Internship Supervisor: Dr. Dianna P. Gray
Office & Mailbox: Gunter 2590
Telephone: 351-1725
email: dianna.gray@unco.edu
Class Meetings: Arranged
Office Hours: Arranged

Required Reading:
2. The Sports Business Journal (Street & Smith's Sports Group). A subscription to SBJ is required during your time in the Northern Colorado Sport Management program. Students are expected to read SBJ every week, as its contents will be valuable in virtually every class in our curriculum. Subscribe at http://www.sportsbusinessdaily.com/College-University/Subscription-Options.aspx

Note: All internship information is available via Blackboard once the student registers for SES 692.

General Internship Description:
An internship in the area of Sport Administration provides an opportunity to apply knowledge from the classroom environment to real world scenarios. This requires the intern to adhere to guidelines set forth by the university, the School of Sport and Exercise Science, and the internship agency. As this experience is meant to give you a preview of what a career in the field would be like, treat all interactions with potential internship sites as if you were applying for a job. Accordingly, you must satisfy any application requirements of the site that may not be contained within this document (e.g. background checks, proof of certification, etc.).

The overall goal of the internship program is to provide a mutually beneficial employment experience to all parties involved. The internship is an essential component in the professional growth and career development of graduate Sport Administration students. Through internships, students move from the role of the student to the role of professional, thus expanding their career orientation. The internship provides students with the opportunity to link sport administration theory to sports organization practice. Significant benefits can accrue to the student who takes full advantage of the opportunities that present themselves in various sports settings. This includes the opportunity to gain valuable work experience under the supervision of a qualified, practicing professional; expansion of the student's network of contacts; assumption of responsibility for project development and implementation; and the prospect of possible obtainment of a permanent position upon completion of the internship.

The host organization can gain a highly motivated, specifically educated student worker who can offer new ideas as well as supplement the full-time staff in their daily responsibilities. The host organization also is able to acquire trained professionals and evaluate them for potential full-time employment without any long-term commitment.

Purpose:
To prepare students for the real-world work environment through hands-on application of classroom knowledge. Internships are intended to meet the needs of the individual student's interests and career goals.
Objectives:
At the completion of the internship, students should be able to (with appropriate levels of effort):

- Facilitate a smooth transition from the classroom environment to the professional world.
- Apply classroom, textbook, and industry knowledge in a sport business setting.
- Demonstrate a professional approach and attitude toward their work.
- Demonstrate competency in specific skills required for a successful internship experience.
- Demonstrate strong communication skills in the context of the internship expectations (verbal and written).

Hours:
Required contact hours vary per academic credits taken. Students must complete 37.5 hours of internship work for each credit. For SES 692 the total hours are: 3 credit internship: 112 hours; 6 credit internship: 225 hours. Internships other than for 3 or 6 credit hours will be approved by the Internship Supervisor.

Internship Information

1. There will be an internship meeting in both the fall and spring semesters; summer internships will be addressed at the spring semester meeting. Students wishing to complete an internship must attend one of these meetings. Note: in the UNC sport administration graduate program, the internship is an elective, usually for 3 or 6 credit hours.

2. Please consult with the internship supervisor before initiating the internship search process.

3. Read through the entire Internship Manual carefully. Students have found it useful to print a draft copy of all forms for notes, and one “final” copy for signatures.

4. Internships should be related to the sport administration/management industry. Generally speaking, coaching/operations, sports medicine, and/or strength/conditioning internships are not appropriate.

5. Internships creating a conflict of interest will not be approved (Examples: relationship between athletic department and students with athletic eligibility remaining, relationship between sport agent and students with athletic eligibility remaining, family member relationships, etc.).

6. Students completing an internship must submit all necessary application forms and assignments, including weekly log sheets, and a final report upon completion of the internship.

7. The student should keep copies of all forms and documents that are turned in throughout the internship.

Honor Code: All members of the University of Northern Colorado community are entrusted with the responsibility to uphold and promote five fundamental values: Honesty, Trust, Respect, Fairness, and Responsibility. These core elements foster an atmosphere, inside and outside of the classroom, which serves as a foundation and guides the UNC community’s academic, professional, and personal growth. Endorsement of these core elements by students, faculty, staff, administration, and trustees strengthens the integrity and value of our academic climate.

Academic Misconduct Policy: In accordance with university policy, instances of cheating, fabrication, plagiarism, or other offenses that are considered academic misconduct may be reported to the Chief Disciplinary Officer of the university. At a minimum, any of these offenses will result in a grade of F for the assignment; the maximum sanction will be disciplinary action as set forth in the Handbook of Graduate Education. Students should refer to the Handbook of Graduate Education for further clarification of what constitutes academic misconduct.
UNC Disability Statement: Students with disabilities who believe they may need accommodations in this class are encouraged to contact the Disability Access Center (970/351-2289) as soon as possible to better ensure that such accommodations are implemented in a timely fashion.