# Department of Hospitality and Tourism Management

## INTERNSHIP/PRACTICUM FORM

### Student Information (Please PRINT clearly)

- **Last & First Name:**
- **SPIRE #:**
- **Telephone:**
- **Email:**
- **Name of the company:**
- **Start Date:**
- **End Date:**
- **Total of internship hours you will be working:**

### Semester & Year

- □ Fall
- □ Spring

**Year:**

### Course Number and Credits

- □ HT-MGT 298
  - **Pass/Fail**
  - **Credits:**

- □ HT-MGT 398
  - □ Pass/Fail
  - **Credits:**

- □ HT-MGT 498
  - □ Letter Grade*
  - **Credits:**

* Faculty Sponsor Required

### To be Completed by Faculty Sponsor (Only for HT-MGT 398 and HT-MGT 498 with a letter grade)

- **Faculty Sponsor Name:**
- **Faculty Sponsor email:**

### Signature Approvals:

<table>
<thead>
<tr>
<th>Student:</th>
<th>Date:</th>
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<td>Required for HT-MGT 398 &amp; HT-MGT 498 with a letter grade only.</td>
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| Faculty Sponsor: | Date: |

| Dept. Coordinator: | Date: |

| Department Chair: | Date: |

### To the HTM Office Manager:

Before registering student check on the prerequisites:

- □ HT-MGT 298W Work Experience
- □ Minimum of forty-five (45) university credits
- □ Minimum GPA of 2.5

Once the student is registered, place the original form into Linda Kinney’s mailbox.
HTM Internship/Practicum Prerequisites

HT-MGT 298W Work Experience
Forty-five (45) or more university credits GPA of 2.5 or higher

Instructions for all HT-MGT Internship/Practicums with Pass/Fail Grade

1. Find a company in the hospitality industry that will sponsor you for an internship. The work you preform may be paid or unpaid.
2. Meet with the HTM Internship Coordinator, Linda Kinney, to complete the Internship/Practicum Form.
3. Obtain the required signatures of approval on the form. Once the signatures are complete, the form will be passed on to Becky Chmura in SOM 221 to register you into the course.
4. Work at a minimum, the number of internship hours you committed to on the Internship/Practicum Form.
5. Submit four academic reports in Blackboard Learn. See Academic Plan below for more details.
6. Have your supervisor or manager complete the Corporate Sponsor Report Form at the end of your internship work period. One week before the end of the semester submit it per the form's instructions.
7. The Friday of the last week of the semester, present your internship experience to the Internship Coordinator and peer students who are enrolled in HTM internships in a 15-minute PowerPoint presentation.

Note: A grade cannot be given for the internship if the number of hours you work is less than the minimum required for the number of credits you are to receive. In addition, all assignments must be received before the end of the semester. This includes the Corporate Sponsor Report, four academic reports and the delivery of your presentation.

Academic Plan for Internships Taken Pass/Fail

The HTM Internship Coordinator, Linda Kinney, is your faculty sponsor. After you are registered in SPIRE for HT-MGT 298 you will be able to access the course in Blackboard Learn. Under the Assignments link in Blackboard Learn, you will find the details concerning the academic portion of your internship. The following gives you a general idea of the academic assignments.

There are four written reports to write during your placement period plus a fifteen-minute presentation to make during the last week of the semester. Each report will be four to six pages in length, and double-spaced (12-point Times Roman Font).

Academic Report 1: Describes the sponsoring company for the internship, focusing on the overview of the company in terms of brief history, type of business, its mission, number of employees, location, unique operational characteristics, assigned tasks, responsibilities, and observations.

Academic Report 2: Evaluates the policies, procedures, practices, operations, and management approaches that are central to the company, its organization, and its profitability.

Academic Report 3: States strengths and weaknesses of the company and makes suggestions on how to improve overall operational issues observed during the internship. Use references to textbooks, class materials, and personal experiences to validate the suggestions made in this report.

Academic Report 4: Synthesize the entire internship experience, focusing on initial expectations, learning points, and overall evaluation of the internship.

Presentation: A fifteen-minute PowerPoint presentation (PPT) will be made on Friday of the last week of the semester.

Instructions for a HT-MGT Internship/Practicum Taken for a Letter Grade

1. Find a company in the hospitality industry that will sponsor you for a formal internship. Internships taken for a letter must meet certain requirements to qualify. See the HTM Internship Coordinator, Linda Kinney, for more details.
2. Contact a HTM professor who may be willing to supervise your internship and ask him or her to be your Faculty Sponsor. Seek out a professor whose expertise is in the area that relates to your internship such as events, tourism, hotels, casinos and food service.
3. Complete with your faculty sponsor the Internship/Practicum Form. In collaboration with your faculty sponsor, develop an Internship Academic Plan that includes: a. Learning Objectives, b. Academic Assignments, c. Criteria for Evaluation and Assessment, and d. Completion Dates. You are not required to follow the format used for the Academic Plan for Internships Taken Pass/Fail above.
4. Attach a copy of the Internship Academic Plan to the Internship/Practicum form. Obtain the required signatures of approval on the form. All approvals must be completed and turned in 1 weeks before the last day of add/drop for the semester. Once the signatures are complete, the form will be processed by Becky Chmura in SOM 221 to register you into the course.
5. Work at a minimum, the number of internship hours you committed to on the Internship/Practicum Form.
6. Submit your academic assignments to your faculty sponsor by the deadlines. All assignments must be completed no later than one weeks before the end of the semester.
7. Have your supervisor or manager complete the Corporate Sponsor Report Form at the end of your internship work period. One week before the end of the semester mail or fax the HTM Internship/Practicum Corporate Sponsor Report to Linda Kinney, HTM Internship Coordinator, UMass-Amherst, Isenberg School of Management, HTM Department, 121 Presidents Drive, Amherst, MA 01003-9247 or Fax it to 413-545-1235.

If you are planning on doing an Internship in the summer or winter, you must enroll through Continuing & Professional Education and pay applicable tuition and fees. You will find more information about how to register here: https://www.umassulsearn.net/classes/ind- study-internship-practicum-thesis-dissertation. If you need information or assistance, you can call CPE at 413-545-3653 or contact them by e-mail at regoff@cpe.umass.edu.
To be completed by the student:

Date: ____________________

Name of Student: _____________________________________________________________

Work Position: __________________________________________________________________________

Basic Responsibilities:

1) __________________________________________

2) __________________________________________

3) __________________________________________

Name of Sponsoring Organization: _________________________________________________

Address: ______________________________________________________________________________

City: ____________________ State: ________ Zip: ____________

Phone: ____________________ E-mail: _____________________________________________

Supervisor/Manager: ____________________

To be completed by the supervisor/ manager listed above:

Date: ____________________

Did Student Successfully Complete the Internship? Yes______No_______

If not, please explain on the back of this form.

Total number of hours worked during internship: __________________

Supervisor’s Printed Name: ____________________

Supervisor’ Signature: _____________________________________________

Student: This form must be received by the HTM Internship Coordinator at least one week before the end of the semester. Your grade cannot be processed without it. The report may be scanned and sent by e-mail to lkinney@isenberg.umass.edu, faxed to 413-545-1235 or mailed to:

Linda Kinney, HTM Internship Coordinator
UMass Amherst
Isenber School of Management, HTM Dept.
121 President’s Drive
Amherst, MA 01003-9247