

Thornton Academy Athletics



Internship Program Playbook
December, 2020 Edition

Expectations for the Internship Experience

Expectations that the University Has for the Student Intern

- Completion of all pre-internship activities and paperwork prior to start of the internship
- Be approved and registered for an internship course at the college or university
- Attend classes, workshops, or meetings as required
- Confirmation of the length of the internship (number of weeks, hours per week)
- Identification of number of credit hours being awarded for the internship
- Assignment of university course instructor/internship supervisor
- Responsibly perform and successfully complete all the hours they committed to the internship in the organization
- Complete academic assignments as assigned by the internship supervisor
- Completion of all post-internship requirements

Expectations that the University Has for the Athletic Administrator

- Provide a learning experience for the student intern that reflects the work of the profession
- Provide the student with adequate orientation, training, and supervision for the internship position
- Create a series of hands-on experiences for the student intern
- Ensure that the student feels safe - physically, mentally, and emotionally
- Support the student in fulfilling his or her learning objectives, schedule, and goals
- Allow the student to complete their required hours, and keep an accurate log of the student's internship hours
- Notify the college internship instructor about any changes in the student's work status, schedule, or performance
- Complete all paperwork in a timely manner
 - Internship Approval Form
 - Post-Internship Assessment Form
- Offer feedback to the student intern in the form of a post-internship evaluation

Expectations that the Athletic Administrator Has for the University

- Certify the student's academic eligibility to participate in an internship assignment
- Establish guidelines and standards for the conduct of its internship program and to make these guidelines and standards available to the school

- Designate a faculty member to serve as an advisor to the student with responsibilities to assist in setting learning objectives, to confer with the school's athletic administrator, to monitor the progress of the internship assignment, and to evaluate the academic performance of the student
- Maintaining communication with the athletic department and clarify college policies and procedures
- Enforce any additional rules and procedures that are mutually agreed to in advance in writing between the college and the school

Expectations that the Athletic Administrator Has for the Student Intern

- Demonstrate professionalism at all times in appearance, dress, and behavior
- Communicate regularly and honestly with the supervisor
- Conduct oneself in a matter fitting of a person working in an interscholastic setting
- Be punctual for all assigned work sessions and activities
- Manage all assignments with responsibility and professionalism
- Be inquisitive and open to new learning and ideas
- Ask questions as necessary and be willing to seek help

Expectations that the Student Intern Has for the Athletic Administrator

- Provide encouragement and support for the learning components of the student's internship assignment
- Orient the student to the site and culture of the school
- Assist in the development of learning objectives
- Provide adequate supervision for the student throughout the experience
- Assign duties that are career related, progressive, and challenging
- Provide available equipment, supplies, and space necessary for the student to perform his or her duties
- Serve as a mentor for the student as he or she grows in this experience
- Offer opportunities to learn about the various components of the athletic administrator's responsibilities
- Offer opportunities to gain new knowledge, skills, and experiences
- Ensure that the student feels safe - physically, mentally, and emotionally
- Monitor progress of the student on an on-going basis
- Offer a fair evaluation following the experience
- (Possible) Write a job recommendation following the experience

Other Requirements Related to the Internship

- Thornton Academy conducts a criminal background check for all internship candidates as with all of its department employees and volunteers. The school's director of security conducts this check in connection with the Maine State Police and Saco (Maine) Police Department. Participation in a Thornton Academy internship is contingent upon being cleared through this process.
- The Thornton Academy athletic administrator and the student intern will develop his or her work schedule on a weekly basis.
 - The athletic department is willing to work around a student's individual class or activity schedule as necessary.
 - Internship hours may be accumulated during or following the traditional school day or on weekends.
 - In some cases, the athletic department is willing to accept hours accumulated through independent work towards the total required for the internship.
- The student will not receive pay for the internship. However, with the permission of the sending university or college, the student may be paid for game day staff activities that receive stipends (ex. ticket selling and taking, clock operator, statistician)
- In the event that the student intern is not a good fit for the program or fails to meet job requirements, he or she may be dismissed from the Thornton Academy Athletic Department. In the event that becomes necessary, the Thornton Academy Athletic Administrator will communicate with both the student and the supervisor at the sending university or college.

Sample Internship Interview Questions

1. What is your background in athletics as a participant?
2. What are some of your favorite sports?
3. What do you know about Thornton Academy and its athletic department? Why did you select Thornton Academy for this internship experience?
4. What are your personal goals from participating in this internship?
5. What does your university require of you in the internship?
6. In your opinion, what are the greatest strengths that you bring to this experience?
7. What are skills that you would like to have an opportunity to develop more?
8. What social media platforms do you feel comfortable and skilled at using?
9. How would you describe your writing and communication skills?
10. What hours does your time, class, and activity schedule allow you to be on our campus?

Thornton Academy Internship Index of Activities



Game and Event Management

- On the day of a given athletic contest, setting up the required field or gymnasium equipment connected with that activity
- Serve in an assigned game day staff position
 - Ticket Seller
 - Ticket Taker
 - Scoreboard Operator
 - Statistician
 - Message Board
 - Sound
 - Public Address Announcer
 - National Anthem Performer
 - Distribution of programs/rosters
 - Concessions Worker
- Assist the Thornton Academy Television crew with live streaming of home contests
- Use social media to promote or report on a given activity
- Use social media to communicate fan expectations
- Write public address announcements to be used during a contest
 - Opening announcement
 - Emergency scenarios
 - Special events
 - Game Day Sponsorships
 - Closing announcement

- Become proficient in checking TheArbiter (officiating software) to confirm game assignments
- Confirm game officiating assignments using The Arbiter
- Visiting Team Logistics
 - Planning
 - Develop Game Day Itinerary
 - Communication to the visiting team
- Serve as the staff liaison for one or more of the following game day groups:
 - Home Team
 - Visiting Team
 - Game Day Officials
 - Broadcast Media
 - Print Media



Public Relations, Marketing, Branding, and Event Promotions

- Use social media to promote individual contests or other Thornton Academy Athletic Department events
- Write press releases about upcoming Thornton Academy events
- Utilize graphic design skills to assist in marketing of Thornton Academy events
- Use social media to communicate results of Thornton Academy events
- Analyze Thornton Academy website and social media to offer critique and identify trends
- Analyze Maine Interscholastic Athletic Administrators Association website and social media to offer critique and identify trends
- Analyze Maine Principals' Association website and social media to offer critique and identify trends

Title IX Compliance, Maine Principals' Association Policies, and Internal Controls

- Work with athletic administrator to complete project that demonstrate Title IX compliance
 - Participation number data
 - Develop a chart of participation numbers organized by activity
 - Analysis
 - Trends
 - Offer Possible Solutions

- Other Athletic Benefits: (P-L-A-Y-I-N-G F-A-I-R)
 - Protective Athletic Equipment
 - Locker Rooms and Practice/Competition Facilities
 - Allocation of Travel/Transportation/Per Diem Benefits
 - Years of Experience/Quality and Salaries of Coaches
 - Nature of Marketing/Publicity/Media Services
 - Game and Practice Times and Scheduling
 - Facilities and Access to Training and Medical Services
 - Institutional Support Services for Athletic Programs
- Read Maine Principals' Association (MPA) Policy Manual
- Become familiar with key MPA rules and policies
- Assist athletic administrator to complete Maine Principals' Association transfer policy work (as necessary)
- Gain an understanding of foreign grade equivalents for any students who transfer to the school from another nation's school system
- Add schedules and game rosters to the Maine Principals' Association website
- Develop or update an inventory of the school's athletic equipment and uniforms
 - Gymnasium Storage
 - Stadium Storage
- Conduct a photographic inventory of the schools' athletic equipment and uniforms

Human Resource Management

- Allow student intern to serve as an observer at the interview process of a potential coaching candidate
- Allow student to observe a meeting between the athletic administrator and a coach
- Educate the internship with regards to supervision and evaluation processes and procedures
- Analyze coaching portfolios to identify completion of all Maine Principals' Association requirements and needs
- Become proficient in using www.NFHSLearn.com for tracking completion of NFHS courses
- Have the student intern critique a team practice using the school's observation instrument
- Have the student critique a coach's performance from a game day observation
- Have the student observe the athletic administrator at work at a given contest and provide feedback

- Have the student visit another school to observe how that game administrator manages a contest
- The student intern conducts a self-evaluation at various phases of the internship
 - Beginning
 - Midpoint
 - End of internship
- The student intern creates a personal growth plan based upon needs identified during the internship

Operations: Scheduling, Travel, and Facilities

- Create a calendar of all athletic activities (home and away) over the course of a given season
- Building a plan for use of the home athletic facilities over the course of a season
 - Event Calendar
 - Assignment of Game Workers
- Contact other schools to schedule home and away athletic events
- Schedule and assist in managing logistics for other department events
 - NCAA Signing Ceremony
 - Thornton Academy Athletic Hall of Fame
- Build transportation schedule for a given athletic season
- Assist in creating a trip itinerary for a team travelling on a long road trip
- Review The Arbiter to ensure that all home contests have officials assigned

Student-Athlete Promotion

- Assist the athletic administrator in promoting student-athlete achievements through a multimedia approach
 - SMAA All-Conference
 - SMAA All-Academic
 - All-State
 - Gatorade Maine All-American
- Develop a student-athlete of the month program
- Assist in the planning and execution of a student-athlete NCAA National Letter of Intent signing ceremony

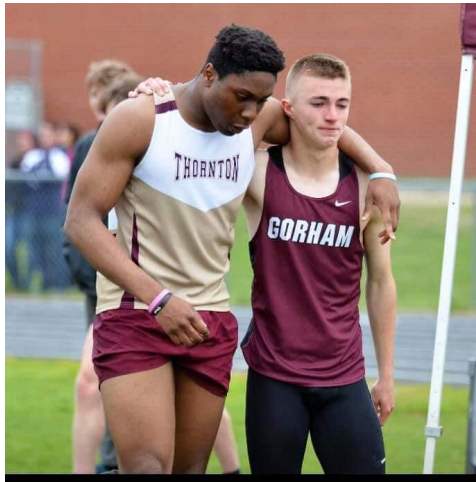
Strategic Planning and Budgeting

- Assist the athletic administrator in developing a strategic plan for the Thornton Academy athletic program

- Assist the athletic administrator in developing the athletic budget
 - Analyze previous year's spending
 - Needs assessment for upcoming year
 - Main budget
 - Thornton Academy Athletic Boosters "Wish List"

Development, Fundraising, and Grant Writing

- Assist in a fundraising initiative being conducted by one or more of the following:
 - Thornton Academy Athletic Department
 - Alumni House
 - Thornton Academy Athletic Boosters
 - One of the school's athletic teams
- Work with Alumni House on a research project that they are conducting
- Help Alumni House obtain a new sponsorship or develop a new partnership



Research Projects

- Use the following databases to research athletic records for archival purposes or specific research projects
 - *Tripod* yearbooks
 - Scorebooks
 - Newspaper archives (*Portland Press Herald*, *Journal Tribune*, clippings)
 - Social Media (ex. You Tube videos)
 - Thornton Academy Television archives

Educational Activities

- Complete the following National Federation of State Athletic Associations (NFHS) education courses
 - Concussion in Sports
 - COVID-19 for Coaches and Administrators
 - Fundamentals of Coaching
 - Heat Illness Prevention
 - Sudden Cardiac Arrest
- Other Possible Courses
 - CPR/AED
 - Sports First Aid
 - Other NFHS Learn courses of interest
- NIAAA Leadership Training Institute courses
- Attend an MIAAA professional development event
 - Fall Conference
 - Spring Conference



Resources

Dr. Scott Smith and Scott Garvis, “Going Beyond the Playing Field: Using Student Interns” - National Athletic Directors Conference Presentation - December 12, 2020

Saint Joseph’s College of Maine Internship Program: Memo of Understanding

University of New England Letter to the (Internship) Supervisor

