
INTERNSHIP HANDBOOK

United States Sports University

Office of Experiential Learning

This comprehensive handbook is designed to support students in navigating the internship experience as an integral component of their academic journey. It provides essential information on eligibility requirements, roles and responsibilities, and the processes for enrollment, site selection, and documentation.

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1. Program Overview

The internship program at United States Sports University offers students hands-on experience in diverse fields such as sports management, coaching, strength and conditioning, business administration, and sports studies. By bridging academic knowledge with practical application, students enhance their professional development and industry readiness.

The internship experience serves as a critical bridge between classroom theory and real-world professional practice. Students work in carefully selected organizations where they apply their academic knowledge while developing practical competencies essential for career success. This experiential learning approach ensures that graduates enter the professional world with both theoretical understanding and practical experience.

Program Goals

- Provide students with meaningful, hands-on professional experience.
- Develop practical competencies aligned with industry standards.
- Foster critical thinking and professional judgment.
- Build professional networks and industry connections.
- Prepare students for successful career transitions.

2. Eligibility Requirements

To participate in the internship program, students must meet the following criteria:

Degree Level	Minimum GPA	Required Hours	Advisor Approval
Undergraduate	2.5	300 hours	Required
Graduate (Master's)	3.0	300 hours	Required
Doctoral	3.0	300 hours	Required

Important Notice: All students must obtain written approval from their academic advisor before enrolling in the internship course. This approval ensures that the proposed internship aligns with the student's academic program and career objectives. Enrollment without prior approval will not be accepted.

3. Roles and Responsibilities

Each participant in the internship process has clearly defined roles and responsibilities that contribute to the program's success.

Site Supervisor

- Guide the student's learning objectives and provide constructive feedback.
- Verify the student's logged hours and complete formal evaluations.
- Support the student in achieving internship goals.
- Maintain regular communication with the student and faculty advisor.

Faculty Advisor

- Review and approve submitted documentation and assignments.
- Provide academic guidance and assess student progress.
- Conduct entry and exit interviews.
- Serve as liaison between student, supervisor, and program.

Student

- Select an internship site aligned with career goals.
- Submit all required forms and documentation.
- Attend mandatory orientation before starting hours.
- Maintain professionalism and complete assigned tasks.
- Submit reflection papers, hours logs, and final presentation.

Internship Coordinator

- Verify site and supervisor credentials.
- Monitor student progress and ensure program compliance.
- Facilitate communication among all stakeholders.

4. Internship Enrollment and Placement Process

Students are responsible for selecting their internship site and following a structured enrollment process to ensure all internships meet program standards.

**Step
1**

Complete Enrollment Form

Complete the Internship Enrollment and Placement Form with detailed information about the proposed internship site, job title, and supervisor information.

**Step
2**

Submit Documentation

Submit the Site Supervisor's resume and signed Internship Agreement Form. The supervisor must have appropriate qualifications to mentor an intern.

**Step
3**

Attend Orientation

Attend the mandatory orientation session covering program policies, documentation requirements, and learning objective development.

**Step
4**

Begin Hours

Begin accruing internship hours only after the site and learning objectives receive formal approval from both the faculty advisor and Internship Coordinator.

Note: All steps must be completed in sequence. Failure to complete any step will delay your internship start date. The Internship Coordinator must confirm approval before any hours are counted.

5. Creating Learning Objectives

Learning objectives are critical to your internship experience, guiding your activities and serving as benchmarks for success. You must develop five specific, measurable objectives in consultation with your Site Supervisor.

Steps to Create Effective Objectives

Step 1: Write a single paragraph describing the purpose of the internship and its overall goals.

Step 2: Develop five specific, measurable objectives using action verbs (analyze, develop, implement, evaluate, create).

Step 3: Identify measurement tools for each objective (reports, presentations, project outcomes).

Step 4: State expected outcomes, detailing the skills or knowledge to be gained.

Step 5: Submit finalized objectives, signed by the Site Supervisor, for approval.

Example Objective

Objective #1: Develop and execute a comprehensive marketing strategy for a sports event.

Measurement Tool: Submission of a detailed marketing plan with budget analysis.

Expected Outcome: Gain practical experience in sports marketing and event promotion.

6. Documentation and Reflection Requirements

You must maintain accurate records and submit required documentation throughout your internship.

Reflection Papers

Submit one reflection paper for every 100 hours completed. Each paper must be a minimum of 1,000 words and authored in a professional narrative style, adhering strictly to American Psychological Association (APA) formatting guidelines.

- **Cover Page:** Title (Reflection Paper for [100/200/300] Hours), student name, internship course code, date of submission, and professor's name.
- **Hours Summary:** A clear accounting of hours completed during the reporting period and cumulative total hours to date.
- **Reflection on Learning Objectives:** Detailed analysis of activities undertaken to advance each established objective, including challenges and evidence of progress.
- **Key Learnings and Skills Gained:** Specific competencies developed, with illustrative examples of how activities enhanced understanding of the field.
- **Connection to Academic and Career Goals:** Explicit links between practical experiences and academic coursework and long-term career aspirations.
- **Challenges and Future Goals:** Significant obstacles encountered, opportunities for improvement, and actionable goals for the subsequent 100 hours.

Hours Log

Maintain a detailed log of completed hours, verified by your Site Supervisor. Include the date, hours worked, and a brief description of activities. Both you and your supervisor must sign the completed log.

Site Supervisor Evaluations

Your Site Supervisor must submit formal evaluations of your performance at regular intervals, typically at the midpoint and conclusion of the internship. These evaluations assess professionalism, communication skills, progress toward learning objectives, and application of academic knowledge to practical situations.

Final Presentation

Prepare a comprehensive presentation summarizing your internship experience, key learnings, and professional growth. Submit final slides to the Learning Management System a minimum of 48 hours prior to your scheduled presentation time.

Degree Level	Presentation Duration
Undergraduate Students	10 to 12 minutes
Master's Students	12 to 15 minutes
Doctoral Students	15 to 20 minutes

7. Final Evaluation and Grading

Your internship grade is determined by the following criteria:

Criterion	Description
Completion of Hours	All required internship hours must be completed and verified by the site supervisor.
Documentation	Reflection papers and verified hours log must be submitted on time.
Supervisor Evaluation	The Site Supervisor's assessment of your performance and professionalism.
Final Presentation	Successful completion of the final presentation and exit interview.

Grading Scale

The Internship is Pass (P) or Fail (F).

8. Post-Internship Review and Feedback

Upon completion of your internship, the Internship Coordinator collects feedback from students and Site Supervisors to evaluate the program's effectiveness and identify areas for improvement.

Annual Review Process

An annual review ensures continuous improvement and alignment with academic and industry standards. The review process examines:

- Student learning outcomes and achievement of objectives
- Site supervisor satisfaction and feedback
- Overall program effectiveness and student preparedness
- Industry feedback and employment outcomes
- Program enhancements and modifications needed

Your Feedback Matters!

We value your input about your internship experience. Your feedback helps us improve the program and better serve future interns. You will be asked to complete a brief survey at the conclusion of your internship.

Contact Information

Office of Experiential Learning

United States Sports University

Email: internship@ussu.edu

9. High Impact Experiential Learning (HIPE) Framework

High Impact Experiential Learning (HIPE) is a comprehensive initiative designed to deliver transformative, hands-on educational experiences. Students are required to complete a total of six (6) credit hours within the HIPE framework by selecting from the following opportunities:

HIPE Components

The HIPE program offers flexibility, allowing students to mix and match experiences to meet the six-credit-hour requirement while aligning with individual career objectives.

Internship I and II (3 credit hours each) — all students

Real-world professional immersion in carefully vetted organizations. Students apply classroom knowledge, build professional networks, and develop industry-specific competencies.

Learn Abroad I and II (3 credit hours each) — all students

International study of sports within a global context. Students immerse themselves in diverse cultures, gain international perspectives, and enhance understanding of sports management, coaching, or sports studies. Each level is delivered over half a semester (7–8 weeks) and includes pre-departure preparation, in-country immersion, and post-travel reflection.

Workplace Special Project (3 credit hours) — Graduate Students Only

In collaboration with your organization, organize, lead, and execute company projects that may fall outside the scope of regular duties. A High Impact Learning Experience Proposal Form is required for acceptance.

Undergraduate Research Assistantship (3 credit hours) — Undergraduate Students Provides students with the opportunity to assist a faculty member in the design, execution, or dissemination of a scholarly research project in sport science, coaching, management, or health promotion. Students develop skills in research methods, ethics, project logistics, and academic communication through a mentored apprenticeship model.

Graduate Summer Institute (3 credit hours) — Graduate Students

An immersive, intensive experience that allows students to focus deeply on professional development and specialized learning in a collaborative setting.

High Impact Project (3 credit hours) — all students

A focused, student-driven initiative that addresses a specific challenge, need, or opportunity within your field of study. These projects are tailored to be immersive and outcome-oriented, ensuring practical, hands-on experience while contributing to personal and professional growth.

10. Summative Internship Presentation

As the culmination of the internship program, students across all degree levels are required to deliver a summative presentation. This presentation serves as a comprehensive reflection on the internship experience, highlighting accomplishments, challenges overcome, and professional growth.

Presentation Structure and Content

Section	Wt.	Description
Introduction	5%	Briefly introduce yourself, your academic program, the internship site, dates of internship, and total hours completed.
Overview of the Internship Site	10%	Provide a summary of the organization, its mission, your specific role, and the department or team with which you collaborated.
Learning Objectives	20%	State your five approved objectives and provide detailed explanation of how they guided your activities, with specific examples illustrating progress and achievements.
Key Projects and Responsibilities	25%	Describe major tasks or projects you managed, discussing significant contributions and resulting impact on the host organization.
Challenges and Problem-Solving	10%	Reflect on obstacles encountered, explain your strategic approach to addressing them, and articulate lessons learned.

Skills and Knowledge Gained	15%	Highlight new competencies acquired and discuss how these align with your academic learning and future career goals.
Overall Impact and Career Implications	10%	Reflect on how the internship has influenced your professional development and future aspirations.
Visual Aids and Supporting Materials	5%	Include professional charts, images, or project samples to enhance clarity and impact.

Evaluation Criteria

The summative presentation is rigorously assessed on a 100-point scale:

Criterion	Points	Description
Content and Organization	40	Well-structured presentation with all required sections, thorough and accurate content clearly connected to learning objectives.
Delivery and Communication	30	Confident and engaging delivery with clear articulation, appropriate pacing, and effective use of tone and body language.
Use of Visual Aids	15	Professional, relevant, and effective visual materials seamlessly integrated and free of errors.
Professionalism	15	Overall demeanor, appropriate professional attire, and strict adherence to established time limits.

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-

Internship Enrollment Form

Complete this form at the beginning of your internship course

Degree Level

Bachelors Masters Doctoral

Major

Full Name

USSU Email Address

Best Phone Number

Secondary Email Address

Regular Place of Employment

Job Title

Regular Supervisor Name and Title

Internship and Site Supervisor Information

Internship Organization

Organization Address

City

State

Zip Code

Site Supervisor Name and Title

Internship Enrollment Form — Site Supervisor (Continued)

Site Supervisor Email	Site Supervisor Phone
<input type="text"/>	<input type="text"/>
Highest Educational Degree	Institution
<input type="text"/>	<input type="text"/>
Major	Year Attained
<input type="text"/>	<input type="text"/>

Note: If the site supervisor does not hold a graduate degree, a written request for exception must be submitted to the Internship Office.

Internship Enrollment Form (Continued)

Internship Placement Details

Will the student receive a stipend for the internship? Yes No

Is the internship site the place of the student's regular employment?

Yes No

If yes to the above, please answer the following questions:

Are the internship duties completely different from regular employment duties?

Yes No

Is the site supervisor the student's regular employment supervisor?

Yes No

Student Confirmation

I have read the Internship Handbook and understand the requirements of the internship, including (but not limited to) the need to submit reflection papers and my site supervisor's evaluations.

Yes — I confirm No

Required Signatures

Student Signature

Date

Site Supervisor Signature

Date

Please submit this completed form along with the Site Supervisor's resume and Learning Objectives to the Internship Office.

Internship Learning Objectives Form

Outline and agree upon learning objectives for your internship experience

Student Information

Student Name

Site Supervisor

Learning Objectives

Develop five specific, measurable objectives using action verbs (analyze, develop, implement, evaluate, create).

OBJECTIVE #1

Measurement Tool

Expected Outcome

OBJECTIVE #2

Measurement Tool

Expected Outcome

Internship Learning Objectives Form (Continued)

OBJECTIVE #3

Measurement Tool

Expected Outcome

OBJECTIVE #4

Measurement Tool

Expected Outcome

OBJECTIVE #5

Measurement Tool

Expected Outcome

Agreement

The student and mentor hereby agree to the internship duties and each learning objective described above.

Student Signature

Date

Site Supervisor Signature

Date

Internship Hours Log — 0 to 100 Hours

Student Name

Site Supervisor's Name

Internship Site

Internship Start Date

Instructions: Record the date, number of hours completed, and a brief description of activities or tasks for each day. Both student and supervisor must sign to verify accuracy.

Date	Hours	Activities / Tasks / Supervisor Feedback
Total Hours		

Student Signature

Date

Site Supervisor Signature

Date

Internship Hours Log — 101 to 200 Hours

Student Name

Site Supervisor's Name

Internship Site

Internship Start Date

Instructions: Record the date, number of hours completed, and a brief description of activities or tasks for each day. Both student and supervisor must sign to verify accuracy.

Date	Hours	Activities / Tasks / Supervisor Feedback
Total Hours		

Student Signature

Date

Site Supervisor Signature

Date

Internship Hours Log — 201 to 300 Hours

Student Name

Site Supervisor's Name

Internship Site

Internship Start Date

Instructions: Record the date, number of hours completed, and a brief description of activities or tasks for each day. Both student and supervisor must sign to verify accuracy.

Date	Hours	Activities / Tasks / Supervisor Feedback
Total Hours		

Student Signature

Date

Site Supervisor Signature

Date

Model Release Form

United States Sports University

I, _____, do hereby give the United States Sports University, its assigns, licensees, and legal representatives, the irrevocable right to use my name, picture, portrait, photograph, or voice in all forms of media and all manners, including composite, advertising, publication, or any other lawful purpose. Additionally, I understand I waive the right to inspect or approve the finished product, including written copy, which may be created in connection therewith.

I attest that I am of full legal age and have read this release and am fully familiar with its contents.

Signature

Date

Witness

Date

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Site Supervisor Evaluation Form

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Thank you for supervising our student intern. Please complete this brief evaluation form at the 100-hour and 200-hour milestones. Your feedback is critical to the student's growth and the program's success.

General Information

1. Your Name

2. Your Organization

3. Student's Name

4. Evaluation Milestone (select one): 100 Hours 200 Hours

Evaluation Questions

The student demonstrates professionalism and reliability.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

1. The student communicates effectively with staff and clients.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

2. The student is making progress toward their learning objectives.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

3. The student exhibits a positive attitude and willingness to learn.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

4. The student applies classroom knowledge to practical situations

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

Site Supervisor Signature

Date

Final Student Evaluation Form

United States Sports University

Thank you for providing guidance to our students during their internship. Your feedback is invaluable to assessing their performance and improving our program. Please complete the evaluation form below.

Section 1: General Information

1. Your Name

2. Student's Name

3. Total Contact Hours for the Internship

Section 2: Internship Assessment

Rate each item using the scale:

5 Strongly Agree, 4 Agree, 3 Neutral, 2 Disagree, 1 Strongly Disagree

1. The student was well prepared for the internship experience.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

2. The student demonstrated the necessary skill set to complete the learning objectives.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

3. The student exhibited critical thinking skills during the internship.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

4. The student acted on values and principles in practical situations.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

5. The student identified how sports can impact human behavior.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

6. The student demonstrated a working knowledge of the sport profession.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

7. The student demonstrated knowledge of issues and trends in sports.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

8. The student demonstrated the skill set necessary to succeed as a professional.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

9. The student applied theoretical knowledge in a practical manner during the internship.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

10. The student was able to analyze and synthesize information to make informed decisions.

[] 5 Strongly Agree [] 4 Agree [] 3 Neutral [] 2 Disagree [] 1 Strongly Disagree

Total Score: _____ out of 50 points

Final Student Evaluation Form — Section 3

Section 3: Learning Objectives Attainment

Please refer to the copy of the learning objectives that were provided to you and evaluate the student on their attainment of each objective. A value of 1 represents minimal mastery; a value of 5 represents complete mastery.

Learning Objective 1.

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

Learning Objective 2.

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

Learning Objective 3.

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

Learning Objective 4.

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

Learning Objective 5.

5 Strongly Agree 4 Agree 3 Neutral 2 Disagree 1 Strongly Disagree

Total Score: _____ out of 25 points

Additional Comments:

Site Supervisor Signature

Date

Internship Handbook

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For questions, contact the Office of Experiential Learning.
