



Department of Kinesiology Requirements for B.S.-Sport Management Internships

Course Description: Culminating activity for students in sport management. Students spend the equivalent of full-time employment in an appropriate sport management setting for a total of at least 540 hours. Prerequisites: 90 hours of accumulated course credit, and faculty supervisor's permission.

The Internship Agreement must be signed by you, the Site Supervisor, Faculty Supervisor, and Department Head. You must also fill out and sign the Waiver form and complete an Internship Learning Outcomes (Goals of Internship). The **completed** Internship Agreement, Waiver and Internship Learning Outcomes must be submitted by the student through the University's **Handshake**

Program ***PRIOR*** to being allowed to register for the Internship Course/**KINE 499**.

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Internship – KINE 499

I. THE INTERNSHIP

Every Sport Management major shall complete an internship in an area related to his/her career goals. Explanations and examples of internship processes and procedures are provided in this manual.

It is important for students to recognize, however, that an internship is a privilege that carries distinct responsibilities. Sport Management internships are generally available only to seniors (90 credit hours or more) in the Sport Management major. Students shall only be placed in positions if they have demonstrated maturity, competence, and reliability, both in the classroom and in any experiential learning activity. Students **MUST** finish a **MINIMUM** of 540 documented hours for the 12-hour internship before the internship requirements are met (students may divide the internship into segments for credit with the approval of their faculty advisor). Finally, because of the competitive selection process, students must realize that they may not secure their top choices of internships. Specific details on the internship application process are available from Sport Management faculty members.

Students serving an internship must remember that performance on the job can either enhance or hinder their career objectives. *Eagerness, reliability, and responsibility shall always be in demand.* An internship presents the opportunity to establish a reputation for these qualities. Recent years have clearly shown that students who carefully plan and successfully complete meaningful internships have much more positive results in launching their career in the sport industry.

II. INTERNSHIP OPPORTUNITIES IN VARIOUS INDUSTRY SEGMENTS

Requirements and compensation can vary dramatically; therefore, it is critical that the student identify areas of interest early and then carefully secure an internship in consultation with a member of the Sport Management faculty. See Appendix B for helpful websites.

III. ENROLLMENT AND ACADEMIC CREDIT

Eligible students must complete a minimum of 12 credits of internship (KINE 499). This computes to 45 documented hours per academic credit. It should be noted that, depending upon the nature of the position, the time period of the internship could transcend the traditional academic calendar. For example, an internship with a professional baseball team could begin as early as January and last through the conclusion of the season (late August). An internship with a professional basketball team usually begins in September or October and runs until May or the completion of the season. Also, there are times in which a student may not be able to finish the required 540 documented hours at the internship site. Keeping these situations in mind, the prospective interns need to plan their academic schedule and resources accordingly. A 4 ½ year program is not out of the ordinary. Careful planning can prove to be to the student's advantage. For example, a student wishing to enter a career in professional baseball should plan ahead to enable the student to secure an internship in January through August and complete coursework in the fall of the senior year. The student can then attend winter baseball meetings for a career placement in December. At any rate, the enrollment consideration and use of the academic credit requires a great deal of thought and must be contemplated on an individual basis.

IV. DEADLINES

Advance paperwork, as described in section XIV, must be submitted and approved before the student begins work as an intern. Since the formal affiliation agreement requires multiple signatures, students are advised to submit the required paperwork at least two weeks in advance of their projected start date.

V. FINANCIAL CONSIDERATION

Students need to plan ahead financially as well as academically. While there are many internships that provide a salary or hourly wage, there are also many excellent opportunities that provide no compensation. Internships need to be considered on the merits and opportunities of potential learning experiences. More important than the immediate financial rewards, an internship is an investment in the future. The skills learned, contacts, and references should be the prime consideration in the selection of an internship. For these reasons, financial planning is very important before a student does an internship. Under most circumstances it is not suggested that a student work another job while completing an internship.

VI. INTERNSHIP PHILOSOPHY

The purposes of an internship are as follows:

- A. Provide the student insight into possible requirements and opportunities.
- B. Provide the student with practical work experience.
- C. Provide the student with a laboratory for application of academic coursework.
- D. Provide the student with an opportunity to develop leadership, responsibility, self-confidence, and self worth.
- E. Provide the Internship Faculty Coordinator with information about student performance and degree program strengths and weaknesses.

VII. PROCEDURES, REQUIREMENTS AND RESPONSIBILITIES FOR STUDENTS

- A. The student must have completed 90 credit hours of coursework.
- B. The student shall engage in a series of advising meetings with the internship coordinator to determine career aspirations and possible appropriate internship placement.
- C. The student shall prepare a cover letter, and convey the appropriate materials to prospective internship sites.
- D. The student shall complete and submit an **Internship Agreement** complete with the site supervisor's signature, the **Internship Learning Outcomes**, and the **Internship Waiver**. Forms may be printed from this manual or picked up from the departmental secretary or a faculty member, or on-line at <http://www.coloradomesa.edu/kinesiology>.

VIII. GUIDELINES FOR SITE ORGANIZATIONS

Introduction

The purpose of this section is to assist the site organizational personnel supervising the intern, in guiding the student throughout their internship assignment. The movement of the student from the academic and university-oriented lifestyle into a community agency is challenging to the university, student and the agency or organization. There is a need for careful planning and communication. Students shall be moving from patterns of student life (related to professors and peer groups) into an agency or organization where they shall be working with professionals and dealing with the public at large.

Site Organization Selection

The student has indicated a professional area of interest in Sport Management, and in the opinion of the student and his/her faculty advisor, the placement in the site organization is representative of that area of interest. Every effort is made to match students to the agency that can best fulfill his/her present and future needs.

IX. INTERNSHIP PROGRAM CONDITIONS

The Site Organization shall:

- A. Provide Colorado Mesa University with an Internship job title or position description into which a CMU intern is to be placed.
- B. Assign an Organization Internship Supervisor who shall schedule work assignments that coincide with the Internship Job Description(s) provided by the Organization.
- C. If financial compensation is provided, pay the intern the amount indicated on the Internship Job Description form. Notify the student's faculty supervisor of any changes concerning an Internship Agreement or Job Description form, if the changes take place while an intern is serving at the Organization.
- D. Inform the intern of all organization rules or regulations concerning health and safety, and any other relevant policies or procedures.
- E. Allow the intern to attend, without penalty, any mandatory meetings, seminars, lectures, etc., scheduled by the University, unless a written agreement otherwise is made between the University and the Organization. (When Applicable)

The University shall:

- A. Screen all academic interns placed with the Organization.
- B. Provide the intern with a copy of the **Internship Agreement and Internship Learning Outcomes** applicable to the internship position.
- C. Orient the Organization to the nature and purpose of the internship requirements set forth for any intern placed with the Organization.
- D. Provide the Organization with a copy of the **Internship Agreement Form** once it has been signed by all required parties.

X. GENERAL REMARKS

The internship program should be utilized by an agency/organization in several ways:

- A. As an opportunity to provide input into the training of future professionals in the field.
- B. As a way to inject enthusiasm and new ideas into current operations.
- C. As an opportunity to undertake projects, valuable to the agency/organization operations, that may have not yet been undertaken.

XI. RESPONSIBILITIES OF SITE ORGANIZATION TO THE STUDENT

- A. The site organization shall provide all necessary forms to be completed by the student (ID, auto-registration, etc. where applicable). Provide any necessary materials needed for the work assignment.
- B. The site organization shall inform student of operational procedures through any brochures, etc.
- C. The site organization should be prepared for the arrival of the student by having in place temporary delegated duties.
- D. The site organization shall familiarize the student with the agency, its objectives, philosophy, policies, and all regulations.
- E. The site organization shall familiarize the student with minor duties, gradually adding more as the student's ability permits.
- F. The site organizations shall familiarize the student with resources and materials used by the agency: books, pamphlets, audio-visual aids, reports, releases, etc.
- G. The site organization should evaluate constructively, objectively, and tactfully and carefully analyze strength and weaknesses.
- H. The site organization supervisor shall return an evaluation form to the student's faculty supervisor. This information shall be made available to the student who was evaluated, unless specifically requested otherwise by the site supervisor.

XII. RESPONSIBILITIES OF THE STUDENT TO THE SITE ORGANIZATION

- A. Discuss assignment possibilities with the site organization director. If the student is accepted, a mutual understanding has begun.
- B. Perform the duties in a legal and faithful manner and work with the best interest of all concerned.
- C. Be responsible for transportation between the University and home or place of work.
- D. Solicit input from the site organization regarding their performance.
- E. Evaluate the entire assignment. Guiding principles for evaluation:
 - 1. A cooperative process, joint conferences are necessary.
 - 2. A continuous process, continuous awareness of quality and quantity of work is helpful.
 - 3. The student should be led to analyze their strengths and weaknesses.

XIII. HOW INTERNSHIPS ARE SELECTED

Role of the Student

- A. The student should first determine career objectives, such as: what field they would wish to pursue if given the opportunity free of all restrictions. In other words, if a person could be anything they wanted, what would they be? This encourages the student to set and pursue high goals. The student should then investigate all relevant situations that fit their aspirations.
- B. The student shall complete an informational survey for the purpose of beginning a file. The student shall complete all forms required by Colorado Mesa University (see Section VII)
- C. Upon acceptance of an internship, the student shall perform any and all tasks assigned by the site organization, and be an exemplary representative for their own sake, the employer, and the University.

Role of the Faculty Supervisor

- A. The Faculty Supervisor's role is that of an advisor and evaluator. This is done on an on-site basis whenever possible and practical, but if not, through periodic telephone/e-mail conversations with the site supervisor.
- B. The faculty supervisor shall advise students with regard to their own career aspirations, and help students secure internships that the students feel are meaningful and beneficial to their future careers
- C. During the period of the internship, the faculty supervisor shall attempt to communicate with the student for the purposes of advising and feedback. This provides another opportunity for ensuring the success of the placement.

XIV. NECESSARY FORMS AND PAPERWORK

Forms needed to secure an internship

- A. **Internship Agreement**
- B. **Internship Learning Outcomes**
- C. **Waiver and Release**

These forms may be downloaded from the Department website or in this appendix: <http://www.coloradomesa.edu/kinesiology>. Any questions concerning these forms should also be directed to your advisor.

Signature Steps:

Student

Site Supervisor

Faculty Supervisor

Department Head Once the Department Head signs the forms, it will be the student's responsibility to submit the forms through **Handshake**.

Items needed once internship has been secured:

- A. **Bi-Weekly Log Sheets:** To be submitted through D2L every two weeks throughout the internship. Describe duties performed and insight or opinions of assigned duties.

B. **Internship Supervisor Evaluation:** Supervisor evaluates and describes intern on the basis of their performance over the course of the internship. This form is to be submitted upon completion of the internship through **Handshake**.

D **Student Individualized Learning Experience Evaluation:** This form may be found in the forms section of this manual or online at the Kinesiology Department web site. Upon completion by the student it is submitted through **Handshake**.

*Copies of every required form can be found in Appendix C.

APPENDIX A: HOW TO PREPARE A RESUME AND A COVER LETTER (the CMU Career Services office is a valuable resource to help prepare a resume and cover letter)

A resume is a concise, accurate accounting of your personal and educational data and your experience and activities to date. For the purpose of securing an internship your resume **can** utilize the following format:

- A. Name
- B. Campus/Local Address
- C. Campus/Local Phone
- D. Permanent/Home Address
- E. Permanent/Home Phone
- F. Educational Background
 - 1. High School attended-dates
 - 2. Colleges attended-dates and major
 - 3. Coursework
 - a. Mention coursework relevant to the type of internship you wish to secure.
 - b. Scholarships, Honors, Awards
- G. Community/Campus Activities and Organizations
- H. Work History
 - 1. Volunteer Experiences and Related Experience
 - 2. Include past internships (if any) and any relevant experiences.
 - 3. Special Skills and/or Training
- I. Typing, certifications, special courses, computer software proficiency, etc.
- J. Hobbies/Interests, Etc.

WRITING A COVER LETTER

A cover letter should serve several purposes. First it should serve as a brief introduction to the student and why he/she wishes to secure this specific internship. Secondly, it should attempt to relate the skills, coursework and interests of the student to the job description and needs of the employer. Thirdly, it should provide the reader with a reason to read and consider the resume that might be of interest to the employer. Finally, it should close with thanking the reader for their consideration of the student for the internship position.

Note: The following services are currently available at the Career Center on campus, 248-1404, <http://www.coloradomesa.edu/career/resume.html>

SAMPLE RESUME AND COVER LETTER

Mary Smith
1234 North Ave
Grand Junction, CO 81501
(970) 248-5678

November 4, 2005

Internship Coordinator
National Football League
280 Park Avenue
New York, NY 10017

Dear Internship Coordinator:

I recently telephoned your office to inquire about the NFL internship program. The person that I spoke with recommended that I submit a resume to be added to your files. With this letter, I wish to apply for an internship position with your program.

I have been involved in sports ever since I was very young. During my high school education I had the opportunity to volunteer with our football team coaching staff. I started out doing whatever odd jobs were needed and by my senior year I was helping in the ticket office. I learned a lot from this position and am thankful for the opportunity that the coaches gave me. This work experience also convinced me that this was the field that I wanted to enter. When I entered college it was not difficult for me to choose a major and I decided on the Sport Management program at Colorado Mesa University.

As part of my education, I am required to do a 12-credit hour internship. I know that the NFL has a strong internship program, and I would like to be a part of that program.

Thank you for accepting my enclosed resume. Please feel free to request further information from me by contacting me at the above address or at (970) 248-5678. I sincerely appreciate any consideration you might give me to participate in the NFL's internship program.

Sincerely,

Mary Smith

Enclosure

Mary Smith
1234 North Ave • Grand Junction, Colorado 81501 • (970) 248-5678
msmith@coloradomesa.edu

Objective:

An internship position with a community recreation program

Education:

Bachelor of Arts/Kinesiology (Sport and Fitness Management Concentration) 2006
Colorado Mesa University GPA 3.7/4.0

Certification:

Certified Cardiopulmonary Resuscitation May 2004

Relevant Course Work:

Sport Marketing	Organization/Administration in Sport	Sport Law and Ethics
Sport Governance and Communication		Marketing Research
Consumer Behavior	Marketing Programs	Management

Professional Work History:

YWCA, Grand Junction, Colorado 2003-2004

Facility Assistant Manager

- Helped with the hiring and training of new employees
- Scheduled employees to teach and operate various programs
- Worked with the maintenance department to assure a clean and neat facility
- Provided excellent customer service to patrons and handled customer complaints

Sport Instructor

- Taught sport activities to individuals and groups
- Explained and demonstrated use of apparatus and equipment

Additional Work History

2001-2003

Target, Grand Junction, Colorado

Customer Service Associate

- Helped customers with purchases including customer complaints
- Stocked and sorted merchandise
- Handled customers' concerns and complaints at customer service counter

Volunteer Experience: Special Olympics, Grand Junction, Colorado

2001-Present

Track and Field Coordinator

- Help arrange for volunteers to help with track and field events
- Schedule volunteers and arrange for volunteer passes
- Assign volunteers to athletes

Computer Skills:

Microsoft Office, Windows 2000, PowerPoint, Microsoft Word, Photo Shop

References are available upon request.

APPENDIX B: INTERNSHIP ORGANIZATIONS AND CAREER OPTIONS

WEBSITES

General Job Sites

www.jobhuntersbible.com

www.monster.com

www.hotjobs.com

www.careerbuilder.com

General Sport Job Sites

www.workinsports.com

www.teamworkonline.com

www.onlinesports.com

www.jobsinsports.com

www.womensportsjob.com

www.pbeo.com

www.thesmn.com

Sport Organization Websites

www.ncaa.org

www.naia.org

www.nirsa.org

www.usolympicteam.com

www.cosida.com

<http://www.pepsicenter.com/jobs/internships.aspx>

Internship Ideas: Go to the site for the organization or the company you are interested in checking. Usually there are internship links or other information through their human resources link.

GOOGLE “sports internships” for a selection of diverse locations and experiences.

Sports Management Career Options

Where Can I Work with a Sports Management Degree?

The career window for sports management is wide, and there are several institutions or settings where you can work. Students who have earned a degree in sports management may find themselves employed in one of the following environments:

The Media

- Newspapers
- Television
- Cable
- Special interest sports/recreation publications

The Olympic Movement

- The IOC & USOC
- National sport governing bodies (more than 40)
- Various state governing bodies

State & City Sports Commissions

- New York City, LA, Indianapolis, New Orleans, etc.
- City & state government sports agencies
- Parks & recreation departments

Sports & Leisure Industry

- Ski resorts
- Tennis & golf resorts
- Major health spas
- Health & fitness clubs
- Racquet clubs

Sports Equipment & Supply Industry

- Wilson, MacGregor, Head, Spalding, etc. (golf, tennis)
- Nike, Reebok, Adidas, New Balance
- Sporting Goods Manufacturers Association
- Leisure, outdoor recreational clothing (skiing, swimwear)

Professional Leagues

- National Football League
- Major League Baseball
- National Basketball Association
- Women's National Basketball Association

- National Hockey League
- Major League Soccer
- Arena Football League
- Women's Professional Softball League

Professional Minor Leagues

- AAA, AA, A baseball leagues
- National Football League-Europe
- Arena Football 2
- National Basketball Developmental League
- Continental Basketball Association
- American Basketball Association

Colleges & Universities

- League or conference offices, e.g. NCAA
- Individual institutions
- Teaching

Major Corporations

- In-house marketing & promotions departments
- Individual companies

Sports Marketing Agencies

- International Management Group (IMG)
- ProServ
- Advantage International
- Del Wilber Associates
- Wilhelmenia Models, Inc.

Player Agent or Representatives

- Usually requires a law degree, as well as financial & investment skills

National Sports Organizations

- National Association of Governor's Councils on Physical Fitness & Sports
- National Association of State Games

- President's Council on Physical Fitness & Sports
- Women's Sports Foundation
- National Association of High School Coaches

Major Advertising/Public Relations Agencies

- Now have in-house sport marketing unit

Special Organizations

- YMCA & YWCA
- Special Olympics
- Senior citizens' groups
- Boys' & Girls' Clubs of America

Sports Management Group

- Managing municipal golf courses for cities
- Running special events for companies & marketing firms
- Conducting venue surveys, etc.

Stadiums & Arenas

- Management positions
- Marketing & public relations
- Design & development

Event Management

- Creating & implementing sports events for sponsors
- Consulting on existing events

Professional Player Associations & Unions

- NFL, MLB, NHL, NBA players' associations
- Various player alumni associations

Individual Sports Associations

- PGA Tour
- LPGA Tour
- Senior PGA Tour
- Nike Tour
- United States Tennis Association

Motor Sports

- NASCAR
- Individual race teams or companies (Joe Gibbs Racing, Dale Earnhardt, Inc.)
- Championship Auto Racing Teams (CART)
- Indy Racing League
- National Hot Rod Association
- Formula One Racing

Where to Go for More Information

American Management Association
1601 Broadway New York, NY 10019
(212) 586-8100
<http://www.amanet.org/>

National Association of Sports Officials
2017 Lathrop Avenue Racine, WI 53405
(262) 632-5448
<http://www.naso.org/>

http://careerplanning.about.com/od/occupations/a/sports_industry.htm

<http://personal.bgsu.edu/~jparks/ExSport/index.html>

<http://web.mit.edu/aeroastro/labs/si/>

<http://www.amstat.org/sections/sis/>

<http://www.apta.org/>

<http://www.chronicle.com>

<http://www.hscoaches.org>

<http://www.jobsinsports.com/index.cfm>

<http://www.nassm.com/>

<http://www.ncaa.org>

<http://www.physicalfitness.org/>

http://www.quintcareers.com/sports_jobs.html
<http://www.sigma.com/>
<http://www.sportandtechnology.com/page/0001.html>
<http://www.sportsbusinessdaily.com/>
<http://www.sportsbusinessjournal.com/>
<http://www.sportscareerfinder.com/sportsmarketing.php>
<http://www.workinsports.com/sports-jobs.asp>
nacda.cstv.com/
www.coasports.org
www.naia.org
www.njcaa.org
<http://www.sportscareers.com>

APPENDIX C: INTERNSHIP FORMS

1. Internship Agreement
2. Internship Learning Outcomes
3. Waiver and Release
4. Student Individualized Learning Experience Evaluation
5. Internship Supervisor Evaluation
6. Bi-Weekly Log
7. Student Internship **Handshake** Guide

Bi-Weekly Log / Summary

Bi-weekly log consists of detailed notes about what you did and why. Collect charts, flyers, brochures and any reading material you were asked to look over. This portion of the internship is worth 50% of your grade and is to be e-mailed to me every 2 weeks. If it is not, your grade will be reduced. This is time for feedback from the professor to make sure your journaling is detailed enough. Hard copy material can be turned into me at the end of the internship.

Finally, you will write a reflection paper on your internship experience following the guidelines set out above.

Please include your name and the accumulated hours on each log. Also include the name and telephone number of your immediate supervisor on each log you turn in.

**Colorado Mesa University
Bi-Weekly Log for KINE 499**

Name: _____
Internship Site: _____ **Site Supervisor's Name:** _____
Log for the weeks from: _____ **to** _____

The hours worked each day for the week of:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

The hours worked each day for the week of:

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Weekly hours and cumulative hours worked this internship: _____ (e.g. 62/137)

Description of work activities, experiences, and reactions (use another page if necessary)

1. What did you do during the week?

2. What did you learn as a result of what you did?

3. Is there anything you need from your faculty supervisor at this point?

INTERNSHIP AGREEMENT

This is an agreement between the Colorado Mesa University Department of _____ (CMU), the organization hosting the internship _____, and the student _____. This agreement is to set the rules for an internship for which the student, upon satisfactory completion, will receive academic credit. The term of the internship is from _____ to _____ and/or until the student completes the agreed upon number of hours.

A. Responsibilities of the Student

1. The student shall compile a list of learning objectives in accordance with department guidelines that are mutually agreeable to CMU, the organization, and the student.
2. The student shall complete a CMU Waiver of Liability, and turn it into CMU, before beginning the internship.
3. The student shall report to the organization during times mutually agreed upon by the organization and the student.
4. The student shall complete a total of _____ clock hours in performance of duties supporting the agreed upon learning objectives.
5. The student shall complete the Internship Experience Evaluation form provided by CMU at the end of the internship.
6. The student shall complete other program-specific requirements specified by CMU and attached to this contract.
7. The student shall register for _____ Internship, _____ credit hours and pay applicable tuition and fees to CMU. (Students must complete at least 45 clock hours for every 1 credit hour.)

B. Responsibilities of the Organization

1. The organization will provide an experience supporting the agreed upon learning objectives and totaling _____ clock hours.
2. The organization will supervise the student.
3. The organization will complete the Internship Supervisor Evaluation Form provided by CMU at the end of the internship.

C. Responsibilities of CMU

1. CMU will assist the student in determining the learning objectives, and shall be responsible for approval of the learning objectives described in item A.1, above.
2. CMU will award the student _____ semester credit hours under _____ upon successful completion of the internship.
3. CMU will award a grade for the student's work based on how well the student meets program-specific requirements.

D. Other Areas of Agreement

1. All parties understand that the student is not entitled to employment at the conclusion of the internship period, but this agreement does not preclude the organization from hiring the student during or after the term of this agreement.
2. All parties understand that the organization may terminate this agreement for poor performance by the student.

WAIVER, RELEASE, ASSUMPTION OF RISK, AND INDEMNIFICATION AGREEMENT

Department: _____

Course: _____ Term/Year: _____

Activity (if applicable): _____

Instructor: _____

Student/Participant Name: _____ 700#: _____

In consideration of the State of Colorado, Colorado Mesa University and its _____ **Department** granting me permission to participate in the above-referenced course and/or activity, and with the understanding that such participation is conditioned upon my execution of this waiver and release, for myself, my heirs and assigns, I hereby acknowledge, recognize and assume the risks involved in the course and/or the activity and any risks inherent in any other activities connected with the course and/or activity in which I may voluntarily participate. I expressly assume the risk of and accept full responsibility for any and all injuries (including death) and accidents which may occur as a result of my participation in the course and/or activity and release from liability the State of Colorado, Colorado Mesa University and its _____ **Department**, and all of the officers, directors, agents, representatives, and employees of the foregoing entities.

I HEREBY WAIVE ANY CLAIM I MAY HAVE AS A RESULT OF MY PARTICIPATION IN THE ABOVE-REFERENCED COURSE AND/OR ACTIVITY. I HEREBY AGREE TO INDEMNIFY, DEFEND AND HOLD HARMLESS THE STATE OF COLORADO, COLORADO MESA UNIVERSITY AND ITS _____ DEPARTMENT, AND ALL OF THE OFFICERS, TRUSTEES, DIRECTORS, AGENTS, REPRESENTATIVES, AND EMPLOYEES OF THE FOREGOING ENTITIES AGAINST ANY AND ALL CLAIMS, INCLUDING ATTORNEYS' FEES AND COSTS, WHICH MAY BE BROUGHT AGAINST ANY OF THEM BY ANYONE CLAIMING TO HAVE BEEN INJURED AS A RESULT OF MY PARTICIPATION IN THE COURSE AND/OR ACTIVITY.

This waiver shall be governed in accordance with the laws of the State of Colorado, and venue for any action related to this waiver shall be in the City and County of Denver, Colorado. This waiver is intended as the complete integration of all understandings between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force or effect whatsoever, unless embodied herein in writing.

THIS IS A RELEASE OF LIABILITY. IF STUDENT IS UNDER EIGHTEEN (18) YEARS OF AGE, SIGNATURE OF A PARENT OR GUARDIAN IS REQUIRED. I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THIS WAIVER, RELEASE, ASSUMPTION OF RISK AND INDEMNIFICATION AGREEMENT.

Signature of Student/Participant

Date

Signature of Parent
(if participant is under 18 years of age)

Date

INTERNSHIP LEARNING OUTCOMES

Student Name _____

Faculty Internship Coordinator _____

Site-Supervisor _____

Course _____ Term _____

Outcome 1:

Outcome 2:

Outcome 3:

YOUR NAME

Home Address | City, State Zip
creed@anycarrier.com | (xxx) xxx-xxxx

PROFILE

Enthusiastic, results focused, quality, driven Exercise Science professional with extensive experience in health club management, business administration and personal fitness training. Demonstrated clinical achievements of objectives, strong multi-tasking and service skills and dedicated to organizational goals.

Core Knowledge & Skill Areas

- Client Relationships
- Personal Training Fitness
- Program Development
- Talent Acquisition & Training
- Revenue Growth
- Payroll Process
- Highly Motivated
- Fast-Paced Environment
- Marketing/Promotions
- CPR Certification, First Aid, and BBP/MRTK Training

EDUCATION

East Stroudsburg University of Pennsylvania

May 2014

Bachelor of Science, Exercise Science

Concentration: Sport and Exercise Conditioning

GPA: 4.0

EXPERIENCE & SKILLS

Fitness Leadership and Education

- Designed and instructed group exercise classes
- Executed performance evaluation testing
- Performed fitness tests and relayed results to clients
- Designed exercise programs for individual clients

Communications

- Advised customers and delivered outstanding service
- Created promotional flyers using Microsoft Publisher
- Coordinated and communicated well with co-workers to ensure efficiency and equality

Planning and Organizing

- Developed spreadsheets in Microsoft Excel to increase organization and efficiency
- Prepared Accounts Receivables invoices and distribute them accordingly
- Input Account Payable invoices into accounting software

AWARDS | HONORS

- University President's Award for Outstanding Scholastic Achievement 2011-2014
- Dean's List 2011-2014

WORK EXPERIENCE

Recreation Center | East Stroudsburg University

2013-2014

Intern

- Provided mentorship and fitness/wellness coaching for students
- Assisted in compiling participation data and the completion of necessary reports
- Performed fitness evaluations for fitness program participants and personal training clients
- Summarize and interpret fitness test data and prescribe cardiovascular and strength exercise programs for healthy individuals
- Job shadowed a Campus Recreation Personal Trainer and train a minimum of one client

Fitness World | Any City, PA Summers 2011-Present
Trainer & Front Desk Assistant Manager

- Customized personal training for elite clients
- Provided outstanding customer service, in a welcoming environment
- New member registration and orientation
- Provided effective communications to members with targeted marketing strategies

Aquatic Program | City, State Spring 2007- Present
Water Safety Instructor

- Instructed children ranging in ages of 3 to 15 years old how to swim based on the American Red Cross Swim Program

Day Camp | City, State Summer 2009- 2010
Water Safety Instructor/ Head Lifeguard

- Instructed campers ranging in ages from 3 to 15 years old how to swim
- Designed an aquatic program for all campers, including campers who had IEP's
- Managed a staff of six lifeguards in which I delegated responsibilities to help run two pools for aquatic activities

Burgers Plus | City, State September 2012- May 2013
Server and Cashier

- Assisted with new business strategies
- Leveraged professional server experiences to assist with mentorship and training of servers
- Responsible for open and close responsibilities
- Processed cash transactions
- Multi-tasked in a fast paced environment

LEADERSHIP

- The National Society of Leadership and Success Fall 2011- Fall 2013
- Stroud Courier, Writer
- New Student Orientation Leader and Campus Tour Guide
- Freshman Programs, Peer Mentor
- Volunteer & Service Center, Volunteer
- Guide Dogs for the Blind, Puppy Raiser

AFFILIATIONS

American Council on Exercise Fitness Certification Fall 2009- Fall 2013
Member of the East Stroudsburg University chapter

National Collegiate Athletic Association
Member of the East Stroudsburg University chapter

Kappa Delta Pi- International Education Honor Society Fall 2011- Fall 2013
Member of the East Stroudsburg University chapter

CONFERENCES

2013 National Collegiate Athletic Region Conference
2013 Regional Kappa Delta PI Conference
2013 National Orientation Leaders Conference

YOUR NAME

Home Address | City, State, Zip
creed@anycarrier.com | (xxx) xxx-xxxx

The header of the cover letter and your resume should be the same. Copy it from your resume, and paste it in your letter

Employers Name
Position
Company Name
Address 1
Address2
City, State, Zip

Address your letter to the person who is responsible for short-listing the resumes for the position you are applying for. Find out that particular person's name, and address the letter to him/her.

Dear _____,

The beginning of the letter will introduce you the position you are applying for, and the source of information. *For example: 'I am writing to express my interest in your position 'Personal Training Manager' advertised on Indeed.com, dated 15th January 2014. A recent Exercise Science graduate at East Stroudsburg University, I desire an opportunity to work in the personal training area of your fitness center. I am an experienced personal trainer who is professional with extensive skills in developing and managing training programs and materials for more than 4 years.'*

The next paragraph, will detail on your skills and work experience. Mention about the number of years of experience you have, and in short, write about your job responsibilities as well. *For example: 'I will complete my Bachelor's degree in Exercise Science at East Stroudsburg University May 2014. In my time at East Stroudsburg University, I spend many hours in recreation centers focusing on personal training and facility operations. I currently am a personal trainer both in the university recreation center and in a private fitness center. Both experiences have given me more experience being a leader in personal training and taught me different training styles and techniques. These experiences along with academic experiences have prepared me to be a remarkable trainer. I have found a passion to train clients and enjoy the potential and growth that is capable in every client.'*

The third paragraph will let the employer know why you are interested in working with this particular organization. *For example: 'My education and training, together with my professional background have all served to make me a highly effective manager and instructor. My approach to this work includes both training at both the individual and group level. I am able to develop and implement training programs and I am proficient at developing and motivating people. My customer service and communication skills are top notch. My organization and flexibility, which is shown through working with many different age groups, have allowed me to be productive, compassionate and accessible. On a personal level, I am dependable, patient and caring. I feel that I possess many professional skills and personal qualities that will allow me to be a trainer, administrator and employee. These qualities have allowed me to have the drive potential to be successful in all my experiences.'*

The last paragraph should thank the reader, and let him/her know that you are available for an interview. *For example: 'The accompanying resume should serve to give you an idea not only of my past achievements but of my potential to contribute significantly to your center. Again, I am interested in training and operations administration beginning this summer. I would be thankful for the opportunity to grow as a professional at your fitness center and I hope you see my passion for training and professional development. I thank you for your time and consideration. Please let me know if I may provide any additional information.'*

Sincerely,

Insert a digital signature

Your name
Telephone number
Email

Student Internship Handshake Guide

Earn Academic Credit for your Internship at Colorado Mesa University

Using Handshake to submit your internship

Before you can sign up for an internship in Handshake, you must have your internship approved by your Faculty Internship Coordinator in the department you wish to earn academic credit. You must have also completed the following documents: Internship Agreement, Waiver form, and Learning Outcomes.

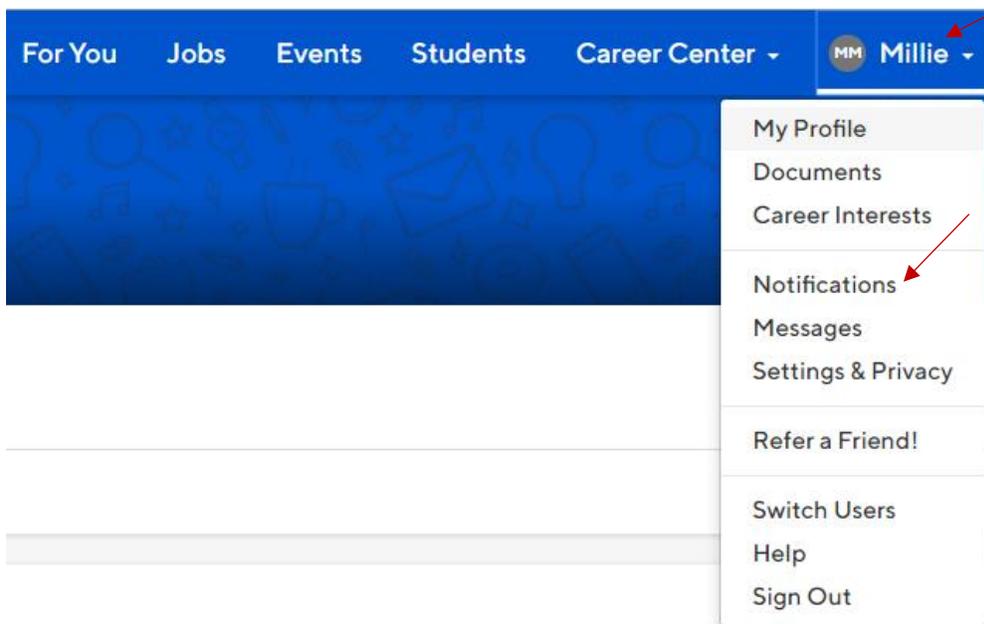
If you have any questions or need assistance with the sign up process in Handshake, please contact Millie Moland at mmoland@coloradomesa.edu or 970.248.1188 or Career Services at career@coloradomesa.edu or 970-248.1404.

Log into your Handshake account through the MAVzone. Once you have logged into the MAVzone, select the "Applications" option on the left side bar. Next, scroll down and select the Handshake button.

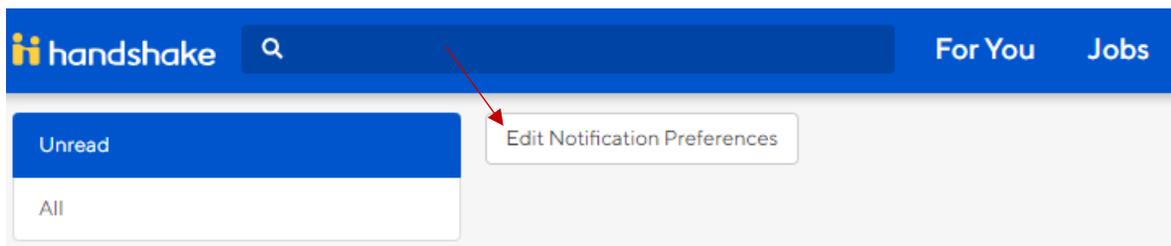


Once you have logged into Handshake:

1. It is highly recommended that you ensure you are setup to receive communications about the Internship process. Click on your name in the upper right then select "Notifications" to set your preferences.



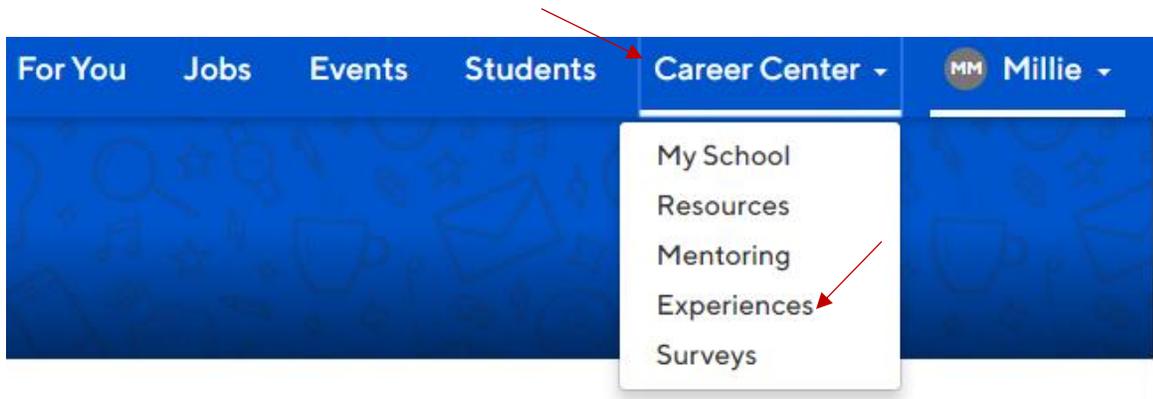
2. Click on the "Edit Notification Preferences" button.



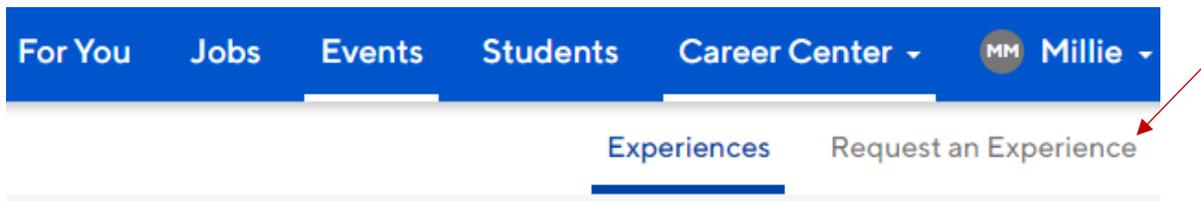
3. Scroll down to the “Experiences” section and select how you would like to receive the communication.

Experiences	Email	Notification	Push (iOS)
An experience evaluation is requested	✓	✓	
Someone comments on one of my experiences	✓	✓	

4. To start the Internship process, click on “Career Center” then select “Experiences”.



5. Select the “Request an Experience” option.



6. Fill out the information requested as it relates to the internship. Select the experience type or internship class (i.e. ARTG 499, MANG 499, ENVS 499, BIOL 499, KINE 499, MASS 499, MUSA 499, etc.) and the semester/term you wish to receive academic credit.

A screenshot of the 'Request an Experience' form. The 'Details' section shows two dropdown menus: 'Experience Type' with 'MANG 499 - Internship' selected, and 'Term' with 'Spring 2018' selected.

7. Provide information for the internship site. Some fields may auto populate if your internship was posted in Handshake.

Employer

Employer

REI

If you do not see your employer please type your own

Location

1700 45th St E, Sumner, WA 98352, USA

Industry

Sports & Leisure

Employer Phone Number

Employer Email Address

If the internship is not in Handshake, type in the information. When typing in the location, start typing the street address then **select the correct location from the drop down list** that Google maps displays. Do not just type in the location.

Employer

Employer

REI

If you do not see your employer please type your own

Location

1700 45th St E, Sumner, WA |

1700 45th Street East, Sumner, Washington 98390, United States

Sumner, Washington, United States

1700 East 45th Street, Tacoma, Washington 98404, United States

Washington, District of Columbia, United States

Waco, Texas, United States

Employer Email Address

8. In the "Job" section, make sure you use the calendar icon to select the dates or type the date in the correct format YYYY-MM-DD otherwise; you will get an error message.

Job

Job

Manager Intern

If you do not see your job please type your own

Department

Production

Date

2017-08-15 > 2017-12-15

Job Type

Internship

Employment Type

Part-Time x ▼

Salary

\$ 15

Pay Period

hourly
 monthly
 yearly

Offer Date

2018-05-08 📅

Offer Accepted

yes
 no
 undecided

Date Offer Accepted

2018-05-08 📅

9. Provide information about your Site-Supervisor. If the Site-Supervisor has an account in Handshake, their information will self-populate.

Approvers

Site-Supervisor

*** Email Address**

bailey@coloradomesa.edu

An approver with this email address already exists. If you believe the below name is incorrect, contact your career center office to have it changed.

Name

Dennis Bailey-Fougner

If no account exists, please enter their information.

Site-Supervisor

*** Email Address**

gdmiller@gmail.com

An approver with this email address does not exist. Please fill out the following fields to create one.

*** Name**

Gary Miller

Title

Marketing Department Manager

Phone Number

(970) 314-1177

10. For some internships, the Faculty Internship Coordinator information was filled in when the internship was setup in Handshake so the student does not need to provide this information. If there are multiple Faculty Internship Coordinators teaching the same course, the student must fill in their information. If they have an account in Handshake, their information will self-populate. If no account exists, please enter their information.

Faculty Internship Coordinator

* Email Address

An approver with this email address does not exist. Please fill out the following fields to create one.

* Name

Title

Phone Number

11. Double check to ensure you have entered accurate information. Once you have confirmed that the information is correct, select the  button at the bottom of the page.

12. The next screen should display your successfully created experience.

Overview Overview Edit Evaluations Submit an Evaluation

✓ Experience was successfully created.

EMPLOYER	Details	Comments and Activity	Learning Objectives
<p>Best Buy</p> <p>TERM Spring 2018</p> <p>TEMPLATE MANG 499 - Internship</p> <p>Attachments</p> <p>Individualized... PDF (166 KB)</p> <p>CMU Course ... PDF (287 KB)</p> <p>New Attachment</p>	<p>Student</p> <p>NAME Millie Moland</p> <p>SCHOOL Colorado Mesa University</p> <p>CURRENT SCHOOL YEAR Senior</p>		
	<p>Job</p> <p>TITLE Sales</p> <p>DEPARTMENT Computer</p> <p>INDUSTRY Electronic & Computer Hardware</p> <p>START DATE 05/14/2018</p>	<p>SALARY \$15.00 (yearly)</p> <p>JOB TYPE Internship - Part-Time</p> <p>ACCEPTANCE DATE 05/08/2018</p> <p>END DATE 05/18/2018</p>	
	<p>Employer</p> <p>EMPLOYER Best Buy</p> <p>PHONE</p>	<p>LOCATION 3601 Hempstead Turnpike, Levittown, NY 11756, USA</p> <p>EMAIL mailto:</p>	
	<p>Approvers</p> <p>Site-Supervisor</p> <p>STATUS Pending</p>		

13. Please review the “Details” screen to ensure all your information is correct. If you need to update the information, select “Edit” in the menu bar. When you are finished updating the information, select the

Update Experience

button to save your changes.

The screenshot shows the 'Details' tab of an internship experience. The top navigation bar includes 'handshake', a search icon, and links for 'For You', 'Jobs', 'Events', 'Students', and 'Career Center'. A user profile for 'Millie' is visible. Below the navigation, there are tabs for 'Overview', 'Edit', 'Evaluations', and 'Submit an Evaluation'. The 'Details' tab is active, showing information for the employer 'The Daily & Sunday Review', the student 'Millie Moland' (Senior at Colorado Mesa University), and the job 'Editor Intern' (Journalism, Media & Publishing). A left sidebar shows attachments like 'IndividualizedLearnin...' and 'CMU Course Liability...'. A 'New Attachment' button is at the bottom of the sidebar.

14. The “Comments and Activity” tab allows you to communicate with only the Handshake Internship Coordinator assigned to your Experience. If you need to communicate with your Faculty Internship Coordinator, email them from your CMU email account.

The screenshot shows the 'Comments and Activity' tab. The top navigation bar is the same as in the previous screenshot. The 'Comments and Activity' tab is active, showing a text input field with the placeholder 'Add a Comment...' and an 'Add Comment' button. Red arrows point to the 'Comments and Activity' tab and the 'Submit an Evaluation' button in the top menu bar.

15. Students must submit Learning Outcomes for their internship experience. Be sure to provide as much detail as possible about your roles and responsibilities. It is a good idea to use the internship job description provided to you by the organization to assist you. Before you submit the Learning Outcomes, your Faculty Internship Coordinator must approve them. **Do not** individually type in each Learning Outcome in Handshake on the “Learning Objectives” tab. Create a Learning Outcomes document and attach it with the other documents.
16. To submit all the approved documents (Internship Agreement, Waiver form, and Learning Outcomes) as an attached file, select the “New Attachment” button in the “Attachments” section.

Overview

EMPLOYER
The Daily & Sunday Review

TERM
Fall 2017

TEMPLATE
ENGL 499 - Internship

Attachments

IndividualizedLearnin... PDF (166 KB)

CMU Course Liability ... PDF (287 KB)

New Attachment

Details | Comments and Activity | Learning Objectives

Student

NAME
Millie Moland

CURRENT SCHOOL YEAR
Senior

SCHOOL
Colorado Mesa University

Job

TITLE
Editor Intern

SALARY

JOB TYPE
Internship - Part-Time

DEPARTMENT
Publishing

ACCEPTANCE DATE
Unknown Time

INDUSTRY
Journalism, Media & Publishing

END DATE
12/15/2017

START DATE
08/14/2017

Employer

EMPLOYER
The Daily & Sunday Review

LOCATION
116 North Main Street, Towanda, Pennsylvania 18848, United States

PHONE

EMAIL
mailto:

17. The next screen will have you name and upload your file. Then select the “Create Attachment” button.

Name ENGL 499 Learning Objectives
This is the public name of the document

Document Choose File ENGL 499_Intern...ng Outcomes.pdf
Approvers of the experience will be able to view and download this attachment.

Cancel Create Attachment

18. You will receive a message at the top letting you know the attachment has been successfully created. To get back to your Experience, close the currently displayed Handshake tab.

Experience x Handshake x +

te.com/experiences/99504/attachments

US Bank Access TIAA-CREF Casade Login Digitation e-Portfolio CRM Advise Handshake Login ISEP Login Recruiter Handshake Help Ctr Help Request Ticket H

handshake For You Jobs Events Students Career Center Millie

✓ Attachment was successfully created.

Attachment processing (refresh for updates) Edit Download

IndividualizedLearningContract_fillable.pdf
Uploaded about 1 hour ago by Millie Moland - PDF Edit Download

CMU Course Liability Waiver_9.20.17_fillable.pdf
Uploaded about 1 hour ago by Millie Moland - PDF Edit Download

19. The uploaded file will be in the “Attachments” section as shown below. Repeat these steps to attach the other documents.

Overview

[Overview](#) [Edit](#) [Evaluations](#) [Submit an Evaluation](#)

The screenshot shows the 'Overview' page for 'The Daily & Sunday Review'. On the left, under the 'Attachments' section, three PDF files are listed: 'ENGL 499 Learning O...' (242 KB), 'IndividualizedLearnin...' (166 KB), and 'CMU Course Liability ...' (287 KB). A red arrow points to the 'ENGL 499 Learning O...' attachment. Below the attachments is a blue 'New Attachment' button. The main content area is divided into three sections: 'Student' (Millie Moland, Colorado Mesa University), 'Job' (Editor Intern, Publishing, Journalism, Media & Publishing), and 'Employer' (The Daily & Sunday Review, Towanda, Pennsylvania).

20. If you need to edit or delete one of the attached documents, select the “New Attachment” button.

Overview

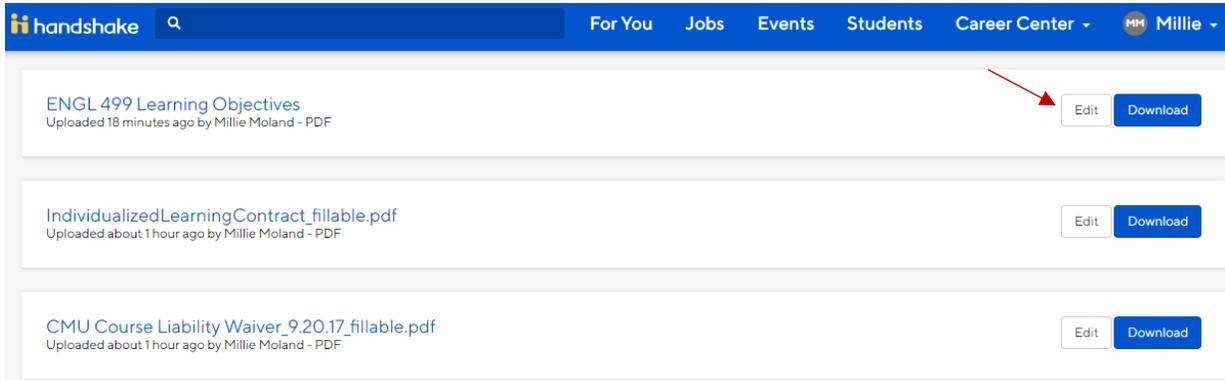
[Overview](#) [Edit](#) [Evaluations](#) [Submit an Evaluation](#)

This screenshot is identical to the previous one, but a red arrow points to the blue 'New Attachment' button at the bottom of the attachments list.

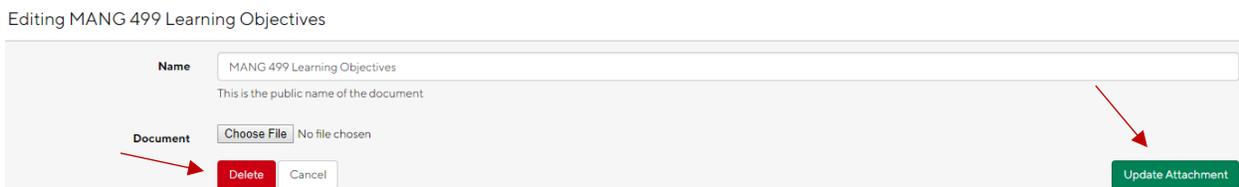
21. Next, select the “Cancel” button.

The screenshot shows the attachment upload form. It has a 'Name' field with a placeholder 'This is the public name of the document'. Below it is a 'Document' section with a 'Choose File' button and the text 'No file chosen'. A red arrow points to a 'Cancel' button at the bottom left. A green 'Create Attachment' button is at the bottom right.

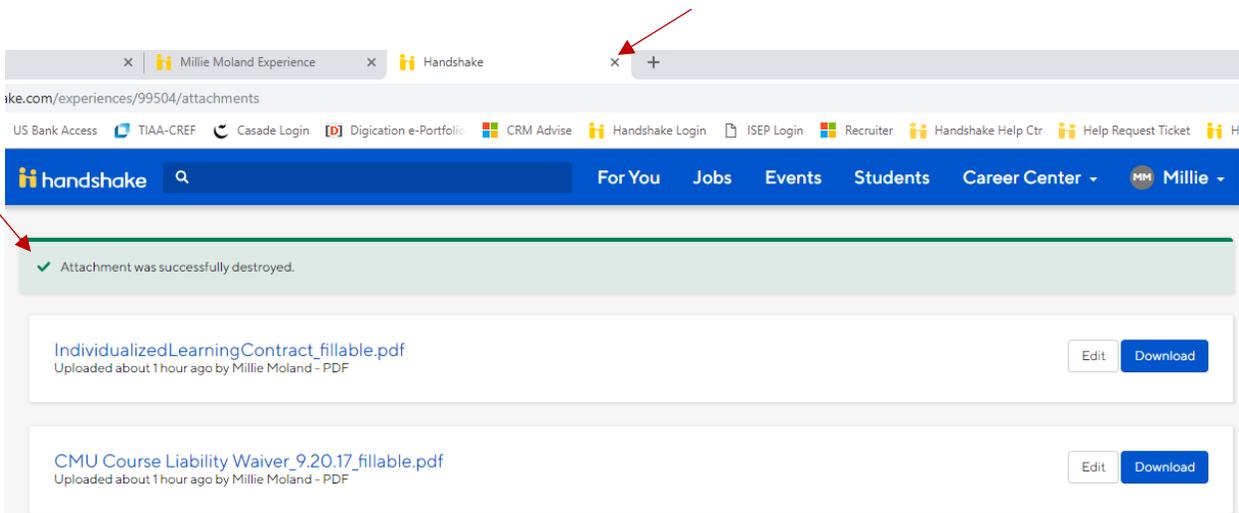
22. Then select the “Edit” button for the attachment you need to delete or edit.



23. On the next screen, you will have the option to delete or edit the attachment. If you update the attachment, make sure you select the “Update Attachment” button when you are done.



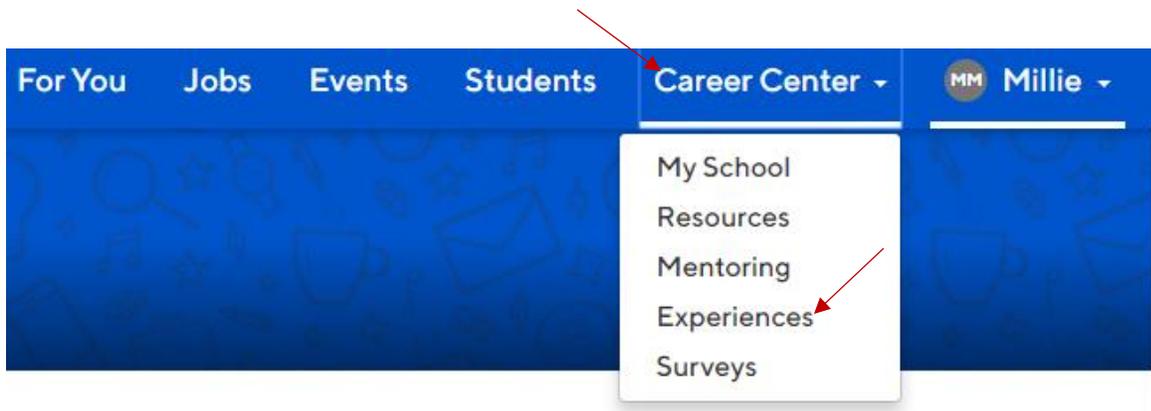
24. You will receive a message at the top letting you know the attachment has been successfully destroyed or updated. To get back to your Experience, close the currently displayed Handshake tab.



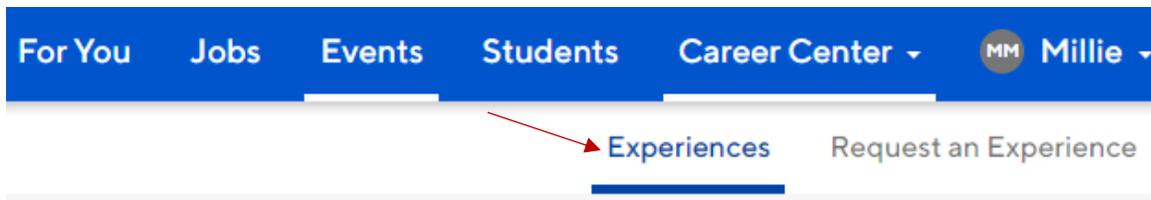
25. The Experience request must go through an approval process that is approved by your Faculty Internship Coordinator. This is to verify that all the documents have been uploaded and the information is correct.

26. In the event that your internship was not approved, you will receive an email from Handshake. Your Faculty Internship Coordinator should also email you at your CMU email account explaining what is needed in order to approve your Experience.

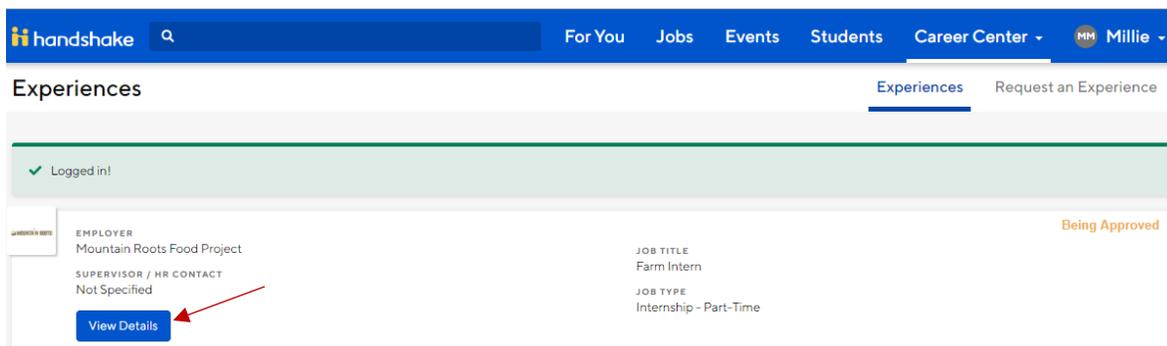
27. To get back to your Experience, click on “Career Center” then select “Experiences”.



28. Next, select the “Experiences” option.



29. Your Experience will be displayed. Select the “View Details” button then make the needed changes.



30. Once you have made the changes, send an email to your Faculty Internship Coordinator letting them know the changes were uploaded into Handshake.

31. If you have not heard from the Faculty Internship Coordinator within two weeks of completing your Experience Request in Handshake, please contact them directly via email or phone and inquire about the status of your internship.

32. Once the internship has been approved, you will receive a notification/email similar to the email below.

Experience Approved

Hello Millie,

[An experience for Millie Moland](#) has successfully made it through the approval process.

We've updated the experience to be set to approved, and you can see a summary of more information below:

Approver	Status	Deadline	Comment
----------	--------	----------	---------

33. At this time, you will need to enroll in the appropriate course then begin working with your Faculty Internship Coordinator and Site-Supervisor to complete the course requirements.
34. Towards the end of your internship experience, you will receive another email from Handshake requesting you complete the student evaluation survey. You must complete the survey by the deadline in the email as part of the grading process for the course. Below is an example of what the email would look like.



Handshake <handshake@notifications.joinhandshake.com>

Moland, Millie

You have an evaluation to complete on Handshake

[Bing Maps](#)

[Action Items](#)



Hello Millie,

You have an evaluation to complete on Handshake.

Thanks for participating in the MANG 499 Internship course. Please complete the student evaluation by May 10th.

Click on the link below to get started:

[Complete Evaluation](#)

Thank you,
Colorado Mesa University



Student Individualized Learning Experience Evaluation

Student Name:
 Site:
 Supervisor's Name:
 Term Enrolled:

DIRECTIONS: Evaluate your internship experience in an objective manner, using the rating scale below:

- | | | |
|--------------|--------|--------------------|
| 5 –Excellent | 3-Good | 1-Unsatisfactory |
| 4 –Very Good | 2-Poor | N/A-Not Applicable |

	Rating	Comments, Examples
Learning Experience		
Learned new information, skills, or techniques		
Gained new career/professional knowledge		
Connected academic assignments to work		
Applied problem-solving skills to tasks		
Personal Development		
Gained greater self-confidence		
Learned importance of professional demeanor		
Gained confidence in communication skills		
Improved understanding of strengths/weaknesses		
Met people who contributed to professional growth		
Learning Experience		
Relationship of work to career goals		
Education received		
Supervision received		
Level of responsibility assigned		
Overall Learning Experience Rating		
Comments on Experience (optional):		

How did this learning experience affect your educational or professional plans? (Check one)

- Confirmed Plans
 Changed Plans

What were the best aspects of this learning experience?

What were the weaker aspects of the learning experience?

Note: Your comments will not affect your final grade for this experience. If you are evaluating an internship experience, it also will not affect the possibility of future employment with your employer. This document is for in-office use only and should be submitted to the Academic Department Head for your major.



Internship Supervisor Evaluation Form

Student Name:

Date of Evaluation:

Placement Site:

Location:

Supervisor:

Title:

Please evaluate the student on the following using the rating scale below:

5 –Excellent

3-Good

1-Unsatisfactory

4 –Very Good

2-Poor

N/A-Not Applicable

The Student:	5	4	3	2	1	N/A
Communication Skills:						
Demonstrates effective oral communication						
Communicates effectively in writing						
Critical Thinking Skills:						
Demonstrates the ability to think and act independently						
Exhibits problem solving skills						
Makes good decisions						
Workplace Professionalism and Behaviors:						
Respects and accepts authority						
Conforms to organizational policy						
Demonstrates organizational/management skills						
Demonstrates initiative and a willingness to learn						
Accepts constructive criticism and is willing to modify behavior						
Collaborates with others while working on projects						
Acts in a professional manner appropriate to the workplace						
Demonstrates a positive attitude						
Completes tasks in a timely manner						
Demonstrates self-confidence						
Dresses appropriately for the workplace						
Uses materials/equipment in an appropriate manner						
Produces quality work						
OVERALL RATING						

What are the student’s major strengths and assets?

What are the student’s opportunities for improvement?

If a position were available in your company/organization, would you consider this person for employment?

Yes No

Supervisor’s signature _____ Date _____

Student’s signature _____ Date _____