Internship Handbook

HMS 420
Hospitality Internships

School of Human Sciences
Stephen F. Austin State University
P.O. Box 13014, SFA Station
Nacogdoches, TX 75962
(936) 468-4502
Fax (936) 468-2140
www.sfasu.edu/hms
Spring 2016 Internship Information

1. Attend mandatory Internship Orientation Meeting one semester prior to enrolling into Internship course. Date of meeting will be announced in classes.

2. Before approval:
   A. Submit complete 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. Submit current Resume
   C. Submit completed Field Experience Agreement including required attachments.
   D. Submit completed, typed contract for HMS 420 (Special Problems/Advanced Graduate Studies)

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

4. Upon approval, you will be granted permission to enroll in HMS 420.

5. Register for the course.

6. By 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. Chay Runnels, HADM Program Coordinator

Office HMS N 107

936-468-2060

runnelsc@sfasu.edu
What is an Internship?

An Internship is a planned and closely supervised “hands on” learning experience providing 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 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 HMS students do their internships in the summer. You must be enrolled in the HMS 420 following the University Guidelines in order to receive credit.

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

To be completed and returned by due date

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>_____ Semester prior to Internship (will be announced and flyers will be out)</td>
<td>Attend Pre-Internship meeting held by the HMS</td>
</tr>
<tr>
<td>_____ Anytime prior to internship</td>
<td>Complete 300 hours of industry experience</td>
</tr>
<tr>
<td>_____ Prior to internship enrollment</td>
<td>Documentation of 300 hours in file</td>
</tr>
<tr>
<td>_____ Early in college career</td>
<td>Resume’ developed</td>
</tr>
<tr>
<td>_____ Early in process</td>
<td>Visit Career Services for advice on Resume’</td>
</tr>
<tr>
<td>_____ Early in process</td>
<td>Resume’ reviewed by your advisor and Career Services</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 Session/Meeting
- _____ Is registered in HMS 420
- _____ 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
- _____ Will provide the employer with a copy of the Employer Internship Evaluation Form (s)
- _____ Will be a good employee, ask questions, be observant, get involved and represent Stephen F. Austin State University in a professional manner
- _____ Gain firsthand knowledge and apply management theory to analyze the practices of management in the Industry
- _____ Demonstrate an attitude and demeanor of professionalism as a prospective manager in the hospitality Industry
- _____ Will complete 300 hours of internship training and complete requirements outlined in the course Syllabus.
Field Experience Agreement

Date__________________

Name of Student______________________________

Name of Sponsor______________________________

Title______________________________

Firm______________________________

Address______________________________

City/State________________________ Zip_____________

Telephone________________________ Fax______________________

E-mail______________________________

Dates of Employment: From____________ to____________

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

Expectations of the Employer:

• Allow the student to work 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 (at minimum) the Employer Evaluation Form to the student based upon the evaluation.

_________________________________________ _______________________
Signature of Internship Supervisor Date

Please contact SFASU Hospitality Administration program for further explanation or questions.

School of Human Sciences 936-468-4502
SPECIAL PROBLEMS/ADVANCED GRADUATE STUDY

IN

HUMAN SCIENCES

HMS 420 Section _________

Name: ___________________________  Student Identification Number: ____________________

Semester: ________________________  Classification: ________________________________

Email address: ____________________  Phone Number: ______________________________

Attach a detailed outline of your proposed study/project:

I understand that the above is a proposal to enroll in HMS 420. Approval of the sponsoring instructor, undergraduate/graduate coordinator and department chairman is required.

_______________________________
Student

Sponsoring Professor approval: ___________________________  Date:

Undergraduate/Graduate Coordinator approval: __________________  Date:

Department Chairman approval: _____________________________  Date: __________

Updated 6/2014
Employee Internship Evaluation
Stephen F. Austin State University, HMS 420
PO Box 13014, SFA Station, Nacogdoches, TX 75962
Fax: 936-468-2140

Name_________________________ Company_________________________

Date:_________________________ Period___________________________

I. Please rate student on the following personal and professional qualifications:

<table>
<thead>
<tr>
<th></th>
<th>Excellent</th>
<th>Good</th>
<th>Average</th>
<th>Weak</th>
<th>Poor</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Punctuality- attendance and times late</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Appearance</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Poise and Self confidence</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4. Dependability-Responsibility</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. Adaptability-Resourcefulness</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>6. Rapport with guests</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7. Rapport with employees</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8. Rapport with supervisors</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9. Job Attitude-Cooperation</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10. Initiative</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11. Reaction to suggestions-Criticism</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12. Communication Skills</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

II. Please comment on any of the following:

List assigned tasks you feel the student performed well, list assigned tasks you might feel need improvement. Please make an overall assessment of the suitability of the student for the hospitality industry.

Signature of Sponsor_________________________ Signature of Student_________________________

Sponsors Position_________________________

Updated 6/2014