

**OLD DOMINION UNIVERSITY
DEPARTMENT OF HUMAN MOVEMENT SCIENCES**

A-15

**AGREEMENT FOR INTERNSHIP
WITH
SPORT MANAGEMENT
OLD DOMINION UNIVERSITY**

AGENCY: _____ **PHONE:** _____

ADDRESS: _____

SUPERVISOR: _____ **TITLE:** _____

The above named agency has agreed to accept _____ (intern's name),
a student from the Sport Management Program at Old Dominion University, for internship
placement.

Semester: _____ **Date Begun:** _____ **End:** _____

The agency supervisor agrees to:

1. Supervise and assist the student in pursuing the learning objectives for the internship experience.
2. Cooperate in the program process as specified in the Sport Management Program's INTERNSHIP MANUAL.
3. Provide evaluations of the student using the Mid-Term Evaluation and Final Internship Appraisal forms.

Signature of agency's student site supervisor: _____

Return form to:

**Dr. Robert Case
Internship Coordinator
Sport Management Program
Old Dominion University
Student Recreation Center, Rm. 2025
Norfolk, VA 23529-0196
Phone: (757) 469-9695 cell
rcase@odu.edu**

ODU Sport Management Intern Coordinator Signature

Date: _____

Name of Student Intern: _____

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**OLD DOMINION UNIVERSITY
HUMAN MOVEMENT SCIENCES
B.S./M.S. IN SPORT MANAGEMENT**

STUDENT INTERNSHIP AFFILIATION AGREEMENT

This Agreement is made this _____ day of _____ 2018, by and between the _____ (hereinafter referred to as the "Internship Facility") and Old Dominion University, an instrumentality of the Commonwealth of Virginia (hereinafter referred to as the "University").

WHEREAS, the University is an educational institution with an approved Baccalaureate and Masters Degree programs in Sport Management which requires internship experiences of students enrolled therein; and

WHEREAS, the Internship Facility is a facility which has the resources in equipment and staff to provide the internship experiences required by the program; and

WHEREAS, it is to the benefit of the University that the resources of the Internship Facility be made available to its students for the required internship experiences; and

WHEREAS, it is to the benefit of the Internship Facility to associate with the University, its faculty and its students; and

WHEREAS, it is to the benefit of both the University and the Internship Facility to cooperate in the educational preparation of interns so as to promote excellence in the management of sports, recreation, or health and physical education to ensure professional competence, and to provide maximum utilization of community resources;

NOW THEREFORE, the parties agree as follows:

1. Purpose

The purpose of the Agreement is to establish procedures and guidelines for the provision of internship experiences within the Internship Facility for students enrolled in the Baccalaureate or Master of Science in Sport Management at Old Dominion University.

2. The University's Responsibilities

The University agrees to:

- a. Present students for internship experiences who have adequate pre-internship instruction and who, in the discretion of the faculty of the Program have adequately fulfilled the pre-internship requirements of the Program curriculum;
- b. Obtain comprehensive malpractice insurance coverage for students and faculty in an amount not less than one million dollars per occurrence and three million aggregate per year (\$1,000,000/\$3,000,000). Evidence of such insurance shall be provided to the Internship Facility prior to student participation in the internship experiences.

- c. Inform all students of the rules, regulations, policies, and procedures of the Internship Facility and require their conformance to such rules, regulations, policies, and procedures to extent they are not inconsistent with law and policy,
- d. No less than two (2) weeks prior to the commencement of internship experiences, advise the Internship Facility of the number of students who will be presented for internship experiences and of the dates and hours each such students will be assigned to internship experiences as determined by program curricula and class schedules;
- e. Provide the services of a faculty member of the Undergraduate or Graduate Programs in Sport Management who will:
 - (1) Plan, in conjunction with staff member(s) of the Internship Facility, internship experiences and assignments which will fulfill the internship requirements of the Program curriculum; and
 - (2) Meet with staff member(s) of the Internship Facility to discuss the quality of the internship experiences and any problems which may have arisen in the provision of those experiences.
- f. Retain responsibility for the education of students in the Undergraduate or Graduate Programs in Sport Management and for the curriculum of that Program, its design, delivery, and quality; and
- g. Maintain all educational records and reports relating to the internship experiences of its students.

3. The Internship Facility's Responsibilities

The Internship Facility agrees to:

- a. Provide a minimum of 400 hours of internship experiences for students;
- b. Provide a minimum of 30 days notice in the event that it is unable to place University students;
- c. Provide facilities for internship experiences which may include reasonable library, classroom, conference room, and locker room space, and whenever possible, office and storage space;
- d. Provide the services of a staff member (s) who will:
 - (1) Assist University supervising faculty member (s) with the planning of the internship experiences and evaluation of students internship experiences and
 - (2) With University supervising faculty member(s) to discuss the quality of the internship experience and any problems which may have arisen in the provision of these experiences;
- e. Plan, minister, and retain supervisory responsibility for all aspects of the internship experience provide for qualified supervision of all internship activities; and
- f. Allow faculty members of the University Undergraduate or Graduate Programs in Sport Management access to the facilities of Internship Facility for the purposes of coordinating, observing, and instructing students engaged in internship experiences.

4. Responsibilities of the University and the Internship Facility

The University and the Internship Facility agree that:

- a. The maximum number of students who may participate in internship experiences will be determined by agreement between the parties;
- b. The parties will advise one another of a change in supervising and instructing personnel, changes in applicable policies, and changes in the availability of resources;
- c. Emergency treatment of students for any injuries incurred during internship activities must be covered through the students' health insurance plans (required by the University), or through their own resources;
- d. The Internship Facility may, at any time, summarily relieve a student from a specific assignment, or request that a student, or faculty member, leave the internship facility area for cause related to the quality of the internship experience;
- e. The Internship Facility may require that a student be withdrawn from participation in the internship experience provided that specific reasons for the withdrawal are given and that such reasons are not among those prohibited, and
- f. Neither party shall discriminate against any student on the basis of race, religion, sex, creed, age, national origin, or disability;

5. Terms

The terms of this Agreement is from _____, to _____.

Termination of this Agreement may be effected by either party upon completion of performance under the terms of the Agreement.

Signature of Internship Site Supervisor:

OLD DOMINION UNIVERSITY
Norfolk, Virginia 23529

By: _____

By: _____

Title: _____

Dr. Robert Case
Internship Coordinator, Sport Management

Date: _____

By: _____

Dr. Lynn Ridinger, Chair
Department of Human Movement Sciences

*Approved as to legal form and substance for Old Dominion University by C. Jay Robbins, General Counsel, February 26, 1999.