 **Plan of Study – Sport Management**

Contacts

|  |  |
| --- | --- |
| **Ann Traynor, Ed.D.**Assistant Dean & Certification OfficerDean’s Designee (for signatures)Room 306, 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
 |
| **Carlton Jones** Academic AdvisorDean’s Designee (for signatures)Room 324, Gentry Buildingcarlton.jones@uconn.edu860.486.8901  | * Dean signatures (e.g., late add/drop, excess credit, substitutions)
* 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
 |

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/)
* [Handshake](https://career.uconn.edu/handshake/) - Handshake is a web-based recruiting system which allows the Center for Career Development to manage many of the recruiting-related activities we offer to students. Students who would like to participate in on-campus interviews and/or view electronic job postings MUST register in Handshake and utilize the system to view job openings, apply for positions, and sign up for interviews.

**Dual Degree**

* If you want to pursue an additional degree, download the [additional degree petition form](http://registrar.uconn.edu/forms/) and email completed form to Dr. Traynor (or drop off in Gentry 306) for a signature.
* If you no longer want to pursue an additional degree, fill out the [Cancellation of Additional Degree form](http://registrar.uconn.edu/forms/) and bring it to the Registrar’s Office in Wilbur Cross or email completed form to registrar@uconn.edu.
* 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 request signature from Carlton Jones (Gentry 324) or Dr. Traynor (Gentry 306).

**Registrar’s Forms:**

* [New Student Schedule Revision Form](https://registrar.uconn.edu/forms/) (for new and existing classes) is online and will be routed to your advisor and if applicable to the Neag dean or dean’s designee.
* Other forms Program change, additional degree, minor

**Transfer Courses**:

* Carefully review [Transferring Credit to UConn](https://admissions.uconn.edu/apply/transfer/transfer-credit) for detailed information on taking and receiving credit for transfer courses (also see Transfer web page for [Current UConn students](https://admissions.uconn.edu/apply/transfer/transfer-credit/current-students))
* Must be approved by Transfer Admissions
	+ [Prior Course Approval](https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/requesting-prior-course-approval) (in Student Admin) is required for mathematics courses offered online
	+ Online courses in foreign languages and laboratory sciences WILL NOT transfer (lab courses may transfer as non-lab science); there have been exceptions to this in Spring 2020-2021
* Pass/fail grades will not be considered for credit (unless taken in spring 2020)
* The grade will not transfer to UConn, only the course
* Once grade is available, ask college to send official transcript to UConn
* [Deadlines & Posting Periods](https://admissions.uconn.edu/apply/transfer/transfer-credit/current-students): Grades are posted on UConn transcript only three times per year (January 15, June 15, and September 6; see deadlines & posting periods)
* Use [Transfer Course Equivalency](http://admissions.uconn.edu/apply/transfer/transfer-credit/equivalencies) tool to see how Connecticut college/university courses will transfer to UConn; make sure subject area major courses will transfer at appropriate level
* Students can receive [prior approval](https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/requesting-prior-course-approval) for courses not listed on Transfer Admission’s website; maximum of five requests per semester (this is done in Student Admin)
* Major courses used toward an additional degree must also be approved by the department
* Contact Dr. Traynor with questions

**Substitutions:** The exceptions listed below are approved substitutions. Contact Dr. Traynor to process sub if it does not appear in your [advising report](https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/viewing-your-academic-requirements-report).

|  |  |
| --- | --- |
| Requirement | Satisfied with |
| MATH 1070Q | * MATH 91050Q (pre-calculus transfer course)
* MATH 1131Q or 1132Q (calculus)
 |
| STAT 1000Q or 1100Q | * STAT 91100Q
 |
| ECON 1201 and 1202 | * ECON 1200 (Intensive version)
 |

Degree Requirements

**General Education Requirements:** The university general education requirements are listed in the [University Undergraduate Catalog](https://catalog.uconn.edu/). To track progress, please see the [academic requirements report](https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/viewing-your-academic-requirements-report) in Student Admin.

* 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, unless the course was taken in Spring 2020.

**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](https://software.uconn.edu/software/?licenseSelect=University+Licensed&affiliationSelect=Student) for students.
* 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](https://confluence.uconn.edu/ikb/student-administration-system/students/academics-students/viewing-your-academic-requirements-report) in Student Admin 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 2021 or F’21.
* Guidelines are [online](https://sport.education.uconn.edu/undergraduate-degree/) (catalog year 2021-22)
* 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
* Bring ONE copy of your plan along with ONE copy of your unofficial transcript to room 303 Gentry after you register for spring 2022 classes, but **no later than November 1**.

**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](https://summersession.uconn.edu/) – you will have to pay for these credits – approximately $1,878 for 3 credits).
* Use new [Student Schedule Revision Form](https://hclleap-prod2.its.uconn.edu/apps/secure/org/app/08d575b7-b710-48e5-8273-495c5f33026f/launch/index.html?form=F_StndtSchedRev) to register (make sure you register for 3 credits - 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](https://docs.google.com/document/d/1LMSe--7vPAhj1baiFkFWqNYMr81iMnICoNv5Qg0Q2JM/edit?usp=sharing) 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 Danielle DeRosa
* Complete the Internship Learning Agreement form and submit to Danielle DeRosa
* During the internship, students must submit Weekly Logs to Danielle DeRosa
* Your internship site supervisor will provide a mid-term evaluation and final evaluation of your work to Danielle DeRosa
* 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 Danielle DeRosa)

**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 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.
* Use new [Student Schedule Revision Form](https://hclleap-prod2.its.uconn.edu/apps/secure/org/app/08d575b7-b710-48e5-8273-495c5f33026f/launch/index.html?form=F_StndtSchedRev) to register for internship (choose 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 2021 the cost for the 6-credit course was $3,681 (tuition and fees)
* Review the [Internship Guide](https://docs.google.com/document/d/1LMSe--7vPAhj1baiFkFWqNYMr81iMnICoNv5Qg0Q2JM/edit?usp=sharing) 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, it must be approved by Danielle DeRosa
* Complete the Internship Learning Agreement form and submit to Danielle DeRosa
* During the internship, students must submit Weekly Logs to Danielle DeRosa
* Your internship site supervisor will provide a mid-term evaluation and final evaluation of your work to Danielle DeRosa
* 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 Danielle DeRosa)

*September 16, 2021*