



College of Business Internship Credit Application Checklist: *Sports Management*

APPLICATION | *You aced your interview and got the offer - Congrats!!!*

Complete online internship credit application (**LINK**) - pay close attention to when you would like your credit to be applied - the course **SASM 4910** will be added to your schedule after your application is reviewed

- If you are interning in Summer 2019, you must submit your application by **April 15th, 2019**
- Summer interns can apply their credit during the semester they're completing their internship (Summer 2019) or the semester directly following internship completion (Fall 2019)

BEFORE THE INTERNSHIP STARTS | *Learn about the College's credit requirements*

If your application is approved, you will be notified to **register for** (bit.ly/cobinternworkshop) **and attend pre-internship Workshop** where requirements and strategies for internship success will be discussed

- If you are interning in Summer 2019, you will attend one of the following: April 22, 23, 24, 25 at 5pm in Bentley 227

DURING THE INTERNSHIP | *Track your experiences and stay in touch with us*

- Complete 3 Internship Discussion Posts and submit to Blackboard** - if you are not enrolled in SASM 4910 during your internship, you will still be completing your reflections during the internship
- Participate in 2 Group Check-Ins with Annie Brackley** - even if you are not enrolled in SASM 4910 during your internship, you will still be completing your check-ins during the internship
 - You will be assigned to a group video conference date and time to speak with Annie and your fellow Bobcats as a check-in.
 - This is the perfect time to ask any questions that you may have for Annie or each other.
 - Feel free to speak about your discussion post topics (explained below)
- Review Career and Student Success Center information distributed via Blackboard, throughout the internship

AFTER | *Showcase your hard work*

- Update your resume** to College of Business standards using encouraged templates and your Career Coach's feedback and submit your updated resume to Blackboard
- Update your LinkedIn Profile and connect with your Career Coach**
- Update your Handshake Profile**
- Complete the Student Intern Post-Evaluation** on Blackboard

DEADLINES | *Make sure you're getting the credit for everything you've accomplished*

- If you are enrolled in Summer 2019 Internship Credit (SASM 4910 is listed on your Summer 2019 schedule) ALL Internship Requirements are due by August 16th, 2019**
- If you are enrolled in Fall 2019 Internship Credit (SASM 4910 is listed on your Fall 2019 schedule) ALL Internship Requirements are due by December 8th, 2019**

Please Note

- You will be charged for receiving internship, just as you would any other course
- If credits exceed the maximum of 20 hours with the internship credits applied, **students will be charged an additional fee for each hour over 20**

Each Credit over 20 Hours	In State Tuition	Out-of-State Tuition
	\$280.00	\$510.00

Please reach out to Annie Brackley (brackley@ohio.edu) with any and all questions

Blackboard Discussion Post #1

Please complete the following discussion post during your internship prior to the due date assigned on Blackboard. This reflection is for monitoring your professional growth throughout the course of your internship.

In addition to this discussion post will be a 15-minute check-in with Annie Brackley on your internship experience so far in June.

From the table below please list three (3) SMART Goals in your discussion post. Students are to complete this after the first week of the internship. These goals should address the following:

- Personal performance (e.g., sales goal)
- Networking (e.g., meeting 5 different people for coffee and learning about their role in the company)
- Personal growth and memory making (e.g., exploring the city they are working in)

S.M.A.R.T Goals	
Specific	Be sure that your goals are very clear in what you are trying to achieve.
Measurable	You should be able to keep track of your progress along the way.
Attainable	These goals should be realistic for your position and within your scope of achievement.
Relevant	Make sure that your goals are something connected with your current opportunity and is worthwhile to learn from.
Time Bound	Your goals should have a final end date that you would like to accomplish them.

Criteria

Student's internship reflections must meet these criteria to be approved by the Career & Student Success Center:

- Student posts submission to Blackboard prior to the due date
- Student has completed reflection accurately and to the best of their ability
- Student has taken time to reflect critically on reflection questions by writing at least a paragraph for each question
- Student has taken time to reflect on what they want their goals for the following reflection to be and if student included a previous goal they discussed their process for heading towards that goal
- Student develops at least 1 effective bullet point for their resume based on their recent achievements

Questions or Comments:

Please visit <http://business.ohio.edu/resources/career-management/receive-internship-credit/> OR Annie Brackley, Associate Director, Sport Career Placement – brackley@ohio.edu or (740) 593-2042 with any questions or comments regarding this process.

Blackboard Discussion Post #2 & Phone Check-In

Please complete the following discussion post during your internship prior to the due date assigned on Blackboard. This reflection is for monitoring your professional growth throughout the course of your internship.

In addition to this discussion post will be a 15-minute check-in with Annie Brackley on your internship experience so far in June.

From the table below please choose three (3) topics to reflect on in your discussion post. Each section within the below template should be at least 1 paragraph per section. In addition to your reflection, please respond to two (2) other posts offering any advice or words of encouragement to your fellow Bobcats.

Responsibilities (What are your day to day tasks during your internship? Are there some tasks you like more than others?):
Environment (What is the environment of the office? How are you adjusting to the environment? Are there any other interns with you? Did you receive any training? If so, what kind?):
Networking (How are you forming relationships with those you work with? How could you go about making more connections in this role?):
Challenging Part (What is the most challenging part of your internship so far? Is there a particular task you are struggling with?):
Advice for Others (What is one piece of advice you would give to someone at the beginning of this internship? What do you wish you knew prior to starting?):
Goal for Next Reflection (Set at least one goal to meet by your next reflection; What will you focus on improving? What steps will you take to accomplish this goal?):

Criteria

Student's internship reflections must meet these criteria to be approved by the Career & Student Success Center:

- Student posts submission to Blackboard prior to the due date
- Student has completed reflection accurately and to the best of their ability
- Student has taken time to reflect critically on reflection questions by writing at least a paragraph for each question
- Student has taken time to reflect on what they want their goals for the following reflection to be and if student included a previous goal they discussed their process for heading towards that goal
- Student develops at least 1 effective bullet point for their resume based on their recent achievements

Questions or Comments:

Please visit <http://business.ohio.edu/resources/career-management/receive-internship-credit/> OR Annie Brackley, Associate Director, Sport Career Placement – brackley@ohio.edu or (740) 593-2042 with any questions or comments regarding this process.

Blackboard Discussion Post #3 & Group Check-In

Please complete the following discussion post during your internship prior to the due date assigned on Blackboard. This reflection is for monitoring your professional growth throughout the course of your internship.

In addition to this discussion post will be a 30-minute group check-in with Annie Brackley in July. You and two (2) other students will join a conference call with Annie to discuss what you are working on, your achievements, and other topics.

From the table below please choose five (5) topics to reflect on in your discussion post. Each section within the below template should be at least 1 paragraph per section. In addition to your reflection, please respond to two (2) other posts offering any advice or words of encouragement to your fellow Bobcats.

<p>Achievement (Highlight at least one achievement; what did you accomplish? what are you proud of? what happened recently that you would want to remember in an interview? What goals have you met and what actions did you take to meet those goals?):</p>
<p>Resume Builder (Quantify at least one achievement, skill you learned or mastered, or one important interaction you had recently; record what you would add to your resume):</p>
<p>Enjoyable Part (What is the most enjoyable part of your internship so far? What motivates you? What about the office culture makes you happy?):</p>
<p>Improvement (What is one thing you could change or improve to finish your internship on a strong note? Do you have a certain skill you would like to improve?):</p>
<p>Biggest Takeaway (What was your biggest takeaway from this internship experience? What will you fondly reflect on? What was your biggest learning moment?):</p>
<p>Goal for Post-Internship (Set at least one goal to meet after your internship; What will you focus on improving? What steps will you take to accomplish this goal? What do you hope to carry into your next professional experience?):</p>

Criteria

Student's internship reflections must meet these criteria to be approved by the Career & Student Success Center:

- Student posts submission to Blackboard prior to the due date
- Student has completed reflection accurately and to the best of their ability
- Student has taken time to reflect critically on reflection questions by writing at least a paragraph for each question
- Student develops at least 1 effective bullet point for their resume based on their recent achievements

Questions or Comments:

Please visit <http://business.ohio.edu/resources/career-management/receive-internship-credit/> OR Annie Brackley, Associate Director, Sport Career Placement – brackley@ohio.edu or (740) 593-2042 with any questions or comments regarding this process.