

**University of Michigan, School of Kinesiology  
Sport Management Level One Field Experience Guidelines**

### **Definition**

Field Experience is real world learning experience in which the student and site supervisor establish learning goals and progression towards which the student progresses during the course the experience. Field Experience is typically the first experience a student has that directly relates to his or her career goals and objectives. The student should be able to articulate this relationship. A Field Experience should be substantial in terms of work, meaning that the student should be participating in the workplace and working with a professional in the field. The student should also be properly supervised and provided with ongoing training by a professional in the field.

### **Purpose**

The primary purpose of the experience is to give the student the opportunity to apply theory in a real work setting and to develop skills essential to that setting. In addition, it should help the student review and revise career/study plans.

### **Eligibility for Academic Credit**

**Sport Management Level One** students are eligible to get academic credit for his or her Field Experience upon consultation with the Internship Coordinator, Martha Reck. Students must be in good academic standing.

- Students must consult with the Internship Coordinator about their eligibility to receive academic credit for their Field Experience and complete the appropriate paperwork in this packet prior to being issued an override for registration.
- To receive Field Experience credit a student must be registered for SM 390-Section 24 (.5-3 credits).
- A student may only receive credit for the Field Experience during the semester in which he or she is actually doing the work. (Ex: If you are working during May and June, you must register for Spring term.) **No retroactive credit will be awarded, nor will credit be awarded for future semesters.**
- **A student will be required to pay for the number of credit hours assigned.** Late fees will be assessed for registering after the start of a term. Fees follow the rules posted on the Office of the Registrar's website. (<http://www.umich.edu/~regoff/tuition/>)
- A student must work a minimum of 50 hours and 50 hours for each earned credit. (50 = 1 credit, 100 = 2 credits, 150+ = 3 credits). Students may choose to work additional hours beyond those that they are eligible to receive for credit.
- **Students not admitted to Sport Management Level Two will NOT be able to transfer SM 390 credit to LSA.**

### **Grading**

A student will receive a grade of S/U. Grades will be based on completion of:

1. All appropriate paperwork from this packet.
2. Appropriate number of hours, as outlined above
3. Evaluations from Site Supervisor
4. Weekly journals, as described later in this document

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**Field Experience Information**

**NOTE: The contract must be submitted BEFORE an override will be issued for the course.**

Credit Hours (Circle one): .5      1      2      3

Term and Year: \_\_\_\_\_

Student Name: \_\_\_\_\_ UM ID# : \_\_\_\_\_

Telephone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Organization: \_\_\_\_\_

Student's Position Title: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Supervisor's Title: \_\_\_\_\_

Supervisor's Address: \_\_\_\_\_

Supervisor's Telephone: \_\_\_\_\_

Job Description: Describe in detail your roles and responsibilities while completing the experience. Please list duties and projects. If additional space is needed, please attach an extra sheet.

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Learning Goals: Describe in detail what you hope to accomplish by completing this experience. What do you hope to learn? Why do you want to work in this position? How do you hope to benefit from completing the experience?

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**Responsibilities of the Student**

**Before Registration:**

- Meet with Internship Coordinator to discuss Field Experience sites, policies, procedures, etc.
- Complete Student Contract.
- Obtain override for SM 390 from Internship Coordinator (The override will only be issued after a completed, signed copy of the Field Experience Information and the Student Contract is returned to the Internship Coordinator).
- Provide a copy of all completed documents to your site supervisor.

**During Internship:**

- Maintain a weekly journal during the internship. The journal must include hours worked, as well as a description of what projects/activities the intern participated in that week. Each week should be at least one paragraph.
- Give the evaluation forms to the site supervisor and on the last day of the internship. Review the evaluation with the site supervisor, sign, and return to the Internship Coordinator.

**At the End of the Semester:**

- Turn the journals and evaluation in to the Internship Coordinator.
- Complete the internship site survey and return it to the Internship Coordinator.
- Make sure all completed work is returned no later than **72 hours after the last day of classes** to:

Martha Reck, Internship Coordinator  
University of Michigan Kinesiology  
1402 Washington Heights, Room 1163  
Ann Arbor, MI 48109-2013  
Phone: 734-647-2697  
Fax: 734-647-2808  
[mrreck@umich.edu](mailto:mrreck@umich.edu)

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**Student Contract**

Please read and initial each statement below.

\_\_\_ I have thoroughly read and understand the Responsibilities of the Intern section of this document and agree to abide by those responsibilities.

\_\_\_ I understand that in order to receive academic credit, I must be register for SM 390 and I must pay for the SM 390 credits during the term in which I am completing the Field Experience, even if it is my only course.

\_\_\_ I understand that if I misrepresent the internship experience, fail to abide by the Responsibilities of the Student section of this document, or attempt to participate in the internship in a semester other than the one I am registered for that I can risk being subject to Kinesiology's academic misconduct policy and/or loss of internship credit. In addition, this risk includes possible denial of professional liability or other insurance coverage by the University of Michigan.

\_\_\_ I understand that the University of Michigan, as well as the University's employees and agents, are not responsible for any of the expenses, property damages or personal injuries that I may experience in connection with my participation in this internship except to the extent covered by the UM policy.

I certify that I have read the information above and that I understand it.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
UMID Number

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

For Office Use Only

Date Received: \_\_\_\_\_

Internship Coordinator Initials: \_\_\_\_\_

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**Responsibilities of the Site Supervisor**

- Define the position, project, or other form of assignment carefully and clearly for the student.
- Provide the student with clear expectations in terms of productively and educational growth.
- Provide the student with space, contact with other personnel, materials and supplies, and information on how to accomplish the Learning Goals that are determined and agreed upon for the student during the Field Experience.
- Help the student to understand the objectives of the position, project, or assignment and the setting in which he or she is to be placed(including things such as office rules and dress codes).
- Make the student aware of the expectations with respect to reporting, consultation, and deadlines.
- Supervise the student's progress, standards of performance, and accomplishments.
- Evaluate the student at the end of the internship. Use the evaluation provided, discuss the evaluation with the student, and sign the evaluation ( Please give the signed copies to the student to turn in to the Internship Coordinator) .
- Contact the Internship Coordinator ( Martha Reck, [mrreck@umich.edu](mailto:mrreck@umich.edu) or 734-647-2697) to discuss any issues that arise during the course of the internship.

I certify that I have read the information above and understand it.

\_\_\_\_\_  
Supervisor Name (Printed)

\_\_\_\_\_  
Student Name

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

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**FINAL STUDENT EVALUATION**

Student Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Experience Title: \_\_\_\_\_ Experience Dates: \_\_\_\_\_

Experience Site: \_\_\_\_\_ Experience Supervisor: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Brief Description of Student's Duties:

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**Directions:** Please circle those qualities that apply to the student's performance using the scale below.

1. Outstanding      2. Above Average      3. Average      4. Below Average      5. Unsatisfactory

**Academic Preparation:**

|                              |   |   |   |   |   |
|------------------------------|---|---|---|---|---|
| Verbal Communication Skills  | 1 | 2 | 3 | 4 | 5 |
| Written Communication Skills | 1 | 2 | 3 | 4 | 5 |
| Computer Skills              | 1 | 2 | 3 | 4 | 5 |
| Overall Knowledge of Area    | 1 | 2 | 3 | 4 | 5 |

**Work Habits:**

|                     |   |   |   |   |   |
|---------------------|---|---|---|---|---|
| Punctuality         | 1 | 2 | 3 | 4 | 5 |
| Dependability       | 1 | 2 | 3 | 4 | 5 |
| Personal Appearance | 1 | 2 | 3 | 4 | 5 |
| Initiative          | 1 | 2 | 3 | 4 | 5 |
| Self-Confidence     | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_

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**Task Performance**

|   |   |   |   |   |   |
|---|---|---|---|---|---|
| Completes Assigned Tasks Accurately       | 1 | 2 | 3 | 4 | 5 |
| Pays Attention to Detail                  | 1 | 2 | 3 | 4 | 5 |
| Utilizes Time/Energy Management           | 1 | 2 | 3 | 4 | 5 |
| Meets Deadlines                           | 1 | 2 | 3 | 4 | 5 |
| Understands & Follows Directions          | 1 | 2 | 3 | 4 | 5 |
| Asks Pertinent Questions                  | 1 | 2 | 3 | 4 | 5 |
| Demonstrates Skill Specific to Internship | 1 | 2 | 3 | 4 | 5 |
| Displays Leadership Skills                | 1 | 2 | 3 | 4 | 5 |
| Performs Quality Work                     | 1 | 2 | 3 | 4 | 5 |

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Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Attitude**

|  |   |   |   |   |   |
|--|---|---|---|---|---|
| Cooperative  | 1 | 2 | 3 | 4 | 5 |
| Responsible  | 1 | 2 | 3 | 4 | 5 |
| Thorough   | 1 | 2 | 3 | 4 | 5 |
| Desires to Learn from/<br>Contribute to Organization | 1 | 2 | 3 | 4 | 5 |
| Flexible   | 1 | 2 | 3 | 4 | 5 |
| Adaptable  | 1 | 2 | 3 | 4 | 5 |
| Accepts and Makes Use of<br>Constructive Criticism   | 1 | 2 | 3 | 4 | 5 |
| Demonstrates Interest in Profession                  | 1 | 2 | 3 | 4 | 5 |

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please give a brief description of the intern's overall performance (attach an additional page if necessary): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student: Please return to Internship Coordinator once completed.**

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Field Experience Evaluation

1. Name: \_\_\_\_\_ Date: \_\_\_\_\_

2. Organization: \_\_\_\_\_ Position Title: \_\_\_\_\_

3. Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

4. Compensation other than academic credit(circle all that apply):

Paid Hourly                  Paid Stipend                  Other

5. How did you locate this position (circle all that apply):

Martha Email    Kinesiology Posting    Kinesiology Alumni    Career Center

Family Connection                  Website Posting                  Other

If other, please explain: \_\_\_\_\_

6. Application Process (circle all that apply):

Applied Online                  Mailed in Information                  Resume and Cover Letter

Phone Interview                  In Person Interview                  Other

If other, please explain: \_\_\_\_\_

7. Best part about experience: \_\_\_\_\_

8. Worst part about experience: \_\_\_\_\_

9. If you are graduating, how did your experience help with your job search: \_\_\_\_\_

10. Were you the only intern or part of an intern program? \_\_\_\_\_

11. Did you have an orientation?    Yes                  No

12. Would you recommend this experience to other students?    Yes    No

Why or why not? \_\_\_\_\_