

**Internship Learning Plan**  
**KNES 4973 Sport Administration & Leadership**

Each student intern is **required to complete all ten (10) outcome areas** over the course of the semester. All supplemental material (evidence) must be submitted to either the on-site or faculty supervisor as assigned. Please check spelling and grammar of all submissions before turning them in. The five (5) outcomes highlighted will require the student to submit evidence to the faculty supervisor of what they did to complete the requirement. outcomes are highlighted.

<b>Outcomes/Description</b> Elements that need to be met or accomplished during the internship experience.	<b>Tasks/Responsibilities/Expectations</b> What you will be doing during the internship experiences to accomplish each of the required	<b>Evidence to be Submitted</b> Evidence (work/paper/project/etc.) that you will submit that demonstrates completion/accomplishment of outcome
<b>Leadership:</b> Interns will demonstrate positive leadership skills and abilities		
<b>Programming:</b> Interns will demonstrate competence in planning and implementing activities, programs or events.		
<b>Budget:</b> Interns will demonstrate competence in budget development and management for specific activities, programs or events.		
<b>Facilities &amp; Equipment:</b> Interns will demonstrate competence completing the necessary procedures and set up/tear down related to the facility needed for a competition or event. Additionally, interns will demonstrate competence in equipment care, maintenance and procurement.		
<b>Marketing &amp; PR:</b> Interns will demonstrate competence in advertising & promoting activities, programs or events.		
<b>Public Speaking:</b> Interns will demonstrate competence in public speaking through presenting information to constituents, colleagues or the public on behalf of the organization.		

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<b>Supervision of Personnel and Facilities:</b> Interns will demonstrate competence in supervising facilities and personnel with or in the absence of the individual site supervisor.		
<b>Risk Management:</b> Interns will demonstrate competence in developing & implementing risk management plans for activities, programs, events or facilities.		
<b>Communication:</b> Interns will demonstrate effective and professional communication skills and abilities (interpersonal, verbal, written, media, technology).		
<b>Professional Development:</b> Interns will demonstrate great career awareness relative to employment opportunities, professional organizations, and networking with professionals in the field.		