

# Internship in Sport Management

SPM4941C (Residential & Online)

12 Credits | Summer 2025

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## Course Information

### INSTRUCTOR

**Dr. Jessica Francis**

Office: FLG 306

Office Phone: 352-294-1660

Email: [jessica.francis@ufl.edu](mailto:jessica.francis@ufl.edu)

Preferred Method of Contact: Direct email, **NOT CANVAS MESSAGE**

*Expect a response within 48 hours, not including the weekend*

### OFFICE HOURS

By appointment only

Email me directly to schedule: [Jessica.francis@ufl.edu](mailto:Jessica.francis@ufl.edu)

### MEETING TIME/LOCATION

To be arranged with your SPM faculty/site supervisor.

## COURSE DESCRIPTION

SPM 4941C is an internship course to provide students with an experience in a public or private enterprise in sport management.

## REQUIRED AND RECOMMENDED MATERIALS

This course does not have a required textbook. All forms and documents are provided in the Canvas modules. All PDFs provided are fillable online.

## COURSE PREREQUISITES

SPM major, completion of 60 credit hours

## COURSE LEARNING OBJECTIVES:

After successfully completing this course, students should be able to:

1. Describe possible career paths of interest while learning about the industry in which the organization resides, its organizational structure, and roles and responsibility within that structure.
2. Create professional connections and identify a strategy for maintaining those connections.
3. Complete at least 480 documented clock hours (12 weeks of full-time work) in a professional organization.

4. Analyze what was learned from the internship and how it applies to professional career goals.
5. Identify strengths and weaknesses that need to be developed to ensure career readiness.

## COURSE OVERVIEW

The internship is designed to provide students the opportunity to work directly with leaders and mentors who can facilitate experiences which will enhance their skill set and better prepare the student for an entry level position and/or full-time employment. While working under the direction of a site supervisor (and completing site responsibilities) of an approved agency, the student will also be expected to complete numerous assignments.

Students will maintain a full-time workload in an approved setting appropriate to their specialization. For example, athletic programs, sport commissions, sports agencies, and recreation centers such as YMCA's, commercial gyms, and youth centers. As a component of the internship, the student is expected to receive ongoing mentoring from one or more experienced industry professionals employed within a pre-screened business or organization. The internship experience, created by the student and the internship site leadership (and approved by SPM), should expose the student to managerial decision making, needs assessment, planning, implementation of programs and evaluation techniques utilized within the agency and/or the industry.

In addition, the internship experience is also designed to solicit the student's professional stance and understanding on numerous topics they will encounter as a professional including but not limited to workplace behavior/harassment, cross-training, resource management, and mentorship. It is expected that the student will utilize the internship experience to enhance their skillset and resume, as well as establish professional leads and connections in the field.

Students who excel during the internship experience will likely generate advancement opportunities which may evolve into a future job opportunity. Upon conclusion of the internship, the student should become familiar with resources necessary to research, evaluate and secure a professional position in the field of sport. **Students who receive poor evaluations or do not submit required assignments are at risk of failing the course.**

## INTERNSHIP HOUR & COURSE REQUIREMENTS

Students must complete a minimum of 480 clock hours during the semester. Due to US Labor laws, the SPM intern is not permitted to work more than 80 hours in a 2-week period. However, we do recognize that peak times to host scheduled events may occur and it is the student intern's responsibility to adjust the work schedule, so they remain legally compliant.

**The SPM Internship Coordinator and the site supervisor will need to validate your 12-week plan before the internship begins.**

When the agency representative is interviewing the student, schedules should be compared for compatibility and a tentative schedule of responsibilities should be discussed. Remember that Holidays for the university may not coincide with the agency's days off.

The internship schedule is created by the site supervisor according to the number of credits (40 per week for 12 weeks). Students are expected to adhere to the pre-determined work schedule for the duration of the internship experience. In the event a student chooses to work beyond the required hours, their

commitment to the agency is no longer a component of the internship experience and the student is serving in a volunteer capacity. As noted, it is expected that students work within the predetermined work schedule.

It is expected that all students arrive to their worksite on time and prepared for the internship. Please silence personal cellular phones unless connectivity is requested by the site leadership.

For name recognition and communication with the faculty advisor, students are asked to submit a headshot photo on Canvas and communicate with their UF SPM supervisor on a regular basis (bi-weekly or as requested by the faculty supervisor).

## **COURSE FORMAT**

Each student will intern under the supervision of an agency supervisor and the UF Sport Management Internship Supervisor. Students will have selected a company/organization at which they will do their semester of internship for a total of 480 documented clock hours (12 weeks of 40 hours). During your internship your focus is on your practical experience and so you are not permitted to be enrolled for any other classes.

Students will have developed a packet in SPM 4940 Advanced Career Preparation in Sport containing the following to be approved for their internship:

- A 2-page signed agreement with the company they select.
- A 12-week work plan of the tasks and departments the student will work in during their internship.
- A signed clearance form from the department's Internship Advisor stating they have successfully completed all UF requirements except for their internship.
- Ten goals the student expects to complete during their internship. Five of these goals must be measurable.

**Compensation:** Students may receive compensation for the internship experience (hourly or stipend).

## **ASSIGNMENTS**

- Assignments must be typed and double-spaced, using 12-point font, Times New Roman, and 1-inch margins. If applicable, upload assignments to CANVAS using Word and following **APA guidelines** ([https://owl.purdue.edu/owl/research\\_and\\_citation/apa\\_style/apa\\_formatting\\_and\\_style\\_guide/general\\_format.html](https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html)). Points are deducted if appropriate grammar, spelling, punctuation, and sentence structure are not used. Proofread all assignments. Include citations if you are citing someone else's work.
- Technology problems are not acceptable excuses for late assignments or missed exams.
- Refer to the Course Schedule and/or Canvas for assignment due dates.

## **GRADING SCALE: S/U**

Students must satisfactorily complete all assignments to meet the requirements for the Internship to earn a S (satisfactory) grade. Not completing an assignment will produce a U (unsatisfactory) grade. More information regarding current UF grading policies can be found here:

<https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/>.

## Course Grading

Please use the Canvas course management system to submit the following assignments during the term. Please note, each assignment has 10 points associated with it. Although this is a pass/fail course, having assigned point values will allow you to know if you've missed turning something in. Please note that the point values are intended to inform you, not to assign you a grade since this is a pass/fail course. You must submit EVERY listed assignment, on time, in order to pass the course.

1. Tri-weekly Report (2)
2. Goal Assessments (3)
3. Responses to 2 Internship Questions (2) (select from 19 pre-determined questions)
4. Mid-term Report (1)
5. Intern Experience Evaluation (1)
6. Alumni Questionnaire (1)
7. Student Profile & Photo (1)
8. Final Report (1)
9. Intern Exit Questionnaire (1)

*All assignments must be completed at a satisfactory level to receive credit for the internship experience.*

### **1. Tri-Weekly Reports (2 reports)**

Upon completion of the initial 120-hour segment and again after 280 hours, students are required to have the supervisor complete and sign the tri-weekly report and submit the report to Canvas according to the due dates listed on the course schedule. Using the format below:

### **2. Goal Assessments (3 different goals)**

Upon completion of the pre-determined measurable goals (approximately after 120 hours, after 240 hours and again after 360 hours), students are required to submit the goal and the assessment of three goals to Canvas according to the due dates listed in the course schedule. Please provide tangible evidence supporting how you met the goal using detailed information or specific numbers/

### **3. Responses to 2 Internship Questions (2)**

Select two questions to answer from the list of 19 predetermined questions. One of the two responses must come from questions 15-19. Each response should be around 500 words and pertain to your current internship.

### **4. Midterm Report (1)**

Upon completion of the initial 240-hour segment, students are required to have the midterm report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

### **5. Intern Experience Evaluation (1)**

The Intern Experience Evaluation summary is due at the conclusion of the internship experience (on Canvas according to the due dates listed on this syllabus) and is the student's self-reflection of the internship (used to retain or terminate the site in future semesters; for other UF students).

### **6. Alumni Questionnaire (1)**

Upon completion of the internship, students are required to share their contact information on Canvas. Please know that information will not be shared with any business and only used by SPM internally.

### **7. Student Profile (1)**

Upon completion of the internship, students are required to complete the Student Profile and discuss how the SPM coursework prepared the student for the internship, describe post-internship plans after graduation, and to submit a photo of you at the site (to be used for future advertising); all submitted on Canvas according to the due dates listed on this syllabus.

### **8. Final Report (1)**

Upon completion of the final 480-hour segment, students are required to have the final report signed by their supervisor and submitted on Canvas according to the due dates listed on this syllabus.

### **9. Intern Exit Questionnaire Surveys**

Upon completion of the internship, students are required to complete two different SPM surveys; data is used to enhance the overall program. Once completed, take a screen shot of the completed survey acknowledgement and submit the screenshot on Canvas according to the due dates listed on this syllabus.

## **Course & University Policies**

### **ATTENDANCE POLICY**

Requirements for class attendance and make-up exams, assignments, and other work in this course are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Students are expected to attend class, arrive on time, and remain for the entire class session. Students will be graded on both attendance and participation, and points will be deducted for lateness, unexcused absences, and failure to participate in in-class activities and discussions. Students are strongly encouraged to alert the instructor in advance if they will be absent or late.

### **PERSONAL CONDUCT POLICY**

Professional behaviors are expected from all students. This includes respect and consideration for the ideas and beliefs expressed by all students. It is important for students to practice civil discourse as uncomfortable or challenging topics unfold in the classroom or online. Please use respectful language in person and through email correspondence.

- ***Adherence to the UF Student Honor Code***
  - UF students are bound by The Honor Pledge, which states, “We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.” The Honor Code (<http://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions.
  - The Dean of Students Office will receive alleged violations of the Honor Code regardless of the severity.



## MAKE-UP POLICY

- Make-up assignments in this course are consistent with university policies that can be found in the online catalog at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.”

## ACCOMMODATING STUDENTS WITH DISABILITIES

- Accommodating students with disabilities is very important to me. If you are aware of your disability or might be concerned you have a disability, please register with the Disability Resource Center by visiting their Get Started page at <https://disability.ufl.edu/students/get-started/>, call them at 352-392-8565, online <https://accessibility.ufl.edu/>, or visit the Dean of Students Office. Once registered, please visit me, or send me an email during the first two weeks of class to provide me with a copy of your accommodation letter to ensure I fully understand your needs. It is my goal to provide you with the tools necessary to ensure you are successful in the classroom.

## ZOOM

- Zoom is an easy-to-use video conferencing service available to all UF students, faculty, and staff that allows for meetings of up to 100 participants. You can find resources and help using Zoom at <https://ufl.zoom.us>.

## COURSE EVALUATIONS

- Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

## CIVILITY, ACCESSIBILITY, and COMMUNITY RESOURCES

- For suggestions or concerns, please reach out to any of the following:
  - Dr. Cynthia Willming, SPM Undergraduate Coordinator, [willming@hnp.ufl.edu](mailto:willming@hnp.ufl.edu)

## Getting Help

### STUDENT SUPPORT

- **U Matter, We Care:** If you or a friend is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu) or 352 392-1575.
- **Counseling and Wellness Center:** <https://counseling.ufl.edu/>, 352-392-1575.
- **Crisis Lifeline:** 988
- **Sexual Assault Recovery Services (SARS):** Student Health Care Center, 392-1161.
- **University Police Department:** 392-1111 (or 911 for emergencies) <http://www.police.ufl.edu/> .
- **Student Health Care Center:** Call 352-392-1161 for 24/7 information to help you find the care you need or visit [shcc.ufl.edu](http://shcc.ufl.edu).
- **UF Health Shands Emergency Room/Trauma Center:** For immediate medical care in Gainesville, call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [ufhealth.org/emergency-room-trauma-center](http://ufhealth.org/emergency-room-trauma-center).

## ACADEMIC SUPPORT

- **E-learning Technical Support:** UF HELP Desk - 352-392-4357 (select option 2) or e-mail to Learning-support@ufl.edu. <https://lss.at.ufl.edu/help.shtml>
- **Career Connections Center, Reitz Union:** 392-1601. Career assistance and counseling. <https://career.ufl.edu/>
- **Library Support:** <http://cms.uflib.ufl.edu/ask>. Various ways to receive assistance with respect to using the libraries or finding resources.
- **Teaching Center, Broward Hall:** 392-2010 or 392-6420. General study skills and tutoring. <http://teachingcenter.ufl.edu/>
- **Writing Studio, 302 Tigert Hall:** 846-1138. Help brainstorming, formatting, and writing papers. <http://writing.ufl.edu/writing-studio/>
- **Student Complaints On-Campus:** <https://sccr.dso.ufl.edu/policies/student-honor-code-student-conduct-code/>
- **On-Line Students Complaints:** <http://distance.ufl.edu/student-complaint-process/>

## Weekly Tentative Course Schedule

This course schedule below is tentative and might change based on the pace of the lectures and student needs; however, changes will be announced through CANVAS. The instructor bears no responsibility for announcing the changes to each individual student. All times are in Eastern Standard Time (EST).

## CRITICAL DATES & UF OBSERVED HOLIDAYS

- Memorial Day: Monday, May 26<sup>th</sup>
- Juneteenth: Thursday, June 19<sup>th</sup>
- Independence Day: Friday, July 4<sup>th</sup>

## Summer 2025 TENTATIVE WEEKLY COURSE SCHEDULE

The dates below reflect the submission due dates for the required assignments in the course.

May 12	Internship begins (students are expected to be on-site and ready for work on day one)
May 16	Due: Goal Assessment #1
May 30	Due: Tri-weekly Report #1
June 6	Due: Goal Assessment #2
June 13	Due: Responses to 2 Internship Questions
June 20	Due: Tri-weekly Report #2
July 11	Due: Midterm Report

July 18	Due: Goal Assessment #3
July 25	Due: Responses to 2 Internship Questions
August 1	Due: Final Report
August 1	Due: Intern Experience Evaluation
August 1	Due: Alumni Questionnaire
August 1	Due: Student Profile and Photo
August 1	Due: Intern Exit Questionnaire Surveys

**For Advising:** Contact your Departmental Academic Advisor in 330 FLG: Laine Thomas at [hathcer.la@ufl.edu](mailto:hathcer.la@ufl.edu) (residential students) or Paul Higgerson online (online students) [phiggerson@ufl.edu](mailto:phiggerson@ufl.edu).

Instructional materials for this course consist of only those materials specifically reviewed, selected, and assigned by the instructor(s). The instructor(s) is only responsible for these instructional materials.