

EASTERN ILLINOIS UNIVERSITY
HOSPITALITY AND TOURISM DEPARTMENT
INTERNSHIP INFORMATION PACKET

HTM 3500:
HOSPITALITY &
TOURISM
PROFESSIONALISM
HTM 4275: Internship



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Assignments:

Successful completion of the internship course requires the following assignments to be submitted.

Syllabus Quiz:

During the first week of the course, a Syllabus Quiz will be completed to ensure the intern is aware of the course requirements for the internship.

Weekly Report Submission Instructions:

Submit weekly reports (Form E) via D2L each consecutive week during the internship. Late weekly reports are not accepted. One weekly report is provided in this packet for your reference. Download Form E from D2L and submit your weekly report as Microsoft Word document (.doc or .docx) by clicking file Save As within your word processing program, typing in a filename that includes your first and last name and weekly report number, pressing the down arrow to the right of Save as Type, scrolling down and selecting Microsoft Word (.doc or .docx), and clicking the Save button. Within the D2L Weekly Report Assignment Dropbox, click the Add Attachment button to locate where you saved your weekly report that was saved as a Microsoft Word document (.doc or .docx).

**** NOTE: IF YOU SEE THAT YOUR ATTACHED FILE HAS A .ink AT THE END OF THE FILENAME, YOU DID NOT ATTACH YOUR FILE AND WILL NEED TO PRESS THE Add Attachment BUTTON TO LOCATE YOUR ACTUAL FILE SAVED AS A Microsoft Word document (.doc or .docx) ****

Record of Internship Hours Instructions:

Each week the intern is to update the Record of Internship Hours and have the site supervisor initial each entry. The Record of Internship Hours form is to be submitted upon completion of the required hours and uploaded within the D2L Record of Hours Dropbox.

Midterm Evaluation and Improvement Plan Instructions:

At the midterm of the semester, the intern and the site supervisor are required to complete and discuss the mid-term evaluation. The evaluation will be sent as a Qualtrics questionnaire via e-mail to both the Site Supervisor and the intern. After both evaluations have been completed, the intern and the Site Supervisor will meet to discuss how the intern can improve during the second half of the internship. The intern will submit a Midterm Improvement Plan to the D2L Dropbox.

Final Evaluation Instructions:

Near the end of the internship, the final evaluation is completed and a conference between the intern and site supervisor is held. The evaluation will be sent as a Qualtrics questionnaire via e-mail to both the Site Supervisor and the intern.

Experiential Leadership Activity (ELA):

Students are required to complete an independent project during their internship and submit a PowerPoint presentation in D2L. The ELA should benefit the internship site and give the intern the opportunity to be solely responsible for the development and completion of their project. An ELA outline will be completed at the beginning of the semester and submitted to the Faculty Supervisor for review to ensure the anticipated project is appropriate for the intern and the internship site.

IMPORTANT: The CREDIT/NO CREDIT system is used for evaluation of your written work assignments and your internship performance for academic credit. All materials must be typed and are to be written in a professional manner, including correct grammar, sentence structure and punctuation. **A grade of NO CREDIT will be given if:**

- 1) Internship performance is not satisfactory
- 2) Written assignments do not meet the requirements
- 3) Assignments are not submitted by each due date
- 4) Internship work hours are not completed by the end of the semester

Example Only

Not for Course Use

Internship Application

Name:

E Number:

EIU Email:

Phone:

When did you complete HTM 3500 (or FCS 3500) with a C or higher?

Semester of Enrollment:

Number of semester hours you would like to earn for this course
(note: this should be determined in consultation with your academic advisor)

How many hours a week will you work?
(must be determined with your site supervisor, keeping in mind EIUs schedule and the number of internship hours required)

Internship Site:

Internship Site Supervisor:

Internship Site Address:

Internship Site Web Site:

Describe your responsibilities for the internship experience and how they relate to your area of study. Your responsibilities must be more than just entry level work and provide you the skills to be successful in your career field. Be specific.

Describe three to four objectives specific to your internship experience (what you hope to gain from the internship).

Outline of Experiential Leadership Activity. (Include what the project is, the importance of the project, objectives, and evaluation of success. f the

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INTERNSHIP WEEKLY REPORT

Report must be typed.

Name: _____ Week #: _____ For Week Beginning: _____

Weekly Hours: _____ Cumulative Hours: _____

Site: _____

Detailed description of weekly activities (300-500 words):

Example Only

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ELA Outline

Each three, six and nine credit hour interns are required to complete the Experiential Leadership Activity (ELA). This assignment provides the opportunity to engage in a self-guided activity that contributes to the internship site and those served and provides a leadership opportunity.

Through the ELA assignment you will:

- 1). Identify an area in your internship site that could benefit from enhancement/improvement,
- 2). prepare a theory-based rationale for the intended activity,
- 3). Participate in activity (upon approval by Site Supervisor and Faculty/Internship Coordinator), and
- 4). prepare documentation of the activity in the form of a ppt presentation.

The ELA can address any one of the following broad aspects of the internship experience:

- 1). an activity of value to your internship site (e.g., plan and facilitate a special event, implement a new social media presence, design a brochure for marketing the establishment),
- 2). assist in the preparation of future interns (e.g., comprehensive list of potential sites in an infographic, ppt with advice on finding an internship, video interview with professional in the field, or brochure for recruitment), or
- 3). provide resource materials for a specific population (e.g., list of hotel partners in an area or special event vendors).

Directions for the ELA Outline. This assignment needs to include the following components:

- Rationale (3 paragraphs at the top of the outline)
 - o description of the need for, and your ability to complete, your activity
 - o importance of the project, supported by credible sources
- Impact of activity on internship site (2 paragraphs)
 - o How will the activity help others?
- Timeline (i.e., how long will your activity take)
- Assessment of the success of your activity (1 detailed paragraph)
 - o How will you determine the success of your activity?
- Reference list of five academic resources (separate from the outline with a heading)
 - o Use APA format
 - o Identify at least five academic (i.e., peer reviewed) journal articles dated 2010 or later that will help you support, plan and facilitate your activity.

Example Only

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ELA PowerPoint

Directions. Your PowerPoint is due at the end of the semester, upon the completion of your internship. Your presentation is uploaded to a discussion post for grading and must include the following:

- **Introduction: 1-3 slides**
 - o Name and city of internship site
 - o Description of your site
 - o Your role at the site
- **Title and description of the activity: 1 slide**
- **Rationale for the activity** (i.e., why is your activity of benefit): **2 slides**
 - o Include information gathered from at least five academic (i.e., peer reviewed) journal articles dated 2010 or later, reported using a reference page in the APA format.
- **Timeline Graphic** (i.e., how long did it take to complete from start to finish, what steps were involved?): **1 slide**
- **Product/Documentation: no slide requirement**
 - o Photos of activity (be mindful of confidentiality), example of materials, screen shots from social media

Overview of HTM 4275 Internships Paperwork Requirements:

Items to be completed	Where to locate paperwork	Where to submit paperwork	Due Date
Internship Application	https://www.eiu.edu/hsc/mach/form/view.php?id=4080	Submitted automatically to the Internship Coordinator	Fall: August 1 st Spring: December 1 st Summer: April 20 th
Internship Agreement	E-mailed to the Site Supervisor by the Internship Coordinator	E-mail to nhugo@eiu.edu or mail to EIU, 600 Lincoln Ave., Lumpkin Hall 3108	Before the start of the academic semester
Syllabus Quiz	D2L Assessment--Quizzes	Automatically submitted through D2L	First week of the semester, list on D2L
Internship Weekly Report	D2L Content	D2L Dropbox	Every Monday by 11:59p
Record of Internship Hours	D2L Content	D2L Dropbox	<ul style="list-style-type: none"> Update and obtain Site Supervisor Signature EACH WEEK Submit final at the completion of the internship hours.
ELA Outline	D2L Content	D2L Dropbox	At the beginning of the semester, listed on D2L
<ul style="list-style-type: none"> Midterm Self-Evaluation Midterm Site Supervisor Evaluation 	E-mailed to the Site Supervisor and intern by the Faculty Supervisor	Submitted automatically to the Faculty Supervisor	MIDTERM <ul style="list-style-type: none"> 60 hours of work for 3 sh 120 hours of work for 6 sh 180 hours of work for 9 sh
Midterm Improvement Plan	D2L Content	D2L Dropbox	MIDTERM <ul style="list-style-type: none"> 60 hours of work for 3 sh 120 hours of work for 6 sh 180 hours of work for 9 sh
<ul style="list-style-type: none"> Final Self-Evaluation Final Site Supervisor Evaluation 	E-mailed to the Site Supervisor and intern by the Faculty Supervisor	Submitted automatically to the Faculty Supervisor	FINAL <ul style="list-style-type: none"> 120 hours of work for 3 sh 240 hours of work for 6 sh 360 hours of work for 9 sh
ELA PowerPoint	D2L Content	D2L Discussion Board	End of the semester