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Dear Potential Internship Supervisor:

On behalf of Idaho State University’s Department of Human Performance and Sport Studies, I would like to thank you for considering serving as an Internship Supervisor for one of our graduate students in Athletic Administration.

The Internship course (HPSS 6655) is designed to help our graduate students gain practical leadership experience in their chosen career setting. As I’m sure you are aware, internships provide a pivotal step towards securing a future in sports administration. While being mentored by industry professionals such as yourself, interns can develop new skills and apply classroom learning in a real-world environment. In many instances, the internship experiences a student has can be the most impressive and important listing on their resume. Through the experience with you, we are hoping the student is able to

* Apply athletic administration core content and theory to hands-on practice.
* Enhance their own understanding, ability and knowledge of the sport industry to develop skills that can directly translate to a future career in sport.
* Develop an understanding of what constitute professional behavior.
* Engage in networking, negotiating, learning and team building activities.
* Develop and utilize effective verbal and written communication skills.
* Make ethical decisions.
* Challenge themselves to get outside their comfort zone, to be flexible and to adapt to varying circumstances, including those involving high stress.
* Complete tasks and assignments without the need for direct supervision.
* Demonstrate their ability to work in various capacities and with diverse populations.

If you decide you are interested in serving as the student’s Internship mentor/supervisor, we suggest that you ask the student about their career aspirations and what their professional goals are for this Internship. The student should be asked to provide you with a copy of their **Internship Goals** worksheet that was required for their course application. After reviewing this, you can discuss what opportunities (hands-on with an emphasis on leadership) you can provide them with their Internship. Ideally, you will be able to identify specific tasks and duties that will help the student understand what they will be doing during their time with you. Also, please establish a list of your expectations for the student, including time commitments. The student will be expected to complete a minimum of 45 Internship hours for each academic credit they register for. In most cases, our athletic administration students register for 3 credits (equal to 135 hours of expected Internship time).

If, after all this, you decide you can provide a good “fit” for the student, he/she will ask you to sign an **Internship Application Form**. Please make sure the student fills this form out before you sign it and that you agree with the Internship duties they describe. The student will then return that signed form to me and I will lift the registration block for them. Please do not allow the student to begin their Internship until they are registered for the course.

At the conclusion of the student’s Internship experience, I will ask you to complete a short **Internship Evaluation** of your student. I may also ask for periodic progress reports to ensure the student is adhering to your expectations. If at any time the student is failing to meet your expectations, please feel free to contact me and I will either help “motivate” the student to do better, or I will respect your request that the student be reassigned to another Internship location.

If you have any questions about the student’s request or your responsibilities, please feel free to contact me at (208) 282-4085 (office), (208) 840-0473 (cell) or by email at faurcaro@isu.edu. Again, I appreciate your consideration of the student’s request and, perhaps, for the guidance you give to our sports management students.

Sincerely,

Caroline E. Faure, EdD; ATC

Professor & MPE-AA Graduate Program Director