UF | Sport Management
UNIVERSITY of FLORIDA

GRADUATE INTERNSHIP / PRACTICUM PROPOSAL

Students planning to enroll in **SPM 6947 - Graduate Internship or SPM 6948 - Advanced Practicum** must submit a proposal for approval. The typed proposal must be submitted with the completed and signed contract (page 4 of this document). The proposal is to include, in detail, a description of the internship/practicum site, your duties and responsibilities, fit with your degree plan, a timeline and your final project details. Specifics of the proposal can be found on Page 2 of this document. This proposal must be approved prior to making commitments (verbal or written) to conduct your practicum or internship at an agency.

INTRODUCTION

This opportunity is designed to provide *practical experience for Sport Management majors.* Students will maintain a part-time or full-time workload in a setting appropriate to their specialization such as athletic programs, sports commissions, and sports agencies where significant learning possibilities exist. Through a practical experience such as this, the efficient application of knowledge, idea, and skills in a realistic work setting can begin to occur. With this, both the student and the site should benefit immeasurably. All experiences must directly and explicitly involve activities involving sport industry experiences relevant to the academic content covered in the Sport Management curriculum.

EXPERIENCE OBJECTIVES

The major objectives for the Sport Management experience are to enable the student to:

1. Begin applying the knowledge and skills attained in the course setting to specific practical sport management issues in the workplace, and
2. Contribute significantly to the activities, events, and projects of the site.

CREDITS

Students can enroll for 3-9 (max 9) credit hours of SPM 6947 - Graduate Internship or 1-3 (max 6) credit hours of SPM 6948 - Advanced Practicum per semester. Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required 15 elective credit hours.

HOUR REQUIREMENTS

Students must complete a minimum of 48 clocked work hours for each academic credit hour. **The number of potential clock hours to be completed and the number of credit hours for which you will register is to be determined PRIOR to the start of the semester.** You and your site supervisor should discuss the number of hours you are expected to complete over the semester. If the number of hours exceed or is less than the credit hour requirement for which you are registered, you CANNOT decide to retroactively add or drop credit hours to/from the practicum. Retroactive changes (add or drop) will not be approved. *In addition, retroactive credit for hours performed in a prior semester will not be approved, per department policy.* Failure to complete practicum or internship hours and duties will result in a grade penalty.

SITE REQUIREMENTS

The supervisor and student should:

A. Agree upon and provide a written summarization describing activities, events, and project expectations.
B. Agree upon **total hours** to be worked and work schedule (daily if available) required.
C. Discuss whether professional liability insurance is required by the site.
D. Discuss assignments, evaluation, and grading process. Know your site's expectations.

STUDENT REQUIREMENTS

Communication: Ongoing communication is very important part of this process. The student is required to send a weekly email update (e.g., every FRIDAY) about the work/learning progress on the site informing the advisor of positive outcomes and/or challenges faced throughout the experience.

Midterm and Final Evaluation: As part of the internship or practicum requirements, students must have their sit supervisor complete and submit a midterm and final evaluation. The evaluations are to be submitted to your faculty advisor by the deadline. The mid-term and final evaluation forms can be found on the HHP website. In addition, students will be required to submit a midterm and final reflection of your experiences as they relate to your proposed learning objectives and goals (item 5 in the original proposal)
and submit a midterm and final time log by the deadline.

Final Project: Students will also be required to submit a final project that is to be discussed with both their faculty advisor and site supervisor to determine documents or projects that might be most appropriate for the position in which the student is gaining experience (item 6 in the original proposal). The final project should be at least 5 pages in length, double spaced, use Times New Roman, 12-point font and be submitted by the deadline.

SPM 6947 - Graduate Internship is graded on Satisfactory/Unsatisfactory basis. Student grades will be assigned based on their supervisor's midterm and final evaluations as well as their agreed upon deliverables.

SPM 6948 - Advanced Practicum is graded on letter scale. Student grades will be assigned based on their supervisor's midterm and final evaluations as well as their agreed upon deliverables.

ELIGIBILITY REQUIREMENTS

Students with fewer than 18 credit hours of graduate coursework must register for SPM 6948 - Advanced Practicum.

Students who have successfully completed two full-time semesters or 18 credit hours of graduate coursework can register for SPM 6947 - Graduate Internship.

RESTRICTIONS

- Students may not receive internship or practicum credit hours from the same department with which they are an employee or graduate assistant.
- Students may not receive internship or practicum credit hours from coaching or working as an instructor during athletic camps and/or clinics.

INTERNSHIP OR PRACTICUM PROPOSAL

This portion of your proposal is to be submitted with the Graduate Internship/Practicum Contract (page 4) of the internship/practicum proposal.

1. Please provide brief summary of the agency for which you will be working.
2. How working for this agency fits in with your degree plan? How can you contribute to the agency?
3. What will be your duties and responsibilities?
4. What are your learning goals and objectives (at least five (5))?
    a. Please make sure your learning goals and objectives are specific and measurable as you will be reflecting on these in your midterm and final reflections.
5. Please provide a **detailed** weekly timeline of your experience.
    a. Please keep in mind that all work must be completed during the proposed semester.
    b. 48 clocked work hours = 1 academic credit hour
6. What academic paper or project will you submit for a grade?
    a. Please work with your advisor and site supervisor to determine the deliverable(s).

TENTATIVE TIMELINE

BEFORE SEMESTER BEGINS

- Establish contact information for site and faculty supervisor. Get site and work plan approved by your faculty advisor.
- Submit practicum/internship proposal and completed contract (page 4) at least 1 month prior to the start of the semester.

DURING SEMESTER (14 WEEK FORMAT)

- Provide weekly email updates to your faculty advisor via email.

Midterm:

- Prepare the top section of mid-term evaluation form and arrange a time for the site supervisor to complete and sign the evaluation form and discuss it with you.
- Complete the time log.
- Write a midterm reflection of your experiences as they related to your proposed learning objectives and goals (item 5 in the original proposal).
- Send the midterm evaluation, time log and written midterm reflection to your faculty advisor by end of week 7 of the semester. **

Final:

- Prepare the top section of final evaluation form and arrange a time for the site supervisor to complete and sign the evaluation form and discuss it with you.
- Complete the time log.
- Write a final reflection of your experiences as they related to your proposed learning objectives and goals (item 5 in the original proposal).
- Write final project outlined in original proposal (item 6) along with the supporting documents from your practicum/internship, the final report should also include:
    - a written explanation of the documents
    - what you learned from the documents
    - how you could improve the documents in the future
    - the challenges you experienced throughout the project
    - how the project/documents will help you in your sport career
- Send the final project and supporting documents, final evaluation, time log and written final reflection to your faculty advisor by end of week 14 of the semester. **

** If the internship/practicum, takes places during a different time frame than the traditional semester, then the student and faculty advisor will need to define what dates constitute the mid-term and the final points of the practicum/internship experience.

GRADUATE INTERNSHIP / PRACTICUM CONTRACT

Name:_____UFID #: _____

Classification/College:_____Faculty Advisor:_____

UF E-mail:_____Phone:_____

I am requesting to be registered for_____credit hours in the following course for: (circle one)

Fall Spring SumA SumB SumC 20_____

Check Here	Course #	Course Title	Check Here	Course #	Course Title
	SPM 6947	Graduate Internship		SPM 6948	Advanced Practicum

Name of Internship/Practicum Site:_____

Supervisor:_____Title: _____

Address: _____

Phone:_____Email:_____

Years in current position: _____ Years of prior experience: _____

_____ _____

Site Supervisor Signature Date

SITE SUPERVISOR

- The supervisor will inform the student of any known risk or safety issues surrounding his or her work environment. Please initial: _____
- The supervisor has reviewed the student's goals and will do their best to assist the student in attaining these goals and objectives. Please initial: _____
- The supervisor has worked with the student to develop a plan that meets the needs of both the site and the student. Please initial: _____
- The supervisor and the student have agreed on the total hours of work, responsibilities, and expectations of this agreement. Please initial: _____

PRACTICUM STUDENT

- I have completed this proposal form to the best of my knowledge. Please initial: _____
- I confirm that the duties and responsibilities in this proposal will be ***new*** experiences for me and not a part of my every day assistantship and/or job. Please initial: _____

I completely understand what is expected of me in order to complete the course as outlined above.

_____ _____

Student Signature Date

_____ _____

Faculty Advisor Signature Date