

## SPMA 4P92 Placement Information & Application

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### ***1. What is the purpose of the 4P92 Placement course?***

The **Sport Management 4P92 Placement** course provides the opportunity for Brock University students enrolled in their 4<sup>th</sup> year of the Bachelor of Sport Management Program to gain valuable practical work experience. The 80 hour Placement is a combination of hands-on experience in an organization relevant to the student's individual career interests, combined with academic work, skill improvement and reflective practice.

Positions may be held in a public, not-for-profit, or commercial organization, while receiving direction and supervision from a professional in the field, the Course Instructor and Course Coordinator. With guidance from the Course Coordinator, students research and select the organization they wish to be placed within.

The 4P92 placement contributes to a student's intellectual, professional, and personal development by providing opportunities to enhance knowledge, develop practical work skills, and learn from professionals in the field. Student placement experiences can serve as a catalyst to evaluate career directions, offer excellent opportunities for networking, and provide a professional experience.

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### ***2. How does the Placement fit into academic requirements of 4<sup>th</sup> year?***

In the 4<sup>th</sup> year of the BSM, all majors must complete 5 credits: any 2 elective credits (SPMA or non-SPMA courses) and a minimum of **three 4<sup>th</sup> year SPMA credits**. All 4<sup>th</sup> year SPMA courses are classified as major courses and students may select any combination of F or P SPMA courses to meet the minimum 3 credit major/core needed.

If taken, the SPMA 4P92 Placement would contribute **0.5 SPMA credits (one 'P' credit) towards a student's 4<sup>th</sup> year major requirements**. The placement cannot be completed concurrently with SPMA 3P02 and will replace any grade and credit obtained in SPMA 4F02.

**To be eligible to do a placement for 4<sup>th</sup> year credit**, a student must have 13 credits from the first 3 years of the BSM completed (including the majority of the core) before enrolling in the course.

The placement course is offered regularly in the Fall/Winter (D1 - September-April), Winter (D3 - January-April) or Spring/Summer (D4 - May-August) semesters; an eligible student may choose to complete the placement in the term that best meets their interests, including the summer before or following their 4<sup>th</sup> year.

***Since academic credit is awarded for successful completion of the SPMA 4P92 Placement requirement, the Placement is an unpaid experience.***

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### ***3. What are the Placement hours & scheduling options?***

**Students are required to complete a minimum of 80 hours** within the placement organization in any one of the normal academic terms listed above (Fall/Winter, Winter, or Spring/Summer). The scheduling of the actual daily/weekly hours of work is at the discretion of the placement organization. Typically the placement organization has the expectation of students performing their positions with the same level of professionalism and responsibility as any employee during the period of the placement.

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### ***4. What type of organizations and positions are emphasized within the Placement course?***

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

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### ***5. How to obtain a Placement?***

**A) Prior to formally applying to any organizations for a SPMA 4P92 Placement**, students must first apply to the Sport Management Department for approval to register in the SPMA 4P92 Placement course. The relevant application form is found at the end of this document (p. 4). **Note: You must complete the relevant on-line workshops provided by Career Services (<https://careerzone.brocku.ca/student/overview.htm>), then have your resumé and cover letter critiqued by Career Services prior to submitting your application.** A copy of the critiqued resumé and cover letter must be submitted to the Course Coordinator, attached to the application. You may wish to work on this as soon as possible.

**B) The Course Coordinator will notify a student whether s/he is approved to complete the Placement course.** At that time, additional forms and directions about the Placement process will be provided.

Once a student has been accepted into the SPMA 4P92 Placement course, s/he must **request (in writing) permission from the Course Coordinator to formally approach a specific organization(s) to apply for a Placement.**

**C) Students may then approach the desired Placement organization(s) to:**

- Complete an introductory phone call
- Obtain the contact name, his/her title and correct address
- Follow-up with a cover letter, resumé and copies of the various forms which will be provided in the placement package at the time of acceptance

**Contact must be made with only ONE placement organization at a time.** Please do not approach 2-4 organizations and then have to turn them down when you receive placement confirmation from another organization (Note: each step to contact an organization must have the prior permission of the Course Coordinator).

A student may repeat the process until s/he successfully obtains a 4P92 Placement.

**Remember to contact the Course Coordinator (via telephone, email or office meeting) to discuss any placement issues/problems at any time during this process.**

**D) When the Placement position has been confirmed:**

- **Immediately** e-mail the Course Coordinator with the following information:
  - Name and title of the Supervisor
  - Name of the organization
  - Address, phone number, e-mail and fax numberThe Course Coordinator will send a reply email to confirm that the information has been received.
- The Course Coordinator will forward a work/education agreement form - this must be completed by the student and the organization. **Once a student returns the completed work form to the Course Coordinator, an override will be given to enroll in the course.**

**E) List of Placement 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 Course Coordinator.**

Niagara Ice Dogs  
Niagara Falls International Marathon  
Ontario Rowing  
Ridley Athletics  
Not-So-Pro Sports  
Hockey Night in Canada Play On!

Niagara Sport Commission  
Ontario Lacrosse Association  
SPMA Department, Brock University  
Chippewa River Hawks  
Department of Athletics, Brock University

**For further information, contact the SPMA 4P92 Course Coordinator:**

**Emily Allan-Dakin  
Brock University  
Department of Sport Management  
St. Catharines, Ontario L2S 3A1  
905-688-5550 ext. 6178  
eallan@brocku.ca**

# SPMA 4P92 Placement Application

Please complete the following information, sign and submit to  
 Emily Allan-Dakin, Department of Sport Management  
**APPLICATION DUE PRIOR TO THE START OF THE SEMESTER**  
 (Spring/Summer - due April 15, Fall - due Aug 15, Winter - due Dec 15)

- 1) Personal/demographic information (form below)
- 2) Cover Letter (applying for the SPMA 4P92 Placement course)
- 3) Resumé (with cover letter - must be reviewed by Career Services prior to submission)
- 4) Placement Plan (approximately 2-3 pages in length, APA 6.0) including:
  - a) Outline of the kind of experience are you looking for from a placement
  - b) List three potential placement 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 a placement student

Name:	Student Number:	Telephone:
Brock Email: @brocku.ca	Personal Email:	
<b>STUDENT CONTACT INFORMATION</b>		
Mailing address during school year		During summer (if different)
<i>Street:</i>		<i>Street:</i>
<i>City:</i>		<i>City:</i>
<i>Province:</i>		<i>Province:</i>
<i>Postal Code:</i>		<i>Postal Code:</i>

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

Fall/Winter (D1) 20\_\_\_\_ [ ]      Winter (D3) 20 \_\_\_\_ [ ]      Spring/summer 20\_\_\_\_ [ ]

**Please accept this application for the 20\_\_ - 20\_\_ SPMA 4P92 Placement course.**

*Student Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**Please submit this fully completed application to:**  
 Emily Allan-Dakin, Experiential Learning Coordinator,  
 Department of Sport Management, South Block 446,  
 Brock University, St. Catharines, Ontario L2S 3A1

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