



HM 402: INTERNSHIPS

A hospitality internship is a form of experiential learning, which integrates knowledge and theory gained in the classroom with practical application and skills development within a hospitality setting.

INTERNSHIP HOURS REQUIREMENT

- Minimum of 400 hours
- Start date is flexible (May 7 to June 11)
- End date (on or before August 25)

INTERNSHIP SITE REQUIREMENTS

- Must be a hotel, restaurant, resort, country club, special event, or other tourism related industry. Retail is not Hospitality nor is being a lifeguard or nanny.
- Must operate out of a business location accessible to the public.
- Must be a legitimate business capable of providing an active business license for the location where the student is interning.
- Must provide an impartial evaluation of a student. The Hart School prohibits the granting of academic credit for an internship in which a relative of the student has influence over management considerations at the internship site or occupies an ownership or supervisory position.
- Must be pre-approved by Dr. Reg Foucar-Szocki, Internship Coordinator.

INTERNSHIP REQUIREMENTS

- Weekly correspondence with your faculty member during your internship period.
- Completion of weekly hours worked journal.
- Weekly reflections on hospitality leadership topics.
- Papers including a critical analysis; top ten list; assessment of effective leadership; and a reflection paper on looking backwards and moving forward.
- Special mini-management project that is agreed upon by the sponsor and has “real world” benefit to the employer as well as the student.

PAID versus UNPAID INTERNSHIPS

All HM Hart School Internships must be paid in order for students to receive credit. Unpaid internships will on occasion be allowed. However, we caution employers to follow the 2018 Federal unpaid internship guidelines at

<https://www.dol.gov/whd/regs/compliance/whdfs71.pdf>

INTERNSHIP COURSE ENROLLMENT INSTRUCTIONS

Step 1	<ul style="list-style-type: none">✓ Attend a mandatory HM 402 Workshop on Tuesday, February 6 (assessment day) in Godwin 354.✓ Currently enrolled in HM 310 – Meet at 10 am.✓ Completed HM 310 prior to the spring semester of 2018 – Meet at 11 am.
Step 2	Ask yourself: “Will this internship meet the requirement of the ‘Internship Site Requirement’”? – If not sure please text Reg at 540 383 6541 with a description of the potential internship. Please allow 24 hours for a response during the business week.
Step 3	Complete the 2018 Hart HM approval form with special emphasis placed on page 2. In addition, you will need a signature from your sponsor.
Step 4	Pdf the completed approval form to foucarrf@jmu.edu . Final approval will be emailed to you within 3 business days with directions on how to register for HM 402.
Step 5	On or before April 15 you will be assigned a faculty instructor for the summer and provided an electronic approval to register for HM 402.
Step 6	Before graduation, group meetings will be arranged with your assigned faculty instructor to clarify all aspects of the 402 class requirements.

Again, please direct any questions to

Reg Foucar-Szocki

Hart School of Hospitality, Sport and Recreation Management

foucarrf@jmu.edu

540 383 6541