranged by the student and the FE site supervisor.

FE The number of working hours per internship shall be a minimum of 450 hours per semester (practicum shall be a minimum of 150 hours)3be pp2 0 Td@0BE>Tjt



EXAMPLE	01/01/18	8:00 AM	12:00 PM	4.0



Student Name	Date	
Internship Site Name		
Site Supervisor	Title of Site Supervisor	
Site Supervisor Phone Number	Site Supervisor Email	
Describe the major duties of your position		

The following section is designed to let you self-evaluate your current internship assignment. This will help you to identify those aspects of your performance which can be considered assets to your professional growth, as well as those work habits that need



Student Name	Date	
Internship Site Name		

Site Supervisor

Title of Site SupervissT88.5.6 0 Tw0554 0 Td(N)T(N)D(1)T(1

Student Name	Date
Work Site Name	
Site Supervisor	Title of Site Supervisor
Site Supervisor Phone Number	Site Supervisor

Student Name	Date	
Work Site Name		
Site Supervisor	Title of Site Supervisor	
Site Supervisor Phone Number	Site Supervisor Email	

Posters should be 48" by 36" (4 feet long and 3 feet tall). These posters are able to be designed using PowerPoint, and a template can be found on the course Blackboard site.

for the presentation. Posters should contain the following information (questions 12