Purpose of Course
The Internship in Athletic Administration is a planned field experience, giving students on-site experience related to their degree program. The student works primarily under direction of the on-site supervisor, with periodic reports to the university supervisor of the course.

Arrangements
The student is expected to arrange the experience, but only after consultation with the course instructor. The student will follow professional courtesy in making arrangement with the school, college, or other setting, by going through proper channels to seek permission to serve as a trainee in that setting.

Student Responsibilities
The student will do the following:
- Discuss the purposes and procedures for the course with the course instructor prior to making any specific contact at the potential placement site and prior to registration for the course.
- Follow all procedures as outlined here and/or by the course instructor.
- Work with the on-site supervisor to define duties to be performed; list these duties on the placement form; return the placement form to the course instructor prior to registering for the course (the student will not be able to register for this course until this form is received).
- Perform duties as agreed to and as assigned by the on-site supervisor and/or university course instructor. Keep a journal of the duties performed, including:
  - record of what the student has done
  - observations on what the student has done and learned
  - accurate log of time spent in the duties done for the course (45 clock hours are required for each credit registered for in the course)
  - samples of any written or other material produced in the internship
  - other relevant information.
- Report to the course instructor at 3 to 4 week intervals during the semester, or 2 week intervals during the summer session, to discuss the coaching experience (phone contact or e-mail contacts may be arranged).
- Notify the course instructor immediately about any extraordinary event or problem that may occur during the internship.
- Solicit feedback from the on-site supervisor periodically concerning your work.
- At the end of the semester the student should:
  - Submit the final copy of the journal and log to the course instructor.
  - Obtain the signature of the on-site supervisor and submit the Verification form to the course instructor.
  - Schedule and hold a closing conference with the course instructor.
IDAHO STATE UNIVERSITY
Department of Sport Science and Physical Education
PE 655 Internship - Placement and Duties

Placement: Location and Assignment

A. Location of Assignment
Name of School or Other Organization

Address


B. Assignment
Title

C. On-Site Supervisor
Name
Position
e-mail address
Phone #

Duties anticipated for student (list here and add separate pages as needed with a description of what you are likely to do for each duty listed)


Signatures

Student ___________________________ Date ________________
On-Site Supervisor ___________________________ Date ________________
Course Instructor ___________________________ Date ________________

IDAHO STATE UNIVERSITY
Department of Sport Science and Physical Education
PE 655 Internship
Verification of Completed Duties

Student Name ___________________________________   Semester ____________________

Duties COMPLETED by Student

Name of School or Other Organization______________________________________________________________

Supervisor_______________________________________________________________

Address_______________________________________________________________

Phone ________________________ e-mail ____________________________________

VERIFICATION
The student named above satisfactorily completed duties agreed to at the start of the semester (or revised duties as assigned and agreed).

The total number of hours the student did practicum-related work under my supervision was: ___________ hours.

Signature of On-Site Supervisor:    ____________________________________

Name of On-Site Supervisor (printed): ____________________________________

Date:      ____________________________________

DIRECTIONS TO STUDENT: Return your journal and verification form to the course instructor no later than 2 weeks before the end of the semester or 1 week before the end of the summer session.