

Internship Guidelines

1. Introduction

An internship is a learning situation where the student has the opportunity to gain practical experience. When placed in this situation, students expand their concepts of different organizational structures and different working relationships within the workplace. In order to obtain academic credit for this experience, the intern is required to complete an Internship Report as described in section 2 below.

The intern is expected to provide information on the organization in which he or she worked, descriptions of specific work completed, and specific sports and or recreational aspects relevant to the assigned tasks. The report also provides information on your communication skills and should indicate critical thinking skills. Since a major part of your experience should be related to either sports or recreation, that should be demonstrated in your report.

2. Intern Coordinator Role

An Intern Coordinator will be responsible for developing sites for interns and maintaining information on these locations. This individual will be responsible for:

- a. Developing sites for internships.
- b. Developing a Memorandum of Understanding between the School and the site.
- c. Maintaining a file of approved sites for internships.
- d. Establish a file for the intern in which will be filed the application form, the memorandum of understanding, and the contract.

3. Advisor Role

The role of the Advisor is critical for a successful internship. The Advisor has the following responsibilities related to the intern:

- a. Ensure the student is aware of the requirements for the internship. The students should read the requirements and affirm to the Advisor that he or she understands the requirements.
- b. Advise the student to contact the internship site prior to the start of the internship. The student will be responsible for securing the signature of the site manager on the application form.
- c. Ensure the student completes an internship application that will be on file prior to the start of the internship.
- d. Ensure the student understands that a majority of the work conducted must directly relate to sports, recreation, or associated areas.
- e. Ensure the student signs the contract.
- f. Provide the report guidelines to the intern.
- g. Provide the intern with a weekly reaction report.
- h. Provide the intern with a performance appraisal form.

- i. Grade the final Internship Report and submit it to the appropriate office for processing.

4. Intern

The placement of a student in an internship is designed to provide practical experience to enhance the classroom learning. There are a number of different tasks that require the attention of the intern in order to successfully complete this course. These include:

- a. Consult with the Faculty Advisor and apply for an internship.
- b. Contact the intern site about the position.
- c. Register for the class through appropriate process.
- d. Ensure transportation is available to the work site.
- e. Comply with all work requirements.
- f. Dress appropriately for the position.
- g. Complete a weekly reflection paper that provides the student's perception of the workweek.
1. Complete Internship Report at end of the term. The requirements of this report are as follows:
 - (1) Format – The report must be typed using APA style. It should be in size 12 font using Times New Roman. Margins should be 1 inch on all sides. The paper should be at least 10 pages but no more than 15 pages in length.
 - (2) Cover Page – The cover page should include the name of the organization, your name, and the date the report is submitted. The following statement should also appear on the cover: “A report submitted to (Faculty Member's Name) in partial fulfillment of the requirements of course #_____.”
 - (3) Body – The body of the report should contain your job description, tasks performed, relevance of the job to academic work completed, problems you encountered and how they were resolved, and job activities that were positive and why you selected these. .
 - (4) Conclusion – This part of the report should include your personal assessment of the experience. Include in this section whether you would recommend others to have a similar opportunity with this organization.



Internship Application Form

Please type or print.

INTERN INFORMATION:

Intern Name	Date of Application	Intern Term
Local Address	Faculty Advisor	Phone
City, State, Zip	Date Work Beginning	Ending
Local Phone	Internship Job Title	

ORGANIZATION INFORMATION:

Company Name	Site Director and Company Title
Address	Immediate Supervisor and Company Title
City, State, Zip	Email Address
Phone	FAX Number

Brief description of Company:

Job Description: Duties to be performed, work situations to be observed, future projects, and other assignments Attach additional page(s) if necessary

Intern Site Director	Date
Faculty Advisor	Date
Intern	Date



Internship Syllabus and Memorandum of Understanding for MSA 6704, MSA 6636

Intern Name: _____ **Today's Date:** _____
Company Name: _____ **Credit Hours:** _____
Faculty Coordinator: _____ **Course Number:** _____

COURSE DESCRIPTION:

This course is a practical experience of previously learned skills and knowledge. The internship assignment will depend on the student's background and specific goals. This experience should enhance the applications of the concepts and theories in the student's major area.

REQUIRED SKILLS:

In cases where students may be unable to perform an internship, a specific job related project will be substituted for this work.

Students must be able to physically perform the work at the internship site using the site's currently existing tools/equipment.

COURSE OBJECTIVES:

The student will receive hands-on work experience in his/her major.

MEETING TIME & PLACE:

To be decided by the student and the Faculty Coordinator.

EVALUATION:

Your final grade will be determined by the following:

Internship Report	30%
Site Director's Evaluation	40%
Weekly Reflection Papers	30%

ABSENCE POLICY:

Any student who is absent for more than 1/3 of the internship hours will automatically receive an administrative "F" (FA) in the course. Any absences and late arrivals to the Internship site will affect the student's grade.

GRADING:

A = 95 - 100	B- = 80 - 82
A- = 90 - 94	C+ = 75 - 79
B+ = 87 - 89	C = 70 - 74
B = 83 - 86	F = Below 70

HONESTY/INTEGRITY:

Any student efforts applicable to course credit are required to comply with the University policy standards for academic honesty and integrity.

MEMORANDUM OF UNDERSTANDING

On the _____ day of _____, 20____, between **Petrocelli College**, represented by a Faculty Coordinator, _____, hereafter known as the **Intern**, and _____, located in _____, hereafter known as the **Intern Site**, this agreement of affiliation with the parties agreeing to work cooperatively in the education and training of students majoring in the Master of Sports Administration program offered in the School of Administrative Science for the _____ Term of 20____.

RESPONSIBILITIES: SCHOOL OF ADMINISTRATIVE SCIENCE

1. To provide a Faculty Coordinator. The Coordinator will assume the overall responsibilities for the program and will serve as the liaison between the School and the Intern Site.
2. To provide a Faculty Advisor. The Advisor will be responsible for reviewing the work of the Intern and assigning a grade for the assignment. Formal reports and weekly reflection papers must be submitted by the Intern to the Faculty Advisor as agreed on, and the Advisor will provide a grade within seven (7) days after the end of the semester.
3. To provide three (3) hours of credit upon the successful completion of the internship. The minimum number of hours of work per week will be five hours per week at the Intern Site for the duration of the term. The Intern may work more than the minimum hours if desired and if approved by the Intern Site Director, however the course will earn only three (3) hours of credit for the semester.
4. To provide the Site Director with appropriate forms. The Faculty Coordinator will provide the Site Director with an Intern Performance Appraisal Form within two weeks after the student begins work.
5. To provide a substitute as needed. If the student withdraws from this program, then the School will attempt to find a suitable substitute in accordance with Item Number 1 above.
6. To review the process annually. On an annual basis, a review of the internship requirements, procedures, and policies will be conducted by the School of Administrative Science. This will be during the Summer I term each year.
7. To abide by state and federal laws. The School will not discriminate in the selection of interns because of race, creed, religion, color, national origin, sex, or age, physical or mental handicap, or veteran status.

RESPONSIBILITIES: INTERN SITE

1. To provide at least one intern positions per semester. The Intern Site will establish at least one intern position per year that will be available to students in the School of Administrative Science's Master in Sports Administration program.

The positions will be available for those who have met all agreed requirements for the internship.

2. To provide an orientation to the intern(s). An orientation session will be conducted that will review policies, forms, schedules, and other aspects of the Intern Site.
3. To designate an Intern Site Director. The Intern Site Director will be responsible for all activities regarding student activities during the internship.
4. To evaluate Intern progress. On a regular basis, the Site Director will complete an *Intern Performance Appraisal* form on each student. This form is submitted to the Faculty Coordinator within seven days prior to the end of the internship.
5. To determine the hours and days of work. The Site Director will establish specific hours of work up to five hours per week.
6. To provide students the opportunity to work in an environment that is relevant to career opportunities in their major field of study. The majority of the work being done should relate to sports, recreation, or related activities.
7. To permit reasonable program review and evaluation by the Faculty Coordinator. In order to ensure the highest caliber experience, it is necessary to review and evaluate the facility. This also may require the Faculty Coordinator to arrange meetings with appropriate personnel.
8. To abide by state and federal laws. The Site will not discriminate in the selection of interns because of race, creed, religion, color, national origin, sex, or age, physical or mental handicap, or veteran status.

RESPONSIBILITIES: INTERN

1. To consult with the Faculty Advisor. The student should meet with the Advisor and determine eligibility as well as apply for an internship one semester in advance of internship. Before the start of the term, the student should complete the application and a registration form. No registration can be approved without the completed application.
2. To contact the Intern site. The Intern must contact the internship site with guidance and help offered by the Faculty Coordinator.
3. To provide own transportation and housing during the internship. It is the student's responsibility to get to the site for the hours designated.
4. To comply with all requirements and responsibilities established for the intern. The Faculty Coordinator and the Intern Site Director will develop appropriate guidance for work requirements. In addition, the student must follow all administrative policies, standards and practices of the Intern Site.
5. To maintain dress and grooming appropriate to the assigned job responsibilities. Different opportunities and work environments require specific attire. The student should dress in the manner appropriate to the work site. In addition, it is important that the student conduct himself/herself in a professional manner.
6. To provide appropriate reports and papers. Each week, the student is required to submit a reflection paper that provides their perception of the workweek. In addition, the student must submit a final paper that meets the requirements

established for the Internship Report. These reports are to be submitted to the Faculty Advisor who will be responsible for assigning a grade for the work.

7. To register for class. The Intern must complete the registration form and have it submitted to the appropriate individual to be formally registered through the School of Administrative Science and enrolled in the appropriate internship course prior to the start date of the internship.

MUTUAL AGREEMENTS

1. This agreement may be modified provided that the modification is in writing, and agreed upon by both parties.
2. This agreement may be cancelled by either the School of Administrative Science or the Intern Site by giving written notice.
3. This Memorandum of Understanding does not constitute a contract of employment.
4. This Memorandum of Understanding does not obligate the School of Administrative Science to provide an applicant or the Intern Site to accept an applicant every semester.

AUTHORIZATION

This agreement shall not be in effect until signed by the following:

Student Intern Signature Date

Dean or Associate Dean, School of Administrative Science Date

Intern Site Director Date



**FAIRLEIGH
DICKINSON
UNIVERSITY**

Internship Weekly Reaction Paper

Intern Name: _____
Company
Name: _____

Today's
Date: _____

Week #: _____

Report Period: _____

For the week in review, provide a description of your activities at the Intern Site. Provide information concerning challenges you faced as well as how you addressed these issues.

Answer the following questions:

What did you learn about your skills?

How were your activities related to the academic concepts or theories or course work?

How would you improve your decision making and problem solving skills?



Performance Appraisal of Intern

Supervisor: _____ Intern Name: _____
 Department and Review
 Position: _____ Period: _____

This appraisal should be an objective critique of the intern's work performance during the review period. The review should be developed as a product of a discussion between the intern and the supervisor. Each factor should be considered independently, and the appropriate RATING NUMBER should be circled for each item. Ratings are: 5 – outstanding, 4 - good, 3 - average, 2 - marginal, and 1 - unsatisfactory.

Performance factors to be appraised

1. Job Knowledge and Skill

The intern's knowledge and skill for the requirements of the position are:	5	4	3	2	1
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2. Initiative

The intern's quality and quantity of work is:	5	4	3	2	1
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The intern's ability to work without supervision is:	5	4	3	2	1
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3. Communications

The intern's verbal communications are:	5	4	3	2	1
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The intern's written communication are:	5	4	3	2	1
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4. Learning

The ability of the intern to learn the procedures and policies relative to the position is:	5	4	3	2	1
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5. Dependability

The level of attendance and punctuality of the intern is:	5	4	3	2	1
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6. Attitude

The intern's attitude toward the job is: 5 4 3 2 1

7. Overall performance

The intern's overall performance is: 5 4 3 2 1

For any area rated less than 3, please provide comments as to how the intern can improve his or her performance.

Use this space to provide additional comments relative to the intern's performance.

Completed by: _____ Date: _____

I have reviewed this Performance Appraisal and discussed its comments with my immediate supervisor and Faculty Advisor. (Comments from the intern relating to this appraisal are provided below.)

Intern's Signature: _____ Date: _____