

## **SPORT MANAGEMENT INTRODUCTORY & CAPSTONE INTERNSHIP INFORMATION**

### **DATES TO REMEMBER:**

#### **Summer Introductory Internship:** You must:

1. Upload Pre-Application form on Canvas by February 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by due date in April. Contact your advisor for the specific date.

#### **Summer Capstone Internship:** You must:

1. Upload Pre-Application form on Canvas by February 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by due date in April. Contact your advisor for the specific date.

#### **Fall Introductory Internship:** You must:

1. Upload Pre-Application form on Canvas by August 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by August 15.

#### **Fall Capstone Internship:** You must:

1. Upload Pre-Application form on Canvas by August 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by August 15.

#### **Spring Introductory Internship:** You must:

1. Upload Pre-Application form on Canvas by October 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by due date in December. Contact your advisor for the specific date.

#### **Spring Capstone Internship:** You must:

1. Upload Pre-Application form on Canvas by October 15 (see *Pre-Application* below).
2. Upload Agency Confirmation form on Canvas by due date in December. Contact your advisor for the specific date.

### **PRE-APPLICATION:**

To major in Sport Management (and complete an introductory internship) you must “Pre-apply.”  
*The pre-application can be found on the Sport Management Canvas page.*

If you want to complete an introductory or capstone internship, you **MUST** upload your Pre-application form on Canvas 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 14 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 the Sport Management Canvas page and upload on Canvas. Once the pre-application has been approved by your advisor, you may seek an introductory internship site. Check with your advisor to make sure the site is appropriate for the introductory internship. Obtain the agency confirmation form from your advisor.
2. Check the introductory internship dates to make sure you upload the forms on time on Canvas.
3. Once the agency has accepted you, complete the agency 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, upload the form on Canvas and your advisor will check to make sure it is completed correctly and approve it on Canvas. The field experience coordinator 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." The pre-application can be found on the Sport Management Canvas page. Make sure to consult with your advisor to discuss your plans. 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 the Sport Management Canvas page and upload on Canvas. Once the pre-application has been approved by your advisor, you may seek an introductory internship site. Check with your advisor to make sure the site is appropriate for the introductory internship. Obtain the agency confirmation form from your advisor.
2. Check the introductory internship dates to make sure you upload the forms on time on Canvas.
3. Once the agency has accepted you, complete the agency 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, upload the form on Canvas and your advisor will check to make sure it is completed correctly and approve it on Canvas. The field experience coordinator 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.