Graduate Internship Materials
Information Guide and Appendices
Sport and Fitness Management
Hospitality, Sport & Tourism Management

School of Hospitality, Sport & Tourism Management

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The School of Hospitality, Sport & Tourism Management

The **Sport and Fitness Management Program** in the **School of Hospitality, Sport & Tourism Management** at Troy University offers a Master of Science degree in Sport & Fitness Management (SFM). The School of Hospitality, Sport & Tourism Management believes the practical experience gained through an internship placement is an important component in a student's education and professional growth. Therefore, graduate students seeking a M.S. in SFM are encouraged to participate in such a program.

Prerequisites for Graduate Internship

In order to register for SFM 6690, each SFM student major *MUST* meet the following requirements the semester *BEFORE* the semester you intend to intern.

1. Successful completion of all Graduate Sport and Fitness Management courses.
2. Completed application for admission to candidacy
3. Graduate program degree plan
4. Submitted an Internship Request Form (A-1) the semester prior to the intended semester of internship.
5. Print off from Trojan Web Express an unofficial transcript evaluation and attach to form A-1.

Objectives of the Sport and Fitness Management Internship Program

The Sport and Fitness Management internship program in Hospitality, Sport & Tourism Management at Troy University offers students a broad range of experiences in which to complete their practicum and internship assignments. One of the most important factors is insuring a successful experience is matching the interests and preparation of the student with qualified personnel from agencies across the state, region, nation, and world. The specific purposes of the internship program for the student, agency, and university are as follows:

1. To provide students with experience upon which to build their professional careers, to assist them in theory and technique with practical applications, and to provide the opportunity for students to develop skills and knowledge within identified areas of professional interest.
2. To broaden the students' concepts of the professional field, to provide experiences that will expand the student's understanding of human behavior, and to develop better human relation skills.
3. To operationalize a set of goals with additional quality personnel to offer professional in the field an opportunity to become involved in the preparation of future professionals and to enhance communication between the University and working professionals.
4. To provide agencies with additional quality personnel to offer professionals in the field an opportunity to become in the preparation of future of professionals and to enhance communication between the University and working professionals.
5. To provide the University with an opportunity to keep in touch with recent developments within the work place, and to continually develop a viable base for evaluating student performance in professional situations.
6. To further enhance faculty knowledge through interaction with professionals by offering them opportunities to face practical problems in the field.

Benefits of the Field Experience

The practicum/internship experience should be a significant experience for all involved: the student, the cooperating agency, and the University. It should provide specific benefits to each of the three parties involved, and thus will help to benefit each of the three parties involved, and thus will help to benefit the profession in general. Specific benefits for each are detailed below:

Benefits to the Student

1. Gain first-hand knowledge and understanding of agency programs and the forces that affect them.
2. Understand individual and community needs for which these services are designed and the impact they have on individuals, groups, and the community.
3. Accept the challenge and stimulus to learn and investigate independently.
4. Integrate and apply knowledge, theory, and understanding from classroom courses and other life experiences.
5. Establish contacts with professionals.
6. Become aware of his/her own personal and professional goals.
7. Discover personal strengths, which may be further developed, and weaknesses that may be reduced.

Benefits to the Cooperating Agency

1. Stimulate professional staff and strengthen in-service development programs.
2. Enlarge the available staff, permitting strengthening of the agency program.
3. Provide an opportunity to evaluate young professionals in order to enhance the screening procedures of future employees.
4. Offer an opportunity to assist in preparing professional leaders of the future through interaction with the faculty.
5. Assist the agency in relating its services to current theory and practices.
6. Provide contact with professional educators in order to help maintain a vital and current professional staff.

Benefits to the University

1. Improve the educational process and enlarge the scope of the university.
2. Provide a laboratory for application of theoretical knowledge.
3. Provide continuing opportunity for evaluation of the student's needs, abilities, and progress leading to adjustment in his/her program of study.
4. Encourage faculty contact with professional leaders and cooperating agencies on a regular basis to enhance faculty knowledge of practical issues in the field.

5. Lead to continuing evaluation of the entire curriculum as well as its experienced phase.
6. Increase the schools services and scope of influence.

General Description of the Internship Experience

The Sport and Fitness Management internship experience in Hospitality, Sport & Tourism Management is assigned three (3) credit hours. Such experiences offer the student the opportunity to apply theory and methodology under qualified from the cooperating agency and the university. An internship on the graduate level is an option for all students in the Sport and Fitness Management program under the title SFM 6690 Internship. All students work under the supervision of university and agency supervisor for the full semester in which the student is enrolled for the internship credit. The internship experience is meant to be a full time experience and requires a **minimum of 400 hours** over at **least a twelve to fourteen** week block. Additional hourly assignments may be required depending upon the type of experience undertaken. Assigned supervisors from both the agency and the University will share supervision of the student jointly.

Financial compensation to the student during the practicum/internship experience is not required. The student may not receive credit for work being done at an agency where he/she is presently employed. Exceptions to this policy must be approved by the internship program coordinator **before** receiving credit, and must include experiences additional to those for which the student has been compensated.

Academic evaluation of the student during the practicum/internship experience is based upon the following: evaluation by the field supervisor, evaluation by the university supervisor and documentation of daily/weekly assignments.

Types of Internship Experiences

Because each agency is unique and each student has special skills and interests, the practicum/internship experience must be individualized. It is anticipated each student will have will have an opportunity to gain experience in all or most of the following areas:

1. **Client interaction**: the student should have the opportunity to interact with the agency clientele in any way in which the agency feels appropriate. This may include teaching group lessons, working one on one with specific individuals, assist in exercise testing and prescription, etc. (The student should realize that the type of client interaction made available to him/her will vary depending on the type of field experience and the agency's needs and regulations.)
2. **Administration**: The student should have an opportunity to study and observe in action the policies and practices of the agency. This would include the study of the legal status of the agency, organizational structure, board relations, financial and supervisory

practices, general staff relations, and the values of the techniques used in dealing with the public in a courteous and effective manner.

3. **Programming**: The student should not only help plan but also help put into action a broad program of activities and services characteristic of the agency. The student should prepare program plans in an effective manner consistent with the agency's procedures and act as a leader in carrying out various types of programs.
4. **Facilities**: The student should have opportunities to gain theoretical and practical experience in facility operation and/or planning, equipment selection, security, equipment maintenance, etc.
5. **General Experience**: The student should gain a broad experience in dealing with public relations problems, attend administrative meetings where possible, work with committees, visit with individuals in the agency, and get as wide of a range of experiences as possible.
6. **Day-to-Day Activities**: In order to give the student a realistic work experience, he/she would be encouraged to fully participate in the day-to-day activities of the agency. These experiences may occasionally include such "mundane" activities as record keeping and handing out towels, etc. however, keep in mind that the practicum/internship should be a learning experience for the student and not just "free labor." Therefore, the agency is encouraged to offer the student a variety of challenging experiences.

Responsibilities of the Student

The student is responsible for completing the requirements of the internship experience as provided by the University supervisor and following the general guidelines listed below:

1. Submit a letter of recommendation and resume to the agency or agencies where you are interested in completing your practicum/internship assignment. Internship experiences may only be completed at sites, which have been approved, by the university supervisor and university coordinator.
2. Provide the agency with personal background information and academic achievement before your arrival at the agency.
3. Make arrangements for your own housing when appropriate. Agency supervisors can probably assist you with this task since they are more familiar with the housing situation in their community.
4. With the assistance of the internship supervisor, develop a set of objectives and assignments to be completed during the experience. A copy of these objectives must be submitted to both the university and the agency supervisors before the start of the practicum/internship.
5. All students must follow the policies and duties outlined by the agency, and meet all scheduled commitments and arrangements made in connection with the training assignments.

6. Maintain a current work log and/or journal summarizing the number of hours worked and the types of activities undertaken.
7. Attend periodic conferences with the agency and university supervisors as requested.
8. Submit a final evaluation (included in the final report) of the experience to the university supervisor.

Responsibilities of the Agency Supervisor

1. Serve as the principal contact for the agency in reference to the experience.
2. Assist the student in understanding his/her position as it relates to the population being served by the agency.
3. Arrange with the student specific projects and activities in which he/she will be involved, and arrange a work schedule. This information should be in writing and shared with the university supervisor via the student.
4. Schedule weekly meetings with the student to discuss items of concern to either party.
5. Inform the student of all regulations and practices, which must be observed by the student.
6. Evaluate the work of the student:
    - Discuss with the student specific indications of progress, strengths, and weaknesses.
    - Set an example by presenting criticism in a constructive, objective, and tactful manner.
    - Complete the written evaluation forms (A-8 and A-9) provided by the university supervisor and after discussing your comments with the intern send the form to the university supervisor.

Responsibilities of the University Supervisor

1. Supervise arrangements for and give final approval of all student assignments.
2. Represent the university in all official arrangements with the cooperating agencies to conduct the internship program.
3. Supervise the work of the student in the cooperating agency by conferring with both the student and the agency supervisor on a regular basis.
4. Evaluate all internship reports and discuss their content, if applicable, with both the student and agency supervisor.
5. Serve as a resource person for both the cooperating agency supervisor and the student.
6. Exchange ideas with both the student and the agency supervisor directed toward the improvement of the internship experience and the total academic program.
7. Assign all grades for the student in cooperation with the agency supervisor.

STUDENT EVALUATION

Grades for the students are assigned by the following criteria:

A. Evaluations of Agency Supervisor: 60%
Mid-point Evaluation: 25%
Final evaluation: 35%

B. Reports and Assignments: 35%

a. Initial Report: 5%
b. Short and Long Term Project Proposals: 8%
c. Tri-Weekly Reports: 12%
d. Final Report: 10%

All reports and assignments are evaluated on the following criteria:

- Completeness
- Promptness
- Readability

C. Final Review of Internship by University supervisor: 5%
(Grade from final Notebook Evaluation)

Percentages from criteria equal 100%

Summary Statement

Practical work experience is a vital part of the student's professional preparation. Therefore, the School of Hospitality, Sport & Tourism Management welcomes any comments and/or suggestions, which may improve these experiences. Students and agencies are encouraged to make such suggestions regarding the program curriculum and/or the practicum/internship program. By working together, the student, agency, and university can help to assure the highest level of quality in the graduate program in the School of Hospitality, Sport & Tourism Management.

GRADING POLICIES AND PROCEDURES

Although the evaluation of the student's performance may be a collaborative effort between supervisory individuals, the internship supervisor has full responsibility and accountability for the assignment of a course grade.

Student evaluations should reflect the following rating scale:

A= Excellent	Student is consistently exceptional in fulfilling responsibilities
B= Good	Student constantly fulfills responsibilities above minimum performance standards

C= Satisfactory Student meets minimum performance standards.

D= Minimal Pass Student usually meets minimum performance standards, however needs to improve in a number of areas of responsibility

F= Failing Grade Performance in inadequate and unacceptable

REQUIRED STUDENT REPORTS AND PROJECTS

1. Initial Report:
    - Cite weekly schedule and responsibilities
    - List ten (10) measurable objectives outlining expected learning experiences. Consider personal and agency expectations.

    Due: The initial report must be typed and submitted at the end of the first week of internship. Reports are due to the Intern Director's office no later than the following Wednesday by 4:00p.m

2. Tri-Weekly Report: (submitted by student- **Document A-5**)
    - Describe any problems, how you solved them, and how you might modify your approach I the future.
    - Describe any problems you are having on site. This will enable both of your supervisors (Agency and University Faculty) to provide input to enhance student learning and reduce frustrations.

    Due: Tri-Weekly reports must be submitted with signatures by Wednesday of the following week. (Fax reports in necessary)

3. **Short Term Project**:
    - In conjunction with the agency's ongoing programs, plan, implement, and evaluate a short term project (i.e. seasonal party, special event, program brochure).

    Due: Project Plan Worksheet is due by mid-point of semester. Short-term worksheet (signed by student and agency supervisor) is due to university supervisor by midterm of semester. (**Document A-6**)

    Project Evaluation form is to be completed by agency supervisor with student. Project and/or description, plus evaluation sheet, plus evaluation sheet, are included in the notebook, which is due no later than dead day. (**Document A-8**)

4. **Long Term Project**
    - In cooperation with the Agency Supervisor, design, develop, implement, and evaluate a special project that may contribute to the fieldwork agency.

Due: Project Plan Worksheet is due by mid-point of semester. Short-term worksheet (signed by agency supervisor and student) is due to university supervisor by midterm of semester (**Document A-7**)

5. Agency Supervisor's Mid-Point Evaluation and Final Appraisal (**Documents A-9** and **A-10**)
    - Provide student and university supervisor with feedback on student progress and performance. Document both student strengths and weaknesses during internship experience.

    Due: Evaluations are due at the mid-point and at the end of the internship.

6. **Final Report**
    - Student Evaluation of Agency and Internship (In Final Report):
      Evaluation initial goals; which were met, not met. Explain why.
      Describe significant learning experiences and accomplishments. Explain how these have affected your professional growth and development. Describe your agency's strengths and weaknesses as an internship site. Would you recommend it to other students? Why?
      Provide whatever other information you feel is relevant to the overall effectiveness of the internship program. Must be typed.

    Due: No later than Dead Day

7. **Notebook**
    - The notebook MUST be a three ringed notebook (NO smaller than a 1" ring). Include all material that represents your internship experience (the more the better). Include evidence of your short and long term projects, along with the evaluation sheets. The notebook should include tab dividers to separate the sections of your notebook.

    Due: No later than Dead Day

Note: All the reports are to be shared with and signed by the agency supervisor

STUDENT INTERNSHIP CHECKLIST

BEFORE INTENDED SEMESTER OF INTERNSHIP

1. Identify potential internship agency or agencies.
2. Submit SFM Internship Request Form to university internship advisor during the semester prior to internship semester.

3. ACQUIRE INTERNSHIP SITE APPROVAL from School of Hospitality, Sport & Tourism Management

BEFORE INTERNSHIP BEGINS

4. Submit agency signed AGREEMENT FOR INTERNSHIP form to University supervisor. (Document A-2)
5. Pre-register for HSTM 6690 before semester of internship.

END OF FIRST WEEK OF INTERNSHIP

6. By the following Wednesday of end of first week of internship, submit INITIAL REPORT and AGENCY ORIENTATION CHECKLIST to University supervisor.

DURING INTERNSHIP

7. Submit TRI-WEEKLY REPORTS as scheduled
8. Mid Term: agency has sent signed MID-POINT EVALUATION to internship supervisor
9. Submit a SHORT TERM PROJECT WORKSHEET by midpoint of semester.
10. Submit a LONG TERM PROJECT WORKSHEET form no later than dead day. UPON COMPLETION OF INTERN HOURS
11. Agency has sent signed FINAL EVALUATION form with grade recommendation to Internship Supervisor
12. Submit a FINAL REPORT and NOTEBOOK no later than dead day.

A-1

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

Must be submitted before pre-registration of internship.

Students Name: _____

Address: _____

Phone: _____ ID Number: _____

University Email: _____ Semester: _____ Year: _____

Course: SFM 6690

Agency's Name: _____

Agency's Address:

_____

City: _____ State: _____ Zip: _____

Agency's Phone: _____

Agency's Supervisor: _____

Brief Description of Internship Duties:

_____

_____

I formally request to complete my internship duties with the above named agency. I fully understand the requirements for internship and accept the responsibility set forth in the requirements.

Student Signature: _____

Proposed Start Date: _____

Proposed End Date: _____

A-2

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
TROY UNIVERSITY- TROY CAMPUS
AGREENEMT FOR INTERNSHIP

Must be submitted before beginning internship.

AGENCY: _____

PHONE: _____

ADDRESS: _____

CITY:_____STATE:_____ZIP: _____

SUPERVISOR: _____

TITLE: _____

The above named agency has agreed to accept_____a student from the Sport and Fitness Management program at Troy University, for internship placement.

Semester:_____(Student must complete a minimum of 400 hours over 12 to 14 weeks)

Agreed upon Starting Date: _____

Agreed upon Completion Date: _____

The Agency Supervisor agrees to:

1. Supervise and assist the student in pursuing the learning objectives for the internship experience.
2. Cooperate in the program process as specified in the HSTM Department's INTERNSHIP MANUAL.
3. Evaluate the work of the student:

   Discuss with the student specific indications of progress, strengths, and weaknesses.

   Set an example by presenting criticism in a constructive, objective, and tactful manner.

   Complete the written evaluation forms provided by the university supervisor and after discussing your comments with the intern send the form to the university supervisor.

A-2 (continued)

Please check one:

Internship Experience: Unpaid_____Paid_____(If Paid) Amount of Stipend: $_____

Signature agency's site supervisor: _____

Return form to: Dr. Fred Green, School of Hospitality, Sport & Tourism Management
338C Stadium Tower
Troy University- Troy Campus
Troy, AL 36082

Or

Dr. Michael Carroll, Global Campus Coordinator
4525 Vineland Road, Suite 204
Orlando, FL 32811
(407) 219-5993
mscarroll@troy.edu

_____ _____

Internship Program Coordinator Signature Date

A-3

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
AGENCY ORIENTATION AND STUDENT ASSIGNMENT CHECKLIST

Student's Name: _____

To ensure that this student has a thorough understanding of the agency/program and his/her responsibilities, this form should be completed during the first week of the fieldwork practicum and mailed to the director of the internship program at Troy University. The site supervisor's signature verifies that the student has satisfactorily completed an agency orientation, inclusive of the information below, and understands his/her future role in the agency.

Please check those areas covered in orientation:

1. Mission statement and goals of the agency/program
2. History of agency/program
3. Services provided by the agency/program
4. Population served by agency/program
5. Areas, facilities and equipment
6. Funding sources
7. Organizational structure of agency/program (job description)
8. Program description
9. Evaluation methods (staff personnel and program clientele)
10. Future plans and projections of agency/program
11. Other (describe) _____
12. Other (describe) _____

STUDENT'S ASSIGNMENT(S)

1. Student will be assigned to work in the following program area(s):

   _____

   _____

2. Student will be responsible for performing the following major tasks:

   _____

   _____

Site Supervisor's Signature: _____ Date: _____

Student's Signature: _____ Date: _____

This form is due by the following Wednesday of the end of the first week of internship.

A-4

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

INITIAL REPORT OUTLINE

To be completed and submitted to Dr. Fred Green or Dr. Michael Carroll by student at the end of the first week of internship.

The student must type and submit the following information to the Faculty Supervisor.

I. Cover Page (Information is to be centered and double spaced on page)
Site Agency's name, Student's name, and semester of internship.

II. Internship Objectives
Student must list 10 observable or measurable objectives for the internship.

Objectives should reflect actual skills, experiences, or exposure desired by the student during their internship experience.

Objectives will be used to evaluate internship agency site in FINAL REPORT.

III. Assigned Roles and Responsibilities
Student must identify their expected or assigned roles and responsibilities at the agency site.

IV. Work Schedule
Student must provide a weekly/monthly schedule of days and times they will work at the agency site.

Weekly schedule should reflect 25 to 30 hours per week for the Internship.

A-5

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

INTERNSHIP TRI-WEEKLY REPORT

Instructions: This report must be completed at the end of each three-week period by the student, reviewed by the assigned Agency Site Supervisor, and mailed to the faculty supervisor by the following Wednesday. If needed, written concerns will be provided to the student from the Faculty Supervisor.

STUDENT: _____

SEMESTER: _____ REPORT NUMBER: _____

WEEKS OF THIS REPORT (dates):_____to _____

TOTAL HOURS FOR THIS PERIOD: TOTAL HOURS TO DATE: _____

1. Describe below the evaluation period's experiences (include learned skills, knowledge, and abilities). Please feel free to write on back or attach additional pages.
2. Identify attended meetings and conferences (include formal and informal meetings with your site supervisor and topics discussed.)
3. Cite any areas of special concern at the time. (Include agency assignments, short and long term projects, accomplishment of internship goals).

_____ _____
Student's Signature Date

_____ _____
Site Supervisor's Signature Date

_____ _____
Faculty Supervisor's Signature Date

COMMENTS/CONCERNS:

A-6

TROY UNIVERSITY
SCHOOL OF HOSPITALIRY, SPORT & TOURISM MANAGEMENT
SHORT TERM PROJECT WORKSHEET

(To be submitted to university supervisor at predetermined mid-point date)

STUDENT'S NAME:

AGENCY:

TITLE OF PROJECT:

BRIEF DESCRIPTION OF PROJECT PLANS:

RATIONALE FOR PROJECT SELECTION (need/purposes):

PROJECT COSTS AND POTENTIAL SOURCES OF FUNDING:

EXPECTED OUTCOME(S):

_____ _____

Site's Supervisor Signature Date

A-7

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

LONG TERM PROJECT PLAN
(To be submitted to university supervisor at predetermined midpoint date.)

STUDENT'S NAME:

AGENCY:

TITLE OF PROJECT:

BRIEF DESCRIPTION OF PROJECT PLANS:

RATIONALE FOR PROJECT SELECTION (need/purposes):

PROJECT COSTS AND POTENTIAL SOURCES OF FUNDING:

EXPECTED OUTCOME(S):

_____ _____

Site Supervisor's Signature Date:

A-8

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

SHORT TERM PROJECT EVALUATION FORM

The student intern should be provided immediate feedback on his/her performance upon the completion of both the short-term project and the long-term project. Please fill out the requested information below and place this form in your notebook, along with evidence of your project.

COMPLETION DATE: _____

Name of Student:

Title of Project:

Rate on a 5-point scale (4-outstanding, 3-good, 2- fair, 1- adequate, 0- non-applicable):

The student: 4 3 2 1 0

1. Selected a project of value to the agency/program _____
2. Showed initiative throughout the project_____
3. Planned project tasks before implementation _____
4. Maintained communications with program staff _____
5. Maintained communications with project participants_____
6. Showed resourcefulness in solving problems _____
7. Delegated tasks, if and when appropriate _____
8. Made a positive impact on program procedures _____
9. Developed/implemented evaluation procedures _____
10. Expressed appreciation to project supporters _____

_____ _____
Signature of Supervisor Date

_____ _____
Signature of Student Date

A-9

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

LONG TERM PROJECT EVALUATION FORM

The student intern should be provided immediate feedback on his/her performance upon the completion of both the short-term project and the long-term project. Please fill out the requested information below and place in your notebook, along with evidence of your project.

COMPLETION DATE: _____

Name of Student:

Title of Project:

Rate on a 5-point scale (4 – outstanding, 3 – good, 2 – fair, 1 – adequate, 0 – non-applicable):

The student: 4 3 2 1 0

1. Selected a project of value to the agency/program _____
2. Showed initiative throughout the project _____
3. Planned project tasks before implementation _____
4. Maintained communications with program staff _____
5. Maintained communications with project participants _____
6. Showed resourcefulness in solving problems _____
7. Delegated tasks, if and when appropriate _____
8. Made a positive impact on program participants _____
9. Developed/implemented evaluation procedures _____
10. Expressed appreciation in project supporters _____

_____ _____
Signature of Supervisor Date

_____ _____
Signature of Student Date

A-10

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
SPORT & FITNESS MANAGEMENT INTERNSHIP

MID-POINT EVALUATION

DATE:

STUDENT NAME:

SUPERVISOR: TITLE:

AGENCY:

This appraisal should be completed with care. Be as accurate and objective as possible. It should reflect the internship experience. The appraisal is to be reviewed with the student during the midterm evaluation conference.

Using the scale below, rate the student on each of the listed items as they are applicable to your situation and professional expectations. Comments are suggestions are welcome and can be added to the back of the form.

5 = Outstanding, 4 = Good, 3 = Average, 2 = Below Average,

1 = Unsatisfactory, 0 = No Observation

ATTITUDE TOWARDS WORK:

Willing and prompt to perform assigned duties	5 4 3 2 1 0
Willing to accept additional responsibilities	5 4 3 2 1 0
Shows enthusiasm for work	5 4 3 2 1 0
Cooperative with staff	5 4 3 2 1 0

LEADERSHIP AND PROFESSIONAL QUALITIES:

Plans and organizes work in orderly manner	5 4 3 2 1 0
Produces adequate quality work	5 4 3 2 1 0
Has necessary background of knowledge in field	5 4 3 2 1 0

Has sufficient recreational skills	5 4 3 2 1 0
Functions on own initiative when necessary	5 4 3 2 1 0
Demonstrates effective leadership techniques	5 4 3 2 1 0
Observes rules and agency practices	5 4 3 2 1 0
COMMUNICATION SKILLS:	
Can express him/herself in writing	5 4 3 2 1 0
Can express him/herself orally	5 4 3 2 1 0
Communicates well with supervisor	5 4 3 2 1 0
Communicated well with public/clients	5 4 3 2 1 0
Makes use of available media in promoting programs	5 4 3 2 1 0
Demonstrated ability to secure acceptance of ideas, methods or plans from other staff members	5 4 3 2 1 0
PERSONAL QUALITIES:	
Exhibits self-discipline	5 4 3 2 1 0
Demonstrates creativity	5 4 3 2 1 0
Shows adaptability	5 4 3 2 1 0
Has curiosity towards others	5 4 3 2 1 0
Accepts direction and criticism	5 4 3 2 1 0

Please identify the student's primary strengths and weaknesses at the midpoint of the internship.

1. In what areas does the intern excel?

2. In what areas does the intern need further development?

3. Any other comments?

4. Assign a percentage score, based on your evaluation of the student's performance: (Circle one score)

   25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0

_____ _____

Signature of Supervisor Date

_____ _____

Signature of Student Date

Send to:
Dr. Fred Green, School of Hospitality, Sport & Tourism Management
338C Stadium Tower
Troy University
Troy, AL 36082

Or

Dr. Michael Carroll, Global Campus Coordinator
4525 Vineland Road, Suite 204
Orlando, FL 32811
(407) 219-5993
mscarroll@troy.edu

A-11

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT
SPORT & FITNESS MANAGEMENT INTERNSHIP

FINAL EVALUATION

STUDENT NAME: DATE:

SUPERVISOR: TITLE:

AGENCY:

This appraisal should be completed with care. Be as accurate and objective as possible. It should reflect the internship experience. The appraisal is to be reviewed with the student during the midterm evaluation conference.

Using the scale below, rate the student on each of the listed items, as they are applicable to your situation and professional expectations. Comments and suggestions are welcome and can be added to the back of the form.
5 = Outstanding, 4 = Good, 3 = Average, 2 = Below Average,
1 = Unsatisfactory, 0 = No Observation

ATTITUDES TOWARDS WORK:

Willing and prompt to perform assigned duties	5 4 3 2 1 0
Willing to accept additional responsibilities	5 4 3 2 1 0
Shows enthusiasm for work	5 4 3 2 1 0
Cooperative with staff	5 4 3 2 1 0

LEADERSHIP AND PROFESSIONAL QUALITIES:

Plans and organizes work in orderly manner	5 4 3 2 1 0
Produces adequate work quality	5 4 3 2 1 0
Has necessary background of knowledge in field	5 4 3 2 1 0
Has sufficient recreational skills	5 4 3 2 1 0
Functions on own initiative when necessary	5 4 3 2 1 0
Demonstrates effective leadership techniques	5 4 3 2 1 0
Observes rules and agency practices	5 4 3 2 1 0

COMMUNICATION SKILLS:

Can express him/herself in writing	5 4 3 2 1 0

Can express him/herself orally	5 4 3 2 1 0
Communicates well with supervisor	5 4 3 2 1 0
Communicated well with public/clients	5 4 3 2 1 0
Makes use of available media in promoting programs	5 4 3 2 1 0
Demonstrates ability to secure acceptance of ideas, Methods, or plans from other staff members	5 4 3 2 1 0

PERSONAL QUALITIES:

Exhibits self-discipline	5 4 3 2 1 0
Demonstrates creativity	5 4 3 2 1 0
Shows adaptability	5 4 3 2 1 0
Has courtesy towards others	5 4 3 2 1 0
Shows courtesy towards others	5 4 3 2 1 0
Accepts direction and criticism	5 4 3 2 1 0

Please identify the student's primary strengths and weaknesses at the completion of the internship.

Based upon the students overall performance, I recommend a final letter grade of (Circle one):

A – Excellent (100 – 90)
B – Good (89 – 80)
C – Satisfactory (79 – 70)
D – Minimal Pass (69 – 60)
F – Failure (59 – Below)

_____ _____

Signature of Supervisor Date

_____ _____

Signature of Student Date

Send to:

Dr. Fred Green, School of Hospitality, Sport & Tourism Management
338C Stadium Tower, Troy University
Troy, Alabama 36082

Or

Dr. Michael Carroll, Global Campus Coordinator
4525 Vineland Road, Suite 204
Orlando, FL 32811
(407) 219-5993
mscarroll@troy.edu

A-12

TROY UNIVERSITY
SCHOOL OF HOSPITALITY, SPORT & TOURISM MANAGEMENT

OUTLINE FOR FINAL REPORT & NOTEBOOK

Upon the completion of the agency placement, each student is responsible for submitting both a final report and a notebook to the Chair. An outline is provided below to assist the student in organizing the assignment.

THE FINAL REPORT

Title Page

Name of Student, area of specialization, name of agency and site supervisor, dates of fieldwork placement, semester and year of registration.

Evaluation of Student's Goals and Objectives

Rate each objective as met, partially met, or not met and explain each response based on your initial report (Include a copy of your initial report with this document).

The Fieldwork Experience

Description of placement focusing on your evaluation of what you learned and/or accomplished relative to original goals and objectives. Point out highlights and disappointments of the experience.

Career Preparation – thoroughly analyze the experience reflecting on your future in the workplace. Describe your strengths, interests, performance, problems, needs, and concerns as determined from agency placement.

Recommendations – on separate pages, make specific and well thought out recommendations to the agency and to the department/university for consideration.

NOTEBOOK

- The notebook MUST be a three ringed notebook (NO smaller than 1" ring)
- Include all materials that represent your internship experience (the more the better).
- Include evidence of your short and long term projects, along with the evaluation sheets.
- The notebook should include tab dividers to separate the sections of your notebook

NOTEBOOK IS DUE NO LATER THAN DEAD DAY.