

POLICY AND PROCEDURE MANUAL
UNDERGRADUATE SPORT MANAGEMENT INTERNSHIP
RCSM 491

For students in Calendar Year 2020-21 and Earlier



DEPARTMENT OF KINESIOLOGY, RECREATION, AND SPORT
INDIANA STATE UNIVERSITY

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Overview

The Internship in Sport Management is an integral and essential part of the undergraduate curriculum of the Indiana State University Department of Kinesiology, Recreation, and Sport. Each Sport Management student must complete a six (6) credit hour Internship (RCSM 491) requirement to be eligible for a degree. A six (6) credit hour “alternative pathway” is available for students who do not meet internship eligibility requirements, or have approval from the internship coordinator (see additional information below).

The Internship is designed to be a culminating experience and therefore requires the completion of prerequisites to be eligible for internship (see “eligibility” below). While it is recommended that the internship be the last course the student takes, at a minimum students must have completed at least 90 credit hours to be eligible for internship.

The Internship is the practical learning experience deemed necessary to place a student’s course work in perspective and to serve as a “bridge” to professional practice. It is completed with approved agencies that are willing to cooperate in providing a blended academic and professional experience. Students in the Internship are supervised on site directly by sport management professionals, and communicate regularly with RCSM 491 faculty supervisor. The internship can be conducted during any of the three semesters (i.e., fall, spring, or summer).

Required On-Site Work Hours

All undergraduate Sport Management students are required to complete **400 hours** at their pre-approved work site. Students will be enrolled in and receive six (6) hours of academic credit upon successful completion of the Internship. Students **MUST** complete the internship with one organization.

Eligibility

- A. A Sport Management major
- B. Minimum cumulative GPA of 2.0 (For students in the 2017-18 calendar year through the present, students must achieve a 3.0 within the Sport Management Program program)
- C. Have Junior 2 or Senior standing (i.e., completed at least 90 hours)
- D. Completion of 75% of all Sport Management classes (10/13 classes)
- E. Approved by Internship Coordinator
- F. Attended three MANDATORY INTERNSHIP MEETINGS throughout their time as a Sport Management Major (i.e., Internship Meeting 1, Internship Meeting 2, “Good Luck” Meeting)
- G. RCSM 300 or RCSM 391 is a prerequisite (passing grade of “C” or better)

Internship Alternative

For students who do not meet internship eligibility requirements or have approval from the internship coordinator, an alternative pathway is available. This pathway will consist of six (6) credit hours of course work that a student will be required to take in lieu of RCSM 491. The alternative pathway will consist of RCSM 425, Sport Sponsorship and RCSM 461, Independent

Course of Study. Course substitutions may be considered by the Internship Coordinator, in consultation with the student's Academic Advisor. The internship alternative may require an administrative petition.

Internship Site Selection

The student should consider the various sectors before deciding on an internship location. The student could complete the internship at a university, college, professional sports team, sport marketing firm, recreation or park service, sport agency, sport governing body, or any other related sport organization that has a high quality internship program. The sport management internship CANNOT be coaching.

The student is responsible for finding an internship site and securing the internship.

- A. The student is not allowed to use a former place of employment as their internship.
- B. Students who have a role in student government or other on-campus jobs must complete their internship when those duties are complete.
- C. Varsity athletes are encouraged to complete their internship during their offseason.
- D. The internship is a full-time job. It is highly discouraged to seek part-time employment or pursue excessive coursework while completing the internship as it may interfere with the intern's responsibilities and duties.

Requirements

A. Experiential Learning

- 1. The student is responsible for finding, securing, and declaring their internship. The internship should be of interest to the student based on their personal goals, skills, abilities, and career goals.
- 2. The internship will provide student with an awareness of the professional nature of sport management through various roles, duties, and responsibilities of a full-time professional.
- 3. The internship will provide experiences of sufficient breadth and depth to reveal the strengths and weaknesses of the student as a professional.

B. Organization Requirements

1. General Requirements

- a. The Sport Management internship coordinator can approve any sport management organization with an established reputation provided that the organization agrees to abide by the content and purpose of the internship.
- b. The organization must have adequate infrastructure to conduct programs appropriate to the nature of the type of organization.
- c. The student's primary supervisor must be a person with at least a Bachelor's degree in sport management or a related area, or a degree appropriate to the position held by the supervisor. In some areas, significant experience can be accepted in lieu of degree requirements.
- d. The organization is not required to provide compensation to the student

engaged in internship work. They are encouraged, however, to assist the student in any way possible with the added expense involved with housing in the community.

e. The organization is required to comply with applicable statutes governing worker's compensation as they relate to students on internship.

f. Provide a job description for the internship prior to approval the internship.

2. Site Supervisor (Internship Host Organization)

The Site Supervisor is the individual who has the primary responsibility for reviewing the student's internship reports and evaluating student performance by completing midterm and final evaluation forms. To qualify as a Site Supervisor, the sport management professional must have a **minimum of two years of full-time professional experience** with at least one year's experience at the supervisory level. The Site Supervisor must be a full-time employee of the Internship Host Organization.

3. Final Approval

Final approval of an organization and the designated supervisor will be made by the **Sport Management Internship Coordinator**. It is important to note that the statements listed above are used as guidelines for faculty to make a final determination of the internship situation, and are not/should not, be considered as rigid standards of qualifications.

C. Student Requirements

1. General Requirements

- a. The student must be of senior standing. The student must have completed 90+ hours of course work prior to qualifying for internship. If a student transfers or changes majors into sport management, the student must wait until their third semester in the major to go on internship.
- b. Students must have a 3.0 GPA (effective for Catalog Year 2017-2018 and beyond) within the major prior to going on their internship. This mark must be met at least one semester prior to the student going on internship.
- c. Students have completed RCSM 300 or RCSM 391. These are fieldwork and internship prep courses.
- d. Students are required to attend three internship meetings prior to going on internship. Students should attend Internship Meeting 1 during their sophomore or junior year (roughly 3 offered per semester). Internship Meeting 2 is designed for students of junior or senior standing (roughly 3 offered per semester). There will be ONE final internship meeting (The "Good Luck" meeting) offered each semester, and this meeting is MANDATORY for those going on internship the following semester. "Good Luck" meetings will be held on the last Friday (i.e., last day of classes) of the Fall and Spring semesters. All fall interns must attend the Good Luck Meeting on the last Friday of the preceding spring semester.
- e. Students **MAY NOT** do an internship where they have already worked.
- f. **The Internship Coordinator has the right to limit the number of ISU interns at a particular internship site.**

- g. The duration of the sport management internship will be a minimum of 400 clocked hours. Clocked hours do not count until the first day of the semester. The student must also be registered for RCSM 491 to accumulate hours.
- h. Students must pass 10 of the 13 required sport management courses prior to going on internship (including RCSM 300 or 391).
- i. All paperwork must be completed by the following deadlines:
 - 1. Spring Interns – December 1
 - 2. Summer Interns – May 1
 - 3. Fall Interns – May 31
 - 4. Exceptions will be given to those internships that are secured, but paperwork from the agency has not been completed. This does not include students who have not completed their paperwork or attended any of the mandatory internship meetings.

Importance of the Sport Management Internship

- A. The Internship is important to the **student** because it:
 - 1. Provides the opportunity to apply classroom theories and techniques.
 - 2. Provides an opportunity to evaluate the choice of profession.
 - 3. Provides a challenge and a stimulus to learning.
 - 4. Suggests strengths and weaknesses in professional preparation.
 - 5. Evaluates the student as a colleague with professionals in the field.
 - 6. Offers entry into the profession as an integral part of the academic process.

- B. The Internship is important to the **university** because it:
 - 1. Improves the educational process by taking the curriculum out of the classroom and into an applied setting.
 - 2. Provides an opportunity for a realistic evaluation of students' needs and preparation.
 - 3. Helps maintain a working relationship between academia and the working world.
 - 4. Provides for a continuing evaluation of the curriculum.

- C. The Internship is important to the **host organization** because it:
 - 1. Provides the organization the opportunity to contribute to the preparation of the sport management professionals of the future.
 - 2. Keeps the organization up-to-date with current theory and practice.
 - 3. Serves to stimulate the professional staff.
 - 4. Provides additional staff.
 - 5. Provides an opportunity to evaluate prospective employees.

Roles and Responsibilities

- A. Sport Management Internship Coordinator
 - 1. Will represent the sport management program for the completion of all paperwork prior to the student going on internship.

2. All internship approvals will go through the Sport Management Internship coordinator.
3. Will meet with each student applying for internship in the form of a 1-on-1 professional meeting.
4. Ensure the student has completed the proper paperwork before approval for RCSM 491.
5. Determine students' eligibility for the internship in relation to the department, college, and university policies in consultation with the faculty advisor (as appropriate).
6. Review and approve internship sites, and ensure that Internship Host Organizations have valid Host Site Agreements with ISU.
7. Sign authorizing forms, maintain current lists and files, assign faculty internship supervisors, and orient students to required assignments and reporting process.
8. Assist the Host Organization, upon request, to design an appropriate learning experience to comply with department, college, and university policies and intern needs.
9. Provide a copy of the internship manual to the Site Supervisor and answer any questions they may have.
10. Review and make final decisions pertaining to a Petition to Waive Requirement in consultation with the faculty advisor (as appropriate), faculty internship supervisor (as appropriate), and department chairperson (as appropriate).
11. Review and make final decisions related to the termination of internship in consultation with the faculty advisor (as appropriate), faculty internship supervisor (as appropriate), and department chairperson (as appropriate).

B. Faculty Internship Supervisor

1. Must be a member of the ISU Sport Management faculty.
2. Assist and work directly with the Site Supervisor.
3. Maintain contact with the Site Supervisor and intern to discuss work performance and to assess the internship experience.
4. Be accessible to interns throughout the semester.
5. Provide mentorship for interns.
6. Provide the Site Supervisor with the necessary information to access evaluation forms.
7. Review submitted reports and evaluation tools and assign a final grade for RCSM 491.
8. Notify both the department chair and internship supervisor if a serious issue should arise.
9. Evaluate the internship site regarding the breadth and depth of responsibilities assigned to interns, as well as responsiveness and quality of the Internship Site Supervisor.
10. Make recommendations to the Sport Management Internship Coordinator regarding the appropriateness of an Internship site for future placements.
11. Make recommendations for improvement within the Sport Management internship program.

C. Internship Host Organization

1. Complete the required steps to be certified with ISU as an organization with a valid Host Site Agreement.
2. Assign a qualified staff member to supervise the intern.
3. Supply the intern with the necessary equipment and supplies to be able to complete tasks.
4. Communicate with the Internship Coordinator and/or Faculty Internship Supervisor
5. Provide workers' compensation and liability insurance as would be provided to any other staff member.
6. Provide an intern (when applicable) with wages, stipends, and or forms of remuneration commensurate with the ability, experience, position, and cost of living and traveling to the workplace during the internship term.

D. Site Supervisor

1. Provide necessary documents to allow the intern to secure approval of the Host Organization and specific internship opportunity.
2. Establish a diverse schedule of experiences which are consistent with the Host Organization's mission, strategic plan, internship job description, and intern's goals.
3. Provide the intern with clear expectations and responsibilities within the Host Organization.
4. Provide the orientation and training necessary to transition the intern to Host Organization operations.
5. Identify the intern as a staff member and by doing so afford the student the appropriate courtesy, consideration, and respect from colleagues and patrons.
6. Advise Host Organization staff members on the manner and extent of their involvement in the intern's educational experience.
7. Routinely direct and supervise the intern and provide constructive feedback.
8. Be accessible to the intern to answer questions and provide mentorship.
9. Evaluate the intern's performance
10. Promptly notify the Faculty Internship Supervisor should a serious issue arise that directly or indirectly relates to the intern.
11. Make recommendations for improvement within the Sport Management internship program.

E. Intern

1. Thoroughly read and understand all policies and procedures outlined in the Sport Management Internship Manual, ISU Internship Manual, and the ISU course catalog.
2. Submit all forms by the stated deadlines to secure approval from Host Organization and the Sport Management program.
3. Complete all three internship meetings prior to internship, including the "Good Luck" meeting that outlines expectations for both the Sport Management Program and the Host Organization.
4. Complete the ISU Career Center Internship Placement Agreement through Handshake and receive Experience Approval Verification prior to the start of the internship experience.
5. Read and abide by all Host Organization policies and procedures.

6. Abide by agreements made with the Site Supervisor regarding all aspects of the internship.
7. Become an integral and participating member of the Host Organization's staff.
8. Be accessible to the Site Supervisor, Faculty Internship Supervisor, and Internship Coordinator to discuss work performance and to assess the internship experience.
9. Consult with the Site Supervisor and internship supervisor when confronted with issues and problems that cannot be satisfactorily resolved on their own.
10. In the event of illnesses, injuries, or emergencies, promptly notify the Site Supervisor and Faculty Internship Supervisor about the nature of the illnesses, injuries, or emergencies and likely impact on the student's ability to complete the internship as agreed upon by all parties.
11. Make recommendations for improvement within the Sport Management internship program.

F. University

1. Maintain experiential learning as an integral part of the academic process.

The Internship Approval Process

The student, along with their Academic Advisor and the Internship Coordinator, will discuss the timeline for when the student will go on their internship. Announcements regarding deadlines will be posted each semester (fall and spring).

- 1) Complete **RCSM 195** (Freshman/Sophomore Year)
- 2) Begin **reviewing internship options** and thinking of possible Internship Sites and Jobs (Sophomore Year)
- 3) Attend **Internship Meeting 1**
 - a. Sophomore/Junior Year (1-2 years prior to internship)
 - b. The student should begin discussions with their Academic Advisor at least one year in advance and agree on a semester for internship (e.g. Summer 2022)
 - c. Internship Meeting 1 will introduce the student to the Internship process
- 4) Complete **RCSM 300 or RCSM 391** (Junior Year)
- 5) Attend **Internship Meeting 2**
 - a. Junior/Senior Year (at least 6 months prior to internship)
 - b. The student should narrow their focus and begin to apply for internships
- 6) Complete the **Internship Intent Form** on the SPM Professional Development Blackboard site to certify internship eligibility and declare your desired Internship term
 - a. For Summer Interns, declare intent by February 1
 - b. For Fall Interns, declare intent by February 1
 - c. For Spring Interns, declare intent by September 1
- 7) **Acquire Internship** (typically the semester prior to starting the internship)
- 8) Initiate the three-part Sport Management Program Internship Approval Process by applying for RCSM 491
 - a. Complete the ISU Sport Management Program **Internship Application** on the SPM Professional Development Blackboard Site to provide information on your

- chosen Internship Site and Site Supervisor
 - b. Submit **Job Description** for your acquired internship
 - c. Ensure your Internship Host Organization has a valid [Host Site Agreement](#) with ISU
 - i. If not, you must email the Internship Coordinator to initiate a Host Site Agreement Request
- 9) Receive **Preliminary Approval** via email from the Internship Coordinator to continue the Internship process
 - a. This Preliminary Approval may be granted before a Host Site Agreement has been finalized by the Career Center. However, the student will not be enrolled for Internship (RCSM 491) until all Internship Paperwork has been completed (including the Internship Placement Agreement).
- 10) Work with your Site Supervisor to develop **5 SMART Internship Goals**
 - a. You are **STRONGLY** encouraged to review the information regarding SMART Goals before meeting with your Site Supervisor
 - b. Remember, **ALL** five (5) goals must be SMART (Specific, Measurable, Attainable/Actionable, Relevant/Realistic, Time-Bound)
 - c. Do not waste valuable time by submitting generic or incomplete SMART Goals
- 11) Submit **Preliminary Internship Goals** (in .doc or .docx format) for initial review
 - a. These should be submitted to the Sport Management Program Professional Development Blackboard site in the “SMART Goals” tab
 - b. Internship Coordinator will provide feedback, and multiple rounds of goal reviews may be needed.
- 12) Schedule a **One-on-One Professional Meeting with the Internship Coordinator** to review Internship Goals
 - a. After submission of Preliminary Internship Goals, the student must initiate this meeting by emailing the Internship Coordinator with **3 possible meeting options**
 - b. The student will receive a **formal meeting invitation** via email based on the meeting options presented by the student
 - c. Student must be **professionally dressed** for this Professional Meeting
- 13) Submit **Final Internship Goals, Student, and Site Supervisor Signatures**
 - a. These Final Internship Goals should reflect appropriate modifications based on feedback from the Internship Coordinator
 - b. Submit the Final Internship Goals, Student, and Site Supervisor Signatures to the Sport Management Program Professional Development Blackboard Site in the “SMART Goals” tab
- 14) Complete the ISU Career Center **Internship Placement Agreement** through Handshake
 - a. See the [step-by-step instructions](#)
- 15) **Upload a screenshot of the Experience Approval Verification page** to the Sport Management Professional Development Blackboard Site
- 16) Receive a **Course Override** to add RCSM 491
 - a. This will only occur upon final approval of internship goals
- 17) **Enroll in RCSM 491**
 - a. Student must self-enroll in RCSM 491 upon receipt of course override
- 18) All **Internship paperwork must be successfully completed and accepted** no later than the last Tuesday of semester prior to internship

- 19) Attend **Good Luck Meeting**
 a. Final Friday of the semester preceding internship
 20) **Successfully complete** Internship and RCSM 491 requirements

Coursework and Evaluation

The internship will be graded using the standard grading system of “A” through “F”. To successfully complete and receive a passing grade during the internship, the student will need to complete quarterly timesheets with their weekly logs, work towards their five (5) approved internship goals, demonstrate professionalism, submit site supervisor evaluations (both the mid-term and final evaluations), and complete their final reflection. Please note, to receive a passing grade ALL COURSE WORK must be completed and turned in via the Blackboard site for the course. ALL ASSIGNMENTS TURNED IN LATE WILL RECEIVE A ZERO.

Incomplete (I) grades will only be assigned to students who were not able to complete the requisite 400 hours in the given semester. This only pertains to students who do not START their internship the first two weeks of the semester.

Requirements and Evaluations

Professionalism	10%
Progress Reports (4)	40%
Site Supervisor Evaluations (2)	30%
Final Student Reflection	20%
Total Points	100%

Grading Scale

A+	97-100	B+	87-89	C+	77-79	D+	67-69
A	94-96	B	84-86	C	74-76	D	60-66
A-	90-93	B-	80-83	C-	70-73	F	0-59

Professionalism

Each student is expected to be professional at all times, and particularly when at their internship site, as well as meetings with the Sport Management Internship Coordinator and/or Faculty Internship Supervisor. Students must attend all three pre-internship meetings as well as show professionalism in emails and any other contact you may have in preparation for, and during, your experience. Students will be assessed by their professional appearance, preparedness during meetings, email etiquette, etc. Professional attire is required for one-on-one meetings with the Sport Management Internship Coordinator.

Students are expected to conduct themselves in a manner that is consistent with the Indiana State University standards for ethics, academic integrity, and professional standards. Students should be respectful toward their Internship Coordinator, Faculty Internship Supervisor, Site Supervisor, and all other stakeholders. Students are expected to conduct themselves in a manner consistent with the norms of the Host Organization and the Sport Management profession. Any behavior deemed inappropriate will impact your course grade. Egregious behavior may result in your removal from the internship experience, and a failing grade in the course. Part of the final evaluation put forth by the Site Supervisor is in regards to professionalism.

Finally, ISU Sport Management Program stakeholders should adhere to the [Code of Ethics](#) established by the North American Society for Sport Management.

Progress Reports

Students will complete quarterly reports on their work completed each day, and a reflection of what they have learned from that experience. These entries will be kept in a journal. They WILL include progress toward the student's five goals and daily tasks completed. There should be an entry for each day you are at your location. For each quarterly report, the student will be given a prompt which will be included as part of the quarterly reports. The prompt will require thought and thoroughness. The prompts can be found below:

- **Report 1:** Describe your initial impression of the “culture” within the organization. Name a couple of specifics that helped you form this opinion.
- **Report 2:** Explain and describe how you are actively working at being a working professional. What is going well for you within your internship site?
- **Report 3:** Describe your supervisor's leadership style. What are some areas or lessons that you can build into your own career?
- **Report 4:** Describe something that can be improved at your internship site. How would you improve this area?

Each entry should include day, time worked, what was accomplished, and a reflection on that day's experience. Precise due dates for the quarterly reports will be provided by the Faculty Internship Supervisor on the ISU Learning Management System. Along with the report, a timesheet must be completed and turned in to capture the progress of the student on their internship. **Timesheets and reports MUST be turned in on Blackboard.** Timesheets must be typed. Email and Fax will not be accepted.

Site Supervisor Evaluations

The Site Supervisor of your Host Organization must complete two evaluations (mid-term and final evaluation) of the intern's performance in various areas of both professionalism and workplace functions. The goal of the evaluation is to provide feedback to the student for both strengths and weaknesses.

- The due date for the mid-term evaluation will be after the student completes 200 hours.
- The due date for the final evaluation will be after the student completes 400 hours.

THE EVALUATIONS MUST BE COMPLETED AND SIGNED BY YOUR SITE SUPERVISOR. THERE ARE NO EXCEPTIONS. HAVE THE FORMS SCANNED AND SUBMITTED VIA BLACKBOARD. NO EMAILED ASSIGNMENTS.

Final Student Reflection

The student will complete a final reflection of their experience at the internship site. The final evaluation should be between 4-6 pages in length.

1. Internship Site location information
 - a. Include Agency Supervisor name, title, company, address, and email.
2. Reflection
 - a. Write a summary of the internship experience. Provide specific examples of various areas that you have improved on and areas that still need improvement.
 - b. Did the internship meet your personal goals and expectations?
 - c. What surprised you as you are part of the new "real world"?
 - d. Describe some areas that enhanced your learning within the sport management field.
 - e. How did the internship prepare you to be successful after its completion? How did it help your career path?
 - f. How has your experience influenced your career aspirations in the field of Sport Management?
 - g. Would you recommend this site to future interns from Indiana State University?
3. Internship Goals
 - a. Discuss the five goals you set out to accomplish.
 - b. How did these goals play into your daily/weekly progress?
 - c. Did you complete the goals? If not, why not?
 - d. How will these goals make you a better employee?

Incomplete Grade Policy

Incomplete grades will only be considered in extraordinary circumstances, on a base-by-case basis.

Academic Integrity

Academic integrity is a core value of our community of learners. Every member of the academic community (students, faculty, and staff) is expected to maintain high standards of integrity in all facets of work and study. The [Student Guide to Academic Integrity](#) describes appropriate academic conduct in research, writing, assessment, and ethics.

The following behaviors are *some* **examples of academic dishonesty**:

- Cheating (e.g. use of cheat sheets, unauthorized material, resources, or people etc.)
- Obtaining a copy of a test before it is given
- Taking an exam for another student or having someone else take an exam for you
- Working together with other individuals without the consent of the instructor to complete course work, such as exams, projects, and papers
- Copying (with or without another person's knowledge) and claiming it as one's own work
- Doing assignments for someone else
- “Recycling a Paper”: Submitting the same or modified paper you wrote for a different course for this course without the consent of the instructor (multiple submissions)
- Paying someone to write a paper to submit under one's own name or writing a paper for someone else
- Paraphrasing a source without citing the source
- Copying and pasting text from a source without quotations and citation of source
- Including items on a list of references that were not used.
- Using in-text citations for sources not used in the paper.
- Forging or altering an official document.

Academic dishonesty is not tolerated at Indiana State. The penalties can be severe and include: failing the assignment, failing the course, and referral to Student Conduct and Integrity to face formal conduct charges. Students found in violation may be suspended or expelled and can have a permanent notation affixed to their official transcript indicating that an academic integrity violation occurred. Students are urged to discuss questions regarding academic integrity with instructors, advisors, or with the academic deans.

If you commit academic dishonesty in this class, you will fail the class, and the case will be reported to [Student Conduct and Integrity](#).

The [ISU Code of Student Conduct](#) defines plagiarism as follows:

Plagiarism is intentionally or carelessly presenting the work of another as one's own. It includes submitting an assignment purporting to be the student's original work which has wholly or in part been created by another. It also includes the presentation of the work, ideas, representations, or words of another without customary and proper

acknowledgement of sources. Students must consult instructors for clarification in any situation in which documentation is an issue. Students will be considered to have plagiarized whenever their work is not properly documented. (4)

Student Grievance Policy

The Department follows the [University student grievance procedures](#).

Liability Insurance

Indiana State University provides a blanket liability policy that covers students in community engagement and experiential learning. Students are encouraged to purchase personal liability insurance, just as professionals often do. There are situations that blanket policies may not cover. Personal liability is the responsibility of the individual.

Illness/Injuries Sustained During Internship

Students should adhere to the universal precautions for preventing transmission of blood borne infections as set forth by the Centers for Disease Control during all field experiences. Student should comply with any agency policies for training and/or implementation of Occupational Safety & Health Act (OHSA) requirements. Site Supervisors are expected to assist interns meet the requirement of a safe workplace, including any reasonable steps to ensure the safety and health of all stakeholders through the establishment of policies and procedures to prevent the spread of infectious and/or communicable diseases (e.g., COVID-19).

Students who become ill or sustain injury while engaged in agency business should contact the agency supervisor and faculty internship supervisor as soon as possible. Students should seek medical evaluation and treatment (as appropriate) and comply with all agency policies and procedures pertaining to incident reports, documentation, and the like. A copy of all documents should be provided to the internship supervisor.

Students who become seriously ill or sustain serious injury during non-work hours should contact the agency supervisor and faculty internship supervisor as soon as possible to discuss the nature of the illness/injury and likely impact on his/her ability to complete the internship as previously agreed upon by all parties.

Students are responsible for any medical evaluation or treatment service charges resulting from illness/injuries during the internship term. The university will not accept responsibility for workers' compensation, medical services, or hospitalization associated with the internship. The Faculty Internship Supervisor will note any changes to the placement and include support documents in the internship file.

Accessibility

Indiana State University recognizes that students with disabilities may have special needs that must be met to give them equal access to college programs and facilities. If you need course adaptations or accommodations because of a disability, please contact us as soon as possible in a confidential setting either after class or in my office. All conversations regarding your disability will be kept in strict confidence. [Indiana State University's Center for Student Success \(CFSS\)](#) office coordinates services for students with disabilities: documentation of a disability needs to be on file in that office before any accommodations can be provided. The CFSS is located on the lower level of Normal Hall in the Center for Student Success and can be contacted at 812-237-2700, or you can visit the ISU website under A-Z, Disability Student Services and submit a Contact Form. Appointments to discuss accommodations with CFSS staff are encouraged.

Once a faculty member is notified by CFSS that a student is qualified to receive academic accommodations, a faculty member is obligated to provide or allow a [reasonable classroom accommodation under ADA](#).

Non-Discrimination, Harassment, and Sexual Misconduct

Indiana State University is committed to inclusive excellence. To further this goal, the university does not tolerate discrimination in its programs or activities on the basis of: race, color, national origin, gender, age, sexual orientation, gender identity or expression, disability, veteran status, or any other protected class. Title IX of the Educational Amendments of 1972 in particular prohibits discrimination based on sex in any educational institution that receives federal funding. This includes sexual violence, sexual misconduct, sexual harassment, dating violence, domestic violence, and stalking. If you witness or experience any form of the above discrimination, you are asked to report the incident immediately to Public Safety: 812-237-5555 or to The Office of Equal Opportunity & Title IX: 812-237-8954.

With respect to sexual discrimination, instructors, faculty, and some staff are required by law and institutional policy to report what you share with them to The Office of Equal Opportunity & Title IX. You do, however, have the option of sharing your information with the following confidential resources on campus that are not required to share:

- [ISU Student Counseling Center](#): 812-237-3939; Gillum Hall, 2nd Floor
- [Women's Resource Center/Victim Advocate](#): 812-237-3829; HMSU 7th Floor

For more information about discrimination and the support resources available to you visit the [Office of Equal Opportunity & Title IX website](#). Please direct any questions or concerns to: [Associate Vice President for Inclusive Excellence and Title IX Coordinator](#); 812-237-8954; Rankin Hall 426.

Sycamores Care

Sycamores Care about you! [Sycamores Care](#) is a campus-wide program that cares for students and helps students overcome obstacles. The Office of the Dean of Students collaborates with all Indiana State University departments to create a caring culture at Indiana State. Family members,

fellow students, faculty, staff, and employers can make a referral to Sycamores Care. Anonymous referrals are accepted & students may refer themselves too. You can make a referral through the [Sycamores Care Referral Form](#), emailing the [Dean of Students](#) or by calling **812-237-3829**.

Emergency Services for Natural or Catastrophic Events

Unfortunately a catastrophic event could occur on a local, regional, or national level that disables communication to or from Indiana State University. The student should provide for their own and family safety and contact their instructor via phone, private email, or thru alternately provided numbers. Every effort on the faculty's part will be made to reasonably attempt to continue with the course and to meet the course objectives. If for any reason there is no internet or phone communication available for an extended period of time, postal service will be used to communicate between the faculty and student. Courses that have a clinical component may not be able to continue and in this instance the student will be awarded an *incomplete* until a revised completion plan can be determined. Emergency Response Plan and other documents concerning student and faculty safety can be found at the [Department of Public Safety website](#).

Additional Expenses

Students are responsible for housing, food, parking, and transportation costs for their internship experience (although some internship sites may provide stipends, housing allowances, parking passes, travel expenses, etc.). Internship sites may also require criminal background checks, drug screenings, uniforms, etc. The student is responsible for any fees associated with their internship experience.

Driving Policy

Students are responsible for their own individual transportation to and from the internship site. In addition, the student assumes all responsibility for arrangements and travel costs associated with the internship experience. If there are any driving expectations as part of the internship experience (e.g., golf carts, vans, trucks, lawn mowers, etc.), appropriate training and insurance coverage are the responsibility of the internship site.

Dress Code

Student attire and appearance should reflect the expectations of the Internship Host Organization.

Confidentiality

Students must agree to comply with any confidentiality requirements outlined by the Internship Host Organization.

Fair Practice Work Policy

A Fair Practice Work Policy protects students from assuming the role of their credentialed supervisor, preceptor, professor, or clinical instructor. Students should be supervised during their internship experience and should not be considered or serving as a workforce. Interns should be supervised at all times unless the supervisor provides autonomy toward a particular task.

**Indiana State University
Sport Management Program
Internship Learning Goals**

After completing the **Internship Application** and submitting your **Job Description** to the *Sport Management Professional Development* Blackboard Site, you will receive **Preliminary Approval** via email from the Internship Coordinator to continue with the internship process. At this juncture, you will need work with your internship site supervisor to develop a minimum of **Five (5) Internship Learning Goals**. After a preliminary review of your SMART Internship Goals by the Internship Coordinator, you must submit a .pdf file of your FINAL, typed Internship Goals, as well as **Signatures** from both you (the student) and your internship site supervisor to Blackboard.

1.

2.

3.

4.

5.

The student, the site supervisor, and the Sport Management Internship Coordinator have agreed to the goals set forth for this internship. All signatories must approve any changes to the goals.

 Student Signature

Date

 Site Supervisor

Date

 SPM Internship Coordinator

Date

Sport Management Internship Process Checklist

Requirement	Date
RCSM 195 – Successful Completion (C or better)	
Internship Meeting 1 Attendance	
RCSM 300 or 391 – Successful Completion (C or better)	
Internship Meeting 2 Attendance	
Internship Intent Form Submitted, Eligibility Established	
Internship Application Submitted & Approved	
Job Description Submitted & Approved	
ISU Career Center Host Site Agreement Validation	
Preliminary Approval Email from Internship Coordinator	
Preliminary Internship Goals Submitted & Reviewed	
Professional Meeting with Internship Coordinator	
Final Internship Goals and Signatures Submitted & Approved	
ISU Career Center Internship Placement Agreement Verification	
Course Override Provided for RCSM 491	
Good Luck Meeting Attendance	