

INTERNSHIP HANDBOOK

SETM 399, SETM 499, SMGT 699

Department of Hospitality & Sport Management

Liberty University

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INTRODUCTION

The Liberty University Department of Hospitality & Sport Management works diligently to provide Sport Management students with a unique educational experience through requiring all students to complete an internship prior to graduation.

A career in the hospitality and sport industry requires education, experience, and a professional network that students are able to acquire through completing an internship. Our faculty and staff bring thousands of contacts from the sport industry that assist with the placement of current students into internships and jobs. Though we cannot guarantee job and internship placement for every student, we do all we can to help open doors for our students to walk through.

The Department of Hospitality & Sport Management offers three different internship opportunities for Sport Management students:

SETM 399

An intermediate internship course that is offered as an elective to declared undergraduate Hospitality & Sport Management students.

SETM 499

A required internship course for all declared undergraduate Hospitality & Sport Management students to complete as the final course of the program.

SMGT 699

A required internship course for all declared graduate Sport Management Students to complete as one of the final courses of the program.

The purpose of the Hospitality & Sport Management Internship Manual is to provide clarity to the requirements and responsibility for students who are completing an internship. If a student needs more information or if a question is not answered within this manual, please contact the School of Business Internship Team RESBUSintern@liberty.edu.

INTERNSHIP PREREQUISITES

SETM 399

SETM 399 provides a great opportunity for students who are just beginning their academic career to explore the different avenues within the hospitality and sport industries. This course provides in-the-field training with hospitality or sport professionals to allow students to come away with a better understanding of the industry.

This is an elective interim internship that is available to all declared undergraduate Hospitality and Sport Management students. SETM 399 spans an entire academic semester and is available to students during the fall, spring, and summer semesters. Students are required to earn a minimum of 200 hours of experience in the hospitality or sport industry. Only hours earned during the semester in which the student is enrolled can be counted toward the 200-hour minimum. Outside of the requirements set in place by the department, the student has the ethical obligation to uphold any work agreement with their supervisor at the internship site.

SETM 399 Prerequisites:

- Completion of SETM 205 with a Minimum Grade of 'C'

SETM 499

SETM 499 helps to prepare students for the hospitality or sport industries through professional networking and in-the-field training. Students are able to explore the different areas of the hospitality or sport industries to gain better understanding of all that potential opportunities. Students should view this course as a semester long job interview where they are able to highlight their skills and abilities. Although it is not required to wait until the end of a student's academic career it is highly encouraged that students plan to complete SETM 499 as their final course of their undergraduate degree with the idea that the internship will open the door for a full-time job in the sport industry

SETM 499 is a required internship that must be successfully completed by all declared Hospitality and Sport Management students. SETM 499 spans an entire academic semester and is available to students during the fall, spring, and summer semesters. Students are required to earn a minimum of 400 hours of experience in the sport industry. Only hours earned during the semester in which the student is enrolled can be counted toward the 400-hour minimum. Outside of the requirements set in place by the department, the student has the ethical obligation to uphold any work agreement with their supervisor at the internship site.

A student's enrollment into SETM 499 will be contingent upon the prerequisites for the course. It is the student's responsibility to make sure all prerequisites are met prior to enrollment in the course.

SETM 499 Prerequisites:

- Completion of SETM 205 with a Minimum Grade of 'C'
- GPA of 2.25 or better
- Enrolled in at least 110 credit hours
- Completed a minimum of 24 credit hours (SMGT, SETM, HMG, EMGT, and TOUR).

SMGT 699

SMGT 699 is a required internship that must be successfully completed by all graduate Sport Management students. Students are eligible for enrollment in the course once the Core Classes have been completed and the student has successfully passed the Comprehensive Exam. SMGT 699 is an A-term course spanning the entire academic semester and is available to students during the fall, spring, and summer semesters. Students are required to earn a minimum of 400 hours of experience in the sport industry. Only hours earned during the semester in which the student is enrolled can be counted toward the 400-hour minimum. Outside of the requirements set in place by the department, the student has the ethical obligation to uphold any work agreement with their supervisor at the internship site.

A student's enrollment into SMGT 699 will be contingent upon the prerequisites for the course. It is the student's responsibility to make sure all prerequisites are met prior to enrollment in the course.

SMGT 699 Prerequisites:

- Successful completion of all 500 level SMGT courses

INTERNSHIP COURSE REQUIREMENTS

SETM 399 & SETM 499

Students who are interested in SETM 399 must have an internship lined up prior to requesting enrollment in the course. Once all of the prerequisites have been met the student will receive two agreement forms that will need to be filled out by the student and the site supervisor. Forms are to be returned to the Internship Coordinator in order to be enrolled in the course. Please note that this is an academic course and will require completion of coursework. The student will find all coursework information under Course Content on Canvas and in the course syllabus.

Bi-Weekly Log Sheets

Students are required to upload their log sheet from the two weeks prior throughout the semester. Students are to complete a total of 200 hours. Along with documenting work hours students will be required to write a daily summary of the internship. If there are any questions about internship hours, the Internship Director will contact the internship site supervisor for clarity. A spreadsheet is provided for students to keep track of hours and daily summary. Please save and upload the same spreadsheet every week.

Introduction Assignment

Students will provide an introduction to the company they are interning with along with identifying internship goals.

Resume and Cover Sheet

Students are required to submit a professional resume. Please contact the Career Center for any help with a resume.

Internship News

During the first half of the internship, students are to submit a one-paragraph summary of their internship site and responsibilities. Along with the one-paragraph summary, students will also upload a picture of oneself in front of the internship site.

Organizational Analysis Paper

A final requirement of the SMGT 399 internship is the submission of the organizational analysis paper. This will provide the opportunity for the student to share informative information about the internship and the organization. This paper allows the Internship Coordinator to review the organization and provide opportunity for future placements.

Student Evaluation of Employer

Students will evaluate their employer using a supplied rubric.

Final Evaluation

During the internship, the site supervisor is required to complete a mid-term and final evaluation of the student's overall performance. Both evaluations are to be completed by the site supervisor who signed the internship forms prior to enrollment in the course. Both the site supervisor and students signature must be on the evaluation. The student will not receive credit if a signature is missing.

SMGT 699

Students who are interested in SMGT 699 must have an internship lined up prior to being enrolled in the course. Once all of the prerequisites have been met, the student will be eligible for enrollment. Please note that this is an academic course and will require completion of coursework. The student will find all coursework information under Course Content on Black

Introduction Assignment

The purpose of the assignment is to initiate critical thinking skills of students regarding their personal and professional development as an intern.

Code of Conduct

The signed code of conduct form ensures that students understand the behavioral and performance expectations for the course.

Time Log & Journal Assignments

A weekly time log and journal should be completed by the student in order to document the activities and responsibilities of the student throughout the duration of the internship. Although this log must be completed weekly, it is submitted in Canvas according to the assigned dates. An excel file is provided in Canvas for use by students.

Additional Time Logs due at Mid-Term and Final are described separately.

Mid-Term Evaluation

The Mid-Term Evaluation Form is completed by the internship site supervisor provides an evaluation of the performance of the student. The completed evaluation forms may be submitted through Canvas to the instructor of the course.

Mid-Term Time Log & Journal Assignment

A weekly time log and journal should be completed by the student in order to document the activities and responsibilities of the student throughout the duration of the internship. Although this log must be completed weekly, it is submitted in Canvas according to dates. At mid-term, the student should have earned approximately 200 hours. An excel file is provided in Canvas for use by students.

Internship Portfolio

The Internship Portfolio provides background information on the internship host site, and requires the student to analyze the structure of the organization and reflect on their overall experience. This assignment includes the submission of an updated resume - see separate assignment submission link.

Final Evaluation

The Final Evaluation Form is completed by the internship site supervisor provides an evaluation of the performance of the student. The completed evaluation forms may be submitted through Canvas to the instructor of the course.

Final Time Log & Journal Assignment

A weekly time log & journal assignment should be completed by the student in order to document the activities and responsibilities of the student throughout the duration of the internship. Although this log must be completed weekly, it is submitted in Canvas according to dates. By the end of the semester, the student should have earned a minimum of 400 hours. An excel file is provided in Canvas for use by students.

POLICIES AND PROCEDURES

Approval and Enrollment of Internships

All students must go through the approval process and be registered for their required Internship course before the semester begins. As the Internship course is just like any other course, the Registrar will not allow students to be added into the course once the semester begins.

Most undergraduate students earn 3 credit hours for their Internship. Graduate Sport Management students earn 6 credit hours for SMGT 699. A split option is available for graduate students on a case-by-case basis if the student can show undue hardship to complete all 400 work hours (~25 hours/week) in a semester. In those special cases, the student may split their Internship between two semesters and complete SMGT 699 (3 credit hours) with a total of 200 work hours in one semester. The following semester, the student would repeat SMGT 699 for another 3 credit hours (completing another 200 work hours).

In order to apply for internship approval (and eventual course registration), you must visit www.liberty.edu/business/internship-program/, set-up a Handshake account, and create an "Experience". An experience is working with an organization in your area of study completing tasks and fulfilling responsibilities related to your degree.

NCAA Athletes

NCAA student-athletes are not permitted to complete internship experiences (SMGT 399, 499, or 699) with their team until their eligibility is exhausted. NCAA student athletes who still have eligibility must choose a different team or internship site to complete their internship. Students who are in this position must contact the Internship Coordinator for more information.

Graduate Student Assistants

Students who are completing their Graduate Student Assistant (GSA) responsibilities within a sport related department of the university cannot use their 20 hour/week requirement as their internship. GSAs must earn experience outside of their assistantship requirements or select a different site for their internship. GSAs who are in this position should contact the Internship Coordinator for more information.

HOW TO FIND AN INTERNSHIP

We encourage students to utilize online resources (i.e. Teamwork Online, Work in Sports, etc.) as well as posted positions in the department to search for internships. If a student wishes to complete an internship with an organization that does not have internships posted, the student may contact the Internship Director for help.