

# School of Hospitality Leadership Internship Guidelines

Students are responsible for locating an appropriate internship.

All internships must be approved.

A list of approved internships is available from the course instructor for HMGT 3990 and or the School of Hospitality Leadership office. If you select an employer that is already on the employer internship approved list, you do not need to obtain another approval.

## Internship Minimum Requirements:

1. Position within a facility that delivers service in a hotel/lodging operation, a restaurant/foodservice operation, or convention/special event operation.
2. Assignment of a mentor/supervisor that is readily accessible and has experience in the area(s) of responsibility to which you are assigned
3. A management component that differentiates at least a part of your responsibilities from other hourly workers. The management component may include planning, placing orders, scheduling employees, training, supervising the work of others, evaluating events, or evaluating employees.
4. A written job description.
5. Performance reviews at mid period and at the end of the internship.
6. The internship may be paid or unpaid.
7. SUGGESTED BUT NOT REQUIRED: Consistent with business need, the employer could assign to you a project that is important to the business.

## To get an internship approved if it is not on the approved list:

1. A written job description that describes the internship position in a way that meets *all* of the above minimum requirements
2. Name, position, and contact information for the person who will supervise your internship
3. Send items 1 and 2 to [dennisond@ecu.edu](mailto:dennisond@ecu.edu) at least 30 days before your start date.

## The internship class HMGT 3990

Students enroll in the internship course at the same time that they complete their work experience. Most students enroll in the internship class during the 11-week summer session prior to their senior year.

1. The class is taught on Blackboard and does not meet face-to-face, so students do not need to be in Greenville.
2. Course requirements:
  - a) Mid-point and final self-evaluations
  - b) Mentor agreement and supervisor mid-point and final evaluation
  - c) Two written assignments that total 10 - 15 pages of written work
  - d) Documentation of 400 hours of experience

Questions? Please contact Dr. O'Halloran, Director, at [ohalloranr@ecu.edu](mailto:ohalloranr@ecu.edu)

