DESCRIPTION
Internships offer qualified students the opportunity to gain practical experience within event management related disciplines. Placements are made in public, private and corporate organizations and are designed to compliment a student’s professional preparation.

APPLICATION
Interested students should meet with their faculty advisor to form tentative plans at least one semester prior to the internship experience and to initiate the required paperwork.

CREDITS
Event management internships are taken for three credits. Seventy-five (75) site contact hours are required for each registered credit hour.

PREREQUISITES
To qualify for the internship experience, students must have completed HPHE 1700, HPHE 2100 and are either enrolled or completed HPHE 3100 and gain the permission of the internship coordinator.

ASSESSMENT
Students will receive a grade in accordance with the undergraduate standards.

INTERNSHIP COORDINATOR
The internship coordinator (also referenced as University Supervisor) contact information is as follows:
Deborah Droppers
HPHE Internship Coordinator
Western Michigan University
Deborah.droppers@wmich.edu
269-388-2830 office
269-330-6202 cell
269-388-3083 fax

RECOMMENDED READING
GENERAL COMMENTS AND GUIDELINES

- It is highly recommended that the internship be completed during a single semester or during the two summer school semesters.

- The quality of an internship experience is greatly affected by the amount of time an intern is able to commit to the experience in a single setting.

- In most situations the student will manage the major financial obligations for the internship. The student may accept financial stipends, salaries, housing, other compensations provided by the internship agency as long as such benefits do not interfere with the internship performance.

- Only under special conditions will an internship be permitted within the framework of an intern’s regular full time job. These conditions must include that the work includes event management responsibilities beyond their normal work assignments. The supervisor must communicate with the internship coordinator.

- Students are encouraged to investigate and accept internships that may are located outside the Western Michigan geographic area.

- The primary administrator and evaluator of the student intern will be the internship site supervisor. University supervision of the intern is managed through a limited part-time instructor. Supervision is limited due to the limited resources of the university to financially support the supervision of the program. Supervision will take the form of any or all of the following: phone conversations, elearning, or online communication. Western Michigan University is working on the implementation of an internship agreement where the business must provide a contract agreement. If that happens in the middle of the internship, the host internship organization will be contacted by the university supervisor.

- Due to the limited supervision of this program, students are required to do the following:
  - Upload all materials to elearning and when they are submitted after the expected due date to inform the instructor via email of the late submission
  - Students are required to upload the time sheet/activity logs bi-weekly or communicated via email or phone on the status of their internship. The responsibility is on the student to stay in communication throughout their internship by submitting papers and logs in a timely fashion.
  - Students are required to share the contents of this manual with their internship supervisor to ensure that the logs are signed, the mid-term evaluation is completed as well as the final assessment.

- The internship shall be graded according to Western Michigan grading policies.

- A student may be removed from the internship experience for unprofessional conduct.
Student Objectives

Students are required to outline their objectives for the internship. Students are expected to share their internship objectives with their supervisors at the beginning of their internship. This should be submitted as a formal proposal paper respective of a business paper format. Here are some guiding principles for the internship objectives.

- Gain practical experience under professional supervision to supplement classroom experience and readings
- Demonstrate an increased understanding of the complexity and diversity of event management responsibilities
- Demonstrate the ability to work with event management professionals
- Examine, refine, and develop personal skills and competencies applicable to a career in event management
- Establish realistic goals for professional development
- Increase leadership and communication skills
- Become familiar with the organizational structure, purpose, and administrative procedures of the organization
- Identify personal and professional strengths and weaknesses as they relate to a career in event management
- Participate in corporate strategic planning and ideation meetings to gain experience in professional meeting dynamics and conversations.
Event Management Internship Student Responsibilities

Before Placement

It is the responsibility of the student to:

1. Identify an institution, agency, or facility that will provide a professional and academic growth experience as determined by the student in consultation with the university supervisor.

2. Submit a pre-placement summary sheet to the university supervisor (See FORM A)

3. Submit a written resume and cover letter of application/interest to the site supervisor and university supervisor.

4. Participate in a formal interview at the internship site.

After Placement; Before Internship Starts

It is the responsibility of the student to:

1. Complete an internship information data sheet (See FORM B). Submit copies to university supervisor and site supervisor.

During the Internship Experience

It is the responsibility of the student to:

1. Represent Western Michigan University; the Department of Human Performance and Health Education; the internship site; and one’s self in such a manner that exemplifies the highest professional standards and ethics.

2. Be aware of and cooperate with the philosophies, objectives, rules, regulations, behavior, and dress codes expected by the internship organization.

3. Perform event management duties as assigned by the site supervisor

4. Follow all guidelines of the internship agency.

5. Complete weekly internship logs detailing time and tasks completed, signed by the site supervisor (See FORM C).
6. **Upload to elearning a copy of internship log** to university supervisor at the completion of each workweek. Original copies should be included in student’s internship portfolio. It will be the responsibility of the intern to upload these documents to elearning.

7. Halfway through the internship, **complete a mid-point internship self-evaluation** form and upload to Elearning (See FORM D). Original copy should be included in the student’s internship portfolio

8. **Request site supervisor to complete a mid-point evaluation form** (See FORM E), and arrange a time to discuss findings.

9. Request a copy of the **organizational chart** of the internship site. Upload these documents to elearning.

10. Students are encouraged to upload pictures of their internship to elearning. This provides documentation of the work and provides a photo portfolio for the internships. These photos are recommended for inclusion in the internships portfolio.

11. **Compile portfolio materials** for final assessment using a digital portfolio format (Weebly, Wix, Format.com)

**At the Completion of the Internship Experience**

*It is the responsibility of the student to:*

1. **Complete a final self-assessment** (See FORM F)

2. **Ask the site supervisor to complete a final evaluation form** (See FORM G)

3. **Create and submit an electronic E-portfolio of the work that was done in the internship** to the university supervisor before the end of final exam week of the semester in which the student wishes to receive an internship grade.

4. **Write a thank you letter** to the site supervisor and other individuals who contributed to the internship experience.
Responsibility of the Site Supervisor

1. Assist the intern in his/her growth toward professional development and maturity.

2. Assume the role of primary supervisor, mentor, and liaison for the internship student.

3. Broaden the intern’s scope of the event management field.

4. Inform the student of the institution’s philosophies, objectives, rules and regulations. Provide an organizational chart to help the student understand organizational hierarchies.

5. Develop a working agreement with the intern that clearly delineates his/her role and responsibilities during the first week of service.

6. Review and sign weekly internship logs and discuss them with the student when necessary.

7. Schedule periodic meetings in order to inform the student of his/her strengths, weaknesses, and progress.

8. Complete and discuss the mid-point evaluation form with the intern.

9. Complete the final evaluation form and return it to the university supervisor no later than two days after the completion of the internship period.

10. Attempt to provide the intern with as many varied duties as possible.

11. Immediately inform the university supervisor in the event of any problem with the student’s level of performance, or the site’s inability to complete the internship experience.

12. Provide the university supervisor with feedback and suggestions regarding future internship procedures and policies.
Internship Portfolio Requirements

All of the items for this internship are required for submission via E-Learning. Additionally, students will be required to create an E-Portfolio. This is required for the HPHE 3100 and the materials created through this internship should be added to the E-Portfolio as a professional resume of work completed within the industry.

This portfolio is critical for professional development and job interviews. This portfolio should be combined with the Event Management Portfolio that includes course work for HPHE 2100, 3100, and 3110. Here is what we recommend be included in your portfolio:

1. Copy of pre-placement summary sheet (typed)
2. Copy of current resume.
3. Weekly logs, signed by site supervisor
4. Mid-point self assessment (typed)
5. Mid-point site supervisor evaluation form
6. Materials collected during internship experience which represent the organization, and internship responsibilities – these materials should be items that you produced or partnered in the development thereof.
7. Pictures of the internship experience – this can be through a photo page, a scrapbook type page(s).
8. Post-internship self-assessment (typed)
9. Final site supervisor evaluation form
Event Management Internship Forms

PLEASE NOTE THAT ALL FORMS ARE UPLOADED TO ELEARNING. EACH FORM SHOULD BE ALSO PRINTED FOR THE PORTFOLIO (ALTHOUGH NOT REQUIRED).

THIS IS A COURSE THAT IS MAINTAINED THROUGH ELEARNING AND DOCUMENTS SHOULD BE UPLOADED THROUGH THAT MEDIUM.

**FORM A** Pre-Placement Summary Sheet

**FORM B** Internship Information Form

**FORM C** Weekly Internship Log – this can be adapted to a two week format by simply copying the weekly grid twice.

**FORM D** Mid-Point Self-Assessment

**FORM E** Mid-Point Site Supervisor Evaluation Form

**FORM F** Final Self-Assessment

**FORM G** Site Supervisor Final Evaluation Form
Student name, address, phone numbers, e-mail address

Intended internship site (location/address)

Name of anticipated site supervisor

Anticipated internship duties and responsibilities

Anticipated schedule/hours per week (Identify start and end dates)

Goals/objectives/outcomes for internship experience (minimum six)
FORM B
Event Management Minor Internship
Information/Contact Sheet

1. **STUDENT** Information: Name, address, telephone number(s), e-mail address, emergency contact name/number(s):

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

2. **SITE SUPERVISOR** Information: Name, organization, address, telephone number, e-mail address:

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

3. **UNIVERSITY SUPERVISOR** Information: Name, work address, telephone number(s), e-mail address:

Deborah Droppers, University Supervisor for HPHE 4199
Event Management Minor Coordinator
269-388-2830 office | 269-388-3083 fax | 269-330-6202 cell
Deborah.droppers@wmich.edu | deb@eventkalamazoo.com
Off Campus Office : 210 Farmers Alley, Kalamazoo, MI  49007

Please note that the Event Management Minor does not have an on-campus office, but materials may be delivered to Human Performance and Health Education Office on the 4th Floor of the Student Recreation Building.
FORM C
Event Management Minor Internship
Weekly Log (this log can be adapted for a bi-weekly submission)

Student Name ___________________________  Week _________

Internship Site ___________________________

NUMBER OF HOURS PER DAY

<table>
<thead>
<tr>
<th>SUN</th>
<th>MON</th>
<th>TUES</th>
<th>WED</th>
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</table>

Total internship hours completed to date:

Tasks and Responsibilities Completed:

Meetings and Activities Observed:

Student Comments:

Supervisor Comments:

__________________________  ___________________________
Site Supervisor Signature   Student Intern Signature
This is a typed assessment paper that is uploaded to E-learning. In an attempt to maximize your internship experience, and to facilitate personal and professional growth, please comment on the following areas as they relate to your Event Management internship experience (1-2 pages):

1. Internship expectations
2. Daily tasks and responsibilities
3. Relationship with site supervisor
4. Level of personal confidence
5. Goals for remainder of internship
6. Rewarding experiences thus far

A copy of the typed Mid-Point Self-Assessment should be uploaded to elearning at the mid-point of your internship experience. It is noted that this mid-point might not follow the University calendar/schedule, but should be done at about 100 logged hours.

Please create a professional document that is appropriate for your E-Portfolio. It should include headers with your internship company name, the internship dates, and your assigned responsibilities (job listing).
**FORM E**

**WMU Event Management Internship**
**Site-Supervisor Mid-Point Evaluation | WMU Event Management Minor Internship**

<table>
<thead>
<tr>
<th>Intern</th>
<th>Date</th>
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<tbody>
<tr>
<td>Site Supervisor</td>
<td>Site</td>
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Please evaluate the intern using the scale indicated below:
1 = Unsatisfactory: Completely unsatisfactory performance
2 = Below Average: Not consistently satisfactory
3 = Average: Adequate but no more than satisfactory
4 = Good: Consistently better than satisfactory
5 = Excellent: Meets top expectations

### Personal Competencies:

1. **Judgement**
   - Knows his/her limitations and when to ask for help
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Can distinguish between important and unimportant matters
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Analyzes situations to consider possible results
     
     | N | 1 | 2 | 3 | 4 | 5 |

2. **Adaptability**
   - Capable of meeting new situations calmly
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - At ease with people of all ages and abilities
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Immediately sees the needs of a situation
     
     | N | 1 | 2 | 3 | 4 | 5 |

3. **Emotional Maturity**
   - Is well-poised; shows self-control
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Understands behavior in self and others
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Demonstrates even temperament and happy disposition
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Able to accept suggestions and clarification of own ideas
     
     | N | 1 | 2 | 3 | 4 | 5 |

4. **Enthusiasm**
   - Eagerly pursues tasks
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Keenly interested in things and people
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Eager to learn about all aspects of Sport Management
     
     | N | 1 | 2 | 3 | 4 | 5 |

5. **Dependability**
   - Punctual and efficient
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Carries work through to completion
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Communicates illnesses or absences
     
     | N | 1 | 2 | 3 | 4 | 5 |

6. **Initiative**
   - Demonstrates foresight and anticipates tasks
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Starts tasks without suggestions or prodding
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Takes responsibility for beginning or originating action
     
     | N | 1 | 2 | 3 | 4 | 5 |

7. **Appearance**
   - Neat and well-groomed
     
     | N | 1 | 2 | 3 | 4 | 5 |
   - Appropriately dressed for all occasions
     
     | N | 1 | 2 | 3 | 4 | 5 |
8. Cooperation
Respects opinions and wishes of others
Courteous, friendly and thoughtful

Please highlight a few of the specific strengths (accomplishments, willingness to learn, examples of leadership) that this student has shown during the first half of the internship?

Please outline 2-3 goals or project area that are going to be highlighted for the remaining portion of the internship that will address the original goals and objectives outlined at the beginning of the internship.

Please describe in detail any problems encountered during the internship. Were these problems resolved or managed successfully?

COMMENTS:

________________________________________________________________________________________

Site Supervisor’s Signature Date

Questions regarding this internship and evaluations procedures can be directed to: Deborah Droppers, Event Management Minor Coordinator. Telephone: 269-388-2830 (O) 269-330-6202 (c) or deborah.droppers@wmich.edu.
Please comment on the following areas as they related to your internship experience (1-3 pages):

1. Internship expectations vs. reality (see pre-placement form)
2. Satisfaction with internship site
3. Most beneficial part of internship experience
4. Professional skills acquired/refined
5. Areas of frustration and/or disappointment
6. Recommendations for future internship procedures/placements

A copy of the typed Final Internship Self-Assessment should be uploaded to elearning at the mid-point of your internship experience. It is noted that this mid-point might not follow the University calendar/schedule.

Please create a professional document that is appropriate for your E-Portfolio. It should include headers with your internship company name, the internship dates, and your assigned responsibilities (job listing).
Please evaluate the intern using the scale indicated below:

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**Personal Competencies:**

1. **Judgement**
   - Knows his/her limitations and when to ask for help N 1 2 3 4 5
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   - Capable of meeting new situations calmly N 1 2 3 4 5
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   - Eagerly pursues tasks N 1 2 3 4 5
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7. **Appearance**
   - Neat and well-groomed N 1 2 3 4 5
   - Appropriately dressed for all occasions N 1 2 3 4 5

8. **Cooperation**
   - Respects opinions and wishes of others N 1 2 3 4 5
   - Courteous, friendly and thoughtful N 1 2 3 4 5
Professional Competencies

9. Administrative Skills (Current level of expertise)
   Administrative procedures  
   Public relations
   Office equipment and technology
   Marketing and promotions
   Public speaking and presentations
   Information management
   Event planning and implementation

10. Communications Skills
   Able to convey ideas
   Ability to write professionally and efficiently
   Ability to speak before a group

11. Leadership
   Instills confidence in others
   Stimulates others toward better efforts
   Promotes harmonious relationships
   Organizes and works in a democratic manner
   Plans cooperatively with others
   Recognizes and responds to the needs of others
   Contributes to the effective resolution of conflicts
   Maintains an attitude of objectivity and fairness
   In an imaginative and creative thinker

Highlight a few of the specific strengths (accomplishments, unusual talent/skills, curiosity, willingness to learn, personality traits, and so on) that this student has shown during the internship?

Give an example of how the original goals and objectives were used to benefit both the intern and the site.

COMMENTS:

Questions regarding this internship and evaluations procedures can be directed to: Deborah Droppers, Event Management Minor Coordinator. Telephone: 269-388-2830 (O) 269-330-6202 (c) or deborah.droppers@wmich.edu.
## WMU Event Management Minor Internship
### Student Checklist

<table>
<thead>
<tr>
<th>ITEM</th>
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<tbody>
<tr>
<td>□ Meeting to discuss internship placement</td>
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<tr>
<td>□ Pre-placement Summary Sheet</td>
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<tr>
<td>□ Internship Information Form</td>
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<td>□ Weekly Internship Log (s)</td>
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<td>□ E-Portfolio</td>
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**Contact Information:**

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*Updated: January 2015*