

**SPORTS FACILITY MANAGEMENT  
INTERNSHIP TRACKING FORM**

STUDENT NAME: \_\_\_\_\_

I.D.# \_\_\_\_\_ DATE \_\_\_\_\_

PROGRAM \_\_\_\_\_

INSTRUCTORS NAME \_\_\_\_\_ PH # \_\_\_\_\_

**PRE-INTERNSHIP CHECKLIST**

REGISTRATION–INSTRUCTORS SIGNATURE REQUIRED YES \_\_\_\_\_ NO \_\_\_\_\_

SUBMITTED INTERNSHIP TRAINING AGREEMENT YES \_\_\_\_\_ NO \_\_\_\_\_

SUBMITTED INTERNSHIP TRAINING PLAN YES \_\_\_\_\_ NO \_\_\_\_\_

NUMBER OF CREDITS REGISTERED FOR \_\_\_\_\_

\_\_\_\_\_ Fall \_\_\_\_\_ Spring \_\_\_\_\_ SSI \_\_\_\_\_ SSII \_\_\_\_\_ Year

**GRADING POINTS EARNED**

<b>ACTIVITY</b>	<b>POSSIBLE POINTS</b>	<b>EARNED POINTS</b>
INITIAL RESUME AND COVER LETTER	5 POINTS	_____
ORGANIZATIONAL CHART – WORK SCHEDULE	10 POINTS	_____
EMPLOYER’S EXT INTERVIEW	30 POINTS	_____
WEEKLY/MONTHLY LOG	30 POINTS	_____
SUMMARY REPORT (Evaluations)	10 POINTS	_____
FINAL RESUME	5 POINTS	_____
PORTFOLIO (Include all of the above)	10 POINTS	_____
<b>TOTAL</b>	<b>100</b>	<b>FINAL GRADE</b>

## INTRODUCTION

This handbook has been prepared to provide internship information to the Century College students. This program is intended to bridge the gap between your educational and real-world experiences in a professional working environment. Note: To register for an Internship PE 1780 or 2780 you need the signature of the instructor.

### Century College Sports Facility Management Internship

The Century College Sports Facility Management Internship office is located in Room 2527 of the West Campus and is coordinated by Rick Nelson. Rick can be reached at 651-779-3415 or e-mail [rick.nelson@century.edu](mailto:rick.nelson@century.edu).

The program allows students to complete internships related to their degree or certificate programs as well as additional elective internship credits as desired. It is designed for maximum flexibility so that internships are meaningful for the student and of benefit to the participating organizations.

### What is an Internship?

An internship experience is designed to augment formal classroom instruction in a real world setting. It is a structured field experience in which a student applies his/her technical knowledge and skills, while working in a responsible role within an organization. It bridges the gap between school and work.

### Types of Internships

Century College encourages flexibility in internships. The internship site/organization and student negotiate the internship schedule. Although internships may begin or end at any time, the student must intern a minimum of 40 hours for each semester credit earned.

1. Student Designed. These are internship opportunities that the student develops with organizations that allows the student an experiential learning opportunity. This type of internship may also be their current place of employment if new learning occurs.

The college offers internship contact opportunities with agencies or business that have been approved by the faculty as having academic merit. Current participating organizations can be provided by the internship coordinator. We do not make arrangements for students. You must follow-up and make your own contacts.

**Note:** All internship must be approved by Sports Facility Management internship coordinator. Century College reserves the right to reject student proposed sites if they do not meet academic standards of the College.

**Objectives of PE 1780:** Identify the objectives.

1. The major objective of the internship is to give students experience working in the sports facility and/or sports management industry. The course is designed to enhance the student's learning by putting to use the knowledge and skills that the student has already attained and also building on that knowledge and skill-set. The individual competencies will vary from internship to internship depending upon the agency site.

Complementary to the on-site internship responsibilities, at the end of this course, students will be able to :

2. Create a job description in cooperation with the agency supervisor.
3. Develop a professional resume.
4. Develop employment interview skills.
5. Create an organizational chart.
6. Perform as a member of a team in a work environment.
7. Communicate effectively in a sports facility work environment.
8. Perform expanded functions in a sports/entertainment facility.
9. Perform specific technical and/or management skills as defined by the employer.
10. Interact appropriately in a professional environment.
11. Develop a portfolio of the internship experience.

**Topical outline:**

1. Creating a job description.
2. Creating employment resume and cover letter.
3. Developing company organizational chart.
4. Keeping a weekly log.
5. Developing a portfolio of the internship experience.
6. Creating a final resume.
7. Preparing for a performance appraisal.
8. Complete forty (40) hours of on-the-job training for each credit registered.

**Assessment :** The following methods may be used to assess student learning:

- a. On-the-job performance site evaluation by employer.
- b. Written weekly/monthly reports/logs.
- c. Oral reports.
- d. Portfolio and written summary paper.
- e. Final resume.
- f. Student evaluation of internship experience.
- g. Site visit by internship instructor.

**Objectives of PE 2780:** Identify the objectives.

1. The major objective of the internship is to give students experience working in the sports facility industry. The course is designed to enhance the student's learning by putting to use the knowledge and technical skills that the student has already attained and also building on that knowledge and skill-set. The individual competencies will vary from internship to internship depending upon the agency site.

Complementary to the on-site internship responsibilities, at the end of this course, students will be able to :

2. Develop a professional resume.
3. Develop employment interview skills.
4. Perform as a member of a team in a work environment.
5. Communicate effectively in a sports/entertainment work environment.
6. Perform specific sports management skills as defined by internship agreement.
7. Develop a portfolio of the internship experience.
8. Create an organizational chart.

**Topical outline:**

1. Obtain a position within a firm to practice skills learned during coursework.
2. Position must be approved by program coordinator.
3. Complete forty(40) hours of on the job training for each credit registered.
4. Document the learning that takes place on a weekly basis.
5. Complete a reflection of each week, new learning to take away from this experience.
6. Create a portfolio of jobs completed and/or assisted with.
7. Prepare a final portfolio reflecting experiences to include weekly journal entries.

**Assessment:** The following methods may be used to assess student learning:

- a. On-the-job performance site evaluation by employer.
- b. Written weekly/monthly reports/logs.
- c. Completion of final resume.
- d. Student evaluation of internship experience.
- e. Portfolio, journal and written summary sheets presented to instructor.
- f. Site visit by internship instructor.

## STUDENT RESPONSIBILITIES

- It is recommended that steps 1 through 4 be completed in the semester prior to registering for the internship.
- Examples of some of the necessary forms and assignments are located in the back of this handbook.

Participation in the Sports Facility Management internship requires the student to complete the following steps. The required forms and explanation of specific procedures can be found in the back of this handbook or may be obtained through the Coordinator's office in Room 2527 West Campus.

1. Complete "Internship Approval Form", signed by program instructor, and the Internship Coordinator. Needed to register for PE 1780 and/or PE 2780.
2. Attend and complete a "G.P.S." workshop on resume building is strongly recommended but not required. You will learn to create a resume, cover letter, and gain valuable interview skills which needs to be placed in your final portfolio.
3. Secure an internship position. Complete an "Internship Training Agreement" and an "Internship Training Plan". Your internship plan must be approved by the Internship Coordinator.
4. Register for the appropriate number of credits. Each 40 hours of internship equates to one semester credit. By registering for the proper number of credits, you will insure that your financial aid, student loans, insurance, etc., will remain in effect.
5. Arrange to be observed and/or meet with your agency supervisor(s) on a regular basis.
6. Complete student, agency, and agency supervisor evaluations.

7. Develop a portfolio. Organize materials in a large loose-leaf notebook. Use dividers to designate and separate sections. Portfolio will include weekly logs, all projects engaged, mid-semester and final evaluations, your evaluation of the field experience, your evaluation of agency and agency supervisor, and results of exit interview. Portfolio needs to be turned in one week after completion of field experience (no later than final exam week).
8. File electronically your twice a month reports with instructor.
9. Satisfactory completion of the agency experience. This will be demonstrated by the agency supervisor's semester and final evaluations. You are responsible for conveying the evaluation forms to the agency supervisor and having them forwarded to the faculty supervisor by the specified dates.
10. Develop an Organization Chart of the organization you are interning with. This chart will help you understand how different departments interact with each other and how your skills could be utilized to benefit the organization both now and in the future. Include your work schedule, it should be placed in the portfolio.
11. Successfully complete other assignments pertinent to the field experience (present them in the portfolio).
12. Request an exit interview with your agency supervisor. Present a typed summary of this interview in your portfolio.
13. Compile descriptive material in your portfolio that is representative of the agency with which you are working. Such materials might include brochures, media guides, fact sheets, newsletters, budgets, club/employee center profiles, and the like. Include information you believe would be of value to future students working with this agency.
14. Upon completion of the internship, submit an updated resume in the portfolio. This final resume should highlight your internship experience and could then be used to seek permanent employment. If available, a letter of recommendation should be attached.

## **Field Experience Logs**

A summary of each week activities will include the following:

1. A brief summary to be placed in your portfolio. Internship Coordinator requests that you turn these in every two weeks, electronically.
2. New experiences.
3. Skills and knowledge used.
4. Comments concerning your feelings and experiences.
5. Situations you observed during each week that were interesting and/or beneficial to your pre-professional development.

## **Summary Report**

The following will be included in your field experience summary evaluation:

1. A brief description of your field experience?
2. What did you learn about yourself?
3. In what areas did you experience the most personal growth?
4. In what areas did you experience the most professional growth?
5. What insights have you gained into the field of sport management?
6. Did the field experience meet your personal expectations?
7. How would you assess your performance during your field experience?
8. Would you recommend the sponsoring agency to future intern students?

**CENTURY COLLEGE  
INTERNSHIP TRAINING AGREEMENT**

The following information on the “Internship Training Plan” should be completed jointly with the intern and the supervisor and a copy provided to the college internship coordinator. if more space is needed, please make additional copies of this page.

Student Name: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Site Contact Person: Name, Title, Phone Number (**Attach Business Card**)

Site \_\_\_\_\_

Contact \_\_\_\_\_

Title \_\_\_\_\_

Phone # \_\_\_\_\_

The Internship for the above named student will begin Month \_\_\_\_\_

Date \_\_\_\_\_

Year \_\_\_\_\_

A few suggestions that may help both parties meet that objectives are:

- Clarify the intern’s responsibilities at the outset.
- Be specific when assigning tasks.
- Offer feedback to the intern about their work and attitude.
- Include the intern in staff meetings when possible.
- Informally discuss the intern’s career plans.
- Suggest materials and people who might be additional resources.

**Job Duties and Responsibilities:**

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_

## INTERNSHIP TRAINING AGREEMENT

Student Name \_\_\_\_\_ Student I.D. # \_\_\_\_\_

An internship beneficial to both the intern and the organization is one that has been established with care and open communication.

During this internship, every effort should be made to insure that actual learning occurs. These learning opportunities, stated in terms of measurable learning objectives, enable the student, employer and college to determine whether the student has made progress.

### STUDENT AGREES TO:

- Meet the academic and attendance requirements established by Century College and the organization.
- Abide by the organizations policies and procedures (i.e., attendance, confidentiality, accountability, safety, dress code, etc.)
- The release of information (progress reports, work-related evaluations, etc.) between the college and the organization while this agreement is in effect.

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

### COLLEGE AGREES TO:

- Support the student in meeting the requirements of the program.
- Adhere to all federal, state and local regulations.
- When possible, assist students in finding work-based sites on the basis of tested and proclaimed interests and aptitudes.
- Award college credit upon successful completion of both work-related class and work-based experience.
- Provide reasonable assistance to employer and the student.

Intern Coordinator \_\_\_\_\_ Date \_\_\_\_\_

### EMPLOYER AGREES TO:

- Provide an internship experience and supportive supervision.
- Provide a safe, healthful workplace.
- Schedule progress reviews with students and provide copies to both the student and to the Century College internship coordinator.
- Instruct the student in competencies identified in the Internship Training Plan.

Employer's Signature \_\_\_\_\_ Date \_\_\_\_\_

The student, college or employer may terminate this agreement by providing a written explanation showing good cause.

**EMPLOYER'S EVALUATION  
FOR CENTURY COLLEGE**

Student Name: \_\_\_\_\_

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

Name and title of evaluator: \_\_\_\_\_

Note: This evaluation is a regular part of the student's off-campus learning experience. Typically, this is complete some time after the intern has completed 40 to 80 hours of work experience. Please forward to Century College Intern Coordinator, Rick Nelson, Health/Physical Education Department, 3300 Century Avenue North, White Bear Lake, MN 55110.

Please use the following criteria when completing this evaluation:

**Numerical Value**

5	Outstanding	Consistently exceeds expectations
4	Most Satisfactory	Above average
3	Satisfactory	Average ability and performance
2	Fair	Lacking in some important areas
1	Unsatisfactory	Due to attitude or lack of ability

**Job Performance Skills**

**Personal Characteristics**

Work Quality \_\_\_\_\_  
Organization \_\_\_\_\_  
Oral Communication \_\_\_\_\_  
Written Communication \_\_\_\_\_

Motivation \_\_\_\_\_  
Dependability \_\_\_\_\_

Overall Performance \_\_\_\_\_

Has this report been discussed with the student? \_\_\_\_\_

A written evaluation and recommendation is very beneficial to the student when seeking employment. If appropriate, a letter of recommendation is encouraged at the end of the internship period. Letter attached? Why if appropriate.

Yes \_\_\_\_\_ No \_\_\_\_\_ Please Explain.

# John J. Student

3300 Century Avenue North  
White Bear Lake, MN 55110  
651-779-3200

[www.century.mnscu.edu](http://www.century.mnscu.edu)

**SAMPLE**

<b>Objective</b>	To obtain an internship with SportsWorld, Inc that would enable me to grow professionally in the field of Sports Facilities Management while directly applying my completed coursework and skills to the position.		
<b>Summary of Qualifications</b>	As a student at Century College I am focusing on an Associates in Applied Science Degree with an emphasis in Sports Facilities Management. I have developed a broad skill and knowledge base in a variety of sports through school and community participation. Various work experiences have reinforced my interest in this area. I look forward to an internship opportunity through SportsWorld, Inc. in order to apply my education and learn more about this vocation through hands-on experiences.		
<b>Education</b>	<b>Century College</b>	White Bear Lake, MN	
	Associate in Applied Science Degree Sports Facilities Management Graduation May, 2003		
<b>Related Coursework Completed</b>	<ul style="list-style-type: none"><li>▪ Financial Accounting</li><li>▪ Introduction to Business</li><li>▪ Management Fundamentals</li><li>▪ Legal Environment of Business</li><li>▪ First Aid and Safety</li><li>▪ Events Operation/Risk Management</li><li>▪ Principles of Marketing</li><li>▪ Foundations and Principles of Physical Education</li><li>▪ Introduction to Sports Facilities Management</li><li>▪ Business Finance</li><li>▪ Grounds Maintenance</li><li>▪ Turf Management</li><li>▪ Basic Refrigeration</li><li>▪ Introduction to Horticulture</li></ul>		
<b>Related Experience</b>	Student Athletic Director	White Bear Lake Community Center	1998-2002
	Assistant Softball Coach	Little League of Mahtomedi	2000-2001
	Grounds Keeper Assistant	Hillcrest Golf Course	Summer, 2000-2001
<b>Employment History</b>	<b>FedEx Ground</b>	1999-2002	Mahtomedi, MN
	Package Handler		
	<b>UPS</b>	1998-1999	Egan, MN
	Assistant Recruiter		
	<b>Burger King</b>	1997-1998	White Bear Lake, MN
	Customer Service		

Sample resume prepared by Century College Career Services. Names are fictitious.

CenturyCollege is an Equal Opportunity Educator and Employer

**CENTURY COLLEGE**

**Department of Physical Education and Health  
Sports Facility Management**

**EVALATUION OF THE AGENCY**

(to be completed by student)

Instructions: Please rate the strengths and weaknesses of the agency in terms of meeting your needs as an intern student. Using the following scale:

- 5 – excellent
- 4 – more than adequate
- 3 – adequate
- 2 – less than adequate
- 1 – poor
- NA – not applicable

- 
- \_\_\_\_\_ 1. Acceptance of you as a functional member of the agency staff, willingness to integrate you into all appropriate levels of activities, programs, and projects.
  - \_\_\_\_\_ 2. Provision of relevant experiences in administration, supervision and leadership.
  - \_\_\_\_\_ 3. Cooperative of agency staff to provide professional growth experiences through training programs, seminars, and other developmental activities.
  - \_\_\_\_\_ 4. Provision of assistance in helping you meet your personal and professional goals and objectives.
  - \_\_\_\_\_ 5. Possession of resources essential to the preparation of professionals (i.e. library, equipment, supplies, etc.).
  - \_\_\_\_\_ 6. Employment of qualified, professional staff with demonstrated capability to provide competent supervision.
  - \_\_\_\_\_ 7. Adequate scheduling of conferences with you and ongoing evaluation of your performance.
  - \_\_\_\_\_ 8. Allowance for relating classroom theory to practical situations.
  - \_\_\_\_\_ 9. Willingness to listen to suggestions or recommendations you might offer and willingness to discuss them with you, explaining the rationale for their acceptance or rejection.

**Additional Comments** - (add additional page if necessary)

# CENTURY COLLEGE

## Department of Physical Education and Health Sports Facility Management

### EVALATUION OF THE AGENCY SUPERVISOR

(COMPLETED BY STUDENT)

Instructions: Please rate the quality of supervision you received by your agency supervisor during the internship. Using the following scale:

- 5 – excellent
- 4 – more than adequate
- 3 – adequate
- 2 – less than adequate
- 1 – poor
- NA – not applicable

- 
- \_\_\_\_\_ 1. Interest in you as a person and as a student intern.
  - \_\_\_\_\_ 2. Willingness to discuss the full range of activities at the agency.
  - \_\_\_\_\_ 3. Ability to respond to your problems and help you work toward solutions.
  - \_\_\_\_\_ 4. Quality of conferences with agency supervisor.
  - \_\_\_\_\_ 5. Adequacy of arrangements made to orient you to the agency.
  - \_\_\_\_\_ 6. Sensitivity to your needs in accomplishing your objectives.
  - \_\_\_\_\_ 7. Expression of encouragement and sincerity.
  - \_\_\_\_\_ 8. Flexibility in arranging your task in light of changing situations within the agency and your increasing professional competencies.
  - \_\_\_\_\_ 9. Openness to change, innovation, and new techniques.
  - \_\_\_\_\_ 10. Understanding of philosophy and practices in the profession.

Additional Comments - (add additional page if necessary)



Please evaluate the intern by rating his/her performance and provide comments if necessary. If an evaluation area is not applicable in your situation, please check NA. Using the following scale:

- 5 – superior
- 4 – above average
- 3 – average
- 2 – below average
- 1 – poor
- NA – not applicable

\_\_\_\_\_ **Initiative and creativity**

Comments:

\_\_\_\_\_ **Dependability and responsibility**

Comments:

\_\_\_\_\_ **Leadership ability**

Comments:

\_\_\_\_\_ **Time management skills**

Comments:

\_\_\_\_\_ **Ability to organize and carry out task**

Comments:

\_\_\_\_\_ **Ability to work with agency personnel**

Comments:

\_\_\_\_\_ **Ability to understand and provide for client needs**

Comments:

\_\_\_\_\_ **Ability to accept and utilize suggestions to improve performance**

Comments:

\_\_\_\_\_ **Enthusiasm and self-confidence**

Comments:

\_\_\_\_\_ **Ability to communicate (orally)**

\_\_\_\_\_ **Ability to communicate (written)**

Comments:

\_\_\_\_\_ **professional appearance and behavior**

Comments:

\_\_\_\_\_ **Overall I would evaluate the intern as**

Comments:

Did you discuss this evaluation with the student?    Yes \_\_\_\_\_    No \_\_\_\_\_

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

Position: \_\_\_\_\_

\* \* \* \* \*

