Canisius College Master of Sport Administration
Program Description

The Canisius College Master of Sport Administration (MSA) Internships are designed to provide a supervised exposure to a professional practice through a well organized, carefully administered program of study. Each field experience has specific objectives and assignments that are adjusted to meet each student's specific internship requirements. The internship should enhance the student's learning by working as a member of the sport industry.

The internship is a culminating activity required of all students pursuing the Master of Sport Administration degree. The average participation for the internship is approximately 20 weeks. The intern should expect to participate an average of 15-20 hours per week for a total of 400 hours. The internship required must be completed in ONE calendar year, continuous enrollment required.

The Internship will provide an integration of academic study with practical work experiences and training on the job. It will serve as a continuing and essential element of the educational process.
Internship Objectives

Each Student will participate in a professionally related experience of no fewer than 400 hours. The internship site will be appropriate to the student’s interests and needs. During the internship, the student may accept a stipend, hourly wage or salary, but this is not required of the sponsoring organization. The student should be prepared for an un-paid internship.

At the beginning of the internship each student, through not required, should develop and list personal objectives as a basis for establishing an agreement with the organization. Each student will log his or her internship experiences on a weekly basis. At the end of the experience, a comprehensive, typed report will be submitted with the weekly log form.

The intern is primarily responsible for the submission of all appropriate paperwork needed for the completion of the internship. The checklist in this packet will assist the intern in ensuring all paperwork is complete.

Although the Internship Coordinator does not require a final paper/report for completion of the internship, it is highly recommended the intern keep copies of their projects, accomplishments, job descriptions and evaluations. This portfolio can be used as a resource for the intern in future job interviews.

Upon completion of the internship the student will have been exposed to and/ or demonstrate competence in:

- Problem Analysis
- Planning and Organization
- Job Knowledge
- Communication
- Adaptability / Dependability
- Group Acceptance
- Assertiveness
- Interpersonal Effectiveness

The internship experience should provide substantial benefits to the intern, to the sponsoring organization and to the College. The sponsoring agency will gain the services of a highly motivated individual with a solid education, capable of preforming daily activities.
Internship Criteria & Expectations

The student's primary responsibility is to approach the internship as a professional development experience and to complete all assigned tasks in a professional manner. The student's responsibilities include, but are not limited to:

1. To complete all pre-internship arrangements as described in this guidebook.

2. To consider him/herself as a co-worker with the organization's staff. This includes accepting the organization's philosophy, methods, leadership and program. When appropriate, the intern should give suggestions and constructive criticism confidentially to his/her supervisor.

3. To plan thoroughly for all assignments.

4. To seek advice and consult with the organization's supervisor when confronted with problems that cannot satisfactorily be solved alone.

5. To accept the responsibility for:
   (a) Notifying the organization supervisor when absence from work is necessary.
   (b) Appropriate dress for all assignments.
   (c) Personal behavior and associations at work.

6. To become a productive, contributing member of the organization program.

7. To confer regularly with the Internship Coordinator ensuring all forms are returned and completed.

It is the sole responsibility of the student to research, follow-up and land a suitable internship. The Internship Coordinator will assist the student in his/her exploration, but is not required to 'find' the student an internship. The Internship Coordinator will approve the placement of the intern, review all necessary paperwork and determine the final grade for the intern. If the intern is having difficulties with the internship, or finding an internship, he/she should notify the Internship Coordinator immediately. The internship grading criteria is as follows:

1. Completion of all required forms on the Internship checklist.
2. On Site supervisor's evaluations.
3. Weekly Logs
4. Internship evaluations
Canisius College Master of Sport Administration
Internship Checklist

___ 1. Internship agreement is signed and returned to the Internship Coordinator prior to the start of internship.

___ 2. Ensure you are registered for 6 (six) internship credit hours (MSA 799) through the Canisius College Registrars Office.

___ 3. Routinely confer with the Internship Coordinator on a regular basis throughout the internship.

___ 4. Provide internship supervisor with the Mid-Term Evaluation following 200 hours of work. Ensure the supervisor returns the form to the Internship coordinator.

___ 5. Following the 400 hours and completion of the internship, request an exit interview to discuss final evaluations.

___ 6. Provide internship supervisor with the Final Evaluation following 400 hours of work. Ensure the supervisor returns the form to the Internship Coordinator.

___ 7. Provide Internship Coordinator with the Internship Evaluation following 400 hours of work.

___ 8. Provide Internship Coordinator with the Weekly Log following 400 hours of work.

___ 9. Follow-up with the Internship Coordinator to ensure all the necessary forms returned and filled out completely and thoroughly.

___ 10. Apply for graduation. Return ‘Request for Diploma’ form to Internship Coordinator.
Canisius College Master of Sport Administration
Internship Contract

I. General Information

Student’s Name
Local Address
City, State, Zip
Permanent Address
City, State, Zip
Phone

Name of Sponsoring Organization
Address
City, State, Zip
Contact Person (Name & Title)
Phone Number
Supervisor (Name & Title)
Phone Number

II. Position Description

Position Title
Date of Internship (Start & End Date)
Approximate hours per week
Briefly describe the anticipated responsibilities and activities the intern will take part in:


III. The Agreement

Under this agreement, the intern will work in the position listed above throughout the specified time period and will officially register for 6 credit hours in the Registrar’s Office at Canisius College. The sponsoring organization will provide the intern with experience, supervision and evaluations, which will be submitted to the internship coordinator. The internship coordinator will evaluate the intern’s work and assign a grade of Satisfactory or Unsatisfactory based on the Internship criteria met.

Student ___________________________ Date ___________________________
Supervisor ___________________________ Date ___________________________
Internship Coordinator ___________________________ Date ___________________________

Please Return To: Shawn O’Rourke Associate Dean; 2001 Main St., Buffalo, NY 14208
Canisius College Master of Sport Administration
Midterm Evaluation

Student’s Name
Name of Sponsoring Organization
Supervisor (Name & Title)
Phone Number
Date

**Instructions:** The student shall give this to the site supervisor at the midpoint of the internship. The supervisor should evaluate the intern objectively. Consider the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks.

1 = Very Poor; 2 = Poor; 3 = About Average; 4 = Good; 5 = Excellent; N/A = Not Applicable

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>N/A</th>
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</thead>
<tbody>
<tr>
<td>Working relationship with others</td>
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<tr>
<td>Ability to work with very little supervision</td>
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<td>Ability to make useful suggestions</td>
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<td>Ability to follow directions</td>
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<td>Ability to complete tasks satisfactorily</td>
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<td>Knowledge of material &amp; procedures</td>
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<td>Oral communication skills</td>
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<td>Use of time (efficient, flexible)</td>
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<tr>
<td>Insight into needs of others</td>
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</tbody>
</table>

Additional Comments that will help evaluate the intern:

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Signature of Evaluator                  Date

Thank you for your assistance. Please return form to:

Dr. Shawn O'Rourke
Canisius College
Director, Sport Administration
2001 Main Street
Buffalo, NY 14208
# Internship Final Evaluation

**Name of Intern** ___________________________  **Date** ___________________________

**Name of Supervisor** ___________________________  **Phone Number** ___________________________

**Total Score** ___________________________

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**Instructions:** The supervisor should evaluate the intern objectively. Consider the performance of the intern compared with what you expected. If you have had previous interns, compare the intern with other interns of comparable academic level performing similar tasks. Please circle the appropriate number in response to the performance area. Add up the individual scores for a total to be marked above.

<table>
<thead>
<tr>
<th>Performance Area</th>
<th>Less than Adequate</th>
<th>Adequate</th>
<th>More than Adequate</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to Organize And Carry out Tasks</td>
<td>1 2 3</td>
<td>4 5 6</td>
<td>7 8</td>
<td>9 10</td>
</tr>
<tr>
<td></td>
<td>Has some difficulty organizing &amp; carrying out tasks.</td>
<td>Manages to organize and carry out most assignments.</td>
<td>Very well organized and carries out assigned tasks professionally.</td>
<td>Exceptionally well organized and carries out assigned tasks in an exemplary manner.</td>
</tr>
</tbody>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Quality of Assigned Work</th>
<th>1 2 3</th>
<th>4 5 6</th>
<th>7 8</th>
<th>9 10</th>
</tr>
</thead>
</table>

**Comments:**

<table>
<thead>
<tr>
<th>Time Management</th>
<th>1 2 3</th>
<th>4 5 6</th>
<th>7 8</th>
<th>9 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procrastinates must of the time. Does not complete most tasks in a timely manner.</td>
<td>Average ability to manage time on tasks. Some procrastination but most tasks.</td>
<td>Very efficient in managing time on tasks. All tasks are completed on schedule.</td>
<td>Exceptionally ability to time on tasks. Most work is completed ahead of schedule.</td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Ability to Communicate Orally</th>
<th>1 2 3</th>
<th>4 5 6</th>
<th>7 8</th>
<th>9 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Has difficulty conveying information/ideas to individuals and groups. Does not seem to be comfortable with oral communication.</td>
<td>Can competently express information/ideas to individuals and groups. Reasonably comfortable in most situations</td>
<td>Very effective in conveying information/ideas to individuals and groups. Comfortable during oral communication.</td>
<td>Exceptional ability to communicate information/ideas effectively to individuals and groups. Very comfortable and confident during oral communication.</td>
<td></td>
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<tr>
<td>Comments:</td>
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<td></td>
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</tr>
<tr>
<td>Ability to Communicate in Writing</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Below expectations. Has difficulty conveying information/ideas in writing. Numerous errors</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Can satisfactorily convey information/ideas in writing. Usually free of errors</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Very effective in conveying information/ideas in writing. Errors are rare.</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Exceptionally dependable and responsible in all circumstances</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Comments:</td>
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<tr>
<td>Dependability &amp; Responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Sometimes fails to complete work. Requires a lot of supervision in order to produce work.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Can be counted on to have task completed with required. Sometimes needs supervision to do so.</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Can always be counted on to have tasks completed. Is conscientious in performance of all assigned duties</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Exceptionally dependable and responsible in all circumstances</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
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<tr>
<td>Comments:</td>
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</tr>
<tr>
<td>Initiative &amp; Enthusiasm</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Must be pushed to get projects started and completed. Does not display enthusiasm for assigned work</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Usually enthusiastic about work assignments. Sometimes waits for assignments and projects rather than taking initiative.</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Self-starter. Makes the most of opportunities. Enthusiastic and requests additional responsibilities.</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Consistently exceeds expectations in this area. Regularly requests opportunities to explore new assignments and projects. Makes the most of every opportunity</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Comments:</td>
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<tr>
<td>Ability to work with Others in the Organization</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Usually gets along with people in the organization. Rarely initiates contact with other people and could be more outgoing.</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Gets along with people in the organization. Usually initiates contact with other personnel. Usually outgoing.</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Very good relationship with personnel at all levels of the contact. Interaction is positive and productive.</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Exceptionally good relationships with personnel at all levels. Interaction is positive, productive and sensitive to the needs of others.</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Comments:</td>
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<tr>
<td>Professional Appearance and Behavior</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td>Needs to be reminded frequently about appropriate attire and behavior in the work setting</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>1</td>
</tr>
<tr>
<td>Seldom needs to be reminded of appropriate attire and behavior in the work setting.</td>
<td>4</td>
<td>5</td>
<td>6</td>
<td>4</td>
</tr>
<tr>
<td>Appearance and behavior is always appropriate to the work setting.</td>
<td>7</td>
<td>8</td>
<td>9</td>
<td>7</td>
</tr>
<tr>
<td>Appearance and behavior is exceptional and worth of emulation by others.</td>
<td>9</td>
<td>10</td>
<td>10</td>
<td>9</td>
</tr>
<tr>
<td>Comments:</td>
<td></td>
<td></td>
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<tr>
<td>Ability to Accept and Utilize Suggestions to Improve Performance</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
</tr>
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<td>---------------------------------------------------------------</td>
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<tr>
<td>Almost always rejects or discounts suggestions to improve performance. Rarely, if every attempt to utilize the suggestion.</td>
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<tr>
<td>Usually accepts suggestions to improve performance. Usually successful in utilizing suggestions.</td>
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<tr>
<td>Always welcomes suggestions to improve performance. Makes a concerted effort to utilize the suggestions.</td>
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<tr>
<td>Always welcomes and solicits's suggestions to improve performance. Exceptionally successful in this endeavor.</td>
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</tbody>
</table>

Comments:

Additional Evaluative Comments:

Signature of Evaluator: ________________________________

Please Return to:
Dr. Shawn O’Rourke
Canisius College
Director, Sport Administration
2001 Main Street
Buffalo, NY 14208
Canisius College Master of Sport Administration
Intern Evaluation Form

Student’s Name ______________________________________________________
Position Held ______________________________________________________
Name of Sponsoring Organization ______________________________________
Supervisor (Name & Title) ____________________________________________

Please rate the strengths and weaknesses of the agency in terms of meeting your needs as an intern student. PLEASE SITE EXAMPLES AND BE THOROUGH. No grade will be assigned until this form is received and filled out completely.

Use the following scale:
5 - Outstanding; 4 - Excellent; 3 - More than adequate; 2 - Adequate; 1 - Less than adequate;
0 - Poor; NA - Not Applicable

1. Accepted you as functional member of the agency staff and were willing to integrate you into all appropriate levels of activities, programs and projects.
   Comments: _______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

2. Provision of relevant experiences in administration, supervision and leadership.
   Comments: _______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

3. Cooperation of agency staff to provide professional growth experiences through training programs, seminars and other developmental activities.
   Comments: _______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

4. Provided you assistance in helping you meet your personal and professional goals and objectives.
   Comments: _______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________

5. Provided resources throughout the internship (library, equipment, supplies)
   Comments: _______________________________________________________
   _________________________________________________________________
   _________________________________________________________________
   _________________________________________________________________
6. Staffed qualified professionals which demonstrated capabilities to provide competent direction and supervision.
Comments:

7. Evaluated your performance in a professional and timely manner.
Comments:

8. Allowed related classroom theory to practical situations.
Comments:

9. Listened to suggestions or recommendations you offered and were willing to discuss them with you, exploring their rationale for their acceptance or rejection.
Comments:

10. The internship provided experiences that will be useful in obtaining a job in my field and I would recommend this internship to future interns.
Comments:

Other Comments –
CANISIUS COLLEGE SCHOOL OF EDUCATION & HUMAN SERVICES
REQUEST FOR DIPLOMA (Masters Degree Candidate)

Phone # ___________________________ Transfer Credits______

Your E-mail:_________________________ School________

ID#______________________________

Successful transition point portfolio review ___Y___N___N/A
(Notice of completion from program director must be on file)

Please print your name exactly as you want it to appear on your diploma

Name________________________________________
First ___________________________________
Middle ____________________________________
Last _______________________________________

Maiden Name, if applicable ________________________
Phonetic Spelling _____________________________

Address:________________________________________
Street ___________________ City ____________
State/Province ___________ Zip/Postal Code ______

Please Indicate your Major/Program: __________
(ex., College Student Personnel Administration -- Sport Administration -- Adolescence Education, etc.)

Date you anticipate completing your program*: 

 _____May 20__________Diploma available after commencement

 _____August 20__________Diploma available after September 15th

 _____December 20__________Diploma available after February 1st

This form must be submitted to the Education Office SB-(HO)-014 by the dates listed below in order for your diploma to be available as listed above. A fee of $30 will be assessed to reprint a diploma if you request a change after the diploma order has been sent to the vendor.

*IMPORTANT!
Please be sure you understand the following deadlines. If your diploma request is not submitted by the appropriate deadline, your diploma will not be available until the next issue date!

<table>
<thead>
<tr>
<th>REQUIREMENTS COMPLETED</th>
<th>DIPLOMA REQUEST DUE</th>
<th>DIPLOMA AVAILABLE AFTER</th>
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<tbody>
<tr>
<td>IN MAY</td>
<td>DECEMBER 15TH</td>
<td>COMMENCEMENT</td>
</tr>
<tr>
<td>IN AUGUST</td>
<td>AUGUST 1ST</td>
<td>SEPTEMBER 15TH</td>
</tr>
<tr>
<td>IN DECEMBER</td>
<td>DECEMBER 1ST</td>
<td>FEBRUARY 1ST</td>
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</table>

For Office Use Only
Date Submitted: ________________________________

Official Transcript with UG degree posted in folder:

YES  NO