

**Southern Maine Community College**

**Sport Management  
INTERNSHIP SYLLABUS**

**(Revised 8/14)**

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## Southern Maine Community College Sport Management Internship

**Prerequisite:** See Course Prerequisites in the College Catalog.

### **Course Description:**

The internship affords students a part- or full-time experience with an organization where the 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 and/or fourth year. It is the student's responsibility to arrange the internship placement with their advisor's assistance. A learning/work plan is prepared by the student for approval by the site supervisor, both of whom share responsibility for the internship.

### **COURSE OBJECTIVES:**

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

### **COURSE/CLASS ATTENDANCE:**

1. **Initial class meetings** - at the beginning of each semester, class meetings are held during the three consecutive weeks. Non-attendance = lower semester grade.
2. **Class meetings** -- attendance mandatory – one to three meetings during the semester. Absence from group meetings is reflected in a lower semester grade.
3. **Student/Coordinator meetings** of 20-30 minutes with the Internship Coordinator – two meetings are required.

### **COURSE EVALUATION:**

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 booklet, 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 participating in group meetings, professional attitude, and presenting a final internship report in writing and in seminar form.

The Coordinator's Evaluation form can be found on page 6 of this booklet.

### **COURSE REQUIREMENTS:**

1. It is a requirement of this course **to attend** the initial class meetings, pre-scheduled group meetings,

- , and submit required written documentation on specified dates.
2. All written materials, Resume, Goals and Objectives, Learning Contract, Bi-Weekly Reports, Special Projects, and the Final Evaluation, must be **type written**.
  3. All your written materials and forms should be kept in one place, a **three ring binder**. The binder is to be submitted at the end of the internship for evaluation and will be included as part of your grade evaluation.
  4. 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.
  5. Your Internship Binder containing all materials, e.g. goals, bi-weekly reports, evaluations, special projects, etc., for your internship **must be submitted on the date indicated on the semester schedule**.

#### **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 which is graded 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 simply by making an appointment.

**Internship Coordinator:**  
Matt Richards

## Sport Management Internship

### Schedule of Dates for Paper Work, Bi-Weekly Reports, and Group Meetings:

<u>Responsibility/Dates:</u>	<u>Completed/Submitted</u>
Class meeting: First week of semester to review all internship requirements, forms, etc.	_____
Review <i>Goals and Objectives, and Resume</i> with Internship Coordinator before confirming internship placement (this can be done before spring semester begins)	_____
Documentation of Placement and Internship Site Description are due prior to beginning the internship and no later than fourth week of semester	_____
Internship begins no later than fifth week of semester (unless arranged otherwise)	_____
#1 Bi-Weekly Report submitted for first 20 hours or one week (whichever is greater)	_____
#2 Bi-Weekly Report submitted for next 20 hours or one week (whichever is greater)	_____
#3 Bi-Weekly Report submitted for next 20 hours or one week (whichever is greater)	_____
Mid-Semester Evaluation Form from Site Supervisor returned by: week eight of semester	_____
#4 Bi-Weekly Report submitted for next 20 hours or one week (whichever is greater)	_____
#5 Bi-Weekly Report submitted for next 20 hours or one week (whichever is greater)	_____
#6 Bi-Weekly Report submitted for last 20 hours or one week (whichever is greater)	_____
Final Internship Evaluation Form from Site Supervisor returned by: last week of semester	_____
Internship Notebook to be Submitted to Internship Coordinator by: last week of semester	_____

**\*\*Failure to submit documentation on time and/or regularly communicate with the internship will result in a less than satisfactory grade, including failure.**

## **Internship Coordinator's Evaluation**

Final grades include evaluation based on:

- 1) Written Internship Goals:
- 2) Professional Attitude:  
(maturity, communications, personal investment ):
- 3) Professional Quality of Documentation:  
(type-written/grammar/presentation):
- 4) Written expression of Bi-weekly reports:  
(grammar, reflection, relationship to goals):
- 5) Bi-Weekly Meetings and Participation:
- 6) Group Meetings and Participation:
- 7) Written Material Organization (notebook):
- 8) Written work submitted on time:
- 9) Technological skills -  
e-mail, use of computer programs

**Academic Grade:**

**On-Site Internship Grade:**

**Overall Internship Grade:**

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

## INTERNSHIP RESPONSIBILITIES

### 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 internship site supervisor assumes *additional responsibilities* to meet specific agency-university requirements for field experience.

In general, these are to:

1. Hold an initial conference with the intern and review the intern's resume and goals.
2. Based on the specific skills and needs of the student, determine the initial internship experience responsibilities for the student.
3. Indicate acceptance of the student as a trainee by reviewing and signing the "Documentation of Placement" form which the student will bring to you.
4. Review student-developed goals and objectives with the purpose of verifying their feasibility within the agency. 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.
5. Inform student of all personnel policies and procedures.
6. Confer with the student at least once a week to arrange schedules, discuss work performance, and analyze problems.
7. Help the student understand the role of professional conduct/practice.
8. Where and when possible, assign a project to the student which must be carried out independently, as any employee would be assigned specific tasks.  
Check the progress for completion of the project during weekly meetings with the student.
9. 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 evaluation forms which you use at your particular facility.
10. Contact the University Internship Coordinator immediately regarding the needs of the agency in relation to the student.
11. Be receptive (at appropriate times) to on-site visits, phone, fax, or e-mail communications with representatives of the University, with regard to internship(s).

## **Intern's Responsibilities:**

Fundamentally, the internship should afford the student the opportunity to test his/her aptitude and commitment to the field of business, sports and fitness, health services, or exercise science and help clarify future career goals. It also provides the student with an opportunity to critically evaluate organizations, their 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 agency or agencies in which there is personal interest, discuss the field experience program with them, and make application.
4. Once a placement is obtained, fill out, 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 agency, 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**  
Five (5) reports are due on a bi-weekly basis (Appendix G). These reports are an analysis of activities engaged in, problems encountered, insights gained, and professional growth realized during the period covered.



- c) **Intern/Internship Coordinator Meetings**  
Two (2) meetings with the Internship Coordinator are held for the purpose of clarifying written reports and on-going internship supervision.
- d) **Group Meetings**  
Group meetings may be held during the semester for the purpose of networking with fellow interns, discussion topics pertinent to work site issues, and speakers.
- e) **Final Student Evaluation Report**

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

- 1) goals
  - 2) accomplishments
  - 3) courses
  - 4) the agency
  - 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 agencies have staff meetings). Find out what the supervisor expects, and what the agency expects, as well as the working philosophy of the agency. 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 probably get an orientation when you first get to the agency. Be free with questions - demonstrate an interest in wanting to learn about the agency. It will take awhile to get acclimated-to get to know the people and how the agency 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 agency 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 agency - tap your resources. Collaborate with others at your internship site, network, and be a performance manager/leader.

### **Internship Coordinator's Responsibilities:**

The Internship Coordinator 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 agency personnel.
5. Evaluate the student's written reports and assignments and assist them in completing satisfactory work.
6. Serve as a liaison between the Agency 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.

## **LOCATING AN INTERNSHIP EXPERIENCE**

Southern Maine Community College

Sport Management Internship

### Finding an Internship placement:

1. Review the internship placement file available in the Internship Coordinator's Office. Email versions of this will also be available and sent out periodically. 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. Telephone 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. Review the following handouts given by the internship coordinator.  
ACTION WORDS FOR RESUME CONSTRUCTION  
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.

## **RESUME - SUGGESTED OUTLINE\***

Southern Maine Community College

Sport Management Internship

**\*This is a sample outline of information to include in a resume.** There are many forms and options available on-line or with the career services office In the campus center.

**NAME:**

**CURRENT ADDRESS:**

**PHONE:**

**E-MAIL:**

**EDUCATION:**

**PRIOR WORK/VOLUNTEER EXPERIENCE:**

**CERTIFICATES / AWARDS / HONORARIES:**

**CAREER GOAL STATEMENTS:**

**PERSONAL GOALS:**

**PROFESSIONAL GOAL:**

**SKILLS / ABILITIES / INTERESTS:**

**DOCUMENTATION OF PLACEMENT**

Southern Maine Community College  
Sport Management Internship

**DATE:**

**STUDENT'S NAME:** \_\_\_\_\_

**Student Address during Placement:**

**CITY:** \_\_\_\_\_ **STATE:** \_\_\_\_\_ **ZIP:**

**PHONE:** ( ) \_\_\_\_\_ **E-MAIL ADDRESS:**

**AGENCY SUPERVISOR:** \_\_\_\_\_ **TITLE:**

**AGENCY NAME:**

**ADDRESS:**

**AGENCY 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** \_\_\_\_\_ **X # of Hrs. Worked per Wk.** \_\_\_\_\_ **=** \_\_\_\_\_ **Total Hrs.**

**Weekly Salary/Hourly Wage (if any):**

**Student's Position Title with Agency:**

**Nature of Work with the Agency/Brief Job Description:**

**This agency hereby accepts the above named student as a student intern/trainee under agreement with Southern Maine Community College.**

**(Agency Representative/Title)**

**(Date)**

**Return to:** Matt Richards  
Southern Maine Community College  
2 Fort Rd.  
South Portland, ME 04106

## WRITING GOALS AND OBJECTIVES

Southern Maine Community College  
Sport Management Internship

### GOALS

A goal is a general statement of the performance expectations from your duties at the agency. The first step in defining performance goals is to state a general behavior you expect to exhibit while fulfilling your duties. These behaviors should be those exhibited by you (the student) not your supervisor or program participants. They should be stated in terms of products (outcomes) desired, not as processes to be undertaken. There can be any number of goals stated for a given field experience, but a number of more than 8 to 12 is likely to weaken the focus of the learning experience defined by goal development.

*Examples of Goals:*

- To demonstrate competent oral communication
- To apply technological skills in business/management settings
- To cultivate and display leadership skills

### OBJECTIVES

An objective is a very specific statement that defines a specific observable behavior one expects to exhibit in the performance of their duties. Objectives should be *specific*, should clearly *define the desired behavior*, and be *measurable*.

*Examples of Objectives:*

- Create 5 memos describing company policy changes that directly affect staff
- Prepare 2 spread sheets for quarterly expenditures of business supplies
- Observe 3 people in leadership positions and describe 4 leadership behaviors for each person observed

### SOURCES OF GOALS

The student may wish to examine two (2) areas of possible sources of goals:

1. Demonstration of a noted deficiency. Deficiencies in the student's professional preparation or skills needing improvement as noted from class work, previous internships, or personal feelings may be specifically focused on in goal development. Is there a skill or work performance behavior that would strengthen your future employment marketability?
2. Agency performance expectations. What does the agency expect you to do to competently perform your assignment?

## **GOAL ACCOMPLISHMENT**

Successfully meeting several objectives indicates goal accomplishment. Students should identify a minimum of three (3) objectives for each goal.

### *Examples of Student Developed Goals and Objectives*

Goal - To demonstrate competent oral communication.

#### Objectives

1. Present an in-service training session and have it rated well by participants.
2. Chair a staff meeting.
3. Give an oral presentation to the management staff.
4. Speak to a civic club about the agency's operations.

Goal - To acquire skill in sales.

#### Objectives

1. Observe five salespeople, document and analyze sales activities.
2. Make 10 successful sales independently.
3. Attend 5 sales training seminars.
4. Improve sales rate 10% each week.

Goal - To learn and understand state and federal guidelines governing long-term care

#### Objectives

1. Read sections of state and federal guidelines pertaining to patient rights
2. Talk with director of food service regarding implementation of nutrition guidelines for residents
3. Telephone a representative of the state's ombudsman program to learn about their role in long-term care; acquire brochure about the program
4. Schedule a meeting with the facility administrator to understand the steps taken and departments reviewed during a state visit to the facility

Goal - To prepare appropriate physical activity programs for patients with cardiac disease

#### Objectives

1. Review 3 cases of people with cardiac disease who are currently active in an exercise/fitness/activity program and write a case summary of each
2. Prepare 2 exercise/activity programs for clients assigned by supervisor and have supervisor review program preparation
3. Prepare 3 activity programs by correctly interpreting 3 physician reports and/or test scores relating to exercise performance

# LEARNING CONTRACT: GOALS AND OBJECTIVES

Southern Maine Community College  
Sport Management Internship

NAME: \_\_\_\_\_ AGENCY: \_\_\_\_\_

Use the space below to write your goals and objectives. Then submit to your university advisor by the appropriate deadline. Add additional sheets as necessary.

**1. Goal:**

Objectives: a)

b)

c)

**2. Goal:**

Objectives: a)

b)

c)

**3. Goal:**

Objectives: a)

b)

c)

**4. Goal:**

Objectives: a)

b)

c)

**5. Goal:**

Objectives: a)

b)

c)

Student Signature

Date

On-Site Supervisor Signature

Date

Internship Coordinator Signature

Date



## **APPENDIX F**

### **BI-WEEKLY REPORT WRITING and FORMS**

Southern Maine Community College  
Sport Management Internships

#### **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 agency 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 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 page in length. The report should be *substantive*, e.g. concrete, meaty, real, substantial. 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 which can 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.

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

Southern Maine Community College  
Sport Management Internship

**Work Period: From \_\_\_\_\_ To**

**Name: \_\_\_\_\_ Agency:**

**Activities Engaged In:**

**Problems Encountered:**

**Insights Gained:**

**Professional Growth Realized:**

# STUDENT'S FINAL REPORT

Southern Maine Community College  
Sport Management Internships

## FINAL EVALUATION REPORT BY STUDENT

Student: \_\_\_\_\_ Agency:

Agency 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 3-5 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 agency 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 agency'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 Agency: Discuss the agency 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 agency 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.

**Southern Maine Community College  
Sport Management  
Mid-Semester Internship Evaluation Form**

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.

1	Very Poor	Student: _____
2	Poor	
3	Average	Site Supervisor: _____
4	Good	
5	Excellent	Internship Site: _____
N/A	Not Applicable	

**Work Habits**

Work is done on time	N/A	1	2	3	4	5
Quality of work	N/A	1	2	3	4	5
Takes Initiative	N/A	1	2	3	4	5
Dependable and responsive	N/A	1	2	3	4	5
Works with little supervision	N/A	1	2	3	4	5
Prepared for meetings	N/A	1	2	3	4	5
Demonstrates leadership	N/A	1	2	3	4	5

**Abilities**

Uses good judgment	N/A	1	2	3	4	5
Makes good decisions	N/A	1	2	3	4	5
Learns quickly	N/A	1	2	3	4	5
Can organize tasks	N/A	1	2	3	4	5

**Communication**

Speaks effectively	N/A	1	2	3	4	5
Writes effectively	N/A	1	2	3	4	5
Speaks-up in groups	N/A	1	2	3	4	5

**Professionalism**

Appropriate appearance	N/A	1	2	3	4	5
Professional behavior	N/A	1	2	3	4	5
Professional attitude	N/A	1	2	3	4	5
On-time/reliable	N/A	1	2	3	4	5

**Relationship**

Accepts authority	N/A	1	2	3	4	5
Accepts criticism	N/A	1	2	3	4	5

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

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

What are some specific things that the intern could be doing to make improvement: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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

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

---

What special or technical skills and abilities does the intern have that will enable her/him to perform competently in his/her chosen field?

What is the growth potential of the intern as reflected in his/her work for you?

Describe any limitations or weaknesses that should be considered concerning the intern's performance.

Would you recommend this intern for a position in her/his field of study?

Additional Comments:

Please return form to: Matt Richards Sport Management Internship Coordinator, SMCC 2 Fort Road

**Southern Maine Community College**  
**Sport Management**  
**Final Internship Evaluation Form**

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.

1	Very Poor	Student: _____
2	Poor	
3	Average	Site Supervisor: _____
4	Good	
5	Excellent	Internship Site: _____
N/A	Not Applicable	

**Work Habits**

Work is done on time	N/A	1	2	3	4	5
Quality of work	N/A	1	2	3	4	5
Takes Initiative	N/A	1	2	3	4	5
Dependable and responsive	N/A	1	2	3	4	5
Works with little supervision	N/A	1	2	3	4	5
Prepared for meetings	N/A	1	2	3	4	5
Demonstrates leadership	N/A	1	2	3	4	5

**Abilities**

Uses good judgment	N/A	1	2	3	4	5
Makes good decisions	N/A	1	2	3	4	5
Learns quickly	N/A	1	2	3	4	5
Can organize tasks	N/A	1	2	3	4	5

**Communication**

Speaks effectively	N/A	1	2	3	4	5
Writes effectively	N/A	1	2	3	4	5
Speaks-up in groups	N/A	1	2	3	4	5

**Professionalism**

Appropriate appearance	N/A	1	2	3	4	5
Professional behavior	N/A	1	2	3	4	5
Professional attitude	N/A	1	2	3	4	5
On-time/reliable	N/A	1	2	3	4	5

**Relationship**

Accepts authority	N/A	1	2	3	4	5
Accepts criticism	N/A	1	2	3	4	5

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

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

What are some specific things that the intern could be doing to make improvement: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

Please return form to: Matt Richards Sport Management Internship Coordinator, SMCC 2 Fort Road

**Southern Maine Community College  
Sport Management  
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

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

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

What did you come away with, from this internship experience?

Would you recommend this site for future internships, and why?