



M.S. in Sport Management

SPM 6947/SPM6948
Internship/Practicum
Guide

Department of Tourism, Recreation and Sport
Management Graduate Program Assistant
P.O. Box 118208
FLG 330D
Gainesville, FL 32611-8208
(352) 294-1643

Sport Management GRADUATE INTERNSHIP/PRACTICUM PROPOSAL FORM

Students planning to enroll in **SPM 6947 - Graduate Internship** or **SPM 6948 - Advanced Practicum** must submit a proposal for approval. The typed proposal must be submitted with Page 3 of this document. The proposal is to include, in detail, a description of the internship/practicum site, your duties and responsibilities, fit with your degree plan and a timeline. Specifics of the proposal can be found on Page 2 of this document.

Credits

Students can enroll for 3-9 (max 9) credit hours of SPM 6947 - Graduate Internship or 1-3 (max 6) credit hours of SPM 6948 - Advanced Practicum. Students can have no more than 12 combined credit hours of internship and/or practicum count towards their required 15 elective credit hours.

Students must complete a minimum of 48 clocked work hours for each academic credit hour. Students cannot retroactively add or drop credit hours to/from the course. All work must be completed during the semester for which a student has registered. Failure to complete practicum or internship hours and duties will result in a grade penalty.

Grading Procedures

Students will be required to have their supervisor complete and submit a midterm and final evaluation. The final evaluation must be turned in no later than the week prior to the last day of classes. The evaluations are to be submitted to your academic advisor.

In addition, ***students will be required to submit two papers.***

1. Students will submit a midterm reflection of their experiences as they relate to their proposed learning goals and objectives.
2. Students will also submit a final reflection paper regarding their experiences. When appropriate, students may work with their academic advisor to determine other documents or projects that might be more appropriate for the position in which the student is gaining experience.

SPM 6947 - Graduate Internship is graded on Satisfactory/Unsatisfactory basis. Student grades will be assigned based on their supervisor's midterm and final evaluations as well as their agreed upon deliverables.

SPM 6948 - Advanced Practicum is graded on letter scale. Student grades will be assigned based on their supervisor's midterm and final evaluations as well as their agreed upon deliverables.

Eligibility Requirements

Students with fewer than 18 credit hours of graduate coursework must register for SPM 6948 - Advanced Practicum. You do not need to provide proof of insurance or ensure UF has an affiliation agreement with your proposed site.

Students who have successfully completed two full-time semesters or 18 credit hours of graduate coursework can register for SPM 6947 - Graduate Internship. As part of the registration process, students must confirm with the internship office (FLG 330) that an internship affiliation contract has been agreed upon and signed by both the work site and internship coordinator. You will need to provide the following information to the internship office in order for them to create an affiliation agreement:

- Site name
- Site contact person's name, professional title, and email address
- Site address

GRADUATE INTERNSHIP and/or PRACTICUM PROPOSAL FORM

Restrictions

- Students may not receive internship or practicum credit hours from the same department with which they are an employee or graduate assistant.
- Students may not receive internship or practicum credit hours from coaching or working as an instructor during athletic camps and/or clinics.

Internship or Practicum Proposal

This portion of your proposal is to be submitted with Page 3 of the internship/practicum proposal form as well as your Liability Insurance Disclaimer or a Certificate of Liability Insurance.

1. Please provide brief summary of the agency for which you will be working.
2. How will working for this agency fit in your degree plan?
3. What will be your duties and responsibilities?
4. What are your learning goals and objectives (at least five (5))?
 - a. Please make sure your learning goals and objectives are specific and measurable as you will be reflecting on these in your midterm and final write-up.
5. Please provide a detailed timeline of your experience.
 - a. Please keep in mind that all work must be completed during the proposed semester.
 - b. 48 clocked work hours = 1 academic credit hour
6. What academic paper or project will you submit for a grade?
 - a. Please work with your advisor or supervisor to determine the deliverable(s).

Internship Liability Insurance

Students registering for SPM 6947 – Graduate Internship are required to submit either the Liability Insurance Disclaimer located on page 5 or a Certificate of Liability Insurance in the amount of \$1,000,000 of coverage (optional). Although students are not required to use the insurance provider Forrest T. Jones, this option is recommended because it is the least expensive provider we have found for our students. To secure insurance with FTJ, please follow these instructions:

- You must first become a student member of Shape America for a cost of \$50. In order to obtain this membership, go to <http://www.shapeamerica.org/about/membership/> and click "Join Online" and follow the membership application from there. Please note that you DO NOT need to submit a confirmation page from Shape America for your internship packet.
- Once you complete this, go to www.ftj.com to obtain your professional liability insurance for a cost of \$25. On the FTJ site, under Association Members, select "Education" from the drop-down menu under Select Profession; select "Shape America" from the drop-down menu under Select Association; enter your zip code; and click Go. From there, under Professional Liability Insurance, click "Student Educator Professional Liability Plan." On the next page, click "Enroll Now" and follow the prompts from there to obtain your insurance. Complete the enrollment process online rather than by mail when given the option between the two on the next page.
- You will receive several confirmation pages once you obtain the insurance. Please be sure to print and submit the page that says "Certificate of Insurance" at the top.

GRADUATE INTERNSHIP and/or PRACTICUM PROPOSAL FORM

Name: _____ UFID #: _____

Classification/College: _____ Advisor: _____

UF E-mail: _____ Phone #: _____

I am requesting to be registered for _____ credit hours in the following course for: (circle one)

Fall Spring SumA SumB SumC 20_____

Check Here	Course #	Course Title	Check Here	Course #	Course Title
<input type="checkbox"/>	SPM 6947	Graduate Internship	<input type="checkbox"/>	SPM 6948	Advanced Practicum

Name of Internship/Practicum Site: _____

Address: _____

Phone: _____ Fax: _____

Supervisor: _____ Title: _____

E-mail Address: _____ Phone #: _____

Site Supervisor Signature

Date

- I have completed this proposal form to the best of my knowledge. Please initial: _____
- I confirm that the duties and responsibilities in this proposal will be **new** experiences for me and not a part of my every day assistantship and/or job. Please initial: _____

I completely understand what is expected of me in order to complete the course as outlined above. The TRSM faculty member who will be responsible for my work in this course is _____.

Student Signature

Date

Faculty Advisor Signature

Date

Liability Insurance Disclaimer

We highly recommend that students acquire professional liability insurance totaling \$1 million in coverage for the duration of the internship. Although students are not required to carry professional liability insurance in order for their internship to be approved, we do require them to complete this form to verify that they've chosen to pursue the insurance coverage or acknowledge that they've decided to refrain from obtaining it.

Department of Tourism, Recreation & Sport Management

Name: _____

UFID: _____

Semester of Internship: _____

Major: _____

Please check the appropriate box:

I have liability insurance coverage. (Complete PART I)

I do not have liability insurance coverage. (Complete Part II)

Part I: Liability Insurance Information

Provider Name: _____

Effective Date: _____

I have attached a copy of my certificate of liability insurance to this page.

My signature verifies this information is true and accurate: _____

Student Signature

Part II: Uninsured Student Disclaimer

I, _____, understand that the University of Florida is not
Print Name

responsible for any liability expenses incurred during my internship. Further, I have been advised by the University of Florida to obtain professional liability insurance and I have elected not to do so.

Student Signature

Date

**Graduate Practicum and Internship
Midterm Evaluation Form**

Student's Name: _____ **UFID:** _____

Course (please circle): LEI 6944 SPM 6947 (Internship) SPM 6948 (Practicum)

Semester: Fall _____ Spring _____ SumA _____ SumB _____ SumC _____ **20** _____

Please rate student on a 1-5 scale with 1 = poor and 5 = excellent (N/A = Not Applicable or Don't Know)

1. Appearance (appropriate grooming and choice of clothing)	1	2	3	4	5	N/A
2. Personality (character, deportment)	1	2	3	4	5	N/A
3. Speech (use of English)	1	2	3	4	5	N/A
4. Enthusiasm (professional interest, growth, motivation)	1	2	3	4	5	N/A
5. Willingness to accept responsibility (initiative)	1	2	3	4	5	N/A
6. Skill (prior knowledge, adaptability)	1	2	3	4	5	N/A
7. Ability to work with others	1	2	3	4	5	N/A
8. Leadership (ability to organize, implement new ideas)	1	2	3	4	5	N/A
9. Flexibility (adaptability to new ideas)	1	2	3	4	5	N/A
10. Originality (creativity, resourcefulness)	1	2	3	4	5	N/A
11. Administrative duties (accuracy, timeliness)	1	2	3	4	5	N/A
12. Reliability (attendance, punctuality, meeting commitments)	1	2	3	4	5	N/A
13. Participation (willingness to join in, etc.)	1	2	3	4	5	N/A
14. Care of equipment and job related items	1	2	3	4	5	N/A
15. Planning and preparation for assignments	1	2	3	4	5	N/A
16. Empathy (sympathetic of, and interest in, clients, etc.)	1	2	3	4	5	N/A
17. Ability to motivate others	1	2	3	4	5	N/A
18. Responsiveness to supervision (ability to accept criticism)	1	2	3	4	5	N/A
19. Professional promise	1	2	3	4	5	N/A
20. Other	1	2	3	4	5	N/A

Comments: _____

Name of UF Advisor: _____

1. How frequently did you observe the Student? _____

2. When and where did you meet and discuss this evaluation?

3. How did the student respond to your ratings and comments?

4. What were the student's major tasks during this period?

5. What skills did the student demonstrate that show mastery of critical skills needed in the planning and delivery of program and events in your agency?

6. In terms of specific skills, areas for improvement include:

7. Other comments/reactions:

Based upon my evaluation, this student has earned a:

LEI 6944 or SPM 6947: Satisfactory or Unsatisfactory grade (Please circle your response)

SPM 6948: Recommended Grade out of 100%: _____ %

Evaluator Signature: _____

Please mail/fax this form to: **UF Graduate Advisor:** _____
Department of Tourism, Recreation and Sport Management
University of Florida
Room 300 FLG
PO Box 118208
Gainesville, FL 32611

You may also scan and email this form to the student's UF Advisor

**Graduate Practicum and Internship
Final Evaluation Form**

Student's Name: _____ **UFID:** _____

Course (please circle): LEI 6944 SPM 6947 (Internship) SPM 6948 (Practicum)

Semester: Fall _____ Spring _____ SumA _____ SumB _____ SumC _____ **20** _____

Please rate student on a 1-5 scale with 1 = poor and 5 = excellent (N/A = Not Applicable or Don't Know)

1. Appearance (appropriate grooming and choice of clothing)	1	2	3	4	5	N/A
2. Personality (character, deportment)	1	2	3	4	5	N/A
3. Speech (use of English)	1	2	3	4	5	N/A
4. Enthusiasm (professional interest, growth, motivation)	1	2	3	4	5	N/A
5. Willingness to accept responsibility (initiative)	1	2	3	4	5	N/A
6. Skill (prior knowledge, adaptability)	1	2	3	4	5	N/A
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11. Administrative duties (accuracy, timeliness)	1	2	3	4	5	N/A
12. Reliability (attendance, punctuality, meeting commitments)	1	2	3	4	5	N/A
13. Participation (willingness to join in, etc.)	1	2	3	4	5	N/A
14. Care of equipment and job related items	1	2	3	4	5	N/A
15. Planning and preparation for assignments	1	2	3	4	5	N/A
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