Preparing for your internship:
☐ Resume and cover letter
☐ A minimum cumulative grade point average of 2.5
☐ Read and understand the internship guidelines
☐ Complete 12 credits in the major
☐ Secure an internship position
☐ Internship site approval
☐ Internship Application
☐ Register for HP 496
☐ Sport Business Journal-12 week subscription

During your work assignment:
- Internship Site Supervisor Evaluation (*Note: It is the responsibility of the student to give required forms to the site supervisor)
  ☐ Mid-Term Evaluation Due Date:
  ☐ Final Evaluation Due Date:
- Internship Weekly Reports (see internship guidelines for details)
- Faculty Site Visit or Telephone Evaluation (*Note: It is the responsibility of the student to schedule the site visit with on site supervisor and faculty coordinator)
  ☐ Site Visit Date:
- Collect materials for your portfolio (throughout internship)

After completing the work portion of your internship
- Final Project (Submitted in a professional manner)
  ☐ Due Date:
  ☐ Updated Resume
  ☐ Documents illustrating skills, projects, creativity, writing, certificates, presentations, and other abilities
  ☐ Personal and site evaluation report