

Towson University
College of Health Professions
Department of Kinesiology
Kinesiology (Sport Management) Internship
KNES 395

CONTRACT APPROVAL DEADLINES:

Contracts must be **APPROVED AND REGISTERED FOR by the final day of classes of the semester prior to your proposed internship experience. **

**** Check information outside of Dr. Braunstein's office for the specific date. ****

I. INTRODUCTION

This opportunity is designed to provide practical experience for Sport Management majors. Students will maintain a full- or part-time workload in a setting appropriate to their specialization such as athletic programs, professional/amateur sports organizations, sports commissions, and sports agencies (i.e., 'sport-related' sites) where significant learning possibilities exist. Through a practical experience such as this, the efficient application of knowledge, ideas, and skills in a realistic work setting can begin to occur. With this, both the student and the site should benefit immeasurably.

The major objectives for the Sport Management internship experience are to enable the student to:

- Begin applying the knowledge and skills attained in the campus setting to specific practical sport management issues in the workplace, and
- Contribute significantly to the activities, events, and projects of the site.

II. EXPERIENCE OBJECTIVES

Below are examples of activities, events, and projects appropriate to Sport Management. Each site should include the responsibility of needs assessment, planning, implementing, and evaluating activities, events and projects throughout the semester under the supervision of the site. Provided is a list of many, but not all, opportunities that can be or should be offered by a site:

- Special event development, organization, and presentation
- Promotional development and distribution
- Sport media development, distribution and historical retention
- Bid proposals and presentations
- Administration of daily operations
- Facility tours
- Recruiting
- Membership services
- Fundraising

III. GUIDELINES

1. **INTERNSHIP APPROVAL** requires the following before for registration is allowed:

- In order to be eligible for a credit-based internship, you must meet the following criteria (*prior to the start date of your proposed internship*):
 - a. Completed, earning a minimum of a 'C,' KNES 333 (*SPORT MANAGEMENT*).
 - b. Earned a minimum of 72 credit hours.
 - c. Have a second-semester JUNIOR standing.

- Prior to submitting and/or filling out paperwork, you must contact a site and secure an experience (this is YOUR responsibility!). In order to find a site, you can:
 - a. Check Hire@TU for currently approved sites.
 - b. Check the Kinesiology website for sites/contacts from previous Sport Management students.
 - c. Find one on your own.
 - i. If you are not sure if your selection would fit the criteria for an “appropriate,” and therefore approved, internship site, feel free to send me a description of the site and an outline of your potential experience (a preliminary verification may be necessary if the site/experience does not directly relate to your degree progress, application of your course materials, or the discipline as a whole).
 - You must obtain/complete the required paperwork from Dr. Braunstein:
 - a. **Internship Description Form**
 - i. This is to be filled out by your site supervisor (you cannot fill it out) and *returned to Dr. Braunstein for approval.*
 - b. **Internship Registration Form (Contract)**
 - i. You will fill this out and *return to Dr. Braunstein (with Description Form) for approval.*
 - c. **Employer letter** (present to your site supervisor – will answer many questions he/she may have - includes Hire@TU posting instructions)
 - d. **Hire@TU instructions** (for your registration on the site)
2. **REGISTRATION:** Upon submission of the information listed in #1 (***Internship Description Form and Internship Registration Form***) to Towson Center room 330 (Dr. Jessica Braunstein), you will be eligible for review of your materials and possible registration. It is your responsibility to (a) speak with Dr. Braunstein at that time in order to review your materials and receive your permit/paperwork or (b) leave your paperwork in the folder and check your Towson e-mail account for an update regarding your standing.
3. **HOURS REQUIREMENT:** You must complete a **minimum** of 120 clock hours for each 3-credit internship. You and your site supervisor should discuss the number of hours that you are expected to complete over the semester. If the number of hours exceeds or is less than the credit hour requirement for which you are registered, you CANNOT decide to retroactively add or drop credit hours to/from the practicum. *Retroactive changes (add or drop) will not be approved. In addition, retroactive credit for hours performed in a prior semester will not be approved, per department policy.*
4. **SITE REQUIREMENTS:**
- The supervisor and student should:
- a. Agree upon and provide a written summarization describing activities, events, and project expectations
 - b. Agree upon hours per week and daily work schedule required.
 - c. Discuss assignments, evaluation, and grading process. Know your site’s expectations! **Treat this interview as a normal job interview. You are expected to act professionally as if you are employed by the site.**

5. **CONTRACT:** Please remember that the arrangement you have agreed to is a professional one, and as such, you have the responsibility to uphold your obligations made to your site with the internship agreement. **Signed consent (in the form of a letter on letterhead) by your site supervisor indicating approval to discontinue a practicum AND departmental consent is required should you want to drop the course after registration (drop/add) week.** *The site and the department reserve the right to deny your request to discontinue the practicum since failure to continue may leave the site in a hardship situation. Failure to complete internship hours and duties will result in a grade penalty.*

VI. STUDENT REQUIREMENTS

1. During the course of your experience, there are expectations beyond those of your site and site supervisor. Additionally, you are required to:
 - a. Contact your Internship Coordinator at Towson three times over the course of your experience (RE: what you are currently doing/have done, your progression, working with your supervisor, what you have learned thus far, etc.).
 - b. Complete a final paper (3-5 pages) discussing your experience over the course of your internship (*refer to your "requirements and guidelines" form that you received with your permit for registration*).
 - c. Submit your paper, log, and evaluation to your Internship Coordinator.
2. Final due dates for all submitted materials are one week prior to the last day of classes (for all semesters) – please check with your KNES faculty supervisor, as he/she makes the ultimate decision regarding due dates.

IV. EVALUATIONS AND LOGS

1. The Sport Management Internship Coordinator will provide the evaluation form for your supervisor to use in order to rate your performance at the end of the experience. This form will be provided to the student, with the internship log, upon approval of the site/experience. Students are encouraged to review the evaluation with their supervisor at the beginning of the semester to be sure they understand what will be expected of them. The evaluation must be signed by BOTH the supervisor and the student in order to fulfill the requirements.

***** In order to receive a grade for the experience, the paper, log, and evaluation MUST be submitted to your KNES faculty supervisor. *****

Reminder: It is the student's responsibility to contact the site that they wish to work with. Please remember that many of the sites are in high demand and fill quickly.

If you would like to discuss what may constitute an elective internship, or an internship that may be able to count for six credits in the summer (must meet a minimum of 240 hours, etc.), please contact me directly.

Please submit all requirements to:

Dr. Jessica Braunstein (TC 330)
8000 York Road, Department of Kinesiology
Towson, MD 21252
E-mail: jbraunstein@towson.edu
Phone: (410) 704-2777
Fax: (410) 704-3912