

Learning Goals

Cameron University
Department of Sports & Exercise Science

Learning Goal 1: Becoming a Staff Member

Intern Assignment

1. Read the employee manual that is associated with your internship site.
2. Review the organizational chart (shows the structure of the organization- key persons and relationship of position) to determine 'chain of command' and discuss with supervisor (if and when unavailable) who you should report to when assistance is needed (i.e. questions and/or issues that arise).
3. Discuss with supervisor what his/her primary job responsibilities are at the selected site (i.e. pros, cons, hours, and additional duties outside of hired position).
4. Discuss with site supervisor the different types of services or programs offered at the assigned internship site (i.e. the cost, target population, purpose, features, restrictions, and benefits, etc...).

I _____ (supervisor) certify that the training activities for this learning goal have been satisfactorily completed by the intern.

_____ Date _____
Student signature

_____ Date _____
Site Supervisor signature