

STUDENT INTERNSHIP GUIDE

HTM 290-HTM 390-HTM 490

Overview

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields they are considering for career paths; and give employers the opportunity to guide and evaluate talent. (NACE).

Aims of the Internship:

1. To enable students to gain relevant experience working within the Hospitality and/or Tourism Industry, that will compliment their classroom theory.
2. To enable students to develop their practical and managerial skills in the working environment and be able to apply them effectively.
3. To enable the student to gather information and experience to both enrich and enhance the learning process.
4. To assist in the decision making process of the student in relation to which management direction they wish to pursue.
5. To establish useful contacts for future employment/business.

Internship Classes Offered:

HTM 290: Field Experience I. A semi-structured and supervised situation in which students receive basic training and directed work experience in selected entry-level positions consistent with their career preference. Emphasis on job competence and performance, professionalism and work relations. Management instruction in selected basic operational tasks will also be required. *Prerequisite: 190 and permission. Two credits. Offered every semester.*

HTM 390: Field Experience II. A second semi-structured and supervised situation in which students receive further training and directed work experience in selected positions consistent with their career preference. Emphasis on job competence and performance, professionalism and work relations. Management instruction in selected operational tasks will also be required. *Prerequisite: 290 and permission. Two credits. Offered every semester.*

HTM 490: Senior Internship. A structured experience designed to provide management training and career direction in helping students articulate from academia into a management track or staff position in their chosen field. *Prerequisites: 290 and 390 or their equivalents; senior standing; permission. Two credits. Offered every semester.*

Outline:

Duration: 1000 hours total (HTM 290, 300 hours, HTM 390, 300 hours and HTM 490, 400 hours).

Semester: Fall, Winter or Spring/Summer Semesters (Only one Internship allowed per semester).

Prerequisite: HTM 190 Field Preparation.

Organizations: Must be Hospitality and/or Tourism related. **Please note:** Students may NOT complete all three internship experiences with the same company; however a combination of any two of the three internship courses may be with the same company.

Work Fields: Ideally students should aim to gather a range of experiences throughout their three internships. For example, if you work on the Front Desk for HTM 290, perhaps try working in the restaurant for your HTM 390. Similarly, students should attempt to work in more supervisory roles as they progress through their internship classes (if the opportunity presents itself). The idea is to become a well- rounded manager with a wealth of industry knowledge and varied skill sets.

The basic procedure for starting your internship is as follows:

- Complete and pass HTM 190.
- Using the skills acquired in HTM 190, secure yourself a job*
- Obtain a permit override to register for the class. (This can be done electronically, simply request the override via email: stansbia@gvsu.edu).
- Once registered, read Blackboard for your class – READ THE APPROPRIATE SYLLABUS, and check for all due dates/deadlines for coursework/assessments and check the general class requirements.

*Students are expected to secure jobs on their own, follow all company rules and regulations, and give a minimum of two weeks notice when ending their employment. **If you sign a contract with your employer agreeing to work until a certain date, GVSU will hold you accountable for that contract. You will fail your internship if you leave early for any reason.**

Once you begin your internship, your initial requirement is to submit your employer's details on an 'Employer Documentation Form'. This can be found on the HTM webpage:

<http://gvsu.edu/htm/employment-documentation-forms-130.htm>

The form must be completed accurately by the student. Once submitted, the information is then approved by your instructor for the class, and the details are forwarded to the supervisor listed along with instructions regarding the Field Experience, and how to complete the required evaluations. They will then approve and acknowledge the information via an agreement form. At this stage, the student will be notified of their acceptance.

Assessments and Course Requirements:

(This information can be found in more detail on the syllabus).

- Students must complete the Employer Documentation Form.
- Students must formulate a minimum of ten learning objectives on which they will be evaluated three times over the course of the internship.
- Job Performance Evaluations are to be submitted monthly (three).
- Writing Assignments: Two Papers (HTM 490 has a final project instead).
- Resumes are to be updated and submitted for HTM 290 and HTM390.
- Hours are to be documented and submitted at the end of the internship.
- Journaling - This is expected to be done approximately twice a week throughout your internship. (Students are also asked to submit a photograph of themselves in the workplace in their journals at some point during the internship).
- Discussion Board is a forum for students to discuss assigned topics among themselves. You will be expected to actively participate in Discussion Board.

At the end of your internship(s) you will hopefully have acquired some valuable professional and personal skills. You will have experienced life in the world of Hospitality and Tourism Management. As you proceed through each internship, you will experience different techniques, different ideas and many different management styles. The aim at this point, is that you are better aware of the direction you are heading, in pursuit of that dream job!

For further information or questions, please contact:

Amanda Stansbie, *Internship Coordinator*

Office; 210C Richard M. DeVos Center, 401 Fulton Street West, Grand Rapids, MI
49504 - 6431

Tel: (616) 331 8865

Email: stansbia@gvsu.edu