

**TROY Online Undergraduate Internship
Packet HSTM 4488 Internship I
Information Guide and Appendices**

**School of Hospitality, Sport and Tourism Management
323 John Lewis Hall, Troy University
Troy, Alabama 36082
Phone: (334) 670-3827**

TROY Online Student Contact(s):

Dr. Michael Carroll, Global Campus Coordinator
220. E. Central Parkway, Suite 1020
Altamonte Springs, FL 32701
(407) 830-2543
mscarroll@troy.edu

**School website:
troy.edu/hstm**

Dr. _____, Director
School of Hospitality, Sport and Tourism Management
327 John Lewis Hall, Troy University
Troy, Alabama 36082

Objective s of the HSTM Internship Program

The HSTM internship program offers students a broad range of experiences in which to complete their practicum and internship assignments. One of the most important factors in ensuring a successful experience is matching the interests and preparation of the student with qualified personnel from agencies across the state, region, nation and world. The specific purposes of the internship program for the student, agency, and university are as follows:

1. To provide students with experience upon which to build their professional careers, to enhance understanding of theory and technique through practical applications, and to provide the opportunity for students to develop skills and knowledge within identified areas of professional interest.
2. To broaden concepts of

required by the agency depending upon the type of experience undertaken. Assigned supervisors from both the agency and the University will jointly share supervision of the student. (Questions? Contact Internship Program Coordinator)

Financial compensation to the student during the internship experience is not required. The student may not receive credit for work being done at an

variety of challenging experiences.

Responsibilities of the Student

The student is responsible for completing the requirements of the internship experience and following the general guidelines listed below:

1. Submit a letter of application and resume to the agency or agencies where you are interested in completing your practicum/internship assignment. Internship experiences may only be completed at sites, which have been approved by the Internship Program Coordinator;
2. Provide the agency with personal background information and academic achievement before your arrival at the agency (if requested);
3. Make arrangements for your own housing when appropriate. Agency supervisors may assist you with this task since they are more familiar with the housing situation in their community;
4. With the assistance of the Internship Agency Supervisor, develop a set of objectives and assignments to be completed during the experience. A copy of these objectives must be submitted to both the Internship Program Coordinator and Agency Supervisor before the start of the practicum/internship;
5. All students must follow the policies and duties outlined by the agency and meet

party. Inform the student of all regulations and practices, which must be observed by the student.

5. Evaluate the work of the student:
 - a. Discuss with the student specific indications of progress, strengths, and weaknesses;
 - b. Set an example by presenting criticism in a constructive, objective, and tactful manner; and
 - c. Complete the written evaluation forms (A-3, A-8, A-9, A-10) provided by the Internship Program Coordinator and discuss your comments with the intern.

Responsibilities of the Internship Program Coordinator

1. Supervise arrangements for and give final approval of all student assignments.
2. Represent the university in all official

A-1

**Troy University
School of Hospitality, Sport and Tourism Management
HSTM Internship Request Form**

Must be submitted before pre-registration of internship.

name: _____

Address: _____

Phone: _____ I.D. Number: _____

University E-mail: _____

A-2

Troy University
School of Hospitality, Sport and Tourism Management
Agency Internship Agreement Form
Troy University

Must be submitted before beginning internship.

Agency: _____ Phone: _____

Address: _____

City: __ State:

Troy University
School of Hospitality, Sport and Tourism Management
Agency Orientation and Student Assignment Checklist

Student's Name:

To ensure that this student has a thorough understanding of the agency/program and his/her responsibilities, this form should be completed during the first week of the internship and mailed, emailed, or faxed to the Internship Program Coordinator. The Agency Supervisor's signature verifies that the student has satisfactorily completed an agency orientation, inclusive of the information below, and understands his/her future role in the agency.

Please discuss the following topics with the intern:

1. Mission statement and goals of the Agency/Program
2. History of Agency/Program
3. Services provided by the Agency/Program
4. Population served by Agency/Program

Troy University
School of Hospitality, Sport and Tourism Management
Initial Report

Initial Report Outline

Complete and submit the following information to Internship Program Coordinator the Friday following the first week of the internship.

I. Cover Page (Information is to be centered and double spaced on page)

Site name, and semester of internship

II. Internship Objectives

Student must list 10 observable or measurable objectives for the internship.

Objectives should reflect actual skills, experiences or exposure desired by the student during their internship experience

Objectives will be used to evaluate internship and agency in FINAL REPORT.

III. Assigned Roles and Responsibilities

Student must identify their expected or assigned roles and responsibilities at the agency.

IV. Work Schedule

Student must provide a weekly/monthly schedule of days and times they will work at the agency site.

Weekly schedule should reflect 16 to 20 hours per week for the internship.

V. Personal and Agency Expectations

Discuss your expectations of the internship experience with the selected agency.

Discuss the expectations of you during the internship.

A-10

A-10 continued)

Demonstrates effective leadership techniques 5 4 3 2 1 0

Observes rules and agency practices 5 4 3 2 1 0

COMMUNICATION SKILLS

Can express him/herself in writing 5 4 3 2 1 0

Can express him/herself orally 5 4 3 2 1 0

Communicates well with supervisor 5 4 3 2 1 0

Communicated well with public/clients 5 4 3 2 1 0

Makes use of available media in promoting programs 5 4 3 2 1 0

Demonstrates ability to accept ideas,
methods, or plans from other staff members 5 4 3 2 1 0

PERSONAL QUALITIES

Exhibits self-discipline 5 4 3 2 1 0

Demonstrates creativity 5 4 3 2 1 0

Shows adaptability 5 4 3 2 1 0

Has curiosity and desire to learn 5 4 3 2 1 0

Shows courtesy towards others 5 4 3 2 1 0

Accepts direction and criticism 5 4 3 2 1 0

internship.

1. In what areas does the student excel?

A-10 (continue d)

2. In what areas does the student need further development?

3. Any other comments?

(circle one)

30 29 28 27 26 25 24 23 22 21 20 19 18 17 16 15 14 13 12 11 10 9 8 7 6 5 4 3 2 1 0

Signature of Agency Supervisor

Date

Signature of Student

Date

**TROY Online students send
to:** Internship Program
Coordinator Dr. Michael
Carroll
220 E. Central Parkway, Suite 1020
Altamonte Springs, FL 32701