**Week One: January 23-29**

January 27th was officially the first day of the job. I met with the supervisors, Joe Wilkins and Ty Blake to go over the duties and the tasks that would be assigned to me throughout the semester. At this meeting we also talked about our schedule. While working with the other interns and around my other scheduling conflicts we created a schedule of who can work what games, and what duties do you want to do at each game. For most of the games I assigned myself for setup and also to work the camera or to monitor the screen. The other options were to commentate the games and I wasn’t interested in speaking to the public without having any idea or past experience. Most of the games would be in the spring because the basketball season was coming to an end. So we will need to do the small jobs to prepare for the season. The bios are a huge part so we divided the sports between interns and also workers. I was assigned the baseball bios. For this the coach emailed the players and asked them to send me a quick bio as well as any awards and achievements they would want to see on the webpage.

The dress for the meeting was very laid back. I just wore jeans and a regular T-shirt, while I noticed Meghan was wearing sweatpants and a hoodie. They explained that we should dress for the occasion, meaning if it is a basketball game support tiffin. We do not need to wear business attire, we just need to look presentable, and also be supporting the University.

So far I really like the supervisors Ty and Joe. I know that this will be a fun experience and that they will work around my schedule outside of the position. Being an intern I should learn some things related to the broadcasting department of the sports industry.

I started to receive the bios later that week so I just organized them in a folder on a flash drive by the end of the week I received 7 bios from the players.

**Week Two: January 30- February 5**

I started to work on the bios. However because I have never written any type of Biography or really paid attention to them in the past I needed to do some research. So I started to search other teams to get an idea of the format and what should be included in the players bios. I looked at both Profession and College level teams including: Tiffin’s from last year, LSU, UF, OSU, GVSU, Cleveland Indians, and Cincinnati Reds.

I started to write the bios of the TU baseball team. So far I finished three of them. While writing these it was all at my own convenience within my room. Basically no dress code, I was just wearing shorts and a t-shirt. Throughout the week I would work on the bios whenever I had the chance. Being friends with one of the varsity players he informed me who was on varsity and who was not. This is super helpful in determining the priority of who needs to be done first so their information can be placed on the website.

Staying organized is a huge part of the process. Now that I know the level of the players I created more folders on the flash drive to make it easier and faster to find the varsity team. When writing the bios they gave me very few guidelines which allowed me to be creative if I wanted. However I decided to keep the format very similar to the previous years, which was in paragraph form.

I really found this job to be enjoyable, and I have also learned so much more about baseball and our team than I did before. I do not want to make any mistakes for the public to see on the website, so I know writing these bios has helped my grammar and spelling a bit.

**Week Three: February 6- 12**

The beginning of the week I just wrote more baseball player Bios. I completed ten more within this week. This task is very simple with the hardest part being the formatting to make them all look similar. When the players send me the Bios they are all varied in sizes, wording, and types of information. So basically my job is to keep the formatting between the players similar, and also go through the information and take out unnecessary things.

This week for the first time I learned how to set up the equipment for the basketball games. It is really simple of a task; we just get all of the equipment from Ty’s office and carry it to the gym. He said the most important thing to remember when setting up is ALL OF THE CORDS GO OUT TO IN. Meaning that the connection cables between the sound set to mixer to DVD to Computer is out on the starting equipment and in on the finishing equipment. We set up an hour before the game to make sure everything is connected correctly and it also gives the American1.com network time to load up their programs.

On the 9th was the first basketball game I had to work. The setup is the first on is the sound board next to that is the mixer, then the DVD and finally the monitor. Each has a cord to connect them. The one goes into the output and connects in to the input. Once they are all connected the monitory will shoe its connected and each all have a power light when plugged into the outlet box. Once everything is hooked up correctly about 5 minutes before the games starts you insert the DVD and when it is loaded press stop wait for the game to start then press the record button.

Once the game started I spent most of my time with headphones listening to the announcers to make sure the sound level was ok and their voices were clear. We need to make sure that it is not too loud or too soft for those listening. I also watched the sound meter on the screen as another indication. It is basically boxes that are colored green yellow and red, and I needed to make sure that they the announcer commentated the game that the boxes were not always in the red area. Another thing I needed to check occasionally was the internet connection. I did this but the box in the bottom right corner showing AmericaOne.com is connected. This is basically my only duties during the game.

Once the games start you only need to hit record. We do not pause the DVD player during halftime. We just let it record until the game is completely over. Then we switch it for the women’s game. For the women’s game I just had to repeat the same thing I did for the men’s (minus the set up).

After the games we just take all the equipment and place it in the correct bags. Once we have it all packed we take it back to Tyler’s office and put it back where we found it.

While I had time on Friday in-between classes I worked on the bios again. I was able to finish around 4more players. This was a major week of hours because of basketball and also having so many Bios to write.

**Week Four: February 13-19**

In the morning I had another practice set up with Ty. He is unable to make it to the game so I have to set up and wanted to be sure I did it correctly tonight so we had another run through. I also finished up all of the varsity bios, leaving me with only Junior Varsity players. Joe and Ty are not as worried about the JV players as they were the varsity ones so I just need to complete them before the end of March. I turned in all of the bios I had to Mike who is in charge of placing them on the website and editing the work I did.   
I really enjoy Mike. His personality is fun and he is always finding a way to joke with you to keep the hours going faster. Mike is also in charge of the Stats during the games.

That Thursday there was a home basketball game, because Ty wasn’t there I setup with the help of Shane and Mike, who work in the Athletic office. I only had a small issue with the sound connection not working but the problem was resolved easily when we put a disc in the DVD player.

Having responsibility and trust from Ty that I can go without supervision on the 2nd game I worked shows me that they believe in me and know that I am a good worker. Mike also was happy with my performance at the game because he gave me positive complements during at after the game.

**Week Five: February 20-26**

When I work in the office it is usually just for an hour and consists of paperwork or random jobs that they need to be finished. While in the office this week I just had to go over the athletes on the track team and identify them in the pictures so they could be later posted to the website.

Good Morning world is another duty I was assigned to. Good morning world is a breakfast meeting usually with a guest speaker. They usually occur once a month at Carmie’s at 8am. This week the speaker was for American History. This was my first time ever doing this, so I was very intimidated seeing how President Marian was there. I was to dress in business professional attire and arrive at 7:30am to set up before the camera and microphone before the speaker. Once I had everything set up correctly I just waited for the event to start while everyone was eating breakfast. Once it started I had to press record and listen in the headphones to make sure the sound was set up correctly. But about 5 minutes into the speaker the batteries in the microphone speakers died. So I would just have to go off of the system provided in the room. Luckily this wasn’t too big of an issues because we were about to hear everything correctly. After that everything else was pretty smooth. The speech was about 60 minutes long and we almost ran out of tape.

Overall the morning was a success. With having a lot of responsibility with no supervisor available for help I feel as if I handled the situations/ Technical difficulties well. I did not panic when something went wrong.

That night there was also a basketball game. So I had to set up an hour before, and then watch the game and then teardown. Overall it was a good night. Everything worked correctly before during and after the game. It is an easy job I just have to watch the game and listen to Joe talk. Tear down also went good.

Ty would text me occasionally during the games to ask how I was doing and if everything was working correctly. I like this job because I am gaining the broadcasting experience while being able to watch the games, which I would have gone to even if I didn’t have to work.

**Week Six: February 27- March 4**

This week was another basketball games. I basically had the same duties and tasks as before. Set up an hour before, go to the games and monitor the screen as well as the sound, then teardown after the game. The games went perfectly with no technical difficulties or other issues. I just wore jeans and a t-shirt.

This Saturday we had to cover the lacrosse game. It’s very similar to the Basketball games, except for being at the stadium instead of the gym. I had to go an hour early to set up. Tyler was there to explain the slight differences during setup. The only problem we faced was the slow internet connection but we were still able to have the live steam anyways.

Working at the lacrosse game has expanded my knowledge of the sport. Before working I did not know the rules or the lingo of the game. But after being in the press box around the people who take stats I understand the penalties and the fundaments better.

**Week Seven: March 5-11**

This week I started to work on the JV players Bios. They are basically the same at the Varsity but most of them have fewer honors and awards. I finished about 4 on my own time. During my office work hour I just did random duties for Ty. I organized the DVD’s from the past games and helped to clear the ones he has already edited.

On Thursday there was home Lacrosse game. I arrived an hour before to set up. When it was game time the intern who was going to video tape didn’t show up so I volunteered to run the camera the first half if Ty would the second since it was windy and about 33degrees outside. I also wanted to gain the experience of behind the camera. Running the camera is a lot different than just making sure the connections is correct. It’s self-explanatory, basically just video tape the game. However Lacrosse is a fast moving sport so you always have to pay attention and keep your eye/camera on the ball. I did not dress to be outside; I was wearing knee length sweat pants and a sweatshirt. So Ty gave me his jacket and a hat. He is a good boss. Well for the second half I was back inside, where it was warm. But because the internet connection was lost during the first half I just had to sit and record the rest of the game on the DVD. Once the game was over I just hit the stop button let the disc finish buffering and then start tearing down the equipment. We then loaded it into Ty’s truck and were done for the night.

On Sunday during my own time I was able to write and format about 6 more bios. I am almost done with the bios just a few left than proofread.

**Week Eight: March 12-18**

Because of spring break there were no home games that needed to be covered. So to get hours and to finish up the Bios I decided to work for a few hours while I was on the bus to Myrtle Beach for Track. I was able to completely finish all of the JV bios and to proof all of them.

**Week Nine: March 19-25**

The lacrosse game had the same general procedures as the past games. I was there an hour early for setup, this time we had no trouble at all. Everything was perfect for the connection to all the cords hooked up properly. The girl working the camera didn’t show again. So I covered for her, which I actually like doing more than my job of watching the monitor. Running the camera is really simple; it’s just hard sometimes to get the play when it is on the far side of the field and its getting dark outside.

For the hour in the office this week I just turned in all of the JV bios and started to format them to put on the website. Because the information has to fit in a text box I had to make sure that each line looked good evenly spaced and flowed well when reading. I only got a few of the players done so Mike is going to finish it later in the week. I am not exactly sure if the JV team goes on the website, but they do it just in case a player gets moved up to varsity. During the office hours I try to dress more professional. It’s not mandatory but I avoid wearing sweatpants. Usually I wear jeans and a nicer shirt.

Softball is a new sport for me to work this week. The setup is exactly the same as lacrosse except the camera is in the middle of the press box and the rest of the equipment going to the left side of the tables. I had to set up before practice then right after I got done running I came back to work the games. I only missed about 2innings of the first game, but once I got there I just had to monitor the screen like I did in basketball. Because I just came from practice I was wearing sweats and a hoodie. While working we didn’t have any difficulties. Once the game was over we just left the equipment setup because there is going to be games on the weekend.

For the second day of games this weekend everything was the same as before. I was in charge of working the camera at the games. Compared to lacrosse softball is a lot simpler and less movement. Sometimes it gets complicated when I wasn’t sure if I should follow the ball in the outfield or the runner on the bases.

**Week Ten: March 26- April 1**

There was another softball game this week. The duties and games were the same as last week’s games. I didn’t have any new duties or learn anything new. We had to tear down the equipment because there is no other softball games that we will cover this year, because baseball has priority over all other spring sports, and most of the time when there is a home softball game there is a home baseball game as well.

So far the supervisor has stayed the same, but they are giving me more freedom instead of watching my every more. I think this is because they know that I will be able to do the task correctly and if not that I’m not afraid to ask for help.

**Week Eleven: April 2-8**

During the hour of office work I just filed random papers for Ty. It was a really simple tasks just one of the things that needed to be done and no one really wanted to do it. After that I just observed Ty while he edited the discs from the softball games last week. I found it interesting that if they don’t win they do not show it on the Tiffin cable station. So they just use highlight clips for the recruiting video.

For the baseball games I came over right after practice which was still about 45minutes early. But Ty already set everything up. The baseball players are in charge of commentating, announcing and music. I am in control of the video camera like all of the other games. Mike is doing the stats. In the press box is pretty laid back. Being with the players lets me ask random questions that I wouldn’t know the answer to. Like softball it gets hard to follow the ball when its hit into the outfield, but tonight’s games were pretty dull. Both games of the double header went into extra innings making for a long day.

**Week Twelve: April 9 – 15**

During the time in the office was pretty boring. They didn’t really have anything that needed to be done so I just observed again. Ty was working on the videos from past games, while Mike was working on the press releases and news articles of the sports and athletic department. There were only Saturday games this weekend and because of track I was unable to work so I only got an hour in this week.

**Week Thirteen: April 16- 22**

With the alumni game this weekend I had to meet with Joe in the morning to go over what is expected of me this weekend. I met him out at the fields, and he gave me a tour of the lounge. He basically wants me to look-over the visitors at the game and get them anything they would need or clean up any accidents or spills they would have. Pretty much showing the hospitality side and catering to others needs. I just wore jeans and a hoodie because it was a bit cold out.

The games during the week went very smooth. I just ran the video camera. The atmosphere in the press box is laid back and easier to talk to the baseball players who I have class with and know outside the room. They made jokes and picked on me at this game because I didn’t realize we were playing Ashland when I wore a purple tank top and jeans to work that day. The supervisor didn’t care because it didn’t have any writing or anything from other Universities.

On the Thursday morning I had to go to Good Morning World. When I got there I had some difficulties remembering where the mic. receiver plugs into the camera. I spent about 2 minutes looking everywhere on the camera until I figured it out, it goes in the port at the top front. After the baseball games, we forgot to pack the headphones in the bag. Luckily I remember I had a pair in my car so I still have 20mins so I went to get them to use instead. For the rest of the time everything else worked correctly. I even thought I recorded better than last time, because I figured out a better way to transition between the speaker and his PowerPoint when he would point something out or move along to the next slide. For dress it was business formal again so I wore black pants and a yellow shirt n a black cardigan. The speaker took a little over an hour. We actually ran out of tape to record on so we missed the question and answer portion as well as the closing speech. I told Ty about that but he said it was okay, they don’t show that part anyways. I handled the situation of running out of tape very well, I just kept like I was recording instead of making noise trying to change the tapes while he was speaking. I know President Marian would have been upset if would have interrupted the speech. Once the speaker was over I waited a few minutes for him to converse with others before I went up to ask him for the microphone. After that President Marian asked me how it looked and thanked me for my time. Then I took down the camera and headed to class.

That Sunday there was a double header for the baseball team. The duties were the same, I just turned on all of the equipment and was in charge of running the camera. Everything was smooth, and I have no complaints of who I work with or the time in the press box. I just wore jeans and a Tiffin t-shirt for the games. I also did my job that Joe explained to me earlier. I just had to walk to the lounge after every other inning to make sure everything and everyone was okay. I didn’t have any problems. Just job was kind of awkward at first because they didn’t know me nor did I know them but they eventually figured out what I was there for. The alumni players and families never asked me for anything. They were all set knowing where it was for themselves.

**Week Fourteen: April 23-29**

On Wednesday the baseball team had another double header, so again I was in charge of the video camera. Everything ran smoothly and I had no trouble with the equipment. Of all of the sports that I worked at I think baseball is my favorite. I enjoy being in the press box with Mike and the baseball workers. They make the environment fun and talk more than Shane and his helper at the softball games. I am able to interact with the players better. Mike always jokes that I’m the boss up there; the players know that’s not true though. He also says that they need me in there to pick on the boys, because when the other camera girl works she is really shy.

**Week Fifteen April 30- May 6**

This weekend was the last 2 double headers of the season. My duties have been the same as they were for the past fourteen weeks. I think it’s a little late to learn something new now. I was in control of the camera again, and I didn’t have any difficulties on my last two days working. Like every other game I just wore jeans and a Tiffin shirt. I enjoy working in the press box again. Ty likes me so much he asked me to come back next year, just as a volunteer though. Ty wasn’t able to stay at the games because of graduation and having to video tape there. But we never have trouble to need him present anyways.

With the semester being over I don’t have very many duties and it’s harder to get hours during the week. Most sports are done with the regular season and only have the tournament games left which are all away games that we won’t need to cover. Overall the semester has helped me to learn more of behind the scenes at games. It’s all realistic to other teams outside of Tiffin. When I went to the Lake County Captions game and received a behind the scenes tour I was able to compare their press box to ours. On a larger scale the Captions had more and higher technology, but overall the concepts were the same and many things dealing the other duties in the press box were very similar.