



TEXAS TECH UNIVERSITY

Department of Kinesiology  
& Sport Management™

Texas Tech University  
Undergraduate Sport Management Internship Guide

Department of Kinesiology & Sport Management  
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# SPMT Internship Personnel & Course Info

## Faculty Internship Coordinator

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Office: Kinesiology & Sport Management, Room 135

## Program Director

Dr. Angela Lumpkin, Professor & Department Chair

## Courses

SPMT 4376 (3-hour credit) – REQUIRED

SPMT 4378 (3-hour credit) – ELECTIVE

Each student must enroll in SPMT 4376 & complete contact hours at an approved internship site (200 contact hours = 3 course credit hours). This opportunity is available during one or two semesters and must be completed within the semesters in which the student is enrolled or during the summer (beginning in Summer I and ending at the end of Summer II session). Ideally, the internship should be completed in the student's final semester before graduation. This is ideal as the students will then be in a position to consider any job offers that may result from the internship experience.

Students also have the option for the elective course of SPMT 4378 which would require an additional 200 contact hours at an internship site should the opportunity continue into another semester or 400 hours total is an option. NOTE: Students must complete (or be enrolled in) SPMT 4376 for the opportunity to take SPMT 4378.

# Program Purpose & Description

Congratulations to you on your progress in the Sport Management major at Texas Tech University! Students who complete an internship find it a challenging and rewarding experience.

The internship is the “capstone” experience for undergraduate students in sport management. We hope it will be an interesting, challenging, and enjoyable experience. The internship allows you to work and learn outside of the classroom at an approved site you selected. This internship should be a mutually beneficial experience for you and your supervisor and provide a practical, experiential learning environment for competent, energetic students. The internship also will extend a service to the cooperating site by providing a new source of ideas, leadership, and potential candidates for employment.

Your internship experience will likely be very gratifying, yet it also places a great deal of responsibility on your shoulders. While interning, you are not only representing yourself but your classmates, faculty, and university. If you perform poorly, arrive late, and treat members of your internship site supervisor disrespectfully, this reflects badly not only on you, but also on everyone connected with the Sport Management program at Texas Tech.

## The internship serves several purposes:

1. To offer students the opportunity to learn new information and skills outside of the classroom.
2. To teach students how to apply the knowledge and skills learned through the Sport Management curriculum courses to “real life” situations.
3. To assess the student’s level of preparation to enter professional practice in a variety of sport management professions.

An agreement and partnership is established between an approved facility and the Department of Kinesiology and Sport Management at Texas Tech University in Lubbock, Texas. This agreement will be in the form of an affiliation agreement between Texas Tech University and the supervisor and facility or organization. The internship should provide a comprehensive learning experience for an undergraduate student who is pursuing a degree in sport management.

The chosen internship site supervisor must be involved in an area of sport management. The student needs to be supervised on a day-to-day basis by an experienced, qualified professional who is employed by the internship site facility or organization.

The student may choose to apply for an internship in Lubbock or elsewhere. Students may pursue internships at any approved location in the United States. Arrangements can be made for internships to be done outside of the United States, and these requests are treated on an individual basis. Most internship locations, unfortunately, do not pay a stipend. However, there are locations that will pay a stipend or may offer other benefits such as housing. It is permissible to accept an internship that is paid and/or includes benefits.

# Prerequisites for Enrollment

- Sport Management Major
- Senior Status (by hours)
- Faculty Internship Coordinator Approval

## Procedures Checklist

*Please check these items off as you complete them.*

- It is the responsibility of the student to locate an internship site. It is recommended that students meet with the Faculty Internship Coordinator at least two semesters before they are planning to enroll in the internship so that students understand what is required. Students should also begin looking for an internship at least two semesters before the semester in which the internship is to be completed.

NOTE: It is very important that students are clear about internship site requirements, such as number of hours available, background check, dress code, vacation time, etc. Each Internship Site Supervisor may have different requirements. **It will be the student's responsibility to adhere to the requirements.**

- To qualify for the internship course, students must have completed & passed all the stated prerequisites.
- Select an internship site. When looking for an internship, **students should get approval from the Faculty Internship Coordinator before pursuing a position to ensure the internship site will be approved.** The intern must be supervised by an employee at the approved site who has the credentials to adequately supervise and work with the student. The Faculty Internship Coordinator must be able to communicate with the site supervisor on a regular basis. **Once the internship site is approved, the student must get the questionnaire from the Faculty Internship Coordinator.**
- Once the student has received approval for the internship site, the student should apply to the selected internship site for a position. The student will need to submit the appropriate materials requested by the internship site to apply for the position. NOTE: Students may be required to interview in person or via phone for the internship position.
- Students should ensure they have access to this guide and must bring this booklet (or have access to it) to the initial class meeting.
- Students will be required to attend the initial introductory meeting for the internship. Students may not begin internship hours before attending a meeting with the Faculty Internship Coordinator and all required paperwork has been submitted and insurance is paid.

- If the internship is at a site that is outside of Lubbock, arrangements must be made with the Faculty Internship Coordinator to meet before beginning any internship hours. Failure to comply may result in some hours not counting towards the internship requirements or students may not be able to remain in the internship course.
  
- By the end of the 1<sup>st</sup> day of class, students must submit the following items for the internship:
  - Signed Texas Tech University Affiliation Agreement (if applicable)
  - Verification that your Insurance has been purchased – [see linked PDF](#) for insurance purchasing guidelines.

Fall = \$13.00

Spring = \$9.00

Summer = No Charge

**YOU CANNOT START THE INTERNSHIP UNTIL INSURANCE IS PAID.**

## Intern Responsibilities

1. Interns are required set up a schedule with the Internship Site Supervisor who will be supervising them at the site/facility that will accommodate both the intern and the site.
2. Dress neatly, professionally, and appropriately according to the Internship Site Supervisor's instructions.
3. Complete & keep track of all hours on a weekly log with dates & number of hours completed. NOTE: Weekly logs must be submitted by each week's deadline for credit. If logs are no submitted, hours will not count.
4. Arrive on time for the entire duration of the internship hours. Students must not leave scheduled hours early or without approval from Internship Site Supervisor.
5. If, for a legitimate reason, the intern cannot attend any day, he or she must call in before the scheduled time of arrival to let the Internship Site Supervisor know.
6. Keep all sensitive information concerning the internship site & their clients (and any proprietary information) completely confidential. The intern may be asked to sign a "confidentiality" statement.
7. Accomplish tasks and assignments as outlined for interns by the Internship Site Supervisor of the facility.
8. Complete all assignments outlined in the course syllabus.
9. Talk to the Internship Site Supervisor in advance concerning college break or holidays (just because TTU has a break, does not necessarily mean that the facility will allow you to miss those days).

10. Interns must give their Internship Site Supervisor the *Verification of Internship Site* forms (send via email by the Faculty Internship Coordinator) to be filled out & returned to the Faculty Internship Coordinator.
11. Students must give their Internship Site Supervisor the signed *Texas Tech University Affiliation form* (sent via email by the Faculty Internship Coordinator) to be filled out and returned to the Faculty Internship Coordinator by the end of the first day of class. This form is not necessary if you are doing your internship on campus.
12. Students should contact the Faculty Internship Coordinator immediately if the intern is experiencing difficulties with the internship or in completing the internship requirements.  
NOTE: Failure to wait until the end of the semester to communicate issues will not result in an extension or an Incomplete.
13. Interns must check their email daily for communication from the Faculty Internship Coordinator. It is the student's responsibility for any missed info.

## Responsibility of Internship Site Supervisor

1. Sign the *Verification of Internship Site* form & the *TTU Affiliation* form and return to the intern or Faculty Internship Coordinator.
2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern.
3. Contact the Faculty Internship Coordinator immediately if there is a problem or concern with the intern.
4. Sign off on weekly log for hours.
5. Complete the *Intern Evaluation* form for the intern and return it directly to the Faculty Internship Coordinator by email ([ashley.harry@ttu.edu](mailto:ashley.harry@ttu.edu)). It must be scanned since your signature is required.

## Resume Writing Tips

Your resume is the item that really introduces you to the hiring manager, most often before they even speak to you or meet you in person, so it is important that you make a great first impression!

All information on your resume should have direct relevance to the position/internship you are seeking. Your resume should include:

- Name & contact info
- Objective/summary (if applicable – NOTE: this is not always necessary)
- Professional History
- Educational History
- Skills\*
- Awards/Achievements\*

\*These items are optional pending space, type of skill and award/achievement. One tip would be to include the skills in your professional history section when describing how your tasks related to the different jobs/experiences.

Indeed.com has some great resume building tips. Check it out [here](#).

## Thank You Letter

It is expected that students deliver a handwritten thank you note/letter to the internship site supervisor at the conclusion of the internship. Be sure to include a short summary thanking them for the opportunity, a brief explanation of what you learned and what you will take with you into the future, etc.