Summer Internship Handbook
HOSP 495
Hospitality Internships
Hospitality and Tourism Management
Northern Illinois University
Wirtz Hall
DeKalb, IL 60115
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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 participated in an internship class need to have completed the following three courses: HOSP 302 or HOSP 304, HOSP 316 and HOSP 498. Meet with your academic advisor and the internship coordinator to discuss future goals and your desires as you plan for your internship. Most students do their internship over the summer or spring. For summer, you are expected to work for 400 hours in 8-10 weeks. It is a full time experience. Do not plan to hold another job or take classes during the summer semester. For fall, you are expected to work for 400 hours in 15 weeks. You should not hold another job or take more than 9 credit hours from other classes while you are doing your internship. Internships are paid experiences. The rate of pay is left between you and your internship site. You must be enrolled in HOSP 495 for 8 credit hours following the university guidelines to receive internship credit.

Internships are to be secured by the student with the help of the internship coordinator. Hospitality Recruitment Day is the annual event designed to help you network with various companies in spring semester. However, do not limit your search to this event. There are many excellent employers out there! Decide what segment of the industry you are particularly interested in exploring during your internship and then determine what companies in that segment of the industry are in the geographic area that you will be living in for the summer.

After you select a location and have it approved by the internship coordinator, contact that person with your cover letter, an Internship Handbook, and your resume to see if they are able to offer you an internship experience. Sometimes the internship coordinator can help you with the initial contacts, so please talk with her first.

During the internship, the student should learn how to “do the work” in as many areas of operations and administration as possible. The student should become familiar with industry vocabulary, business practices and customer service. The student should also gain a basic understanding of organizational structure and be exposed to as many administrative areas, such as finance, marketing, sales and personnel, as possible.
NORTHERN ILLINOIS UNIVERSITY HOSPITALITY INTERNSHIP
HOSP 495 SYLLABUS
Summer

INTERNSHIP COORDINATOR: Lan Li

OFFICE: 158 Wirtz Hall

MAILING ADDRESS: School of Family and Consumer Science, Northern Illinois University, DeKalb, IL 60115

OFFICE PHONE: 815-753 6385; FAX: 815-753-1321 E-MAIL ADDRESS: lanli@niu.edu

SCHEDULED HOURS:
To be decided by the site preceptor and students and verified by students for coordinator. One Credit hour roughly equates to 50 working hours. The semester is based on a 8 week experience, and a normal load of 400 hours (50 hours per week for 8-10 weeks).

COURSE DESCRIPTION: A semester of work experience in an approved hospitality organization for students to observe, participate in, and analyze the field that they have chosen as their career.

COURSE OBJECTIVES: During the internship, the student shall:

- Learn how to “do the work” in as many areas of operations and administration as possible
- Become familiar with industry vocabulary, business practices and customer service
- Be able to demonstrate an understanding of organizational structure
- Be exposed to as many administrative areas as possible, including, but not limited to, finance, marketing, sales and personnel

COURSE GRADING
A letter grade will be given only after completing the following requirements:

1. Internship contract 10 points
2. Company profile 20 points
3. Weekly Experience Review (6 reviews x 5 points each) 30 points
4. Employer Evaluation and Verification of Hours (15 each X 2) 30 points
5. Self Evaluations (10 point each x2) 20 points
6. Final Report 30 points

Total 140 points
HOSPITALITY INTERNSHIP STUDENT CONTRACT
SCHOOL OF FAMILY AND CONSUMER SCIENCES
NORTHERN ILLINOIS UNIVERSITY

STUDENT INTERN: ________________________________________________

SUMMER ADDRESS: __________________________ CITY/STATE: _____________

SUMMER PHONE: ______________________________ ZIP: __________________

E-MAIL ADDRESS USED: ____________________________________________

NAME OF INTERNSHIP OPERATION: ______________________________________

NAME/TITLE OF INTERNSHIP PRECEPTOR: ________________________________

ADDRESS: __________________________________ CITY/STATE: _____________

PHONE: __________________________ ZIP: _____________________________

INTERNSHIP COORDINATOR: Lan Li 815-753-6385, lanli@niu.edu

GENERAL TERMS:
I, __________________________ will enroll in HOSP 495 at Northern Illinois University during summer for 8 credit hours. This means I will work approximately 40 hours per week for 8-10 weeks. I understand that I must work at least 50 hours at the internship site for each credit of HOSP 495 that I register for 8 credits and work for a total of 400 hours.

I have met with my internship coordinator and received HOSP 495 syllabus and class objectives. I have fulfilled the necessary prerequisites for the internship, including HOSP302 or HOSP 304, HOSP 316 and HOSP 498.

I have met with the site preceptor and obtained a signed copy of the Employer Letter of Understanding, a copy of which is then given to the internship coordinator.

I have completed and signed an Intern Job Description as discussed and agreed upon with the site preceptor and secured a signature of agreement from my site preceptor on that Job Description, a copy of which is then given to the internship coordinator.

I have read and signed a Dismissal Policy from Internship form.

I understand and agree to the terms specified above in this student internship contract.

INTERN SIGNATURE: _____________________________________________

DATE: _____________

This signature page is to be signed, copied and returned to the internship coordinator.
STUDENT RESPONSIBILITIES TO THE INTERNSHIP SITES:
1. I will fulfill all job responsibilities set forth in the Intern Job Description, plus other duties as assigned by my internship preceptor.

2. I realize that this internship is considered a professional placement and if extended days are missed, they will be made up. Vacations or holidays will be taken in accordance with the Internship Site calendar, rather than the university calendar.

3. I will make requests for absences from work from the site supervisor, as would be expected of a regular employee, as well as notify the supervisor, as soon as possible, of any absence due to an emergency or illness.

4. I recognize that I am responsible for personal transportation to and from the internship site, and that I must carry at least the minimally designated automobile insurance required by the state.

5. I will maintain confidentiality of my site materials in accordance with the policies of the corporation.

6. I will be a good employee: ask questions, be observant, get involved and represent Northern Illinois University in a professional manner.

7. I will work to gain first hand knowledge and apply management theory to analyze the practices of management in the industry.

8. I will demonstrate an attitude and demeanor of professionalism as a prospective manager in the hospitality industry.

STUDENT RESPONSIBILITIES TO THE UNIVERSITY:

Before Beginning On Site:

1. I will enroll in HOSP 495 for 8 credits before the end of the fall semester.

2. I will complete all requirements as outlined on HOSP 495 syllabus.

3. I will research the company I will be working for and write a 2-page paper about the company and the client location to be turned into the internship coordinator before going on site.

During the internship:

4. I will keep a daily or weekly log of activities which is to be submitted to the coordinator through the class Blackboard (an internet based communication space) on a weekly basis by Sunday of each week from 7 weeks.

5. I will provide verification of work hours, filled out by the intern and signed by the preceptor to the coordinator each week or at least by the end of the semester. A copy of the company time-card may be substituted.
6. I will help to arrange a visit for the internship coordinator on site at least once during the semester. I will be available to meet at that time, as will my site preceptor if possible.

7. I will contact the internship coordinator immediately if I have problems or concerns about my internship experience that I am unable to resolve with my site preceptor. I understand that the coordinator is my advocate and is there to help me get the best experiences possible from this internship.

At the End of the Internship Semester:

8. The intern will submit a typed paper (5 to 10 pages) to the internship coordinator covering the following areas:

- Describe the purpose and structure of the internship site.
- Describe your duties and accomplishments as an intern, and how they relate to the internship site.
- What were the most helpful and least helpful aspects of the internship to you?
- In what specific ways have your professional skills improved during the course of the internship?
- Other reflections on the internship as a whole, your contributions to the working unit, the company as a whole, and your general overview of the experience.
- Are there any ways in which you think this internship could be modified to be more valuable for someone else like yourself in the future?

Grades for the internship experience will not be submitted until this report is received. This report will be due on the Monday of the 8th week of the semester.

9. Twice during the internship (at week four and week nine) the intern will do a self evaluation using the HOSP 495 Self Evaluation Form given. The site supervisor will also do a student evaluation using the Employer Evaluation of Intern Performance form, and the intern and site supervisor will discuss the evaluation, and then e-mail Dr. Li a copy.
DISMISSAL POLICY FROM INTERNSHIP EXPERIENCE

University policy requires that all students be informed of the possibility of being dismissed from practicum and internships as such possibility exists, no matter how remote. Please read the following, then date and sign one copy and return to the faculty internship coordinator indicating you understand this procedure and the basis for dismissal.

Students may be dismissed from the internship for the following reasons:

1. **Violation of the procedures, policies, or ethics of the cooperating internship site as judged by the site preceptor or the intern coordinator.**

   This would include such behaviors as violations of confidence, deliberately and continually disobeying a supervisor, acting in such a way as to put clients or agency staff in physical or emotional jeopardy, acting in such a way as to place the site in an ineffective or extremely embarrassing position or other such deliberate and continual acts of misconduct or infractions of rules.

2. **Acting in an unprofessional manner.**

   Students may be dismissed for engaging in unprofessional behavior, as judged by the site or intern coordinator, which severely diminishes the effectiveness of the site, places clients, staff or innocent bystanders in physical or emotional jeopardy, tends to represent self as having more authority, control, power, credentials or ability than that of a site intern or any other unprofessional behavior that seriously calls into question an individual intern’s ability to handle the demands of internship.

3. **Gross incompetence or negligence.**

   As judged by the site or the intern coordinator, so as to endanger the physical and psychological health of clients, staff, or others, having the effect of creating unnecessary risks and dangers for clients, staff or the general public.

4. **At the request of the site or intern coordinator.**

   In addition to dismissal for the intern’s own misbehavior, he/she should be advised that a site may request removal of an intern for situational reasons peculiar to that site (e.g. inability to give proper supervision). Also, the student intern should be aware that the intern coordinator may withdraw an intern at any time from internship if it is felt that either 1) the intern is being physically damaged by the experience, or 2) the intern is getting a completely inadequate or inappropriate internship experience, or is being inadequately supervised. In any of these circumstances, where a specific internship site or setting is terminated for the student, the intern coordinator will make an effort to secure another setting in accordance with the following options. (determined by the internship coordinator): a) secure a new internship site for the remaining weeks of the internship; 6) reduce the number of credit hours for the semester to correlate with clock hours already completed (using formula of 1 credit hour for every 50 hours...
of work); c) any of the equitable arrangement that can be worked out between the intern coordinator and the student intern.

**NOTE:** The intern coordinator, of the School of Family, Consumer and Nutrition Sciences, or Northern Illinois University, has no responsibility to secure a new site for students who are dismissed because of their own misbehavior. Student may appeal any dismissal or grade through the normal grade appeal system.

Student Signature ____________________________
## Internship Checklist

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<tr>
<th>Date</th>
<th>Item</th>
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<tbody>
<tr>
<td>_____Before internship enrollment</td>
<td>Completed HOSP 302 or HOSP 304, HOSP 316, and HOSP 498</td>
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<tr>
<td>_____Early in college career</td>
<td>Resume developed</td>
</tr>
<tr>
<td>_____Early in process</td>
<td>Visit career services and get advice on resume</td>
</tr>
<tr>
<td>_____Two semesters before</td>
<td>Research internship locations to meet your careers goals</td>
</tr>
<tr>
<td>_____Two semesters before</td>
<td>Write cover letter</td>
</tr>
<tr>
<td>_____One or two semesters before</td>
<td>Contact internship site and secure an interview for internship experience</td>
</tr>
<tr>
<td>_____Semester before</td>
<td>Obtain a letter of understanding from employer</td>
</tr>
<tr>
<td>_____Semester before</td>
<td>Enroll in HOSP 495 to receive credit for internship</td>
</tr>
<tr>
<td>_____Semester before</td>
<td>Attend pre-internship meeting held by HATM internship coordinator</td>
</tr>
<tr>
<td>_____Semester before</td>
<td>Turn in internship paper to instructor</td>
</tr>
<tr>
<td>_____Semester of internship</td>
<td>Attend internship and complete assignments in a timely manner</td>
</tr>
<tr>
<td>_____Semester of internship</td>
<td>Complete all requirements of HOSP 495 syllabus</td>
</tr>
<tr>
<td>_____Semester of internship</td>
<td>Make sure documentation has been received from your employer and that you completed 400 hours of internship experience</td>
</tr>
<tr>
<td>_____Semester of internship</td>
<td>Receive grade for course</td>
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Letter of Understanding

The School of Family and Consumer Sciences at Northern Illinois University offers a four-year Bachelor’s Degree in Hospitality and Tourism Management. Our majors receive practical hands-on experience to balance the theoretical knowledge acquired in the classroom.

Each student must complete 400 hours of internship hands-on training in the hospitality industry to both receive college credits and as a requirement for graduation. All internship employers should attempt to expose students to at least two operational areas in order to offer a thorough knowledge of the business. Naturally, practical considerations may modify how this happens.

Students will be scheduled according to your company’s needs, including weekends, and will be supervised at each stage. Student’s wages should be an agreed upon standard rate per hour, regardless of departments during their training.

Students will be visited or contacted by the Faculty internship coordinator and receive information on their progress on a regular basis.

Upon completion of training, each student will be evaluated by your company using the Employer Evaluation provided by this department. The student will receive a grade based upon the evaluation.

We appreciate your company’s participation in this program and acceptance of the student as an intern.

Expectations of the Employer:

Each student in the hospitality program must complete a 400-hour internship in the hospitality industry as a requirement for graduation. During this internship it is expected that the employer will:

- _____ Allow the student to work 400 hours of hands on experience and expose the student to the various management aspects of the industry
- _____ Help the student develop a job description for the internship, planning what the internship experience will be and the time frame surrounding those experiences
- _____ 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
- _____ Agree to a standard rate per hour of pay, regardless of departments or duties assigned to the student during training
- _____ Complete an evaluation of the student’s behavior twice during the semester using the form provided, and go over that evaluation with the student to help improve performance and set new goals.

Please complete the Letter of Understanding and return to the student. He/she will provide a copy to the internship coordinator, who can be contacted at the following address
Lan Li
Coordinator of Hospitality and Tourism Management
School of Family and Consumer Sciences
Northern Illinois University
DeKalb, IL 60115
815-753-6385
e-mail: lanli@niu.edu
815-753-1321-FAX

Name of Student Intern:_____________________________________________

Company Name:___________________________________________________

Company Address:_________________________________________________

Company Telephone #:______________________________________________

Name & Title of Preceptor: ________________________________

Signature of Preceptor: ________________________________

Date:_________________________________________
Employer Evaluation of Intern Performance

To be completed twice during the semester and returned to the internship coordinator (a weblink will be provided to you on week 4th and week 9th and you will do the evaluation online)

Name of Student Intern: ________________________________________________
Company Name: _______________________________________________________
Company Address: _____________________________________________________
Company Telephone #: ________________________________________________
Name & Title of Supervisor: _____________________________________________
Internship Starting Date: _________________ Ending Date: _________________
(Month/Day/Year) (Month/Day/Year)
Total Hours Worked: ___________________________

Please rate the internship student on each of the following characteristics. Place a check next to the statement that most accurately describes the performance of the student.

1. Leadership Characteristics: Is mentally alert; exercises self control; demonstrates drive and vitality; is poised and confident; dependable.
   ___ 1. Very Acceptable
   ___ 2. Acceptable
   ___ 3. Not Acceptable

2. Communication Skills (oral): Communicates effectively; presents ideas simply and clearly; uses good grammar; speaks clearly and concisely; making effective oral presentations; active listening skills.
   ___ 1. Very Acceptable
   ___ 2. Acceptable
   ___ 3. Not Acceptable
3. **Communication Skills (written):** Ability to present ideas simply and clearly; demonstrates professional writing skills; communicates well via e-mail; creates clear, concise documents using appropriate style, format, spelling and grammar; carefully interprets written communication.
   ___ 1. Very Acceptable  
   ___ 2. Acceptable  
   ___ 3. Not Acceptable

4. **Professional Knowledge and Skills:** Has an understanding and general knowledge of the appropriate academic content; has the skill and knowledge to achieve responsibilities; ability to apply skills at work.
   ___ 1. Very Acceptable  
   ___ 2. Acceptable  
   ___ 3. Not Acceptable

5. **Customer Service Skills:** Is friendly, understanding and helpful to customers; courteous and tactful to customers
   ___ 1. Very Acceptable  
   ___ 2. Acceptable  
   ___ 3. Not Acceptable

6. **Professional Habits:** Shows an interest in his/her chosen profession; works towards self-improvement; is an enthusiastic worker; works well with colleagues from diverse background.
   ___ Very Acceptable  
   ___ 2. Acceptable  
   ___ 3. Not Acceptable

7. **Absenteeism**
   ___ 1. Is not a problem with the student. (Acceptable)  
   ___ 2. Is a problem with the student. (Unacceptable)

8. What are the outstanding attributes of this student?
   ____________________________
   ____________________________
   ____________________________

   __________________________________________________________
9. Describe any problems the student encountered in the work environment:

____________________________________________________________

____________________________________________________________

____________________________________________________________

10. What areas does this student need to improve most?

____________________________________________________________

____________________________________________________________

____________________________________________________________

11. (Optional) Would you hire this student? Yes ____ No ____

12. Have you discussed this evaluation with the student: Yes ____ No ____

13. Please make any other comments you feel would be helpful to the department faculty in aiding this student to develop proper skills for working in the Hospitality Industry:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
NIU Hospitality Management Internship- HOSP 495

Student Self Evaluation Form
To be completed twice during the semester and returned to the internship coordinator (a weblink will be provided to you on week 4th and week 9th and you will do the evaluation online)

Using the scale below from very high competency to very low competency, please indicate how competent you feel in the following skills.

**Focusing on Customers:**

a. Actively listens and asks questions to assess the level of satisfaction with the service being provided and to prevent problems from occurring
   1=not at all competent
   2
   3
   4
   5= very competent

a. Regularly monitors customer satisfaction and takes personal responsibility to ensure it
   1=not at all competent
   2
   3
   4
   5= very competent

b. Corrects problems promptly and non-defensively
   1=not at all competent
   2
   3
   4
   5= very competent

**Communicating openly:**

a. Asks questions as necessary to clarify the message
   1=not at all competent
   2
   3
   4
   5= very competent
b. Actively listens and responds to associates
   1 = not at all competent
   2
   3
   4
   5 = very competent

c. Speaks clearly and articulately with individuals and groups
   1 = not at all competent
   2
   3
   4
   5 = very competent

**Leading:**

a. Makes decisions and commits to a course of action with information available
   1 = not at all competent
   2
   3
   4
   5 = very competent

b. Addresses conflict in a timely manner
   1 = not at all competent
   2
   3
   4
   5 = very competent
**HOSP 495 Job Description Worksheet**  
(May substitute standard job description from the operation)

Student Name: ________________________________________________________________

Name of Company: ____________________________________________________________

<table>
<thead>
<tr>
<th>Name of positions to be held</th>
<th>Description of job duties to be performed</th>
<th>Expected length of time in this position</th>
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Signature of preceptor: _________________________________________________________

Signature of student: _________________________________________________________

A copy of this form is to be returned to the internship coordinator before the beginning of the internship.