**KIN 198: Internship in Sport Management**

**Syllabus**

**Instructor:** Dr. Sonja Lilienthal  
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**Course Description**
Practical experiences in a professional work setting under the direct supervision of qualified sport management professionals. Interns are assigned a variety of duties and experiences.

**Prerequisites**
KIN 70, KIN 152, KIN 153 and Instructor Consent  
Credit/No Credit  
3 units

**Grading**
Credit (CR) or No Credit (NC) will be determined based on
1. The Site Supervisor Evaluation and
2. Your completed and submitted Internship Report.
Both elements MUST be satisfactory to receive credit for an internship.

This course is organized into three parts:
1. Planning for the Field Experience/Internship
2. Executing the Field Experience/Internship
3. Completing the Field Experience/Internship
Each of the three components requires certain documents and related academic exercises.

1. **Planning for the Field Experience**
   - Student is responsible for finding, applying and confirming the Field Experience with the Supervisor at the site. Dr. Lilienthal will guide and suggest, but ultimately the student is responsible for arranging all the details.
   - Once site is confirmed and BEFORE the last day to add for any semester, the student must complete the required Department forms and submit to Dr Sonja Lilienthal for further signature by Dr. Tamar Semerjean (KIN Undergraduate Coordinator), BEFORE THE ADD CODES ARE GENERATED.

**LIST OF FORMS TO COMPLETE TO APPLY FOR KIN 170D**
**(to get ADD CODE)**
1. Registration Request Form (to register for units)
2. Hold Harmless Agreement (required by the university)
3. Fieldwork Agreement (to be signed by your on site supervisor and you).
   NOTE: This document is THREE PAGES that must be signed in two separate places.

When all 3 forms are complete, arrange a meeting with your Kinesiology fieldwork supervisor for approval of your proposed fieldwork, then turn in completed packet to SPX 56.
2. **Executing the Field Experience**
   - Student will notify Dr. Sonja Lilienthal via email, a few days before beginning the internship. Confirming the start date, site address, supervisor name and contacts.
   - Each week during the Field Work/Internship, students will complete the Sport Management Student Weekly Log. This document is a log book of tasks and hours worked each week. These logs will be accumulated and submitted in the Final Student report.
   - Students are encouraged to create their own format for the Weekly Log that is appropriate for their particular site and site supervisor.
   - Students will be proactive and email Dr. Lilienthal (via phone or email) three times during the internship experience, after approx. each 50 hours worked to give a verbal update.
     Suggested Email to Dr. Lilienthal
     ```plaintext
     Hi Dr. Lilienthal, _____ writing to you from my internship site, ____________. I have completed about ___ hours. Highlights so far are _____
     Things I am having difficulty with are ___________.
     To contact my site supervisor: list the correct name and email of your site supervisor.
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3. **Completing the Field Experience**
   1. Student will notify Dr. Lilienthal at the completion of the hours.
   2. Student will complete a Student Report as per Student Report Guidelines
   3. The student report will include an evaluation of the Sport Organization, an evaluation of Agency Supervisor, and a letter of thanks to both the Site Supervisor and the Head of the Organization.

All required components for the Field Experience will be completed and handed in by THE LAST DAY OF SCHEDULED CLASSES in the SEMESTER for which the Class will be given credit.

*Student reports MISSING ANY of the following documents will NOT RECEIVE credit for the course.*

**LIST OF DOCUMENTS TO BE COMPLETED AT THE END OF THE FIELD EXPERIENCE**
1. Site Supervisor’s Evaluation Form of the Intern
2. Sport Management Student Weekly Log
3. Student Fieldwork Report
4. Hand Written Thank You LETTER to both the Site Supervisor and the Head of the Organization.
GENERAL Guidelines for Students

- Ask for help when in doubt. Your site supervisor understands the issues at your site and you are encouraged to approach him/her with problems or questions as they arise. He/She can assist you in determining the best way to respond to difficult or uncomfortable situations. Feel free to contact your professor with questions concerning your site.

- Be punctual and responsible. Although you are volunteering your time, you are participating in the organization as a reliable, trustworthy and contributing member of the team. Both the administrators and those whom you serve rely on your punctuality and commitment to serve professionally throughout the internship.

- Call if you anticipate lateness or absence. Be mindful of your commitment, people are counting on you.

- Respect the privacy of all clients. If you are privy to confidential information with regard to the persons with whom you are working (i.e. organizational files, diagnostics, personal stories, etc.) it is vital that you treat it as privileged information. You should use pseudonyms in your journal and reflective paper if you are referring to clients or the people you work with.

- Show respect for the organization you work for. Placement within community programs is an educational opportunity and a privilege. Keep in mind, not only are you serving the community, but the community is serving you by investing valuable resources in your learning.

- Conduct yourself appropriately: You are in a work situation and are expected to treat your supervisor and others with courtesy and kindness. Dress comfortably, neatly and appropriately. Use formal names unless instructed otherwise.

- Be flexible. The level or intensity of activity at a service site is not always predictable.

- Your ability to adapt to changing situations can assist the partnership in working smoothly and producing positive outcomes for everyone involved.

Cautions…. Do Not:

- report to your service site under the influence of drugs or alcohol
- give or loan a client money or other personal belongings
- make promises or commitments to a client you cannot keep
- give a client or agency representative a ride in a personal vehicle
- tolerate verbal exchange of a sexual nature or engage in behavior that might be perceived sexual with a client or community organization representative
- tolerate verbal exchange or engage in behavior that might be perceived as discriminating against an individual on the basis of their age, race, gender, sexual orientation, ability, or ethnicity
- engage in any type of business with clients during the term of your service
- enter into personal relationships with a client or community partner representative during the term of your service
SPORT MANAGEMENT
SAMPLE Weekly Log of your Field Experience

*Students are encouraged to create their own format for the Weekly Log that is appropriate for their particular site and site supervisor.*

You must complete a WEEKLY LOG for EVERY WEEK during your internship. Use this form as a template, and submit ALL LOGS with your FINAL REPORT.

Student Name: _______________________________
Organization: _______________________________
Location: _________________________________
Week: _____________________________________
Total Hours Worked this Week: __________________

The Main Tasks I completed this week...........

___________________________________________________
___________________________________________________
___________________________________________________
___________________________________________________

This week I learned..................

Things I did well this week were..................

Things I could improve on this week were..............

Goals for next week are...............................
KIN 170D WRITTEN STUDENT REPORT Guidelines
This report must be typed and submitted to Dr. Sonja Lilienthal on or before THE LAST DAY OF SCHEDULED CLASSES in the SEMESTER for which the Class will be given credit as per the Internship Schedule Contract.

I. **FIELD EXPERIENCE/INTERNSHIP DETAILS (all on Cover Sheet):**
   - Student Name, Student ID
   - Course Name and Semester Enrolled
   - Sport Organization Name, Address, Phone/Fax, Website
   - Organization Supervisor and contact Details, Dates of Internship

II. **SUMMARY**
   - Write a brief description (1-2 paragraphs) about your total experience.

III. **FIELD EXPERIENCE/INTERNSHIP WORK**
   - Weekly Log of your Field Experience/Internship, accumulated throughout the semester.
   - For each week of work, you must include a new page (template included in this packet)
   - Write a more specific description of your job specifications, and duties performed.
   - Overview of the Organization: include an Organizational Mission Statement,
     Organizational Chart, description of services, and a statement of where your internship
     fits into the Organization.
   - Where no official charts exist, YOU MUST MAKE ONE. Develop an organizational
     chart that includes the student, the Agency Supervisor, and their supervisor reflecting
     names and titles of all managerial roles.
   - Work Completed: include copies of all work created while completing the internship.
     Where a team effort was required, indicate which parts originated with you.

IV. **IMPACT**
   - What was the impact of this experience on you?
   - In what areas did you experience the most personal and/or Professional growth?
   - What insights have you gained in the field of sport management?
   - How has your experienced influenced your career goals?

V. **EVALUATION**
   - Write a summary evaluating your entire Internship.
   - Write a one page self evaluation of your performance.
   - Write a one page Evaluation of the Sport Organization. Would you recommend another student to complete their internship at the same organization?

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