



DEPARTMENT OF
HOSPITALITY MANAGEMENT
INTERNSHIP HANDBOOK
2018-2019

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INTRODUCTION

One of the primary goals of earning a degree in higher education is to secure a job when you graduate. The internship experience will help you develop a realistic picture of hospitality and tourism industries, apply your knowledge base established in the classroom in the practical fields, and improve your competency in the job market.

Upon graduation, students aspire to obtain a management role in the hospitality industry. You must be able to direct and lead employees working in hourly and supervisory positions in a hospitality company. Having work experience will allow you to learn what these jobs entail and what skills are needed to perform them. You will also learn about the day-to-day operations of a hospitality company, how it is organized and managed, daily work issues, and financial considerations.

Employers will seek to hire students with significant work experience to become managers for their companies. Internships will strengthen your skill set and help you to develop your problem solving and leadership skills -- just what recruiters are looking for! The more experience you have the stronger a candidate you will be.

With so many choices of jobs in the hospitality industry, internships will also help you decide what segment of the industry is right for you!

Internships help you understand information presented in the classroom and let you apply what you have learned in a real-world setting. Both are needed to be a successful manager in the hospitality industry.

Internships will also provide you with networking connections for future advancement opportunities as your career evolves.

FREQUENTLY ASKED QUESTIONS

1. How can I secure an internship?

Resources for securing an internship

- Set up an appointment with the Department of Hospitality Management Internship Coordinator shown below:

Dr. Stephen Shiring, Professor, Chairperson

Department of Hospitality Management, Indiana University of Pennsylvania
Ackerman Hall, Room 15, 911 South Drive, Indiana, PA 15705

PH: 724-357-2562 ** Fax: 724-357-7582

Email: sshiring@iup.edu

- Visit the IUP Career and Development Center located in Suite 302 Pratt Hall.
<https://www.iup.edu/career/>
- Take advantage of networking industry professionals that visit the Hospitality Management Department throughout the school year. Many times, these individuals will conduct interviews in Ackerman Hall. These opportunities are communicated through IUP email from our faculty.
- Follow IUP Hospitality Management Department on Instagram @iuphospitalitymanagement and visit our website at
<https://www.iup.edu/hospitality-mgt/>
- Visit various job employment and internship websites (i.e. Hcareers.com, Indeed.com, etc.)
- Develop connections with prior employers.
- Discuss options with your academic advisor.

2. Where can the approved internship sites be found?

The list of approved internships sites is available at:

https://iwiki.iup.edu/display/IAFE/_Excel+Spreadsheet+with+Fully+Executed+Agreements

3. When can I register for an internship?

Student must meet prerequisite requirements prior to registering for an internship. Prior to registering for the first internship experience, students must:

- Have an overall GPA of 2.0
- Earned 60 credits (B.S. Degree) or 45 credits (A.S. Degree)
- Earned 12 HOSP credits
- Successfully completed HOSP 310 Professional Development in the Hospitality Industry.

4. What are the general internship requirements?

Two internships are required for the Department of Hospitality Management.

A. Internship #1 Overview: HOSP 393 Exploratory Hospitality Field Experience

The first internship experience requires students to obtain employment for a company within the hospitality industry for an entry-level or hourly position. Students should select a segment of the hospitality industry relating to their interested concentration area to obtain experience. Students will earn a minimum of 3 credits by working for a minimum of 120 hours (40 hours for each scheduled credit within a professional hospitality operation). The portfolio detailing the student's experience will be submitted at the end of the internship. More details are provided below.

Prerequisites: HOSP 310, 2.0 overall GPA, 60 earned credits for B.S. or 45 earned credits for A.S., and 12 earned HOSP credits.

B. Internship #2 Overview: HOSP 494 Internship

The second internship experience requires students to obtain employment for a company within the hospitality industry as either:

- a supervisory or management training (shadowing) position.
- a position that allows the student to rotate through three or more departments within the organization.

Students will earn a minimum of three credits by working for a minimum of 120 hours (40 hours for each scheduled credit within a professional hospitality operation). The portfolio detailing the student's experience will be submitted when the internship is complete. More details are provided below.

Prerequisites: HOSP 393 Exploratory Hospitality Field Experience, senior status, 2.0 overall GPA

C. Supplemental Experience

A supplemental experience may be completed beyond the two required internship experiences. Special permission will need to be granted for a student to enroll in a supplemental experience. The requirements for this supplemental experience would follow the HOSP 494 Internship completion guidelines. A justification statement must be presented at the time a student requests the supplemental experience. One credit of course work is equal to 40 hours of industry work. For more information meet with the department internship coordinator.

5. Will I get paid during my internship?

Internships may be paid or non-paid. Be sure to inquire with your prospective site as to which may be the case.

6. When are the deadlines to apply for an internship?

If you are planning to complete your internship during the following semester:	The University deadline for application submissions is:
Fall	July 1 st
Spring	November 1 st
Summer Pre-Session	March 15 th
Summer Session I	April 15 th
Summer Session II	May 15 th

7. Which forms do I need to submit to the internship coordinator prior to the application deadline?

- [Goals and Objectives Worksheet](#)
- [HHS Internship/Field Experience Application Parts I, II, IV](#)

HHS INTERNSHIP APPROVAL PROCESS

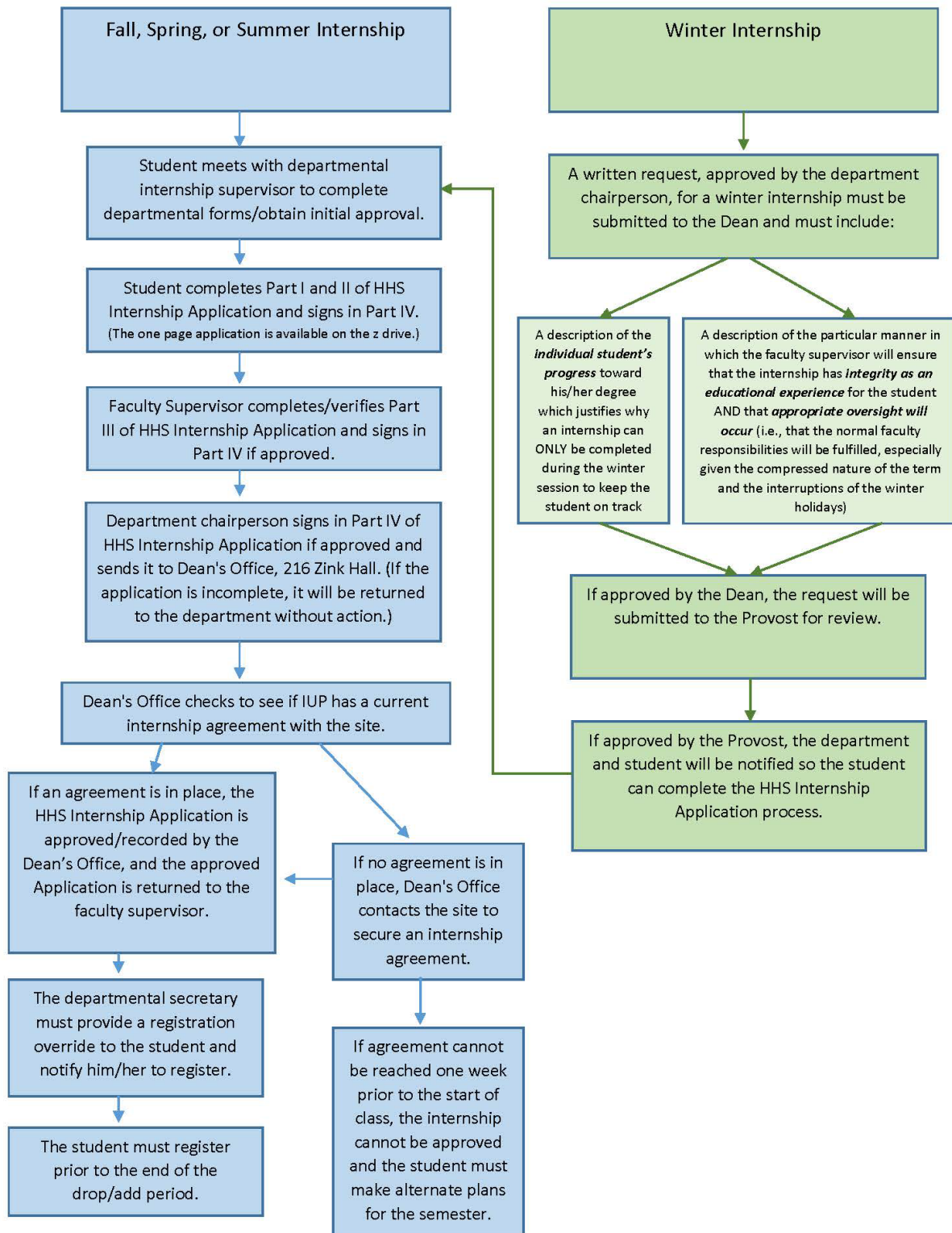
Before a student can enroll in HOSP 393 or HOSP 494 students must complete the following procedures:

A minimum of **twelve (12) weeks** prior the anticipated start of an approved internship, students must:

1. Meet with the Department Internship Coordinator to complete HHS Internship Application and obtain initial approval.
2. The student must submit a copy of their job description that includes job duties and develop a document that identifies nine learning objectives that they plan to meet through the internship experience and three career goals ([Goals and Objectives Worksheet](#)). These two items must be submitted to the Internship Coordinator along with the HHS Internship Application (see requirement #3 below).
3. Student completes [Part I and II of the HHS Internship Application](#) and signs Part IV (These forms are located at the department office, Ackerman 10).
4. The Internship Coordinator will complete and verify Part III of HHS Internship Application and sign in Part IV, **only for already approved sites**.
5. The Department Chairperson will sign Part IV of HHS Internship Application, if approved, and sends it to the HHS Dean's office in 216 Zink Hall.
 - **NOTE:** If the application is INCOMPLETE, it will be returned to the department without action.
6. The HHS Dean's office checks to see if IUP has a current internship agreement with the internship site.
7. The HHS Dean's office will approve or deny the internship agreement.
8. If the internship is approved, then the student will receive an email from Mrs. Sherry DiPaolo, Department Secretary, directing them to register for their internship course.
 - **NOTE:** The student **MUST register PRIOR to the end of the drop/add period** for the semester they will be completing their internship.
 - **IMPORTANT:** Hours worked in the internship WILL NOT START accumulating for credit until after the internship has been approved by the Dean's office and the student has registered for the correct semester.

**Winter internships are approved on a case-by-case basis ONLY. The University reserves the right to deny requests for winter internships.*

HHS Internship Approval Process



HOSP 393 EXPLORATORY HOSPITALITY FIELD EXPERIENCE GUIDELINES

1. Overview

The first internship experience requires students to obtain employment for a company within the hospitality industry for an entry-level or hourly position. Students should select a segment of the hospitality industry relating to their interested concentration area to obtain experience. Students will earn a minimum of three credits by working for a minimum of 120 hours (40 hours for each scheduled credit within a professional hospitality operation). The workbook detailing the student's experience will be submitted when the internship is completed. More details are provided below.

Prerequisites: HOSP 310, 2.0 overall GPA, 45 earned credits, and 12 earned HOSP credits.

2. Student Learning Outcomes

1. Integrate theory, practice and skills developed from their Core and Concentration courses to successfully complete the responsibilities assigned by their site supervisor.
2. Exhibit professional behavior necessary for job success and growth.
3. Acquire effective communication and networking skills specific to the industry sector of interest.
4. Exhibit teamwork in a professional setting.
5. Create an industry relevant resume.
6. Complete an Internship Portfolio per department guidelines.

3. Course Outline

Overview

1. Meet with an Internship Coordinator to complete the HHS Internship Approval Process.
2. Self-select an IUP approved, department specific site, relevant to the student's area of interest in hospitality, tourism, event planning and/or the food service industries, for the sole purpose of gaining practical, "hands-on" experience regarding work performed by industry professionals.
3. A minimum of 120 work hours within a professional hospitality industry operation, either within one, single operating department or rotating among various unit departments.
4. Submission of final internship portfolio to HOSP faculty internship instructor.

Prerequisite for Final Internship Portfolio Completion:

Students are required to submit a completed internship portfolio upon the conclusion of their 120 hours internship experience. To earn academic credit, the final written report must be submitted within 14 days of the end of the internship experience. The quality and completeness of the report according to the guidelines below will determine the student's earned grade.

4. Evaluation Methods

A. Final Internship Portfolio

Report Structure and Formatting Requirements

- a. Students are expected to type their report requirements in paragraph format.
- b. Proper grammar, spelling, and punctuation is expected.
- c. One-inch margins, 12-point font, Times New Roman, and double spacing.
- d. Submit in a three-ring binder with plastic page protectors.

Portfolio Content Requirements

- a. Cover Page
Include student name, student banner ID, internship site name, internship site address, dates internship was completed, semester of internship, name of internship class instructor, and date report was submitted to instructor.
- b. Written Report
 - a. Refer to Student – [393 Writing Assignment Guidelines](#)
- c. Appendix Items
 - a. [A1. Internship Site / Student Information Sheet](#)
 - b. [A2. Student – Proof of Internship Hours](#)
 - c. [A4. Evaluation of Internship Site – Student](#)
 - d. Updated Resume

*[A3. Evaluation of Student Interns – Site Supervisor](#) (This document should be sent directly to the internship instructor through mail, fax or scanned.)

Total possible earned points – 100 points

- B. Termination of internship with the exception of unavoidable closure of sponsoring site, will result in automatic failure of the internship course. Students needing to retake a failed internship must meet with hospitality internship committee prior to choosing an alternative site.

5. Grading Scale

- A 100%-90%
- B 89%-80%
- C 79%-70%
- D 69%-60%

F 59-0%

6. Special Resource Requirements

- A. Students should obtain a copy of the current HOSP Internship Guideline Handbook from the HOSP department office prior to applying in this course.
- B. Out-of-pocket expenses for professional business attire may be required.
- C. Out-of-pocket expenses for internship housing and transportation may be required.
- D. All internship experiences must be approved University, College, and Departmental policies.

HOSP 494 INTERNSHIP GUIDELINES

1. Overview

Provides practical experience in the hospitality industry with approved internship sites. May be scheduled only after consultation with the department internship coordinator. Requirements include rotating through three industry appropriate departments, specific to their career interests that give students a broad view of the various management systems in the organization, a work diary, and final report. See internship coordinator for more information.

2. Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Integrate HOSP 300 and 400 Level Core and Concentration courses to successfully complete the responsibilities assigned by their site supervisor utilizing the synergy between theory and practice to lead and manage others to the accomplishment of stated organizational goal.
2. Elaborate and describe positive work habits observed and behaviors by site mentor(s) specific to the accountability, leadership, and management to succeed in the industry sector identified for a viable career path and professional growth.
3. Articulate personal and professional goals.
4. Pursue full-time employment at self-selected properties utilizing developed industry networks.
5. Update your resume to reflect industry management and leadership skills acquired during your second internship.
6. Create an Internship Portfolio per department guidelines.

3. Course Outline

1. Meet with the Internship Coordinator to complete the HHS Internship Application.
2. Self-select an IUP approved, department specific site, relevant to the student's area of interest in hospitality, tourism, event planning and/or the food service industries, for the sole purpose of gaining practical, "hands-on" experience regarding work performed by industry professionals.
3. A minimum of 120 work hours within a professional hospitality industry operation rotating among various unit departments.
4. Submission of final internship portfolio to HOSP faculty internship instructor.

Prerequisite for Final Internship Workbook Completion:

Students are required to submit a completed internship workbook upon the conclusion of their internship experience. To earn academic credit, the final written report must be submitted within 14 days of the end of the internship experience. The quality and completeness of the report according to the guidelines below will determine the student's earned grade.

4. Evaluation Methods

Final Internship Workbook

Report Structure and Formatting Requirements

- Students are expected to type their report requirements in paragraph format.
- Proper grammar, spelling, and punctuation is expected.
- One-inch margins, 12-point font, Times New Roman, and double spacing.
- Submit in a three-ring binder with plastic page protectors.

Portfolio Content Requirements

- Cover Page
 - Include: student name, student banner ID, internship site name, internship site address, dates internship was completed, semester of internship, name of internship class instructor, and date report was submitted to instructor.
- Written Report
 - [Refer to Student – 494 Writing Assignment Guidelines](#)
 - Appendix Items
 - [A1. Internship Site / Student Information Sheet](#)
 - [A2. Student – Proof of Internship Hours](#)
 - * [A3. Evaluation of Student Interns – Site Supervisor](#) (*This document should be sent directly to the internship instructor through mail, fax or scanned.*)
 - [A4. Evaluation of Internship Site – Student](#)
 - [A5. Exiting Student Intern Information Sheet](#)
 - [A6. Networking – Job Interview Capture Sheet](#)
 - 7. Updated Resume and Cover Letter

Total possible earned points – 100 points

5. Grading Scale

- A 100%-90%
- B 89%-80%
- C 79%-70%
- D 69%-60%
- F 59-0%

6. Special Resource Requirements

- Students should obtain a copy of the current HOSP Internship Guideline Handbook from the HOSP office prior to enrolling in this course.
- Out-of-pocket expenses for professional business attire may be required.
- Out-of-pocket expenses for internship housing and transportation may be required.
- All internship experiences must be approved University, College, and Departmental policies.

PORTFOLIO WORKSHEETS

Pre-Internship Requirements

When meeting with the internship coordinator students must bring a copy of the job duties, identify 9 learning objectives they intend to fulfill from the internship experience, and identify three career goals. These goals should be written in a SMART format – Specific, Measurable, Achievable, Realistic, and Timely.

Students can should use the Goals and Objectives worksheet as a template. This worksheet is required for all internship experiences.

Goals and Objectives Worksheet

Entering the workforce as a graduating hospitality management major I have the following goals to progress in my career:

Goal #1: _____

Goal #2: _____

Goal #3:

Learning Objectives:

Upon the completion of this internship experience, I will be able to:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

Portfolio Cover Sheet



Internship: 393 or 494 (circle one)

Student Name: _____

Site Name & Location: _____

Site Supervisor: _____

Internship Instructor: _____

Date Submitted: _____

Student Signature: _____

Student – 393 Written Report Criteria

Please answer the following questions in as great as detail as possible. Your insight regarding your field experience is very important to your growth as an industry professional. It is equally important for the hospitality department to hear from you about the specifics of your exploratory field experience.

1. List the name and location of your site. Provide the history of your site, its business model (corporate, private, chain etc.) the style of service, room cost (if applicable) cuisine (if applicable) and all other revenue streams offered by this establishment (bar, room service, catering, convention etc.). Identify the size of the establishment and the number of employees employed.
2. Describe your internship job classification and title.
3. Describe the specific work area within the establishment where you have spent most of your internship. If more than one station/ work area was part of a rotation, describe all stations.
4. List the name and title of any supervisors who have directed your work during this experience. Describe the responsibilities of these supervisors.
5. Identify and describe in detail, your job duties and responsibilities. Elaborate how you performed the tasks associated with your job description. Describe any shift you are assigned, customer base you served, and accountability within a team environment.
6. Describe your work environment. Is it well organized, comfortable, appealing, safe and sanitary etc.?
7. Describe the rules and regulations for all employees. Describe the orientation and training process. Is there a uniform policy? If so, what is it?
8. What is the possibility of future employment with this establishment? Do they promote from within and would you consider this site for your second internship experience?
9. Describe how you achieved the nine self-developed learning outcomes through your experience. Include how you applied theoretical course content to your practical learning experience.
10. Based upon the three career goals you submitted to the internship coordinator, describe how this experience can be used to progress towards those goals? Have these career goals changed having now completed your internship experience? Explain.
11. Reflect on your overall experiences. In the reflection identify two strengths, you exhibited as an intern to contribute to the organization and two areas of improvement that you can strengthen going into your second internship experience.
12. Include a minimum of six pictures from your experience. Format and label in a professional manner.

**Your writing assignment for 393 must be turned in within 14 days of the end of your internship experience along with all other required documentation.*

Student – 494 Written Report Criteria

Please answer the following questions in as great as detail as possible. Your insight regarding your internship experience is very important to your growth as an industry professional. It is equally important for the hospitality department to hear from you about the specifics of your internship experience.

1. Describe your internship job classification and title. Provide an overview of the organization operating model (i.e. mission and vision statements).
2. Describe the specific work area within the establishment where you have spent most of your internship. If more than one station/ work area was part of a rotation, describe all stations worked.
3. Identify the name and title of each supervisor who has mentored you directly and how their guidance has helped you during this internship experience.
4. Identify and describe in detail, your job duties and responsibilities as stated in your job description. Describe any shift you are assigned, customer base you served, and accountability within a team environment.
5. Identify and describe three instances during your internship experience when you were able to exhibit problem solving skills? Describe the problem and outcome of each instance?
6. Describe five positive qualities of your site supervisor(s) you observed which demonstrate accountability, leadership, and management philosophies required for successful career development in the hospitality industry.
7. Describe what you have learned regarding the importance of exhibiting a positive attitude in the workplace. How has your attitude affected you and those that work closest with you?
8. Having gone through this internship experience, what have you learned about yourself that will help guide your career path going forward? Identify five key drivers in your explanation.
9. Describe how you achieved the nine self-developed learning outcomes through your experience. Include how you applied theoretical course content to your practical learning experience.
10. Based upon the three career goals you submitted to the internship coordinator, describe how this experience can be used to progress towards those goals? Have these career goals changed having now completed your internship experience? Explain. Have you been asked to stay on as a regular employee? If so, will you stay at this site?
11. Moving on from your internship site, what is the plan for your career path? Please provide both a 1-year and 5-year plan in as much detail as possible.
12. Include a minimum of six pictures from your experience. Format and label in a professional manner.

**Your writing assignment for 494 must be turned in within 14 days of the end of your internship experience along with all other required documents.*

A1: Internship Site / Student Information Sheet

Circle Course Number: 393 or 494

DAY ONE – ORIENTATION COMPLETION REQUIRED

Student Name: _____ Date: _____

Student Address: _____

Student Phone Number: _____ Student IUP Email: _____

Alternate Student Phone Number & Email: _____

Student Emergency Contact Number: _____ Relationship: _____

SITE INFORMATION

Site Name: _____ Site Phone Number: _____

Site Address: _____

Site Supervisor: _____ Title: _____

Site Internship Supervisor (If Different): _____

Site / Student Expected Internship Commitment End Date: _____

Student Signature: _____ Supervisor Signature: _____

A2. Student – Proof of Internship Hours

Circle Course Number: 393 or 494

To be completed and returned to the Department of Hospitality Management by all internship students at the completion of their required 120 hours. This form must accompany a print out from Sponsor Site Human Resources, Copy of Paystubs (if applicable) and/or the three signatures required below tracking tables.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Week 1							
Week 2							
Week 3							
Week 4							
Week 5							
Week 6							
Week 7							
Week 8							
Week 9							
Week 10							
Week 11							
Week 12							
Week 13							
Week 14							
Week 15							
Week 16							

Intern must place hours worked each day/week in the appropriate box. Total Hours: _____

I understand that my signature below denotes completion of the required 120-hour internship as required for successful completion of this course.

Student Name (print): _____ Signature: _____

Supervisor Name (print): _____ Signature: _____

2nd Site Representative Name (print): _____

2nd Site Representative Signature: _____

Thank you to all sponsor sites and supervisors who assist our interns in this important component of their education. Our relationship with industry employers is very important to the Department of Hospitality Management at Indiana University of Pennsylvania. If we can be of any service to your establishment(s) beyond the internship sponsor relationship, please contact our office at (724) 357 – 2626.

A3. Evaluation of Student Interns – Site Supervisor

Student: Print the “Internship Evaluation – Site Supervisor” Form and deliver to your site supervisor. Ask the supervisor to complete the evaluation form and mail, scan, or fax a copy of the completed, signed evaluation to the internship instructor.

Supervisors can mail completed evaluations to:

Attn: *(Instructors first and last name)*
Ackerman Hall, Room 10
911 South Drive
Indiana, PA 15705-1037

Scan: (Instructor’s email address)

Fax: 724-357-7582

Internship Evaluation – Site Supervisor

Student Name: _____ Date of Evaluation: _____

Internship Training Site: _____

Supervisor Name: _____ Title: _____

This evaluation is designed to provide both the school and the student interns your assessment of their performance under your supervision. It is used as a tool to improve the student's overall skills required for success in this profession. Please discuss your evaluation with the student(s) prior to them submitting this (and all internship documents) to the school's internship class instructor.

The student's grade for the internship is partially based on your evaluation. As such, please respond to the following using the grading rubrics provided below. If a correction needs to be made the site supervisor who issued the evaluation must initial the corrected performance rating.

Grading Rubrics:

- 5 – Performance above sponsoring site's expectations.
- 4 – Performance met sponsoring site's expectations.
- 3 – Performance met sponsoring site's expectations with minimum supervision.
- 2 – Performance met sponsoring site's expectations with significant supervision required.
- 1 – Performance failed to meet sponsoring site's expectations of an intern.
- N/A – Intern did not have an opportunity to perform or be evaluated in this area.

Skills:

- 1. _____ Knowledge of tools, equipment and handling of product.
- 2. _____ General Safety and Sanitation Exhibited.
- 3. _____ Organization and professional appearance of work station.
- 4. _____ Completes assigned tasks in professional courteous timely manner.
- 5. _____ Consistently demonstrates task appropriate techniques.
- 6. _____ Regularly produces expected guest satisfaction results.

Professionalism:

- 1. _____ Attendance and Punctuality
- 2. _____ Initiative & Motivation
- 3. _____ Willingness to Learn
- 4. _____ Demonstrates Ethical Decision Making (PLO #6)
- 5. _____ Attitude / Professionalism (PLO # 6)
- 6. _____ Grooming / Personal hygiene (PLO #6)

Supervision:

1. _____ Work's independently with minimal supervision.
2. _____ Effectively follow's direction.
3. _____ Open and accepting of constructive criticism
4. _____ Asks for clarity / help when necessary.
5. _____ Seeks feedback appropriately.
6. _____ Demonstrates Understanding of Organizational Goals (PLO #3)
7. _____ Communicates effectively with all levels of staff. (PLO #5)
8. _____ Has demonstrated industry desired leadership skills. (PLO#5)

Best Performance Characteristics:

Opportunities for Improvement:

Additional Comments:

Student Signature: _____ Date: _____

Supervisor's Signature: _____ Date: _____

Supervisor's Name (printed): _____ Phone: _____

Supervisor's Email: _____

Please return a copy of this evaluation form to the student's internship instructor, Nicole Buse, through fax, scan, or mail. Supervisors can mail completed evaluations to:

Attn: *(Internship Instructor's First and Last Name Here)*
IUP, Department of Hospitality Management
Ackerman Hall, Room 10, 911 South Drive
Indiana, PA 15705-1037
Scan: *(Internship Instructors Email Address Here)* or Fax: 724-357-7582

Thank you!

A4. Student Evaluation of Internship Site

Return this (student generated) site evaluation at the completion of both 120-hour internships required for graduation. Course Numbers (393) & (494) along with all other required documentation.

Student Name: _____

Training Site: _____ Date Evaluated: _____

Supervisors Name: _____

Please assess the internship site and supervisor on the following criteria:

Criteria	Excellent 5	Good 4	Fair 3	Poor 2	Additional Comments
Uses well maintained and up-to-date equipment					
Maintains safety regulations for equipment & facilities					
Maintains a safe & inviting facility					
Operates a clean & professional facility					
Understands and adheres to his/her responsibilities as the supervisor					
Supervisor willingly assists the intern(s) willingly					
Communicates effectively to the intern(s)					
Periodically meets with the intern(s) to discuss work progress					
Possess a desirable attitude to assist & teach intern(s)					
Models a professional work ethic					
Provides the intern(s) with appropriate learning experiences and opportunities					
Comments:					

Overall Site Evaluation

Criteria	Excellent 5	Good 4	Fair 3	Poor 2	Additional Comments
Rate your overall training experience with this operation					
Would you consider employment with this operation after graduation?					
Would you recommend this internship site to future students?					
Comments:					

A5. Exiting Student Intern Information Sheet

This form is to be completed and returned with all other required forms at the completion of your 120-hour internship (494). If your contact information changes, please update this information with the Hospitality Management Department at your earliest convenience.

Student Name: _____

Current Address: *This is the address at which you are currently residing.*

Telephone Number: _____

Non-IUP E-mail Address: _____

_____ I was not offered to continue my employment at my internship site.

_____ I will be continuing employment at my internship site.

_____ I will be returning to IUP for a Master's Degree Program.

_____ Program of Interest? _____

_____ I am looking for work elsewhere.

Optional information student wishes to share:

A6. Networking – Job Interview Capture Sheet for Portfolio

Hospitality Management Internship 393

Instructions: Identify five potential employers that you may be interested in working for upon completion of HOSP 393. Fill in the blanks below based upon your employment search.

To be completed for final HOSP 494 Internship

Company # 1	
Name of Company:	
Name & Title of Contact Person:	
Phone Number & Address:	
Email Address:	
How Known (How did you meet or who referred them):	
Additional Information or Advice Given:	
Date Resume & Cover Letter were Sent:	
Outcome – Interview or Phone Interview	

To be completed for final HOSP 494 Internship

Company # 2	
Name of Company:	
Name & Title of Contact Person:	
Phone Number & Address:	
Email Address:	
How Known (How did you meet or who referred them):	
Additional Information or Advice Given:	
Date Resume & Cover Letter were Sent:	
Outcome – Interview or Phone Interview	

To be completed for final HOSP 494 Internship

Company # 3	
Name of Company:	
Name & Title of Contact Person:	
Phone Number & Address:	
Email Address:	
How Known (How did you meet or who referred them):	
Additional Information or Advice Given:	
Date Resume & Cover Letter were Sent:	
Outcome – Interview or Phone Interview	

To be completed for final HOSP 494 Internship

Company # 4	
Name of Company:	
Name & Title of Contact Person:	
Phone Number & Address:	
Email Address:	
How Known (How did you meet or who referred them):	
Additional Information or Advice Given:	
Date Resume & Cover Letter were Sent:	
Outcome – Interview or Phone Interview	

To be completed for final HOSP 494 Internship

Company # 5	
Name of Company:	
Name & Title of Contact Person:	
Phone Number & Address:	
Email Address:	
How Known (How did you meet or who referred them):	
Additional Information or Advice Given:	
Date Resume & Cover Letter were Sent:	
Outcome – Interview or Phone Interview	

OVERVIEW OF FINAL PORTFOLIO SUBMISSION REQUIREMENTS

Final internship portfolios must be submitted within 14 days of the end of the internship experience according to the register semester. If the internship report is mailed, the postage date must reflect that the report was mailed by the 14-day deadline.

Portfolios can be mailed to the following address:

Attn: (*Internship Instructor's First and Last Name*)
IUP, Department of Hospitality Management
Ackerman Hall, Room 10, 911 South Drive
Indiana, PA 15705-1037

Final Internship Portfolio Final Submission HOSP 393 Checklist

- Include a cover page (refer to page 14 of the Internship Handbook)
- Written report should address the written report criteria
 - HOSP 393 refer to pp. 15-16 of the Internship Handbook
- Include the following worksheets as an appendix following your written report. Worksheets can be found in the Internship Handbook.
 - A1. Internship Site / Student Information Sheet
 - A2. Student – Proof of Internship Hours
 - A4. Evaluation of Internship Site – Student
 - Updated Resume

* A3. Evaluation of Student Interns – Site Supervisor

This form should be sent directly to the internship instructor by the internship site supervisor.

Final Internship Portfolio Final Submission HOSP 494 Checklist

- Include a cover page (refer to page 14 of the Internship Handbook)
- Written report should address the written report criteria
 - HOSP 494 refer to pp. 17-18 of Internship Handbook.
- Include the following worksheets as an appendix following your written report. Worksheets can be found in the Internship Handbook.
 - A1. Internship Site / Student Information Sheet
 - A2. Student – Proof of Internship Hours
 - A4. Evaluation of Internship Site – Student
 - A5. Exiting Student Intern Information Sheet
 - A6. Networking – Job Interview Capture Sheet
 - Updated Resume and Cover Letter

* A3. Evaluation of Student Interns – Site Supervisor

This form should be sent directly to the internship instructor by the internship site supervisor.