Graduate Internship Manual
Off-Campus
Revised August 2015
Sport and Exercise Science

Masters’ Degree in Sports Coaching
Program Advisor:

Dr. Mark Smith
Sport and Exercise Science
Campus Box 39
University of Northern Colorado
PROCEDURES FOR SES 692: INTERNSHIP

After Internship/Internship Site approval:
Retain copies of all materials submitted. Complete and submit the following materials for SES692 through BlackBoard:

- Statement of goals and objectives for the planned internship.
- Brief description of internship site facilities and programs.
- Statement indicating why the internship site is a viable and dynamic educational setting for training professionals.
- Description of anticipated role and responsibilities.

During Internship/Internship:

- Document your experiences using the Bi-Monthly Report form.
- Post completed forms approximately every two weeks through blackboard to Dr. Smith.

Mid-session and Final Evaluations:

- Complete these evaluations at the appropriate times with your internship Supervisor and forward to Dr. Smith.

Self-evaluation & Evaluation of Internship:

- Complete and forward to Dr. Smith

Submit all materials through BlackBoard
STUDENT RESPONSIBILITIES

To the Organization:
1. To conform to the rules and regulations of the Organization.
2. To complete assignments and responsibilities as outlined by the Organization.
3. To provide the specified hours of service in the area of sport administration equal to 180 hours of service at the completion of the 4-credit hours of internship.
4. To submit the Student Profile Form to the Organization prior to the internship.

To the University:
1. To submit the internship letter to Dr. Smith.
2. To submit Bi-Monthly Activity Reports through BlackBoard to Dr. Smith.
3. To submit the Student Self-evaluation to Dr. Smith during the final week of service through BlackBoard.
4. To submit the Student Evaluation of Internship to Dr. Smith during the final week of service.
5. To submit the Student Evaluation of the Site Supervisor of the Organization to Dr. Smith during the final week of service.
6. To represent the Sports Coaching Program and School of Sport and Exercise Science as a college student in adherence to the current Student Code of Ethics of the University of Northern Colorado.
7. To complete assignments and responsibilities as outlined in the internship materials.
ORGANIZATION RESPONSIBILITIES

To the University:
1. To receive approval from the Sport’s Coaching Program Supervisor for sponsoring an intern in sports coaching.

2. To cooperate in the exchange of information concerning the internship experience.

3. To periodically discuss with the University Sports Coaching Intern Supervisor the student’s performance and progress.

4. To provide the University Sports Coaching Program Intern Supervisor with the Preliminary Student Performance Assessment after the first week of service, the Mid-session Student Evaluation, and the Final Student Performance Evaluation during the final week of service.

5. To notify the University Sport Coaching Intern Supervisor or Director of the School of Sport and Exercise Science in the event of serious problems with the student-intern.

6. To discuss with the Director of the School of Sport and Exercise Science any curriculum offerings as related to the student’s weaknesses and suggest changes that may be due to the current curriculum offerings.

To the Student:
1. To confer with the student to determine his/her responsibilities and assignments for the experience and to present an overview of the Organization’s purposes, policies, administration, program, procedures, and facilities.

2. To inform the student of all rules and regulations to which he/she must conform.

3. To schedule periodic conferences in order to inform the student of his/her strengths, weaknesses, and progress.

4. To develop a working agreement with the intern which clearly delineates his/her role and responsibilities during the first week of service and provide a written copy to the student and University Sports Coaching Intern Supervisor.

5. To review and evaluate the students Bi-Monthly Activity Reports and discuss them with the student when necessary.
PRELIMINARY STUDENT PERFORMANCE ASSESSMENT

To be completed by the sponsoring organization supervisor, reviewed with the student, and returned to the University Supervisor through email as a scan (mark.smith@unco.edu), fax (970 351 1762) or Mail to Dr. Mark Smith, University of Northern Colorado, Campus Box 39, Greeley, CO 80639. To be completed by the end of the first week of service.

Intern’s Name _________________________________________________ Date____________________________

Organization ____________________________________________________________________________

Organization Supervisor’s Signature __________________________________________________________________

Student’s Signature ________________________________________________________

Please comment briefly on the following:

1. Attitude

2. Awareness and Preparation for the Internship

3. Resourcefulness

4. Preparation for Assignments and Responsibilities

5. Leadership Ability

FOR UNIVERSITY USE ONLY

Date Received: ___________________________

University Sports Coaching Program Intern Supervisor _____________________________________________
Bi-Monthly Activity Report

Please list all the activities and responsibilities that you have had during the past month. Include your progress and time spent on the task. Please include any personal thoughts on the activities.

Students Name___________________________________________________________
Organization_____________________________________________________________
Supervisor’s Name________________________________________________________
Date_____________
MID-SESSION PERFORMANCE EVALUATION

Intern's Name ________________________________________________ Date _________________

Organization ___________________________________________________________________________

Organization Supervisor __________________________________________________________________

To be completed by the Organization Supervisor, reviewed with the student, and returned to the University
Sports Coaching Program Intern Supervisor, through email as a scan (mark.smith@unco.edu), fax (970 351
1762) or Mail to Dr. Mark Smith, University of Northern Colorado, Campus Box 39, Greeley, CO 80639

Please use the rating scale below in evaluating the intern. Your comments are also invited at the end of this
form.

(1) = Unsatisfactory: Completely unsatisfactory performance criteria.
(2) = Below Average: Not consistently satisfactory in criteria.
(3) = Average: Adequate, but no more than satisfactory.
(4) = Good: Consistently better than satisfactory in criteria.
(5) = Excellent: Meets top expectations of criteria.
(N) = Insufficient information or does not apply.

Program Objectives and Domains

Domain 1: Philosophy
1.1 Develop and implement an athlete centered coaching philosophy 1 2 3 4 5 N/A
1.2 Identify, model and teach positive values learned through sport participation 1 2 3 4 5 N/A
1.3 Teach and reinforce responsible personal, social and ethical behavior of all people involved in the sport program 1 2 3 4 5 N/A
1.4 Demonstrate ethical conduct in all facets of the sport program 1 2 3 4 5 N/A

Domain 2: Safety and Injury Prevention
2.1 Prevent injuries by providing safe facilities 1 2 3 4 5 N/A
2.2 Ensure that all necessary protective equipment is available, properly fitted, and used appropriately 1 2 3 4 5 N/A
2.3 Monitor environmental conditions and modify participation as needed to ensure the health and safety of participants 1 2 3 4 5 N/A
2.4 Identify physical conditions that predispose athletes to injuries 1 2 3 4 5 N/A
2.5 Recognize injuries and provide immediate and appropriate care 1 2 3 4 5 N/A
2.6 Facilitate a coordinated sports health care program that includes prevention, are, and management of injuries 1 2 3 4 5 N/A
2.7 Identify and address the psychological implications of injury 1 2 3 4 5 N/A

Domain 3: Physical Conditioning
3.1 Design programs of training, condition, and recovery that properly utilize exercise physiology and biomechanical principles 1 2 3 4 5 N/A
3.2 Teach and encourage proper nutrition for optimal physical and mental performance and overall food health 1 2 3 4 5 N/A
3.3 Be an advocate for drug-free sport participation and provide accurate information about drugs and supplements 1 2 3 4 5 N/A
3.4 Plan conditioning programs to help athletes return full participation following injury 1 2 3 4 5 N/A

Domain 4: Growth and Development
4.1 Apply knowledge of how developmental change influences the learning and performance of sport skills 1 2 3 4 5 N/A
4.2 Facilitate the social and emotional growth of athletes by supporting a positive sport experience and lifelong participation in physical activity

4.3 Provide athletes with responsibility and leadership opportunities as they mature

Domain 5: Teaching and Communication

5.1 Provide a positive learning environment that is appropriate to the characteristics of the athletes and goals of the program

5.2 Develop and monitor goals for the athletes and program

5.3 Organize practice based on a seasonal or annual practice plan to maintain motivation, manage fatigue and allow for peak performance at the appropriate time

5.4 Plan and implement daily practice activities that maximize time on task and available resources

5.5 Utilize appropriate instructional strategies to facilitate athlete learning

5.6 Teach and incorporate mental skills to enhance performance and reduce sports anxiety

5.7 Use effective communication skills to enhance individual learning, group success, and enjoyment in the sport experience

5.8 Demonstrate and utilize appropriate and effective motivational techniques to enhance athlete performance and satisfaction

Domain 6: Sport Skills and Tactics

6.1 Know the skills, elements of skill combinations, and techniques associated with the sport being coached

6.2 Identify, develop and apply competitive sport strategies and specific tactics appropriate for the age and skill levels of the participating athletes

6.3 Use scouting methods for planning practices, game preparation and game analysis

Domain 7: Organization and Administration

7.1 Demonstrate efficiency in contest management

7.2 Be involved in public relation and activities for the sport program

7.3 Manage human resources for the program

7.6 Manage all information, documents, and records for the program

7.7 Fulfill all legal and responsibilities and risk management procedures associated with coaching

Domain 8: Evaluation

8.1 Implement effective evaluation techniques for team performance in relation to established goals

8.2 Use a variety of strategies to evaluate athlete motivation and individual performance as they relate to season objectives and goals

8.3 Utilize and effective and objective process for evaluation of athletes in order to assign roles or positions and establish individual goals

8.4 Utilize an objective and effective process for evaluation of self and staff

Comments:

________________________________________________  __________________________________________
Organization Supervisor's Signature                        Date

________________________________________________  __________________________________________
Intern's Signature                                      Date
# FINAL STUDENT PERFORMANCE EVALUATION

Intern's Name ___________________________________________ Date ________________

Organization _________________________________________________________________

Organization Supervisor ________________________________________________________

To be completed by the Organization Supervisor, reviewed with the student, and returned to the University Sports Coaching Program Intern Supervisor, through email as a scan (mark.smith@unco.edu), fax (970 351 1762) or Mail to Dr. Mark Smith, University of Northern Colorado, Campus Box 39, Greeley, CO 80639

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## Domain 1: Philosophy

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<tbody>
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Summary

Consider the following criteria and any evaluative information you may have completed during the internship experience to provide your overall rating.

Rating Scale

Excellent - This is the top rating, the very best, outstanding, and is to indicate that the intern has exceeded expectations that you might have for an entry-level employee in your organization. It is recommended that you be a bit cautious in giving this rating. It should only go to a 'top flight' person, one you would hire without reservation and with enthusiasm.

Above Average - This is a very good rating and indicates an all-around efficient performance. This is a person you would recommend very highly for a position in sport administration.

Average - This indicates a satisfactory performance, one that you might expect from any employee. Average performance is one without special strengths or weaknesses. Performance is adequate and no more. This is a person you would hire with some reservation.

Below Average - This indicates that the intern is not satisfactory in performance at the present time. However, the intern is capable of improvement through further training or experience with a different placement. This is a person you would not consider for employment with your organization at the present time.

Unsatisfactory - This rating indicates that the intern is not suited to the job or appears not to be capable of better performance. This is a person you would definitely not consider for employment at any time.

Rating ____________________________________________

Please provide final comments:

_________________________________________________

_____________________

Organization Supervisor's Signature Date

_________________________________________________

_____________________

Intern's Signature Date
Self-Evaluation Form

During the final week of your internship, please complete this self-evaluation form and upload it onto BlackBoard.

1. Describe your overall involvement and commitment to your internship experience.

2. Have you accomplished your objectives?

3. Identify your most significant learning experience.

4. In what area(s) do you feel that the internship was most helpful to you as a future employee in sport administration?

5. In what area(s) would more experience be helpful and what should the experience(s) be?

Signature ______________________________________________________

Date __________________________________________
STUDENT EVALUATION OF THE INTERNSHIP

Organization ___________________________________________________________
Address ___________________________________________________________________
Phone (____) ___________________________________________
Organization Supervisor ________________________________________________

Instructions: Please rate the strengths and weaknesses of the internship experience in terms of meeting your needs and expectations as an intern. Please use the following scale:

1 - poor  2 - fair  3 - adequate  4 - more than adequate  5 – excellent

  _____ 1. Acceptance of you as a functional member of the staff; willingness to integrate you into all appropriate levels in activities, programs, and projects.

  _____ 2. Provision of relevant experience in administration, supervision, and leadership.

  _____ 3. Cooperation of the organization staff in providing professional growth experiences through training programs, seminars, and other relevant activities.

  _____ 4. Provision of assistance in helping you meet your personal and professional goals.

  _____ 5. Possession of and access to resources essential to the preparation of professionals (equipment, supplies, etc.)

  _____ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.

  _____ 7. Adequate scheduling of conferences with you and on-going evaluation and discussion of your performance.

  _____ 8. Allowance for relating classroom theory into practice.

  _____ 9. Willingness by your supervisor at the organization to listen to your suggestions or recommendations and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.

Additional comments may be attached on a separate page.

__________________________________________________________________________

_______________________________________   _________________________________
Signature                                      Date
Course Requirements and Grading Scale

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Possible Points Each Assignment</th>
<th>Final Weighted Grade Percentage</th>
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</thead>
<tbody>
<tr>
<td><strong>SITE APPROVAL</strong></td>
<td></td>
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<tr>
<td>Statement of Goals and Objectives</td>
<td>10</td>
<td></td>
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<tr>
<td>Internship Site Description</td>
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<tr>
<td>Statement of why the internship is appropriate</td>
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<td></td>
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<tr>
<td>Description of Roles and Responsibilities</td>
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<tr>
<td><strong>INTERNSHIP REQUIREMENTS</strong></td>
<td></td>
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<tr>
<td>Preliminary Student Performance Assessment</td>
<td>10</td>
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<tr>
<td>Bi-Monthly Activity Reports</td>
<td>100</td>
<td>60%</td>
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<tr>
<td>Mid-Session Performance Evaluation</td>
<td>20</td>
<td></td>
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<tr>
<td>Final Student Performance Evaluation</td>
<td>30</td>
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<tr>
<td>Self-Evaluation Form</td>
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<tr>
<td>Student Evaluation of the Internship</td>
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<tr>
<td><strong>RESEARCH PROJECT</strong></td>
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<tr>
<td>Project Proposal</td>
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<td>20%</td>
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<tr>
<td>Final Research Paper</td>
<td>50</td>
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**Method of Evaluation**

To successfully pass the internship you will need to receive an average score of 4 the final student performance evaluation from the site supervisor. Additionally, you must receive an overall rating of above average or excellent.

Your final grade for the class will use the following percentages based on the weighted course requirements:

\[ S = 100-85\% \quad U = 84-70\% \quad F = \text{below 69\%} \]