Graduate Internship Materials
Information Guide and Appendices
Sport and Fitness Management
Hospitality, Sport & Tourism Management

School of Hospitality, Sport & Tourism Management

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The School of Hospitality, Sport & Tourism Management

The **Sport and Fitness Management Program** in the **School of Hospitality, Sport & Tourism Management** at Troy University offers a Master of Science degree in Sport & Fitness Management (SFM). The School of Hospitality, Sport & Tourism Management believes the practical experience gained through an internship placement is an important component in a student's education and professional growth. Therefore, graduate students seeking a M.S. in SFM are encouraged to participate in such a program.

Prerequisites for Graduate Internship

In order to register for SFM 6690, each SFM student major MUST meet the following requirements the semester BEFORE the semester you intend to intern.

1. Successful completion of all Graduate Sport and Fitness Management courses.
2. Completed application for admission to candidacy
3. Graduate program degree plan
4. Submitted an Internship Request Form (A-1) the semester prior to the intended semester of internship.
5. Print off from Trojan Web Express an unofficial transcript evaluation and attach to form A-1.

Objectives of the Sport and Fitness Management Internship Program

The Sport and Fitness Management internship program in Hospitality, Sport & Tourism Management at Troy University offers students a broad range of experiences in which to complete their practicum and internship assignments. One of the most important factors is insuring a successful experience is matching the interests and preparation of the student with qualified personnel from agencies across the state, region, nation, and world. The specific purposes of the internship program for the student, agency, and university are as follows:

1. To provide students with experience upon which to build their professional careers,

Benefits of the Field Experience

The practicum/internship experience should be a significant experience for all involved: the student, the cooperating agency, and the University. It should provide specific benefits to each of the three parties involved, and thus will help to benefit each of the three parties involved, and thus will help to benefit the profession in general. Specific benefits for each are detailed below:

Benefits to the Student

1. Gain first-hand knowledge and understanding of agency programs and the forces that affect them.
2. Understand individual and community needs for which these services are designed and the impact they have on individuals, groups, and the community.
3. Accept the challenge and stimulus to learn and investigate independently.
4. Integrate and apply knowledge, theory, and understanding from classroom courses and other life experiences.
5. Establish contacts with professionals.
6. Become aware of his/her own personal and professional goals.
7. Discover personal strengths, which may be further developed, and weaknesses that m3]TJ 0 Tc 0 Tw 1.4

practices, general staff relations, and the values of the techniques used in dealing with the public in a courteous and effective manner.

3. **Programming**: The student should not only help plan but also help put into action a broad program of activities and services characteristic of the agency. The student should prepare program plans in an effective manner consistent with the agency's procedures and act as a leader in carrying out various types of programs.
4. **Facilities**: The student should have opportunities to gain theoretical and practical experience in facility operation and/or planning, equipment selection, security, equipment maintenance, etc.
5. **General Experience**: The student should gain a broad experience in dealing with public relations problems, attend administrative meetings where possible, work with committees, visit with individuals in the agency, and get as wide of a range of experiences as possible.
6. **Day-to-Day Activities**: In order to give the student a realistic work experience, he/she would be encouraged to fully participate in the day-to-day activities of the agency. These experiences may occasionally include such "mundane" activities as record keeping and handing out towels, etc. however, keep in mind that the practicum/internship should be a learning experience for the student and not just "free labor." Therefore, the agency is encouraged to offer the student a variety of challenging experiences.

Responsibilities of the Student

The student is responsible for completing the requirements of the internship experience as provided by the University supervisor and following the general guidelines listed below:

1. Submit a letter of recommendation and resume to the agency or agencieïT7 -0(a)Tj 0.83.43cie 3j -0.004

6. Maintain a current work log and/or journal summarizing the number

STUDENT EVALUATION

Grades for the students are assigned by the following criteria:

A. Evaluations of Agency Supervisor: 60%
Mid-point Evaluation: 25%
Final evaluation: 35%

B. Reports and Assignments: 35%

a. Initial Report: 5%
b. Short and Long Term Project Proposals: 8%
c. Tri-Weekly Reports: 12%
d. Final Report: 10%

All reports and assignments are evaluated on the following criteria:

- Completeness
- Promptness
- Readability

C. Final Review of Internship by University supervisor: 5%
(Grade from final Notebook Evaluation)

Percentages from criteria equal 100%

Summary Statement

Practical work experience is a vital part of the student's professional preparation. Therefore, the School of Hospitality, Sport & Tourism Management welcomes any comments and/or suggestions, which may improve these experiences. Students and agencies are encouraged to make such suggestions regarding the program curriculum and/or the practicum/internship program. By working together, the student, agency, and university can help to assure the highest level of quality in the graduate program in the School of Hospitality, Sport & Tourism Management.

GRADING POLICIES AND PROCEDURES

Although the evaluation of the student's performance may be a collaborative effort between supervisory individuals, the internship supervisor has full responsibility and accountability for the assignment of a course grade.

Student evaluations should reflect the following rating scale:

A= Excellent	Student is consistently exceptional in fulfilling responsibilities
B= Good	Student constantly fulfills responsibilities above minimum performance standards

C=

Due: Project Plan Worksheet is due by mid-point of semester. Short-term worksheet (signed by agency supervisor and student) is due to university supervisor by midterm of semester (**Document A-7**)

5. Agency Supervisor's Mid-Point Evaluation and Final Appraisal (**Documents A-9** and **A-10**)
   - x Provide student and university supervisor with feedback on student progress and performance. Document both student strengths and weaknesses during internship experience.

   Due: Evaluations are due at the mid-point and at the end of the internship.

6. **Final Report**
   - x Student Evaluation of Agency and Internship (In Final Report):
     Evaluation initial goals; which were met, not met. Explain why.
     Describe significant learning experiences and accomplishments. Explain how these have affected your professionalt growth a anTw 06 f0 12 Tm ( )Tj 12 -0 0 123 0 Td [(a

3. ACQUIRE INTERNSHIP SITE APPROVAL from School of Hospitality, Sport & Tourism Management

BEFORE INTERNSHIP BEGINS

4. Submit agency signed AGREEMENT FOR INTERNSHIP form to University supervisor. (Document A-2)
5. Pre-register for HSTM 6690 before semester of internship.

END OF FIRST WEEK OF INTERNSHIP

6. By the following Wednesday of end of first week of internship, submit INITIAL REPORT and AGENCY ORIENTATION CHECKLIST to University supervisor.

DURING INTERNSHIP

7. Submit TRI-WEEKLY REPORTS as scheduled
8. Mid Term: agency has sent signed MID-POINT EVALUATION to internship ive( )6 0 Td (333RhJ 0

A-1

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

Must be submitted before pre-registration of internship.

Students Name: _____

Address: _____

Phone: _____ ID Number: _____

University Email: _____ Semester: _____ Year: _____

Course: SFM 6690

Agency's Name: _____

Agency's Address:

City: 1 574.32Tm (taar).5(aear).5(1(aear).5(1(aear)ity)-9.3(:)92[

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TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
TROY UNIVERSITY- TROY CAMPUS
AGREENEMT FOR INTERNSHIP

Must be submitted before beginning internship.

AGENCY: _____

PHONE: _____

ADDRESS: _____

CITY:_____STATE:_____ZIP: _____

SUPERVISOR: _____

TITLE: _____

The above named agency has agreed to accept_____a student from the Sport and Fitness Management program at Troy University, for internship placement.

Semester:_____(Student must complete a minimum of 400 hours over 12 to 14 weeks)

Agreed upon Starting Date: _____

Agreed upon Completion Date: _____

The Agency Supervisor agrees to:

1. Supervise and assist the student in pursuing the learning objectives for the internship

pursuing the ate(x)-4(ren)-3(de)-1(n)-2(t)-2(s)-4(')-6(s) T(l)-1(e)-2(a)-4(rn)-3(i)-2(n)-4(g) O(b)-1(j)-2(e)-4(c)-3(t)-2(i)-4(v)-3(e)-2(s) f(o)-1(r) t(h)-2(e) i(n)-2(t)-2(e)-4(r)-3(n)-2(s)-4(h)-6(i)-2(p)-4 0 Tc 0 Tw 4.06 0 Td [(pursuing the)]TJ EMC BT /P <</M-2(eek)-ffM4 Tc 0.00uRs4m ( )Tj EMC /P

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TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
AGENCY ORIENTATION AND STUDENT ASSIGNMENT CHECKLIST

Student's Name: _____

To ensure that this student has a thorough understanding of the agency/program and his/her responsibilities, this form should be completed during the first week of the fieldwork practicum and mailed to the director of the internship program at Troy University. The site supervisor's signature verifies that the student has satisfactorily completed an agency orientation, inclusive of the information below, and understands his/her future role in the agency.

Please check those areas covered in orientation:

1.

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INITIAL REPORT OUTLINE

To be completed and submitted to Dr. Fred Green or Dr. Michael Carroll by student at the end of the first week of internship.

The student must type and submit the following information to the Faculty Supervisor.

I. Cover Page (Information is to be centered and double spaced on page)
Site Agency's name, Student's name, and semester of internship.

II. Internship Objectives
Student must list 10 observable or measurable objectives for the internship.

Objectives should reflect actual skills, experiences, or exposure desired by the student during their internship experience.

Objectives will be used to evaluate internship agency site in FINAL REPORT.

III. Assigned Roles and Responsibilities
Student must identify their expected or assigned roles and responsibilities at the agency site.

IV. Work Schedule
Student must provide a weekly/monthly schedule of days and times they will work at the agency site.

Weekly schedule should reflect 25 to 30 hours per week for the Internship.

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INTERNSHIP TRI-WEEKLY REPORT

Instructions: This report must be completed at the end of each three-week period by the student, reviewed by the assigned Agency Site Supervisor, and mailed to the faculty supervisor by the following Wednesday. If needed, written concerns will be provided to the student from the Faculty Supervisor.

STUDENT: _____

SEMESTER: _____ REPORT NUMBER: _____

WEEKS OF THIS REPORT (dates):_____to _____

TOTAL HOURS FOR THIS PERIOD: TOTAL HOURS TO DATE: _____

1. Describe below the evaluation period's experiences (include learned skills, knowledge, and abilities). Please feel free to write on back or attach additional pages.
2. Identify attended meetings and conferences (include formal and informal meetings with your site supervisor and topics discussed.)
3. Cite any areas of special concern at the time. (Include agency assignments, short and long term projects, accomplishment of internship goals).

_____ _____
Student's Signature Date

_____ _____
Site Supervisor's Signature Date

_____ _____
Faculty Supervisor's Signature Date

COMMENTS/CONCERNS:

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TROY UNIVERSITY
SCHOOL OF HOSPITALIRY, SPORT & TOURISM MANAGEMENT
SHORT TERM PROJECT WORKSHEET

(To be submitted to university supervisor at predetermined mid-point date)

STUDENT'S NAME:

AGENCY:

TITLE OF PROJECT:

BRIEF DESCRIPTION OF PROJECT PLANS:

RATIONALE FOR PROJECT SELECTION (need/purposes):

PROJECT COSTS AND POTENTIAL SOURCES OF FUNDING:

EXPECTED OUTCOME(S):

_____ _____

Site's Supervisor Signature Date

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LONG TERM PROJECT PLAN
(To be submitted to university supervisor at predetermined midpoint date.)

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SHORT TERM PROJECT EVALUATION FORM

The student intern should be provided immediate feedback on his/her performance upon the completion of both the short-term project and the long-term project. Please fill out the requested information below and place this form in your notebook, along with evidence of your project.

COMPLETION DATE: _____

Name of Student:

Title of Project:

Rate on a 5-point scale (4-outstanding, 3-good, 2- fair, 1- adequate, 0- non-applicable):

The student: 4 3 2 1 0

1. Selected a project of value to the agency/program _____
2. Showed initiative throughout the project_____
3. Planned project tasks before implementation _____
4. Maintained communications with program staff _____
5. Maintained communications with project participants_____
6. Showed resourcefulness in solving problems _____
7. Delegated tasks, if and when appropriate _____
8. Made a positive impact on program procedures _____
9. Developed/implemented evaluation procedures _____
10. Expressed appreciation to project supporters _____

_____ _____
Signature of Supervisor Date

_____ _____
Signature of Student Date

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LONG TERM PROJECT EVALUATION FORM

The student intern should be provided immediate feedback on his/her performance upon the completion of both the short-term project and the long-term project. Please fill out the requested information below and place in your notebook, along with evidence of your project.

COMPLETION DATE: _____

Name of Student:

Title of Project:

Rate on a 5-point scale (4 – outstanding, 3 – good, 2 – fair, 1 – adequate, 0 – non-applicable):

The student: 4 3 2 1 0

1. Selected a project of value to the agency/program _____
2. Showed initiative throughout the project _____
3. Planned project tasks before implementation _____
4. Maintained communications with program staff _____
5. Maintained communications with project participants _____
6. Showed resourcefulness in solving problems _____
7. Delegated tasks, if and when appropriate _____
8. Made a positive impact on program participants _____
9. Developed/implemented evaluation procedures _____
10. Expressed appreciation in project supporters _____

_____ _____
Signature of Supervisor Date

_____ _____
Signature of Student Date

A-10

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
SPORT & FITNESS MANAGEMENT INTERNSHIP

MID-POINT EVALUATION

DATE:

STUDENT NAME:

SUPERVISOR: TITLE:

AGENCY:

This appraisal should be completed with care. Be as accurate and objective as possible. It should reflect the internship experience. The appraisal is to be reviewed with the student during the midterm evaluation conference.

Using the scale below, rate the student on each of the listed items as they are applicable to your situation and professional expectations. Comments are suggestions are welcome and can be added to the back of the form.

5 = Outstanding, 4 = Good, 3 = Average, 2 = Below Average,

1 = Unsatisfactory, 0 = No Observation

ATTITUDE TOWARDS WORK:

Willing and prompt to perform assigned duties	5 4 3 2 1 0
Willing to accept additional responsibilities	5 4 3 2 1 0
Shows enthusiasm for work	5 4 3 2 1 0
Cooperative with staff	5 4 3 2 1 0

LEADERSHIP AND PROFESSIONAL QUALITIES:

Plans and organizes work in orderly manner	5 4 3 2 1 0
Produces adequate quality work	5 4 3 2 1 0
Has necessary background of knowledge in field	5 4 3 2 1 0

Has sufficient recreational skills	5 4 3 2 1 0
Functions on own initiative when necessary	5 4 3 2 1 0
Demonstrates effective leadership	

Please identify the student's primary strengths and weaknesses at the midpoint of the internship.

1. In what areas does the intern excel?

2. In what areas does the intern need further development?

3. Any other comments?

4. Assign a percentage score,

Or

Dr.

Can express him/herself orally	5 4 3 2 1 0
Communicates well with supervisor	5 4 3 2 1 0
Communicated well with public/clients	5 4 3 2 1 0
Makes use of available media in promoting programs	5 4 3 2 1 0
Demonstrates ability to secure acceptance of ideas, Methods, or plans from other staff members	5 4 3 2 1 0

PERSONAL QUALITIES:

Exhibits self-discipline	5 4 3 2 1 0
Demonstrates creativity	5 4 3 2 1 0
Shows adaptability	5 4 3 2 1 0
Has courtesy towards others	5 4 3 2 1 0
Shows courtesy towards others	5 4 3 2 1 0
Accepts direction and criticism	5 4 3 2 1 0

Please identify the student's primary strengths and weaknesses at the completion of the internship.

Based upon the students overall performance, I recommend a final letter grade of (Circle one):

A – Excellent (100 – 90)
B – Good (89 – 80)
C – Satisfactory (79 – 70)
D – Minimal Pass (69 – 60)
F – Failure (59 – Below)

_____ _____

Signature of Supervisor Date