



## APPENDIX J

### **Sport Management Internship FAQs**

#### **What is an internship?**

Internships, sometimes referred to as cooperative education experiences, are a central and required component of a student's total educational preparation in Recreation and Sport Management at FIU. These experiences are designed to combine on-site professional experiences with theoretical and philosophical foundations studied in traditional academic settings. Through internships, students learn to identify their strengths, interests, and limitations. Students also gain an appreciation of roles, duties, and responsibilities of parks, recreation, and tourism professionals.

#### **How long is an internship?**

It depends. Each FIU RSM major is required to complete two internships- LEI 4940 and LEI 4941. This should be done at the end of the curriculum as only juniors and seniors can go out on internships. The FIU RSM Internship Program, serves as an initial exposure to practice and requires students to work a total of 400-440 hours. Internship I (LEI 4040) (9 credits) and Internship II (LEI 4941) (9 credits) provides an in-depth experience that is designed for senior level students who are approaching graduation.. LEI 4940 and LEI 4941 requires students to complete journal entries, evaluations, and a presentation to their peers. Many more details are available in the FIU Internship Handbook, found on the FIU Counseling, Recreation, School Psychology (FIU CRSP) website at <https://crsp.fiu.edu/academics/degrees-and-programs/BS-RSM-Rec-Sport-Management-Track/index.html> .

#### **What is the average pay offered to an intern?**

In general, about two-thirds of our interns receive some compensation. This is negotiated between the internship agency and the intern. Some examples of compensation include nothing, hourly wage, fixed stipend, room and board, travel expenses, commissions for sales, and salaried positions.

#### **Where do I find an internship?**

The student is responsible for contacting prospective agencies, setting up an interview, and securing the internship position. Useful resources for finding the right position include FIU



handshake, Twitter, Linked IN, Career Services, the internet, faculty, past and prospective employers, professional organizations, friends, and family.

### **What is meant by the "right position"?**

Above all, an internship is a learning experience. The “right position” is a position that allows the student to learn about the roles, duties, and responsibilities of professionals within that agency while exploring his or her own strengths, interests, and limitations. The “right position” is a position within the student’s chosen emphasis area that assists the student in his or her transition from student to professional. An internship is not credit for working, nor should an intern be considered cheap labor.

### **Is there an internship class?**

Students completing LEI 4940 and LEI 4941, earn 9 credits by completing the field experience hours, reflective journals, evaluations, and presentation.

### **When do the internships meet?**

LEI 4940 and LEI 4941 has two mandatory class meetings. An orientation meeting preceding the internship semester and a presentation of projects upon completion of the internship are required.

### **Sign me up. I want to do my internship.**

Not so fast. Both internships have pre-requisites and require an application. Please review the pre-requisites and details of the application process in the Internship Handbook. Application forms are available within the Internship Handbook and on the FIU website. You cannot enroll in the class without the permission of the FIU Internship Coordinator and the completion of the application forms- Appendix A. The applications must be submitted by the deadline below. Students will be able to register after grades are posted at the end of semester preceding. Deadlines are crucial in this process. Students must adhere to them and late submissions will not be accepted and be pushed to the next semester.

Term	Deadline
Spring Internship	September 28
Summer Internship	February 28
Fall Internship	February 28

### **How do I apply?**

Please review the pre-requisites and details of the application process in the Internship Handbook. Application forms are available within the Internship Handbook.



Submit hard copy of Appendix A to Nicholas Smith, FIU RSM Internship Coordinator by the deadline at ZEB 338 B.

### **How will I know if my agency is approved?**

Generally, if an agency meets the criteria below then it will be approved. A list of past approved internship sites is also available from the Internship Coordinator.

### **How does an agency become an approved internship site?**

If you meet the following criteria, you can become an approved internship site.

- Do you provide professional services that comply with FIU CRSP professional standards?
- Will you allow the student to assist in leadership and management?
- Will you allow the student to participate in agency-wide roles?
- Does the proposed agency supervisor have a 4-year degree, work full time with the agency for a minimum 1 year at agency? (A resume may be requested.)
- Is the proposed agency supervisor willing to meet weekly with the student for evaluations and constructive feedback?

Then, send us an email, [nismith@fiu.edu](mailto:nismith@fiu.edu), to tell us about your internship opportunity.

### **What must I do in order to advertise for and hire an intern?**

Advertising for an intern is simple. Send us a one-page flyer to tell us about your internship. Include qualifications of the applicant and your contact information. This will not guarantee that you will have an intern in place by a specific date. All opportunities are made available to students in the hopes that interest will be generated. Once the information is posted, it is entirely up to the individual student to contact the prospective agency, set up an interview and finally, negotiate the terms and conditions of the internship contract.

Once the interviewing process is complete and you decide to hire an intern, please provide the following items directly to the student:

#### **Letter of Acceptance**

Once an agreement has been made between the prospective intern and the agency, a letter of acceptance on formal letterhead complete with the hiring agent's signature must be provided directly to the intern. The intern is required to turn this in to the Internship Coordinator as proof that they have secured a position. The following details must be included:

- Duration of the internship clearly listed with beginning and ending dates.
- A short job description including a brief description of tasks.



- Compensation information.
- Name, address, phone number of the intern's direct supervisor.

### **How do I get an Internship?**

Students in the FIU RSM program should contact and reach out to potential internship sites and inquire about interning in their departments. There are many sites on the FIU MMC and BBC Campuses where some students have actually have been given opportunities for the future. Our FIU students have worked all over the USA and Middle East in the field of sport management. A list is provided of sites that have hired students as interns or are looking for interns.

### **What will I do on the internship?**

Students will be responsible for administrative work and behind the scenes work in sports management on internships. This includes planning, setting up practices, meetings, etc.

### **What can't I do on the internship?**

Coaching, Personal Training, and Teaching- Those are their own respective academic endeavors and majors and not permitted.

### **Can I work remotely and online?**

No, the Internship program is meant to be a capstone project and meant to be hands-on and not online.

### **How many hours should I work a week on the internship?**

That depends on the what the site needs. The work schedule is meant to help the site and students should schedule their work around the site needs and not vice-versa. Spring and Fall semesters average 16 weeks. So that means 25 hours a week should be your average work week. Summer C semesters are shorter at 14 weeks. That means 29 hours should be what is averaged for work, based on the shorter semester.

### **Can I intern for both Internship I and Internship II in the same place?**

YES! You should have different supervisors for each different class though. For example, if you work in the operations department for the Hard Rock Stadium for your first internship (LEI 4940), you should work in another department like public safety or parking for your second internship (LEI 4941).

### **Can I get a "B" on the internship?**



No, The internship classes, LEI 4940 and LEI 4941, are entirely PASS/FAIL.

### **How do I get a “F”(FAIL) on the internship?**

There are many ways this can happen. Generally, one can fail the internship by not meeting expectations of the Internship Supervisor. This includes not completing work, tardiness, insubordination, and not helping out at the site. If a student is fired from the site, a grade of “F” will be issued.

### **What does “incomplete grade” mean?**

If a student does not complete the 400 or 440 hours needed during the academic full semester, the student should contact their university teacher about setting up a plan for the student to complete the hours. An incomplete grade will be issued for the student and a deadline will be set for the student to complete the hours. Once the student completes the hours, the university instructor will change the grade from “I” to “P”.

### **Can I intern on Summer A or Summer B semester?**

No, the internships are only available on the Summer C (full summer) semester-14 weeks typically.

### **Can I intern for LEI 4940 and LEI 4941 in the same semester?**

No.

***Recreation and Sport Management Internship Program***  
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