

**SMGT 447: SPORT MANAGEMENT INTERNSHIP  
WORK SITE APPROVAL AND INFORMATION FORM**

**IMPORTANT:** Students may not begin an internship until this form is signed by all parties.

Intern Name: \_\_\_\_\_ WSU ID: \_\_\_\_\_

Dates of Internship: \_\_\_\_\_

Semester(s)/Credit Hours to Enroll \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Student's Phone: \_\_\_\_\_

Student's E-Mail: \_\_\_\_\_

Site Supervisor: \_\_\_\_\_

Title: \_\_\_\_\_ Supervisor's Phone \_\_\_\_\_

Supervisor's Email: \_\_\_\_\_

**TO BE COMPLETED BY STUDENT**

Student has met the following criteria:

\_\_\_\_\_ Met with sport management program advisor regarding internship enrollment  
course with **B** or better

- It is imperative that a **job description** be established at the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the *student and site supervisor* for the length of the internship. Some possible areas of involvement are listed below, but there are other work-related opportunities available.

f