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**SPORT MANAGEMENT INTRODUCTORY/ CAPSTONE INTERNSHIP INFORMATION**

**DATES TO REMEMBER:**

**Spring 2020 Introductory Internship**: You must:

1. Pre-Apply by October 15 (see, *Pre-Application* below).
2. Turn in Confirmation forms to your advisor by December 5.

**Spring 2020 Capstone Internship**: You must:

1. Pre-Apply by October 15 (see, *Pre-Application* below).
2. Turn in Confirmation forms to your advisor by December 5.

**Summer 2020 Introductory Internship**: You must:

1. Pre-Apply by February 15 (see, *Pre-Application* below).
2. Turn in Confirmation forms to your advisor by May 7.

**Summer 2020 Capstone Internship**: You must:

1. Pre-Apply by February 15 (see, *Pre-Application* below).
2. Turn in Confirmation forms to your advisor by May 7.

**PRE-APPLICATION:**

To major in Sport Management (and complete an introductory internship) you must “Pre-apply”.

*The pre-application can be found by searching “Sport Management Pre Application” on BGSU.edu or you may obtain a form from your advisor.*

If you want to complete an introductory or capstone internship, you MUST submit your Pre-application form by the following dates:

* Fall introductory/ capstone internship = form is due *August 15*
* Spring introductory/ capstone internship = form is due *October 15*
* Summer introductory/ capstone internship = form is due *February 15*

All requirements must have been met (NOT in progress) at time of application. INTRODUCTORY INTERNSHIP REQUIREMENTS ARE: 2.5 Overall GPA, 45 Credit Hours Completed, C or above in SM 2010, C or above in SM 2140, C or above in SM 3010

**INTRODUCTORY INTERNSHIP (SM 3870):**

You must pre-apply before you can seek, accept, or complete an introductory internship. No exceptions! Before searching for a site, you must discuss your options with your advisor.

You are required to work 3 hours per week for each credit hour registered (e.g., 3 credit introductory internship = 9 hours per week). For spring and fall introductory internship, you must work for 15 weeks beginning and ending with the regular semester. For summer introductory internship, you are allowed to work total hours (3 credits = 126 total hours; 4 credits = 168 total hours; 5 credits = 210 total hours) and may be complete on or off campus.

Getting enrolled in an introductory internship is easy:

1. Obtain a pre-application from your advisor. Once you have pre-applied you may seek an introductory internship site. Check with your advisor to make sure the site is appropriate for the introductory internship. Obtain the site confirmation form from your advisor.
2. Check the introductory internship dates to make sure you turn the forms in on time.
3. Once the site has accepted you, complete the confirmation form (form must be signed by the agency where you will be completing the introductory internship).
4. Once the confirmation form is completed and signed by the site turn it in to your advisor who will check to make sure it is completed correctly. Your advisor will forward the forms to the field experience coordinator who will register you.

*You can’t register for the introductory internship through internet registration.*  The field experience coordinator will register you for the introductory internship once you have completed the pre-application process and confirmation form. Once registered, you will be able to use Canvas to obtain all course materials. We will not be able to register you if you have any “holds” on your account or if registering you will take you over 18 hours.

**CAPSTONE INTERNSHIP (SM 4890):**

You must complete the introductory internship with a grade of B or better, a total of 75 credit hours completed and have a 2.5 overall GPA to be eligible to complete a capstone internship. No exceptions!

Before searching for a site, you must pre-apply (pre-application can be found by searching “Sport Management Pre Application” on BGSU.edu) and consult your advisor to discuss per week for the entire semester. Capstone internships must coincide with the regular BGSU semester and be off campus. Summer capstone interns will be required to be at the site immediately after spring semester ends. You must complete the capstone internship off campus and it may not be the same site as your introductory internship.

Getting enrolled in a capstone internship is easy:

1. Obtain a pre-application from your advisor. Once you have pre-applied you may seek a capstone internship site. Check with your advisor to make sure the site is appropriate for the capstone internship. Obtain the site confirmation form from your advisor.
2. Check the capstone internship dates to make sure you turn the forms in on time.
3. Once the site has accepted you, complete the confirmation form (form must be signed by the agency where you will be completing the introductory internship).
4. Once the confirmation form is completed and signed by the site turn it in to your advisor who will check to make sure it is completed correctly. Your advisor will forward the forms to the field experience coordinator who will register you.

*You can’t register for the capstone internship through internet registration.*  The field experience coordinator will register you for the internship once you have completed the pre-application process and confirmation form. Once registered, you will be able to use Canvas to obtain all course materials. We will not be able to register you if you have any “holds” on your account or if registering you will take you over 18 hours. We discourage students from taking any courses while completing the capstone internship. However, if you are completing another class while also doing the capstone internship, it must be online and students are not allowed to take over 18 credit hours.

Questions? Please contact your sport management faculty advisor.