Internship Information

1. Attend the mandatory pre-internship meeting one semester before enrolling in the internship course. The meeting date will be announced in classes and by the Hospitality Administration Society (HAS).

2. Before approval, submit the following:
   A. Completed pre-internship checklist by due date:
      - Summer Internship Due Date – May 1
      - Fall Internship Due Date – Aug. 1
      - Spring Internship Due Date – Dec. 1
   B. Current résumé documenting 300 hours of prior work/volunteer experience
   C. Proof of acceptance of your internship (official email or letter)
   D. Completed Field Experience Agreement including required attachments
   E. Completed, typed contract for HMSC 4120 (Special Problems/Advanced Graduate Studies)
   F. Description of required duties for internship

3. Deliver forms to supervising professor by due date (see above).

4. Upon approval, you will be granted a permit to enroll in HMSC 4120.

5. Register for the course.

6. Before your internship start date, log in to D2L for course syllabus, assignments and due dates.

7. If you start your internship hours BEFORE the semester starts, make sure to record the hours.

Dr. Mary Olle, HADM Interim Program Coordinator

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**What is an Internship?**

An Internship is a planned and closely supervised “hands on” learning experience that provides the student with a wide range of actual work activities and opportunities to shadow or observe portions of operations or administration for which actual work experience is not practical or possible. The objective of the internship is to give the student reality-based experience to balance (augment) the theoretical knowledge acquired in the classroom.

Students interested in an internship class need to have documentation of 300 industry-related experience hour in their files.

Internships are to be secured by the student. Meet with your hospitality professors to discuss your future goals and your desires as you plan for your internship. Most HMSC students do their internships in the summer. You must be enrolled in HMSC 4120, following university guidelines, to receive credit.

After you select a location, contact that person with your cover letter, an Internship Handbook and your résumé to see if they would be interested in working with you on an internship.
Pre-Internship Checklist

Complete and return by due date.

The following is a checklist to guide you in securing an internship.

<table>
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<tr>
<th>Date</th>
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<tbody>
<tr>
<td>_____ Early in college career</td>
<td>Develop résumé.</td>
</tr>
<tr>
<td>_____ Semester prior to internship</td>
<td>Attend pre-internship meeting held by the student organization Hospitality Administration Society (HAS) (meeting date and time will be announced in classes and by HAS).</td>
</tr>
<tr>
<td>_____ Prior to internship</td>
<td>Complete 300 hours of industry experience.</td>
</tr>
<tr>
<td>_____ Prior to internship enrollment</td>
<td>Document 300 hours in résumé.</td>
</tr>
<tr>
<td>_____ Early in process</td>
<td>Visit Center for Career and Professional Development (CCPD) for advice on résumé.</td>
</tr>
<tr>
<td>_____ Early in process</td>
<td>Request a résumé review from your advisor and CCPD.</td>
</tr>
<tr>
<td>_____ Two semesters before</td>
<td>Research internship locations to meet your career goals.</td>
</tr>
<tr>
<td>_____ Two semesters before</td>
<td>Meet with advisor and work on cover letter/contact information for internship.</td>
</tr>
<tr>
<td>_____ One or two semesters before</td>
<td>Contact internship site and secure an interview for internship.</td>
</tr>
</tbody>
</table>

Expectations of the Student:

_____ Has attended the pre-internship meeting.
_____ Has interviewed and accepted a position for the internship that has been approved by the internship advisor and has obtained a letter of understanding from the employer.
_____ Is registered for HMSC 4120.
_____ Will be an ethical and observant intern who asks questions, gets involved and represents Stephen F. Austin State University in a professional manner.
_____ Will gain firsthand knowledge and apply management theory to analyze the practices of management in the industry.
_____ Will demonstrate an attitude and demeanor of professionalism as a prospective manager in the hospitality industry.
_____ Will complete 300 hours of internship training and requirements outlined in the course syllabus.

Hospitality Administration

Updated 10/27/2020
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Field Experience Agreement

Date____________________

Name of Student__________________________________________________________

Name of Sponsor___________________________________________________________

Title______________________________________________________________

Firm_______________________________________________________________

Address____________________________________________________________

City/State___________________________ Zip__________

Telephone__________________________ Fax__________________________

Email__________________________________________

Dates of Employment: From___________ to____________________

Attach on company letterhead the proposed job description outlining duties, responsibilities and major projects expected during the internship.

Expectations of the Employer

• Allow the student to gain 300 hours of hands-on experience and expose the student to the various management aspects of the industry.
• Keeping practical considerations in mind, expose the student to as many management/departmental/functional areas of the hospitality industry as possible in order to prepare them for management within the industry.
• Schedule the student according to company needs and supervise the student at each stage.
• Complete two online employer evaluation surveys (midpoint and final) on the student.

_________________________________________  
Signature of Internship Supervisor  

Date  

If you have questions, contact the SFA hospitality administration program in the School of Human Sciences: 936.468.4502.