

UNITED STATES SPORTS ACADEMY

“America’s Sport University”



STUDENT INTERNSHIP HANDBOOK

2021-2022

United States Sports Academy
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Alabama 36526 www.ussa.edu

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Section I. What is an Internship?

An Internship experience provides actual, in-the-field training within the profession. The Internship gets students away from the books and computer and into the office, onto the field or court, analyzing video, crunching statistics, managing facilities, promoting events, or any number of other activities.

Benefits of an Internship:

- Gain profession experience and transferable skills
- Develop new skills and refine others
- Explore a prospective career path
- Earn academic credit
- Network with professionals in the field

An Internship can help build a professional network. Since the Internship experience takes students outside their typical work environment, a wider range of professional contacts can be developed. This includes not only the student's chosen mentor but also the personnel the student works with at the Internship site as well.

Section II. Internship Eligibility

Bachelor of Sport Science (BSS) – SPT 498 (6 credit hours)

- All **coursework must be completed** (students may register for the Internship (6 credit hours) and their last two courses (6 credit hours) concurrently)
- Student must be in **full standing** status
- GPA must be at least **2.0**
- Student must work **300** contact hours.
- Tuition for SPT 498 is the **current bachelor’s tuition rate**.

Master of Sport Science (MSS) – SPT 598 (9 credit hours)

- All **core courses must be completed**. *Exception: Sports Fitness & Health (and dual majors) must have completed all core and all required courses before they are eligible for the Internship.*
- Student must be in **full standing** status
- GPA must be at least **3.0**
- Student must work **450** contact hours
- Tuition for SPT 598 is the **current master’s tuition rate**.

Doctor of Education (EdD) – SPT 798 (6 credit hours)

- **General sport management core completed** (This consists of six specific courses (18 credit hours))
- Student must be in **full standing** status
- GPA must be at least **3.0**
- Student must work **300** contact hours
- Tuition for SPT 798 is the **current doctoral tuition rate**.

The USSA *Student Internship Handbook* is the guide to a student’s Internship experience. Policy and procedure described in this handbook may be changed by the institution at any time.

It is the responsibility of the student to comply with the procedures in this document. Students must also be aware of their statute of limitation for degree completion.

**Students must be registered in their Internship course
(SPT 498, SPT 598, or SPT 798)
before beginning to accrue Internship hours.**

**Any hours accrued before the student has completed his/her registration
in the Internship course will NOT count
towards the required number of Internship hours.**

Section III. General Information

How to select a mentor/Internship site

The answers to these questions can help the student focus the search for a mentor and Internship site.

1. What are your specific career interests?
2. What kind of work experience do you want?
3. What are your special skills?
4. What kind of skills do you want to acquire?
5. What kind of organization or work environment appeals to you?
6. When can you start your Internship?

Once these questions have been answered, gather information.

Network with family, friends, Academy alums, and co-workers. Talk to your faculty advisor. Do an online search. Websites, such as these, may be helpful:

- www.internships.com
- www.summerinternships.com
- www.workinsports.com
- www.collegecentral.com
- <https://www.hjgt.org/operations-internship>

Academy students have completed their Internship requirements at a variety of institutions, including:

- elementary, junior, and senior high schools
- local sports clubs (soccer, basketball, football, swimming)
- community colleges/junior colleges
- NCAA Division I, II and III schools
- NAIA schools
- private fitness clubs
- professional sports organizations
- physical therapy/rehabilitation facilities
- YMCA

Students have assisted in research, coaching, sports administration, team management, strength and conditioning, and physical training/fitness, to name a few areas.

The student should read Sections IV and V in this handbook, *Mentor Qualifications* and *The Internship Site* before making a final decision on the mentor and Internship site.

Once the student has found a mentor and site, complete the Application for Internship and submit it along with the other required documents reviewed in Section IX of this handbook.

How long does it take to set up a Internship?

- Students are cautioned to give themselves enough time, at least two weeks, to get everything completed before their anticipated start date.
- Students must follow and complete all of the steps in the Step-by-Step Checklist (see Section IX) prior to registering for the Internship course. Students can only begin accruing hours toward their Internship requirement after they are enrolled in the Internship course (SPT 498 Bachelor's Internship, SPT 598 Master's Internship, or SPT 798 Doctoral Internship).

Avoid these things that can delay the setup process

- ***Learning Objectives that are not written properly, have missing elements, or are vague or unchallenging.*** There is a specific format in which the learning objectives must be written. Each objective also requires a measurement tool and an expected outcome. This handbook has a section about learning objectives; students are advised to read it before attempting to create objectives.
- ***Submitting forms that are incomplete.*** Appendix A requires signatures of both the student and the mentor. Each learning objective must be initialed by the mentor and signatures of both mentor and student are required on the last page. Forms that are missing required signatures/initials will not be accepted.
- ***Student is not eligible for the Internship or proposed mentor does not have proper credentials.*** Each degree level has specific eligibility requirements that must be met **before** a student can be approved for the Internship. See the "Internship Eligibility" section of this handbook. Also, the mentor must have specific credentials in order to be approved. See the "Mentor Qualifications" section of this handbook.
- ***Financial aid issues.*** Students who use financial aid to pay tuition should verify that aid is actually available for their Internship.

Course registration and time limit

Once the Internship has been approved, the student may register for the course. Upon notification from Student Services that registration is complete and the student has been enrolled in the course, the student may begin accruing Internship hours. Students have one year from the date of their course registration to complete all Internship requirements. ***Be aware that completion of the course registration through Student Services is contingent upon payment of tuition. Current enrollment in other courses may also affect completion of the registration process.**

Submitted reports

To track a student's progress through the Internship experience a series of reports are submitted by both the student and the mentor. These reports are outlined in more detail in Section VIII *Reporting Requirements* but, briefly, the reports that are to be submitted include the following:

1. Student monthly reports (for EACH month in which Internship hours are accrued, a monthly report must be written by the student and submitted by the 10th of the following month).
2. Mentor monthly evaluations (for EACH month in which Internship hours are accrued, a monthly evaluation must be written and submitted by the mentor on a timely basis).
3. Student's final Internship paper
4. Mentor final evaluation

Internship grading

The final grade for the Internship experience is recorded as *Pass* or *Fail*. All four graded components (1. student monthly reports and mentor evaluations; 2. final paper; 3. mentor final evaluation, and 4. the exit interview) must be submitted to complete the course and receive a final grade.

Section IV. Mentor Qualifications

Students choose their mentors, based on their field of study and interests, but the selection must be approved by the Academy:

- Mentors **must** have a graduate degree **plus** at least five years' experience working in the profession.
- The student's regular work supervisor **may not** be his/her mentor.

The student must select a qualified mentor who will help him/her progress toward his/her career goals in the sport industry. Students should correlate past coursework to the type of Internship they are seeking.

The mentor's credentials, along with other required documents (see Section IX *Step-by-Step Checklist*), must be submitted in order to obtain approval for the Internship.

Part of the Internship's purpose is to engage in new, challenging, and broadening educational experiences, thus the mentor cannot be the student's direct work supervisor.

Exceptions to the mentor education requirement

Exceptions are sometimes made in cases where proposed mentors have extensive experience but lack the required graduate degree.

If a student's proposed mentor does not meet the stated criteria an **exception request** must be submitted by the student with other Internship application documents. This request is in the form of a letter addressed to the Chief Academic Officer. It should outline the mentor's experience and how it will help the student reach his/her educational goals during the Internship.

Exceptions are considered on an individual basis. Students must contact the Internship Office if they feel an exception may be warranted

Section V. The Internship Site

The Academy recommends that the Internship site not be the same as the student's normal workplace. However, since some sites, such as colleges and universities, YMCAs, large fitness clubs, or military installations, offer a number of Internship possibilities, Internships are occasionally approved at student workplaces. However,

- Internship duties at the worksite **cannot** be the same as the student's normal work responsibilities nor can the student's regular work supervisor be the student's mentor; and
- all Internship activities **must be completely different and apart from the student's regular work** tasks. In no circumstances can Internship and work duties be intermingled. They must be completely separate from each other.

If the Academy determines that the site offers enough separation between the student's work and Internship responsibilities then the site can be approved. In no case, however, will the student's direct work supervisor be approved to be the student's mentor.

Academy students have completed their Internship requirements at a variety of institutions, including, junior and senior high schools, YMCAs, local sports clubs (soccer, basketball, football, swimming), community colleges/junior colleges, NCAA Division I, II and III schools, NAIA schools, private fitness clubs, professional sports organizations, and physical therapy/rehabilitation facilities.

Section VI. Internship Duties and Responsibilities Student, Mentor, Academy Advisor, and Internship Coordinator

To meet the goals of the Internship, students, mentors, the advisors, and the Internship Coordinator must effectively carry out their respective Internship responsibilities. The following is a summary of the duties and responsibilities of each party in the Internship process.

A. The Student

Responsibility for the success of the Internship experience rests primarily with the student.

Specific duties and responsibilities of the student include the following:

- Become familiar with this *Handbook* and required materials
- Obtain a qualified mentor and Internship site
- Devise a list of five learning objectives in consultation with the mentor
- Compile and submit the required documentation to setup the Internship
- Upon approval, complete registration for the Internship through Student Services
- Perform tasks assigned by the mentor.
- Be professional. Report to work when scheduled
- Submit monthly reports and have the mentor confirm the hours logged. Note that monthly reports must be submitted for every month in which Internship hours are accrued
- Ensure that the mentor signs and submits the monthly evaluation forms and the final evaluation survey to the Internship office
- Communicate as needed with his or her Internship advisor
- Submit a final Internship paper
- Participate in an interview with the Internship advisor after submitting the final paper

B. The Mentor

The duties of the mentor include the following:

- Assist the student in developing a list of five learning objectives, measurement tools, expected outcomes, and a list of job duties that correspond with the learning objectives
- Assist the student in attaining the learning objectives
- Submit a monthly evaluation of the student's activities/progress and verify the number of hours worked on the form provided by the Academy (**Appendix B**)
- Submit the final evaluation of the student to the Internship Office on the form provided by the Academy

C. The Academy Advisor

A student's Internship advisor is a member of the Academy's resident faculty. The role of the advisor is to aid the student with matters concerning the Internship's academic aspects throughout the course. Specific duties and responsibilities include the following.

- Review and approve the learning objectives
- Monitor the student's experience through review and evaluation of each monthly report
- Review the mentor's evaluations of the student
- Review and assess the Internship paper at the completion of the Internship
- Conduct a final exit interview reviewing the entire Internship

D. The Internship Coordinator

The Internship Coordinator is usually the first person a student talks with when getting ready to begin his/her Internship. The Coordinator walks the student through the application process, receives and processes the paperwork, assigns a faculty advisor, reviews the learning objectives with the advisor, and contacts the student when the review process is complete.

The Coordinator will track the student's progress throughout the Internship, documenting that all reports and evaluations are received in a timely manner. When the student has completed the requisite number of Internship hours, the Coordinator will follow-up to ensure the final requirements (final paper, mentor's final evaluation, and exit interview) have been received. After all documentation is complete, the Coordinator does a file audit and then submits the final Internship grade to the registrar.

Section VII. Creating Learning Objectives

Note to BSS Sports Coaching Majors:

To be in accordance with the National Standards for Sport Coaches (NSSC), BSS Sport Coaching majors have more specific requirements for the development of their learning objectives. BSS Sport Coaching majors, please refer to Section VIII, page 16 which reviews these specific requirements.

Learning objectives are the most important elements of the Internship setup. The mentor and the student create objectives to be accomplished by the Internship, e.g. what does the student want to learn and accomplish during the Internship.

The objectives guide activities in areas that provide genuine work experience in a student's chosen field. The learning objectives provide not only the "what to do" direction for daily activity but they also enable the student, mentor, and the Academy advisor to evaluate the extent to which the student has achieved the established goals.

Learning objectives must be specific, observable, measurable statements of what the student hopes to accomplish and learn during the Internship. Each objective should center on developing specific professional skills. Please note at least FIVE learning objectives are required.

To prepare the list of objectives the student should follow these guidelines:

1. Write a single introductory paragraph describing what the Internship is designed to do for the student. Include specific items such as (a) what will be done, (b) who the audience is, (c) where the Internship takes place, (d) main duties of the student, and (e) an overall, general objective.
2. Create five learning objectives. Each objective consists of three components:
 - **Learning objective statement.** Write a specific, observable, and measurable statement that deals with one activity of the Internship. It must be a complete sentence written in active tense. It must show the student actually performing a specific, physical hands-on task.

Identify what is to be done, such as "Identify what must be done to successfully run a concession stand, track sales, and prepare a final financial report." Use action verbs when writing the learning objective. See **Appendix C: Blooms Taxonomy Action Verbs** for examples.

- **Measurement tool.** Identify a tool that helps determine if the objective is actually met. Ask "What will be used to show that this task is completed?" In the example above the measurement tool would be the final financial report, but it can be any kind of evidence that the objective was achieved or a measure of the degree to which it was achieved. Checklists, flyers, websites, schedules, logs, manuals, reports, video recordings, game plans, and inventories, are some items that can be used to measure achievement.

The student and mentor hereby agree to the Internship duties and each learning objective described above.

Student's Sign at u re Date

Mentor's Sign at u re Date

Section VIII. BSS Sport Coaching Majors Creating Learning Objectives

BSS Sport Coaching majors must develop their Learning Objectives in collaboration with the Academy's Chair of Sports Coaching. The objectives must fulfill the four national standards for sport coaches' domains which include the following:

- a: Teaching & Communication
- b: Sports Skills & Tactics
- c: Organization & Administration
- d: Evaluation (which includes Program Evaluation, Athlete Evaluation, Self-Evaluation, and Staff Evaluation)

Learning objectives must be specific, observable, measurable statements of what the student hopes to accomplish and learn during the Internship. At least five learning objectives are required, four of which must cover the national standards listed above. The Academy's Chair of Sports Coaching will provide guidance and direction in creating objectives that meet these specific requirements.

To prepare the list of objectives the student should follow these guidelines:

1. Write a single introductory paragraph describing what the Internship is designed to do for the student. Include specific items such as (a) what will be done, (b) who the audience is, (c) where the Internship takes place, (d) main duties of the student, and (e) an overall, general objective. (See example on page _____)
2. Each objective consists of three components:
 - **Learning objective statement.** Write a specific, observable, and measurable statement that deals with one activity of the Internship. It must be a complete sentence written in active tense. It must show the student actually performing a specific, physical hands-on task.

Identify what is to be done, such as "Identify what must be done to successfully run a concession stand, track sales, and prepare a final financial report." Use action verbs when writing the learning objective. See **Appendix C: Blooms Taxonomy Action Verbs** for examples.
 - **Measurement tool.** Identify a tool that helps determine if the objective is actually met. Ask "What will be used to show that this task is completed?" In the example above the measurement tool would be the final financial report, but it can be any kind of evidence that the objective was achieved or a measure of the degree to which it was achieved. Checklists, flyers, websites, schedules, logs, manuals, reports, video recordings, game plans, and inventories, are some items that can be used to measure achievement.
 - **Expected outcome.** State what the student will learn by achieving this objective.

3. After the objectives, measurement tools, and outcomes have been developed, the student and his/her mentor must sign the document. This will be submitted to the Internship Office along with the other application documents.
4. The Academy' Chair of Sports Coaching and the assigned Internship Advisor will review the objectives. If revisions are needed, the Internship coordinator will contact the student with the necessary information. Final approval of the objectives by the Academy Internship Advisor and Coaching Chair is required before the Internship can be initiated.

Section VIII. Reporting Requirements

Once the Internship is underway the Academy Internship Office tracks student progress through a series of reports. **Reports must be submitted on a monthly basis until the required Internship hours have been completed.**

Student Monthly Reports

A monthly report is required for each month in which Internship hours are worked. Reports are due by the 10th of the month, for hours worked the **previous** month (for example, for hours worked July 1 through July 31, the report must be submitted before August 10; for hours worked August 1 through August 31, the report must be submitted before Sept 10, etc.). Each report should outline activities and tasks as related to the achievement of the learning objectives. (A sample report is included as **Appendix E** in this Handbook.)

- The **format of the student monthly report is the same as any Academy written assignment** including an Academy title page and references (if necessary). Proper use of APA writing style and formatting is expected.
- Reports are written in a narrative style. Reports are easy to write if students use the individual learning objectives to identify sections in the report. **Students should address what they did towards achieving each of the learning objectives during the previous month.** Student monthly reports are typically three to five pages in length.
- **Each report must include the total number of hours accrued during the month as well as the total number of hours accrued for the Internship overall.** Do not include day-by-day summaries of hours. These hours should be mentioned at the very beginning of the report:

Hours worked for the month of _____
Total number of hours worked _____

- A **photo of the student and mentor working together** should be included with the first monthly report.
- **Student reports are submitted directly into the student's Internship course shell** in the Academy's learning management system, Canvas.
- **Reports cover a calendar month, e.g. the April 1-30 report** (not the March 21 to April 20 report). The title of these reports appears on the cover page and should be written as: Monthly Internship Report for April 2015.
- **Reports are due for every month in which hours are worked.** The student must contact the Internship Office if hours are not accrued during any month.

Mentor Monthly Evaluations

The student is responsible for ensuring that the mentor completes an evaluation of the student each month. A monthly evaluation form (**Appendix B**) is provided in this handbook. The monthly evaluations provide an excellent opportunity for feedback between the mentor and the student as well as providing the Internship advisor with an accurate assessment of the student's progress.

Mentor evaluations can be submitted into the course shell with the student's monthly report or they can be sent directly to the Internship Office.

Evaluations should conform to a calendar month *e.g.*, the *April 1-30* evaluation, not the *March 21 to April 20* evaluation, and include the total number of hours accrued for that month.

Mentor's Final Evaluation

The mentor will complete a final evaluation of the student. This evaluation form will be sent from the Internship Office to the mentor when the student has completed the required number of hours and all mentor monthly evaluations have been submitted.

Student Final Paper

The student must submit a final paper as soon as possible after completing required Internship hours. The purpose of the paper is to provide a comprehensive summary of the Internship experience. It is an opportunity to show how the experience contributed to the student's career goals and how the overall learning objectives were accomplished. The report should be a scholarly paper written in the format for Academy class papers (*e.g.*, double spaced, 12 point Times New Roman font.) The final paper should be between 12-20 pages in length and include the following sections:

1. Academy cover page (See **Appendix F** for correct title page format and final paper template)
2. Introduction
3. Mentor's information
4. Site information and reasons for selecting the site
5. Dates the Internship was conducted
6. Total number of Internship hours
7. Learning objectives and how they were met
8. Conclusion: how the Internship will contribute to career goals
9. References (if necessary)
10. Appendices (optional)

Exit Interview

After the student's final paper has been submitted the Internship Office will email an interview request form to the student. Students should fill in this form (listing several convenient times for a videoconference or telephone interview), save it, and email it to their Internship advisors. (**Appendix D**).

The student's Internship Advisor will select the date and time most convenient and contact the student to verify the schedule. On the agreed upon day and time, the student will contact his/her advisor through Skype.

The interview will focus on the Internship experience itself, how the learning objectives were accomplished, and will include a review of the student's final paper.

Section IX. Step-by-Step Checklist

1. Internship application - Student

- _____ 1. Read this Student Internship Handbook thoroughly. Select mentor and Internship site.
- _____ 2. Submit required forms to the Internship office:
 - _____ 2a. Application for Internship form (**Appendix A**)
 - _____ 2b. Mentor's CV (resume) (including educational background/degrees awarded)
 - _____ 2c. Minimum of **five** learning objectives (**initialed and signed by both mentor & student**)
 - _____ 2c.1 For BSS Sports Coaching Majors, learning objectives are developed with the Chair of Sports Coaching, then signed by student, mentor, and chair.
 - _____ 2c.2 For other majors, learning objectives are developed with the Chair of Sports Coaching, then signed by student, mentor, and chair.
 - _____ 2d. Exception letter (mentor) or overload request, if needed

2. Internship application - Academy

- _____ 3. Mentor and Internship site are approved
- _____ 4. Internship advisor is assigned
- _____ 5. Advisor reviews/approves learning objectives
- _____ 6. Student and mentor revise objectives (if necessary)
- _____ 7. Objectives are approved; student is notified that he/she may now register for the Internship
- _____ 8. Once registration is complete, student may begin logging hours

3. Throughout the Internship - Student

- _____ 9. Student submits monthly reports until required hours are complete (a photo of the student and mentor together is due with first monthly report)
- _____ 10. Mentor submits monthly evaluations until hours are complete (**Appendix B**)
- _____ 11. When hours are complete a final evaluation form is sent to mentor

4. Completing the Internship:

- _____ 12. Student submits final Internship paper
- _____ 13. Student submits Exit Interview Request
- _____ 14. Mentor submits the final student evaluation
- _____ 15. Academy advisor conducts exit interview with student
- _____ 16. Internship Coordinator evaluates monthly reports, final paper, mentor's final evaluation, and student's interview and submits a final Internship grade to the registrar.

**The student must be enrolled in the Internship
before hours can be accrued.**

REQUEST FOR INTERNSHIP

APPENDIX A

(PLEASE PRINT)

I. STUDENT INFORMATION

Degree (circle): BSS MSS EdD Major: _____

PRINT

Name _____
Last First Middle

Address: _____ City: _____ State: ____ Zip: _____

USSA Email: _____@students.ussa.edu Best phone: (____) _____

Secondary email address: _____

Student’s regular place of employment: _____ Job title: _____

Employment supervisor: _____ Title: _____

II. MENTOR INFORMATION

Internship Organization: _____

Address: _____ City: _____ State: ____ Zip: _____

Mentor’s name: _____ Title: _____

Mentor’s email address: _____ Phone: (____) _____

Educational Background: Highest educational degree: _____ Earned at: _____

Major _____ Year attained: _____

(IF MENTOR DOES NOT HAVE A GRADUATE DEGREE, A REQUEST FOR EXCEPTION MUST ALSO BE SUBMITTED)

****The mentor is to answer the following questions:**

- 1. Will the student receive a stipend for the Internship? _____Yes _____No
- 2. Is the Internship site the place of the student’s regular employment? _____Yes _____No

If the answer to #2 is YES, then please answer questions 3 and 4 below:

- 3. If the Internship site is the same place where the student is normally employed, are the Internship duties completely different from regular employment duties? _____Yes _____No
- 4. I am the student’s regular employment work supervisor. _____Yes _____No

****The student is to answer the following question:**

- 1. I have read the Internship Handbook and understand the requirements of the Internship, including (but not limited to) the requirement to submit monthly reports and mentor’s evaluations. _____Yes
____No

Student signature date

Mentor signature date

Send all documents to the Internship Office:

- **Appendix A**
- **Mentor’s Resume**
- **Learning Objectives**

FAX: 251-625-1035 (attention Internship)
SCAN & EMAIL: Internship@ussa.edu
MAIL: United States Sports Academy
One Academy Drive
Daphne, AL 36526
Attn: Internship Office

MENTOR'S MONTHLY EVALUATION

APPENDIX B

A copy of this evaluation form is to be provided monthly to the mentor by the student. The mentor is to complete this form, sign it, and return it to the Internship Office. The completed evaluation should be shared with the student.

Student's name: _____ for the month of _____

Number of hours student worked this month: _____

The student has made progress toward achieving his/her learning objectives: (please circle one)

Strongly agree Agree Disagree Strongly disagree

Comments regarding the student's progress (please use a second sheet if necessary) Suggested topics to be covered in the evaluation include:

- a. Initiative and creativity
- b. Dependability and responsibility
- c. Time management skills
- d. Ability to work with your organization
- e. Ability to communicate, oral and written

Signature of Mentor

Name of Mentor (Please Print)

Send all documents to the Internship Office as follows:

Return to student for uploading into course shell OR:

FAX: 251-625-1035 (ATTN: Internship Office)

SCAN & EMAIL: Internship@ussa.edu

MAIL: United States Sports Academy
One Academy Drive, Daphne, AL 36526
Attn: Internship Office

APPENDIX C

Bloom's Taxonomy Action Verbs

| Definitions | Knowledge | Comprehension | Application | Analysis | Synthesis | Evaluation |
|-----------------------------|--|---|--|--|--|--|
| <i>Bloom's Definitions:</i> | <i>Remember previously learned information</i> | <i>Demonstrate an understanding of the facts</i> | <i>Apply knowledge to actual situations</i> | <i>Break down objects or ideas into simpler parts and find evidence to support generalizations</i> | <i>Compile component ideas into a new whole or propose alternative solutions</i> | <i>Make and defend judgments based on internal evidence or external criteria</i> |
| Verbs | Arrange Define Describe Duplicate Identify Label List Match Memorize Name Order Outline Recognize Relate Recall Repeat Reproduce Select State | Classify Convert Defend Describe Discuss Distinguish Estimate Explain Express Extend Generalize Identify Indicate Infer Locate Paraphrase Predict Recognize Rewrite Review Select Summarize Translate | Apply Change Choose Compute Demonstrate Discover Dramatize Employ Illustrate Interpret Manipulate Modify Operate Practice Predict Prepare Produce Relate Schedule Show Sketch Solve Use Write | Analyze Appraise Breakdown Calculate Categorize Compare Contrast Criticize Diagram Differentiate Discriminate Distinguish Examine Experiment Identify Illustrate Infer Model Outline Point out Question Relate Select Separate Subdivide Test | Categorize Collect Combine Comply Compose Construct Create Design Develop Devise Explain Formulate Generate Plan Prepare Rearrange Reconstruct Relate Reorganize Revise Rewrite Set up Summarize Synthesize Tell | Appraise Argue Assess Attach Choose Compare Conclude Contrast Defend Describe Discriminate Estimate Evaluate Explain Judge Justify Interpret Relate Predict Rate Select Summarize Support Value |



APPENDIX D

REQUEST FOR EXIT INTERVIEW

To Internship students:

This form should be completed, saved, and then emailed to your Internship Advisor when you submit your final Internship paper.

Student Name: _____ Student Skype
address: _____

Advisor Name: _____

In the blanks below suggest **three dates and times** for your Internship exit interview. This interview is conducted by videoconference (Zoom, for example) after your advisor has received and reviewed your final paper. The interview will cover your entire Internship experience: your learning objectives and how they were accomplished, what you liked most, and what you liked least. The interview usually lasts 20-30 minutes.

Date final paper was submitted: _____

Preferred dates and times for interview (USSA is located in the Central time zone.)

Choice #1: Date: _____ Time: _____ Time Zone: _____

Choice #2: Date: _____ Time: _____ Time Zone: _____

Choice #3: Date: _____ Time: _____ Time Zone: _____

Your Internship advisor will contact you regarding the most convenient time and to give you his/her SKYPE address.

To Internship Advisors:

This document is part of the student's Internship file. Please return a signed copy of this form to the Internship Coordinator.

Interview Date: _____ Time: _____

Advisor Signature: _____

EXAMPLE – Student Monthly Report

APPENDIX E

UNITED STATES SPORTS ACADEMY

INTERNSHIP PAPER FOR JANUARY 2017

A Class Paper Submitted for SPT XXX
Master's Internship Professor: Dr. XXX

by: Student ABC
Daphne, Alabama
January, 2020

SAMPLE MONTHLY REPORT

Total Hours December 2016: 61

Total Hours Accrued: 314

The season of basketball initiated itself in the new semester. I attended captain's meetings and discussed the building of local rules. I spent the majority of my time working in the area of Men's A League with its officials, scorekeepers, and captains. It was a very competitive league and was so far my most challenging month in part because I felt a higher concentration of responsibility. The student population visibly sees me operate with the Director of Intramurals and has begun approaching me on issues before the director.

Objective #1: The student will learn how to recruit, train, schedule, and evaluate student referees and scorekeepers.

Each night I worked with the score keepers and referees to initiate games including how to utilize IM leagues to validate students and scorebook for each game. Each game in A League began with three referees including myself. There were only two referees not playing on an A league team at the time. I spent several hours each week working with a referee to expand his potential for working games, only in other leagues and only with student officials in their first year. Each night I also evaluated scorekeepers on their ability to facilitate the game and generate efficiency with the games. It was important at the beginning of the season to teach efficiency.

Objective #2: Learn and assist with scheduling of intramural leagues. Assist with paper work and registration for scheduling of teams.

I scheduled and operated Saturday night events in the area of basketball and recently volleyball. During this time I managed courts for play as well as officials. The challenge I encountered was the majority of my referees also played on a team. So, getting them to games that were not their own league and working around time schedules of playing versus refereeing was

difficult.

Objective #3: Ensure the results of competitions are communicated to the Intramural Director.

During this time, it was not my responsibility to do this, but to work with scorekeepers on applying results of games to the IM Leagues App. The confines of communicating this was easy and given to the people in charge of each area of play. Each time had to have a score for sportsmanship that averaged 4 to get into the playoffs. As a referee often in the A League I was very critical of teams for this area of conduct.

Objective #4: Assist with field maintenance, storing of equipment, and setup and take down of equipment daily.

Equipment is relatively easy during season. The goals stay up and the basketballs are in a closet next to the courts. I learned how to handle the goals, up and down. Each night I assisted with putting the team bench and scorekeeper tables away.

Objective #5: Assist with sporting events and other special events as a referee, scorekeeper, or field manager as needed

I primarily refereed the Men's A League I would say that it was slightly more competitive than high school games I have covered. Men's A did not play every night nor all the time, so I was available to do other things on some nights. It was stressful at times given the lack of adequate experience from other referees and their connection to teams in the leagues. I feel that at times a few referees were questionable in their ability. I became somewhat of a perceived uptight referee, however, I also became the go to for questions and other court challenges. The conditions pose several issues, as I provided several referees with technical fouls on court, either for excessive arguing or language.

I think the best thing going into the season I had was my experience from state refereeing

so my professionalism was viewed as a contribution. I was by no means perfect, but I adapted myself to call the fouls, vocalize the number, and motion the signal, then repeat it to the table. This doubling of calling it gave some more efficiency. On a number of occasions referees from other leagues were instructed to observe me for the duration of the game for expectations of other games. I believe that given my past experience I was able to better offer the intramural director with something more professional than they were used to.

I also was given a Saturday Night Volleyball Tournament without the director present. We had several meetings and prepared the days ahead. The chair of the Physical Education and Intramural Department was in the office and the building in the event I needed an administrator, and university security and medical personnel were instructed to assist me for the event. I was the acting Intramural Director for the event that lasted 9 hours. I enjoyed it; the difficult part was simply all the pretournament preparation. This event was the closest to the actual responsibilities of an Intramural Director I have had so far.

EXAMPLE – Student Final Paper Template

APPENDIX F

UNITED STATES SPORTS ACADEMY

FINAL INTERNSHIP PAPER

A Class Paper Submitted for
SPT 498 or 598 or 798
Professor: (Advisor's Name)

by: Your Name

Daphne, Alabama

January 2020

Introduction

(In this section, the student should introduce himself or herself. The student should provide some background on his/her course of study and what the student hoped to accomplish through the Internship.)

Mentor's Information

Name of Mentor:

Mentor's Title:

Mentor Qualifications and why the Mentor was chosen:

Site Information and Reasons for Selecting the Site

Internship site: (Name and location)

Reasons for choosing site:

Dates the Internship was Conducted

Total Number of Internship Hours

Learning Objectives and How They Were Met

Objective #1:

Expected Outcome:

How objective was met:

Objective #2:

Expected Outcome:

How objective was met:

Objective #3:

Expected Outcome:

How objective was met:

Objective #4:

Expected Outcome:

How objective was met:

Objective #5:

Expected Outcome:

How objective was met:

Conclusion

What did the student learn through the Internship? How will that help the student in his/her future career? Explain how this was a good experience, or if not, explain why not.

References (if necessary)

Appendices (optional)