

## SPTAD 479 Internship Student Enrollment Policies

### Internship Pre-Requisites

1. You must be at senior status- 90 credit hours - in order to enroll in SPTAD 479
2. You can do your internship just prior to or at the beginning of your senior year if you can document a plan to graduate within one calendar year (plan must be submitted **in writing** to SPTAD UG academic advisor)
3. Completion of most SPTAD program requirements

### Steps in Acquiring Internship

1. Prep your resume and cover letter- Career Center (Lucina Hall 220) and SPTAD faculty can help
2. Research Organizations- web, networks, *Blackboard*
3. Make contacts- letter, email, calls
4. Interview
5. Offer(s) Decide- accept and stop search
6. Let all others know you have accepted another offer
7. DO NOT accept an internship then decline in order to take a “better” offer

### Steps in Enrolling in SPTAD 479

1. Complete SPTAD 479 Application form and submit electronically to Dr. Pierce (form found on program website)
2. Notify your internship site that you need to receive a confirmation letter on their organizational letterhead stating that you have been accepted as an intern for the upcoming season.
3. Make a copy of this letter and submit to Elizabeth Wanless ([eawanless@bsu.edu](mailto:eawanless@bsu.edu))
4. Upon receipt of the organizational confirmation letter, Elizabeth Wanless will give you permission to enroll in SPTAD 479.
5. Enroll in SPTAD 479

### Documents Required Prior to Starting Internship

Once you have been approved for the internship and have enrolled in the course, there are three additional forms that need to be completed. On the sport administration website, <http://cms.bsu.edu/Academics/CollegesandDepartments/PhysicalEducation/Academics/UnderProg/SptAdminPro.aspx>, complete the “Student Forms Packet” and submit electronically to Elizabeth Wanless.

1. Internship Placement Agreement (digitally signed by you)
2. Student Objectives (digitally signed by you)
3. Contact Information Form

### Enrollment Options

1. On-Campus – For students completing an internship while taking another BSU course
2. Off-Campus – For students completing an internship and not taking any other courses