

Sport Science and Fitness Management Internship



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**INFORMATION HANDBOOK FOR THE:
AGENCY
STUDENT INTERN
AND
UNIVERSITY SUPERVISOR**

PROFESSIONAL INTERNSHIP

INTRODUCTION ON THE USE OF THE INTERNSHIP HANDBOOK

- AGENCY:**
- To provide a meaningful, quality, professional internship experience totaling 400 hours.**
 - To give the student an opportunity to observe agency administration, faculty operations, programs and staff.**
 - To allow for student participation and interaction with staff supervision and program leadership.**
 - To evaluate the interns performance for final grade.**
 - To sign all agreements with the University and student.**
- STUDENT:**
- Sign all agreements with agency and University.**
 - Complete 400 hours of agency assigned work.**
 - Complete all reports as specified in the agreement.**
 - Make at least a weekly contact with the University supervisor.**
 - Practice professional leadership at all times.**
 - Fulfill all requirements for internship with the agency and University.**
- UNIVERSITY:**
- Sign all agreements with student and agency**
 - Provide proper general supervision of the student intern.**
 - Monitor the student and agency for highest performance.**
 - Provide the student with all University information affecting the internship.**
 - Evaluate the student's performance for a final grade.**

SPORTS SCIENCE AND FITNESS MANAGEMENT INTERNSHIP

The major objectives of the Internship may be summarized as follows:

- To provide the student with an orientation to sports and fitness .**
- To provide the student an opportunity to gain practical experience under professional supervision.**
- To supplement the student’s classroom experience and allow for adjustment or redirection of knowledge, skills, and abilities.**
- To provide the student an opportunity to develop leadership and supervisory skills .**
- To assist the student in understanding his/her own capabilities and select areas for specialization for future course work or for possible employment.**
- To assist the student for future employment by providing professional experience, job contacts, personal references, and other forms of assistance.**

The student, University supervisor, and agency supervisor involved in the Internship should all share in the responsibilities of the experience. The student should acquire experience in program planning and development, public relations, administration and management.

North Carolina A&T State University is providing this type of experience in cooperation with agencies/institutions providing Sports Science and Fitness Management services in selected sections of the United States. A brief description of the internship follows:

- 1. Internship in Sports Science and Fitness Management services, for which students receive six semester hour credits, is designed to provide students the opportunity to relate theory to practice through observation and experience. Students are assigned on an individualized basis to approve public, private, and commercial agencies. The Internship is a full-time placement requiring a minimum of 400 clock hours.
(Some participating agencies/institutions may require more than 400 clock hours.)**
- 2. Students are expected to follow the rules, regulations, and policies of the agency as an employee. It is suggested that students be paid at least minimum federal wage during their internship experience. Students should understand, however, that financial compensation is not guaranteed nor is it a major consideration in determining internship locations.**
- 3. A&T Intern Experience Requirements:**
 - Administration**
 - Activity Leadership**
 - Program Scheduling**
 - Supervising Programs**
 - Agency Operations**
 - Staff Meeting Conferences**
- 4. The agency will assign a qualified staff member with the education, and/or experience to supervise the Internship and be given a time allotment for these responsibilities, describe the type of internship experience the agency can provide the student, and submit an**

evaluation report on the student's performance during the final week of the Internship.

5. The student will participate in planning the Internship, submit required reports to the agency and the University supervisor, have periodic conferences with the agency and University supervisor, and participate in the mid-term and final evaluation conferences.
6. The agency and the University will jointly agree upon placement of a student in the agency after consultation with the student, and in consideration of the needs of the student in relation to what the agency can provide. Upon selection of the agency for placement and acceptance of the student by the agency, a general plan for the student during the Internship should be developed.
7. The student should gain experience in the following areas:
 - A. Administration and Management. The student should study and observe in action the policies and practices of the agency. This would include legal and legislative foundations of the agency, board relations, financial budgeting and record keeping procedures, personnel and supervisory practices, general staff relations, and methods and techniques of dealing with the public and the agency constituency in a courteous and effective manner.
 - B. Program. The student should help plan and put into action broad program of activities and services characteristic of the agency involved. The student should also prepare program/activity plans in a systematic manner.
 - C. Areas and Facilities. The student should gain theoretical as well as practical experience in physical facility planning and operation. This may include experience in long range planning as well as lay-out and operation of various types of

areas and facilities. Involvement related to maintenance, equipment, and supplies are essential.

- D. Treatment/Clinical Experiences. If the internship involves a therapeutic/clinical situations, the student should gain experience/exposures in developing recreation therapy protocols, individualized treatment plans, assessments, grand rounds, in-services charting procedures, and other matters pertaining to the treatment and care of individuals undergoing therapy. Involvement in staff meetings, where appropriate, is strongly encouraged.
- E. Public Leisure/Fitness Service Setting. If the internship involves a public leisure service situation, the student should gain experience in dealing with public relations problems, attend board/commission and other community meetings, work with committees, visit individuals in the agency and community, and receive broad agency/community experience during his/her Internship. The internship should help the student to understand the total concept of the agency through the discussion of actual problems and situations in the operation of the agency.
- F. Profit Organizations. The general criteria for the internship apply equally to public and profit oriented organizations. The student should gain experience in as many aspects of the business as possible. Because of the diversity of such businesses, it is difficult to detail the types of experience which will best meet the needs of the student, however, the internship application should specifically outline the experiences which the student will receive (i.e., marketing, food services, group sales, concessions operations).

The above outline should serve as a guide to assist supervisors in developing quality internship experiences. It is assumed that the material will be adapted to the characteristics of the agency or business. Supervisors should feel free to add other appropriate and useful information.

APPLICATION FOR STUDENT INTERNSHIP

Directions: To be completed by the student and returned to the University supervisor.

DATE _____

NAME _____

UNIVERSITY ADDRESS _____ PHONE _____

HOME ADDRESS _____ PHONE _____

CONCENTRATION _____ FACULTY ADVISOR _____

PREREQUISITES FOR INTERNSHIP:

Professional Core Curriculum	Course Completed	Course In Progress	Pre-registering For Course
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Concentration Courses

_____	_____	_____	_____
_____	_____	_____	_____

APPLICATION FOR STUDENT INTERNSHIP (continued)

WORK EXPERIENCE:

Job Title	Employment Dates	Job Responsibilities
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SPECIAL SKILLS OR TRAINING:

TYPE OF INTERNSHIP EXPERIENCE PREFERRED:

LOCATION OF INTERNSHIP EXPERIENCE AND REASON(S) FOR SELECTION:

SPECIAL CONSIDERATIONS

INTERNSHIP ELIGIBILITY FORM

Directions: To be completed by the student and faculty advisor and returned to the university supervisor.

NAME: _____

CONCENTRATION _____ **FACULTY ADVISOR** _____

NUMBER OF CREDITS COMPLETED _____ **CUMULATIVE GPA** _____

CREDITS COMPLETED IN SPORTS SCIENCE _____

GPA IN SPORTS SCIENCE _____

COURSES IN PROGRESS:

Data provided should be cumulative through the fall semester. Eligibility for internship will be determined from information obtained from this form.

Date **Student's Signature** **Date** **Advisor's Signature**

SAMPLE RESUME

NAME (Caps and Centered)
(If only one address: center it under name)

Local Address
Phone Number

Permanent Address
Phone Number

PROFESSIONAL OBJECTIVE
State succinctly what you wish to do.

EDUCATION (Use reverse chronology, most recent first)
Name of institution, location, degree, date of graduation,
major/concentration, minor, overall GPA or GPA in major, certification.

RELATED (to objective) EXPERIENCE (reverse chronology)
Dates, position, name or employer, location, responsibilities (include all
related experience, paid or unpaid including internships, student teaching,
etc.)

ADDITIONAL EXPERIENCE (reverse chronology)
Same as related experience, but not as much detail (can include all
experience—paid, unpaid, part-time, full-time, or select out those you
thought were most valuable, enjoyable, etc.)

HONORS
Academic scholarships, honor societies, awards, etc.

SKILLS/ACTIVITIES (optional)
Include leadership positions, memberships in professional organizations.
Skills

PERSONAL (optional)
Hobbies and interest
Date of availability
Willing to relocate (if applicable)

REFERENCES
Available upon Request

INTERNSHIP AGREEMENT

SECTION ONE

The _____
Name of Agency (Address)

under the supervision of _____ agrees
Agency Supervisor

to provide a supervised internship experience of _____
400 hours minimum

clock hours for Sports Science and Fitness Management students from North Carolina A & T State University during the period:

The following experiences will be provided by the agency (please list):

The student will be assigned the following responsibilities (please list):

The student will/will not receive compensation during this period. Please state the amount if any to be provided: _____

The student will/will not be provided housing during this period. If no housing is to be provided, the student will/will not be given assistance in securing housing during this period.

The student will/will not be provided meals during this period.

The student will/will not be provided liability insurance during this period.

INTERNSHIP AGREEMENT (continued)

SECTION TWO

I, _____, agree to serve as Agency Supervisor for the
(Agency Supervisor)

student as described in Section one.

Date _____ Agency Supervisor Signature _____

SECTION THREE

I, _____, agree to serve as University Supervisor
(University Supervisor)

for the above student under the conditions described in Section One.

Date _____ University Supervisor Signature _____

Date _____ Department Head Signature _____

REPORT CALENDAR

Direction: To be completed by the student, in conjunction with the University Supervisor.

Initial Report

Due Date:

Weekly Reports

Due Date:

Final Student Report

Due Date:

Final Agency Evaluation Report

Due Date:

INITIAL REPORT

Directions: To be completed by the student and returned to the University Supervisor by the end of the first week of the Internship experience.

Date _____

Student's Name _____

Living Address _____

Telephone Number, Including Area Code _____

Internship Agency _____

Agency Address _____

Agency Telephone Number, Including Area Code _____

Agency Supervisor _____

Position or Title _____

Schedule of Internship Experiences (specific time period each day, e.g. 9:00 am to 5:00 pm)

Monday _____

Tuesday _____

Wednesday _____

Thursday _____

Friday _____

Saturday _____

Sunday _____

Total hours per week: _____

Special Projects Assigned:

Student's Signature

Agency Supervisor's Signature

WEEKLY REPORTS

Directions: To be completed by the student each week during the first eight weeks of the internship experience and returned to the University supervisor.

Date: _____

STUDENT: _____

MAILING ADDRESS: _____

AGENCY SUPERVISOR: _____

POSITION OR TITLE: _____

AGENCY: _____

WEEK: _____ DATES: _____ TO: _____

Submit a complete listing of all activities and experiences in which you participated each day. Be sure to indicate time periods for each activity. Select two activities or experiences in which you participated (i.e., one morning activity and one afternoon activity) and submit the following information for each activity or experience: identify the activity, participants involved, your involvement, your objectives, personal observations and assessments, problems encountered, resolutions sought and achieved.

Note: Orientation sessions are not to be counted towards completion of eight weeks of weekly logs.

**FINAL REPORT
(Sample of Format)**

Directions: To be completed by the student and mailed to the University supervisor within three calendar days after completion of the internship experience.

Date: _____

Student: _____

Agency Supervisor: _____

Position or Title: _____

Agency: _____

Internship Dates: _____

- A. AGENCY DESCRIPTION – Philosophy, goals and objectives of overall system and units involved, organizational structure, programs and services, areas and facilities, and general administrative policies and procedures (attach a copy of the organizational chart showing lines of authority, policy and procedures manual, etc.).**
- B. STUDENT – Goals and objectives, accomplishments, problems and difficulties encountered.**
- C. PROFESSIONAL EXPERIENCES – Nature and scope of internship experience; knowledge of equipment use, equipment maintenance, equipment purchasing, special programs, fitness training, upkeep of facilities, personnel management, enrollment procedures, etc.**
- D. SPECIAL PROJECTS ASSIGNED – Nature and scope of any special projects assigned by agency supervisor (attach copies).**
- E. PROFESSIONAL DEVELOPMENT – Orientation sessions, workshops, conferences, seminars, symposiums, etc.**
- F. SELF-ANALYSIS OF INTERNSHIP EXPERIENCE – Personal and professional growth, development of competencies, recognition of strengths and weaknesses, suggestions for self-improvement, surfacing of future career interests.**
- G. RECOMMENDATIONS RELATIVE TO UNIVERSITY, AGENCY, AND AGENCY SUPERVISOR – Recommendations and suggestions to the University for improving the internship experience. Recommendations and suggestions to the agency for improving the internship experience. Recommendations and suggestions to the agency supervisor for improving the internship experience.**

Student's Signature

Date

NORTH CAROLINA A&T STATE UNIVERSITY
Department of Human Performance and Leisure Studies
Greensboro, North Carolina

INTERNSHIP EVALUATION FORM

Name of Student _____ Date of Evaluation Form _____

Agency Supervisor _____

Position or Title _____

Agency _____

Period Covered by Rating From _____ To _____

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the student's strength's and weaknesses. Be as accurate and objective as possible in your appraisal. The evaluation should be based upon the total internship experience and not upon isolated incidents alone. The evaluation form should be shared with the student through an evaluation conference with the agency supervisor.

The following categories should serve as a guide in completing the practicum evaluation form:

- 5 = Outstanding**
- 4 = Above Average**
- 3 = Satisfactory**
- 2 = Needs Improvement**
- 1 = Unacceptable**
- 0 = Not Applicable**

Ratings of 4 or 5 should be given only to students demonstrating above average professional competencies.

I. PROFESSIONAL PERFORMANCE

- Established work goals _____
- Success in achieving goals _____
- Plans work to be accomplished _____
- Displays ability to organize people and resources _____
- Completes assignments on or before due date _____
- Displays a marked capacity for work and production _____
- Possesses skills commensurate with academic degree _____
- Has displayed an increase in skills level in all functions and areas _____
- Is critical of own performance and quality of work _____
- Displays capacity for motivating others _____
- Displays ability to lead and direct _____
- Conducts self well before groups _____
- Ability to orally communicate ideas _____
- Strives for quality in written expression _____
- Able to gain and hold confidence and respect of members/clients/patients _____
- Is able to gain and hold respect and confidence of associates _____
- Is able to organize and plan a program _____
- Demonstrates initiative in developing and conducting a program _____
- Is able to recognize a problem and proceed on own initiative _____
- Delegates responsibility effectively _____
- Produces effective solutions to disciplinary problems _____

Other noted performance traits: _____

Recommended Grade on Professional Performance: _____

II. PROFESSIONAL KNOWLEDGE

- Displayed a basic knowledge and understanding of
The discipline as a profession _____
- Has displayed growth in knowledge and understanding of subject matter _____
- Ability to apply knowledge in a practical way _____
- Ability to think independently _____
- Possess a wide variety of interests _____
- Displays expanding scope of interests _____
- Understands and is sensitive to group needs _____

Other noted knowledge traits: _____

Recommended Grade on Professional Knowledge: _____

III. PROFESSIONAL PERSONALITY

- Is enthusiastic _____
- Is cheerful and friendly _____
- Exhibits pleasant, tasteful personal appearance _____
- Maintains good health habits _____
- Is courteous and tactful _____
- Employs quality voice and speech presentation, tone and inflection _____
- Displays mature judgment _____
- Displays sense of humor _____
- Is consistent but fair in personal relationships _____
- Is persistent but flexible _____
- Displays concern for others _____
- Is resourceful _____
- Is able to adjust to situations _____
- Displays diplomacy in relationships with colleagues _____
- Displays evenness of disposition and absence of tension symptoms _____
- Has no distracting or irritating mannerisms _____
- At ease with people of difference ages and status _____
- Shows imagination and creative thinking _____

Other noted personality traits: _____

Recommended Grade on Professional Performance: _____

IV. PROFESSIONAL ATTITUDE

- Displays initiative and imagination _____
- Displays zeal for the profession _____
- Accepts assignment willingly _____
- Actively seeks and is alert to potential learning situations _____
- Attends professional meetings _____
- Understands, follows and upholds agency rules and regulations _____
- Accepts, suggestions and criticisms willingly _____

Other noted professional attitude traits: _____

Recommended Grade on Professional Attitude: _____

V. AGENCY SUPERVISOR COMMENTS

A. Please make any additional comments, recommendations, etc., you may have concerning the student being evaluated.

B. Based on your evaluation of the student's performance, please indicate your recommended grade for the overall internship experience.

_____ **A** _____ **B** _____ **C** _____ **D** _____ **F**

VI. STUDENT COMMENTS

A. Please make any comments concerning your evaluation of your performance.

VII. SIGNATURES

I have reviewed my evaluation as completed by my agency supervisor.

Student

I have reviewed my evaluation with the student through a personal conference.

Agency Supervisor