General Information

Internship and Practicum placements allow students to earn academic credit while gaining valuable work experience. The Internship (PED 480) is meant to be a culminating experience for seniors, and ideally would be closely aligned with career aspirations. It consists of 300-600 hours and counts 6-12 credits. The Practicum (PED 380) is meant to be introductory, consists of 150 hours, and counts 3 credits.

Submission Guidelines

- Submit completed application to Sport Studies Program (SSP) Coordinator
- All applications must be approved by the SSP Coordinator prior to starting the experience
- Application should be submitted and approved a semester prior to completing the experience
- Student must register for either PED 480 (Internship) or PED 380 (practicum)

- Submit the application (Attention Dr. Bob Epling) in one of these three ways:
  - **Email (preferred):** submit via email attachment to rte@reinhardt.edu
  - Fax: submit via faxed copy to 770-720-5602
  - Paper Copy: Dr. Bob Epling, Reinhardt University, Waleska, GA 30183

Course and Semester

Indicate the appropriate course placement:

- [ ] PED 480: Internship (open to SR Sport Studies majors with approval of program coordinator)
- [ ] PED 380: Practicum (open to SO/JR Sport Studies majors with approval of program coordinator)

Indicate the year and semester placement is to be completed:

- [ ] Fall  
- [ ] Spring  
- [ ] Summer  

Section A: General Information (to be completed by student):

1. Student Name
2. Mailing Address
3. Phone/Email  Phone _________________      Email  (Reinhardt student email only)
4. Placement Site
5. Placement Address
6. Brief Description of Placement Site and its purpose:

   ________________________________________________________________
   ________________________________________________________________
Section B: Placement Verification (to be completed by person at placement site responsible for supervision of intern)

1. This is to confirm that ______________________ (name of intern) has been accepted as an intern with ______________________ (name of placement site). The intern will be expected to work an average of ________ hours per week for ________ weeks.
   - Estimated Start Date (MO/DD/YR): ______________________
   - Estimated End Date (MO/DD/YR): ______________________

2. Position Description: Please provide a brief description of the responsibilities and expectations the site placement will have for this intern.

   __________________________________________________________
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

3. Supervisor Information

   Name of Intern Supervisor
   __________________________________________________________

   Title of Intern Supervisor
   __________________________________________________________

   Phone
   __________________________________________________________

   Email
   __________________________________________________________

   Date
   __________________________________________________________

   Signature of Supervisor
   __________________________________________________________
   (If submitted electronically, the above name indicates acknowledgement that Section B information is accurate)

Section C: Administrative Approval

Signature of Intern
   __________________________________________________________
   (If submitted electronically, the above name indicates acknowledgement that application information is accurate)

Date
   __________________________________________________________

Signature of SSP Coordinator
   __________________________________________________________
   (Administrative Use Only)