

To whom it might concern,

Molde, 07.05.2019

### ***Internship Information Letter***

You receive this letter as an attachment to an internship request from one of our students at the Master of Science in Sports Management programme at Molde University College (HiMolde).

The course *IDR910 Internship* in the sports industry is integrated in the overall sport management education at HiMolde. The purpose of the internship is that students gain relevant working experience and inside knowledge to how sports institutions operate.

As a part of the learning process, we encourage students to approach these sports institutions themselves.

To host an intern, the sport organisation must have at minimum one full-time employee in its administration.

The intern shall spend 350 hours (10 weeks) of work internally to the sport institution. The internship period goes from January to March 2020, with certain flexibility if need be. Ideally, the working hours should be conducted coherently, depending on the nature of work and contextual needs.

### ***Application process***

The student is encouraged to approach the respective institution and is advised to send in a formal application. If the organisation receives several applications it is free to decide who would be the best fit. In that regard, carrying out interviews might be useful as part of the selection process.

### ***Supervision***

HiMolde will appoint one supervisor to follow up the internship process. The supervisor will have some touch-points with the institution and the student during the internship period.

Likewise, the sport organisation appoints a supervisor/contact person. This will ensure continuity to the process and clarify the communication line between the organisations.

### ***Coursework and assessment***

The student must submit different work requirements during the internship, including a learning agreement, a mid-evaluation meeting and a final presentation. The final assessment on the course will be either pass or fail and this will be a joint decision by both supervisors.

As the student is also finalising his/her master thesis in the same semester we invite the internship organisation to propose potential research topics to the student, and potentially facilitate data collection in the organisation. The student and his/her thesis supervisor must however conjointly decide on the research question and methodology.

**Contract**

A written agreement between the institution, the student, and HiMolde with regulated rights and obligations must be signed in advance of the internship.

**Questions**

Further questions can be directed to the MSc programme manager.

Best regards,

A handwritten signature in black ink, appearing to read 'Solveig Straume', with a stylized, cursive script.

Solveig Straume

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