

## Internship Final Presentation Guidelines

The final presentation is an opportunity for students to share their internship experience with fellow students and SPMT faculty. It also provides a way to assess the overall internship course, specific sites, and site supervisors for the enhancement of the program.

Presentation guidelines:

- Students are required to attend the entire presentation session (on their scheduled date), unless they are outside the Washington Metropolitan area (in which case alternative arrangements will be made).
- Students are required to wear a business *professional* suit.
- Presentations must last no longer than 10 minutes, and will be followed by a 5-minute “question and answer” period. Students **must rehearse their presentations** to keep within the 10-minute limit.
- Presentations must be made using PowerPoint slides (or *Prezi*), and must include:
  - a. An overview of the internship site, including a **brief** description of its services, personnel, on-site supervisor, etc.;
  - b. A **brief** description of the internship responsibilities;
  - c. A **brief** description of the challenges and successes experienced during the internship;
  - d. A **very detailed** description of the Special Project (***the majority of the presentation time should be devoted to this***);
  - e. A description of what was learned from the experience and how it can be applied in the future; and
  - f. A statement of future (professional and/or academic) plans.
- Students will be evaluated using the rubric included below. Please keep in mind the following:
  - a. Any student whose presentation receives an ‘Unsatisfactory’ or ‘Not Acceptable’ score on three (3) or more of the six (6) sections on the rubric will be required to present again at a later date to be determined by the faculty panel. If a student’s Knowledge of Sport Management and Sport Industry Concepts is deemed ‘Unsatisfactory’ or ‘Not Acceptable’, he/she may be required to present again at a later date to be determined by the faculty panel. This delay will negatively impact the student’s ability to receive a passing grade for the course.

Student Learning Outcomes (SLO)	4 Exceeds Expectations	3 Meets Expectations	2 Needs Improvement	1 Unsatisfactory	Score
Overall Communication Skills SLO 5	Communicates with little or no hesitation and with clarity. Comfortable in front of the group. Excellent use of power point. Presentation is very well organized. Audience clearly engaged.	Satisfactory organization of the presentation. Eye contact acceptable during most of the presentation. Slides convey main points. Audience acknowledged by the speaker. Solid voice control.	Inconsistent delivery. Some slides are acceptable and some not written properly. Organization of presentation is not consistent. Voice not confident with some eye contact. Some audience engagement.	No eye contact at all and no understanding of connection with the audience. Poor organization of the presentation and slides in the power point. Slides are not creative and poor voice control.	
Knowledge of Sport Management and Sport Industry concepts across the presentation SLO 1	Demonstrated expertise in this segment of the industry and impressive grasp of sport management concepts. Presenter provided detailed knowledge of these concepts. Background information selected was extremely helpful to understand the internship experience.	Presenter does an adequate job of explaining key sport industry concepts at site that are relevant to sport management. Adequate information presented in the power point to understand site and experience.	Inconsistent presentation of key sport management concepts across the presentation. Accuracy is not consistent, with some clear mistakes. Presenter does not provide enough information in the presentation.	Very poor understanding of the industry. Essential information is missing. Information not accurate. Minimal or no sport management concepts discussed in presentation.	
Content of power point slides SLO 1	Accurate slides presented in logical order across the presentation	Mostly accurate slides but the order was out of place at times during the presentation	Questionable content in many slides and no logic to the order of presentation	Inaccurate material throughout the presentation without any order to the slides	
Slide mechanics SLO 5	No spelling or grammatical errors in the slides	Minor errors in some of the slides	More than 20% of the slides had spelling or grammatical errors	Clearly no attention to detail producing most of the slides; numerous errors	
Power point tools and creativity SLO 5	Very creative slides with interesting mix of content; excellent use of power point tools in the presentation.	Content was satisfactory in relation to creativity with some of presentation exemplary in terms of format and creativity	Very little use of power point formats/creativity/tools	No use of creativity in slide content/format or different power point tools in the presentation	

<b>SLO 5</b> <b>Presence, voice, eye contact and slide transition</b>	Solid voice control and eye contact throughout the presentation with excellent transition from each slide	Voice is satisfactory, some slides are read and there is a stumble or two during slide transitions	Difficult to hear at times during the presentation. Some slides read, without any eye contact and transitions were average across the board.	Presenter read the presentation without eye contact. Transitions were uncomfortable and presenter mumbled through much of presentation.
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Name/Intern \_\_\_\_\_

Internship site \_\_\_\_\_

Date \_\_\_\_\_ Reviewer Name \_\_\_\_\_

Other comments: