

**NDSU**

NORTH DAKOTA STATE UNIVERSITY

# **SPORT MANAGEMENT PROGRAM**

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# **SPORT MANAGEMENT INTERNSHIP MANUAL**

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**Department of Health, Nutrition and Exercise Sciences**

Adopted: March, 2015

Revised: October 2018

Revised: May 2019

Revised: October 2019

Revised: April 2020

Revised: October 2021

# Introduction to the Internship

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## Overview

The Department of Health, Nutrition and Exercise Sciences at North Dakota State University requires that each Sport Management student complete a twelve (12) credit internship (HNES 485) to meet the requirements for the Bachelor of Science in Sport Management. The Internship is offered as a variable credit course with 43 hours counting towards one credit and a minimum of 516 hours to complete the required 12 credits. The internship can be repeated at various sites/organizations and students must apply and register for each organization in which an internship is completed.

Sport Management students have the opportunity to complete their internship in a sport setting/organization at the local, state, regional, national or international levels. Students are required to seek a variety of administrative practices which play an integral role in the production of sport experiences or recreation programs. Permission is required by a faculty advisor prior to registration.

The internship provides the student with practical experience needed for success in the competitive job market. The experience will build on knowledge and skills learned in the classroom and provide enhanced learning opportunities through hands-on experiences. The learning abilities of the student will be maximized by working closely with a site supervisor. The internship is also designed to allow the student to grow professionally, to identify strengths and weaknesses, to apply theory to practical situations, and to gain an appreciation of the role, duties, responsibilities, and nature of the work that has been chosen as a potential career.

Students should seek organizations staffed by qualified professionals and positions that provide the opportunity to play an integral role in the day-to-day operations and/or long-term growth of the organization. The selection of a site supervisor will be required and students should focus on professionals that will allow students the opportunity to build on his or her professional skills in the field while providing strong professional guidance and insight into the field.

## Goals and Objectives

The goal of the internship is to provide students a valuable work experience in the sport business, sport recreation, or sport administration fields. The internship experience will assist further development of a professional portfolio and support the fulfillment of future career goals. By completing the internship, students will:

- test field knowledge, skills and leadership styles, as well as gain first-hand experience in supervision and administration
- develop professional behaviors under the guidance of a professional
- reflect on strengths and weaknesses in their performances
- demonstrate technology, software and computers skills as required for the chosen career path
- demonstrate networking, negotiating, learning and team building skills
- demonstrate effective verbal and written communication skills
- demonstrate ethical decision-making skills
- demonstrate flexibility and adaptability while performing their assigned duties
- complete assignments without direct supervision
- demonstrate their ability to work in various capacities with diverse populations
- determine the degree of commitment to the field, as well as their personal career planning skills

## Responsibilities of the Student, Supervisor, and Faculty Advisor

The student will:

- research, apply for, and secure a practical experience for the internship.
- become acquainted with the structure, operation, functions, and policies of the cooperating organization and abide by all regulations of the agency.
- develop their personal objectives and goals for the internship experience using the *Student Purpose & Goals* document (found in this document) and discuss all objectives and goals with the site supervisor prior to beginning the experience.
- submit internship forms and obtain approval for the internship prior to beginning the practical experience.
- understand the expectations and all information explained throughout this internship manual to ensure the student knows what is required to receive credit for their work.
- understand the expectations and responsibilities required by the hosting agency/organization including behavior, attire, travel, etc.
- submit monthly logs on time each month.
- communicate regularly with the agency supervisor and internship faculty advisor.
- represent the organization in a professional manner, including being on-time and dressed professionally while on-site.
- represent NDSU and the sport management program in a positive and professional manner.
- provide feedback to the faculty advisor regarding the internship organization/agency.
- propose, develop, create and submit a professional-level and high-quality internship portfolio.

The site supervisor will:

- be responsible for the student's professional development at all times, even when not in direct supervision of the student.
- clearly define the student's role and responsibilities within the organization.
- explain expectations regarding behavior, attire, travel, etc., of employees that may not be fully understood by the student.
- regularly communicate with the faculty supervisor/advisor regarding issues or concerns.
- conduct formative evaluations of the student's performance at least twice during the internship and submit the necessary forms to the faculty advisor regarding the student.
- provide constructive feedback to the student to assist in the professional development process, including discussing the mid-term evaluation with the student to foster growth and improved performance in the second half of the internship.

The faculty advisor will:

- assist the student, when needed, in securing a practical experience in the student's best interest.
- help the student develop personal objectives and goals for his/her internship and creating a plan to achieve them through the internship experience.
- review the prospective internship agency and the designated agency supervisor and approving or disapproving the student's internship application.
- communicate with the agency supervisor and student as needed on various issues.
- work with the student and site superior/organization to process necessary contractual agreements and forms.
- conduct mid-term and final telephone, electronic or site evaluations.
- evaluate and grade the student based on established criteria.
- serve as a resource the cooperating agency, site supervisor, and the student.
- maintain a database of cooperating organizations to provide a strong network of options for future students.

## Keys to Success

Students undertaking an internship must remember that performance on the job can either enhance or hinder their career objectives.

Eagerness, reliability, a positive attitude, personal accountability and an understanding of collective responsibility will always be in demand. An internship presents the student with the opportunity to establish a reputation for these qualities. Students who carefully plan and successfully complete a meaningful Internship will have a better chance of launching a successful career.

Success depends on the student's appropriate and efficient completion of assigned duties. It is important to understand that a person must take on various projects that the he or she may not enjoy in order to reach a level of success that is desired. Internship sites have a regular job to perform and must maintain their reputation for professional services. Organizations cannot tolerate inefficiency, irresponsibility, or actions that might impact the public's confidence in their ability.

During the internship, the student is a functional part of the organization and must act like one. The student's actions, behaviors and level of work reflects the policies and standards of the cooperating organization, the university, and the sport management program. The student must be committed to a high level of professional conduct in all phases of her/his internship assignment.

The student should be prepared for each day of on-site experience by coming in with a strong work-ethic and a level of dedication to quality service that is required by the cooperating organization.

## Student Considerations

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### Financial

Students need to plan ahead financially as well as academically. Some internships may provide a salary or an hourly wage, but many internship opportunities provide no compensation of any kind. Students must understand that they will be responsible for the cost of living in certain situations. The internship is an opportunity for students to build on his or her professional portfolio and is an investment in the future of the student. The skills learned, contacts made and references obtained should be the prime consideration in the selection of an internship. For these reasons, financial planning is very important before a student selects a placement.

### Hours & Schedule

Working in a sport or recreation setting often involves non-traditional hours, including working nights and weekends. Students are expected to understand this and accept it as a part of the career path in which the student has chosen. In addition, students may work more than 40 hours a week during the internship experience. The number of hours worked will be determined and agreed upon by the organization and the student in the Site Supervisor Agreement ([Appendix D](#)). Compensation (paid or non-paid) does not affect how many hours the student will work in a week or over the full length of the internship.

As a program, we also understand an internship may not follow tradition "college semester" timelines. For this reason, if a student wishes to start hours prior to the start of the semester they may do so. It will be required to have open and direct communication with the Program Coordinator prior to the student committing to these hours. Lastly, hours may not be carried over and/or past the last day of report hours.

## Eligibility - **IMPORTANT**

The following conditions must have been met by the time the student begins his or her internship experience. Special circumstances will be evaluated in which one or more of the below conditions may be waived as determined and decided by the faculty advisor.

- 1) Professional Status in the Sport Management Program
- 2) A minimum cumulative grade point average of 2.75
- 3) **Completion:** of HNES 190, HNES 226,
- 4) **In progress:** HNES 304 and/or HNES 436
- 5) Must provide documentation of specific internship objectives and goals related to the sport management discipline
- 6) Students must submit the required documents set forth by internship faculty supervisor and be registered for the course prior to counting clock hours towards credit
- 7) Students must submit an agreement signed by the student, the agency supervisor and the faculty supervisor (Appendix D)
- 8) All students counting clock hours must be supervised by an internship supervisor on site during the internship
- 9) Students will not be able to be supervised by another sport management student currently enrolled at NDSU

## Assignments & Grading

### Monthly Hours Log Report:

**Purpose:** to assist the student and advisor in the process of monitoring hours achieved throughout the duration of the internship experience.

The student will be required to complete monthly hour log reports for each month during the experience. The faculty internship supervisor will provide the template for the monthly hour log report. Each month will be worth 25 points. Each monthly hour report must have a physical signature from a supervisor. The same supervisor that is in charge of the student's internship also must sign the document. Student will then submit the hour report via Blackboard. If a student fails to submit their hours on time, but can still submit after the deadline, they will still receive credit for the hours completed as well as receive half credit (12.5 points).

### Internship Site Supervisor Evaluation (Midterm and Final)

**Purpose:** Site Supervisor Evaluations are used to evaluate the intern's strengths and weaknesses in addition to assessing the intern's overall performance while on-site.

The intern's Site Supervisor will be asked to complete a mid-term and final evaluation in order for the student to receive a passing grade for the internship. Mr. Tracy will send a survey link to the supervisor.

### Internship Portfolio

**Purpose:** The Internship Portfolio is intended to provide a comprehensive and detailed overview of the student's experience and should display the professional abilities proven by the student during the internship experience.

The Internship Portfolio is a representation of the administrative and managerial responsibilities achieved by the student while on site during each specific internship. Documents submitted should be presented in a professional format such as a portfolio.

Materials must be typed and separated in different labeled sections. The final project is required for each specific internship and will consist of the following parts:

Part 1: Updated/Final Resume updated with each specific internship experience and specific to a future internship or position the student plans to apply for. Improvements must be made after each Internship.

Part 2: Self-Evaluation/Report including strengths and weaknesses recognized during the experience, before & after reflection and an idea of how to build on the experiences moving forward in terms of networking and gaining further experience (listing five potential internships).

Part 3: Internship Portfolio explaining and summarizing the overall experience during the student's time on-site. Including information on the organization, general information regarding the position held by the student, major projects worked on and the overall scope of the tasks accomplished.

## Site Visit

**Purpose:** The site visit will be an opportunity for the internship instructor to visit the site of the internship. It will be the responsibility of the student to schedule an appointment with their site supervisor and internship supervisor. This assignment is worth 50 points.

## Student Internship Site Evaluation

**Purpose:** The student internship site evaluation is an opportunity for the student to evaluate their internship site experience. The internship supervisor will provide a survey link at the end of the student's completed hours. This assignment is worth 25 points.

# **IMPORTANT**

The following pages are the **only** pages (pages 6-17) to be submitted to the internship faculty supervisor. The student is required to have the following information completed by the site supervisor. An incomplete document results in a delay of the student obtaining internship hours

North Dakota State University

Sport Management Program

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## **Internship Application/Registration Form**

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Complete the following document and submit it to your Faculty Supervisor/Advisor to receive permission to register for HNES 485 – Internship in Sport Management

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### **Student:**

Students Name (please print): \_\_\_\_\_ Student ID #: \_\_\_\_\_

Student Local Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Organization:**

Organization: \_\_\_\_\_

Organization Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

### **Site Supervisor:**

Site Supervisor Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Site Supervisor Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

### **Internship Requirements Information:**

It is understood that the student is expected to work a minimum of 43 hours in order to complete course requirements for the practicum. The student can complete up to 12 credits with the requirement of 43 hours/credit.

- **Expected Number of Hours to be Completed:** \_\_\_\_\_
- **Credits to be Completed and Registered for:** \_\_\_\_\_

#### **Administrative Use Only:**

Approved       Disapproved - Rational for Disapproval:

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# STUDENT CONTRACT

This agreement of on-site expectations and behavior is guided by the student's expected professional conduct and is agreed upon by and between the student and instructor below.

## Formation

The undersigned hereby form a general agreement that the student listed below will display professionalism as expected by the supervising organization at all times during the course of his or her on-site field experience/Internship.

## Term

The Partnership shall be based on the NDSU *Sport Management Program Code of Professional Conduct* and begin the first day of on-site experience as listed in the *Site Supervisor Agreement* while lasting through the end date listed in the *Site Supervisor Agreement* (Site Supervisor Agreement supplements this contract).

## Purpose

The purpose of the agreement shall be to ensure that the student understands the importance of acting in a professional manner at all times while on-site during his or her field experience/Internship and understands the consequences that come with substandard behavior.

## Sport Management Code of Professional Conduct

The Sport Management Code of Professional Conduct serves as a form of student guidelines while a student is working at a site located off campus for credit through a course that is a part of the Sport Management curriculum. The guidelines are as follows:

- Students are to behave as any full-time employee of the organization would act.
- Students must perform the duties of the on-site experience to the expectations of the site supervisor. This will be reflected in the Site Supervisor Evaluation at the completion of the practicum.
- Students are to always be on-time and in any situation in which the student will be late to report to their site, the student must inform the site supervisor of their tardiness.
- Students are required to dress in a professional manner. The definition of professional attire is to be agreed upon between the student and the site supervisor.
- Students must follow all University guidelines and practices while on-site just as if they were in the classroom.

## Consequences for Substandard Behavior

In the event that the student breaks the terms of this agreement, the student may be dismissed from the Sport Management Program.

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Instructor (Printed Name)

Instructor (Signature)

Date

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Student (Printed Name)

Student (Signature)

Date



# SITE SUPERVISOR AGREEMENT

## Instructions:

- Part A to be completed by the individual that will be the "Site Supervisor" during the students on-site field experience with the assistance of the student either in person or over the phone
  - Part B to be completed by the student
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## **Part A: To be completed by the site supervisor (student is expected to assist)**

This is to certify that \_\_\_\_\_ (name of student) has been accepted to work with \_\_\_\_\_ (name of organization) to fulfill his or her on-site field experience requirement through the NDSU Sport Management Program. It is understood that the student is expected to work a minimum of 43 hours in order to complete course requirements for the practicum. The student can complete up to 12 credits with the requirement of 43 hours/credit.

- **Expected Amount of Hours to be Completed:** \_\_\_\_\_
- **Credits to be Completed and Registered for:** \_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

What is the title of the student's position: \_\_\_\_\_

Please provide a brief description of on-site staff expectations regarding behavior, attire, travel, etc... for the student:

**Please provide a position description with this document**

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Supervisor Name (please print): \_\_\_\_\_ Title/Position: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Business Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

## **Part B: To be completed by the Student**

Why did you choose this organization for your internship experience practicum?

List & explain what responsibilities and duties you will be responsible for during the length of the field experience:

What do you hope to learn from this experience?

How do you think this experience will influence your professional development?

How do you think this experience will influence your career plans?

Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Faculty Advisor/Course Instructor

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# STUDENT PURPOSE & GOALS

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1. List the responsibilities that you will have through this position and for each responsibility explain why you feel confident/nervous about performing each specific task:
  
  
  
  
  
  
  
  
  
  
2. List 10 specific skills or aspects of the job that you will be working in which you would like to learn more or become more proficient:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
3. List 5 personal goals you would like to realize during this experience:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
4. Identify what you consider your top 5 strengths to be:
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
  
5. Identify what you consider your 5 most limitations to be:

6. Identify how you hope to grow as a professional through this experience and overcome those limitations mentioned in question 5:
  
  
  
  
  
  
  
  
  
  
7. Explain your personal philosophy of what it means to be a professional within the sport management industry:
  
  
  
  
  
  
  
  
  
  
8. How does your answer to question 7 relate to the position that you are about to take on through your field experience?
  
  
  
  
  
  
  
  
  
  
9. What is one thing (or more) you want to remind yourself as you go through this experience?

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# Insurance Acknowledgement

**Instructions:**

Please read the statement below. After reading the statement, please sign and date the form acknowledging that you have read and understood the content of the paragraph. Submit to your Internship Faculty Supervisor/Advisor.

North Dakota State University assumes no responsibility for the student's personal liability. An intern working for an outside agency may be legally and financially liable, if another person is injured as a result of an intern's action or omission of duty to act. Agencies may or may not provide liability insurance coverage to the intern. Paid interns are considered employees of the agency and are often entitled to liability and insurance coverage. Unpaid interns may be covered for liability but not for insurance. Most full-time undergraduate students have health and liability insurance coverage through their parent's homeowner policy. The issue of insurance be completely understood to all parties prior to undertaking the internship. Internship agencies vary greatly in terms of benefits and provisions for their interns. Student may also want to consider private short-term professional liability insurance plans. Such policies are available through professional organizations. The Department of HNES program interns are provided limited professional liability insurance by the State of North Dakota Risk Management Division.

Students Name (please print): \_\_\_\_\_ Semester: \_\_\_\_\_

Students Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# The Fair Labor Standards Act Understanding & Agreement

## Internship Programs Under The Fair Labor Standards Act

Students Name (please print): \_\_\_\_\_ Semester: \_\_\_\_\_

Name of Organization: \_\_\_\_\_ Hours to be Completed On-Site: \_\_\_\_\_

Site Supervisor Name: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Site Supervisor Phone: ( \_\_\_\_\_ ) \_\_\_\_\_ E-mail: \_\_\_\_\_

It is the intent of the NDSU Sport Management degree program to adhere to federal labor law as it relates to the internship. Provided on the following two pages is a copy of the U.S. Department of Labor Wage and Hour Division [Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act \(FLSA\)](#). As stated, the "fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to *for-profit* private sector employers."

Internships in the for-profit private sector will most often be viewed as employment, requiring minimum wages and overtime payments to the students. Students are encouraged to bring any concerns related to hours worked and/or compensation to the attention of the internship site supervisor and his/her NDSU internship supervisor.

Please sign below to acknowledge that you have received this information and will abide by the FLSA. This form must be returned to the Department of Health, Nutrition and Exercise Sciences at NDSU before the internship experience begins.

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

Site Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# U.S. Department of Labor Wage and Hour Division

## Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act

This fact sheet provides general information to help determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act for the services that they provide to “for-profit” private sector employers.

### Background

The Fair Labor Standards Act (FLSA) defines the term “employ” very broadly as including to “suffer or permit to work.” Covered and non-exempt individuals who are “suffered or permitted” to work must be compensated under the law for the services they perform for an employer. Internships in the “for-profit” private sector will most often be viewed as employment, unless the test described below relating to trainees is met. Interns in the “for-profit” private sector who qualify as employees rather than trainees typically must be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek.

### The Test For Unpaid Interns

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term “suffer or permit to work” cannot be interpreted so as to make a person whose work serves only his or her own interest an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

The following six criteria must be applied when making this determination:

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

If all of the factors listed above are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern. This exclusion from the definition of employment is necessarily quite narrow because the FLSA’s definition of “employ” is very broad. Some of the most commonly discussed factors for “for-profit” private sector internship programs are considered below.

(April 2010)

### Similar To An Education Environment And The Primary Beneficiary Of The Activity

In general, the more an internship program is structured around a classroom or academic experience as opposed to the employer’s actual operations, the more likely the internship will be viewed as an extension of the individual’s educational experience (this often occurs where a college or university exercises oversight over the internship program and provides educational credit). The more the internship provides the individual with skills that can be used in multiple employment settings, as opposed to skills particular to one employer’s operation, the more likely the intern would be viewed as receiving training. Under these circumstances the intern does not perform the routine work of the business on a regular and recurring basis, and the business is not dependent upon the work of the intern. On the other hand, if the interns are

engaged in the operations of the employer or are performing productive work (for example, filing, performing other clerical work, or assisting customers), then the fact that they may be receiving some benefits in the form of a new skill or improved work habits will not exclude them from the FLSA's minimum wage and overtime requirements because the employer benefits from the interns' work.

### **Displacement And Supervision Issues**

If an employer uses interns as substitutes for regular workers or to augment its existing workforce during specific time periods, these interns should be paid at least the minimum wage and overtime compensation for hours worked over forty in a workweek. If the employer would have hired additional employees or required existing staff to work additional hours had the interns not performed the work, then the interns will be viewed as employees and entitled compensation under the FLSA. Conversely, if the employer is providing job shadowing opportunities that allow an intern to learn certain functions under the close and constant supervision of regular employees, but the intern performs no or minimal work, the activity is more likely to be viewed as a bona fide education experience. On the other hand, if the intern receives the same level of supervision as the employer's regular workforce, this would suggest an employment relationship, rather than training.

### **Job Entitlement**

The internship should be of a fixed duration, established prior to the outset of the internship. Further, unpaid internships generally should not be used by the employer as a trial period for individuals seeking employment at the conclusion of the internship period. If an intern is placed with the employer for a trial period with the expectation that he or she will then be hired on a permanent basis, that individual generally would be considered an employee under the FLSA.

### **Where to Obtain Additional Information**

This publication is for general information and is not to be considered in the same light as official statements of position contained in the regulations.

**For additional information, visit our Wage and Hour Division Website: <http://www.wagehour.dol.gov> and/or call our toll-free information and helpline, available 8 a.m. to 5 p.m. in your time zone, 1-866- 4USWAGE (1-866-487-9243).**

### **U.S. Department of Labor**

Frances Perkins Building 200 Constitution Avenue, NW Washington, DC 20210

**1-866-4-USWAGE**

TTY: 1-866-487-9243

### **Contact Us**

The FLSA makes a special exception under certain circumstances for individuals who volunteer to perform services for a state or local government agency and for individuals who volunteer for humanitarian purposes for private non-profit food banks. WHD also recognizes an exception for individuals who volunteer their time, freely and without anticipation of compensation for religious, charitable, civic, or humanitarian purposes to non-profit organizations. Unpaid internships in the public sector and for non-profit charitable organizations, where the intern volunteers without expectation of compensation, are generally permissible. WHD is reviewing the need for additional guidance on internships in the public and non-profit sectors.