

**CONTACTS**

**Ann Traynor, Ed.D.**

Assistant Dean & Certification Officer  
 Dean's Designee (for signatures)  
 Room 306, Gentry Building  
[ann.traynor@uconn.edu](mailto: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

**Sydnee Jones**

Academic Advisor  
 Room 324, Gentry Building  
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 860.486.8901

- Plan of Study, Excess Credit
- Scholarships, awards, financial aid
- Student organizations
- Volunteering for university/school events
- Miscellaneous advising or student issues

**ADVISING RESOURCES**

**Advising Center website:** advising resources, calendar of events, career development

**University Advising website:** Helpful links to academic and other resources at UConn

**Career Development Resources**

- [Resume and Cover Letter Guide](#)
- [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](#) 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](#) and bring it to the Registrar's Office in Wilbur Cross or email completed form to [registrar@uconn.edu](mailto: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](mailto: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 [Sydnee.Jones@uconn.edu](mailto:Sydnee.Jones@uconn.edu)

**Registrar's Forms:**

- [Schedule Revision Form](#) (to add new and modify existing classes after enrollment closes in Student Admin) 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](#) for detailed information on taking and receiving credit for transfer courses (also see Transfer web page for [Current UConn students](#))
- Must be approved by Transfer Admissions
  - [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)
- 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](#): 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](#) 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](#) 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](#).

Requirement	Satisfied with
MATH 1070Q	<ul style="list-style-type: none"> <li>• MATH 91050Q (pre-calculus transfer course)</li> <li>• MATH 1131Q or 1132Q (calculus)</li> </ul>
STAT 1000Q or 1100Q	<ul style="list-style-type: none"> <li>• STAT 91100Q</li> </ul>
ECON 1201 and 1202	<ul style="list-style-type: none"> <li>• ECON 1200 (Intensive version)</li> </ul>

## DEGREE REQUIREMENTS

**General Education Requirements:** The university general education requirements are listed in the [University Undergraduate Catalog](#). To track progress, please see the [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 2124)

### 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](#)

- The forms require a current version of Microsoft Word. UConn offers [free Microsoft Office](#) 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](#) 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, including the 15 credits of Cognate Electives).**
- Indicate courses by semester and year, as follows: Fall 2023 or F'23.
- Guidelines are [online](#) (catalog year 2023-24)
- 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 2024 classes, but no later than November 6.

## Experiential Learning

A key aim of the Sport Management Program is to equip students with the foundational knowledge and skills necessary to be successful in the field of Sport Management upon graduation. Our program includes multiple opportunities to engage in experiential learning as a method to assist students with transferring the knowledge and skills they learn in the classroom to practical situations.

As part of the experiential learning requirement (see specific courses below), students will need to secure a placement in the sport industry that will allow them to gain hands on experience through interning. While securing a placement is the student's responsibility, there is support available for students. As a first step, it is recommended that students read the Sport Management Weekly email each week to identify internship opportunities of interest. In addition to this, students can set up a meeting with Danielle DeRosa to identify areas of exploration and discuss opportunities for internship placements.

### 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 \$1,959 for 3 credits).
- 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](#) 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, you should email Danielle DeRosa for internship site approval and a permission number to enroll in EDLR 3090.
- Once the semester begins, student's first assignment is to complete the Internship Learning Agreement form and submit to Danielle DeRosa as part of course requirements
- During the internship, students must submit bi-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, as well as engage in assignments that help to assess the student's learning through their internship experience. End of semester assignments include a combination of written materials as well as a small group presentation.

### 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 240 hours at the internship site(s).
- EDLR 3091 can be completed:
  - By registering for EDLR 3091 for 6 credits during Summer Session 3 (complete 240 hours over approximately 12 weeks)
  - By registering for EDLR 3091 for 3 credits over 2 concurrent semesters (complete 120 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.
- If you have missed the deadline to enroll via Student Admin (or need to modify an existing class – such as change the number of credits for internship), you must use the [Student Enrollment Request Form](#) 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 2023 the cost for the 6-credit course was \$3,918 (tuition and fees)
- 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, you should email Danielle DeRosa for internship site approval and a permission number to enroll in EDLR 3091.
- Once the semester begins, student's first assignment is to complete the Internship Learning Agreement form and submit to Danielle DeRosa as part of course requirements
- During the internship, students must submit bi-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, as well as engage in assignments that help to assess the student's learning through their internship experience. End of semester assignments include a combination of written materials as well as a small group presentation.

*October 2023*