

# *Internship Handbook*



HMSC 4120

## 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](http://www.sfasu.edu/hms)



## Internship Information

1. Attend **mandatory Internship Orientation Meeting** one semester prior to enrolling into Internship course. Date of meeting will be announced in classes and by the Hospitality Administration Society (H.A.S.)
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 (documenting 300 hours of prior work/volunteer experience).
  - C. Proof of acceptance of your internship (official email or letter).
  - D. Submit completed Field Experience Agreement including required attachments.
  - E. Submit completed, typed contract for HMSC 4120 (Special Problems/Advanced Graduate Studies).
  - F. Job description of required duties for internship.
3. Bring 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. 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. Mary Olle, HADM Interim Program Coordinator

Office HMS N 106 B

936-468-1873

ollemary@sfasu.edu

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## 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 HMSC students do their internships in the summer. You must be enrolled in the HMSC 4120 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.

Date	Item
_____ Semester prior to Internship	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).
_____ Any time prior to internship	Complete 300 hours of industry experience.
_____ Prior to internship enrollment	Documentation of 300 hours in Resume'.
_____ Early in college career	Resume' developed.
_____ Early in process	Visit Career Services for advice on Resume'.
_____ Early in process	Resume' reviewed by your advisor and Center for Career and Professional Development (CCPD).
_____ Two Semesters before	Research internship locations to meet your career goals.
_____ Two Semesters before	Meet with advisor and work on cover letter/contact information for internship.
_____ One or two Semesters before	Contact internship site and secure an interview for internship.

### Expectations of the Student:

- \_\_\_\_\_ Has attended the Pre-Internship Session/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 in HMSC 4120.
- \_\_\_\_\_ Will be an ethical intern, 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.

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**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 two Employer Evaluation Surveys (midpoint and final) via online survey on the student.

\_\_\_\_\_  
Signature of Internship Supervisor

\_\_\_\_\_  
Date

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

School of Human Sciences 936-468-4502