

SPMA 4F01-4F02 Internship Information & Application

What is the purpose of the Internship course?

The **Sport Management Internship** courses provide the opportunity for Brock University students enrolled in their 4th year of the Bachelor of Sport Management program to gain valuable practical work experience. It is a combination of hands-on experience in an organization relevant to the student's individual career interests, combined with the development and completion of an individual academic research project, relevant to the themes presented within the internship organization.

Positions may be in a public, not-for-profit, or private organization with direction and supervision from a professional in the field, as well as supervision from the course instructor. With guidance from the course instructor, students research and select the organizations they wish to apply to for an internship.

The internship contributes to the student's intellectual, professional, and personal development by providing opportunities to enhance their knowledge, to develop practical work skills, and to learn from professionals in the field. Student internship experiences can serve as a catalyst to evaluate career directions, provide excellent opportunities for networking, and provide a substantive professional experience for your résumé and references.

How does the internship fit into academic requirements of 4th year?

In the 4th year of the BSM, all majors must complete 5 credits: any 2.0 elective credits (SPMA or non-SPMA courses) and a minimum of **three (3.0) 4th year SPMA credits**. All 4th year SPMA courses are classified as major courses and students may select any combination of F or P courses to meet the minimum 3.0 SPMA major/core credits needed.

If taken, the Internship (SPMA 4F02) and the Internship project (SPMA 4F01) contribute to **fulfilling 2.0 SPMA credits towards a student's 4th year major requirements**. Both credits must be enrolled in, paid for and completed concurrently (in the same term).

In order to be approved to complete an internship for academic credit, a student must have completed 13.0 credits from the first 3 years of the BSM (including the majority of the core) and a 70% major average by April of the year prior to the academic year in which the internship is to be done.

The internship courses are offered regularly in the spring/summer (May-Aug), fall (Sept-Dec) or winter (Jan-April) terms; an eligible student may choose to do the internship in any one of the terms (including the summer before or following their 4th year), which best meets their interests and available internship opportunity.

As the student pays tuition and is awarded for successful completion of the internship requirements, the internship is typically an unpaid experience.

What are the Internship hours & scheduling options?

Students are required to complete a minimum of 450 hours within the internship organization in any one of the normal academic terms listed above (spring/summer, fall or winter). The scheduling of your actual daily/weekly hours of work is at the discretion of the internship organization. Typically the internship organization has the normal expectation of interns performing their positions with the same level of professionalism and responsibility as any employee during the period of your placement with them.

What type of organizations and positions are emphasized within the Internship course?

The course emphasis is on obtaining hands-on job experience applicable to a range of positions in the field of Sport Management. The experiences range from financial management, event, facility/program co-ordination, marketing, sales and sponsorship activities. The aim is to obtain work with an organization with a proven record of resource stability, with direction/supervision from a professional in the field and through the experience, expose students to potential future employment opportunities.

How to obtain an Internship

a) Prior to formally applying to any organization for an internship, students must first apply to the Department of Sport Management for approval to complete an internship for academic credit. The SPMA Internship Application form, along with the steps required to apply, can be found on page 4 of this document.

b) The Experiential Education Coordinator will notify students whether they have been approved to complete an Internship for academic credit. At that time, further instructions will be given regarding applying for positions.

c) Students may then approach the Internship organizations they wish to apply to. Typically students apply to an internship posting, following the normal protocol of submitting a cover letter and résumé. If the desired organization doesn't seem to post positions, try the following:

- Speak to the Experiential Education Coordinator to discover key contact details and/or if positions have been posted in the past
- Ask the Experiential Education Coordinator to reach out for you, or complete an introductory phone call yourself
- Reach out to the organization to inquire about internship positions. Follow-up with a cover letter and résumé when applicable
- Note: the Experiential Education Coordinator **will need to approve the position**

Contact/applications may be made with only TWO to THREE internship organizations at a time. Do not approach 3+ organizations and then have to turn them down (Note: if in doubt, or for extenuating circumstances, please contact the Experiential Education Coordinator for permission)

Repeat the process until successful in obtaining an internship.

Remember to contact the Experiential Education Coordinator (via telephone, email or office meeting) to discuss any internship issues/problems any time during this process.

d) When the internship position has been confirmed, immediately e-mail the Experiential Education with the following information:

- Position title
- Name and title of the supervisor
- Name of the organization
- Address, phone number and e-mail
- The Experiential Education Coordinator will send a reply email to confirm the information has been received, as well as the required paperwork to be completed

e) Sample list of internship organizations to consider as options - *you are not restricted to selecting an organization from this list.* More details on these and other organizations can be supplied by the Experiential Education Coordinator.

Bauer Hockey Incorporated	Niagara River Lions
Canada Basketball	Ontario Basketball
Canadian Football League (CFL)	Ontario Lacrosse Association
Canadian Junior Golf Association	Ottawa Senators
Canoe Niagara	Pearson Dunn Insurance
Golf Canada	Peterborough Petes
Guelph Storm	Professional Hockey Players Association
Hamilton Bulldogs	Right to Play
Hamilton Tiger-Cats	Rugby Canada
Harrow Sports	Sault Ste. Marie Greyhounds
Honda Indy Toronto	Special Olympics
International Management Group (IMG)	Sport Dispute Resolution Centre of Canada
Kitchener Rangers	Their Opportunity
Maple Leaf Sports + Entertainment (MLSE)	Toronto Blue Jays
National Hockey League (NHL)	True Gravity Baseball
Niagara Ice Dogs	TSN
Niagara Sport Commission	Wasserman Media Group

For further information, contact the Experiential Education Coordinator:

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Department of Sport Management
St. Catharines, Ontario L2S 3A1
905-688-5550 ext. 3964
Kdesveaux@brocku.ca

SPMA 4F01-4F02 Internship Application

APPLICATION DEADLINE: MARCH 31st

- 1) **Personal/demographic information** (complete the details requested below)
- 2) **Complete the on-line cover letter and résumé writing workshops found here:**
careerzone.brocku.ca/student/overview.htm
- 3) **Write and submit a cover letter (applying for SPMA 4F01/02), reviewed and approved by the Career Zone Resource Centre** (located at the back of Market Hall)
- 4) **Write and submit a résumé, reviewed and approved by the Career Zone Resource Centre** (located at the back of Market Hall)
- 5) **Write and submit an internship plan** (approximately 3-5 pages in length, APA 6.0) including:
 - a) an overview of your experience in the field to date and how it relates to the experiences you would like to gain during an internship
 - b) list three potential internship sites (and positions) of interest and state how they fit into your career plan
 - c) state the value you would provide to an organization as an intern
 - d) indicate why you would like to complete an internship (what you would like to gain from the courses)

STUDENT CONTACT INFORMATION		
Name:	Student Number:	Telephone:
E-mail: _____@brocku.ca	Personal Email: _____	
Street: _____	City: _____	
Province: _____	Postal Code: _____	

Please indicate the term(s) in which you expect/prefer to do an Internship (this does not restrict you from changing terms later; this simply gives us an indication of student intentions for the upcoming year)

Spring/summer 20____ []

Fall (D2) 20____ []

Winter (D3) 20 ____ []

Please accept this application for the SPMA 4F01/02 Internship course.

Student Signature: _____

Date: _____

Please sign and submit this fully completed application by March 31st to:

Katie Desveaux, Experiential Education Coordinator,
Department of Sport Management, South Block 448,
Brock University, St. Catharines, Ontario L2S 3A1

Applications may be submitted in the SPMA Assignment Drop Box outside the department main office (please do not take them into the SPMA office).