

CONTACTS

Ann Traynor, Ed.D.

Director of Advising & Certification
Dean's Designee (for signatures)
Room 322, Gentry Building
ann.traynor@uconn.edu
860.486.1354

- Dean signatures (e.g., late add/drop, excess credit, substitutions)
- Transfer course equivalencies
- Miscellaneous advising or student issues

Dominique Battle-Lawson

dominique.battle-lawson@uconn.edu
Academic Advisor
Room 303C, Gentry Building
860.486.1903

- Diversity initiatives
- Student ambassador program & outreach
- Scholarships, awards, financial aid
- Leadership in Diversity student organization (LID)
- Volunteering for university/school events
- Miscellaneous advising or student issues

Mia Hines

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Academic Advisor
Room 324, Gentry Building
860.486.8901

ADVISING RESOURCES

Advising Center website (<http://advising.education.uconn.edu/>): advising resources, calendar of events, career development

University Advising website (<http://advising.uconn.edu/>): Helpful links to academic and other resources at UConn.

Career Development Resources

- **Resume and Cover Letter Guide:** <http://career.uconn.edu/resume-and-cover-letters/>
- **Husky Career Link:** <http://career.uconn.edu/huskycareerlink/>
HCL is the web-based recruiting system that allows the CCD to manage many of the recruiting related activities we offer to students. Students can utilize HCL to participate in on-campus interviews, view electronic job postings, and much more. Neag students might find the system helpful in searching for summer internships, on-campus internships, part-time jobs, and other positions.

Dual Degree:

- If you want to pursue an additional degree, download the additional degree petition form on <http://registrar.uconn.edu/forms/> and bring it to Ann Traynor for a signature
- If you no longer want to pursue an additional degree, fill out the Cancellation of Additional Degree form and bring it to the Registrar's Office: <http://registrar.uconn.edu/forms/>
- Students must submit a separate plan of study for dual degree with the other school/college

Excess Credit: You do not need an excess credit form to take 18 credits. If GPA was 2.6 or higher in the previous semester, students can contact the Registrar's office, registrar@uconn.edu, for an override. If you would like to take 19 credits or more, please complete an excess credit form and see Dr. Traynor, Gentry 322.

Forms: Excess credit authorization, schedule revision (add/drop) and other forms are on the Registrar's website: <http://registrar.uconn.edu/forms/>. These forms must be signed by Dr. Traynor, Gentry 322.

Transfer Courses:

- Carefully review <http://admissions.uconn.edu/content/transfer> for detailed information on taking and receiving credit for transfer courses
- Must be approved by Transfer Admissions
- A Prior Course Approval (in PeopleSoft) is required for mathematics courses offered online

- Online courses in laboratory sciences and foreign languages will not transfer
- Students must receive a grade of C or higher in the course to be considered
- Pass/fail grades will not be considered for credit
- The grade will not transfer to UConn, only the course
- Once grade is available, ask college to send official transcript to UConn
- Grades are posted on UConn transcript only three times per year (January, June and September); see <http://admissions.uconn.edu/apply/transfer/deadlines> for transcript deadlines
- Use transfer course equivalency tool to see how Connecticut college/university courses will transfer to UConn: <http://admissions.uconn.edu/apply/transfer/transfer-credit/equivalencies>; make sure subject area major courses will transfer at appropriate level
- Students can receive prior approval for courses not listed on Transfer Admission's website; maximum of five requests per semester (this is done in PeopleSoft)
- Major courses used toward an additional degree must also be approved by the department
- Contact Dr. Traynor, ann.traynor@uconn.edu, with questions

DEGREE REQUIREMENTS

General Education Requirements: The university general education requirements are listed in the university catalog: www.catalog.uconn.edu. To track progress, please see the academic requirements report in PeopleSoft: <https://studentadmin.uconn.edu/help/students/academic-requirements-report/>.

- Courses in content areas 1-3 must be in six different departments
- Students must take two diversity courses, at least one of which must be international (both could be international); these courses can be in the same department (e.g., WGSS 1105 and WGSS 1124)

Graduation: All students are required to complete **120 credits** to graduate; it is the student's responsibility to track progress to degree. Students cannot take general education, related or sport management courses on a pass/fail basis.

Major Requirements:

- Make sure you take all required courses in the semester they are offered (e.g., if you wait to take a fall junior course, there may be a time conflict when you go to take it fall senior year)
- All Sport Management students take 15 credits of 2000-level or higher cognate elective courses; these will be approved by your faculty advisor and **MUST** be listed on your plan of study, including the semester and year you plan to take them. These cannot be related elective courses.

PLAN OF STUDY INSTRUCTIONS

Sport Management Plan of Study: <https://sport.education.uconn.edu/undergraduate-degree/>

- The forms require a current version of Microsoft Word. UConn offers free Microsoft Office for students. Get one free and up-to-date version of Office for your computer from uconn.onthehub.com. Download Office365 from Office365.uconn.edu.
- Save the plan to your computer, fill out the form electronically, and print a completed copy. Fill in ALL sections, including grades, course numbers and titles.
- Your academic requirements report in PeopleSoft shows how you are meeting general education and other requirements.
- Look at your program guidelines to find out which semester you will be taking a particular course (you must list a date for each course on the plan (past, current or future)).
- Indicate courses by semester and year, as follows: Fall 2018 or F'18.
- Guidelines are online (catalog year 2018-19): <https://sport.education.uconn.edu/guidelines-undergraduate/>
- If you need to change a course on the plan (some course names/numbers are embedded in document) make the correction after you have printed the copy.
- Sign and date the form and have your faculty advisor sign.
- Bring ONE copy of your plan along with ONE copy of your unofficial transcript to room 303 Gentry after you register for spring 2018 classes, but no later than the last week of November.

Directed Observation (EDLR 3090)

- “Mini-internship” – you will take this course at any point during your Junior or Senior year (can also enroll over the summer – you will have to pay for these credits – approximately \$1,500 if you enroll in the summer see <https://summersession.uconn.edu/fees-and-dates/>).
- Make sure you register for 3 credits for your internship (this is variable credit course so you must manually enter 3 credits).
- You must complete a minimum of 120 hours at the internship site. These hours must be completed during the semester in which you have registered for the course.
- Review the Internship Guide which includes information on finding an internship, purpose of the internship, expectations for the intern, and all relevant forms
- Once you select an internship site, it must be approved by your faculty advisor
- Complete the Internship Learning Agreement form and submit to your faculty advisor
- During the internship, students must submit Weekly Logs to their faculty advisor
- Your internship site supervisor will provide a mid-term evaluation and final evaluation of your work to your internship advisor.
- At the end of the internship, students will submit a final evaluation of the internship, a portfolio of completed work, and a paper reviewing the internship site. Multiple examples of internship portfolios and papers are available for your review (see Dr. Burton).

Internship (EDLR 3091)

- You must complete at least four of your Sport Management required courses (including EDLR 3310). Students are encouraged to complete EDLR 3090 prior to enrolling in EDLR 3091. You must obtain your advisor's consent PRIOR to enrolling in EDLR 3091.
- You must complete a minimum of 400 hours at the internship site(s).
- EDLR 3091 can be completed:
 - By registering for EDLR 3091 for 6 credits during Summer Session 3 (complete 400 hours over approximately 12 weeks)
 - By registering for EDLR 3091 for 3 credits over 2 concurrent semesters (complete 200 hours each semester). As an example, register for 3 credits of EDLR 3091 in Fall and 3 credits of EDLR 3091 in Spring or 3 credits in Summer and 3 credits in Fall.
 - **NOTE:** Students registering for EDLR 3091 during Fall or Spring semesters CANNOT register for more than 4 additional courses for the semester enrolled in 3091.
- Make sure you register for the appropriate # of credits for your internship (this is variable credit course so you must manually enter 6 credits for summer or 3 credits each Fall & Spring).
- If registering for EDLR 3091 in Summer Session - you will have to pay for these credits over the summer. In summer of 2018 the cost for the 6 credit course was approximately \$3,000.00 see <https://summersession.uconn.edu/fees-and-dates/>).
- Review the Internship Guide which includes information on finding an internship, purpose of the internship, expectations for the intern, and all relevant forms
- Sport Management Weekly email is sent each Monday during the fall and spring semesters. Any available internship opportunities are included in that email, so be sure to check your UConn email.
- Once you select an internship site your faculty advisor must approve it.
- Complete the Internship Learning Agreement form and submit to your faculty advisor
- During the internship, students must submit Weekly Logs to their faculty advisor (see Internship Guide).
- Your internship site supervisor will provide a mid-term evaluation and final evaluation of your work to your internship advisor (see Internship Guide).
- At the end of the internship, students will submit a final evaluation of the internship, a portfolio of completed work, and a paper reviewing the internship site. Multiple examples of internship portfolios and papers are available for your review (see Dr. Burton).