<u>Professions Program: BINT 104 and BINT 204 Project Submission Instructions</u>

After submitting a BINT 104 or BINT 204 application and it gets approved, you will conduct the Informational Interview or Career Exploration. Following the interview or job shadow, you are required to submit your work for these projects for evaluation. You will have access to both BINT 104 and BINT 204 assignments on your Sakai account.

These are the steps you will take to successfully complete and submit your BINT project requirements:

1) Once your application is approved by the External Relations Director, you will receive a no-reply email from sakai@ithaca.edu with an invitation to your BINT project.
2) Follow the link to https://sakai.ithaca.edu and login to Sakai using your Netpass username and password.
3) Click on the "Sites" tab located in the upper right hand corner next to your profile information.
4) Find your respective BINT assignment under the "Projects" heading on the right side of the Sites drop-down menu. (This will either say "BINT 104- Informational Interview" or "BINT 2014- Career Exploration" depending on what application you have submitted. Click on that assignment button.
5) Once you are in the BINT site, utilize the site the same way you do for your courses. Click the Assignments tab on the left hand side of the BINT site.
6) Select the assignment you plan to work on (again, this will either say "BINT 104- Informational Interview" or "BINT 204- Career Exploration.")
7) In the assignment, **you will find the assignment questions and headers listed at the top of the page.** You can answer these questions by either typing the headers and their corresponding responses into the text box or by uploading a completed document from your computer to the assignment as an attachment.
8) As with any Sakai assignment, finish your work by clicking "Submit" on the bottom left hand side of the assignment page.
9) Upon review of your submitted assignment, you will receive a P for your work on your BINT course in Degree Works/ Homerconnect's Degree Evaluation.