



## **Internship**

### **SMT 245.I1**

### **Spring 2021**

**Number of Credits:** 3  
**Days Class Meets:** 5/10/2021- 8/9/21  
**Meeting Times:** 2pm on Wednesdays  
**Location/Venue:** Online

**Instructor:** Dr. David Smith  
**Contact Phone:** 517-990-1393  
**Contact Email:** smithdavidc01@jccmi.edu  
**Online Office Hours:** Mondays & Wednesday

## **Course Description**

Students plan, organize, direct, and assess a public activity which integrates the learning objectives of the Sports Management degree. Students will have meaningful internship experience with an appropriate company. The company and job must be approved by the supervising faculty member. The associate degree level Sport Management Internship is the integration of previous classroom instruction with new learning acquired through on-the-job work experience. The employment placement and total experience must be within the field of sport management.

Sport Management majors must complete 150 hours on site for 3 credits as evidenced by weekly reports filed by the student. Students are given information concerning placement site possibilities; however, responsibility for selection by the internship employer rests with the student. The internship may be either paid or unpaid. An appropriate faculty member and the placement site supervisor will evaluate the student's performance.

This course is intended to provide the foundation knowledge necessary for an entry level career or an upper level course preparation in Sports Management.

## **Prerequisite(s)**

SMT 100, SMT 230, Must meet with faculty advisor for approval

## **Course Goals**

The goals of the course are to fulfill the following Sport Management Program objectives:

1. Analyze sport management problems and opportunities to inform decision making
2. Effectively work and communicate with others at various sport management events and organizational settings
3. Evaluate the laws and requirements of sport management governing bodies
4. Exhibit professional business skills and attitudes in a sport management organizational setting or event.
5. Apply knowledge of the global sport management and business environment

This will be done through internship experiences, discussion posts, chapter readings, and interactive activities.

## **Course Objectives**

The Course Objectives and General Education Outcomes (GEOs) established by the JC Board of Trustees, administration, and faculty. These goals are aligned with four-year colleges and universities and reflect input from the professional communities we serve. The course objectives and GEOs

guarantee students achieve goals necessary for graduation credit, transferability, and the professional skills needed. The GEOs and course objectives addressed in this class include the following:

GEO 1: Write clearly, concisely and intelligibly

GEO 2: Speak clearly, concisely and intelligibly

GEO 6: Understand aesthetic experience and artistic creativity

GEO 7: Understand and respect the diversity and interdependence of the world's peoples and culture

#### Course Competencies:

1. Apply critical thinking skills to a problem in sport management.
2. Identify a professional career in sport management to gain experience as an intern.
3. Describe the chosen internships' industry laws and requirements.
4. Analyze the business skills and attitudes of the intern and other sport management professionals working within the various business departments of the internship.
5. Explain how sport management industry professionals communicate and market internationally.

#### Learning Outcomes:

The following Learning outcomes will be addressed in this course:

1. Demonstrate critical thinking, business professional, and networking skills to choose an internship in a sport management sector.
2. Demonstrate knowledge of how to research a sport management sector.
3. Demonstrate knowledge of how to complete paperwork agreements for a sport management internship
4. Demonstrate professional skills through applying and interviewing for a sport management internship
5. Apply business principles knowledge to an entry level position in the sport industry
6. Evaluate business skills, attitudes, preparedness
7. Demonstrate a job duty required for an entry level sport management professional.
8. Identify an international organization within a sport management sector.

### **Textbook**

- Sweitzer, H, & King, M. (2019). The Successful Internship (5th Edition). ISBN: ISBN13: 9781305966826  
Textbook Zero - The textbook is available in a digital format and may be purchased in the bookstore.

#### **Follett Access**

- Please [review the cost of your required materials](#) to determine the best option for you to purchase your materials.
- For more information on the Follett ACCESS Program, you can view the [view the frequently asked questions](#).

If after reviewing the costs, you choose to opt out, you may do so here: [www.jccmi.edu/optout](http://www.jccmi.edu/optout). Please note your opt out selection is for your entire semester schedule. You cannot opt out and opt in to individual courses. And you must opt out by the due date for your first class.

If you have questions about materials, please contact the Jackson College Follett bookstore at [jackson@bkstr.com](mailto:jackson@bkstr.com). For account billing questions, please contact the Jackson College Cashier at [jccashier@jccmi.edu](mailto:jccashier@jccmi.edu).

### **Extras**

How do I contact the instructor?

Send an email to [smithdavidc01@jccmi.edu](mailto:smithdavidc01@jccmi.edu) and if you want a reply it is necessary to:

1. Use your Jackson College email account. This will help me know that the request came from you. I can't respond to emails that do not originate from your Jackson College email.
2. Put the course name and section in the subject line and include a few words to describe your email (example: SMT 245- Assignment #1 Question)
3. Use a greeting (example: Hi Dr. Smith) and sign the email with your name.
4. Be sure to include a specific question and/or a message with complete information
5. Use proper business etiquette and terminology in all your email communications.
6. Respond to me when you receive the message to ensure the message was delivered and understood.
7. I will normally respond to you within 24 hours.

These are common communication practices that demonstrate good human relation skills and offer opportunities to practice new business skills.

## Grading Procedure

Internship forms	(3 @ 33.3 pts each)	100
Sport Management Internship- Mid-Semester Review	(1 @ 150 pts each)	150
Sport Management Internship- Final Semester Review	(1 @ 150 pts each)	150
Key Terms, Module Assignments & Weekly Reviews	(10 @ 20 pts each)	200
Weekly Chat	(7 @ 14.3 pts each)	100
Pre and Post Internship Quiz	(2 @ 50 pts each)	100
<u>In-Class/Online Check Ins/Discussions/Participation</u>	<u>5 @ 20 pts each</u>	<u>100</u>
<b>TOTAL</b>		<b>900 pts</b>

<b>Internship Requirements:</b>	
Internship Application form	
Internship Information Form	
Internship Work Log/150 hours completed	
Sport Management Mid-Semester Review	
Sport Management Final Review	
Internship Evaluation form	
Online Check Ins, Discussions/Participation	
Module Assignments & Weekly Review	

Note:

- Class attendance and participation in class discussion is expected and absences will affect your final grade.
- The due dates for assignments are non-negotiable and late work may be penalized.
- All assignments are to be professional in appearance and typed, presented, or handwritten clearly to receive full credit.

## Grading Scale

<b>GPA</b>	<b>GRADE RANGE</b>
4.0	94-100%
3.5	89-93%
3.0	84-88%

<b>GPA</b>	<b>GRADE RANGE</b>
2.5	78-83%
2.0	72-77%
1.5	66-71%
1.0	60-65%
0.5	55-59%
0.0	0-54%

## **Failure**

Any circumstances under which a student could be dismissed from or failed in the course that is not covered in other college publications. In pass/fail courses, a listing of minimal competencies.

## **Academic Honesty Policy**

Academic Honesty is defined as ethical behavior that includes student production of their own work and not representing others' work as their own, by cheating or by helping others to do so.

### **Plagiarism**

Plagiarism is defined as the failure to give credit for the use of material from outside sources.

Plagiarism includes but is not limited to:

- Submitting other's work as your own
- Using data, illustrations, pictures, quotations, or paraphrases from other sources without adequate documentation
- Reusing significant, identical or nearly identical portions of one's own prior work without acknowledging that one is doing so or without citing this original work (self-plagiarism)

### **Cheating**

Cheating is defined as obtaining answers/material from an outside source without authorization.

Cheating includes, but is not limited to:

- Plagiarizing in any form
- Using notes/books/electronic material without authorization
- Copying
- Submitting others' work as your own or submitting your work for others
- Altering graded work
- Falsifying data
- Exhibiting other behaviors generally considered unethical
- Allowing your work to be submitted by others

Class behavior that interferes with either the instructor's ability to conduct the class or the ability of students to benefit from the instruction is not acceptable. Students engaging in improper online or in-classroom behavior may have points deducted from their total points in the course, or, if the situation warrants, be referred to the college's committee on student discipline. Whether online or in the classroom, when someone else is talking demonstrate business and sport management professional skills.

Students are expected to maintain the highest standards of academic integrity. Behavior that violates these standards is not acceptable. Examples are the use of unauthorized material, communication with fellow students during an examination, attempting to benefit from the work of another student, and any other similar behavior defeats the intent of an examination or other class work.

Cheating on exams, plagiarism, improper acknowledgment of sources in essays, and the use of a single essay or paper in more than one course without permission are considered very serious offenses and shall be grounds for disciplinary action as outlined in the current General Catalog.

## **Accessibility**

Jackson College understands that cultivating a broadly diverse community is crucial to our educational mission and to our foundational commitment to leadership and service. Jackson College is fully committed to ensuring our courses are accessible to everyone including those with disabilities. We are currently working to increase accessibility and usability of our course materials in order to meet or exceed the requirements of Section 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1991 and Web Content Accessibility Guidelines (WCAG) 2.0. For more information about Jackson College's efforts to ensure accessibility please visit the [Jackson College accessibility web page](#).

If you have an accessibility need in any of our classes please e-mail the Center for Student Success at [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Center for Student Success web page](#).

At the Center for Student Success (CSS), we are committed to providing all students the opportunity to achieve academic success by providing a variety of support services free of charge to Jackson College students. This includes, but is not limited to, peer and faculty tutoring, mental health referral, temporary assistance with transportation, various workshops/seminars, and the TRIO program.

In addition, the CSS staff is committed to adapting the College's general services to meet the individual needs of otherwise qualified students with disabilities, for the purpose of providing equal access to all programs and facilities.

## **Course Management**

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

## **Makeup Policy**

Ways that students can manage their enrollment in a course for special circumstances. Includes withdrawal, and audit and incomplete grading procedures.

## **Help**

Available learning services or opportunities for students seeking help with their course work. May include information about tutors, learning centers, reserved library materials, counseling services.

### **Academic Advising**

It is important to contact a Center for Student Success professional prior to the start of the semester in order to receive accommodations in a timely manner. While we will make every effort to coordinate accommodations in a timely manner, failure to self-identify prior to the start of the semester may delay notification to instructors and timeliness of acquiring accommodations. Accommodations do not automatically carry over to the next semester. Please e-mail [JCCSS@jccmi.edu](mailto:JCCSS@jccmi.edu) or visit the [Accommodations for Students with Disabilities](#) web page

## **Student Responsibilities**

Requirements beyond scheduled classes or laboratories, e.g., clinicals, extra credit assignments, TBA sessions, field placement, special project instructions, contract learning conditions, study hours required outside class, unscheduled class meetings, attendance at concerts or other required events.

## **Attendance- Participation Policy**

### **For online sections**

Just as in a traditional classroom course, regular class participation and keeping up on the reading and assignments is strongly correlated with survival in college. It is my recommendation that you plan to do your assignments and take your exams BEFORE the last day they are due. If problems occur, there is time to fix them before the deadline.

In compliance with Federal Title IV funding requirements, as well as college initiatives, I will be monitoring student participation on a regular basis and officially reporting student activity throughout the term to assure compliance with college policy and federal regulations. It is imperative that you log in to the course and actively participate within the first couple of days of the term to validate your enrollment in the course. After that, not actively participating in class may result in you being withdrawn from the course. Being withdrawn from a course can have an impact on financial aid, billing, athletic eligibility, and housing status. As a college student you are responsible for how your participation impacts your academic progress; the accountability lies with you.

Your participation and attendance are expected weekly. Attendance is counted by your participation and signing in to JetNet weekly big blue button session and/or Weekly Chat. Your success will depend upon the time you spend in class. JC administration and the federal government require faculty to file attendance regularly.

**Attendance will be taken during each week. It is expected that each student attends every class session. If you are absent the first week of the class, you may be dropped. If you are absent for two (2) consecutive class sessions, you may be dropped from the course.**

This syllabus may be amended at any point during the semester. Changes to it will be announced in class and students will be responsible for adhering to those changes. Your grade will be based on the points you earn on exams, quizzes, assignments, projects, presentations, and participation. The grade points assigned are estimates and subject to modification. Exact due dates for assignments, tests, exams, etc. will be announced in class and are included on the Assignment Calendar located at the end of this document.

Final Notes:

1. If you are absent from class you are still responsible for all information presented and for turning in, on time, any assignments that are due. It is a good idea to set up one or two “support” class mates to contact for questions and missed information.
2. In the event of a dispute, both students and faculty should follow the JC Conflict Resolution Policy. This policy is in the Student Handbook.
3. Withdrawals from the class must be made prior to the date posted in the current schedule of course offerings. Students who stop attending class without completing and filing a withdrawal form will receive a grade of 0.0.
4. To change from Credit to Audit or Audit to Credit, your request must be completed before the end of the ADD/DROP period for the class.
5. Incomplete grades will generally not be issued. Unscheduled surgery, or similar circumstances, are really the only reasons for requesting an incomplete course grade.
6. **CENTER FOR STUDENT SUCCESS** offers free tutoring and additional services for academic success
7. Students requiring special assistance, including those affected by the Americans with Disability Act should contact the Center for Student Success. This is the first step in acquiring supportive accommodations to help you with your courses.

## **Caveat**

If Jackson College is to be closed due to weather conditions, local radio stations and the JC web site will announce such closing. It is the personal responsibility of students to evaluate their own conditions and decide whether it is safe enough to travel to and from the campus. Should a class be cancelled, assignments will be due the next

JeTNet:

## **Weekly Content (Readings, Podcasts, Videos, Blogs, or other content):**

Each student is responsible for all content included in the syllabus and assigned each week. This includes podcasts, videos, assignments, and discussions.

## **Technology (JetNet, Electronic Content):**

This course will have a JetNet site, and it is each student’s responsibility to master and use the services. In addition, new electronic content will be posted on the JetNet site the day prior to the class.

If you are having difficulty connecting to the course's on-line JetNet, contact Jackson College's Office of Information Technology Help Desk.

### **Class Procedure**

1. It is the responsibility of the student to prepare for and attend all class meeting sessions and check for online assignment submissions and information.
2. All students are required to upload an answer the weekly chat questions on Wednesdays.
3. Every student is expected to make a positive contribution to the class by joining in the discussions, asking questions or offering pertinent opinions on the subject matter being discussed.
4. When another student or the instructor is presenting or responding to a discussion question be courteous by listening. (please mute your computer to eliminate background noise).

### **Paper Format (Group Project, Individual Project, Article Review):**

Papers must be typed, use 12-point Times New Roman font, and be double-spaced with 1-inch margins all around. (To set margins in Word: From the File menu, choose Page Setup. On the Margins tab, change each margin (top, bottom, left, and right) to 1".) Pages must be numbered. All sources must be formally cited using APA conventions. Guidelines for using APA are accessible by visiting OWL at Purdue (<http://owl.english.purdue.edu/owl/resource/560/01/>). Grades will be determined largely on content and critical analysis, but spelling, grammar, and conventions will also be considered.

### **Course Components**

#### Before the internship begins:

1. Review this syllabus packet including all forms
2. Submit your completed SMT 245 Internship Application Form
3. Schedule your meeting with the faculty internship coordinator
4. Meet with your JC faculty internship coordinator to confirm internship viability and plans for the semester. This meeting may take place in person, online, or by phone.
5. Meet with your work supervisor to confirm internship plans and review JC requirements
6. Submit your completed SMT 245 Internship Information Form to the faculty internship coordinator

#### During the internship:

1. Work your internship hours and stay in regular communication with your work supervisor
2. Complete the Internship weekly assignments before due date
3. Keep track of your internship hours and be mindful of the 150-hour minimum
4. Host an Internship Site Visit (virtual or in-person) by JC staff including work supervisor
5. Submit discussion forum posts
6. Contact your faculty internship coordinator and/or your work supervisor if any concerns arise

Review the course project details posted within the class JetNet site.

KEY TERMS & CHAPTER REVIEW QUESTIONS/ ONLINE ASSIGNMENTS: Students will define key terms from the chapter. They will answer assigned questions at the end of the chapter. The goal is for students to apply the information discussed to real-world situations and concepts presented in the course. These assignments will be made available online through JetNet as well as in class. Key terms/chapter review questions and online assignments are due each Sunday evening by 11:59 pm.

### MODULE ASSIGNMENTS & WEEKLY REVIEWS:

Students will have to submit online forms that are required for the internship. They will submit a weekly report about their internship experience from the prior week. This written report should evaluate the interns' activities and experiences of the preceding week. Comments might include a description of the interns' activities for the week as they relate to professional goals, proposed responsibilities and expectations of the internship. Comments can describe challenges faced by the intern, accomplishments of the intern, or next-steps or goals. These assignments will be made available online through JetNet as well as in class if the course meets in person. The online assignments & weekly reviews are due each Sunday evening by 11:59 pm.

The cover page for each weekly report should contain the following information:

Student Name: \_\_\_\_\_

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

Student Phone: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Name of organization supervisor: \_\_\_\_\_

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

Week number [i.e. Week 4 of 15]

Dates the week included:

Hours worked week of this report:

Cumulative hours completed to date / Goal hours for the internship [example: 25/150]: \_\_\_\_/\_\_\_\_

### ONLINE CHECK INS, DISCUSSIONS, PARTICIPATION, PRESENTATIONS:

Each student will submit a time-log (table format) of the hourly, day by day report of their activities and the location of those activities. They will write a discussion post (on JetNet) each week based on a question or topic posted by the instructor. Discussion posts are due each Sunday evening by 11:59 pm.

### INTERNSHIP FINAL WORK LOGS AND FORMS:

Each student will submit an internship application form, internship information form, and a final internship work log in JetNet. Site visits and evaluations by the instructor and internship supervisor will be posted in Jetnet.

### SPORT MANAGEMENT MID SEMESTER REVIEW:

During the internship the organization is expected to provide an educational experience for the intern. The intern's supervisor will provide constructive feedback to the student intern. The Mid-Semester evaluation should be completed by the organization supervisor, the evaluation should be discussed with the intern in a conference setting; then both the intern and supervisor should sign the form and the form must be submitted to the Sport Management faculty supervising the intern.

### SPORT MANAGEMENT FINAL REVIEW:

During the internship the organization is expected to provide an educational experience for the intern. The intern's supervisor will provide constructive feedback to the student intern. The Final Semester evaluation should be completed by the organization supervisor, the evaluation should be discussed with the intern in a conference setting; then both the intern and supervisor should sign the form and the form must be submitted to the Sport Management faculty supervising the intern.



## Calendar

*\*Online Assignments & Key Terms/Review Questions will be completed and due by Sunday at 11:59pm of the week it was assigned.*

WEEK #	DATE	TOPIC	ASSIGNMENTS/ TEST/COMMENTS
1-3	5/10/21	<p><b>Introduction, Course Overview</b> <b>SMT 245 Internship Pre-Assessment Quiz</b></p> <p><b>MODULE 1: Apply critical thinking skills to a problem in sport management.</b></p> <p>Outcome #1: Demonstrate critical thinking, business professional, and networking skills to choose an internship in a sport management sector.</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 1-The Big Picture</p> <p>Sweitzer, H, &amp; King, M. Ch. 2-The Anticipation Stage- Venturing Forth</p>
		<p><b>MODULE 1: Apply critical thinking skills to a problem in sport management.</b></p> <p>Outcome #2: Demonstrate knowledge of how to research a sport management sector.</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 1-The Big Picture</p> <p>Sweitzer, H, &amp; King, M. Ch. 2-The Anticipation Stage- Venturing Forth</p>
	5/24/21	<p><b>MODULE 1: Apply critical thinking skills to a problem in sport management.</b></p> <p>Outcome #2: Demonstrate knowledge of how to research a sport management sector.</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 1-The Big Picture</p> <p>Sweitzer, H, &amp; King, M. Ch. 2-The Anticipation Stage- Venturing Forth</p>
4-6	6/1/21	<p><b>MODULE 2: Identify a professional career in sport management to gain experience as an intern.</b></p> <p>Outcome #3: Demonstrate knowledge of how to complete paperwork agreements for a sport management internship</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 3-The Learning Contract, Supervision, The Seminar, &amp; Reflection</p> <p>Sweitzer, H, &amp; King, M. Ch. 7- Working with Clients</p>
		<p><b>MODULE 2: Identify a professional career in sport management to gain experience as an intern.</b></p> <p>Outcome #3: Demonstrate knowledge of how to complete paperwork agreements for a sport management internship</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 3-The Learning Contract, Supervision, The Seminar, &amp; Reflection</p> <p>Sweitzer, H, &amp; King, M. Ch. 7- Working with Clients</p>

	6/14/21	<p><b>MODULE 2: Identify a professional career in sport management to gain experience as an intern.</b></p> <p>Outcome #4: Demonstrate professional skills through applying and interviewing for a sport management internship</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 3-The Learning Contract, Supervision, The Seminar, &amp; Reflection</p> <p>Sweitzer, H, &amp; King, M. Ch. 7-Working with Clients</p>
7-9	6/21/21	<p><b>MODULE 3: Describe the chosen internships' industry laws and requirements.</b></p> <p>Outcome #5: Apply business principles knowledge to an entry level position in the sport industry</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 6-The Exploration Stage: Branching Out</p> <p>Sweitzer, H, &amp; King, M. Ch. 11-Ethical and Legal Matters: being Informed and Making Reasoned Decisions</p>
	7/6/21	<p><b>MODULE 3: Describe the chosen internships' industry laws and requirements.</b></p> <p>Outcome #5: Apply business principles knowledge to an entry level position in the sport industry</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 6-The Exploration Stage: Branching Out</p> <p>Sweitzer, H, &amp; King, M. Ch. 11-Ethical and Legal Matters: Being Informed and Making Reasoned Decisions</p>
10-11	7/12/21	<p><b>MODULE 4: Analyze the business skills and attitudes of the intern and other sport management professionals working within the various business departments of the internship.</b></p> <p>Outcome #6: Evaluate business skills, attitudes, preparedness</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 4-Being Informed, Staying Engaged and Becoming a Professional</p> <p>Sweitzer, H, &amp; King, M. Ch. 5-Self Awareness as an Asset and an Outcome</p>
		<p><b>MODULE 4: Analyze the business skills and attitudes of the intern and other sport management professionals working within the various business departments of the internship.</b></p> <p>Outcome #7: Demonstrate a job duty required for an entry level sport management professional.</p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 4-Being Informed, Staying Engaged and Becoming a Professional</p> <p>Sweitzer, H, &amp; King, M. Ch. 5-Self Awareness as an Asset and an Outcome</p>
	7/19/21	<p><b>MODULE 4: Analyze the business skills and attitudes of the intern and other sport management professionals working within the</b></p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 4-Being Informed, Staying Engaged and Becoming a Professional</p>

		<p><b>various business departments of the internship.</b></p> <p>Outcome #7: Demonstrate a job duty required for an entry level sport management professional.</p>	<p>Sweitzer, H, &amp; King, M. Ch. 5-Self Awareness as an Asset and an Outcome</p>
12-13	7/26/21	<p><b>MODULE 5: Explain how sport management industry professionals communicate and market internationally.</b></p> <p>Outcome #8: Identify an international organization within a sport management sector.</p> <p><b>Sport Management Internship Final Review</b></p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 9- Widening the Context</p> <p>Sweitzer, H, &amp; King, M. Ch. 12-The Culmination Stage: Celebrating the Achievements, Embracing the Experience</p>
		<p><b>Quiz- SMT 245 Internship Post Assessment</b></p> <p><b>MODULE 5: Explain how sport management industry professionals communicate and market internationally.</b></p> <p>Outcome #8: Identify an international organization within a sport management sector.</p> <p><b>Sport Management Internship Final Review</b></p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 9- Widening the Context</p> <p>Sweitzer, H, &amp; King, M. Ch. 12-The Culmination Stage: Celebrating the Achievements, Embracing the Experience</p>
		<p><b>Quiz- SMT 245 Internship Post Assessment</b></p> <p><b>MODULE 5: Explain how sport management industry professionals communicate and market internationally.</b></p> <p>Outcome #8: Identify an international organization within a sport management sector.</p> <p><b>Sport Management Internship Final Review</b></p>	<p><b>Readings:</b> Sweitzer, H, &amp; King, M. Ch. 9- Widening the Context</p> <p>Sweitzer, H, &amp; King, M. Ch. 12-The Culmination Stage: Celebrating the Achievements, Embracing the Experience</p>

	8/9/21	<b>Quiz- SMT 245 Internship Post Assessment</b> <b>Note: Last Day to:</b> <ul style="list-style-type: none"> <li>• <b>Submit Final Internship Review</b></li> </ul>	<b>Readings:</b> None
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Disclaimer: The Instructor reserves the right to amend this syllabus as deemed necessary and will communicate such amendment to the students in the course

### **Important Dates:**

<b>DATE</b> 5/31/21	<b>EVENT</b> MEMORIAL DAY HOLIDAY- NO CLASS
<b>DATE</b> 7/5/21	<b>EVENT</b> INDEPENDENCE DAY HOLIDAY- NO CLASS
<b>DATE</b> 8/9/21	<b>EVENT</b> LAST DAY TO SUBMIT ANY ASSIGNMENT-END OF SPRING SEMESTER

**SMT 245**  
**INTERNSHIP APPLICATION FORM**

Today's Date:	
Semester Requested:	
Student Name	
JC Student #	
Preferred Email	
Preferred Telephone	

SMT 245 requirements include:

- Locating and securing a 150-hour professional work project that will advance your academic skills leading to a professional position in your field and provide a connection between your college coursework and your future professional goals
- GPA, progress toward program completion and previous work experiences are key
- Consulting with your JC Faculty Internship Coordinator prior to the internship and in anticipation of the Internship Information Form to confirm understanding of the course requirements
- Consulting with your work supervisor prior to the internship and in anticipation of the Internship Information Form to confirm agreement on project responsibilities
- Completing and submitting the Internship Information Form prior to the start of the internship semester
- Completing weekly internship updates in the JetNet Forum, updating your internship work log each week as well
- Hosting an Internship Site Visit by JC faculty including supervisor and student

**SMT 245**  
**INTERNSHIP INFORMATION FORM**

Student Contact Information:

Student Name	
JC Student ID #	
Preferred Email	
Preferred Telephone	

Business or Organization Contact Information: Website, description or mission statement

Business or Organization Name	
Business or Organization Address	
Business or Organization website, description and/or mission statement	

Supervisor Contact Information:

Supervisor Name	
Supervisor Email	
Supervisor Telephone	

Description of internship work project(s) to be completed:

Description of internship work project(s) to be completed:	
Estimated dates for internship work:	
Estimated total internship hours and description of anticipated internship work schedule:	
Description of learning objectives/outcomes anticipated	



	<b>Total Internship Hours =</b>	



**SMT 245**  
**INTERNSHIP EVALUATION FORM**  
**(For Mid Semester & Final Review)**

**For the Internship Supervisor:** Please complete this evaluation form and review with the intern. Thank you for working with this Jackson College student and providing a valuable professional learning experience!

**Work habits:** Was the student intern early or on time? Were there any issues with excessive absences or tardiness? Please consider a rating based on a 100-point scale. Please share some comments with the student intern about their work habits.

Work habits score:	
Work habits comments:	

**Work attitude:** Did student seem positive, helpful, engaged, etc.?

Work attitude score:	
Work attitude comments:	

**Work skills:** Did the student exhibit the specific work skills necessary to complete the duties of this internship work project or work commitment?

Work skills score:	
Work skills comments:	

**Supervisor Comments:** Please share your observations, suggestions for improvement and any other comments with the student intern and this internship experience.

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**Please comment on the intern's status or progress for each of the expectations listed below.**

**APPEARANCE.** Expectation: The intern is well-groomed and dresses appropriately.

**ATTITUDE.** Expectation: The intern accepts tasks and assignments willingly.

**INITIATIVE.** Expectation: The intern displays resourcefulness in originating new plans, finds work on their own, does more than is required.

**TEAMWORK.** Expectation: The intern displays good rapport and the ability to work with others.

**WRITTEN COMMUNICATION.** Expectation: The intern demonstrates the ability to express ideas effectively in writing.

**VERBAL COMMUNICATION.** Expectation: The intern demonstrates the ability to express ideas effectively verbally.

**DEPENDABILITY.** Expectation: The intern is punctual, accepts responsibility, and meets project deadlines.

**JUDGMENT.** Expectation: The intern shows maturity in selecting courses of action.

**KNOWLEDGE.** Expectation: The intern demonstrates an understanding of the philosophy and procedures basic to working in a sport management or esport management environment.

**LEADERSHIP.** Expectation: The intern is capable of organizing and guiding the work of others to produce a satisfactory result.

**PROFESSIONALISM.** Expectation: The intern displays an active interest in all work assignments; takes advantage of learning opportunities; contributes to the goals of the organization.

Organization Name:

Intern Supervisor's Printed Name:

Intern Supervisor's Title:

Intern Supervisor's contact information (phone or email):

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Intern (printed) name:

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_