



**UNIVERSITY OF  
NEW ENGLAND**

College of Arts and Sciences

**Department of Business  
University of New England**

**Internship Manual  
SPT 395 and SPT 495**

**Sport Management  
Spring 2014**

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**University of New England**  
**Department of Business**  
**Sport Management Internship Syllabus: SPT 395 and SPT 495**  
**Spring 2014**

**Professor:** Dr. Richard J. LaRue Office: 207/602-2605 Cell: 207/229-7683  
email: rlarue@une.edu FAX: 207/602-5951 Office #313 located on the third  
floor in Decary Hall. Office Hours: M 8:00-9:30 a.m. and TR 9:00-11:00 a.m.  
and by arrangement.

**Access Statement:** The University of New England will make reasonable accommodations for students with documented disabilities. Any student eligible for and needing academic adjustments or accommodations because of a disability are requested to speak with the professor at the beginning of the semester. Registration with Disability Services, located in Stella Maris 128 (ext. 2815) on the Biddeford Campus and the Lower Level of Ginn Hall (ext. 4418) on the Portland Campus, is required before accommodation requests can be granted.

**Course Description:** The internship affords students a significant part- or full-time experience with an organization where course theory can be applied to best practices. The internship is developed in consultation with the student, the student's academic advisor and the Internship Coordinator; and, may occur during the student's third (SPT 395) and/or fourth year (SPT 495). It is the student's responsibility to arrange the internship placement with the Internship Coordinator's assistance. A learning contract is prepared by the student for approval by the site supervisor, both of whom share responsibility for the internship. **Prerequisite:** See Course Prerequisites in the University Catalog. **Please Note:** This is a required course in the Sport Management Major. Majors must earn a minimum of a "C" (2.0 GPA) for the course to meet graduation requirements. **Credit Load vs. Contact Hours:** 1 credit = 40 hours, i.e.; 3 credits = 120 hours, 6 credits = 240 hours, 9 credits = 360 hours, 12 credits = 480 hours

**Course Days, Times, Location:** Wednesdays from 8:00-8:50 a.m. in Decary 203

**Internship Student Learning Outcomes:**

- To apply the knowledge, information, techniques, and theories from major program courses into experiential learning of the working world
- To gain work/professional skills in an "on-the-job" setting while continuing to learn and integrate classroom knowledge with the "real world" application.
- To communicate the experience through appropriate and timely prepared written and verbal expression to other interns, on-site supervisors, and faculty supervisors
- To demonstrate time-management and self-motivated independent learning skills
- To present oneself in a professional manner by communicating through grammatically correct written form, appropriate verbal and telephone and e-

mail communication, physical appearance, and timely documentation.

**Internship Student Learning Measures:**

**Direct Measures**

- Internship portfolio or E-portfolio
- Presentation to a group of on-campus student-majors and faculty. The presentation must be technology-based and follow the guidelines established in **Appendix I**

**Internship Student Learning Measures:**

**Indirect Measures**

- Internship supervisor evaluation of student internship performance mid-term and at the end-of-term.
- Student record of Bi-Weekly Reporting, that includes the following information: 1) Activities engaged in 2) Problems encountered 3) Insights gained 4) Professional growth realized

**Course/Class Attendance:**

- **Initial class meetings** - at the beginning of each semester, class meetings are generally held for three consecutive weeks to coordinate the field experience.
- **Mid-semester meeting** - meeting during the semester to monitor/evaluate progress of field experience goals and objective accomplishment.
- **End-of-semester meetings** - meetings at the end of the semester to coordinate the completion of internship experience including; final evaluation, final site evaluation, final report and portfolio.
- **Student/Internship Coordinator meeting** - a 20 minute meeting with the Internship Coordinator at the completion of the field experience.
- **Attendance is mandatory** - Absence from course meetings is reflected in a lower semester grade.

**Grading by Percent:**

A	=	93-100 %	C+	=	78-79 %
A-	=	90-92 %	C	=	73-77 %
B+	=	88-89 %	C-	=	70-72 %
B	=	83-87 %	D	=	60-69 %
B-	=	80-82 %	F	=	59% and Below

**Midterm Academic Progress Reports:** The University of New England is committed to the academic success of its students. At the midterm of each semester, instructors will report the performance of each student as SATISFACTORY (S) or UNSATISFACTORY (U). Instructors will announce when these midterm academic progress reports will be available for viewing via Uonline. This early alert system gives all students important information about progress in their courses. Students who receive an UNSATISFACTORY midterm report should take immediate action by speaking with their instructor to discuss suggestions for improvement such as utilizing the services of academic advising, the Student Academic Success Center, Counseling Services, and Residential

Education.

**Academic Integrity and Dishonesty:** Academic dishonesty is taken **very** seriously and dealt with according to UNE policy. Academic dishonesty will result in a zero on the associated assignment and can include up to expulsion from school. As specified the [Student Handbook](#) (page 33), academic dishonesty is:

- “1) Cheating, copying, or the offering or receiving of unauthorized assistance or information including but not limited to:
  - a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
  - b) dependence upon the aid of sources beyond those authorized by the faculty in writing papers, preparing reports, solving problems, or carrying out other assignments, including but not limited to calculators, handheld computers, or other electronic devices; or
  - c) the acquisition, without permission, of tests or other academic materials belonging to a member of the University faculty or staff.
- 2) Fabrication or falsification of data, results, or sources for papers or reports.
- 3) Action that destroys or alters the work of another student.
- 4) Multiple submission of the same paper or report for assignments in more than one course without permission of each instructor.
- 5) Plagiarism, the appropriation of records, research materials, ideas, or the language of other persons or writers and the submission of them as one's own including but not limited to:
  - a) the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment; or
  - b) the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.”

**Use of the SASC:** Tutoring, writing support and learning strategies consultations are available, free of charge, in the Student Academic Success Center. Students are encouraged to use these services early and often to promote academic success. More information about the SASC is available at <http://bit.ly/UNESASC> or by calling the Center at 207-602-2443.

**Course Evaluation:**

- The course evaluation is based on **both** the On-Site Supervisor's and the Internship Coordinator's assessments of the internship student's performance.
- Two on-site supervisor evaluations are included in this manual, one at mid-term and one at the completion of the internship. Review these documents so that you are aware of the areas by which you will be reviewed and evaluated.
- The internship coordinator's final evaluation relies heavily on quality of written documentation, complying with deadlines for reports, adhering to bi-weekly meeting appointments, verbally participation in group meetings, professional attitude, presentation of a final internship report in writing and in seminar form and an internship portfolio.

### Course Requirements:

- It is a requirement of this course **to attend** the initial class meetings, three group meetings, six bi-weekly meetings, and submit required written documentation on specified dates.
- All written materials; resume, goals and objectives, learning contract, bi-weekly reports, special projects, and the final evaluation, must be **type written**.
- All your written materials and forms should be kept in one place, a **portfolio/three-ring binder**. The portfolio is to be submitted at the end of the internship for evaluation and will be included as part of your grade evaluation.
- All written work submitted to the Internship Coordinator should be **duplicated**, one for yourself and one for the Coordinator. Record keeping of documentation is **your** responsibility. Keeping copies is a necessary skill of professional work.

### Suggestions and Reminders:

- **Lateness** will count against you. As a young professional, in the *real world*, you **must** demonstrate the ability to stay focused on your work task, manage your time, and meet responsibilities required of you. Employers do not tolerate excuses, and neither does the Internship Coordinator.
- This is a course that where the Intern's performance is evaluated by the Internship Coordinator in collaboration with the On-Site Supervisor. Success is dependent upon both your professional attitude and behavior, your internship work, attendance to required meetings, **and** your written documentation.
- You can meet with the Internship Coordinator more often than required for discussion and/or questions by scheduling an appointment.

### Sport Management Internship Coordinator:

Richard J. LaRue, DPE  
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**Department of Business  
Sport Management Internships  
Fall 2014 - Schedule of Assignments**

<u>Responsibility/Dates</u>	<u>Completed/Submitted</u>
Review <i>Goals and Objectives, and Resume</i> with Internship Coordinator before confirming internship placement (this can be done before semester begins)	_____
Spring Internship Meeting to review internship requirements, forms, etc.	_____
Documentation of Placement and Internship Site Description are due prior to the beginning of the internship and no later than <b>Wednesday, 01/15/14</b>	_____
#1 Bi-Weekly Report submitted on <b>Wednesday, 01/29/14</b>	_____
#2 Bi-Weekly Report submitted on <b>Wednesday, 02/12/14</b>	_____
#3 Bi-Weekly Report submitted on <b>Wednesday, 02/26/14</b>	_____
Mid-Semester Evaluation Form from Site Supervisor returned by: 03/19/26	_____
#4 Bi-Weekly Report submitted on <b>Wednesday, 03/12/14</b>	_____
#5 Bi-Weekly Report submitted on <b>Wednesday, 03/26/14</b>	_____
#6 Bi-Weekly Report submitted on <b>Wednesday, 04/16/14</b>	_____
<b>***Bi-weekly Reports continue to be submitted until completion of internship hours***</b>	
Internship Final Report submitted by: <b>04/30/14</b>	_____
Final Internship Evaluation Form from Site Supervisor returned by: <b>04/30/14</b>	_____
Internship Portfolio to be submitted to Internship Coordinator by: <b>05/02/14</b>	_____
Internship Presentations by Summer/Fall Interns <b>TBA</b>	_____

**\*\*Failure to submit documentation on time may result in a less than satisfactory grade or failure.**

## **Internship Coordinator's Evaluation (Check-Sheet)**

Final grades include evaluation based on:

- 1) Written work; resume, cover letter, goals/objectives:
- 2) Professional attitude:  
(maturity, communications, personal investment):
- 3) Professional quality of documentation:  
(type-written/grammar/presentation):
- 4) Written expression of bi-weekly and final reports:  
(grammar, reflection, relationship to goals):
- 5) Group meetings and participation:
- 6) Written material organization (Portfolio):
- 7) Written work submitted on time:
- 8) Technological skills -  
e-mail, use of computer programs
- 9) Seminar Presentation (TBA)

**Academic Grade:** \_\_\_\_\_

**On-Site Internship Grade:** \_\_\_\_\_

**Overall Internship Grade:** \_\_\_\_\_

Semester \_\_\_\_\_ Year \_\_\_\_\_ Credits \_\_\_\_\_



## **On-Site Supervisor's Responsibilities**

The internship on-site supervisor serves as teacher/mentor, offering instruction, supervision and on-going evaluation to the intern; utilizing the organization's operations to further professional competence. Interns should be *treated the same as any* other employee or volunteer secured for a similar position. The following are responsibilities that the internship on-site supervisor agrees to meet by completing and signing the "Documentation of Placement" form for the field experience:

Indicate acceptance of the student as a trainee by reviewing and signing the "Documentation of Placement" form which the student will bring to you.

Hold an initial meeting with the intern and review student-developed goals and objectives with the purpose of verifying their feasibility within the organization. It is not the role of the on-site supervisor to draft the student's goals and objectives. The supervisor's signature of acceptance is required on the statement.

Inform student of all personnel policies, procedures and expectations.

Based on the specific skills and needs of the student, determine the initial internship experience responsibilities for the student.

Hold a weekly meeting with the intern to coordinate; schedules, projects, duties, responsibilities and discuss work performance.

Help the student understand the role of professional conduct/practice.

Where and when possible, assign a project (in-service, case study, research paper, bench mark study, needs analysis, market analysis, etc.) to the student which must be performed independently, as any employee would be assigned specific tasks. Monitor the progress for completion of the project during weekly meetings with the student.

Formally evaluate the student's performance and submit the results mid-way through the experience and upon its completion. Forms for evaluation can be those furnished by the University or performance evaluations used at the host facility.

Contact the University Internship Coordinator immediately regarding the needs of the organization in relation to the student.

Be receptive (at appropriate times) to; phone, fax, or e-mail communications and pre-arranged on-site visits with representatives of the University, with regard to internship(s)

## Intern's Responsibilities

Fundamentally, the internship should afford the student the opportunity to gain practical experience and test his/her aptitude and commitment to the field of business, sports and fitness, and/or sport management, and help clarify future career goals. It also provides the student with an opportunity to critically evaluate organizations (policies, procedures, and ethics).

The student engaged in the internship/field experience assumes certain responsibilities.

These are to:

1. Meet with the faculty internship coordinator during the junior year to discuss internship eligibility requirements and placement. A resume including courses taken, past work and volunteer experience, skills, interests, and a statement of the student's personal and professional career goals should be brought to this session (Appendix B of this manual).
2. Review internship site materials in the Internship Coordinator's office and/or review materials from the Career Planning and Placement Office concerning job placement and explore placement possibilities (Appendix A of this manual).
3. Contact the organization(s) in which there is personal interest, discuss the field experience program with them, and make application.
4. Once a placement is obtained, have the on-site supervisor review and sign, and submit the "Documentation of Placement" form (Appendix C of this manual).
5. Formulate a learning contract, a statement of internship goals and objectives, and what the intern intends to accomplish and, in detail, how these will be accomplished (Appendix D of this manual provides instructions and forms).
6. Have the Learning Contract (Appendix E) approved and signed by the on-site supervisor and the Internship Coordinator.
7. In accordance with internship/field experience requirements, the Learning Contract and the policies of the organization, complete all job responsibilities, commitments, and assignments to the best of the student's ability. Assignments to be completed are listed on the Semester Schedule with due dates for all written and verbal reports/meetings.

These assignments include:

- a) **The Learning Contract/Statement of Student Goals and Objectives**  
Each student is responsible for developing a minimum of five (5) learning goals with at least three (3) objectives for each goal. These goals and objectives must meet with the approval of both the internship/field experience supervisor and the faculty advisor (Appendix E). Objectives serve as a basis for student academic evaluation.
- b) **Bi-Weekly Reports:**  
Six (6) reports are due on a bi-weekly basis (Appendix G). These reports are an analysis of activities engaged in, problems encountered, insight gained, and professional growth realized during the period covered.

- c) Intern/Internship Coordinator Meeting:  
One meeting with the Internship Coordinator is held for the purpose of clarifying written reports, on-going internship supervision, evaluation of the internship and internship site.
- d) Mid-Semester Course Meetings:  
Two group meetings are held during the semester for the purpose of networking with fellow interns, discussion topics pertinent to work site issues, guest speakers, to monitor/evaluate progress of field experience goals and objective accomplishment.
- e) Final Internship Report:

The final report should communicate to the university and the organization the following:

- 1) goals
- 2) accomplishments
- 3) courses
- 4) the organization
- 5) other

- 9. Establish a positive learning environment and positive relationship with the on-site supervisor. Supervision helps you to develop professionally - it involves a working relationship, which contributes to understanding and resolving problems. Arrange a regular time to spend with your supervisor. Arrange weekly meeting times. When you come to the meeting, be prepared to come with questions, things to discuss, what you need help on, problems, etc. (Most organizations have staff meetings). Find out what the supervisor expects, and what the organization expects, as well as the working philosophy of the organization. Then, make use of the information/knowledge/advice gained from your supervisor.
- 10. Be at the internship site on time. If you are going to be late, or sick - call in. COMMUNICATE clearly to others of your activities.
- 11. You will get an orientation when you first get to the organization. Be free with questions - demonstrate an interest in wanting to learn about the organization. It will take awhile to get acclimated-to get to know the people and how the organization works, approximately 2-4 weeks.
- 12. Show initiative - think of what you would like to do to make your experience richer. Don't criticize or try to change the organization overnight. Instead, come in with your ideas, work in the system awhile, and see what's going on before you make suggestions.
- 13. Show creativity - use everything in your background to enrich what you are doing with the organization - tap your resources. Collaborate with others at your internship site, network, and be a performance manager/leader.

## **Internship Coordinator's Responsibilities**

The Internship Coordinator from the University has overall responsibility for the Internship Program.

The duties include:

1. To oversee the system of assuring that students have meaningful internship experiences and adequate preparation prior to placement. Direction and assistance should be given particularly in developing the student-learning contract.
2. To supervise arrangements for and give final approval of all internship assignments.
3. To represent the University in all official arrangements with cooperating agencies in the conduct of the Internship Program.
4. To monitor the student's experience and be available for consultation with either students or organization personnel.
5. Evaluate the student's written reports and assignments and assist them in completing satisfactory work.
6. Serve as a liaison between the Organization and the University.
7. Visit the student on-site at least once during the student's experience to observe the student's work and evaluate the student's progress. For students who are placed out-of-state or if visit(s) by faculty are not possible, the Internship Coordinator may monitor the student's progress with frequent phone calls, e-mail, fax, or other written communication.
8. Assign the student a final grade in conjunction with the reports provided from the Internship On-Site Supervisor. An outline of the tasks required by students will be monitored by the faculty advisor and serve as a basis for the final grade.

## **Appendix A**

### **Locating an Internship Experience**

#### Finding an Internship Placement (Site):

1. Review the internship placement file available in the Internship Coordinator's Office. Discuss your options, ideas, and possibilities with the Coordinator.
2. Complete your personal resume and a cover letter describing your educational objective to your potential On-Site Supervisor.
3. Call and or e-mail potential internship sites, set up an interview appointment, and plan on bringing your resume and cover letter to the interview appointment.

#### Constructing a resume and cover letter as well as interview techniques:

1. Visit the career services office located on the 1<sup>st</sup> floor of Decary Hall and inquire about information along with any other pertinent publications: Also, use the resume examples in the Internship Coordinator's office.
  - Resume Writing
  - Standard resume Guidelines
  - Interviewing Techniques
  - Sample Cover Letter
  - Sample Resume
2. Read and study these publications and other professional communications such as journals, newsletters, and job bulletins.
3. Contact fellow students, faculty and professionals for advice/assistance.

## Steps for Securing an Internship

### Established Sites:

- Resume
- Cover Letter
- References (contact your references)
- Goals and Objectives
- Site Choices
- Site Tour
- Apply
- Interview

### New Sites:

- Research Site: Resources available include: The *Internship Affiliated Sites* handout, and past Intern *Site Evaluations*
- Establish Contact:
- Inquire: Who is the contact person and contact info. (telephone, e-mail, mailing address, etc.)? Does the site accept interns?
- Application process
- Site tour
- Internship Coordinator Makes Contact
- Site Description – Completed by site
  - Resume
  - Cover Letter
  - References (contact your references)
  - Goals and Objectives
  - Apply
  - Interview

## Appendix B



### **Department of Business Sport Management Student Oath of Confidentiality**

Sport Management is an ethical Profession. With respect to everyone involved, I understand that there are documents, other information, and activities of any organization that are private and certain confidentiality must be maintained. There should never be discussion or sharing of any confidential information unless written consent is granted or unless I become aware of professionally inappropriate, dangerous or illegal activity.

As a Sport Management Intern, I recognize my obligation to all program participants, their parents or guardians, and employees or volunteers at our affiliated site(s) to withhold any information that I acquire socially or professionally, which is considered confidential. I am aware that any breach of this oath will jeopardize my retention as a Sport Management major, in the Department of Business at the University of New England.

This oath extends throughout my matriculation in the Sport Management Program at the University of New England.

Intern's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (printed): \_\_\_\_\_

**Appendix C**  
**Documentation of Placement**

**Students Name:** \_\_\_\_\_ **I.D. Number:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Phone:** (\_\_\_\_) \_\_\_\_\_ **E-Mail Address:** \_\_\_\_\_  
**Organization Supervisor:** \_\_\_\_\_ **Title:** \_\_\_\_\_  
**Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Organization Phone:** (\_\_\_\_) \_\_\_\_\_ **Fax:** (\_\_\_\_) \_\_\_\_\_ **e-mail:** \_\_\_\_\_  
**Office Hours:** \_\_\_\_\_  
(Best days and times to contact supervisor by phone)  
**Dates of Internship: From:** \_\_\_\_\_ **To:** \_\_\_\_\_  
**Students Weekly Schedule of Hours:** \_\_\_\_\_  
**# of Weeks** \_\_\_\_\_ **# of Hrs. Worked per Wk.** \_\_\_\_\_ = \_\_\_\_\_  
**Total Hrs. Weekly:** \_\_\_\_\_ **Salary/Hourly Wage (if applicable):** \_\_\_\_\_  
**Student's Position Title with Organization:** \_\_\_\_\_  
**Nature of Responsibilities with the Organization/Brief Job Description (or attach):**

**This organization hereby accepts the above named student as a student intern/trainee under agreement with the University of New England.**

\_\_\_\_\_  
**(Organization Supervisor Signature /Title)**

\_\_\_\_\_  
**(Date)**

**Return to:**  
**Sport Management Internship Coordinator:**  
**Richard J. LaRue, DPE**  
**Department of Business**  
**University of New England**  
**11 Hills Beach Road**  
**Biddeford, ME 04005-9599**  
**email: [rlarue@unc.edu](mailto:rlarue@unc.edu)**  
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## **Appendix D**

### **Writing Goals and Objectives**

#### **What is a goal and why are they important?**

The Oxford Dictionary defines “goal” as: “Point marking end of race; object of effort or ambition; destination;...”

Translation:

A specific, measurable occurrence, object, or accomplishment that I would like to achieve, or obtain in the future. A key component in this definition is it points to where you want to end up, not where you are today. A goal statement is an investment in yourself; it clearly identifies what you want, how you will get it, and when you will get it.

#### **What you want to get out of your internship**

A goal is a general statement of the performance expectations you want to achieve as a result of your duties.

To be effective, goals should meet three criteria: They should be **measurable**, **meaningful**, and **attainable**.

#### **How to write Goals and Objectives**

Goals should be stated in terms of products (outcomes) desired, not as processes to be undertaken.

- Develop
- Gain
- Improve
- Participate
- Acquire

5-8 goals (more is likely to weaken the focus of the learning experience).

#### **SMART Goals:**

A useful way of making goals more powerful is to use the SMART mnemonic.

- Specific and clearly stated
- Measurable
- Attainable
- Related to achievement performance
- Time bound



**APPENDIX E**  
**LEARNING CONTRACT: GOALS AND OBJECTIVES**

**Name:** \_\_\_\_\_ **Organization:** \_\_\_\_\_

(THESE ARE EXAMPLES – PLEASE WRITE YOUR OWN GOALS/OBJECTIVES)

1. Acquire valuable experiential knowledge, skills, and abilities required for a career as a sport management professional.
2. Further develop knowledge, skills, and abilities; related to both leadership and management in a sport or sport-related environment.
3. Increase working (hands-on) knowledge of sports facility development and management.
4. Develop an appropriate marketing or fundraising initiative for a sports organization.
5. If possible, observe high school/college athletic administrators at a conference scheduling meeting.
6. Understand and utilize sport management-appropriate computer technology and software.
7. Gain additional leadership/management skills supervising and/or programming youth or adult sports leagues.
8. Active engagement in professional development activities.
9. Attain knowledge regarding insurance programs and other forms of risk management.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

On-Site Coordinator: \_\_\_\_\_ Date \_\_\_\_\_

## **Appendix F**

### **Bi-Weekly Report Writing and Forms**

#### **Bi-Weekly Forms:**

Use the format on the next page for all of your bi-weekly reports.

For each work period, fill-in the dates, your name, and the organization name.

There are four sections to be documented for each report that you give.

- 1) Activities engaged in
- 2) Problems encountered
- 3) Insights gained
- 4) Professional growth realized

#### **Purpose of Bi-Weekly Reports:**

The bi-weekly report is a recording device. It gives you a written record of what you have done/ accomplished during the past several weeks. It is a method of analyzing your internship experience and looking at it from several perspectives. The purpose of documenting your internship is to develop critical thinking skills for reflecting on your actions and interactions, situations that may be difficult, and processing your growth in a work-like professional environment.

The bi-weekly report is also a tool, which offers a written record from the beginning to the end of the 10 to 12 week internship experience. By writing about your activities throughout this time, it is easier to recall what has taken place and how you responded. The reports offer a record from which you can reconstruct and determine whether you achieved the goals you originally created for yourself.

Bi-weekly reports are a minimum of 1.5-2 pages in length. The final report should be **substantive**, a minimal of 6-8 pages. A factual report using full sentences, not bullets of information, is the expectation and quality that is required.

#### **Documentation:**

Written reports and record keeping are part of any and every job. Being a performance manager requires good written skills that will clearly and concisely communicate to others what is expected, is in process, what will happen in the future, or what has transpired over time. Your bi-weekly reports are written communications to be presented with correct spelling, grammar, and professional language.

\*E-mail a copy to the Sport Management Internship Coordinator, Dr. Richard LaRue, give a copy to your site supervisor, and print a copy for your portfolio.

**Appendix G**  
**BI-WEEKLY REPORT # \_\_\_\_\_**

**Internship (Work) Period: From \_\_\_\_\_ To \_\_\_\_\_**

**Number of Bi-Weekly Hours Completed (this period) \_\_\_\_\_**

**Total Number of Completed Internship Hours (this semester) \_\_\_\_\_**

**Name: \_\_\_\_\_ Organization: \_\_\_\_\_**

**Activities Engaged In:**

**Problems Encountered:**

**Insights Gained:**

**Professional Growth Realized:**

**Appendix H**  
**Student's Final Report**  
**Final Evaluation Report by Student**

Student: \_\_\_\_\_ Site Supervisor: \_\_\_\_\_

Internship Site: \_\_\_\_\_

Organization Supervisor/Title: \_\_\_\_\_

**Instructions for Final Report:**

1. This report should be a summary of the internship experience. It will include information from bi-weekly reports as it relates to the four areas listed below A - E.
2. The report should be approximately 5-6 pages in length.
3. Include any information and/or explanations which is pertinent to summarizing this professional experience.
  - A. Goals: How far did you progress in reaching your goals? Try to analyze the reasons for your successes and failures. Were the goals realistic in the first place? Did the organization adequately help you in achieving the goals? As a result of this experience, how do you now view the goals?
  - B. Accomplishments: Discuss your most significant accomplishments(s) and your most glaring failure(s) during the experience and the lessons and insights you've gained from them. Were the organization's goals met for the program in which you were involved?
  - C. Courses: Review the role that academic courses provided foundational information or skills for the internship experience. Comment on how well-prepared or ill-prepared you felt to participate in this internship based on your academic courses. Considering your University and major program courses which were particularly helpful? Where could there be improvements in your professional academic preparation?
  - D. The Organization: Discuss the organization as a field experience station. Did they provide you with enough guidance and direction? Were adequate resources given to you to accomplish the job? How could your training program have been improved? Do you recommend this field training station to other students? What type of training do you feel this organization is best prepared to give? Critically assess the organization and the role you played in it.
  - E. Other: This section is for the student to discuss any other pertinent detail of the field training program; constructive criticisms and suggestions are welcome. Additional materials such as slides, press releases, photographs, brochures, etc. may be included.

# **Appendix I**

## **Seminar**

### **Internship Presentation**

#### **Purpose**

At the conclusion of the Internship experience, a formal presentation is made to the Department of Business Faculty, fellow students, and/or other appropriate academic group. The presentation requires communication skills, planning and organization, time-management, and professional etiquette. It should be a demonstration of some of the essential characteristics expected of a professional in your chosen field(s).

#### **Areas to be covered by your power point presentation (Limit of 15 slides)**

- 1) Title page to include; your name, major, year in program (1)
  
- 2) Introduction of internship
  - Length of internship, credit load (1)
  - Internship site and description (1)
  - Reasons for selecting the internship site (1-2)
    - Programs/services offered
    - Proximity to your home/family
    - Reputation/referral for a student of faculty member
    - Staff
  - Description of the position and responsibilities of your internship (1-2)
  
- 3) Specific goals and objectives of your internship (1-2)
  
- 4) Professional growth that you gained from the internship experience (1-2)
  
- 5) How your academic courses related to the internship (1)
  
- 6) Questions
  - Leave time for questions from the audience

#### **Presentation Length**

Approximately 5-10 minutes

#### **Suggestions**

Information can be used from bi-weekly/final reports, goals/objectives, portfolio and the website of internship site. The use of pictures captures the audience and assists in the understanding of the facility and its programs offered.



**Appendix J**  
**PORTFOLIO**  
**(Three ring binder)**

**Table of contents for portfolio**

- i.** Title Page
- ii.** Table of Contents (Include divider pages in between sections of portfolio)
- I.** Resume and Sample Cover Letter
- II.** Oath of Confidentiality
- III.** Documentation of Placement, Site Description, Learning Contract
- IV.** All Bi-Weekly Reports
- V.** Brochure of Facility (if applicable) and/or programs/promotion materials, etc.
- VI.** Samples of completed projects, materials, hand-outs, etc.
- VII.** Hours Log
- VIII.** Final Report
- IX.** Internship Site Evaluation Forms (Note: Site Supervisor Mid- and Final Internship Evaluation Forms will be added to your portfolio)
- X.** Additional supporting material

## Appendix K



### Department of Business Sport Management Mid-Semester Internship Evaluation

The purpose of this form is to evaluate the performance of the student intern. It provides a time of formal discussion of specific attributes and his/her performance in the internship experience. As a Site Supervisor hosting an ESP Intern, your input is greatly valued during this important part of the educational process. Please take the time to complete this form, so that we can better assess our student's participation in their internship experience.

Student: \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Internship Site: \_\_\_\_\_

**Please use this scale to determine the student's performance by circling the appropriate number:**

- 1 Not Applicable
- 2 Does Not Meet Expectations
- 3 Inconsistently Meeting Expectation
- 4 Consistently Meets Expectation
- 5 Exceeds Expectation

<p style="text-align: center;"><b>Work Habits</b></p> <p>Work is done on time            1 2 3 4 5</p> <p>Quality of work                    1 2 3 4 5</p> <p>Takes Initiative                    1 2 3 4 5</p> <p>Dependable and responsive    1 2 3 4 5</p> <p>Works with little supervision   1 2 3 4 5</p> <p>Prepared for meetings           1 2 3 4 5</p> <p>Demonstrates leadership       1 2 3 4 5</p> <p style="text-align: center;"><b>Abilities</b></p> <p>Uses good judgment            1 2 3 4 5</p> <p>Makes good decisions           1 2 3 4 5</p> <p>Learns quickly                    1 2 3 4 5</p> <p>Can organize/prioritize tasks   1 2 3 4 5</p>	<p style="text-align: center;"><b>Communication</b></p> <p>Speaks effectively               1 2 3 4 5</p> <p>Writes effectively                1 2 3 4 5</p> <p>Speaks-up in groups            1 2 3 4 5</p> <p style="text-align: center;"><b>Professionalism</b></p> <p>Appropriate appearance       1 2 3 4 5</p> <p>Professional behavior           1 2 3 4 5</p> <p>Professional attitude            1 2 3 4 5</p> <p>Punctual/reliable                1 2 3 4 5</p> <p style="text-align: center;"><b>Relationship</b></p> <p>Respects authority               1 2 3 4 5</p> <p>Accepts constructive feedback 1 2 3 4 5</p>
---	---

1. Intern's area(s) needing improvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. Intern's area(s) of strength: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are the specific areas where the student can improve (i.e.; technical, behavioral, professional) between the mid-semester and the end of this internship field experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please include any other information you feel is important to know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you were assigning a mid-term grade to this intern, what have they earned? A B C D F  
Please explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting and discussion date: \_\_\_\_\_

Site Supervisors signature: \_\_\_\_\_

Student Interns signature: \_\_\_\_\_

**Please return evaluation via; student intern, mail or fax:**

Sport Management Internship Coordinator:  
Richard J. LaRue, DPE  
Department of Business  
University of New England  
11 Hills Beach Road  
Biddeford, ME 04005-9599  
email: [rlarue@une.edu](mailto:rlarue@une.edu)  
Office: (207) 602-2605  
Fax: (207) 602-5951

## Appendix L



### Department of Business Sport Management Final Internship Evaluation

The purpose of this form is to evaluate the performance of the student intern. It provides a time of formal discussion of specific attributes and his/her performance in the internship experience. As a Site Supervisor hosting an ESP Intern, your input is greatly valued during this important part of the educational process. Please take the time to complete this form, so that we can better assess our student's participation in their internship experience.

Student: \_\_\_\_\_ Site Supervisor \_\_\_\_\_

Internship Site: \_\_\_\_\_

**Please use this scale to determine the student's performance by circling the appropriate number:**

- 1 Not Applicable
- 2 Does Not Meet Expectations
- 3 Inconsistently Meeting Expectation
- 4 Consistently Meets Expectation
- 5 Exceeds Expectation

<b>Work Habits</b>		<b>Communication</b>	
Work is done on time	1 2 3 4 5	Speaks effectively	1 2 3 4 5
Quality of work	1 2 3 4 5	Writes effectively	1 2 3 4 5
Takes Initiative	1 2 3 4 5	Speaks-up in groups	1 2 3 4 5
Dependable and responsive	1 2 3 4 5		
Works with little supervision	1 2 3 4 5	<b>Professionalism</b>	
Prepared for meetings	1 2 3 4 5	Appropriate appearance	1 2 3 4 5
Demonstrates leadership	1 2 3 4 5	Professional behavior	1 2 3 4 5
		Professional attitude	1 2 3 4 5
		Punctual/reliable	1 2 3 4 5
<b>Abilities</b>		<b>Relationship</b>	
Uses good judgment	1 2 3 4 5	Respects authority	1 2 3 4 5
Makes good decisions	1 2 3 4 5	Accepts constructive feedback	1 2 3 4 5
Learns quickly	1 2 3 4 5		
Can organize/prioritize tasks	1 2 3 4 5		

1. Intern's area(s) needing improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

2. Intern's area(s) of strength: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. What are the specific areas where the student can improve (i.e.; technical, behavioral, professional) between the mid-semester and the end of this internship field experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Please include any other information you feel is important to know: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. If you were assigning a final grade to this intern, what have they earned? A B C D F  
Please explain? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. OPTIONAL QUESTION: If your organization had an entry-level position available, would you consider hiring this intern full-time or part-time? Yes? No? Why? or Why Not? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Meeting and discussion date: \_\_\_\_\_

Site Supervisor's signature: \_\_\_\_\_

Student Intern's signature: \_\_\_\_\_

**Please return evaluation via; student intern, mail or fax:**

Sport Management Internship Coordinator:  
Richard J. LaRue, DPE  
Department of Business  
University of New England  
11 Hills Beach Road  
Biddeford, ME 04005-9599  
email: [rlarue@une.edu](mailto:rlarue@une.edu)  
Office: (207) 602-2605  
Fax: (207) 602-5951

**Appendix M**  
**Department of Business**  
**Sport Management**  
**Mid-Internship Site Evaluation Form**

Student: \_\_\_\_\_ Date: \_\_\_\_\_  
Internship Site: \_\_\_\_\_ Internship Dates: \_\_\_\_\_  
Primary Internship Supervisor: \_\_\_\_\_

Please give a brief description of the duties you performed during your internship experience:

---

---

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Describe any unique strengths of the internship, e.g., supervision/mentoring, location, opportunities, space, equipment, etc.: \_\_\_\_\_

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Describe any weaknesses of the internship, e.g., supervision/mentoring, location, opportunities, space, equipment, etc.: \_\_\_\_\_

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What insight did you gain during your internship experience? \_\_\_\_\_

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Would you recommend this site for future ESP internships, please explain briefly?

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If you would not recommend it, please explain briefly?

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Intern's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Appendix N**  
**Department of Business**  
**Sport Management**  
**Final Internship Site Evaluation Form**

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Internship Site: \_\_\_\_\_ Internship Dates: \_\_\_\_\_

Primary Internship Supervisor: \_\_\_\_\_

**Please circle the appropriate response to each statement.**

- 1 Never
- 2 Rarely
- 3 Sometimes
- 4 Always

- 1. Provided clear expectations/direction for the internship: 1 2 3 4
- 2. Provided feedback about your performance: 1 2 3 4
- 3. Provided opportunities for communication/discussion: 1 2 3 4
- 4. Made you feel comfortable to ask questions: 1 2 3 4
- 5. Allowed you to express your ideas/opinions: 1 2 3 4
- 6. Stimulated you to think critically and problem solve: 1 2 3 4

Please give a brief description of the duties you performed during your internship experience

Describe any unique strengths of the internship (e.g., supervision/mentoring, location, opportunities, etc.)

Describe any weaknesses of the internship (e.g., supervision/mentoring, location, opportunities, etc.)

Would you recommend this site for future Sport Management internships? Please explain.

Intern's signature: \_\_\_\_\_ Date: \_\_\_\_\_