

Elon University

Leisure and Sport Management

Internship Packet

LSM 481 (6)

REVISED – November, 2007

Previous Revisions:

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Dear Elon Student:

As an upper level student majoring in Leisure and Sport Management, you are about to undertake an extremely valuable component of your formal education program. That component is the practical internship LSM 481.

Many majors have reported internships as one of the most relevant and helpful experiences in their entire educational process. Skills, knowledge and application ability are considered prerequisite and critical to any service profession--especially recreation, park administration and sport management.

Students have an individual responsibility to become the very best professional possible. In addition, a responsibility is due the internship agency to work with diligence, exhibit enthusiasm, and always be inquisitive, flexible and ethical.

A third academic responsibility is owed Elon University and the Department of Leisure and Sport Management. The bottom line should hopefully be an excellent learning and experiential opportunity for students as well as an enhanced agency service to its constituency.

Student conduct and performance will be closely supervised and evaluated throughout internship. Do not approach this task lightly or with lack of commitment; academic failure is possible.

The following are Elon University criteria for successful completion of LSM 481 and suggestions for student preparation and conduct. Please read carefully and ask your Leisure and Sport Management Internship Supervisor about any unclear directions/requirements.

Good luck and good learning.

Sincerely,

Internship Supervisor

LSM 481 Internship General Information

FORMAT

The following information is divided into two (2) sections: Part I contains agency information and Part II outlines student requirements, recommendations and suggestions. Agency supervisors and students *alike* are urged to review both sections for a thorough understanding of Elon University Leisure and Sport Management internship.

OBJECTIVES

LSM 481 is intended to provide a practical, experiential exposure for Elon University students in their professed vocational interest area. Among desired outcomes, students should show evidence of *knowledge*, *skills* and *abilities*, as well as *competencies* in the following areas:

- A. Organization and administration
- B. Leadership techniques
- C. Program planning and implementation
- D. Fiscal administration including revenue generation strategies
- E. Marketing
- F. Personnel development and supervision including interpersonal relationship techniques
- G. Public and political relations
- H. Area/facility planning, development, maintenance and risk management.

CONTRACT

Written commitment to the purpose of LSM 481 and willingness to abide by Elon University criteria for successful fulfillment of the internship will be provided by the following as part of the student *application* process:

- Elon University Leisure and Sport Management Application for Professional Internship (I-1)

I. AGENCY GUIDELINES

Agency support of student internship is considered a component of comprehensive professional development and is appreciated by Elon University and the Department of Leisure and Sport Management. It is imperative that all participants in internship understand that student interns are *surrogate employees* and are therefore subject to all personnel policies and procedures of the sponsoring agency.

It is incumbent upon the agency that interns not be considered supplemental sources of inexpensive labor. Acceptance of student interns encompasses the supervising and teaching responsibility necessary for meaningful learning.

Agency leaders and Internship Supervisors are asked to review the following *prior* to formal internship:

- A. Expect official student placement in correspondence from the Elon University Leisure and Sport Management internship supervisor prior to internship commencement. *Only the university internship supervisor may commit an Elon student to internship. Please attend to this process in a timely manner!*
- B. Currently, Elon University LSM internship requires a minimum of four hundred (400) hours on-site experience. Actual work schedule is arranged between the agency and student.
- C. Financial remuneration or other benefits are the decision of the agency and have no direct relationship with internship. Benefits are nice but are not required as part of internship. It is advisable to have a *written understanding* on any perks or compensation.
- D. Student attendance of appropriate staff meetings, orientation sessions, board meetings, applicable workshops/seminars etc. is encouraged.
- E. Supervision and counsel are necessary during internship. Discuss informal and *required* formal performance evaluation criteria and schedules.
- F. Discuss Elon University written assignments/requirements of the internship (See page 5).
- G. Complete and submit a comprehensive student evaluation (Form I-3) at least ten days prior to conclusion of internship.

*NOTE! * Evaluation form should be obtained from the student*

** Agency Supervisor should mail completed evaluation form
DIRECTLY to the LSM Internship Supervisor*

AGENCY-UNIVERSITY GUIDELINES

The LSM internship supervisor is the official contact person for the department. *Confirmation* of student placement and other correspondence will be conducted by the designated LSM faculty member.

- A. The designated university LSM internship supervisor will work closely with agency supervisors to make internship as productive and meaningful as possible.
- B. Scheduled visits, will be considered a desirable part of student supervision and evaluation. Additional on-site contact will be made as deemed necessary by the agency supervisor, student, LSM internship supervisor or the university.
- C. Final grade for student performance will be *jointly* determined by the agency and university LSM internship supervisor (see criteria on page six (6) of this packet). Disciplinary dismissal will result in a final grade of “F” for LSM 481.
- D. Financial assistance or related benefits (e.g. housing) is the sole prerogative of the internship agency. Such assistance is encouraged but NOT required by Elon.

Elon University maintains comprehensive liability insurance coverage for student interns and faculty advisors when they are discharging official duties of internship!

II. STUDENT GUIDELINES

Application Requirements:

- A.
- (1) completion of internship orientation
 - (2) completion of at least 90 semester hours
 - (3) 2.0 cumulative Elon GPA and 2.0 GPA in major coursework (verified by advisor)
 - (4) completion of the following classes:
 - (a) LSM 212 Introduction to Leisure and Sport Management
 - (b) LSM 226 Facility Planning and Maintenance Management
 - (c) LSM 227 Programming and Event Management
 - (d) LSM 332 Research Methods
 - (e) LSM 351 Leisure and Sport Marketing
 - (f) BUS 202 Business Communications
 - (g) BUS 323 Principles of Managing
 - (5) completion and submission of the following forms - AT LEAST FOUR (4) WEEKS PRIOR TO INTERNSHIP COMMENCEMENT – PREFERABLY BY PRE-REGISTRATION. NO APPLICATIONS WILL BE ACCEPTED AFTER THE LAST DAY OF CLASSES, THE SEMESTER PRECEDING INTERNSHIP:**
 - (a) Application for Professional Internship & Learning Contract (I - 1)**
 - (b) Current, complete resume**
 - (c) Career goals**
 - (d) Reason for selection of internship site**
 - (e) Duties/responsibilities (list a minimum of four)**
 - (f) Goals established for the internship**
 - (g) Planned internship start date, completion date, and work schedule**
 - (h) Agency provided living arrangements and/or remuneration (if provided)**

STUDENTS ARE TO INITIATE **NO** FORMS WITH AGENCY!

- (6) Completion of any other requirements designated by the Department of Leisure and Sport Management.
- B. Placement
- (1) Students should seek potential internship agencies *reflective of their vocational interests*.
 - (2) Limitations:
 - (a) Students may *not* intern in a setting where they have been previously employed.

- (b) Students are discouraged from interning in their home town.
 - (c) Students will be encouraged to intern summer sessions; **no** internships winter session.
 - (d) Students should seek supervision by *professionally* certified practitioners when possible.
- (3) Final approval for internship placement will be determined by the Leisure and Sport Management internship supervisor reflected in the completion and submission of the following: a signed form I-1; Learning Contract Objectives; and the Experiential Education Form.

C. Time Requirements

- (1) STUDENTS ARE REQUIRED TO COMPLETE A MINIMUM OF 400 HOURS ON-SITE TIME FOR SIX (6) SEMESTER HOURS CREDIT.
- (2) Actual time frame should coincide with University semester.
- (3) Work hours shall be designated by the agency.

D. Work Assignments

- (1) A primary consideration in student internship is that a VARIETY of work settings be provided. This variety is intended to provide students with a comprehensive overview of the total agency function. A written assignment (explained later) prepared by the student should therefore reflect a comprehensive exposure and subsequent understanding of the entire agency function.
- (2) Interns may be responsible for assisting with special projects, tournaments etc. as determined by the agency supervisor.
- (3) Additional experiences should include attendance at staff, city council, board meetings (where appropriate); preseason orientations; and other related activities.

E. Remuneration

- (1) *Financial assistance or related benefits (e.g. housing) is sole prerogative of the internship agency. Such assistance is encouraged but NOT required by the University.*

NOTE: *Students should remember that internship is an academic requirement for which six (6) credit hours are earned for successful completion. Housing, food and transportation arrangements would be required if the student were on campus. Although important, student convenience is NOT the dominant factor in final internship approval.*

DISCIPLINARY DISMISSAL FROM INTERNSHIP WILL RESULT IN A FINAL GRADE OF “F” FOR LSM 481.

STUDENTS MUST REGISTER MANUALLY WITH THE REGISTRAR AND PAY APPROPRIATE FEES FOR SIX (6) SEMESTER HOURS OF LSM 481!

- (2) STUDENTS ARE ENCOURAGED TO HAVE A CLEAR WRITTEN UNDERSTANDING WITH THE INTERNSHIP AGENCY REGARDING ALL DUTIES AND ANY SALARY AND/OR OTHER BENEFITS PRIOR TO INTERNSHIP INITIATION. STUDENTS ARE ADVISED AGAINST PLACING BUSINESS EXPENSES ON PERSONAL CREDIT CARDS OR ASSUMING ANY OTHER BUSINESS INDEBTEDNESS.

F. Required Written Assignments

- (1) Completion of Learning Contract (Form I-1)
- (2) *Weekly Reports (I-2)*: The purpose of these weekly reports is twofold:
 - documentation of actual work time for the *University*
 - students, by keeping a daily log, may graphically illustrate insights, feelings, and thoughts otherwise lostViewed in retrospect, this may prove to be a powerful learning device. THESE INSIGHTS/REFLECTIONS SHOULD RELATE BACK TO LEARNING OBJECTIVES STATED IN THE LEARNING CONTRACT.
 - (a) Weekly reports are due (or should be postmarked) on Monday of each week irrespective of actual work week.
 - (b) Documentation of time alone without professional and individual reflection, will be considered unacceptable for fulfillment of this assignment and will be promptly returned to student.
 - (c) Thematic reflection and insights.
- (3) *Agency Report*: At least ten (10) days prior to the conclusion of internship, a systematic overview of the organization and operation of the designated agency shall be submitted to the Faculty Supervisor. This overview is to be labeled Agency Report and include the following:
 - (a) statement of mission, purpose (goals and objectives) of the agency
 - (b) organization chart
 - (c) budget (if appropriate)
 - (d) annual report/executive summary (if appropriate)
 - (e) brochures/pamphlets
 - (f) listing of areas and facilities
 - (g) listing of programs, special events etc.
 - (h) summary of agency and its constituency relationship(s) (i.e., visitors, vendors, partners)
 - *All work shall be submitted timely, well organized, neat, and legible.*
 - *Agency evaluation is due ten (10) days prior to completion of internship.*

G. Grade Determination

- | | | |
|-----|--|-----|
| (1) | Supervisor's evaluation of intern | 25% |
| (2) | Weekly reports and thematic assignments | 45% |
| | (a) mechanics (10%) | |
| | (b) timeliness and thoroughness (insights and reflections 25%) | |
| | (c) pre-internship orientation attendance (10%) | |
| (3) | Agency report
(includes Internship Summary – Form I-6) | 20% |
| (4) | Subjective evaluation by faculty supervisor
(includes Exit Interview with faculty supervisor) | 10% |

H. All students shall attend a formal pre-internship orientation with faculty supervisor.

I. Students shall participate in post internship forum.

**Leisure and Sport Management
Application for Professional Internship**

Name: _____ Datatel Number: _____

Elon Mailing Address: _____
street apt city state zip

Permanent Address: _____
street city state zip

E-mail Address(es): _____
Elon Other

Telephone: (____) _____ (____) _____
Cell Permanent

Semester of Internship: _____ Year: _____

Cumulative GPA: _____ Major GPA: _____ (Verified by advisor): _____
advisor signature

Completion of LSM 212 _____ (GRADE) LSM 351 _____ (GRADE)
LSM 226 _____ (GRADE) BUS 202 _____ (GRADE)
LSM 227 _____ (GRADE) BUS 303 _____ (GRADE)
LSM 332 _____ (GRADE) Semester hours completed (prior to internship): _____
(minimum 90 sh)

_____ (√) Experiential Education Form attached

_____ (√) Learning Contract Objectives attached

Learning Contract Objectives (include the following items):

- _____ (√) current resume
- _____ (√) career goals
- _____ (√) reason for internship selection
- _____ (√) goals established for internship
- _____ (√) intern start and completion dates (with planned work schedule)
- _____ (√) living arrangements and remuneration (if provided)
- _____ (√) duties/responsibilities (list a minimum of 4)

*** I have/do not have (circle one), an honor code violation at Elon!**

Proposed Internship Agency
(BE SPECIFIC AND ACCURATE)

Agency Name: _____ Agency Address: _____
street city state zip

Intern Supervisor: _____

Telephone: _____ e-mail: _____

I have read, understand and agree to comply with all criteria for the Leisure and Sport Management Internship prescribed in the LSM 481 Internship Information Packet. In addition, I shall work with diligence, exhibit enthusiasm, and always be inquisitive, flexible and ethical.

INTERN SIGNATURE APPROVED: _____ DATE: _____

DATE DISAPPROVED: _____ REASON: _____

Report # _____

Mail to (prior to Mon. p.m.):

Total Hours to Date _____
(including this report)

LSM Internship Supervisor
Campus Box 2350
Elon, N.C. 27244

Name _____

Agency _____

INTERN WEEKLY REPORT

I. DAILY ACTIVITIES

Directions: Outline briefly the activities of each day with particular emphasis on your role in conducting and/or planning the events of the day.

A. MONDAY, date: _____ (# hrs. ____) (*whole hours please!*)

B. TUESDAY, date: _____ (# hrs. ____)

C. WEDNESDAY, date: _____ (# hrs. ____)

D. THURSDAY, date: _____ (# hrs. ____)

E. FRIDAY, date: _____ (# hrs. ____)

F. SATURDAY, date: _____ (# hrs. ____)

G. SUNDAY, date: _____ (# hrs. ____)

TOTAL _____

(INSIGHTS & REFLECTIONS ON BACK)

ELON UNIVERSITY
LSM 481 – LEISURE AND SPORT MANAGEMENT

STUDENT EVALUATION

(To be completed and mailed 10 days prior to conclusion of the internship experience)

Intern's Name _____ Date _____

Agency's Name _____

City _____ State _____

Evaluation Completed by _____ Evaluator's Position with the Agency _____

DIRECTIONS

The following evaluation form contains 12 characteristics each having its own scale of measurement consisting of brief judgments of performance. Under each characteristic, please check the performance judgment that best describes your intern. This evaluation will be utilized in determining a final grade and will become part of the student's college records. Narrative comments are helpful!

1. PROFESSIONAL ATTITUDE
- 1. Superior attitude; sincere devotion to recreation/sport ideals
 - 2. Almost always professionally enthusiastic
 - 3. Temporary interest in professional ideals
 - 4. Interested only in salary or passing course requirement

Comments _____

2. PROFESSIONAL KNOWLEDGE
- 1. Lacking
 - 2. Fair
 - 3. Good
 - 4. Thorough

Comments _____

3. FLEXIBILITY/ADAPTABILITY
- 1. Superior ability to adapt to any conditions
 - 2. Good adaptability
 - 3. Successful in some situations but not with all
 - 4. Noticeably lacking in adaptability
 - 5. Completely unable to cope with new situations

Comments _____

4. ORGANIZATION AND PLANNING
- 1. Noticeably lacking in organizational ability
 - 2. Fair ability to organize
 - 3. Good organizational ability
 - 4. Superior ability to plan and organize

Comments _____

5. INITIATIVE AND DEPENDABILITY
- 1. Always reliable, energetic; superior ability to initiate
 - 2. Almost always industrious
 - 3. Spasmodic or occasionally indifferent
 - 4. Unreliable, lazy, no initiative

Comments _____

6. JUDGEMENT AND COMMON SENSE
- 1. Exceptional maturity and good judgment
 - 2. Good judgment and common sense
 - 3. Frequently shows poor judgment
 - 4. Lacks mature judgment

Comments _____

7. PERSONAL APPEARANCE
- 1. Always presents an appropriate, well groomed appearance
 - 2. Has an acceptable appearance; could make some improvement
 - 3. Personal habits distracting
 - 4. Appears unkempt

Comments _____

8. SPEECH
- () 1. Is careful, fluent, and precise in the use of language
 - () 2. Sometimes garbled or indistinct
 - () 3. Lacks verbal communication skills
 - () 4. Poor verbal communication skills

Comments _____

9. WRITING ABILITY
- () 1. Presents written material in a clear and appropriate manner; expresses ideas effectively
 - () 2. Information is conveyed in a slightly less than clear manner, poor structure, inappropriate use of words or terms
 - () 3. Information is conveyed in a difficult to understand manner
 - () 4. Writing skills are poorly developed

Comments _____

10. PERSONALITY
- () 1. Makes exceptional impressions on all personal contacts
 - () 2. Practices courtesy in dealing with others; is always cheerful
 - () 3. Is polite and friendly when approached by others
 - () 4. Inclined to be indifferent
 - () 5. Makes a poor impression on others

Comments _____

11. COOPERATION
- () 1. Always very cooperative; has the knack of volunteering to help others
 - () 2. Gives no trouble; cooperates when asked, but does not volunteer
 - () 3. Prefers to work alone
 - () 4. Is negative towards others; does not behave as a member of a group

Comments _____

12. PUNCTUALITY AND ATTENDANCE
- () 1. Always present and on time
 - () 2. Occasionally tardy and absent
 - () 3. Generally tardy and frequently absent

Comments _____

INTERN EVALUATION FORM

13. Participant's greatest strength(s) at this time: _____

14. Participant's greatest weakness(es) at this time: _____

15. Would you hire this participant? _____

16. Comments and suggestions: (Use additional paper for further comments)

Suggested letter grade:

- | | |
|-----------------------|-------------------------|
| _____ 1) A - Superior | _____ 3) C - Acceptable |
| _____ 2) B - Good | _____ 4) D - Passing |
| | _____ 5) F - Failure |

EVALUATION NARRATIVE OR OTHER COMMENTS REGARDING IMPROVEMENT OF OUR INTERNSHIP EXPERIENCES WOULD BE APPRECIATED.

Evaluator's Signature

Date

PLEASE MAIL OR FAX DIRECTLY TO: _____

CAMPUS BOX 2350
ELON UNIVERSITY
ELON, NC 27244
FAX NUMBER: 336-278-5918

Internship Summary

Provide the following information and submit with your Agency Report (MAXIMUM ONE PAGE):

- Student name
- Internship organization
- Contact information for appropriate organization representative (name; complete address; email; phone number)
- Primary duties and responsibilities during internship
- Remuneration? Housing provided?
- Two (2) “best things” about the internship
- Two (2) “worst things” about the internship
- Brief summary of your overall feelings about the internship