



HART SCHOOL

JAMES MADISON UNIVERSITY

Hospitality Management Summer Internship Approval Summer of 2018

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Website: https://www.jmu.edu/hartschool/hospitality-management/internships-job-opportunities.shtml		

Please Print - Student Intern

Student Intern Name	
JMU ID number	
Cell Phone	
JMU e-Mail and an alternative e-mail	
Start and End Dates at Site <i>(May 7, 2018, to August 25, 2018)</i>	Start End Date

Please Print - Sponsor

Name of Internship Site	
Type of Site <i>(Lodging, F&B, Events, Clubs, Resort)</i>	
Site Address	
Site Website	
Sponsor's Name	
Sponsor's Title	
Sponsor's E-Mail	
Sponsor's Phone	

Details of Proposed Internship Experience - Student Intern completes this section

<p>Can this site provide you 400 hours of experience between May 7 and August 25, 2018</p> <p>What might a typical workweek look like? (e.g. 9-5 Sat-Thu = 40 hrs. per wk.)</p>	<p>Yes No 400 hours between 5/7/18 and 8/25/18</p> <p>Proposed Work Week</p>
<p>Please include, or attach, a detailed internship/job description</p> <p><i>(Include at least 3 primary tasks you will be assigned as an intern and the approximate amount of time spent on each task etc.)</i></p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<p>As the intern, what do you hope to learn/gain while being an intern for this organization? Please list 3 to 5 items.</p>	<ol style="list-style-type: none"> 1. 2. 3. 4. 5.
<p>Provide a detailed statement of how would this internship help in meeting your learning goals listed above? This must be specific and measurable.</p>	
<p>Please detail any required time off that goes beyond the days off in the workweek. Specific dates are required.</p>	

Sponsor Questions

The following is to be read and responded to by the Site Supervisor

<i>The internship is a 3-credit experience in a related Hospitality position. This capstone experience requires students to be fully immersed in the setting, or site, for 400 - hours during the summer of 2018</i>	Yes	No
<ul style="list-style-type: none"> ○ Can you provide 400 hours of experience within the course dates May 7 to August 25, 2018 		
<i>During the internship, students will apply knowledge and skills that they have learned throughout their program of study, as well as develop hands-on experiences that will help them to develop professionally to achieve career and/or educational goals.</i>	Yes	No
<ul style="list-style-type: none"> ○ Has the student discussed their goals and objectives for their internship with you? ○ Can you provide an experience that allows the student to progress from basic observation to more hands-on-learning and possible leadership opportunities? 	Yes	No
<i>Supervision is provided by the site. The site sponsor is asked to provide direct and indirect feedback and supervision to the student intern. In addition, completion of an evaluation as well as reviewing the intern's goals and objectives is expected. Lastly, the intern provides appropriate documentation to you in a timely manner.</i>	Yes	No
<ul style="list-style-type: none"> ○ Has the intern discussed the type of supervision and mentorship that they require for success? ○ Are the student's learning goals realistic? If no, please have the intern rewrite them and resubmit for your approval. 	Yes	No
<i>How is the intern compensated via hourly, salary, stipend, or unpaid internship?</i>	List type	List Amount
Site Sponsor's Signature:	Date	

Student Intern Questions

The following is to be read and responded to by the Student

<i>I understand that the internship will be 400 hours during the course dates May 7, 2018, to August 25, 2018. No work hours allowed outside of the semester's academic dates.</i>	Yes	No
<i>I understand that the internship is an academic course with required assignments. The intern must access the course via Canvas and follow the syllabus posted. Missed Assignments and or Late Assignments could lead to a grade of NC.</i>	Yes	No
<i>I understand that I must take the initiative to learn, ask questions, and get hands on experience where applicable.</i>	Yes	No
Student's Signature:	Date	

It is the responsibility of the Hart School Intern to secure the necessary signatures. In addition, each intern will send a signed copy of the approval form via pdf foucarrrf@jmu.edu to Dr. Foucar-Szocki. By April 15, 2018

NOTE: Signatures on this document confirm the working agreement for this summer internship and that the student intern and the sponsor understand all of the statements in the document.