



TEXAS TECH  
UNIVERSITY.

## DEPARTMENT OF KINESIOLOGY AND SPORT MANAGEMENT

### Undergraduate Sport Management Internship Guide

SPMT 4376

(Version 2017.10-11)

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## PURPOSE OF THE PROGRAM

Congratulations to you on your progress in the Sport Management major at Texas Tech University. Students who choose to 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.

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

## PROGRAM DESCRIPTION

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.

Each student may enroll in SPMT 4376 for 1-6 credit hours and 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 student is enrolled or during the summer (beginning in Summer I and ending at the end of the 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.

### WHO IS WHO?

Intern – that is you

Program Director- Dr. Angela Lumpkin - Professor and Department Chair  
Department of Kinesiology and Sport Management

Internship Site – the organization and facility that accepts you as an intern

Internship Site Supervisor – the person at the internship site sponsor organization who supervises your day-to-day activities and evaluates your performance

Faculty Internship Coordinator – Diane Nichols, faculty member in the Department of Kinesiology and Sport Management, who approves your internship before you begin, reviews your course submissions, grades your work in the internship course, and assigns your final grade.

### PREREQUISITES AND REQUIREMENTS FOR ENROLLMENT

Sport Management Major

Senior Status

Instructor Approval

### PROCEDURES

1. It is the responsibility of the student to locate an internship site. It is recommended that students set up a meeting with the Faculty Internship Coordinator two semesters before they are planning to enroll in the internship. Students should begin looking for an internship at least two semesters before the semester in which the internship is to be completed.
2. **It is very important** that students be clear about internship site requirements, such as number of hours, background check, dress code, vacation time, etc. Each Internship Site Supervisor may have different requirements. It will be the student's responsibility to fulfill these.

3. In order to qualify for the internship, students must have completed and passed all of the stated prerequisites.
4. Select an Internship Site Supervisor. Obtain approval from the Faculty Internship Coordinator. The intern must be supervised by an employee at the approved site who has the credentials to adequately supervise and work with the student.
5. Apply to the selected internship site for a position. The student will need to submit a resume and cover letter stating his or her internship/career objectives. Students may be asked to interview for an internship position either in person or by phone.
6. Print the Internship Guide from the departmental website which will serve as the guideline for this course. The student should bring this booklet or have access to it to the initial class meeting.
7. Attend the initial **mandatory** on-campus class meeting for the internship. Students may not begin internship hours before attending a meeting with the Faculty Internship Coordinator.
8. If the internship is to be done at a site 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 student not able to remain in the internship course.
9. During the first week of classes the student must submit to the Faculty Internship Coordinator: (Students should refer to the current syllabus for deadlines)
  - Intern Information Sheet – Questionnaire (located in the Internship Guide)
  - Completed Verification of Internship Site form (located in the Internship Guide)
  - Signed Texas Tech University Affiliation Agreement (located in the Internship Guide)
  - Verification that your money order (made out to “Bill Beatty Agency” ) was delivered to Brandon Harper at the Procurement Office in Drane Hall

**Fall = \$13.00    Spring = \$9.00    Summer = No Charge**  
**You cannot start internship until insurance is paid**

### INTERN RESPONSIBILITIES

1. Interns will 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 and keep track of all hours on a weekly log with dates and number of hours completed
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 and their clients 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. SPMT 4076 is a writing intensive course. The writing intensive course emphasizes the process as well as the products of writing.
9. Talk to the Internship Site Supervisor in advance concerning college break (just because Texas Tech University has a break, it doesn't 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 (located in Forms section of the Internship Guide) to be filled out and returned to the Faculty Internship Coordinator.
11. Student interns must give their Internship Site Supervisor the signed *Texas Tech University Affiliation* form (located in forms section of the Internship Guide) to be filled out and returned to the Faculty Internship Coordinator by the end of the second week of classes.
12. Students should contact the Faculty Internship Coordinator immediately if the intern is experiencing difficulties with the internship or in completing the internship requirements.
13. Interns must check their email on a daily basis for communication from the Faculty Internship Coordinator.

### RESPONSIBILITY OF INTERNSHIP SITE SUPERVISOR

1. Sign the *Verification of Internship Site* form and return to the intern
2. Act in the capacity of a supervisor responsible for teaching, guiding, and evaluating the performance of the intern
3. Make contact with the Faculty Internship Coordinator immediately if there is a problem or concern with the intern
4. Complete the *Intern Evaluation* form for the intern and return it directly to the Faculty Internship Coordinator by email. It must be scanned since your signature is required.

***Diane Nichols - Undergraduate Sport Management Faculty Internship Coordinator***

***Texas Tech University***

***Department of Kinesiology and Sport Management***

***KSM Building- Main Street - Box 43011***

***Lubbock, TX 79409-3011***

***Fax: (806) 742-1688***

***Phone: 806) 834-2905***

**[Diane.nichols@ttu.edu](mailto:Diane.nichols@ttu.edu)**

5. Complete and sign (or agent from the Internship Site) the *Texas Tech University Affiliation* form and return to the intern

### RESPONSIBILITIES OF FACULTY INTERNSHIP COORDINATOR

1. Meet with students during the first week of classes to discuss all aspects of the internship
2. Grant departmental approval to enroll in SPMT 4076
3. Contact the Internship Site Supervisors concerning the progress of interns
4. Communicate regularly with interns via email
5. Evaluate written assignments, evaluations from the sites, and response to emails, and assign a letter grade for the course

## FORMS SECTION

- a) Intern Information Sheet- Questionnaire
- b) Texas Tech University Affiliation Agreement
- c) Verification of Internship Site Form
- d) Intern Evaluation Form
- e) Resume Writing Tips
- f) Sample Resume
- g) Sample Internship “*Exit Thank-You Note*”



TEXAS TECH UNIVERSITY™

DEPARTMENT OF KINESIOLOGY AND SPORT MANAGEMENT

INTERN INFORMATION SHEET

SPMT 4376

Last name: \_\_\_\_\_ Middle \_\_\_\_\_ First name \_\_\_\_\_

Texas Tech University R # \_\_\_\_\_

Major: \_\_\_\_\_

Minor: \_\_\_\_\_

Expected Graduation Date: (Semester: \_\_\_\_\_ Year: \_\_\_\_\_)

**PREREQUISITE:**

*Semester/Year /Completed Grade / Instructor*

SPMT 1302 \_\_\_\_\_

Who is your academic advisor?

**INTERNSHIP SITE SUPERVISOR:**

Internship site: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

How many credits do you plan to complete for this internship?

(1-6 hrs.) \_\_\_\_\_ (variable hours course) 3 hours = 200 intern hours 6 = 400

(Continued next page)

Why did you choose this internship site or supervisor?

Have you been previously associated with this agency before?

If so, in what capacity?

**PERSONAL INFORMATION:**

Local address: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone number: (\_\_\_\_\_) \_\_\_\_\_

Cell phone number: (\_\_\_\_\_) \_\_\_\_\_

Email: \_\_\_\_\_

Address during internship: \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Any other information you want me, your Faculty Internship Coordinator, to know:



**Affiliation Agreement**  
**Sport Management, Department of Kinesiology and Sport Management**  
**Student Internship Experience**

This Affiliation Agreement (“Agreement”) is between **Texas Tech University**, a public institution of higher education on behalf of its Department of Kinesiology and Sport Management, (“TTU”), and (LEGAL NAME OF OTHER ENTITY)-\_\_\_\_\_, description of legal status (“Facility”).

Both TTU and Facility are also referred to herein as “Party” or, collectively, “Parties.”

**Background**

- Facility operates a licensed and accredited type of (facility name)\_\_\_\_\_ (address)\_\_\_\_\_
- TTU enrolls students in a program, which requires experience as part of the educational process;
- The Parties desire to advance the field of Sport Management and aid in meeting the increasing demand for trained professionals in that field;
- The Parties agree it is of mutual interest and advantage that the students of the TTU be given an opportunity to participate in an internship at the Facility for experience in their educational process as set forth in this Agreement (“Internship”).

**Terms and Conditions**

**1. Terms and Termination**

- A. The term of this Agreement is beginning \_\_\_\_\_ and ending on \_\_\_\_\_.
- B. This Agreement will automatically renew on an annual basis as long as TTU has students that need the Internship, or unless terminated by either Party.
- C. Either Party may terminate this Agreement at any time with or without cause by providing 30 days written notice to the other Party.
- D. Students enrolled in the Internship when termination notice is given will be permitted to complete the remaining portion of the Internship at TTU’s option.

## **2. Facility Responsibilities**

- A. Allow the use of its facilities for the TTU student Internship experience.
- B. Provide staff supervision by currently licensed professionals in the field of expertise identified above.
- C. Make available access to records for TTU faculty and students as part of the Internship experience requirement. Facility agrees that students who are participating in the Internship are part of Facility's workforce, as that term is defined under HIPAA regulations, and subject to confidentiality obligations applicable to Facility's employees and others under its control.
- D. Maintain authority and responsibility for care given to its patients.
- E. Periodically review the Internship experience efforts and number of students who participate as mutually agreed by the Parties prior to the beginning of the Internship experience.
- F. Maintain authority and responsibility for policies, procedures, and administrative guidelines in the operation of the Facility. The Facility agrees to promptly inform the TTU of any changes in the Facility's policies, procedures, and/or staff that might adversely affect the experiences of the student(s) placed under this Agreement.
- G. Facility agrees that it will give at least five (5) business days prior written notice to TTU if it desires to remove a student from the Internship experience, except in an emergency or when immediate removal is necessary for safety of patients, clients or others. Removal will not be based on constitutionally impermissible reasons.
- H. Provide emergency medical care for students as needed, at student's expense.

## **3. TTU Responsibilities**

- A. Maintain authority and responsibility for education programs for its students, which may be conducted at Facility.
- B. Provide a qualified faculty member to serve as a liaison for the student's learning experience at the Facility.
- C. Require each student to obtain professional liability insurance through Purchasing at Texas Tech University prior to beginning the internship experience and ensure that this professional liability insurance continues for each student during the term of this Agreement and any extensions thereof.
- D. Inform its students of the requirement to comply with applicable Facility policies and procedures, including confidentiality, and that publication or other disclosure by either TTU students or faculty of any information or material obtained as a result of the Internship experience is prohibited, unless prior written approval is obtained from TTU and Facility.

#### 4. General Provisions

- A. This Agreement may be amended in writing to include such provisions as the Parties may agree upon.
- B. This Agreement shall be governed by and construed and enforced in accordance with the laws of the State of Texas. Venue in any action at law or equity in relation to and in connection with this Agreement shall be in Lubbock County, Texas.
- C. Neither Party shall have the right to assign or transfer their rights to any third parties under this agreement without the prior written consent of the other Party.
- D. If any term or provision of this Agreement is held to be invalid for any reason, the invalidity of that section shall not affect the validity of any other section of this Agreement, and provided the invalid provision is not material to the overall purpose and operation of this Agreement, the Agreement shall remain in full force and effect.
- E. Nothing in this agreement is intended nor shall be construed to create an employer/employee relationship between contracting Parties or the students engaged in the internship. The sole interest and responsibility of the Parties is that the services covered by this Agreement shall be performed and rendered in a competent, efficient, and satisfactory manner.
- F. Any and all notices or other communications required or permitted by this Agreement or by law to be served on or given to either Party to this agreement shall be in writing and shall be deemed served when personally delivered to the Party to whom these are directed, or in lieu of personal service, when deposited in the United States mail, first-class postage prepaid, addressed as follows:

**If to TTU:**

Contracting  
Procurement Services  
Texas Tech University  
PO Box 41094  
Lubbock, TX 79409  
[Purchasing.contracting@ttu.edu](mailto:Purchasing.contracting@ttu.edu)

With copy to

Department of Kinesiology and Sport Management  
3204 Main Street  
PO Box 43011  
Office Room 111  
Lubbock, Texas 79409-3011

**If to Facility:**

*[Signature page follows.]*

TEXAS TECH UNIVERSITY

**LEGAL NAME SAME AS ON PAGE 1**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Managing Director, Procurement Services

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Please return this form to the student. Thank you.

**VERIFICATION OF INTERNSHIP SITE FORM**

Sport Management Internship – SPMT 4376  
Department of Kinesiology and Sport Management – Texas Tech University

I certify that \_\_\_\_\_ (student intern's name) will serve  
as an intern at \_\_\_\_\_ (name of internship site sponsor facility).

This student will be permitted to work \_\_\_\_ hours during the following time period of  
\_\_\_\_\_.

During this time, the intern will be involved in the following activities:  
\_\_\_\_\_  
\_\_\_\_\_

Internship Site Name: \_\_\_\_\_

Internship Site Supervisor Address: \_\_\_\_\_  
\_\_\_\_\_

Internship Site Supervisor Name: \_\_\_\_\_

Internship Site Supervisor Title: \_\_\_\_\_

Internship Site Supervisor Phone: \_\_\_\_\_

Internship Site Supervisor Fax: \_\_\_\_\_

Internship Site Supervisor Email: \_\_\_\_\_

INTERNSHIP SITE SUPERVISOR SIGNATURE:

\_\_\_\_\_

INTERN SIGNATURE:

\_\_\_\_\_

The Internship Site Supervisor should complete this form. Please keep confidential.  
 Email to Diane Nichols. This form should be filled out, signed, scanned and emailed. It must be scanned because of required signature

Diane Nichols - Undergraduate Sport Management Faculty Internship Coordinator

Texas Tech University  
 Department of Kinesiology and Sport Management  
 KSM Building- Main Street - Box 43011  
 Lubbock, TX 79409-3011

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**Department of Kinesiology and Sport Management**  
**Sport Management Intern Evaluation Form – SPMT 4076**

Intern \_\_\_\_\_

Name of Internship site supervisor \_\_\_\_\_

Address of Internship site supervisor \_\_\_\_\_

**Please evaluate the performance of the intern by checking the appropriate column under each of the areas below. Your personal comments concerning the intern are encouraged. Thank you!**

	Excellent 8	Good 6	Avg. 5	Fair 4	Poor 1	N/A 0			
<b>Personal Qualities</b>									
Dresses appropriately and neatly									
Shows initiative									
Accepts criticism									
Demonstrates enthusiasm									
Is punctual and dependable									
<b>Professional Preparation and Attitude</b>									
Demonstrates knowledge of sport management principles									
Ethical decision-making									
Meet consumer needs									
Discreetness and sensitivity									
<b>Professional Qualities</b>									
Establishes rapport with Personnel and supervisor									
Self-reliance									
Communicates well									
Seeks new knowledge									
<b>Management</b>									
Manages time efficiently									
Get things done									
Promptness, neatness, and adequacy of records and reports									
Uses good judgment in making decisions									

Would you feel confident in hiring this intern for a full-time position or in providing a recommendation?

Yes \_\_\_ No \_\_\_ Maybe \_\_\_

I certify that this student has completed a total of \_\_\_\_\_ hours of internship experience.

\_\_\_\_\_  
 Signature of Internship Site Supervisor

\_\_\_\_\_  
 Internship Site Supervisor's position/job title

\_\_\_\_\_  
 Date

Comments:

## INTERPRETING THE EVALUATION SCALE

### **1. PERSONAL QUALITIES**

- a) Dresses professionally, neatly, and appropriately
- b) Shows initiative (does more than is assigned or expected)
- c) Accepts constructive criticism and works toward improvement
- d) Punctual, arrives on time or early and carries out assigned tasks

### **2. PROFESSIONAL PREPARATION AND ATTITUDE**

- a) Demonstrates adequate knowledge in sport management
- b) Adheres to the intern's sponsors' code of ethics and professional conduct
- c) Able to modify behavior and personality to meet individual consumer needs
- d) Aware of what to say or do and what not to say or do in a professional setting

### **3. PROFESSIONAL QUALITIES**

- a) Establishes good rapport with personnel and supervisor
- b) Demonstrates knowledge of exercise and fitness principles
- c) Uses adequate verbal and non-verbal communication skills
- d) Continues to pursue and apply new knowledge

### **4. MANAGEMENT SKILLS**

- a) Uses time efficiently
- b) Completes tasks in a competent and timely manner
- c) Demonstrates promptness, neatness and adequacy of records and reports
- d) Makes decisions following careful analysis

## RESUME WRITING TIPS

A one-page cover letter should accompany the resume.

The cover letter should include your previous experiences in sport management, what you feel or hope the internship site supervisor will offer you, and what you can offer the internship site supervisor.

Use concise, unambiguous, full sentences

Use vocabulary consistent with the field

Use action verbs to state accomplishments

Include previous work experience, any pertinent certifications, and any extracurricular organizations in college or post high school you are a member.

The resume should not include any of the following types of information:

- Birthplace
- Marital status
- Political or religious views
- How a second language was learned
- Information about disabilities

***All information presented on the resume should have direct relevance to the position and internship.***

For additional help in resume writing, job assistance, etc., you can visit  
[www.careerservicescenter@ttu.edu](mailto:www.careerservicescenter@ttu.edu)



## **SAMPLE RESUME**

### **Resume Headings:**

The resume is an opportunity for the intern to market himself or herself and their skills to a potential internship site supervisor. The following are suggested headings by which to accomplish this goal.

### **Objective Statement (optional):**

Emphasizes the intern functions and the type of internship site supervisor setting in which you are expecting to complete your internship.

### **Education:**

Degree/Institution  
Area of emphasis/Minor  
Expected date of graduation

### **Experience:**

Work  
Volunteer  
Practical

### **Professional Activities:**

Student/Professional organizations and memberships  
Workshops attended  
Training

### **Certifications:**

CPR, First Aid, Personal Trainer  
Any that relate to the field

### **Related Skills:**

Computer  
Leadership  
Organization

### **List of Relevant Classes Taken:**

### **References:**

1 professional and 2 academic references should be included or as requested by internship site

## SAMPLE EXITING INTERNSHIP THANK-YOU LETTER

November 20, 2016

Diane Walter  
Sonya Shriver  
North Central Health Department  
215 10<sup>th</sup> Street  
Lewiston, ID 83501

Dear Supervisors,

Thank you so much for giving me the opportunity to have an internship with you and (name of internship site supervisor). It was a very rewarding, meaningful experience, which has prepared me for working in this field of expertise.

I was impressed with the level of professionalism that I experienced while I was working with you and your colleagues. It has influenced my personal philosophies about the field of sport management.

I would also like to state that in my review of my internship with you, I would highly recommend your internship site to other students. This program far exceeded my expectations for my student internship experience. Thank you again for this very enriching experience.

Sincerely,

Intern's name  
Intern's address