

## **Requirements for Registering for SMGT 368W Undergraduate Sport Management Internship**

SMGT 368W - Internship is a 12 credit hour course that requires a minimum of 400 clock hours working for a sport-related organization. This field-based experience allows students to apply concepts learned in class to an actual setting in the sports industry.

### **Prior to registering for SMGT 368W, all of the following criteria must be met:**

- A. SMGT 366, a 1-credit Internship Seminar course is no longer being offered. Instead, students must take a series of 3 non-credit Sport Management Internship Orientation Workshops offered by the Career Management Center (CMC). Students must have at least 60 earned credit hours completed (junior status) before signing up for the CMC Workshops. You must contact the CMC to sign up for the workshops prior to the semester you plan to attend the workshops. The CMC is located at 2202 Webb University Center near Starbucks Coffee. To register for the workshops, e-mail Mr. Randy Shabro at [rshabro@odu.edu](mailto:rshabro@odu.edu) or call 683-4388. Please provide the CMC with the following information: 1) your name, 2) e-mail address, 3) UIN, 4) phone number, 5) total number of college credits earned, and 6) what semester you plan to register for SMGT 368W.
- Below is a brief outline of information covered in the workshops.

#### **Workshop #1**

- 1) Overview of CMC services
- 2) Overview of the internship procedures, requirements, and deadlines
- 3) Review of the Internship Manual and required forms
- 4) Review the internship evaluation process and paperwork requirements
  - ❖ You must bring a copy of the Sport Management Internship Manual to the first workshop. It can be purchased from Colley Ave. Copies & Graphics, Inc. located on the corner of Colley Ave. and 43<sup>rd</sup> St. Please read the entire manual prior to Workshop #1.

#### **Workshop #2**

- 1) Developing a professional cover letter and resume
- 2) Interviewing skills and dress for success
- 3) Tips on completing a successful internship experience
- 4) How to find an internship
  - ❖ You will be required to complete two web seminars available through the CMC prior to the second workshop. Also, you will need to bring a sample cover letter and resume to Workshop #2.

#### **Workshop #3**

- 1) Written test on material covered in first two workshops
- 2) A score of 80% or higher on the test is required in order to receive approval to register for SMGT 368W

- B. Students must have at least 100 earned credit hours completed (senior status) before registering for SMGT 368W. The internship is normally taken during the final semester of one's senior year.
- C. Students must submit an A-1 Internship Request Form to their advisor. The A-1 Request Form can be found in the Sport Management Internship Manual.
- D. Students must turn in at least two Faculty Recommendation Forms (a copy of this form is included on page 3 of this document). These forms must be filled out by ODU Sport Management faculty members. Students must score an average of 3 or higher on all Faculty Recommendation forms to be eligible for an internship.
- E. Students must have a 2.5 GPA in the major. All completed SMGT core courses will be used to calculate the GPA for the major. If the GPA for the major is below 2.5, the student will not be eligible to complete an internship. Instead, the student will work with his or her advisor to select four additional 3-credit hour courses for a total of 12 credit hours to substitute for the internship credit hours.
- F. All internship sites must be approved by the student's advisor. The advisor will provide assistance with finding a site, but it is the student's responsibility to secure the internship site and arrange to have a site supervisor work with you as a mentor. Information about potential internship sites is posted on a regular basis on the Sport Management listserv: <http://list.odu.edu/listinfo/sportmgt-L>
- G. If you are denied the opportunity to register for SMGT 368W based on failure to meet one of the criteria outlined above, you may submit a letter of appeal in writing to provide insight on your situation. The letter will be reviewed by all Sport Management faculty and final decisions will be made on a case by case basis.
- H. To register for SMGT 368W, students will need to hand deliver a drop/add registration form with their advisor's signature to the Registrar's Office in Rollins Hall. Students cannot register for this course online.

**Please Note:**

SMGT 369 – Practicum in Sport Management is a 3-credit hour course that is similar to an internship. It is a supervised field-based experience working for a sport organization; however, it requires only 200 clock hours rather than the 400 clock hours needed for the internship. The setting must be approved by your advisor. Those enrolled in SMGT 369 should follow the requirements outlined in the Sport Management Internship Manual used for SMGT 368W. SMGT 369 can be used as an advisor approved elective.

**Faculty Recommendation for SMGT 368W\***  
**Undergraduate Internship**

Student Name: \_\_\_\_\_ UIN: \_\_\_\_\_

Advisor: \_\_\_\_\_

Proposed Internship Site (if known): \_\_\_\_\_

Semester of Internship: \_\_\_\_\_

GPA in Major: \_\_\_\_\_

**Please rate this student on the following items based on his/her performance in your classes.**

	Poor	Below Avg.	Average	Above Avg.	Excellent
1. Class Attendance	1	2	3	4	5
2. Class Participation	1	2	3	4	5
3. Interaction with Peers	1	2	3	4	5
4. Quality of Academic Work	1	2	3	4	5
5. Overall Grades	1	2	3	4	5
6. Involvement Beyond the Classroom**	1	2	3	4	5
7. Professionalism and Positive Attitude	1	2	3	4	5
8. Representative of SMGT Program	1	2	3	4	5

Comments: \_\_\_\_\_

Average Score: \_\_\_\_\_

Faculty Signature \_\_\_\_\_ Date \_\_\_\_\_

*\*The student should fill in the information at the top of the page and then give the form to a Sport Management faculty member. After completing the rating scale and calculating the average score, the faculty member should give the form to the student's advisor.*

*\*\*The student may provide the faculty member with a resume or evidence of involvement beyond the classroom. This can include membership in student clubs, volunteer or work experience at sports events, involvement with campus or community activities, etc.*