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**Introduction to the Internship**

#### Overview

Internships provide a pivotal step towards securing a future in sports administration. While being mentored by industry professionals, interns can develop new skills and apply classroom learning in a real-world environment. Internships allow students to gain valuable experience while simultaneously being evaluated as a source of future employment. In many instances, the internship experiences a student has can be the most impressive and important listing on their resume.

The Department of Human Performance and Sport Studies at Idaho State University requires that each Athletic Administration graduate student complete a minimum of three (3) credits of Internship (HPSS 6655) to meet the requirements for a Master of Physical Education in Athletic Administration degree. The Internship is offered as a variable credit course with 45 hours counting towards one credit (135 hours = 3 credits). Students may repeat the course up to 16 credits. The internship can be completed at various sites/organizations and students must apply and register for each organization at which an internship is completed.

Athletic Administration students may complete an Internship in a sport setting/organization at the local, state, regional, national or international levels. Experiences must include leadership responsibility. Students may choose to focus on youth, recreational, high school, collegiate, or professional sports environments. A student may choose to focus on areas such as student-athlete support services, coaching, compliance, development, facility or game operations, finance, logistical operations, marketing, outdoor recreation or sports information. Students are encouraged to seek internships that pertain to their own particular interest in sport administration as these experiences are intended to provide valuable work experience that may assist a student when applying for future jobs. Permission is required by the student’s MPE-AA Faculty Advisor prior to registration.

As stated, the primary goal of the internship is to provide the student with practical leadership experience needed for success in a competitive job market. The experience will build on knowledge and skills learned in the classroom and provide enhanced learning opportunities through hands-on experiences. The learning abilities of the student will be maximized by working closely with a site supervisor. The internship is also designed to allow the student to grow professionally, to identify strengths and weaknesses, to apply theory to practical situations, and to gain an appreciation of the role, duties, responsibilities, and nature of the work that he/she has chosen as a potential career.

When looking for an appropriate internship, students should seek organizations staffed by qualified professionals with positions that provide the opportunity to play an integral role in the day-to-day operations and/or long-term growth of the organization. The selection of a site supervisor will be required. Students should focus on professionals that will allow students the opportunity to build on his or her professional skills in the field while providing strong professional guidance and insight into the sports industry.

Top sports internships can be highly competitive. It is in the student’s best interest to apply for internships early and have a back-up plan in the event that the preferred internship cannot be secured.

#### Goals and Objectives

The primary goal of the Internship is to provide students a valuable work experience in the sport administration setting. Students will be asked to

* Apply sport management core content and theory to hands-on practice.
* Receive professional, trained supervision and guidance.
* Enhance their understanding, ability and knowledge of the sport management industry to develop skills that can directly translate to a future career in sport.
* Clarify their own career goals.
* Develop relationships with sport industry practitioners.
* Provide employment and networking opportunities.

Further, the following skills and dispositions will be targeted by students throughout and after the Internship:

* Test field knowledge, skills and leadership styles, as well as gain first-hand experience in supervision and administration.
* Develop professional behaviors under the guidance of a professional.
* Reflect on strengths and weaknesses in their performances.
* Demonstrate technology, software and computer skills, as required for the chosen career path.
* Demonstrate networking, negotiating, learning and team building skills.
* Demonstrate effective verbal and written communication skills.
* Demonstrate ethical decision-making skills.
* Demonstrate flexibility and adaptability while performing their assigned duties.
* Complete assignments without direct supervision.
* Demonstrate their ability to work in various capacities with diverse populations.
* Determine the degree of commitment to the field, as well as their personal career planning skills.
* Develop professional behaviors under the guidance of a professional.
* Reflect on their own strengths and weaknesses.

#### Responsibilities of the Student, Supervisor, and Faculty Advisor

The **Responsibilities of the Student** will include:

* Researching, applying and securing a practical experience for the internship.
* Becoming acquainted with the structure, operation, functions, and policies of the cooperating organization and abide by all regulations of the agency.
* Submitting all required internship forms and documents (see “Setting Up and Registering for the Internship” section below)and obtaining final approval for the internship prior to beginning the practical experience.
* Understanding the expectations and all information explained throughout the internship manual to ensure the student understands what is required to receive credit.
* Understanding the expectations and responsibilities required by the hosting agency/organization including work hours, behavior, attire, travel, etc.
* Regularly communicating with the Internship Supervisor and Faculty Advisor.
* Representing the internship’s organization in a professional manner, including being on-time and dressed professionally while working.
* Representing Idaho State University and the Department of Human Performance and Sport Studies in a positive and professional manner.

*Students are expected to adhere to all rules set forth by the Internship Supervisor and the expectations set forth by their organization. The student may be terminated by the Internship Supervisor if performance is unsatisfactory. Failure to obtain an unsatisfactory performance evaluation and/or complete all tasks assigned by the Faculty Advisor may also result in failure of the HPSS 6655 course.*

The **Responsibilities of the Internship Supervisor** will include:

* Clearly defining the student’s role and responsibilities within the organization.
* Assisting the student’s professional development, especially as it pertains to their identified goals.
* Explaining expectations regarding expected work schedule, behavior, attire, etc.
* Communicating with the Faculty Advisor regarding issues or concerns that may arise.
* Regularly providing constructive feedback to the student to assist in their professional growth.
* Completing a formal evaluation of the student’s performance at during the internship, as requested by the Faculty Advisor.

The **Responsibilities of the Faculty Advisor** will include:

* Assisting the student in securing a practical experience in the student’s best interest.
* Helping the student develop personal objectives and goals for their internship and creating a plan to achieve them through the internship experience.
* Reviewing the prospective internship site and Internship Supervisor and approving or disapproving the student’s internship application.
* Contacting and communicating with the student’s Internship Supervisor and with the student as needed on issues of relevance.
* Conducting periodic telephone, electronic and/or site evaluations.
* Evaluating and grading the student based on established criteria.
* Serving as a resource for the cooperating agency, site supervisor and student.

**Setting Up and Registering for the Internship**

#### Steps to Take

*After* consulting with their HPSS Faculty Advisor, each student is expected to arrange their own internship experience. To do this, the student is required to complete the following steps:

1. Identify and contact the potential Internship Supervisor to discuss the possibility of placement and identify specific duties to be performed/goals to achieve during the internship.
2. Complete the **Internship Goals Worksheet** and submit it to the Faculty Advisor.
3. Once the student’s internship goals have been identified, the student should provide a copy to their Internship Supervisor who can then review it.
4. After reviewing the student’s goals, the Internship Supervisor will determine if he/she can provide an appropriate “fit” for the student and if so, *sign off* to accept the placement (**Internship Application Form**). Subsequent discussion between the student and the Internship Supervisor should focus on what specific responsibilities/duties/tasks the student will have during the internship and what the work schedule for the student will be.
5. After discussing the internship obligations with the Internship Supervisor, the student should complete an **Internship Application Form**. The completed form (including appropriate signatures) should then be submitted to the student’s HPSS Faculty Advisor for final approval.
6. The Faculty Advisor will review and approve the internship application and lift the course registration block so the student can register for HPSS 6655.

*This course has variable credits. Registration on Bengal Web may default to* ***one*** *credit. It is the student’s responsibility to identify and insert the appropriate credit number. Failure to do so may result in the course needing to be repeated in subsequent semester.*

**After the Internship is Completed**

**Internship Assignments**

**Internship Log Sheet**

Students are expected to perform the agreed-upon duties assigned by the Internship Supervisor. During the internship, each student must keep an accurate **Log Sheet** of all hours worked. The log sheet should include (a) day and hours worked (including the number of hours), and (b) summary of activities completed each day. The student’s Faculty Advisor/course instructor may ask for periodic progress reports from the student and/or the Internship Supervisor. It is the student’s responsibility to notify their Faculty Advisor immediately about any extraordinary event or problem that may occur during the internship that prevents the student from completing their assigned tasks. The Faculty Advisor may ask to review “in progress” log sheets during the internship experience.

**Internship Reflection**

Following the completion of internship hours, each student must

* Complete the **Internship** **Reflection Worksheet** to summarize their professional experience(s). Students will be asked to describe the how their internship experience
  + Applied Athletic Administration core content and theory to hands-on practice.
  + Enhanced the student’s understanding, ability and knowledge of the sport industry to develop skills that can directly translate to a future career in sport.
  + Helped them to develop professional behaviors under the guidance of a professional.
  + Offered networking, negotiating, learning and team building skills.
  + Implored effective verbal and written communication skills.
  + Challenged them to exhibit ethical decision-making skills.
  + Required them to be flexible and adaptable.
  + Offered them an opportunity to complete assignments without direct supervision.
  + Demonstrated their ability to work in various capacities with diverse populations.

Students will also be asked to

* + Reflect upon their own professional strengths and weaknesses.
  + Network with other industry professionals.
  + Provided the student with employment and networking opportunities.
  + Describe how the experience reinforced their own career goals.

**Internship Evaluation Form**

The Internship Supervisor will be asked to complete the **Internship Evaluation Form** and place it in a sealed envelope and return it to the student. The student should then return it to their Faculty Advisor.

**Internship Grading**

Academic credit will be awarded to those students who successfully complete their internship. Grades will be assigned by the Faculty Advisor based on (a) the Internship Supervisor’s evaluation, (b) on-time completion of all required assignments, and (c) completion of required hours and duties assigned.

*Internship grades issued are Satisfactory/Unsatisfactory (S/U). Students who fail to complete their required internship hours, do not complete the assigned tasks, or do not successfully complete their assigned duties (as identified by their Internship Supervisor) will receive an Unsatisfactory (failing) grade*.