

**SMGT 847: 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 Email: \_\_\_\_\_

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

**FOR UNIVERSITY USE:**

Student Minimum 3.0 GPA  
\_\_\_\_ Submission of an internship position description  
\_\_\_\_ Submission of acceptable (a) \_\_\_\_\_ Informed of \$25.00 per credit hour fee

**APPROVAL OF INTERNSHIP ASSIGNMENT:**

\_\_\_\_\_  
Intern Signature \_\_\_\_\_  
Date

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

\_\_\_\_\_  
Faculty Supervisor (F.S.) Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Department of Sport Management Chair Signature \_\_\_\_\_  
Date

Date internship may start, as determined by F.S.: \_\_\_\_\_ F.S. Initials: \_\_\_\_\_

• It is imperative that 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 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.

facility preparation  
facility maintenance  
budget preparation  
budget management

community relations  
policy administration  
academic services  
compliance

personnel recruitment  
personnel training  
personnel scheduling  
personnel evaluation

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