



INTERNSHIP LEARNING AGREEMENT

It is an NYS and SUNY requirement that students earn one academic credit for 40 hours in an approved internship.

SUNY Cortland Sport Management requires 480 hours of internship. Interns may complete hours at one location or multiple locations.

Section I

To be completed by the student

Name:

C#:

Phone #:

Home Address:

Local Address:

Emergency Contact Name & #:

How did you find this internship?

_____ (Signature) I acknowledge that I will have completed all other degree requirements *before beginning my internship*. I have or will meet the GPA requirement and have or will have 106 credits *before beginning my internship*. Should I fall short of these standards, I will immediately notify the internship coordinator.

_____ (Signature) I have read, fully understand, and will abide by the policies and procedures for a culminating internship as explained in the Department's Internship Manual. I understand that failure to follow those policies will result in the failure of my internship classes (SPM 470 and SPM 475).

Section II

To be completed by the internship site supervisor

Thank you for hiring a SUNY Cortland Sport Management senior as an intern. Before you fill out the information below, we want to inform you of a few SUNY and Department requirements. Students were asked to explain these specifics to you before accepting their internship.

1. Students are asked to closely track the dates and times worked at their internship(s) and then ask you to sign off on those hours at the middle and end of their internship.
2. When the student completes their internship, I will reach out to you to complete a supervisor evaluation of their internship work. This evaluation is 13 questions long and is the most significant factor in assigning grades for the student's internship.
3. Students are required to do 480 hours of work on their internship to receive 12 credits. If this internship cannot guarantee that number of hours, it is the student's responsibility to seek a 2nd internship. You have no obligation to give the students more hours to reach 480 unless you choose to.
4. At any point during the student's internship, you are welcome to reach out to me with concerns or praise you would like me to address with the student.

Internship Company Name:

Internship Supervisor:

Supervisor Title:

Supervisor Email:

Supervisor Phone #:

Internship Start Date:

Internship End Date (If unknown, please estimate):

Hours per week:

Stipend/Hourly Rate:

Other Assistance:

Please attach an internship job description in the return email or briefly explain the internship responsibilities here.

The internship site supervisor should return the completed form to Lawrence.brady@cortland.edu and/or ryan.vooris@cortland.edu