Preparing for your internship:
☐ Resume and cover letter
☐ Obtain a minimum cumulative grade point average of 3.0
☐ Read and understand the internship guidelines
☐ Complete 18 graduate credit hours
☐ Secure an internship position
☐ Obtain internship site approval
☐ Register for HP 698
☐ Subscribe to Sport Business Journal-12 week

During your work assignment:
• Internship Site Supervisor Evaluation
  ☐ 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 or telephone evaluation with on site supervisor and faculty coordinator)
  ☐ Visit Date: ______________________

• Major Project (refer to the internship guidelines for sample topics)
  ☐ Written Proposal (to be submitted no later than the first three weeks of the internship). Due Date: ______________

After completing the work portion of your internship
• Major Project (refer to the internship guidelines for sample topics)
  ☐ Due Date: ______________________
  ☐ Final version should also include:
    ☐ Cover Page
- Students name
- Semester
- Report Title
- Internship Site Location

☐ Organization overview addressing the following areas: (see internship guidelines for details on each section)
  - Introduction:
  - Company Description:
  - Statement of Mission:
  - Table of contents

☐ Headings/Sub-headings

☐ Page numbers

☐ Bibliography page

☐ Submitted in a professional manner

☐ Personal Evaluation Report (see internship guidelines for details)
  - Due Date: ____________________________

☐ Internship Portfolio
  - Suggested Material
    - Special projects the student designed, researched, implemented
    - Promotional video clips the student created if any
    - Examples of job related writing (press release, brochure, letters, memos, etc)
    - Presentations/overheads/handouts
    - Marketing plans/example budgets
    - Listing of certifications/volunteer experiences
    - Career goal statements/self-assessments
  - Due Date: ____________________________

☐ Revised Resume/Cover Letter
  - Due Date: ____________________________

☐ Exit Interview
  - Due Date: ____________________________