

Eastern Michigan University
School of Health Promotion and Human Performance
Sports Management Internship Contract

Student Information

1, Name: _____

2. Address: _____

3 Phone: _____

4. email: _____

5. e-number: _____

Prerequisites

Semester

Grade

SMGT 502

SMGT 562

SMGT 568

Other (1 additional course)

Internship Specifics

1. Semester: ___ Fall ___ Winter ___ Spring ___ Summer

2. Credits: ___ 3 ___ Other (must have approval from your advisor)

3. Supervisor (a full-time or fractional full-time EMU academic staff member):

Name: _____

Position: _____

Department/Program: _____

Phone Number: _____

4. Associate supervisor (if internship is outside of EMU).

Name: _____

Position: _____

Phone Number: _____

5. Internship Duties and Responsibilities: It is your responsibility as a future sport management professional to discuss with your supervisor the type of work and experiences you will have as an intern. Do not assume that you will be given specific duties if you do not ask. Many students spend their internships making coffee and filing. Ask questions! Do not agree to an internship until you are satisfied.

(These must be typed in and initialed by the supervisor (if internal to EMU) or associate supervisor (if external to EMU).

Assessment Specifics

Your grade will be based on the following, which will be turned in to your supervisor in notebook form:

1. Journal (log of duties/responsibilities). This journal should be kept up on a daily basis (each day at the internship). What are you learning? Thoughts?
2. Examples of projects (if appropriate).
3. Summary of your experiences, including your satisfaction with the internship.
4. Weekly sheets signed by your immediate supervisor (at the internship location) of your weekly hours and hours to date.
5. Your location supervisor will fill out an intern evaluation form and send it to your academic supervisor.