



Spring 2024

## USL Partner Relations Intern

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*Western Washington University*

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# COLLEGE OF THE ENVIRONMENT



**Internship Title:**

**Organization Worked For:**

**Student Name:**

**Internship Dates:**

**Faculty Advisor Name**

**Department**

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**STUDENT SIGNATURE** \_\_\_\_\_

*Sophia*

**DATE:** \_\_\_\_\_



## Internship/Learning Agreement

Section 1 – Student Identification			
Last Name, First Name:		Western ID:	
Email Address		Major/PreMajor	

Section 2 – Registration Information			
Total Credits:		Faculty Advisor:	
Internship Start Date:		Internship End Date:	
Number Credits Per Quarter (F/W/S/Sum)			
<i>Note: You must be registered for credits during quarters you perform <b>any part</b> of the internship work (Including Summer Session) to include writing of reports...this can be spread over multiple quarters. You are expected to register an appropriate number of credits based on anticipated hours worked BY Quarter (Example: Working 120 hours during Summer = 4 Credits Summer Enrollment)</i>			

Section 3 – Organization for Internship	
Organization Name:	
Intern Supervisor Name:	
Mailing Address:	
Email Address:	
Phone Number:	
Description of Duties (Or Attach Job Description):	

**Section 4 – Learning Objectives**

What do I intend to learn from this experience:

How does this experience contribute to my educational goals:

If Faculty require any additional Learning Objectives, they should be listed here:

**Section 5 - Deadlines, Evaluation, and Assessment (Completed by faculty advisor)**

Meet with Advisor: \_\_\_\_\_  
First Draft Due: \_\_\_\_\_  
Final Draft Due: \_\_\_\_\_

	Yes	No
Additional Learning Objectives (as assigned by faculty)		
Oral Presentation Required		
Daily/Weekly Log Require		

### Section 6 – Students Certification


I certify that I have read the University Policy on Risk Management Considerations for Student Internships and I will [report](#) any injuries suffered while performing internship promptly to WWU.

[http://www.wvu.edu/bfa/Risk\\_Mgmt/documents/Internship%20Considerations%20\(14\).pdf](http://www.wvu.edu/bfa/Risk_Mgmt/documents/Internship%20Considerations%20(14).pdf)

I will endeavor to represent myself and my college well and will abide by the relevant policies, procedures and ethical standards of the university and the internship organization.

I understand that 30-hours of work per credit earned is expected for an internship. I understand that I am expected to enroll in a number of credits commensurate with hours worked each quarter.

**Student's  
Signature/Date**

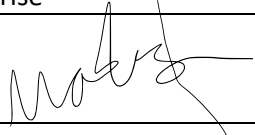
 2/14/2024

### Section 7 – Internship Site Supervisor Certification

I have reviewed the student's indicated learning objectives and on behalf of my organization agree:

- To enrich the Student's knowledge by orienting him/her to the occupation, the work setting, and the responsibilities relating to the assignment
- To regularly evaluate/provide feedback to student on progress, projects and areas of growth
- At or near the completion of the assignment to provide an evaluation of the student's performance
- To review and approve the Student's Learning Plan and communicate with Huxley College if areas are not going to be met.
- To supply the student with, and abide by the organization's policy against discrimination and/or harassment in the workplace
- To contact the instructor or the Huxley Internship Coordinator (360) 650-3646, [ed.weber@wwu.edu](mailto:ed.weber@wwu.edu) should any problems arise

**Internship Site  
Supervisor  
Signature/Date**

 2/19/2024

### Section 8 – Faculty Advisor Certification

I certify that the student intern and I have reached agreement on the learning objectives and academic expectations for this experience. These objectives are challenging and enriching to the student's academic and/or career goals.

I will award grades after satisfactory completion of all learning objectives/tasks/reports assigned and load final internship report onto the Huxley Server. P:\Huxley\PUBLIC\_folders\COLLEGE\_OFFICE\Intern\_Reports

**Faculty Advisor's  
Signature/Date**

### Section 9 – Huxley College Internship Coordinator

Actions:

1. Review Agreement
2. Update Course Override
3. File Agreement in Student Records
4. Communicate with Employers as necessary during internship

# Registering and Completing ENVS/ESCI 498B Credits

## YOU MUST BE REGISTERED FOR INTERNSHIP CREDITS WHENEVER YOU ARE PERFORMING WORK RELATED TO THE INTERNSHIP TO RECEIVE ACADEMIC CREDIT

- This **INCLUDES** Summer Sessions

## REQUEST FACULTY MEMBER TO OVERSEE 498B CREDITS

- The CRNs for ENVS/ESCI 498B credits are linked to Huxley faculty members
- Students need to speak with the faculty member for these credits
  - If possible, students should have a draft of an Internship/Learning Agreement completed before they approach a faculty member to supervise the internship.
  - Most students use their faculty academic advisor as their faculty internship supervisor
    - During Summer Sessions, your faculty advisor may not be available. If not, then register for internship credits with Ed Weber, Huxley Internship Coordinator
- Environmental Science students register for ESCI 498b and all others for ENVS 498b
- Registration for 498B (Internship Credits) requires an override, which is normally given by Huxley College Internship Coordinator (Ed Weber, ES545)
  - You should have a completed/signed Huxley Learning/Internship Agreement signed before the override will be input

## CRNS FOR ENVS/ESCI 498B

- See Classfinder for the CRNs for ENVS/ESCI 498B Internship credits
  - During Summer Sessions, if your faculty advisor is not listed, please register for credits with Ed Weber, Huxley College Internship Coordinator

## VARIABLE CREDIT REGISTRATION ON WEB

- Initially you can only register for one credit.
- Return to the registration menu after registering. Then go to Change Variable Credits to change the 1 credit to the number of credits desired. (Instructions for Changing Variable Credits are included on the Add/Drop page for registering.)

## RESOLVING K GRADES

- To graduate, you must receive a passing grade for any credits listed on your major evaluation.
- (For Internship, students must receive a Satisfactory (S) for S/U grading. **Incomplete grades not completed and graded after a year from the quarter of registration automatically become a U (Unsatisfactory) or a Z (equivalent to an F). Incompletes can impact financial aid standing.**)

## REPORT SUBMISSION

- Always consult with the faculty advisor **in advance** about how much time he/she will need to read and grade the report by the end of the graduation quarter.
  - The most difficult time to get a grade on a report is for summer quarter graduation because faculty are generally not available during this time.
  - Spring graduation is a close second in difficulty because many faculty leave campus for extended periods after their last final.
- Students with incomplete K grades on 498B credits should provide a list of quarters with K grades to the faculty advisor with the submitted report to ensure proper grading credit. Information to provide: Student Name, Student Number, Name of Course (i.e., ESCI 498B), Quarter(s) of K grade, Number of credits of K grade per quarter.



Dear Sophie Croft:

Welcome to United PDX! We are excited to welcome you as a USL Partner Relations Intern for the 2024 Season. At United PDX, we are at our best when we work as a team. I encourage you to lean in and work in service to the club community throughout your time here.

The Internship is an unpaid, part-time position, to commence on 5/20/2024 and end on 8/30/2024 at 10 hours per week. The Internship is an educational experience, and you won't be receiving any financial benefits and/or compensation. You'll complete the Internship under the direct supervision of Madison McClellan, Operations Manager, and I'm excited for you to take on new skillsets to support our back office goals and help grow the PDX pre-professional ecosystem.

While performing the Internship, you acknowledge your obligation to:

- Perform all work allocated to you to the best of your ability;
- Comply with all lawful and reasonable directions and instructions given to you by employees of United PDX during the course of the Internship;
- Comply with any and all United PDX policies and procedures that apply, or may apply, to you during the course of the Internship; and
- Undergo any and all training that the United PDX deems necessary to enable you to safely and efficiently perform your duties during the Internship.

You accept that the Internship may be terminated prior to the end date at the sole discretion of United PDX. This document does not serve as an employment contract, but rather specifies the goals, intent and details of the Internship. This Agreement constitutes the entire agreement of the parties with respect to the Internship.

Any controversy or claim arising out of or relating to this internship contract shall be settled by arbitration administered by the American Arbitration Association under its Employment Arbitration Rules and Mediation Procedures and judgment upon the award rendered by the arbitrator(s) may be entered in any court having jurisdiction thereof.

Please let me know if you have any questions, otherwise, I look forward to your joining the team.

Sincerely,

Madison McClellan, United PDX

ACCEPTED AND AGREED TO THIS:

Sophie Bearden Croft

[Intern Name Printed]

[Intern Signature]

2/14/2024

[Date]

	<b>Priorities</b>	<b>Key Dates</b>
Early April	Ideate list of local sponsors, Ideate list of local fan groups	April 12, 2024
Late April	Outreach to local sponsors, Outreach to local fan groups	Send Emails by April 25th, 2024
Early May	Cont. outreach to local sponsors, Cont. outreach to local fan groups, Game advertising	5/14: Practices start 5/15: Media Day at Rose City Futsal 5/17: First Women's Game (Away) 5/26: First Men's Game (Away) 5/29: First Men's Game (Home)
Late May	Cont. game advertising	
Early June	Player engagement event	6/5: First Women's Game (Home)





United PDX USL

GOAL NO. 1	
<p>Why is this goal important to you?</p> <p>What is the benefit of completing this goal?</p>	<p>Create a good, professional relationship with sponsors.</p> <p>This goal is important to me because I want to create and advertise myself in a way that portrays both the club and myself in a professional light. I want our sponsors to know that the people in United PDX are committed to working hard to involve their business into the club.</p> <p>This would be a beneficial goal to achieve because it would be great for both myself and the club to keep these strong connections with other businesses.</p>
<p>What is necessary to complete this goal?</p>	<ul style="list-style-type: none"> <li>-All emails are checked for accuracy and business language.</li> <li>-Collaboration with Jack Walsh on how he communicates with sponsors as well.</li> <li>-Feedback from sponsors on how our communication has been throughout each stage.</li> </ul>
<p>Mid-internship check in:</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>
GOAL NO.2	
<p>Why is this goal important to you?</p> <p>What is the benefit of completing this goal?</p>	<p>Reach out to new sponsors that are not currently involved with United PDX.</p> <p>This goal is important to me because I want to grow the outreach of United PDX. I think that this club has the potential to be very involved with the community and community businesses, and as someone who is part of the community, I would like to build these connections.</p> <p>This goal would benefit United PDX because it would create a bigger community of businesses that support the club.</p>
<p>What is necessary to complete this goal?</p>	<ul style="list-style-type: none"> <li>-Madison checking in on their current contact information.</li> <li>-Certification of USL sponsor regulations</li> <li>-Research into untapped community market</li> </ul>
<p>Mid-internship check in:</p>	<p><input checked="" type="checkbox"/> Yes</p> <p><input type="checkbox"/> No</p>

## Internship Reflection Pre-Finalization of Season

“Compare how your coursework on the one hand, and your experimental application of work on the other, have contributed to your understanding of the creation and application of knowledge in your field”

This spring, I went into this internship wanting to get my foot into the business door. Although sponsorship and PR may not be my field of work in the future, I felt like this internship was going to be a good start to get some experience with interacting within the business realm. I experienced going through an interview process, collaborating with other people, creating Excel spreadsheets, contacting businesses, connecting in business language, and advertising a program through a community mindset. All of these experiences related back to my coursework in one way or another. Because of my previous Excel classes, I did not feel lost when putting together spreadsheets of contacts. My conflict management class prepared me to work in a business setting with diverse ideas that sometimes conflicted, but were managed with the help of my course work. Public speaking and marketing techniques that I learned through WWU helped me to communicate with sponsors in a professional way. Although I was unsure of exactly how correlated this internship would be to my major, it connected in more ways than I could've imagined.

Furthermore, my knowledge of the sustainable business realm has grown substantially through this internship. When researching potential new sponsors for United PDX, I specifically took it upon myself to research the sustainability aspects of the businesses if applicable. I had a say in what kind of businesses I thought would be good for United PDX to partner with and made it a priority for myself to find ones that I felt confident in their work towards creating a more sustainable environment. I used my knowledge of sustainability certifications and sustainable marketing practices gained from WWU, to inform my decisions. I am proud to have learned how to look for these aspects within a company and am more confident in my abilities to fish out greenwashing from this internship.

I had a great experience participating in the United PDX USL PR Internship and look forward to using my gained skills in my future endeavors!

Company Name	Contact	Email
Tursi Soccer Store		
Portland Gear		
Nike		
Braces by Joe		<a href="mailto:info@oregonbraces.com">info@oregonbraces.com</a>
Peak Sports Travel	Erik Tilley	<a href="mailto:erik@peaksportstravel.com">erik@peaksportstravel.com</a>
O+F Specialists		
Dunn Carney		
Clearview MRI	Darcy Orin	
The Agency Portland	Dirk Hmura	<a href="mailto:dirk.hmura@theagencyre.com">dirk.hmura@theagencyre.com</a>
Salt & Straw		<a href="mailto:press@saltandstraw.com">press@saltandstraw.com</a>
Eastbank Legal		
Lucky Lab Pizza		<a href="mailto:luckylabhq@gmail.com">luckylabhq@gmail.com</a>
The Sports Bra		
Rose City Futsal		<a href="mailto:INFO@ROSECITYFUTSAL.COM">INFO@ROSECITYFUTSAL.COM</a>
Multnomah Athletic Club		<a href="mailto:jobs@themac.com">jobs@themac.com</a>
Mittleman Jewish Community Center	Bess Butterworth	<a href="mailto:bbutterworth@oregonjcc.org">bbutterworth@oregonjcc.org</a>

Phone #	Reached Out?	Response?
	YES	YES
	YES	YES
	YES	YES
(503) 233-8050	YES	YES
(970) 389-8405	YES	YES
(503) 214-5200	YES	YES
(503) 224-6440	YES	YES
(503) 704-6026	YES	YES
(503) 740-0070	YES	YES
	YES	YES
	YES	YES
	YES	YES
(503) 327-8401	YES	YES
	YES	YES
(503) 517-2300	YES	NO
(503) 535-3632	YES	YES