

# **Sport and Recreation Management Practicum/Internship Manual**



**SPM 3941 & SPM 4940**

**Department of Counseling, Recreation and School Psychology**

**Florida International University**

*Revised 13th Edition Fall 2024*

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## Practicum/Internship Process

### Step by Step Process

	Spring	Summer	Fall
<b>1. Attend mandatory orientation meeting</b> (All practicum & internship students must attend one orientation meeting)	Early September	Early May	Early January
<b>2. Form deadlines</b> Submit the following documents: - Appendix A - Appendix B - Panther Pledge - Letter from practicum or internship site	October 15 <sup>th</sup>	March 15 <sup>th</sup>	June 15 <sup>th</sup>
<b>3. Practicum/Internship approval</b>			
<b>4. Class registration</b> Once the practicum/internship is approved, the internship coordinator will email the students which practicum or internship class to register for (3 credits for practicum and 9 credits for internship)	Final week of Fall	Final week of Spring	Final week of Summer
<b>5. Final grade</b> Once all assignments have been submitted and reviewed by the practicum or the internship course instructor a final grade will be issued	Final week of Spring	Final week of Summer	Final week of Fall

## **Preface**

Fieldwork is one of the most important steps a student takes in preparing for a professional career in Sport and Recreation Management. It is the competent professional practitioners in cooperating agencies that make this aspect of the curriculum possible. At Florida International University, we are fortunate to have a number of cooperating agencies that are able to provide qualified Practicum/Internship Site Supervisors. These supervisors have a thorough knowledge of the field, an interest in fieldwork instruction, and are dedicated to high standards in Sport and Recreation Management. All individuals involved in the practicum/internship program should read this packet carefully.

The faculty of Florida International University in the Department of Counseling, Recreation and School Psychology deeply appreciates the opportunities afforded our students in carrying out their fieldwork practicum/internship assignments. We want to express our sincere thanks and appreciation to all those who help our students achieve their academic and professional goals.

## **Introduction**

The term “internship” is used in this manual to stand for an upper level instructional program that includes supervised pre-professional practice in approved sport and recreation service delivery agencies (“fieldwork”). Practicum students may participate in the work in a limited way under the supervision of workplace supervisors and professors, applying their experiences during the program to the theories and concepts they have learned during the program. The practical experience aspect of the program involves observation and participation in planning, conducting, and evaluating at the face-to-face, supervisory, and executive levels of professional responsibility.

## **Practicum Course?**

The 3-credit hour practicum course is an experiential course designed to provide students with an opportunity to explore employment in the sport and recreation industry, network with industry professionals and gain industry experience, knowledge & skills. Students must complete a minimum of 60-hours in the approved organization as well as classroom works under the guidance of the instructor.

## **Internship or Part Time Job?**

Internships are usually formal programs within organizations whose primary purpose is to offer practical work experience. Internships improve resumes by giving students opportunities to gain professional skills and explore new industries. Would-be interns should evaluate internship programs carefully, to see if those programs offer the training they desire.

The main difference between an internship and a part-time job is that internships include specific learning objectives. In other words, a student is deliberately seeking new knowledge or skills in a particular industry. The internship ought to enhance one's career objective.

If you need help finding an internship, this manual is here to help. If you have further questions about whether or not your position qualifies as an internship, please contact the internship coordinator.

## **Practicum Objectives**

Practicum is meant to provide students an introduction to the sport and recreation industry through structured field experience. The student will be able to:

1. Apply classroom knowledge (i.e., theories, best practices, and terminology) to the day-to-day operations of the sport and recreation organization.
2. Understand his/her professional strengths and weaknesses and identify their professional interest.
3. Understand workplace dynamics and gain insight to the professional duties and responsibilities of a sport/parks/recreation manager.
4. Build an industry network through relationship development with co-workers.

## **Internship Objectives**

An internship is one of the most significant components of an entry-level professional. Student interns should find this experience to be one of the most challenging and rewarding of their college education. Specific performance expectations and objectives will vary according to the student's major and the internship site. Objectives of the internship are to provide each student the opportunity to:

1. Plan, implement, and evaluate programs and operations specific to the student's major.
2. Observe the organization and administration of the internship site.
3. Develop and refine the necessary skills and competencies of the profession.
4. Develop leadership and supervisory skills needed in coordinating professional programs.

## **Undergraduate Students Practicum/Internship**

Undergraduate Students majoring Sport and Recreation Management should register for SPM 4940 Internship during their senior year. Each internship is 9 credit hours per semester.

Following mutual agreement, the student works an Approved Cooperating Fieldwork Agency for a minimum of 400 hours (SPM 4940) of professional practice during a full Spring, Summer C, or Fall Semester. Internship should be the last class for a student to take prior graduation from FIU.

Starting with Fall 2022, the new curriculum for the Sport and Recreation Management program requires **one practicum** (SPM 3941 for 3 credits) and **only one internship** (SPM4940 for 9 credits).

**Important:** LEI 4940 and LEI 4941 will no longer be used going forward. Starting Fall 2022, we will require students to register for SPM 4940 after finishing their practicum SPM 3941.

### **Requirements for SPM 3941 Practicum**

1. Be in good academic standing and not on academic probation
2. **Submit paperwork** before the due date
3. **Have NOT been enrolled in SPM 4940 – Internship (SPM 3941 must be taken first)**
4. Recommend taking SPM 3001 before SPM 3941

### **Requirements for SPM 4940 Internship**

1. Be in good academic standing and not on academic probation
2. Must have completed SPM 3941 - Practicum
3. Be a **Junior or Senior** at time of Internship Appendix A & forms due date
4. **Possess a 2.0 GPA** at time of Internship
5. **Submit paperwork** before the due date
6. **Not be enrolled in first 2 semesters** of being a Sport and Recreation Management Student

### **For students who need only 2nd internship:**

Option 1: take 3 new sport management classes to substitute for LEI 4941.

For example: SPM 3001 Introduction to Sport Management, SPM 3941 Practicum in Sport Management, SPM 4012 Social Aspects of Sport Management, LEI 4931 Special Topics, etc.

Option 2: take our new internship SPM 4940 to substitute for LEI 4941.

**Graduate Students Internship LEI 6922**

Graduate Students register for LEI 6922 for three to six semester hours of credit in the third or fourth semester. Each student is assigned, following mutual agreement, to an Approved Cooperating Fieldwork Agency for a minimum of 300 hours of professional practice.

Internships may be completed throughout the academic year, but students should submit all paperwork for approval as early as possible, and on the deadlines. Students must attend an internship orientation in the semester preceding the internship semester. Internship should include two distinct aspects:

- Direct service delivery (set up, tear down, organizing equipment, customer service, event services, operations, stadium engineering, stadium field-crew, stadium IT, stadium housekeeping, stadium security)
- Extramural activities (hearings, board meetings, committee, conferences, workshops, state meetings, etc.)

**Requirements for Internship**

1. Have attended for **2 semesters prior** to enrollment in LEI 6922
2. **Possess a 3.0 or higher overall GPA** prior to enrollment in LEI 6922

At the beginning of the internship, students are expected to observe and assist until they are somewhat familiar with the staff, clientele, paperwork, policies, standard operating procedures, organizational pattern, facilities, and equipment, rules, regulations, etc. Students should assume increasing responsibilities over time and eventually, under supervision, be in charge of their own program or events. Keeping individual differences in mind, each student should be led, as soon and as far as practical, into greater and greater responsibility as the semester progresses.

## **Purpose of the Manual**

This manual serves to enable effective communication among fieldwork interns, cooperating agency site supervisors, and the university. Policies and procedures are suggested as guidelines to assist with placing, supervising, and evaluating fieldwork interns and practicum students.

## **Purpose of Sport Management Fieldwork**

The overall purpose of the practicum/internship is to provide opportunities for students to grow personally and professionally in a professional sport management setting. The overall goal is making each intern “real world” ready. Although specific objectives are expected to vary for each student and each agency, the following general objectives should apply:

- To provide students opportunities for practical experiences in the organization and administration of recreational, leisure, sport management, facility management, event services, facility operations, guest services, team management, team administration, professional sports, collegiate athletics, high school athletics, youth athletics, sport business, sport administration and health care services in various program areas.
- To increase students’ knowledge and skills at the face to face, supervisory and executive levels of leadership.
- To enable students to understand and appreciate the professional duties and responsibilities of those in the field of sport management.
- To help students determine their professional strengths and weaknesses.
- To assist the sport management faculty in evaluating students’ performance, make curricular improvements, and provide opportunities for the faculty to confront practical problems and interact with field professionals.
- To provide opportunities for faculty, agency representatives, and students to exchange communications on the newest and latest developments in technologies and best practices in sport and recreation management, leisure programming, and service delivery.



## **Responsibilities**

*The Sport Management Faculty Internship Coordinator will:*

1. Determine eligibility of students for practicum or internship.
2. Select and approve cooperating fieldwork agencies.
3. Approve fieldwork placements in consultation with the student and agency.
4. Provide the agency recommendations upon request and approval.
5. Assist the agency in developing study programs, materials and selecting appropriate experiences to meet the needs of particular students.
6. Assign a university course faculty supervisor to:
  - a. Help students prepare for fieldwork.
  - b. Visit the agency, observe the student and confer with the student and practicum/internship site supervisor if available.
  - c. Evaluate fieldwork reports and discuss the reports with the students and the practicum/internship site supervisor.
  - d. Evaluate and assist the student in self-evaluation of his or her fieldwork performance and professional potential.
  - e. Assign the student's final grade for fieldwork, in consultation with the practicum/internship site supervisor.

*The Approved Cooperating Fieldwork Agency will:*

1. Complete the Practicum/Internship Agreement Contract.
2. Communicate the aims and outcomes of the fieldwork program to the agency's managing authorities and its community.
3. Communicate with the fieldwork program to the agency staff and help the student gain acceptance as a member of the staff.
4. Interview and select students in consultation with the university.
5. Orient, introduce and identify the student as a staff member and thus place in position in which he or she may expect courtesy, consideration, and respect from colleagues and the clientele of the agency,
6. Assist each student in developing a sound plan of study and experiences to meet his/her individual needs while simultaneously contributing to the agency.
7. Evaluate and assist grading the student in Appendix E at the completion of the semester.
8. Participate in periodic evaluation conferences with university personnel to improve the FIU Sport and Recreation Management (SRM) practicum/internship program. The Sport

Management agency and the agency supervisor must assist the student in developing the following:

- a. A sound understanding of the agency's goals and objectives.
- b. A comprehensive understanding of how to work with boards, commissions, governing bodies, and other administrative groups.
- c. Experiences working with budgets and budgeting for programs.
- d. Experiences related to the purchasing and care of equipment and facilities.
- e. Program planning and development of leadership.
- f. Supervisory experience.
- g. Other Sport Management leadership experiences that would be beneficial to the student.

*The Student Intern will:*

1. Attend one practicum/internship orientation session in the semester preceding the practicum/internship.
2. Perform his or her work responsibilities in a professional manner, participate in all training and study sessions, attend scheduled conferences and submit all reports required by the agency.
3. Visit, observe, and participate in all phases of the agency operation, not just those areas of his own or her department.
4. Develop, with the help of supervisors, a plan of study and experience.
5. Prepare and submit fieldwork reports to their university faculty supervisor. --Fieldwork Bi-weekly Report. All reports are to be typed in APA format.
6. Be subject to all rules and regulations of the practicum/internship site organization, which may include drug screening and background checks.

## **Policies and Procedures**

### **Sport Management Agency or Site**

Although it is a distinct honor to be selected as an approved cooperating sport management agency, it is not something that should not be entered into without serious deliberation on the part of the agency personal and policy makers. Considerable professional sacrifice, expense, and time are required and necessary to make this contribution of future sport management practitioners. The following criteria and procedures are used in selecting agencies and placing students.

### **Criteria for Selection**

The following factors are considered in selecting approved cooperating practicum/internship sites:

- A sincere desire to participate in an educational program to improve the preparation of quality personnel for the profession.
- Professionally prepared and credentialed staff to supervise students; staff with competence, a thorough knowledge of the field, supervisory experience, an interest in field instruction, ability to analyze and evaluate practice, an understanding of professional preparation curriculum, and an interest in improving and maintaining the specialization areas.
- Evidence of a sound professional philosophy of service delivery
- Adequate resources to afford broad and varied experiences and programs and services to practicum students and student interns.
- Sound administrative procedures, such as personnel policies including in-service training.
- Evidence of adequate facility and community acceptance and support

### **Registration and Evaluation**

Undergraduate students must register for SPM 3941 Practicum (3 credits) and SPM 4940 Internship (9 credits), and graduate students must register for LEI 6922 (3-6 credits), and pay tuition and fees.

The Practicum/Internship Site Supervisor's evaluation is based on fulfillment of position responsibilities and potential as a future professional in the field. The Practicum/Internship Evaluation (Appendix E) must be completed by the site supervisor. It does not determine the student's final grade which considers many factors.

The assigned University Faculty Supervisor will base grades upon written reports, field observations, conferences with university and Practicum/Internship Site Supervisors, fieldwork, presentations, and practicum/internship site supervisors' final grade.

### **Unsatisfactory Performance**

Students performing unsatisfactory work during the practicum/internship receiving a failing grade, and/or who have been removed from practicum/internship placement for behavioral or reasonable cause will undergo a full review of the circumstances causing a failing grade and/or practicum/internship removal. Students will be placed on practicum/internship remediation and

will have to re-register for the practicum/internship and attain a passing grade. Students performing at an unsatisfactory level and/or removed for a second time will be removed from the Sport and Recreation Management program at FIU.

SPM 3941 and SPM 4940 are core required classes for graduation with a Bachelor's of Science Degree in Sport and Recreation Management. Without a passing grade for SPM 3941 and SPM 4940, graduation will not result for the student.

Rationale: It is the responsibility of university faculty to educate students for professional careers while at the same time protecting the health and wellbeing of the consumers, clients, and patrons served by the sport practitioner in training.

### **Procedures**

1. In the event of an unsatisfactory performance report from an agency during the practicum/internship, the university supervisor will discuss the situation with the Practicum/Internship Site Supervisor and develop a plan of corrective action with the student.
2. In the event a student intern's behavior or actions create concerns for the well-being of the agency's clients, patrons, or personnel, the university supervisor, program coordinator or departmental chair, and practicum/internship site supervisor will meet to determine an appropriate course of action. Behavior or conduct that places clients, patrons, or subordinates at risk is grounds for immediate dismissal. Upon dismissal, the student will forfeit all hours worked.
3. Students receiving an unsatisfactory grade or who are removed for conduct reasons will not be permitted to resume another placement until the next academic year's summer term practicum/internship cycle, and will not be allowed to re-enroll without the permission of the Practicum/Internship Supervisor and program coordinator or departmental chair.
4. Students shall be expected to adhere to Organization rules, regulations and policies, and should the student fail to adhere to these rules and policies, the assignment may be terminated upon a (2) two week written notice or immediate notice from the Organization to the Sport Management Internship Coordinator.
5. A pattern of late reports will result in a failing grade being submitted for the Practicum/Internship. Arrangements to repeat the Practicum/Internship must be made with the Internship Coordinator.
6. Switching positions, sites, and supervisors is not permitted during the practicum/internship in the academic semester. Reassigning, relocating, or changing practicum/internship sites that was originally on Practicum/Internship Agreement Contract (Appendix A) will result in a (F) failing grade and forfeiture of hours worked. The practicum/internship sites are counting on students to act professionally and ethically in their respective jobs and duties.

## **Conclusion**

The purpose of this manual has been to facilitate the three-way understanding between the FIU Sport and Recreation Management practicum students/interns, the sport management agencies, and the FIU Sport and Recreation Management program so that each student majoring in recreation and sport management may become all that he or she is personally and professionally capable of being. The discussions, forms, policies and procedures are intended to serve students and supervisors. Student Interns represent Florida International University, the Department of Counseling, Recreation, and School Psychology, the School of Education and Human Development in the College of Arts, Sciences and Education, the Sport and Recreation Management program, and their university instructors and professors and should represent themselves as professionals in the field of sport and recreation management. All students and practicum/internship supervisors involved in the practicum/internship program should read this manual carefully.

## Appendix A

### Practicum/Internship Verification Form

**I apply for:**     **SPM 3941**        or         **SPM 4940**

This is to certify that \_\_\_\_\_ (*student name*) has been assigned and accepted as an intern with \_\_\_\_\_ (*agency name*)

The number of working hours for practicum shall be a minimum of 60 hours per semester, and a minimum of 400 hours per semester for internship. The student will receive three (3) hours of academic credit for practicum and nine (9) hours of academic credit for internship. The student is expected to adhere to the agency calendar; therefore, only agency holidays are to be granted. Agencies may have additional requirements.

Practicum/Internship Semester: \_\_\_\_\_

Start Date \_\_\_\_\_ End Date \_\_\_\_\_

Agency Practicum/Internship Supervisor \_\_\_\_\_

Email Address \_\_\_\_\_

Office Address \_\_\_\_\_

Phone \_\_\_\_\_ Website \_\_\_\_\_

**Florida International University**  
**Department of Counseling, Recreation, and School Psychology**  
**College of Arts Sciences and Education**  
**School of Education & Human Development 11200 SW 8th Street**  
**Modesto A. Maidique Campus, Miami, Florida 33199**

### Student Information

<b>Student Intern Signature</b> _____
<b>Student Panther ID</b> _____
<b>Site Supervisor Signature</b> _____
<b>Date</b> _____

*Please attach business card of site supervisor to this form.*

## FIU STUDENT INFORMATION

Name: \_\_\_\_\_ Panther ID: \_\_\_\_\_  
Phone: \_\_\_\_\_ FIU Email: \_\_\_\_\_  
Practicum/Internship Semester: \_\_\_\_\_

### Practicum/Internship Information

Job description:

Proposed schedule:

Goals:

**Please Turn in Appendix A,  
Appendix B, Panther Pledge,  
& Letter from site  
confirming  
practicum/internship on  
company letterhead by  
October 15 for Spring,  
March 15 for Summer, June  
15 for Fall to:**

Sport and Recreation Management Internship Coordinator  
Department of Counseling, Recreation, and School  
Psychology

College of Arts Sciences and Education School of Education  
& Human Development 11200 SW 8th Street  
Modesto A. Maidique Campus, Miami, Florida 33199

## Appendix B

### FIU Student Release of Assumption of Risk

I, the undersigned, being of legal age, do hereby agree and promise the following for and in consideration of my participation in \_\_\_\_\_  
(Course Name & Number) for the \_\_\_\_\_, 20 \_\_\_\_\_ semester and all fieldwork activities related thereto (which include practicum or internship) from \_\_\_\_\_ through \_\_\_\_\_.

I agree and acknowledge that participation in the fieldwork to take place in: \_\_\_\_\_

\_\_\_\_\_ and its related activities is of my own free will. I acknowledge that I am acting neither as an employee nor agent of the State of Florida, The Florida International University Board of Trustees, The Florida Board of Education, Florida International University or any of their respective officers, employees or agents.

I further acknowledge that in the course of the performance of any of the fieldwork which I have voluntarily assumed to perform during my enrollment in the above-mentioned course I expose myself to risks, known and unknown, of property damage or loss, as well as personal injury that could be painful, permanently disfiguring or debilitating and fatal. I fully assume these risks, which include, but are not limited to the risks associated with ground travel.

I, FOR MYSELF, MY HEIRS, EXECUTORS, ADMINISTRATORS AND ASSIGNS AGREE TO RELEASE, WAIVE, DISCHARGE AND RELINQUISH AND TO HOLD HARMLESS THE STATE OF FLORIDA, THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, FLORIDA INTERNATIONAL UNIVERSITY, AND THEIR RESPECTIVE OFFICERS, EMPLOYEES, AND AGENTS, FROM AND AGAINST ALL CLAIMS AND CAUSES OF ACTION WHICH MAY ARISE FROM MY PARTICIPATION IN THE FIELDWORK AND ITS RELATED ACTIVITIES OR FROM PERSONAL UNRELATED ACTIVITIES WHETHER THE SAME SHOULD ARISE BY REASON OF NEGLIGENCE OF ANYONE ORGANIZING OR PARTICIPATING IN THE FIELDWORK OR OTHERWISE, AND AGREE THAT UNDER NO CIRCUMSTANCES WILL I OR ANYONE CLAIMING THROUGH ME, PROSECUTE OR PRESENT ANY CLAIMS FOR PERSONAL OR BODILY INJURY PROPERTY DAMAGE OR LOSS, OR WRONGFUL DEATH AGAINST THE STATE OF FLORIDA, THE FLORIDA INTERNATIONAL UNIVERSITY BOARD OF TRUSTEES, FLORIDA INTERNATIONAL UNIVERSITY, OR THEIR RESPECTIVE OFFICERS, EMPLOYEES, OR AGENTS.

I, for myself and any others claiming through me, accept full responsibility for safety and expenses and assume the complete risk of any injury to myself or my property which may arise out of or in the course of my participation in this course and related fieldwork.

WITNESS

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
Student Print Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
City, State, and Zip



## Appendix C

### Report

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

Panther ID: \_\_\_\_\_

For the weeks of: \_\_\_\_\_

Hours this reporting period: \_\_\_\_\_

Cumulative hours to date: \_\_\_\_\_

Practicum/Internship Site Name: \_\_\_\_\_

Practicum/Internship Site Address: \_\_\_\_\_

Practicum/Internship Site Phone: \_\_\_\_\_

Practicum/Internship Site E-mail: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum/Internship Site Supervisor  
Signature

\_\_\_\_\_  
Date

## Appendix D

### Fieldwork Bi-weekly Report

**Must be typed, double spaced, and attached to appendix C**

**Instructions:** *To be completed by the student every other week, reviewed and discussed with the Practicum/Internship Site Supervisor and returned to the University Supervisor. Please write in complete sentences for your paragraphs.*

1. The reporting period's actual assignment and responsibilities

2. Analysis (your successes and/or problems)

3. Supervisory conferences (Discussion topics, field trips, directed readings, meetings attended, etc)

4. Next week's primary objectives and proposed plan

## Appendix E

### Practicum/Internship Evaluation Form

**Instructions:** *This form should be filled out by the Practicum/Internship Site Supervisor at last week of practicum/internship in the semester while shared with the student. The rating should be made with care and fairness. Reflect carefully upon the person's work, and make an honest judgment of the qualities of the trainee. Base your judgment on the entire period covered, not upon isolated incidents alone.*

Date of Evaluation: \_\_\_\_\_

Reporting Period: from \_\_\_\_\_ to \_\_\_\_\_

Practicum/Internship Site Supervisor: \_\_\_\_\_

Practicum/Internship Site Supervisor Email: \_\_\_\_\_

Position/ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency's Address: \_\_\_\_\_

Agency's Phone: \_\_\_\_\_

*Please evaluate the student in the categories identified using the following scale.*

<b>A</b>	<b>OUTSTANDING</b>	Consistently exceptional in fulfilling requirements
<b>B</b>	<b>COMMENDABLE</b>	Frequently meets and exceeds minimum requirements
<b>C</b>	<b>GOOD</b>	Regularly meets and occasionally exceeds minimum requirements
<b>D</b>	<b>FAIR</b>	Does marginally passable work, but does not extend oneself
<b>F</b>	<b>POOR</b>	Fails to meet minimum requirements.
<b>NA</b>	<b>Not Applicable</b>	
<b>DNO</b>	<b>Did Not Observe</b>	

Description	Grade	Description	Grade
PROFESSIONAL PERFORMANCE		PROFESSIONAL PERSONALITY	
Goal setting		Enthusiasm	
Goal achievement		Courtesy and tact	
Planning and organization		Voice quality, speech presentation, tone and inflection	
Timeliness in completing assignments		Sense of humor	
Ability to evaluate own performance and quality of work		Maturity in judgment	
Group presentation skills		Concern for others	
Verbal communication skills			
Written communication skills			

Description	Grade	Description	Grade
PROFESSIONAL KNOWLEDGE		PROFESSIONAL ATTITUDE	
Ability to integrate conceptual knowledge and activity skills		Initiative and imagination	
Knowledge and understanding of program principles and methods		Enthusiasm for the profession	
Ability to apply knowledge in a practical manner		Willingness to accept assignments	
Grasp of total field		Attendance at professional meetings	
Possessing a wide variety of interests		Adherence to departmental policies	
		Acceptance of suggestions, direction and critical evaluation	

Space is provided below for additional comments for improving performance or correcting deficiencies. If more space is needed, please attach sheet or use the back of this form.

STUDENT COMMENTS:

PRACTICUM/INTERNSHIP SITE SUPERVISOR COMMENTS:

SUMMARY OF EVALUATION CONFERENCE:

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Practicum/Internship Site Supervisor  
Signature

\_\_\_\_\_  
Date

Return this signed form to: Practicum/Internship class instructor or Internship Coordinator

## Appendix F

### School of Education & Human Development Confidentiality Agreement

As an individual who provides professional care, you may have access to confidential information of clients/students (e.g., biographical information, financial information, medical history, educational records, etc.). You are expected to protect the confidentiality, privacy, and security of these individuals and follow guidelines below as well as those of agencies/schools with which you work. You will use confidential information only as needed to perform duties as a member of the faculty or as a registered student in the programs with the School of Education & Human Development. This means, among other things, that:

- You will only access confidential information for which you have a need to know.
- You will respect the confidentiality of any verbal communication or reports printed from any information system containing clients'/students' information, and handle, store, and dispose of these reports appropriately at the University or associated agency/school.
- You will not in any way divulge, copy, release, loan, alter, or destroy any confidential information except as properly authorized within the scope of your professional activities.
- You will carefully protect all confidential information. You will take every precaution so that clients, students, their parents, or other persons do not overhear conversations concerning professional care/education or have the opportunity to view records.
- You will comply with all policies and procedures and other rules of the University and associated agencies relating to confidentiality of information and access.
- You understand that the information accessed through all information systems contains that which is sensitive and confidential and should only be disclosed to those authorized to receive it. You will not knowingly include or cause to be included in any record or report a false, inaccurate, or misleading entry.

You understand that violation of this Confidentiality Agreement may result in disciplinary and legal action with fines. By signing this, you agree that you have read, understand, and will comply with the Agreement.

Print name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Witness name: \_\_\_\_\_ Witness Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Appendix G**

### **Addendum to SRM Practicum/Internship Manual**

#### Selection:

The practicum/internship in Sport and Recreation Management (SRM) is an extension of the undergraduate experience allowing for practical application on a full-time basis. The Practicum/Internship must be sport and recreation related, in the student's expressed area of interest, and supported by FIU Internship Coordinator. The Practicum/Internship should provide experiences which will lead to the fulfillment of career goals and provide contacts in the field and/or opportunities for employment.

The practicum/internship position should provide experience in the organizational/operational aspects of sport. Sites most likely to receive approval include professional sport, college athletic programs, sport businesses, sport facilities, and community sport programs (either domestic or international). Positions or sites that will not receive approval are those that require preparation outside the Sport Management curriculum. These may include coaching fitness training, coaching, or officiating. Students should select a Practicum/Internship that directly relates to Sport, Recreation, Parks Management. Students may select sites such as parks, gyms, athletic departments at schools. Coaching and teaching are not eligible for the FIU SRM practicum/internship for that is a separate academic endeavor at FIU.

Disciplines in facility management that are acceptable practicum/internship sites are finance, operations, facility engineering, facility housekeeping, public safety, event management, sales/marketing, human resources and box office management, food and drink services, hospitality, convention center/stadium & arena management. Professional athletic organizations and teams, Collegiate athletic departments, conferences, bowl games, host committees, amateur sporting events, marathons are all likely to be accepted practicum/internship sites. Non-profit organizations that promote sport tourism by way of baseball, basketball, bowling, cross country, football, golf, gymnastics, lacrosse, powerlifting, regatta/sailing, road racing, soccer, softball, swimming, tennis, track & field, volleyball and wrestling are likely to be acceptable practicum/internship sites as well.



## Appendix H

### Sport and Recreation Management Student Eligibility for Practicum/Internships

In order to be eligible to enroll in SPM 4940, a student must meet all the following criteria:

- **Be in good academic standing and not on academic probation**
- **Be a Junior or Senior at time of Practicum/Internship Appendix A due date**
- **Have a 2.0 GPA at time of Practicum/Internship Appendix A due date**
- **Not be enrolled in first two semesters of being a Sport and Recreation Management (SRM) student**

A student's Practicum/Internship Proposal will be **denied and not approved if:**

- **Student has 0 GPA with FIU SRM**
- **Student has less than 2.0 GPA**
- **Student did not enroll in program in prior to Application Date of Appendix A**
- **Student has sophomore standing on Appendix A due date**
- **Student has freshman standing on Appendix A due date**
- **Student does not complete all forms including signature lines. This includes Appendix A, B, Panther Pledge, and letter from site.**

Moreover, due dates in this manual and in the Counseling, Recreation, and School Psychology Department are crucially important. Late Practicum/Internship Proposal paperwork will be not be processed or accepted. **Late Practicum/Internship Proposal Applications will not be accepted in any form.**

*Recreation and Sport Management Practicum/Internship Program*  
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School of Education & Human Development  
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## Appendix I

### Locating and Applying for Internships

By Amy Marie Charland and Mary Ann Lawson

An internship allows you to test your career objectives, helps you identify your talents, and directs you toward an appropriate career, while helping you acquire essential practical and professional skills you need in the business world. It also lets you see how well you fit into a specific company's culture.

But finding an internship takes some preparation. Before setting out to find an internship, ask yourself these questions:

- Where do I want to do an internship? My hometown? Out-of-state?
- What type of work would I like to do? In what field?
- What type of organization would I like to do an internship for?
- What do I want to gain from an internship? What specific skills or experiences do I want to acquire?

#### *Locating opportunities*

After you've answered these questions, you're ready to start searching for internships. Here are some suggestions for locating employers and internship opportunities:

- Visit your career services office. Many offices have internship listings and may be able to help you locate other resources such as books, employer files and directories, and websites.
- Check with your academic adviser to see if your department maintains listings of internship opportunities in your field of study.
- Attend job fairs. Employers often use fairs to identify students for internships as well as for full-time employment.
- Visit the websites of companies where you might want to do your internship so that you can tailor your resume and cover letter to the employer.
- Contact the Chamber of Commerce of the city where you would like to work to obtain information about local employers.
- Network. Talk with friends, family, co-workers, supervisors, instructors, administrators, and professionals in your field of study, and let them know you are searching for an internship.

#### *Applying for an internship*

Each employer has its own application process. Does the company want you to apply online? What is the deadline? What will the employer need from you to make your application complete? Start the process early. Here are a few tips to get you started:

- Keep your resume to one page.

- Place contact information at the top of your resume. Include your name, address, and phone number.
- Use an objective near the top of your resume that is general enough to encompass all the opportunities you would consider but specific enough to let the reader know what type of position you seek.
- Your education section should include your degree, major and minor, anticipated graduation date, and name and location of the college you are attending. You may also want to include a list of related course work.
- Describe your related experience using action verbs.
- Visit your career services office for sample resumes and have a career counselor review your resume.
- You will also need to write a cover letter to accompany your resume. Structure your letter along these lines:
  - a. First paragraph-State your purpose for writing-your interest in the internship opportunity.
  - b. Second paragraph-Highlight your education, experience, and personal qualities that you can bring to the position.
  - c. Final paragraph-This is your "action" paragraph. Ask for an interview and let the employer know how you plan to follow up. Include information that will help the employer contact you for an interview.
  - d. Close-Thank the employer for considering your application.
- Make your cover letter reflect your personality and unique qualities while also showing off your great writing skills.
- Proofread. Remember that you never get a second chance to make a good first impression.

### ***Choosing an internship***

Your final task is to select the internship opportunity that is the best match for you. Review your goals for doing an internship and choose the opportunity that best meets those goals.

An internship offers many benefits, including:

- Valuable experience. Many employers want to hire people who have experience and can step into the job and be productive right from the start.
- Information. An internship will help you make contacts, get ideas, and learn about the field.
- Practical application. You will have the chance to apply theories learned in the classroom to a real- world setting. When you return to the classroom after your internship, you will better understand the many nuances of business operations that relate to the theories you study.
- In many cases, an internship can lead to a job offer.

Courtesy of the [National Association of Colleges and Employers](#).

## Appendix J

### Sport Management Internship F&Q

#### 1. 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 Sport and Recreation 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.

#### 2. How long is an internship?

SRM major is required to complete one internship - SPM 4940. This should be done at the end of the curriculum, as only juniors and seniors can proceed with the internships. The FIU SRM Internship Program, serves as an initial exposure to practice and requires students to work a minimum of 400 hours. Internship (SPM 4940) (9 credits) provides an in-depth experience that is designed for senior level students who are approaching graduation. SPM 4940 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>.

#### 3. What is new for Fall 2022?

Our new curriculum for the Sport and Recreation Management program requires only one internship (SPM 4940, 9 credits) in addition to practicum (SPM 3941, 3 credits). LEI 4940 and LEI 4941 will belong to the RT program. So, starting Fall 2022, we will require students to take our SPM 4940 after finishing their practicum (SPM 3941).

HOWEVER, there will be students who want to finish their degree with the old curriculum in the Fall 22 and the Spring 23. These are the options:

For students who need only 2nd internship:

Option 1: take 3 new sport management classes to substitute for LEI 4941.

For example: SPM 3001 Introduction to Sport Management, SPM 3941 Practicum in Sport Management, SPM 4012 Social Aspects of Sport Management, LEI 4931 Special Topics, etc.

Option 2: take our new internship SPM 4940 to substitute for LEI 4941.

#### 4. Can I take LEI 4940 or LEI 4941?

Absolutely not, those classes are now in the recreation therapy degree track.

**5. 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.

**6. 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.

**7. 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.

**8. Is there an internship class?**

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

**9. When do the internships meet?**

SPM 4940 has one mandatory class meeting. An orientation meeting preceding the internship semester and a presentation of projects upon completion of the internship are required.

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

Not so fast. Internships have pre-requisites and require an application. Please review the pre-requisites and details of the application process in this Internship Manual. Application forms are available within the Internship Handbook and on the FIU RSM website. You cannot enroll in the class without the permission of the FIU Internship Coordinator and the completion of the application forms- Appendix A, Appendix B, Panther Pledge & site letter. 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.

<b>Term</b>	<b>Deadline</b>
Spring Internship	October 15 <sup>th</sup>
Summer Internship	March 15 <sup>th</sup>
Fall Internship	June 15 <sup>th</sup>

**11. 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 & other documents to the FIU Sport and Recreation Management Internship Coordinator by the deadline at the office by email or hard copy.

**12. 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.

***I run the Cleveland Browns. 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 in a sport or recreation setting?
- 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 an email to the Internship Coordinator to tell us about your internship opportunity.

**13. 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:

**Site 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, email address, phone number, and physical address of the intern's direct supervisor

**14. 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 the 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.

**15. What will I do on the internship?**

This is dependent on the sport management agency. Students could be responsible for a plethora of responsibilities including: planning events at a stadium, setting up for an athletic contest, concert or event, preparing a venue locker room, selling tickets, calling season ticket holders, cold calling potential clients. Students could be responsible for setting up hotel room blocks for visiting teams. Students could be in charge of parking, stadium, or concessions operations at an event. Students will be responsible for administrative work and behind the scenes work in sports management in internships. This includes planning, setting up practices, meetings, etc.

**16. What can't I do on the internship?**

Coaching, Recreation Therapy, Occupational Therapy, Physical Therapy, Personal Training, and Teaching are all not permitted. Those are their own respective academic endeavors and majors and are not permitted for our purposes in sport management. Your internship must involve sports management, park management, and or recreation management.

**17. Can I intern internationally?**

Yes! Students here at FIU do intern internationally. Past students have interned in Germany, Saudi Arabia, and Panama.

**18. Can I intern with eSports?**

Yes!

**19. Can I work remotely and online?**

Yes, Given the state of the climate of world and of the field of sport management, the Internship program can allow remote and online internships.

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

That depends on the what the site needs. Students are to work at the needs of the site. The student 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.

**21. Can I get a ‘B’ on the internship?**

No. The internship class, SPM 4940, is entirely PASS/FAIL.

**22. How do I get a ‘F’ (Fail) on the practicum / internship?**

There are many ways this can happen. Generally, one can fail the practicum / internship by not meeting expectations of the Practicum / 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.

**23. What does ‘incomplete grade’ mean?**

If a student does not complete the 400 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”.

**24. Can I intern on Summer or Summer B semester or Spring A or Fall A?**

No, the internships are only available on the Summer C (full summer) semester- 14 weeks or full Spring or full Fall Semesters.

**25. Are there any resources for career help and resume guidance?**

Yes! Career services on campus can help you navigate job websites and build a reliable resume that works! They are on Campus and virtual. At Career and Talent Development (CTD), our priority is you! We are the FIU student and alumni career resource. Our highly trained staff is dedicated to helping you make your career dreams a reality. We offer help with:

- Choosing a major
- Resume writing and critiques
- Practice interviews
- Career transitions and assessments
- Networking
- Professional development
- Career events
- And other services to help you move your career forward

Please see <https://career.fiu.edu>

**26. I have a lot more questions!**

That is great! We welcome answering any and all queries. Please feel free to email the Internship Coordinator, where a telephone, Zoom, or Microsoft Teams conference call can be arranged. Welcome to FIU Sport and Recreation Management and we are glad you are here learning with us.

## Appendix K

### Internship Presentation

At the end of each semester, FIU SRM Students are to complete a project presentation about their internship to their peers. The project provides many benefits and opportunities for personal growth and individual skill development in the intern's chosen area of interest. The project should be educational in nature and directly apply to the student-intern's coursework. Because of the nature of each internship site, the student's schedule of activities and degree of involvement may vary. Generally, activities may include skill development, planning, research, physical training, review of literature/research and discussion of practical application, and educational experiences appropriate for the intern and the internship site.

IT IS HIGHLY RECOMMENDED THAT THE INTERN MEET WITH HIS/HER SITE SUPERVISOR EARLY DURING THE SEMESTER/INTERNSHIP TO PLAN AND CARRY OUT A SATISFACTORY PROJECT.

Should the student not complete a semester presentation, the student will receive "0" points. The student will receive an INCOMPLETE GRADE UNTIL the student presents.

Pamphlets and informational brochures alone will not be accepted as projects or dissemination of projects – these are only accepted as material to help carry out project objectives.

Significant proof of the project having been completed is required. Pictures, videos, etc. are highly recommended for inclusion. A **"write-up"** (such as in the form of a lab report) has to be submitted to describe the *purpose(s)*, *objective(s)*, and the *methodology* for any "hands-on" project. A *discussion of the learning experience* from the project should also be included. A thorough **"review of literature"** (*i.e., research, clinical reports, practical application, etc.*) can also be completed in replace of a "hands-on" project, and a *discussion of the learning experience* should also be included with this project type. Projects cannot be only methodology and results, and if a review of literature is completed sources must be appropriately referenced and in-text cited. The student is to confer with their faculty supervisor about the write-up and presentation format of the project and follow the faculty supervisor's preference.

Good example of layout for presentation is:

- A. TITLE PAGE – Date, name, agency, supervisor, fieldwork dates
- B. PREFACE – purpose of the presentation, acknowledgments
- C. TABLE OF CONTENTS
- D. STUDENT AIMS AND OBJECTIVES
- E. FIELD PLACEMENT DESCRIPTION – participants, objectives, organization, program, facilities, leadership, personnel, fiscal, and general administrative procedures
- F. STUDENT ACCOMPLISHMENTS – summary of duties and responsibilities, assignments, etc.
- G. SELF-ANALYSIS OF PERFORMANCE – strengths, shortcomings, problems, questions
- H. CONCLUSIONS AND RECOMMENDATIONS – future career, interests, and needs, type of setting, and level of leadership desired; courses, books institutes, workshops desired; recommendations to the organization
- I. APPENDICES – attach copies of materials to illustrate report, such as project reports, flyers, programs, and news releases (especially project materials developed by the student)
- J. RESUME