

HNES 795

INTERNSHIP MANUAL

FOR SPORT MANAGEMENT SECTIONS

Department of Health, Nutrition and Exercise Sciences

Adopted: March, 2015

Revised: August 2026

Students seeking to complete internship hours must review, complete, and submit this signed document to the faculty advisor and register for HNES 795 **BEFORE** the internship in order to receive credit. Note: Pages 6-13 are the only pages that need to be submitted to the faculty advisor.

Introduction to the Internship

Overview

The Department of Health, Nutrition and Exercise Sciences at North Dakota State University allows for each Sport Management student to complete up to nine (9) credits of internship (HNES 795) to meet the requirements for the Master of Science in Sport Management. The internship is offered as a variable credit course with 43 hours counting towards one credit. 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 can complete the 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 working with professionals that will allow students the opportunity to build on their 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 in the development of a résumé and support the fulfillment of future career goals. The following will be completed during the internship:

Students will:

- Test field knowledge, skills, and leadership styles
- 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 responsibilities of the student will include:

- Researching, applying for, and securing a practical experience for the internship
- Becoming acquainted with the structure, operation, functions, and policies of the cooperating organization and abide by all regulations of the agency
- Developing personal objectives and goals for the internship experience using the 'Purpose & Goals' section of this manual (pages 10-11) and discussing all objectives and goals with the site supervisor prior to the start of the internship
- Submitting completed internship forms (pages 6-13 of this manual) and obtaining approval for the internship prior to beginning the practical experience
- Understanding the expectations and all information explained throughout the internship manual to ensure the student understands what is required to receive credit
- Understanding the expectations and responsibilities required by the hosting agency/organization including behavior, attire, travel, etc.
- Documenting and submitting an accurate record of hours worked
- Regularly communicating with the agency supervisor and internship faculty advisor
- Representing the university in a positive and professional manner
- Representing the Health, Nutrition and Exercise Science department and the Sport Management program in a professional manner, including being on-time and dressed professionally while on-site
- Providing feedback to the faculty advisor regarding the internship organization/agency
- Proposing, developing, creating a presentation to Sport Management faculty discussing their experience

The responsibilities of the site supervisor will include:

- Being responsible for the student's professional development at all times, even when not in direct supervision of the student
- Clearly defining the student's role and responsibilities within the organization
- Explaining expectations regarding behavior, attire, travel, etc., of employees that may not be fully understood by the student
- Regularly communicating with the faculty supervisor/advisor regarding issues or concerns (if necessary)
- Conducting formative evaluations of the student's performance at least twice during the internship and submitting the necessary forms to the faculty advisor regarding the student
- Meeting with the faculty advisor near the end of the internship to discuss the student's performance and progress
- Providing 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 responsibilities of the faculty advisor will include:

- Assisting the student in securing a practical experience in the student's best interest
- Being available to help the student develop personal objectives and goals for his/her internship and creating a plan to achieve them through the internship experience
- Reviewing the prospective internship agency and the designated agency supervisor and approving or disapproving the student's internship application
- Contacting and communicating with the agency supervisor and student as needed on various issues
- Working with the student and site superior/organization to process necessary contractual agreements and forms
- Conducting a site visit to discuss the student's professional development and performance
- Evaluating and grading the student based on established criteria
- Serving as a resource person for the cooperating agency, site supervisor, and the student
- Maintaining 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/client's confidence in their ability.

During the internship, the student is a functional part of the organization and must act as one. The student's actions, behaviors and level of work reflects the policies and standards of both the cooperating organization and the university. Students must be committed to a high level of professional conduct in all phases of their 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

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 (page 8 of this document). 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, the Sport Management faculty understands that 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 only with approval of the program coordinator. 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

All students in the Master of Science in Sport Management program or Intercollegiate Athletics Administration certificate program are eligible to use internship credit toward the completion of their degree (maximum 9 credits). All students counting clock hours must be supervised by an internship supervisor on site during the internship, and students will not be able to be supervised by another sport management undergraduate student currently enrolled at NDSU.

Assignments

Hours Log

The faculty supervisor will provide details and instructions on how to use Time2Track, the hours-tracking software used in HNES 794. It is essential for the student and site supervisor to keep an accurate record of the hours worked during the internship experience. Time2Track also allows the faculty supervisor to monitor the hours worked by the intern. The student will be required to record the hours they've worked and submit the record to the site supervisor for approval. The frequency of hours submissions will be decided upon by the site supervisor and the student, although it is recommended that the student submit the hours for approval as they are worked. **Failure to complete all of the hours registered for will result in a one-letter grade deduction per 43-hour deficit.** If, prior to the end of the term, a student determines that they will not be able to complete all of their hours, they may have the option of reducing the number of SPMT 485 credits they registered for during the term.

Site Visit

The site visit is 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.

Internship Site Supervisor Evaluation

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 final evaluation for the student to receive a passing grade for the internship. The faculty advisor will send a survey link to the supervisor.

Student Internship Site Evaluation

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.

Internship Presentation

The Internship Presentation 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 presentation provides an opportunity to discuss the administrative and managerial responsibilities achieved by the student while on site during each specific internship. Student will be required to schedule a time with Sport Management faculty during the last week of the semester for the presentation.

IMPORTANT

Pages 6-13 are the **only** pages that need 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

Internship Application/Registration Form

Complete the following document and submit it to your Faculty Supervisor/Advisor to receive permission to register for the Sport Management section of HNES 795

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 9 credits with the requirement of 43 hours/credit.

- Credits to be registered for (1-9): _____
- Expected number of hours on-site to be completed: _____

Administrative Use Only:

☐ Approved ☐ Disapproved - Rational for Disapproval:

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 at all times during the course of their on-site field experience/Internship, as expected by the supervising organization.

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 while on-site during their 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

If the student should break the terms of this agreement, the student may be dismissed from the Sport Management Program.

Instructor (printed name)

Instructor (signature)

Date

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 student's 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.

- **Credits to be registered for (1-9):** _____
- **Expected number of hours on-site to be completed:** _____

Beginning Date: _____ Ending Date: _____

What is the title of the student's position: _____

Please provide a **brief** description of the student's job duties and responsibilities, as well as expectations regarding behavior, attire, travel, etc.

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 internship:

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

Student Purpose and Goals

- 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?

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: _____

Fair Labor Standards Act

Understanding and 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.