



MARK H. McCORMACK
Department of Sport Management

Graduate Practicum 698 Internship Handbook

“Requirements for Completion” (p. 2) are due no later than August 1st via email to
Dr. Lachowetz to receive a passing grade

The Practicum

The student practicum is an on-the-job learning experience that can be arranged with a variety of sport organizations, including: professional sport teams and leagues; collegiate athletic departments, conferences and associations; public and private sport facilities and clubs; high school athletic programs; sport marketing and consulting firms; and various amateur sport organizations.

- The practicum is arranged for course credit (SPORTMGT 698 ~ 6 credits).
- The minimum length of the placement is 12 weeks, with at least 40 hours of work per week.

Purpose

1. Learn current methods from expert practitioners;
2. Apply learned theoretical content in a practical sport management-based setting;
3. Measure and evaluate skill set and knowledge base relative to the needs of the field;
4. Explore a potential sport management career option, and;
5. Build on a growing expertise in the field of sport.

Placement

The Mark H. McCormack Department of Sport Management has standing arrangements with some sport organizations, wherein those organizations regularly accept interns from the UMass program. The Department also receives numerous inquiries from various sport organizations seeking an intern on a one-time or periodic basis. In addition, a student may apply for a practicum with any sport organization, provided the application has the approval of the Director of Internships.

Registration

To receive academic credit for the practicum, the student must be registered for six (6) credits in SPORTMGT 698. As the Practicum typically begins during the summer months, registration is done through Continuing Education. As with any course, the student is solely responsible for his or her own registration. Payment of Practicum fees must be made prior to the deadline in late May.

Requirements for Completion

All practicums are graded on a Pass-Fail system. In addition to the commitment made to the organization during the practicum, the student must also complete the following:

1. Business Memo Assignment (see assignment details below);
2. Internship Experience Reflection Report (estimated 3 pages, single spaced) that addresses the following:
 - What were your primary internship responsibilities?
 - What were your key achievements and/or accomplishments?
 - What were the most significant areas of knowledge and/or skills acquired in terms of your professional development?
 - In what ways has your internship experience furthered your understanding/appreciation of the career path that you plan to pursue?
 - Identify (at least) one specific area of theory, as learned from your coursework that you have applied in your internship role.
3. A satisfactory Final Performance Appraisal Form completed and submitted by your site

supervisor, and;

4. Post-practicum Organization and Supervisor Evaluation Form completed by the student and emailed along with other required documents for completion to Dr. Lachowetz by August 1st.

What if I get a job?

Should a student be fortunate enough to get a job offer within the sports industry upon graduation, the McCormack Department of Sport Management would consider the first 12 weeks of the job as the practicum. Credit for the practicum is still dependent upon the full completion of the other requirements (see Requirements for Completion).

Business Memo Assignment- Strategic Analysis & Recommendations

In order to assess your ability to write a persuasive and coherent business memo that demonstrates strategic and critical thinking skills, you are to write a 2-page (single- spaced) memo – using a business memo format - addressed to your internship supervisor. This is a fictional memo for educational purposes that will NOT be shared with your internship supervisor; however, it is to incorporate real-world facts and situations from your internship experience.

In this memo, you are to identify a major strategic issue/challenge facing your organization, or a strategic opportunity that would enhance your organization. The memo should detail and then critically assess the issue/challenge/opportunity. The memo should conclude with your recommendation(s) on how your organization can best address the issue/challenge or pursue the opportunity. Be as specific as possible, using the knowledge gleaned from your internship.

In writing this memo, you should be cognizant of the following bases on which your business memo will be assessed: Professional writing standards (tone, coherence, grammar); Design/format (readability, skim-value); Persuasion and Argumentation (supported claims, relevant evidence, counter-arguments, critical analysis; clearly stated reader point-of-view and purpose). This business memo, as well as the Internship Experience Reflection paper, and other “Requirements for Completion” (see page 2) must be submitted via email to Dr. Lachowetz by August 1 to receive a Satisfactory (PASS) grade.

Grade for the Practicum

A grade of satisfactory (PASS) or unsatisfactory (FAIL) will be submitted to the Registrar’s Office after an acceptable practicum and a completed evaluation form (from the sponsor) are received.

Internship Contract Data Sheet and Checklist

*This form (hardcopy) must be completed and returned to Office 236E SOM to Dr. Tony Lachowetz before leaving campus for summer internship.

Student's Name: _____ E-Mail: _____

Current Address: _____ Permanent Address: _____

Current Phone: _____ Permanent Phone: _____

Internship Organization: _____

Organization's Address: _____

Organization's Phone: _____

Supervisor's Name: _____ Title: _____

Supervisor's Phone: _____ E-Mail: _____

Intern Starting Date: _____ Ending Date: _____

Please describe in some detail how you obtained your internship:

Practicum Evaluation of the Organization Form

Name: _____

Name of organization: _____

* This form is to be appended to the Supervisor Form (next page) and emailed to Dr. Tony Lachowetz by August 1st. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND NOT SHARED WITH YOUR SUPERVISOR OR ORGANIZATION.

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

Excellent Good Adequate Poor Not at all Not Applicable
5 4 3 2 1 N/A

ITEM	SCORE
1. Accepted you as a functional member of the organization staff.	_____
2. Provided you with relevant experiences in administration, supervision and leadership.	_____
3. Provided you with professional growth experiences (e.g., training programs, seminars, other developmental activities).	_____
4. Provided assistance to you in meeting your personal and professional goals and objectives.	_____
5. Possessed the resources essential to the preparation of sport management professionals (library, equipment, supplies, etc.).	_____
6. Provided you with the opportunity to dialogue with other professionals.	_____
7. Provided you with sufficient feedback on your performance.	_____
8. Allowed you the opportunity to test classroom theory in applied situations.	_____
9. Willing to listen to your suggestions or recommendations and discussed rationale for acceptance or rejection.	_____

Would you recommend this Practicum placement to other future interns?

(Please Check): Yes _____ No _____

Additional Comments (i.e., what you like best/least about your internship experience with this organization):

Practicum Evaluation of the Supervisor Form

Name: _____

Name of organization: _____

* This form is to be appended to the Organization Evaluation Form (previous page) and emailed to Dr. Tony Lachowetz by August 1st. THIS INFORMATION WILL BE KEPT CONFIDENTIAL AND NOT SHARED WITH YOUR SUPERVISOR OR ORGANIZATION.

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

Excellent 5 Good 4 Adequate 3 Poor 2 Not at all 1 Not Applicable N/A

ITEM	SCORE
1. Interested in your development.	_____
2. Willingness to discuss the full range of activities at the organization.	_____
3. Ability to respond to your problems and help you work toward solutions.	_____
4. Quality of conferences with the agency supervisor.	_____
5. Adequacy of arrangements made to orient you to the organization.	_____
6. Sensitivity to your needs in accomplishing your objectives.	_____
7. Expression of encouragement and sincerity.	_____
8. Understanding of philosophy and practices in the profession.	_____
9. Flexibility in arranging your tasks in light of changing situations within the organization, and your increasing professional competencies.	_____
10. Openness to change, innovation, and new techniques.	_____

Would you recommend this Practicum placement to other future interns?

(Please Check): Yes _____ No _____

Additional Comments:
