

**Minnesota State University, Mankato
Sport Management Program**

HP 698 Internship in Sport Management

Checklist

Preparing for your internship:

- ☐ Resume and cover letter
- ☐ Obtain a minimum cumulative grade point average of 3.0
- ☐ Read and understand the internship guidelines
- ☐ Complete 18 graduate credit hours
- ☐ Secure an internship position
- ☐ Obtain internship site approval
- ☐ Register for HP 698
- ☐ Subscribe to Sport Business Journal-12 week

During your work assignment:

- Internship Site Supervisor Evaluation
 - ☐ Mid-Term Evaluation Due Date: _____
 - ☐ Final Evaluation Due Date: _____
- Internship Weekly Reports (see internship guidelines for details)
- Faculty Site Visit or Telephone Evaluation (*Note: It is the responsibility of the student to schedule the site visit or telephone evaluation with on site supervisor and faculty coordinator)
 - ☐ Visit Date: _____
- Major Project (refer to the internship guidelines for sample topics)
 - ☐ Written Proposal (to be submitted no later than the first three weeks of the internship). Due Date: _____

After completing the work portion of your internship

- Major Project (refer to the internship guidelines for sample topics)
 - ☐ Due Date: _____
 - ☐ Final version should also include:
 - ☐ Cover Page

- Students name
- Semester
- Report Title
- Internship Site Location

☐ Organization overview addressing the following areas: (see internship guidelines for details on each section)

- Introduction:
- Company Description:
- Statement of Mission:
- Table of contents

☐ Headings/Sub-headings

☐ Page numbers

☐ Bibliography page

☐ Submitted in a professional manner

☐ Personal Evaluation Report (see internship guidelines for details)

○ Due Date: _____

☐ Internship Portfolio

○ Suggested Material

- Special projects the student designed, researched, implemented
- Promotional video clips the student created if any
- Examples of job related writing (press release, brochure, letters, memos, etc)
- Presentations/overheads/handouts
- Marketing plans/example budgets
- Listing of certifications/volunteer experiences
- Career goal statements/self-assessments

○ Due Date: _____

☐ Revised Resume/Cover Letter

○ Due Date: _____

☐ Exit Interview

○ Due Date: _____