GUARDLINES AND PROCEDURES FOR
AOS SPORT ADMINISTRATION GRADUATE INTERNSHIP

INTERNSHIP CHECKLIST

_____ Attend the pre-internship meeting the first day of the Spring semester
_____ Work with the internship coordinator to secure a cooperating agency for your internship experience
_____ Complete the "Request for Student Internship" and include all proper materials the second term of enrollment

IMPORTANT DATES

JANUARY: The first day of the spring semester all students enrolled in a spring internship course meet with the internship coordinator for an explanation of internship requirements.

FEBRUARY: The first Monday in February all applications for summer semester internships are due. See the internship application here https://goo.gl/forms/QiT0x4dG8F01e8WQ2

MAY: The first day of the first summer semester all students enrolled in a summer internship course meet with the internship coordinator for an explanation of internship requirements

PURPOSE

The purpose of the internship is to provide the student with experience related to the student's major. The internship is designed to allow each student the opportunity to learn how to synthesize theory into practice.

INTERNSHIP OBJECTIVES

1. Student – provide an opportunity to:
   A. Observe, practice and apply theories and techniques learned in the classroom.
   B. Become acquainted with a variety of exercise science and sport settings, programs and professionals.
   C. Recognize leadership strengths and limitations and to help alleviate weaknesses through concentrated work experiences.
   D. Develop new interests in the exercise science and sports professions.
   E. Develop insights and perspectives of self and others.

2. University – to:
   A. Improve the educational process and enlarge the scope of the curriculum.
   B. Provide a laboratory for application of theoretical knowledge.
   C. Provide a continuing opportunity for evaluation of the student's needs, abilities and progress leading to adjustments in the curriculum.
   D. Provide an opportunity for faculty contact with professionals in exercise science and sports.
   E. Provide a continuing opportunity for evaluation of the total curriculum as well as the field work experiences.
   F. Extend and improve the University's relationships with the community, Arkansas and other states.

3. Agency – to:
   A. Provide an opportunity to assist in the preparation of future exercise science and sports related professionals.
   B. Provide an opportunity to recruit trained workers and to evaluate prospective staff candidates for later employment.
   C. Enlarge the available staff which will allow for variations and expansion of ongoing agency activities.
   D. Provide an opportunity for the exchange of ideas between professionals and students.
CRITERIA FOR SPONSORING AGENCY SELECTION

Since the internship is one of the most important steps in professional preparation of students, agencies must meet the following requirements to be an approved internship location:

1. The agency must have a desire to participate in an educational program for the purpose of improving the preparation of personnel for the profession.
2. There must be evidence of a sound professional philosophy in the agency's operation of programs and services.
3. The agency must have sound administrative procedures including adequate financial support, personnel policies and a staff development program.
4. The agency must have adequate facilities and equipment to conduct a broad and varied program.
5. The agency must have capable staff qualified through both education and experience to supervise student interns.
6. The agency is not required to pay a monetary stipend to the student, nor is it a prime consideration in the internship program. However, it is acceptable if the agency provides financial compensation to help defray the cost of tuition and living expenses or if the agency is able to provide room and board.

PROCEDURES FOR SELECTION OF AGENCY

1. Agencies may offer opportunities for an internship experience or the Arkansas State University (A-STATE) Department of Health, Physical Education, and Sport Sciences (HPESS) may invite agencies to serve as an internship site.
2. The students may solicit an agency for a potential internship. The following information is needed to assist the faculty and students in selecting an internship program to fit the student's professional goals and objectives:
   a. Descriptive information which will identify the type and scope of programs and services offered by the agency. (Examples of program brochures and facility offerings)
   b. Biographical material or qualifications of staff who may serve as the intern supervisor.
   c. Description of responsibilities and assignments with which the student may become involved.
3. Information on agencies will be available from the A-State internship coordinator for students to select internship opportunities located throughout Arkansas and other parts of the country.
4. HPESS faculty members will review the site location selected by the student and will give final approval for internship placement. Students should receive site approval during the semester before enrollment in the internship course.
5. If the student is already working at the internship site, 50% of the internship must be spent at another site or at the same site with a totally different set of responsibilities.

STUDENT PROCEDURES FOR INTERNSHIP PLACEMENT

1. During the first part of the semester prior to the internship semester (after the pre-internship seminar) the student is required to submit to the internship coordinator:
   a. Quality resume
   b. Current CAPP degree audit – copy and paste it into Word – use the link that follows: http://www.astate.edu/a/registrar/faculty-staff/capp/index.dot
   c. Proof of professional liability insurance. You must have insurance during the internship experience. This is not the same as health or auto insurance. You need to include a copy of the policy and include the policy number and expiration date with this application. It doesn’t matter where you get the insurance as long as you have it. A couple of examples of companies providing this type of insurance can be found at www.hpso.com and www.proliability.com. Using HPSO sports administration students can select kinesiologist.
2. Students and/or the internship coordinator will contact the selected site and arrange for an interview with the cooperating agency supervisor if necessary.
   a. Discuss with the potential agency the student's personal goals and objectives for the internship experience.
b. Discuss the specific responsibilities of the internship position and secure a written copy of the job
description if available.

3. After the cooperating agency and A-State reach a mutual agreement and the student completes the Request for
Student Internship and returns it to the internship coordinator, the placement of the student will be reviewed by the
internship coordinator and the internship will be approved or denied.

GUIDELINES FOR INTERNSHIP

Below are general guidelines which may be helpful in preparing for a meaningful and successful internship experience:

1. Before an AOS student can engage in an internship experience at least 4 required courses should be completed. The
Graduate Internship should be considered a culminating experience. It is strongly recommended that the student
enroll in no more than twelve credit hours during the internship semester. Those twelve hours include the six credit
hours earned for the internship. Exceptions have been made to this policy and must be approved by the internship
coordinator and the department chair.

2. A 3.0 Graduate GPA is required before the internship will be approved.

3. Have at least a “C” or better in all degree courses.

4. Consult with the academic advisor or internship coordinator to determine acceptable agencies or institutions for an
internship experience. Discuss an agency with which you would like to work with as early as possible with the
internship coordinator.

5. An internship will normally have at least one on-site visit. If the internship is within approximately 70 miles of
Jonesboro, the university will cover the supervisor's travel expenses. If the site is beyond 70 miles the faculty
supervisor will rely on Zoom, Skype, FaceTime or some other similar medium to “visit” the intern.

6. The internship involves a minimum of 300 on-site hours. All 300 hours must be completed during the term enrolled
in the internship.

7. For any student who initiates the internship process and then terminates the process, one letter grade will be
deducted from the student's final grade when they complete the internship. If after applying for an internship the
student is terminated from the internship by the internship coordinator, one letter grade will be deducted from the
student's final grade when they complete the internship. EXCEPTIONS TO THIS POLICY ARE RARE AND
WILL BE REVIEWED ON A CASE-BY-CASE BASIS BY THE INTERNSHIP COORDINATOR. PLEASE
NOTE: The deadline for applying for an internship taking place in the fall is the first Monday in February.

8. Inasmuch as most agencies have a Risk Management Division, WITHOUT EXCEPTION, students upon registration
for the internship, will be charged a fee to provide for liability insurance. The student is encouraged to have active
hospital insurance for any personal injuries or illness that may occur.

CONTACT INFORMATION:

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