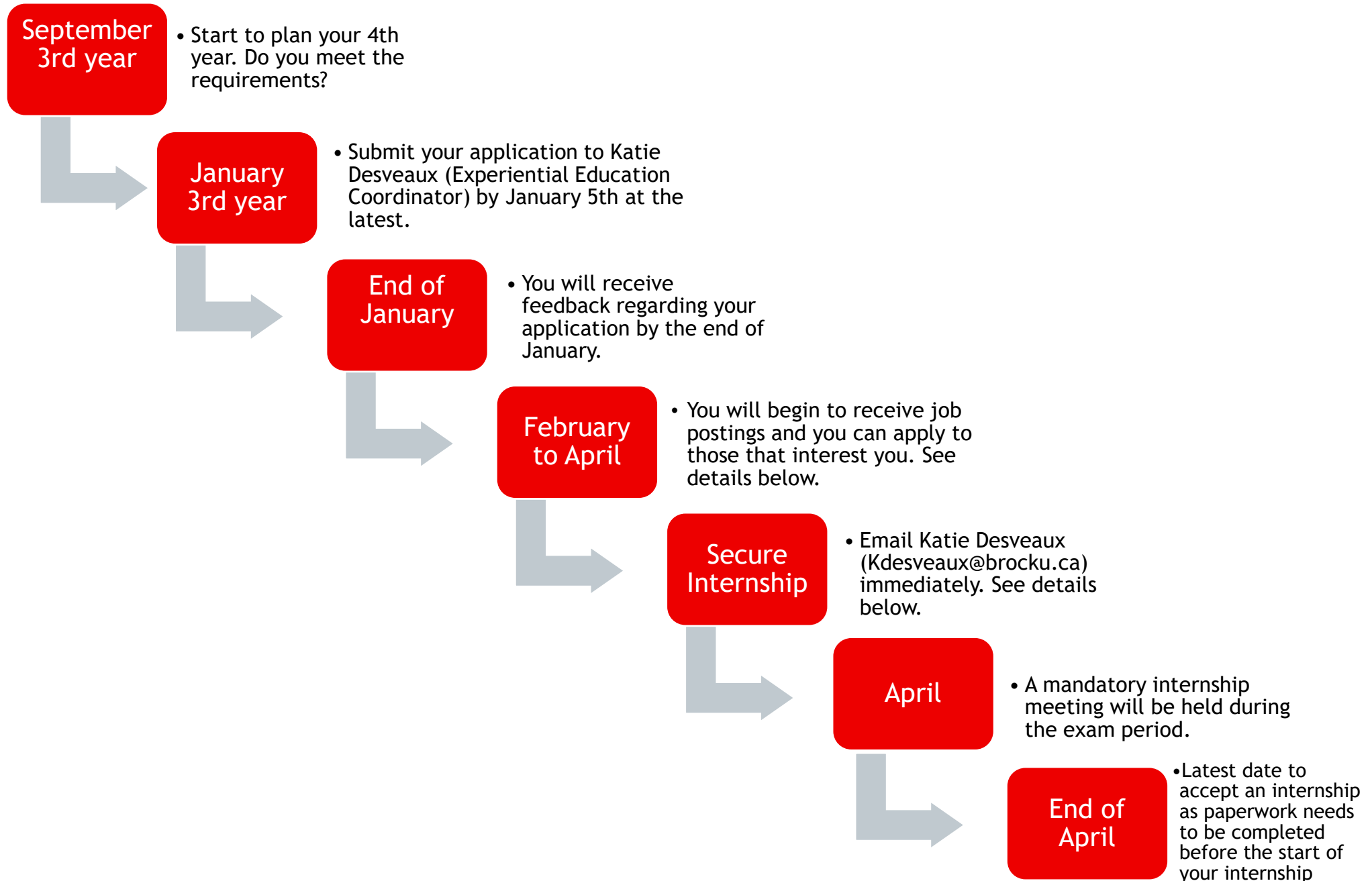


# Looking to complete your internship in between your 3<sup>rd</sup> & 4<sup>th</sup> year?



## Brock University Internship Process - Spring/Summer semester

<p>September 3<sup>rd</sup> year</p>	<ul style="list-style-type: none"> <li>• Start to think of how you want to plan your fourth year (and final!) year of University</li> <li>• Do you meet the requirements to complete an internship?</li> <li>• The link to both applications can be found below. These application documents also highlight the entire application process, steps to take, and will help answer any questions you may have. PLEASE REVIEW THEM THOROUGHLY.</li> <li>• This is the earliest you can complete an internship for credit.</li> </ul> <p>You must have completed 13.0 credits and have a SPMA major average of 70% in order to be eligible to complete an internship for academic credit. Major averages will be reviewed at the end of each semester, once the grades have been submitted.</p> <p>Link to the Internship Application and additional information - <a href="https://brocku.ca/applied-health-sciences/sport-management/student-resources/experiential-education/">https://brocku.ca/applied-health-sciences/sport-management/student-resources/experiential-education/</a></p>
<p>January 3<sup>rd</sup> year</p>	<ul style="list-style-type: none"> <li>• Submit your internship application to Katie Desveaux (Experiential Education Coordinator) by January 5<sup>th</sup>, 20XX</li> <li>• All steps on the application need to be completed (steps 1-5) in order for your application to be reviewed</li> </ul>
<p>End of January</p>	<ul style="list-style-type: none"> <li>• As you indicated Spring/summer 20XX on your application you will be receiving feedback regarding your application by the end January</li> <li>• Once you are accepted you will be put on the mass distribution list to receive internship opportunities for the spring/summer semester</li> </ul>
<p>February - April</p>	<ul style="list-style-type: none"> <li>• You will begin to receive job postings (via your Brock email) and you can apply to those that interest you, and any others that you find. If you find a position on your own, it must be approved by me before moving forward [<b>*note: working from home, or out of a home office environment will not be permitted. The organization must provide you with an appropriate office space which includes a computer, email, and desk</b>].</li> <li>• Please apply to a <b>maximum of 3 positions</b> at a time. Wait an appropriate length of time after the application deadline (ie. 1 week+), and if you don't hear back, then</li> </ul>

## Brock University Internship Process - Spring/Summer semester

	<p>apply for another. Mass-applying to positions and then having to turn them down reflects poorly on you, in addition to SPMA and Brock.</p> <ul style="list-style-type: none"> <li>• <b>IMPORTANT: If you accept an internship offer, either verbally or via email, you are bound to this position. Waiting, applying and accepting other, 'better' positions after the fact is NOT acceptable and will not be tolerated. If you do switch organizations this will automatically withdraw you from SPMA 4F01 and SPMA 4F02 resulting in you not receiving credit for the internship. Make the commitment and stick with it.</b></li> </ul>
<p>April 3rd year</p>	<ul style="list-style-type: none"> <li>• A <b>mandatory internship meeting</b> for all students heading out on internship will be held during the exam period to go over SPMA 4F01 &amp; SPMA 4F02 and expectations for the duration of your internship. You will receive further details about this once you secure an internship</li> <li>• <b>End of April</b> is the latest date to accept an internship for the spring/summer semester as paperwork and overrides need to be complete by your start date in May.</li> <li>• <b>IMPORTANT- As you need 13 credits to do an internship you MUST have 13 credits by the start of your internship. Your average MUST be above a 70% when you apply in order for you be eligible to complete your internship in between your 3<sup>rd</sup> and 4<sup>th</sup> year.</b></li> </ul>
<p>Once you secure an internship</p>	<ul style="list-style-type: none"> <li>• Email Katie Desveaux (<a href="mailto:kdesveaux@brocku.ca">kdesveaux@brocku.ca</a>) immediately indicating you have secured an internship. You must include the formal internship description (similar to a job posting) as well as your supervisors contact information for review</li> <li>• Once reviewed and approved by Katie she will add you to Sakai where you will have access to paperwork that you and your supervisor will have to complete before the start of your internship</li> <li>• Once the paperwork is complete, you will then obtain an override into SPMA 4F01 and SPMA 4F02</li> </ul>

# Brock University Internship Process - Spring/Summer semester

## FAQ- Sport Management Internship Questions

### How do I apply for an internship?

- Prior to formally applying to any organization for an internship, you must first apply to the Department of Sport Management for approval to complete an internship for academic credit.
- The Experiential Education Coordinator (Katie Desveaux) will notify you whether you have been approved to complete an Internship for academic credit. At that time, further instructions will be given regarding applying for positions.

### Where do I find the internship application?

- The internship application can be found on the Department of Sport Management Experiential Education webpage or by using this link - <https://brocku.ca/applied-health-sciences/sport-management/wp-content/uploads/sites/133/SPMA-4F01-4F02-Internship-Application-Form-Aug-2017.pdf>
- Please read the entire document thoroughly and complete all steps 1-5. Incomplete applications will not be reviewed.
- Keep checking your Brock email for important updates regarding internship due dates and important information.
- You are not allowed to apply for internships until your internal application has been approved by Katie Desveaux.

### What happens once I submit my application?

- Each completed application will be reviewed, and feedback/required changes will be sent via email.
  - Once any required changes have been re-submitted, you will then be notified of approval.
- Note: any required changes to applications are to ensure student documents meet industry expectations.**

### How do I find internships? Can I find my own?

- Once your application has been approved, you will be added to the internship opportunity distribution list.
  - You are welcome to apply to those positions, and/or seek your own.

# Brock University Internship Process - Spring/Summer semester

- Note: if you find your own, the position needs to be approved before you can accept it. The organization needs to provide you with an office space, desk, email and computer for the duration of your internship.

## When do internships start getting posted?

- Internship opportunities usually start circulating 3 months prior to each semester (ie. June for Fall positions, October for Winter positions, and February for Spring positions)

## When can I register for the internship course?

- You will be given overrides into SPMA 4F01 and 4F02 after:
  - You have secured an internship
  - All paperwork between you and your internship supervisor has been completed and uploaded to SAKAI

**Note: If you are concerned as to whether or not you will secure an internship for your chosen semester, or your financial assistance is dependant on enrollment, it is recommended that students register in their 'backup' course preferences, and then 'drop' them when you secure an internship and receive the overrides.**

## How long can my internship be?

- A typical internship is one semester (4 months long). You will receive 2 full credits for the duration of your internship.
- Internships can be over two semesters (8 months) however you will still receive 2 full credits over the two semesters as opposed to one.

## Can I check off more than one semester on my application?

- Yes, you can check off more than one semester on your application. It will be reviewed based on the earliest semester you indicated on your application.
- You will stay on the mass distribution list until you secure an internship or graduate.

## When do I have to obtain a 70% major average in order to do an internship?

## Brock University Internship Process - Spring/Summer semester

- You need to obtain a 70% average at the end of third year in order to complete an internship in the Fall or Winter semester of your 4<sup>th</sup> year.
- If you obtain a 70% average at the end of the fall semester of your 4<sup>th</sup> year you are then eligible to complete an internship for the spring/summer semester following the completion of the winter semester.

**Note: Eligibility is determined using final grades posted on the my.brocku portal.**