<table>
<thead>
<tr>
<th>City</th>
<th>Page Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Midvale, UT</td>
<td>206</td>
</tr>
<tr>
<td>Milwaukee, WI</td>
<td>118</td>
</tr>
<tr>
<td>Modesto, CA</td>
<td>105</td>
</tr>
<tr>
<td>Montpelier, VT</td>
<td>180</td>
</tr>
<tr>
<td>Nashville, TN</td>
<td>91</td>
</tr>
<tr>
<td>New Orleans, LA</td>
<td>165</td>
</tr>
<tr>
<td>New York, NY</td>
<td>20, 43, 152</td>
</tr>
<tr>
<td>Niagra Falls, NY</td>
<td>44</td>
</tr>
<tr>
<td>Oklahoma City, OK</td>
<td>106, 127</td>
</tr>
<tr>
<td>Omaha, NE</td>
<td>128</td>
</tr>
<tr>
<td>Orlando, FL</td>
<td>124, 166</td>
</tr>
<tr>
<td>Overland Park, KS</td>
<td>24</td>
</tr>
<tr>
<td>Palm Springs, CA</td>
<td>107</td>
</tr>
<tr>
<td>Parkersburg, WV</td>
<td>182</td>
</tr>
<tr>
<td>Peoria, IL</td>
<td>61</td>
</tr>
<tr>
<td>Phoenix, AZ</td>
<td>196</td>
</tr>
<tr>
<td>Philadelphia, PA</td>
<td>45, 150, 212</td>
</tr>
<tr>
<td>Pierre, SD</td>
<td>194</td>
</tr>
<tr>
<td>Pittsfield, MA</td>
<td>46</td>
</tr>
<tr>
<td>Pontiac, MI</td>
<td>156</td>
</tr>
<tr>
<td>Port Charlotte, FL</td>
<td>81</td>
</tr>
<tr>
<td>Princeton, NJ</td>
<td>132</td>
</tr>
<tr>
<td>Rancho Cucamonga, CA</td>
<td>108</td>
</tr>
<tr>
<td>Richfield, OH</td>
<td>114</td>
</tr>
<tr>
<td>Richmond, VA</td>
<td>48</td>
</tr>
<tr>
<td>Robbinsville, NJ</td>
<td>177</td>
</tr>
<tr>
<td>Rochester, NY</td>
<td>49</td>
</tr>
<tr>
<td>Rockford, IL</td>
<td>116</td>
</tr>
<tr>
<td>Salem, VA</td>
<td>50</td>
</tr>
<tr>
<td>San Antonio, TX</td>
<td>129</td>
</tr>
<tr>
<td>San Diego, CA</td>
<td>227</td>
</tr>
<tr>
<td>San Jose, CA</td>
<td>223</td>
</tr>
<tr>
<td>Santa Clara, CA</td>
<td>171</td>
</tr>
<tr>
<td>Sarasota, FL</td>
<td>94</td>
</tr>
<tr>
<td>Scottsdale, AZ</td>
<td>92</td>
</tr>
<tr>
<td>Scranton, PA</td>
<td>51</td>
</tr>
<tr>
<td>Seattle, WA</td>
<td>119</td>
</tr>
<tr>
<td>Sioux Falls, SD</td>
<td>223</td>
</tr>
<tr>
<td>South Bend</td>
<td>63</td>
</tr>
<tr>
<td>South San Francisco</td>
<td>145</td>
</tr>
<tr>
<td>Springfield, MA</td>
<td>213</td>
</tr>
<tr>
<td>St. Louis, MO</td>
<td>62, 136, 221, 225</td>
</tr>
<tr>
<td>St. Petersburg, FL</td>
<td>168</td>
</tr>
<tr>
<td>Suwannee, GA</td>
<td>163</td>
</tr>
<tr>
<td>Syracuse, NY</td>
<td>52</td>
</tr>
<tr>
<td>Tacoma, WA</td>
<td>74</td>
</tr>
<tr>
<td>Tampa Bay, FL</td>
<td>167</td>
</tr>
<tr>
<td>Toledo, OH</td>
<td>135</td>
</tr>
<tr>
<td>Tucson, AZ</td>
<td>95</td>
</tr>
<tr>
<td>Valley City, ND</td>
<td>193</td>
</tr>
<tr>
<td>Vero Beach, FL</td>
<td>96</td>
</tr>
<tr>
<td>Walnut Creek, CA</td>
<td>144</td>
</tr>
<tr>
<td>Washington, DC</td>
<td>151</td>
</tr>
<tr>
<td>Waterloo, IA</td>
<td>65</td>
</tr>
<tr>
<td>West Palm Beach, FL</td>
<td>97</td>
</tr>
<tr>
<td>West Springfield, MA</td>
<td>209</td>
</tr>
<tr>
<td>White Plains, NY</td>
<td>21</td>
</tr>
<tr>
<td>Wichita, KS</td>
<td>66</td>
</tr>
<tr>
<td>Winstom Salem, NC</td>
<td>98</td>
</tr>
<tr>
<td>Woodbridge, VA</td>
<td>47</td>
</tr>
<tr>
<td>Yakima, WA</td>
<td>75</td>
</tr>
</tbody>
</table>
OTHER
MATERIALS
SECTION
The United States Olympic Committee (USOC) through the intern coordinator, will provide administrative services in coordinating the placement of interns from graduate or undergraduate programs in relevant academic fields to the USOC and its member organizations located in Colorado Springs, Colorado, Washington, D.C., and Lake Placid, New York.

The intern coordinator will assist the following USOC divisions and member organizations in the placement of student interns with their office or organization.

USOC Divisions - Colorado Springs, Colorado
- Athlete Support
- Broadcasting
- Executive Offices
- Facility Operations
- Finance/Accounting
- International Games Preparation
- Management Information Systems
- Olympic Training Center
- Sports Equipment & Technology
- Athlete Performance
- Coaching Development
- Executive Services
- Development (Marketing, Fund Raising)
- Legal Affairs
- International Relations
- National Events
- Public Information and Media Relations

USOC Divisions - Lake Placid, New York
- Olympic Training Center
- Gift Shop (Merchandising)
- Athlete Performance

USOC Division - Washington, District of Columbia
- Government Relations (self-support interns only)

Member Organizations - Colorado Springs, Colorado
- National Archery Association
- USA Basketball
- U.S. Cycling Federation
- Field Hockey Association of America
- U.S. Figure Skating Assn.
- American Amateur Racquetball Assn.
- U.S. Swimming
- U.S. Taekwondo Union
- U.S. Volleyball Association
- USA Wrestling
- Triathlon Federation USA
- U.S. Association for Blind Athletes
- National Handicapped Sports
- U.S. Badminton Association
- USA Boxing
- U.S. Fencing Association
- U.S. Field Hockey Association
- USA Hockey
- U.S. Shooting Team
- U.S. Table Tennis
- U.S. Team Handball Federation
- U.S. Weightlifting Federation
- U.S. Sports Acrobatics Federation
- National Wheelchair Athletic Association
- National Junior College Athletic Association
Please note that not all of the preceding divisions and/or organizations request an intern position for each term.

Member Organizations - Other Locations
The following member organizations of the USOC may request assistance from the intern coordinator in recruiting interns for their organization. Interns placed with these organizations will be self-support.

- The Athletics Congress - Indianapolis, Indiana
- U.S. Baseball Federation - Trenton, New Jersey
- U.S. Biathlon Association - Essex Junction, Vermont
- U.S. Tenpin Bowling Federation - Greendale, Wisconsin
- U.S. Canoe and Kayak Team - Indianapolis, Indiana
- U.S. Diving, Inc. - Indianapolis, Indiana
- American Horse Shows Association - New York, New York
- U.S. Gymnastics Federation - Indianapolis, Indiana
- U.S. Judo, Inc. - El Paso, Texas
- U.S. Modern Pentathlon - San Antonio, Texas
- U.S. Amateur Confederation of Roller Skating - Lincoln, Nebraska
- U.S. Rowing Association - Indianapolis, Indiana
- U.S. Ski Association - Park City, Utah
- U.S. Soccer Federation - Chicago, Illinois
- Amateur Softball Association - Oklahoma City, Oklahoma
- U.S. International Speedskating Association - Park City, Utah
- U.S. Synchronized Swimming, Inc. - Indianapolis, Indiana
- U.S. Tennis Association - New York, New York
- United States Water Polo - Indianapolis, Indiana
- U.S. Sailing - Newport, Rhode Island
- U.S. Curling Association - Stevens Point, Wisconsin
- The USA Karate Federation - Akron, Ohio
- U.S. Orienteering Federation - Forest Park, Georgia
- U.S. Squash Racquets Association - Bala Cynwyd, Pennsylvania
- American Trampoline and Tumbling Association - Brownfield, Texas
- Underwater Society of America - South San Francisco, California
- American Water Ski Association - Winter Haven, Florida
- Amateur Athletic Union - Indianapolis, Indiana
- American Alliance for Health, Physical Education, Recreation and Dance - Reston, Virginia
- Catholic Youth Organization - New York, New York
- Jewish Community Centers Association - New York, New York
- National Exploring Division, Boy Scouts of America - Irving, Texas
- National Association of Police Athletic Leagues - North Palm Beach, Florida
- National Congress of State Games - Billings, Montana
- U.S. National Senior Sport Organization - Chesterfield, Missouri
- YMCA of the USA - Chicago, Illinois
- YWCA of the USA - New York, New York
- National Association of Intercollegiate Athletics - Kansas City, Missouri
- National Collegiate Athletic Association - Overland Park, Kansas
- National Federation of State High School Associations - Kansas City, Missouri
- American Athletic Association for the Deaf - Ogden, Utah
- Dwarf Athletic Association - Lansing, Michigan
- U.S. Cerebral Palsy Athletic Association - Westland, Michigan
- National Handicapped Sports - Washington, DC
- Special Olympics International - Washington, DC
PURPOSE OF THE U.S. OLYMPIC COMMITTEE STUDENT INTERN PROGRAM

The goals and purpose of the United States Olympic Committee in providing a student intern program are:

- To assist colleges and universities which require or allow internships in degree preparation by providing appropriate opportunities. Authorization to participate is based on the college/university allowing or requiring internships.
- To provide quality work experience to students requiring on-the-job training for graduation.
- To provide additional resources to the USOC and its member organizations.
- To provide students with the unique opportunity of exposure to the Olympic Movement and the spirit of Olympism.

HOUSING AND MEALS
The USOC will provide food and housing at an Olympic Training Center for a limited number of resident interns. Housing will be dormitory style on a double occupancy basis with meals provided at the Athletes' Dining Hall. DUE TO EXTENSIVE RENOVATION AT THE COLORADO SPRINGS OLYMPIC TRAINING CENTER, ALTERNATIVE HOUSING MAY HAVE TO BE ARRANGED DURING 1993.

COMPENSATION
Interns will receive a compensation package reflecting the minimum wage. Room and board, as described above, will be part of the compensation package in Colorado Springs and Lake Placid only.

TRAVEL
Travel expenses from your home and/or school to the internship site will be the responsibility of the intern.

If an intern is required to participate in business travel as part of the internship, the participating office will be responsible for travel expenses.

INTERNSHIP TERMS
The USOC Student Intern Program is conducted on a year-round basis. The USOC provides up to twenty-five resident internships each Fall, Winter/Spring and Summer term at the Colorado Springs location. The number of self-support internships varies due to need and the number of applicants. There are approximately 3-5 resident internships available at Lake Placid, New York, for each of the three terms.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dates of Term</th>
<th>Application Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>Sept. 1 to Dec. 18</td>
<td>June 1</td>
</tr>
<tr>
<td>Winter/Spring</td>
<td>Jan. 2 to May 31</td>
<td>October 1</td>
</tr>
<tr>
<td>Summer</td>
<td>June 1 to Aug. 31</td>
<td>February 15</td>
</tr>
</tbody>
</table>

Because of the many academic calendars in existence, the actual term of stay at the Olympic Complex may be negotiated within a couple of weeks of the above term definition between the successful intern candidate and the office in which they will serve their internship.

Interns are expected to maintain office hours for a minimum of 40 hours per week. Normal hours in most offices are 8:00 a.m. - 5:00 p.m., Monday through Friday. On occasion, interns will be expected to work evenings or weekends for special projects or events. Some positions will require interns to work the 40 hours per week on any 5 days per week, including evenings and weekends.

Job descriptions and work expectations will be reviewed and explained by the intern’s supervisor on the first day of the internship.

Both the USOC and its member organizations require interns to dress in normally accepted business attire.
STUDENT ELIGIBILITY

The following students are eligible to apply for internship positions with the USOC Student Intern program:

1. Undergraduate and graduate students who are presently enrolled in a degree program that may or may not allow on-the-job training to qualify for a degree. The student may receive college academic credit for the internship served.

2. Students who have graduated before the actual starting date of the internship for which they have applied are ineligible and will not be considered for an internship position.

3. Undergraduate students applying for internships must have completed at least two years of college before the starting date of the internship.

4. Some offices may have more stringent requirements. For example:
   a. International Relations interns must be fluent in either French or Spanish as well as having excellent English skills.
   b. The Division of Legal Affairs will only accept applications from students who have completed at least two years of study at an accredited law school.

5. An individual who has been accepted and who has previously served as an intern for either the USOC or one of its member organizations will only be considered for an additional internship with this program under the following conditions:
   a. The intern must continue to meet eligibility requirements.
   b. The intern must have an outstanding performance evaluation from the original internship, and be highly recommended by his/her supervisor for a second internship.
   c. The intern must participate in a second selection process.
   d. If selected for a second internship, it must be with a different USOC division or member organization than the original internship.

EDUCATIONAL PROGRAMS

The intern coordinator will arrange a series of educational programs for interns. These programs are considered a part of the internship and attendance is mandatory. Divisions and organizations participating in the intern program are required to allow interns time away from the workplace to attend all educational programs. The programs will include an orientation session, career development programs and educational opportunities to learn about the Olympic movement.

RECREATIONAL PROGRAMS

The intern coordinator will schedule recreational events for interns approximately 2-4 times during a term. These events may include sightseeing, sporting events, concerts, plays, dinner/show or other events. The cost of these events will be the expense of the USOC. Interns are invited to use the weight room and pool (seasonal) at the Olympic Complex. A study lounge and game room are available. Additional leisure time opportunities will be announced by the Olympic Training Center during the term of the internship.
APPLICATION PROCESS

1. Students, or their faculty advisors on behalf of the students, interested in internship opportunities should request information, preferably in writing, from:
   
   Jan Schnittger  
   Intern Coordinator  
   U.S. Olympic Committee  
   One Olympic Plaza  
   Colorado Springs, CO 80909-5760  
   Telephone: (719) 578-4575

2. Students who apply must complete an intern application form. The application, a resume and a grade transcript should be sent to the above address. Up to three letters of recommendation may be submitted. The application must be completed in its entirety, including signing the Code of Conduct. Be sure to indicate the term requested for consideration and the type of internship for which you are applying. Applications must be received at the intern coordinator's office by the appropriate application deadline date.

3. Applications will be kept in our active file for only the term indicated; however, candidates not selected may request that the application be kept on file for an additional term if they continue to meet eligibility requirements. Applicants who wish to be considered for the next term must notify the intern coordinator, in writing, within 30 days after receiving notice that they were not selected for the term indicated.

NOTIFICATION TO APPLICANTS

The intern coordinator cannot answer phone calls regarding the status of an application. USOC divisions or member organizations requesting an intern are given appropriate applications of eligible students, and they will conduct telephone interviews with selected candidates before making an appointment.

Every attempt will be made to complete the selection process within 4-6 weeks after the deadline for applications.

After the selection process has been completed, all applicants will be notified by mail of the status of their application.
UNITED STATES OLYMPIC COMMITTEE
STUDENT INTERN PROGRAM APPLICATION

General Instructions: Answer each question fully and to the best of your knowledge. No action will be taken or referring your application to United States Olympic Committee (USOC) Divisions or member organizations until all questions have been answered. If you do not have sufficient space on the application form additional sheets may be attached. Applications must be typewritten, and a resume and grade transcript must be attached. You may also attach up to three letters of recommendation or other information you feel will be important in reviewing your application. Do not send any materials in page protectors or binders. Do not send original newspapers, magazines, booklets or brochures as writing samples; all must be copied on 8 1/2" x 11" paper. Supporting materials will not be returned.

Name _____________________________________________ Social Security # __________________

Last Name __________________________ First Name __________________________ Mi __________________

Number/Street/Apt. No. (or P.O. Box)

City _____________________________________________ State __________ Zip __________

Telephone (____) _____________________________ If selected, can you furnish proof that you are eligible to work in the United States? Yes __ No __

Permanent Address (If different than above):

Number/Street/Apt. No. (or P.O. Box)

City _____________________________________________ State __________ Zip __________

Telephone (____) _____________________________

Semester Applying For: Application Deadline

_____ Winter/Spring (1/2/94 - 5/30/94) October 1, 1993
_____ Summer (6/1/93 - 8/31/93) February 15, 1993
_____ Fall (9/1/93 - 12/18/93) June 1, 1993

Areas of Interest: (Number your preferences. No more than three choices, please. Do not select areas which are not appropriate for your course of study.)

_____ Broadcasting
_____ Accounting
_____ Journalism*
_____ Computer Science
_____ Legal Affairs**

_____ Public Relations/Marketing/Fundraising
_____ Sports Administration
_____ Engineering Technology
_____ Athlete Performance (Weightroom)

* Journalism majors are requested to submit six recent writing samples.
** Applications for legal affairs will only be accepted from students who have completed two years of law school.
Student Status:

- Graduate Student
- Undergraduate Student

Major(s) ____________________________
Minor(s) ____________________________

Name and Address of the College/University I am now attending:

Name__________________________ Address__________________________
Name__________________________ Address__________________________

Expected Degree________________________ Date Expected to Receive Degree________________________

Is an internship required to qualify for your degree? Yes____ No____
If you receive academic credit for the internship, how many credit hours will be allowed? ______
Have you ever served a previous internship with the USOC or any of its member organizations? Yes____ No____

Name/telephone number of the Intern Director at your college/university:

Name__________________________ Telephone No. (_____)

Name/telephone number of your college advisor:

Name__________________________ Telephone No. (_____)

I certify that the student named on this application is a (graduate, undergraduate student) in good standing at

Name of College/University

Signature:__________________________________________

College/University Advisor

References:

Please list as the first reference a faculty member with whom we may discuss your intern options.

1. Name__________________________ Telephone No. (_____)

   College Address:________________________________________

2. Name__________________________ Telephone No. (_____)

   Address:________________________________________

3. Name__________________________ Telephone No. (_____)

   Address:________________________________________
UNITED STATES OLYMPIC COMMITTEE

STUDENT INTERN PROGRAM CODE OF CONDUCT

The code is based on the premise that participation in the United States Olympic Committee Student Intern Program is a privilege. Participants are guests of the USOC and are expected to observe the established policies.

By signing this statement you will acknowledge that you have read it, understand it, and are willing to abide by the Code of Conduct if selected for a position in the USOC’s Student Intern Program.

1. Use of the intern I.D. card by any person other than the intern is prohibited.

2. The transporting, possession or use of alcoholic beverages, illegal drugs or substances on the USOC Complex is prohibited at all times. Violation will result in immediate dismissal from the intern program.

3. Visitors (non-residents) are prohibited in the dormitory areas or on the Olympic Complex grounds between the hours of 12:00 midnight and 6:00 a.m.

4. Quiet hours commence at 10:00 p.m. daily.

5. Any physical damage to facility or loss of items in dormitory rooms (i.e., blankets, lamps, etc.) will be paid, prior to departure, by those individuals assigned to the room in which the damage or loss occurs.

6. Unacceptable behavior which will not be tolerated may include, but is not limited to the following:
   A. Any act considered to be an offense under federal, state or local laws, or a violation of USOC policies and procedures.
   B. Gross misconduct (i.e., inappropriate horseplay, theft, fighting, etc.).
   C. Willful destruction of property (including that caused by horseplay, fighting, etc.).
   D. Tampering with or disabling smoke alarms, fire extinguishers and other safety equipment located on Olympic property.

VIOLATIONS OF THIS CODE OF CONDUCT MAY RESULT IN, BUT ARE NOT LIMITED TO THE FOLLOWING:

1. Full or partial restriction of privileges.

2. Dismissal from the program.

3. Loss of opportunity for future participation in USOC programs.

ACKNOWLEDGEMENT

I have read and understand the Student Intern Program Code of Conduct. If selected for an intern position by the USOC or one of its member organizations, I agree that I will abide by the Code. As a representative of the U.S. Olympic Committee and its member organizations and of my college or university, I realize that my behavior and demeanor must exemplify the high ideals of Olympism. I further understand the possible consequences if I am involved in a violation of the Code of Conduct.

_________________________________________  ____________________________________________
Signature of Intern Candidate                        Date
Computer Skills:
am familiar with the following hardware:

___ IBM or compatible  ___ Macintosh

I am familiar with the following software (please list others):

___ WordPerfect  ___ 
___ Paradox  ___ 
___ Lotus 1-2-3  ___ 

Have you done any computer programming?  ___ Yes  ___ No
If yes, please give a brief description of the program and the type of software used on a separate sheet and attach to this application..

Memberships:
Please list, in the space below, the clubs and/or organizations, including their purpose, to which you now belong or have belonged. Please be as complete and specific as possible.

AFFIDAVIT

Please read carefully before signing.
My signature on this application authorizes the United States Olympic Committee and/or its member organizations to investigate my background and statements to their satisfaction, in evaluating my eligibility for the Student Intern Program.

It is understood that my application will be considered only after a completed and signed application has been received and all information has been verified.

I hereby certify that the foregoing answers are correct to the best of my knowledge and belief. I understand that falsification or misrepresentation may be considered just cause for rejecting the application or, if found after accepting the internship, just cause for termination from the Student Intern Program.

_________________________________________  _____________________________
Signature  Date

Mail completed application with attachments to:

Jan Schnittger  
Student Intern Program Coordinator  
U.S. Olympic Committee  
One Olympic Plaza  
Colorado Springs, CO 80909-5760

Telephone:  (719) 578-4575  
Fax:  (719) 632-5852
GENERAL DESCRIPTION OF BUSINESS: As the Official Developmental League of the NBA, the Continental Basketball Association has played across gyms in America for over 46 years. The League Office (Headquarters) governs the administration of its 16 franchises in all aspects of operations which are located throughout the United States.

POSITIONS AVAILABLE: Internship positions available on an ongoing basis. Looking for Marketing, Public Relations, Journalism or Business Majors. Junior level or higher standing please. Must be willing to work 15-20 hours a week on a credit basis only.

JOB DESCRIPTION:

* Assisting Team Services Coordinator in marketing related activities including research, surveys, questionnaires, team profiles, case history studies and marketing demographic studies.

* Identify target list of sponsors for national and regional promotions.

* Assist in coordination of licensed product orders.

* Assist in developing broadcast tape library of clubs radio and TV talent.

* Special Event Assistant.

* Editorial aid in marketing newsletter.

* Assisting Team Services in local club tie-ins to national promotions.

* Assist in identifying potential League inventory for sale.

* Track and monitor and evaluate local club promotions and or ads.

* Maintain clip file of marketing/sales related articles to be distributed to teams.
* Assist in attendance tracking reports.
* Assistant to Licensing Director on customer service program for orders in licensing.
* Goods receiving inventory tracking, promotional inventory.
* Handle merchandise catalog requests.
* Radio Script writing
* Ad clip service
* Yellow page research

************************************************************
(Management Training Application)

NAME:______________________________________________________

ADDRESS:__________________________________________________

CITY:____________________ STATE:______________ ZIP:____________

PHONE NUMBER:_____________________________

PREVIOUS INTERNSHIPS:

________________________________________________________

________________________________________________________

________________________________________________________

WHY DO YOU WANT THIS INTERNSHIP?

________________________________________________________

________________________________________________________

________________________________________________________

Send to: Lara Price, Marketing Assistant
Continental Basketball Association
425 S. Cherry Street, Suite 230
Denver, Colorado 80222
(Additional resumes/information encouraged)
INTERNSHIP OPPORTUNITIES WITH THE MILWAUKEE BUCKS

The Milwaukee Bucks are currently in the process of seeking qualified college students to fill eight positions. All are volunteer "game day" positions. The internships are in one of two departments: publicity or sales and marketing.

The publicity interns will be responsible for assisting the media with player and coach interviews, aide in developing post-game notes, compiling post-game quotes from the lockerrooms for distribution to the media, and assisting the statistical crew and press room host with pre- and post-game courtside setup and take down.

The sales and marketing interns will serve as customer service representatives. These interns will be responsible for staffing an information booth at all home games where ticket information is available and in-arena promotions are conducted. Customer service representatives also aide the sales and marketing department in staging special events designed to heighten fan awareness and increase ticket sales.

With approval from your college or university, the internship may apply towards course credit.

Students wishing to pursue this opportunity should express their interest in writing to: Milwaukee Bucks, 1001 North Fourth Street, Milwaukee, WI 53203. Please note on the outside of the envelope which internship you are interested in applying for, i.e. "Internship - Publicity" or "Internship - Sales & Marketing". A resume with cover letter is acceptable.

Applicants must be available for all pre-season games in Wisconsin and all regular season and playoff games in the Bradley Center including during semester breaks. No phone inquiries will be accepted.

The publicity interns will report to the Director of Publicity and his assistant while the sales and marketing interns will report to the Director of Sales and his assistant.

All eight openings are excellent opportunities to gain invaluable experience in professional sports on an entry level position.

Applications will be accepted through September 30, 1991. Interviews will be conducted in early October culminating in job offerings shortly thereafter.
The St. Louis Blues Hockey Club is a professional hockey team which participates in the 26 team National Hockey League. The team was established in 1967 and thus is competing in their 26th season. The professional sports industry is a very exciting field, but at the same time, very demanding. The Blues’ public relations staff consists of three people, Susie Mathieu, Vice-President/Director of Public Relations and Assistant Directors of Public Relations, Jeff Trammel and Michael Caruso.

Do the St. Louis Blues offer Internships?

Yes. The St. Louis Blues have made a conscious effort to aid college students in the quest for professional work experience.

When are Internships available?

Internships are offered at the beginning of each semester as well as during the summer months. Generally, the Blues hire two to three interns during the in-season semesters and one intern during the summer months.

What kind of Internships are available?

The Internships offered by the Blues are in the Public Relations Department only.

Are the Interns paid a salary?

No. Internships are for college credit only and we feel an internship with the Blues organization is a valuable experience.

What steps should I take to get an Internship with the Blues?

The St. Louis Blues Hockey Club is a professional organization. Therefore, our internship program is handled in a professional manner. The first step in trying to obtain an internship is to submit a cover letter and resume to the Blues’ Public Relations Department, Attention Jeff Trammel. Upon receipt of your resume, we will send you a questionnaire which should be completed and returned to our office. Intern candidates will then be contacted for a formal interview.

What are the Intern’s responsibilities?

The intern is required to be in the office at least one day a week. They will be expected to answer the phones, distribute information to the media and perform general office duties. On game nights, the intern is expected to arrive at the Arena at 3:00 p.m. to prepare for the game that evening. The intern will set up the press box, disseminate the proper information to the media and supervise the press lounge. During the games, it is the intern’s job to make sure that the media is updated on scores and other information from around the League. These, along with various other duties, will be performed by the intern.

What are my chances of getting an Internship with the Blues?

The St. Louis Blues receive hundreds of resumes each month and can’t possibly choose the best candidates every time, but we make every attempt to select the right people for the position.

What qualifications should I have?

A strong communications background is desired, but not necessary. Every intern must be currently enrolled at a college or university. A knowledge of sports and, in particular, hockey is also needed. Blues’ interns should enjoy meeting people and have a desire to accept responsibility.
ORLANDO MAGIC INTERNSHIP PROGRAM

The Orlando Magic marketing internship program employs two to four interns in the marketing areas during each fall, spring and summer semester. No financial compensation is available for Orlando Magic interns. However, all interns employed during the fall and spring semesters do receive a stipend for game-night work.

Student Objectives

- acquire valuable, hands-on experience in an effort to enhance marketability and further employment opportunities upon graduation
- learn and further develop public relations and marketing-related skills
- develop professionalism
- interact with segments of the local business community
- earn college credit
- develop an appreciation for and understanding of the daily operations and longer-term strategic direction of the corporate environment
- develop an understanding of the vital importance of the marketing mix within a business operation
- gain an appreciation of strategy implementation in organizational structures

Recruitment and Selection Process

Recruitment will begin approximately four weeks before the end of any school term. At this time, qualified candidates should contact Assistant Promotions Director, Jodie Pennington at (407) 649-3245 to request a formal interview. The following is the interview schedule for the 1992-1993 season: July 20-25 (fall semester), November 16-20 (winter semester), April 5-9 (summer semester). Intern candidates will only be interviewed during these dates listed. For the interview process, students should bring a resume, writing samples, and any additional work examples, if applicable. The week following the interviews, the students will be advised if they have been selected for an internship.
Criteria For Selection

- available, at a minimum, to work the equivalent of 16 hours per week, including at least one full, eight-hour day, for at least 15 weeks (240 hours).
- during the season, must be available to work all home games unless class or work conflicts.
- 2.5 or higher GPA
- senior or graduate-level student, or recent college graduate (within one year) -- sports management, public relations, marketing or related major
- recommendation from academic sponsor if applicable
- alternate source of income and/or financial support
- good communication skills, both verbal and written
- adaptable to environment in which many projects are being conducted simultaneously
- initiative; self starter
- well-organized
- ability to meet deadlines and complete work in a timely manner
- team player
- enthusiasm for public relations/marketing/sports management field
- understanding of the marketing mix and the different disciplines involved
- professional appearance and conduct
- creativity
- functional typing ability
- IBM PC/WordPerfect knowledge and skills desirable
Job Description/Required Duties

The intern position is designed primarily as a source of support in the public relations and marketing areas, while providing students with an in-depth knowledge of public relations and marketing in a working environment. Interns will be expected to perform duties which contribute to the overall professional goals of the organization. It is understood that, depending on the time of year and work load, the opportunity to complete some of the following required activities may not present itself. In that case, the intern will be exempt from completing the required activity(ies).

These duties will include, but are not limited to, the following required activities:

- initiate, implement and complete a semester project which applies the student’s academic and internship-related experiences and knowledge to some problem or opportunity currently confronting the Magic. This project must be challenging and significant, and have ongoing practical value to the Magic following the completion of the internship
- develop a portfolio of all work completed during the period of the internship
- periodically perform office administration-related duties as assigned
- attend at least one activity sponsored by the Greater Orlando Chamber of Commerce, Downtown Orlando Partnership or Economic Development Commission. The activity and date are left to the intern’s discretion. The intern may be accompanied to the activity by a supervisor
- attend at least one luncheon meeting of the Public Relations Society of America (PRSA) or Florida Public Relations Association (FPRA). The Magic will pay for the cost of the luncheon, and a supervisor will accompany the intern. The luncheon date is the intern’s choice
- actively participate in planning a special event or promotion. The intern will be responsible for helping coordinate all arrangements, and will be expected to attend the event
- when possible, write at least two press releases and follow through the editing process, with supervision
o when possible, write at least two articles for *Magic Magazine* or *Inbounds*

o develop two presentations, which will be presented to the promotions department. The presentations must include at least one support medium, such as a flip chart, and should range from three to five minutes. The presentations may be on subjects of the intern’s choice

o complete resume’, for supervisor’s review, to be used for employment search

o complete three hours of community service; approved by supervisor. This includes attending a Stay-in-School, Reading It's Magic Program or any other community service effort the Magic is involved in.

o write a follow-up report describing community service experience

**Mid-Term Evaluation**

Mid-semester, the intern supervisor will conduct a formal evaluation of the intern’s progress and development. The completed evaluations will be presented to the intern in a private meeting, which will include a discussion of present performance and ways to improve, if any. If significant problems arise, the intern will be placed on two weeks probation. If, after the probationary period, the intern’s performance is still unsatisfactory, the intern may be released.

**Final Evaluation**

At the end of the internship, evaluations will be conducted by both the supervisor and the intern. The intern’s evaluation will be presented by the supervisor in a private meeting with the intern. Additionally, the intern is expected to complete an internship program evaluation form and return it to their supervisor before departing on the final day of the internship.
## INTERN ACTIVITIES CHECKLIST

**NAME**

<table>
<thead>
<tr>
<th>Completion Date</th>
<th>Supervisor's initials</th>
</tr>
</thead>
<tbody>
<tr>
<td>___ ___</td>
<td></td>
</tr>
</tbody>
</table>

- ___ ___  PRSA/FPRA meeting
- ___ ___  Chamber/other function
- ___ ___  resume'
- ___ ___  press release
- ___ ___  press release
- ___ ___  *Magic Magazine/Inbounds* article
- ___ ___  *Magic Magazine/Inbounds* article
- ___ ___  formal presentation
- ___ ___  formal presentation
- ___ ___  personal portfolio
- ___ ___  special event/promotion
- ___ ___  semester project
# INTERN PERFORMANCE APPRAISAL

<table>
<thead>
<tr>
<th>NAME</th>
<th></th>
<th>DATE</th>
<th>SUPERVISOR</th>
</tr>
</thead>
</table>

**ASSIGNMENT** (scoring is 1 - 5, with 1 being low and 5 being excellent)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Organization/Planning</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ability to establish priorities</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>2</td>
<td>Oral Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ability to deliver clear, concise verbal message</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>3</td>
<td>Skill Level</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>proficiency in skills required to perform job responsibility</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>4</td>
<td>Quality of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>accuracy and content of final product</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>5</td>
<td>Quantity of Work</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>produces volume of work reasonably expected to perform job function</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>Written Communication</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>ability to deliver clear and concise written messages</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>7</td>
<td>Other (specify)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

---
PERSONAL (scoring is 1 - 5, with 1 being low and 5 being excellent)

1. Accepts Direction
   willingness and ability to effectively respond to instructions  1  2  3  4  5
2. Makes Quality Decisions
   uses sound and logical judgement to arrive at decisions  1  2  3  4  5
3. Is Dependable  1  2  3  4  5
4. Exhibits Initiative
   pursues opportunities with minimum supervision  1  2  3  4  5
5. Positive Interpersonal Skills
   works well with co-workers/public  1  2  3  4  5
6. Other (specify)  1  2  3  4  5

COMMENTS/OBSERVATIONS
INTERN EVALUATION OF PROGRAM

NAME ______________________
DATE ______________________
SUPERVISOR ______________________

Please rate the following (scoring is 1 - 5, with 1 being low and 5 being excellent):

Guidance from supervisor 1 2 3 4 5
Participation on projects 1 2 3 4 5
Exposure to marketing activities 1 2 3 4 5
Development of personal portfolio 1 2 3 4 5
Professional contact opportunities 1 2 3 4 5
Enhancement of writing confidence/skills 1 2 3 4 5
Enhancement of presentation confidence/skills 1 2 3 4 5
"Real life" professional experience 1 2 3 4 5
Overall value of internship 1 2 3 4 5

What did you like best about your Magic internship?
What did you like least?

In your opinion, did your internship significantly increase your understanding of sports marketing? Please explain.

Do you think the Magic internship program could be improved? Please explain.

Please use the rest of the page to make any additional comments or suggestions.

THANKS.
APPLICATION

BUFFALO BISON BASEBALL

STUDENT INTERN PROGRAM

Name: ____________________________

Every Game's An Event!

Administrative Offices (716) 846-2000 Fax = (716) 846-2258 Hot Line (716) 155-4700

Bison Baseball, Inc. P.O. Box 450 Buffalo New York 14205-0450

1991 • American Association Eastern Division Champions • 1992
1. NAME
   last ______________ first ______________ middle ______________

2. MAILING ADDRESS ___________________________________________
   ___________________________________________________________
   ___________________________________________________________
   Until what date can you be reached at this address? ________________
   PHONE NUMBER ______________________________________________

3. PERMANENT ADDRESS _________________________________________
   ___________________________________________________________
   ___________________________________________________________
   PHONE NUMBER ______________________________________________

4. PRESENT EMPLOYER, if any ____________________________________
   ADDRESS ___________________________________________________
   ___________________________________________________________
   PHONE NUMBER ______________________________________________

5. DATE AND PLACE OF BIRTH ___________________________________

6. HOW DID YOU HEAR ABOUT THE BISON BASEBALL INTERN PROGRAM?
EDUCATIONAL AND WORK EXPERIENCE

7. PLEASE PROVIDE THE FOLLOWING INFORMATION ABOUT YOUR EDUCATION, HIGH SCHOOL AND BEYOND:

<table>
<thead>
<tr>
<th>SCHOOL NAME/LOCATION</th>
<th>DATES ATTENDED</th>
<th>DEGREE/FIELD/DIPLOMA</th>
</tr>
</thead>
</table>
8. PLEASE LIST, DESCRIBE AND EXPLAIN THE MAJOR EXTRACURRICULAR ACTIVITIES IN WHICH YOU PARTICIPATED. PLEASE SPECIFY THE LENGTH AND LEVEL OF YOUR PARTICIPATION, AND AWARDS, RECOGNITIONS, OFFICES HELD, ETC.
9. PLEASE DETAIL AND DESCRIBE YOUR WORK EXPERIENCE. MOST RECENT POSITION FIRST AND WORKING BACK. ATTACH ANOTHER SHEET IF NECESSARY.

<table>
<thead>
<tr>
<th>DATES</th>
<th>EMPLOYER NAME/ADDRESS</th>
<th>TITLE/DUTIES</th>
<th>SALARY</th>
</tr>
</thead>
</table>
10. DESCRIBE ANY OUTSTANDING CONTRIBUTIONS MADE BY YOU IN YOUR ACADEMIC OR PROFESSIONAL WORK, AND LIST ANY CITATIONS, AWARDS, OR UNUSUAL PROMOTIONS.
11. WHAT DO YOU ENJOY IN YOUR LEISURE TIME? HOW DO YOU SPEND YOUR VACATIONS? (250 WORDS OR LESS)
12. WHAT GOALS HAVE YOU SET FOR YOURSELF, PERSONALLY OR PROFESSIONALLY? WHAT DO YOU HOPE TO ACCOMPLISH IN YOUR LIFETIME? (300 WORDS OR LESS)
13. WHY DO YOU WANT TO BE A BASEBALL INTERN? IN 300 WORDS OR LESS PLEASE DISCUSS YOUR STRENGTHS, AND QUALIFICATIONS, AND THE BENEFITS YOU BELIEVE WILL ACCURE TO YOU OR BASEBALL FROM YOUR PARTICIPATION.
14. PLEASE TAKE THIS OPPORTUNITY TO MENTION BRIEFLY ANY ACCOMPLISHMENTS, SKILLS, ETC. OF WHICH YOU ARE PARTICULARLY PROUD, OR WHICH YOU FEEL TO BE RELEVANT, SIGNIFICANT, OR OUTSTANDING, AND WHICH YOU HAVE NOT HAD PREVIOUS CHANCE TO DESCRIBE IN FILLING OUT THIS APPLICATION.
15. PLEASE LIST AT LEAST THREE PERSONS WHO ARE NOT RELATED TO YOU, AND WHO HAVE DIRECT KNOWLEDGE OF YOUR CHARACTER AND ABILITIES.

<table>
<thead>
<tr>
<th>NAME</th>
<th>OCCUPATION/TITLE</th>
<th>PHONE NUMBER</th>
</tr>
</thead>
</table>

SIGNATURE OF APPLICANT

DATE
DATE: __________________________

NAME: __________________________

1) Do you enjoy sports? ______

2) What is your favorite sport? ______

3) Did you play on a sports team in college? ______

   If yes, which sport(s)? __________________________

4) Did you play on a sports team in high school? ______

   If yes, which sport(s)? __________________________

5) Favorite course in college? __________________________

6) Favorite course in high school? __________________________

7) What are your aspirations after you graduate? __________________________

8) As an intern, what would you like to gain? __________________________

9) As an intern, what do you feel you can offer the Rich Baseball Organization? __________________________

10) Do you feel your personality is versatile enough to fit into a continually changing business environment? ______

    If yes, how so? __________________________

11) Can you type? ______ ------- If yes, how many wpm? ______

12) Are you familiar with computers? _____ If yes, what programs?: __________________________

13) Are you familiar with general office equipment? _____

   If yes, what types? __________________________

14) Number the following in order of preference with "1" being most and "12" being the least:

   Accounting ______
   Advertising & Promotions ______
   Baseball Operations ______
   Community Relations ______
   Food Services (Concessions/Restaurant) ______
   General Office ______
   Information Services ______
   Novelties ______
   Public Relations ______
   Sales ______
   Telemarketing - actual selling via phone ______
   Ticket Office ______
**BUFFALO BISONS / STADIUM SERVICES**

**EMPLOYMENT APPLICATION**

We consider applicants for all positions without regard to race, color, religion, sex, national origin, marital status, veteran status or legally protected status.

<table>
<thead>
<tr>
<th>Name</th>
<th>(last)</th>
<th>(first)</th>
<th>(middle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address</td>
<td>(number &amp; street)</td>
<td>(city or town)</td>
<td>(state)</td>
</tr>
<tr>
<td>Home Telephone Number</td>
<td></td>
<td>Alternate Telephone Number</td>
<td></td>
</tr>
</tbody>
</table>

Referred by: _school_ _walk-in_
Employment agency: _employment agency_
Company employee: _company employee - (name of employee)_
Advertisement: _advertisement_
Other: _other_

Have you been employed by this company previously? **yes** **no**
Your Name then, if different: ___________

Position for which you are applying: 

Salary Desired: ___________

Type of employment desired: _regular_ _part-time_ _temporary_
Date Available: ___________

Have you ever been convicted of a felony? **yes** **no**
If yes, please explain the circumstances surrounding your conviction.

**Education History** - list highest levels reached and any education which is in progress

<table>
<thead>
<tr>
<th>School</th>
<th>City/State</th>
<th>Course or Major</th>
<th>Degree*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Insert number of college credit hours earned if no degree obtained

Other job-related or general management courses, seminars, specialized training:

Job-related certificates, licenses or permits:

Foreign languages (check appropriate abilities):

<table>
<thead>
<tr>
<th>Language</th>
<th>Speak</th>
<th>Read</th>
<th>Write</th>
</tr>
</thead>
</table>

Special skills & abilities:

Career interests:

Any special information you want us to consider in evaluating your qualifications?

---

**NOTE:** Regulations issued by the U.S. Department of Labor with respect to handicapped individuals, special disabled veterans, and Vietnam era veterans require that federal contractors provide a self-identification opportunity to candidates seeking employment. Such self-identification, and any information provided by the applicant is submitted: a) on a voluntary basis, b) on a confidential basis, c) for use only in accordance with regulations, and d) without subjecting the individual to adverse treatment. If you wish to be identified, please indicate by placing your initials in the appropriate space and attach any relevant information you wish to submit.

- Handicapped individual
- Special Disabled Veteran
- Vietnam Era Veteran
**Work History** - list prior 3 employers commencing with current employer (including U.S. Armed Forces service)

<table>
<thead>
<tr>
<th>Company</th>
<th>Address (street, city, state &amp; zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Supervisor's Name &amp; Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates Employed (mo./yr.)</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Base:</td>
<td>Bonus:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May we contact?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Address (street, city, state &amp; zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Supervisor's Name &amp; Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates Employed (mo./yr.)</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Base:</td>
<td>Bonus:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May we contact?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Company</th>
<th>Address (street, city, state &amp; zip)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Position</th>
<th>Department</th>
<th>Supervisor's Name &amp; Title</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Dates Employed (mo./yr.)</th>
<th>Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>To</td>
</tr>
<tr>
<td>Base:</td>
<td>Bonus:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Responsibilities</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Reason for Leaving</th>
<th>May we contact?</th>
<th>yes</th>
<th>no</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business References</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Telephone</th>
<th>Company Name/Title</th>
<th>City/State</th>
</tr>
</thead>
</table>

| Is any additional information relative to change of name, use of an assumed name or nickname necessary to enable a check on your work record? | yes | no |

Read carefully before signing:

- Identity that the above information is true and complete to the best of my knowledge, without omission of any consequence. I agree that any misrepresentation, false statement, or omission, made by me with respect to the information contained on this application or subsequent physical examination shall be sufficient cause to terminate my employment. I agree that any offer of employment, and acceptance thereof, does not constitute a binding contract of any length, and that such employment is terminable at the will of either party, subject to applicable state and federal laws. I also authorize you to solicit reports from prior employers, schools and references.

- I further recognize that employment is subject to:
  * your receiving acceptable reports from all references solicited.
  * my undergoing a physical examination, including a drug-screening test, by a COMPANY designated physician and meeting the medical requirements of the position offered to me.

- I also recognize that I will be required to:
  * furnish a work permit if I am under age 18.
  * produce original documents specified by the federal government establishing my identity and authorization for employment and sign Form I-9. Employment Eligibility Verification, under penalty of perjury that documents presented are genuine and related to me.
  * sign an Employee Agreement dealing with your policy on Confidential Information, Assignment of Inventions, Conflict of Interest and Restriction of Competitive Employment and certain other employment forms.

Signature of Applicant: __________________________ Date: _______________
Position: Intern

Dept: Public Relations - CAVS

Reports to: Director

Internship is nonpaying and full-time. Game attendance is required during the basketball season with a $30 per game stipend. Responsibilities include, but are not limited to, the following:

**Daily Responsibilities**

1. Assist in day-to-day operation of the Public Relations department:
   a. Answer telephone.
   b. Update files.
   c. Copy newspaper stories concerning CAVS and NBA; distribute to key personnel; put clips in scrapbook.
   d. Fax newspaper articles to team owners.
   e. Fax information to media outlets throughout the country.
2. Research CAVS and NBA history.
3. Write stories for program and newsletter.

**Game Night Responsibilities**

1. Set up the media work area and the media dining room.
2. Deliver game notes to out-of-town media.
3. Distribute scores of out-of-town games to the media.
4. Write brief post-game summary for use by the media.
5. Conduct post-game interviews of players and coaches from both teams; transcribe quotes and distribute to the media.

**Requirements**

**Necessary:** College junior/senior with a sports/communication background; full-time hours plus all home games; excellent writing skills. Able to work at least one semester or over the summer.

**Desirable:** College graduate with sports/communication background, able to work entire season.
Position: Intern

Dept: Marketing/PR

Reports to: Advertising Coordinator and Director of Public Relations

Internship is nonpaying and full-time. Game attendance is required during the basketball season. Responsibilities include, but are not limited to, the following:

1. General office duties; fill in for and assist Director of Public Relations and Promotions and Advertising Coordinator; operate computer and fax; answer phones; perform other general office duties such as copying, typing, filing, etc.

2. Media and patron relations: respond to complaints; fill charity ticket requests; issue media passes and work media gate at events; answer questions regarding upcoming events, facility operations and policies/procedures.

3. Publicity and promotions: write and distribute press releases; compile event ads and articles pertaining to Coliseum events; write and produce monthly event calendar for media and patrons; distribute flyers and posters for upcoming events.

4. Assist in coordination of game night activities and promotions, such as giveaways, All-Star Balloting, etc.

5. Assist Manager of Creative Services with pre-game coordination of anthem singers, color guard, arrival of halftime acts, etc. Also assist with other in-game activities such as floor contests, dance team, etc.

Requirements

College junior/senior, preferably enrolled in Public Relations, Communications and/or marketing program, able to work at least one semester, ideally the entire year. Excellent oral and written communication skills; knowledge of computers; strong organizational and detail skills.
Position: Intern

Dept: Ticket Sales

Reports to: Administrative Assistant or Project Coordinator

Internship is nonpaying and full-time. Game attendance is required. Sales opportunities may exist, depending upon student’s background, abilities and time of year. Part-timers will be considered on an individual basis.

Responsibilities include, but are not limited to, the following:

1. Assist sales department personnel on daily projects, including mailings, material collating, phone research and follow-up.

2. Handle one KEY project during internship.

3. Set-up game day area and ticket holder area, including distribution of sales-related materials.

4. Fill in for and assist sales support staff.

5. Enter data in computer.

Requirements

College student, preferably enrolled in Sports Management programs, able to work at least one semester, ideally an entire year. Excellent phone skills required; knowledge of computers, ability to keypunch data entry and ability to analyze and proofread lists.
Position: Intern

Dept: Broadcast Sales and Services

Reports to: Broadcast Sales and Services Coordinator

Internship is nonpaying and full-time. Game attendance is required during the basketball season. Responsibilities include, but are not limited to, the following:

1. Assist with telephone backup and general office support.

2. Assist with Sponsor functions such as mailing out invitations, distributing tickets, name tags, etc.

3. Pocket Schedules: keep track of incoming artwork, follow-up calls to sponsors (as needed) and the actual packaging/sending of schedules to sponsors.

4. Hoop Program: keep track of incoming artwork and follow-up calls to sponsors as needed.

5. Contests: calling contestants for in- and out-of-arena contests. Follow up with necessary tickets, directions, etc.

6. Game Day: help out with concourse promotions; taking ballot boxes to proper location, filling prize bags, taking tickets to box office, "floating" during game to alert staff of any problems and/or monitoring contests as needed.

7. Ticket ordering: assist with the ordering of tickets for group and VIP nights as well as keep track of sending out tickets. Assist with the ordering of individual tickets as far as copying and mailing out orders.

Requirements:

College junior/senior able to work at least one semester, ideally the entire year. Excellent communication skills, knowledge of computers and strong organizational and detail skills.
Position: Intern
Dept: Administration
Reports to: Special Project Coordinator

Internship is nonpaying and full-time. Responsibilities include, but are not limited to, the following:

1. Assist Special Project Coordinator on the Gateway Arena Project. Includes phone surveys of comparable arenas and products relating to new arenas.

2. Responsible for tracking and filing Gateway blueprints, memorandums and project information.

3. Assist Operations Director in Coliseum day-to-day operations.

4. Assist Event Director in the coordination of Special Events.

5. Follow the Gateway Arena Project from the ground up and learn the "behind the scenes" work involved with operating a sports and entertainment facility.

Requirements:

Good verbal and written communication skills with strong organizational abilities. Familiarity with Displaywrite desirable. Hours may be flexible; may need to work at night occasionally depending on event schedule.
Application for

NCAA Ethnic Minority Internship Program

Minority Enhancement Program • NCAA • 6201 College Boulevard • Overland Park, Kansas 66211-2422 • 913/339-1906

Foreword

The NCAA Minority Opportunities and Interests Committee was formed by the Association in January 1991 to review issues related to the interests of ethnic minority student-athletes, NCAA minority programs and NCAA policies that affect ethnic minorities. These issues specifically focus on the education and welfare of the minority student-athlete as well as the enhancement of opportunities for minorities in coaching, athletics administration, officiating, the NCAA committee structure and conference governance structures. Toward that end, the NCAA Minority Enhancement Program has been established to increase the pool of and opportunities for qualified minority candidates in athletics through the following: (1) postgraduate scholarships, (2) internships at the NCAA national office and (3) a vita bank for minorities interested in pursuing a career in intercollegiate athletics.

Application Folder

This application folder, with supporting documents, must be mailed to the NCAA national office and postmarked not later than February 15, 1993, if a candidate is to be eligible for a 1993-94 NCAA Ethnic Minority Internship. Please use the following directions and type all forms. Failure to do so will result in your application not being reviewed by the committee.

Qualifications

1. To be eligible for an internship, applicants shall have completed the requirements for an undergraduate degree.
2. Applicants shall have demonstrated an interest in pursuing a career in the administration of athletics.

Application Process Self-Managed

Applicants assemble and submit, in one envelope, the application and supporting documents. As a result, applicants have more responsibility for and greater control over the application process. All endorsements and transcripts are to be returned to the applicants in sealed envelopes with the endorser’s or registrar’s signature over the envelope seal. Applicants are to utilize their address on the envelopes they give to their endorsers and registrars. Applicants will enclose the sealed and signed envelopes with their application and mail to the NCAA in one large envelope.

The NCAA national office will advise applicants of receipt of their application.

1. The following four forms shall be required:
   a. The typed and signed application from the candidate;
   b. A typed endorsement from a faculty/staff member, administrative staff member, or individual who has taught the applicant or is personally familiar with the applicant’s academic program;
   c. A typed endorsement from the dean of the college or the head of the department responsible for the applicant’s academic program, and
   d. A typed endorsement from an individual of the applicant’s choice.
   [Note: All forms are included in the application folder.]
2. The following shall be included with each application:
   a. Official college transcript;
   b. Graduate Record Examination score or other professional entrance scores, if available, and
   c. The applicant’s typed personal statement as requested or the application.

Awards

The NCAA will provide compensation for a selected number of internships at the NCAA national office. The maximum stipend for an internship at the NCAA national office shall not exceed $1,300 per month (includes $200 housing allowance). The length of the internship will be approximately one year. The internships may be arranged for longer or shorter periods of time upon consent of the NCAA national office. Interns will be required to execute an NCAA letter of agreement.

Interns at the NCAA national office will be selected by the NCAA executive director. All qualified candidates may not be selected.

[Note: Need shall not be a factor in granting these internships; also, the award of a fellowship from other sources will not preclude an applicant from consideration for an internship.]

For more information, contact Stanley D. Johnson, director of professional development, NCAA, 6201 College Boulevard, Overland Park, Kansas 66211-2422, telephone 913/339-1906.
Application for

NCAA Ethnic Minority Internship Program

(Please type.)

Legal name in full ___________________________________ Social Security number ________________________________

Current address to which all correspondence should be sent (until ___________________________________________):

Address ___________________________ City ___________ State _____ Zip ___________

Home telephone ______ / ___________________________ Business telephone ______ / ___________________________

Permanent home address:

Parents' name ___________________________ Telephone ______ / ___________________________

Address ___________________________ City ___________ State _____ Zip ___________

Are you a citizen of the United States? Yes ___ No ____

Place of birth: City ___________________________ State/country ___________________________

Ethnic information (please check one):

___ American Indian/Alaskan Native ___ Asian/Pacific Islander ___ Black ___ Latino ___ Other

Gender: Male ___ Female ___

College Experience

Undergraduate institution: ________________________________________________________________

Major __________________________________ Minor(s) _________________________________________

Credits required ___________ Credits completed ___________ Graduation date ________________

Cumulative grade-point average at certifying institution ____________________________ (Based on a 4.000 maximum)

Test scores (if available):

Graduate Record Examination: Verbal ______ Quantitative ______ Total ______

Other professional entrance scores _____________________________________________

List any other colleges or universities attended (in order of attendance):

Name ___________________________ Dates attended ___________________________ Degree received and date

______________________________ ___________________________ ___________________________

[Note: An official transcript from all institutions attended must be mailed with your application.]
Have you applied for any other NCAA support in the form of scholarships, grants or internships?  Yes ______ No ______

If yes, what year did you apply? __________ Support applied for: ________________________ ________________

Have you received any other NCAA support in the form of scholarships, grants or internships?  Yes ______ No ______

If yes, what year did you receive the award? __________ Award name: ________________________ ______________

List any scholarships, honors, awards received while in college: ____________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Identify extracurricular activities in which you have participated (community, volunteer, government organizations, etc.):
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

Identify any campus internships in which you have participated: _________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

List any varsity or club sports in which you have participated: _________________________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

List any campus leadership roles or activities in which you have engaged: ______________________________
________________________________________________________________________________________
________________________________________________________________________________________
________________________________________________________________________________________

On a separate page(s), please describe your reasons for applying for the internship, what you expect to gain and information on your future plans.

In connection with the Family Educational Rights and Privacy Act of 1974, I hereby authorize the NCAA to release to others any information contained on these endorsement forms and on the accompanying transcript for purposes of processing my application for this internship and for any publicity purposes in connection with this internship program.

Signed ____________________________
(Applicant)

Date _______________________________
Faculty/Staff Endorsement

[Pleas type.]

To be completed by student.

Name ____________________________ Social Security number ________________________

The above-named student is applying for the NCAA Ethnic Minority Internship. Your candid evaluation of the applicant will be of assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

To be completed by an individual familiar with the applicant's work.

Name of person completing this form ____________________________

Position/title ____________________________

Institution ____________________________

Address ____________________________

How long have you known the applicant? ____________________________

In what connection have you known the applicant? ____________________________

The following factors are estimates of the candidate's potential for success. Please rate the candidate's ability in each area in which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

1 2 3 4 5 6 7

Articulate □ □ □ □ □ □ □ Inarticulate

Excellent writer □ □ □ □ □ □ □ Poor writer

Self-starter □ □ □ □ □ □ □ Requires constant pushing

Hard worker □ □ □ □ □ □ □ Does not work hard

Very logical □ □ □ □ □ □ □ Unreasonable

Very reasonable □ □ □ □ □ □ □ Illogical

Strives for excellence □ □ □ □ □ □ □ Will settle for less than the best

Promise for success in profession of: □ □ □ □ □ □ □ Little promise for success in profession of:

(Please indicate)

(Please indicate)

Please rate your recommendation of the candidate for the NCAA Ethnic Minority Internship Program by checking one of the following:

________ I strongly recommend _______ I recommend _______ I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate's performance as an intern. (Please type.)

Please add any comments that will help the selection committee evaluate the candidate more objectively.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date: ___________________________ Signed: ___________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant. The applicant must return this form to the NOAA national office no later than February 15, 1993.
Dean's or Department Head's Endorsement

(Please type.)

To be completed by student.

Name ____________________________ Social Security number ____________________________

The above-named student is applying for the NCAA Ethnic Minority Internship. Your candid evaluation of the applicant will be of assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

To be completed by dean of college or head of department in which candidate is enrolled.

Name of person completing this form ____________________________

Position/title ____________________________

Institution ____________________________

Address ____________________________

How long have you known the applicant? ____________________________

In what connection have you known the applicant? ____________________________

The following factors are estimates of the candidate's potential for success. Please rate the candidate's ability in each area in which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

1 2 3 4 5 6 7

Articulate □ □ □ □ □ □ □ Inarticulate

Excellent writer □ □ □ □ □ □ □ Poor writer

Self-starter □ □ □ □ □ □ □ Requires constant pushing

Hard worker □ □ □ □ □ □ □ Does not work hard

Very logical □ □ □ □ □ □ □ Illogical

Very reasonable □ □ □ □ □ □ □ Unreasonable

Strives for excellence □ □ □ □ □ □ □ Will settle for less than the best

Promise for success in profession of: □ □ □ □ □ □ □ Little promise for success in profession of:

(Please indicate) (Please indicate)

Please rate your recommendation of the candidate for the NCAA Ethnic Minority Internship Program by checking one of the following:

□ I strongly recommend □ I recommend □ I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate’s performance as an intern. (Please type.)

Please add any comments that will help the selection committee evaluate the candidate more objectively.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date __________________________ Signed __________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant. The applicant must return this form to the NOAA national office no later than February 15, 1993.
Endorsement of the Applicant's Choice

(Please type.)

To be completed by student.

Name __________________________________________ Social Security number ___________________________

The above-named student is applying for the NCAA Ethnic Minority Internship. Your candid evaluation of the applicant will be of assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

To be completed by an individual of applicant’s choice.

Name of person completing this form ____________________________________________________________

Position/title ____________________________________________________________

Institution ________________________________________________________________

Address ________________________________________________________________

How long have you known the applicant? _____________________________________________

In what connection have you known the applicant? __________________________________________

The following factors are estimates of the candidate’s potential for success. Please rate the candidate’s ability in each area in which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulate</td>
<td>1</td>
</tr>
<tr>
<td>Excellent writer</td>
<td>1</td>
</tr>
<tr>
<td>Self-starter</td>
<td>1</td>
</tr>
<tr>
<td>Hard worker</td>
<td>1</td>
</tr>
<tr>
<td>Very logical</td>
<td>1</td>
</tr>
<tr>
<td>Very reasonable</td>
<td>1</td>
</tr>
<tr>
<td>Strives for excellence</td>
<td>1</td>
</tr>
<tr>
<td>Promise for success in profession of:</td>
<td>1</td>
</tr>
</tbody>
</table>

(Please indicate)

Please rate your recommendation of the candidate for the NCAA Ethnic Minority Internship Program by checking one of the following:

_______ I strongly recommend

_______ I recommend

_______ I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate's performance as an intern. [Please type.]

Please add any comments that will help the selection committee evaluate the candidate more objectively.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Date ___________________________ Signed ___________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant. An applicant must return this form to the NOAA national office no later than February 15, 1993.
Foreword

The NCAA Committee on Women's Athletics was established at the 1987 Convention to study and make recommendations regarding opportunities for women in intercollegiate athletics at the institutional, conference and national levels, as well as other issues directly affecting women's athletics. The committee has identified enhancing the careers of women in intercollegiate athletics as its primary focus, specifically in the areas of coaching, athletics administration, officiating and support services.

Toward that end, the NCAA Women's Enhancement Program has been established following: (1) postgraduate scholarships, (2) internships at the NCAA national office and (3) a vita bank for women interested in pursuing a career in intercollegiate athletics.

Application Folder

This application folder, with supporting documents, must be mailed to the NCAA national office and postmarked not later than February 15, 1993, if a candidate is to be eligible for a 1993-94 NCAA Women's internship. Please use the following directions and type all forms. Failure to do so will result in your application not being reviewed by the committee.

Qualifications

1. To be eligible for an internship, applicants shall have completed the requirements for an undergraduate degree.

2. Applicants shall have demonstrated a commitment to pursuing a career in intercollegiate athletics and the ability to succeed in such a career.

Application Process Self-Managed

Applicants will assemble and submit, in one envelope, the application and supporting documents. As a result, applicants have more responsibility for and greater control over the application process. All endorsements and transcripts are to be returned to the applicants in sealed envelopes with the endorser's or registrar's signature over the envelope seal. Applicants are to utilize their address on the envelopes they give to their endorsers and registrars. Applicants will enclose the sealed and signed envelopes with their application and mail to the NCAA in one large envelope.

The NCAA national office will advise applicants of receipt of their application.

1. The following four forms shall be required:
   a. The typed and signed application from the candidate;
   b. A typed endorsement from a faculty/staff member, administrative staff member, or individual who has taught the candidate or is personally familiar with the applicant's work;
   c. A typed endorsement from the dean of the college or the head of the department responsible for the applicant's academic program, and
   d. A typed endorsement from an individual of the applicant's choice.

   [Note: All forms are included in the application folder.]

2. The following shall be included with each application:
   a. Official college transcript;
   b. Graduate Record Examination score or other professional entrance scores, if available, and
   c. The applicant's typed personal statement as requested on the application.

Awards

The NCAA will provide compensation for a selected number of internships at the NCAA national office. The maximum stipend for an internship at the NCAA national office shall not exceed $1,300 per month (includes $200 housing allowance).

The length of the internship will be approximately one year. The internships may be arranged for longer or shorter periods of time upon consent of the NCAA national office. Interns will be required to execute an NCAA letter of agreement.

Interns at the NCAA national office will be selected by the NCAA executive director. All qualified candidates may not be selected.

   [Note: Need shall not be a factor in granting these internships; also, the award of a fellowship from other sources will not preclude an applicant from consideration for an internship.]

For more information, contact Stanley D. Johnson, director of professional development, NCAA, 6201 College Boulevard, Overland Park, Kansas 66211-2422; telephone 913/339-1906.
Application for

**NCAA Women's Internship Program**

(Please type.)

Legal name in full ___________________________ Social Security number ___________________________

Current address to which all correspondence should be sent (until ___________________________):

Address ___________________________ City _____________ State _______ Zip _______

Home telephone _____ / ___________________________ Business telephone _____ / ___________________________

Permanent home address:

Parents' name ___________________________ Telephone _____ / ___________________________

Address ___________________________ City _____________ State _______ Zip _______

Are you a citizen of the United States? Yes _____ No _____

Place of birth: City ___________________________ State/country ___________________________

Ethnic information (please check one):

_____ American Indian/Alaskan Native  _____ Asian/Pacific Islander  _____ Black  _____ Latino

_____ White  Other ___________________________

**College Experience**

Undergraduate institution: ___________________________

Major ___________________________ Minor(s) ___________________________

Credits required _________________ Credits completed _________________ Graduation date _________________

Cumulative grade-point average at certifying institution ___________________________ (Based on a 4.000 maximum)

Test scores (if available):

Graduate Record Examination: Verbal _________________ Quantitative _________________ Total _________________

Other professional entrance scores ___________________________

List any other colleges or universities attended (in order of attendance):

<table>
<thead>
<tr>
<th>Name</th>
<th>Dates attended</th>
<th>Degree received and date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[Note: An official transcript from all institutions attended must be mailed with your application.]
Have you applied for any other NCAA support in the form of scholarships, grants or internships?  Yes ______ No ______

If yes, what year did you apply? ________ Support applied for: ____________________________________________

Have you received any other NCAA support in the form of scholarships, grants or internships?  Yes ______ No ______

If yes, what year did you receive the award? ________ Award name: __________________________________________

List any scholarships, honors, awards received while in college: ________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Identify extracurricular activities in which you have participated (community, volunteer, government organizations, etc.):
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

Identify any campus internships in which you have participated: _________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

List any varsity or club sports in which you have participated: _________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

List any campus leadership roles or activities in which you have engaged: ________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________
____________________________________________________________________________________________________

On a separate page(s), please describe your reasons for applying for the internship, what you expect to gain and information on your future plans.

In connection with the Family Educational Rights and Privacy Act of 1974, I hereby authorize the NCAA to release to others any information contained on these endorsement forms and on the accompanying transcript for purposes of processing my application for this internship and for any publicity purposes in connection with this internship program.

Signed ________________________ (Applicant)

Date ________________________
Faculty/Staff Endorsement

(Please type.)

To be completed by student.

Name ___________________________ Social Security number ___________________________

The above-named student is applying for an NCAA Women’s Internship. Your candid evaluation of the applicant will be of assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

To be completed by an individual familiar with the applicant’s work.

Name of person completing this form ___________________________

Position/title ___________________________

Institution ___________________________

Address ___________________________

How long have you known the applicant? ___________________________

In what connection have you known the applicant? ___________________________

The following factors are estimates of the candidate’s potential for success. Please rate the candidate’s ability in each area in which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulate</td>
<td>1-7</td>
<td>Inarticulate</td>
</tr>
<tr>
<td>Excellent writer</td>
<td>1-7</td>
<td>Poor writer</td>
</tr>
<tr>
<td>Self-starter</td>
<td>1-7</td>
<td>Requires constant pushing</td>
</tr>
<tr>
<td>Hard worker</td>
<td>1-7</td>
<td>Does not work hard</td>
</tr>
<tr>
<td>Very logical</td>
<td>1-7</td>
<td>Illogical</td>
</tr>
<tr>
<td>Very reasonable</td>
<td>1-7</td>
<td>Unreasonable</td>
</tr>
<tr>
<td>Strives for excellence</td>
<td>1-7</td>
<td>Will settle for less than the best</td>
</tr>
<tr>
<td>Promise for success in profession of:</td>
<td>1-7</td>
<td>Little promise for success in profession of:</td>
</tr>
</tbody>
</table>

(Please indicate) (Please indicate)

Please rate your recommendation of the candidate for an NCAA Women’s Internship by checking one of the following:

_______ I strongly recommend  _________ I recommend  _________ I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate's performance as an intern. (Please type.)

Please add any comments that will help the selection committee evaluate the candidate more objectively.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Date ____________________________ Signed ____________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.
Dean's or Department Head's Endorsement

(Please type.)

To be completed by student.

Name ______________________________________ Social Security number __________________________

The above-named student is applying for an NCAA Women's Internship. Your candid evaluation of the applicant will be assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

To be completed by dean of college or head of the department in which candidate is enrolled.

Name of person completing this form _____________________________________________________________

Position/title ____________________________________________________________

Institution _________________________________________________________________

Address _________________________________________________________________

How long have you known the applicant? ____________________________

In what connection have you known the applicant? ____________________________

The following factors are estimates of the candidate's potential for success. Please rate the candidate's ability in each area if which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

<table>
<thead>
<tr>
<th></th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
<th>6</th>
<th>7</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulate</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Excellent writer</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Self-starter</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Hard worker</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Very logical</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Very reasonable</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Strives for excellence</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Promise for success in profession of:</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

(Please indicate)

Please rate your recommendation of the candidate for an NCAA Women's Internship by checking one of the following:

□ □ □ □ □ □ □ I strongly recommend □ □ □ □ □ □ □ I recommend □ □ □ □ □ □ □ I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate's performance as an intern. (Please type.)

Please add any comments that will help the selection committee evaluate the candidate more objectively.

____________________________________________________

____________________________________________________

Date ___________________________ Signed _________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.
Endorsement of Applicant's Choice

Name ___________________________ Social Security number __________

The above-named student is applying for an NCAA Women's Internship. Your candid evaluation of the applicant will be assistance to the selection committee. Please complete both sides of this endorsement or attach a letter on behalf of the applicant. This form should be signed, sealed with your signature over the envelope seal, and mailed or returned to the applicant. The applicant must return this form to the NCAA national office no later than February 15, 1993.

Name of person completing this form ___________________________

Position/title ________________________________________________

Institution ___________________________________________________

Address ______________________________________________________

How long have you known the applicant? ________________________

In what connection have you known the applicant? ________________

The following factors are estimates of the candidate's potential for success. Please rate the candidate's ability in each area in which you have personal knowledge (i.e., No. 1 rating represents the most favorable; No. 7 represents the least favorable).

<table>
<thead>
<tr>
<th>Factor</th>
<th>Rating</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Articulate</td>
<td>1 2 3 4 5 6 7</td>
<td>Inarticulate</td>
</tr>
<tr>
<td>Excellent writer</td>
<td>1 2 3 4 5 6 7</td>
<td>Poor writer</td>
</tr>
<tr>
<td>Self-starter</td>
<td>1 2 3 4 5 6 7</td>
<td>Requires constant pushing</td>
</tr>
<tr>
<td>Hard worker</td>
<td>1 2 3 4 5 6 7</td>
<td>Does not work hard</td>
</tr>
<tr>
<td>Very logical</td>
<td>1 2 3 4 5 6 7</td>
<td>Illogical</td>
</tr>
<tr>
<td>Very reasonable</td>
<td>1 2 3 4 5 6 7</td>
<td>Unreasonable</td>
</tr>
<tr>
<td>Strives for excellence</td>
<td>1 2 3 4 5 6 7</td>
<td>Will settle for less than the best</td>
</tr>
<tr>
<td>Promise for success in</td>
<td>1 2 3 4 5 6 7</td>
<td>Little promise for</td>
</tr>
<tr>
<td>profession of:</td>
<td></td>
<td>success in profession of:</td>
</tr>
</tbody>
</table>

(Please indicate)

(Please indicate)

Please rate your recommendation of the candidate for an NCAA Women's Internship by checking one of the following:

I strongly recommend
I recommend
I do not recommend
Please discuss any strengths and weaknesses you think may affect the candidate's performance as an intern. [Please type.]

Please add any comments that will help the selection committee evaluate the candidate more objectively.

______________________________________________________________

______________________________________________________________

______________________________________________________________

______________________________________________________________

Date ____________________________ Signed __________________________

Thank you for your cooperation and effort in completing this evaluation form. Please return this form directly to the applicant.

Applicant must return this form to the NCAA national office no later than: February 15, 1993.