

**Application for CMHT 4790
Internship in Hospitality Management (3 Credits)**

Expectations for employers:

- Provide a specific job description with job duties for the student intern. The student is required to submit a copy of the job description with duties signed by the supervisor prior to faculty approval of the internship.
- After working with the student to establish the work objectives for the internship, supervisors are encouraged to spend time with the intern to review their progress on their objectives and to give feedback to the student.
- Students are evaluated by their supervisor using an electronic evaluation form provided by the class instructor. This is submitted mid semester and during the final week. These evaluations are part of the student's overall grade. We encourage supervisors to give objective, relevant feedback on the evaluations and to review these with the student. This will be an important part of their experience and will account for about 1/3 of their final grade.

Expectations for students:

- Internships frequently lead to full-time career opportunities; therefore, students are required to complete their internship during their final semesters after completing all required course work. It is strongly recommended that students concentrate on their internships without the distractions of taking other courses.
- The student is encouraged to secure employment with a company that provides new and different experiences. If a student requests to complete an internship with their present employer, there must be strong justification and support. If the student works in an hourly employee capacity, they should be able to transfer to at least 2 or 3 different positions and shadow a manager in each position.
- CMHT policy does stipulates that no student can complete an internship with a company in which persons related to them serve as their direct supervisor, nor shall any student obtain employment with a family-owned or operated business.
- Students must secure a paid hospitality internship that will allow them to obtain a minimum of 300 clock hours during the semester. For a Fall or Spring semester, this would be an average of 20 hours a week for the 15 week semester. For Summer, this would be an average of 30 hours a week for the 10 week semester. These hours must be documented and students submit copies of paystubs for verification of hours worked. Students are allowed to count the week prior to the semester if they are employed at the time.
- Students must maintain employment throughout an entire semester with the same employer (15 weeks during the long term/ 10 weeks during summer). Each semester credit hour requires a minimum 100 hours on the job. This equates to 300 hours (20 hours per week during the fall or spring semester/ 30 hours per week during the summer).
- Students may complete an "off-campus" internship with an approved company. An "off-campus" site refers to those that are further than 50 miles from the UNT campus. Students who are approved for an "off-campus" internship must complete additional assignments in lieu of class attendance.

- If a student is classified as an international student with a F-1 visa, they must work with the internship employer to complete all required forms for the UNT International Student office. There will be a section where your CMHT Advisor can sign to confirm that your employment is related to coursework required to complete. Please complete the form as much as possible before seeing the CMHT Advisor.
- The paid position is expected to expand on the skills they have acquired with previous work experience. The position must be either a paid management trainee position, or if working in an hourly-employee capacity, they must be able to transfer to at least two different positions.
- Students complete several class assignments during their internship. Their grade is dependent on their work performance and on the quality of the other assignments they submit. Specifically, class discussions via a discussion board online, case study, among other assignments are required. One assignment involves the supervisor at the beginning of the internship. Students establish objectives for the work experience. Supervisors are asked to work with the student when these are developed to encourage the student to “stretch” themselves. The supervisor must sign-off on these objectives and they are submitted to the instructor. Students report on the progress of each objective weekly.
- Prior to being considered for acceptance to CMHT 4790 Hospitality and Tourism Management Internship, students will be required to complete a minimum of 500 hours of work within a position in the hospitality industry. (i.e. hotels, restaurants, clubs, etc.)
- In order to have your 500 hour work requirement approved, you will need to provide a letter from your current and/or previous employer(s) stating that you worked for them, what position was held, dates/length of time worked for them, and the number of hours worked while un their employment. This information must be on company letterhead, and signed and dated by the employer.
- One paycheck stub from each hospitality position will be required in order to verify employment. CMHT faculty reserves the right to verify your employment by either calling or visiting the employer(s).

Please find below the Internship Application requirements: **Please upload PDF format for all the documents.**

- Please attach your professional resume:
- Please attach your DARS report(Expanded): Online Degree Audit
- Please attach a typed detailed job description of the specific job duties/areas of your internship. This should be generated by or in conjunction with your company contact/supervisor. This description must be signed by the company representative.
- Proof of your Pre-Internship Hours (500 Work-Experience Hours)
- Please attach your International Students Paperwork, if apply to the student.

How to run an Online Degree Audit

- Go to <http://mydegreeaudit.unt.edu>
- Click the Online Degree Audit link on the new page
- Log in with your EUID and password
- Request an Audit
- Current Program (Official Major)
- Selected Program (What-If)
- Selecting an Audit
- Viewing your Audit

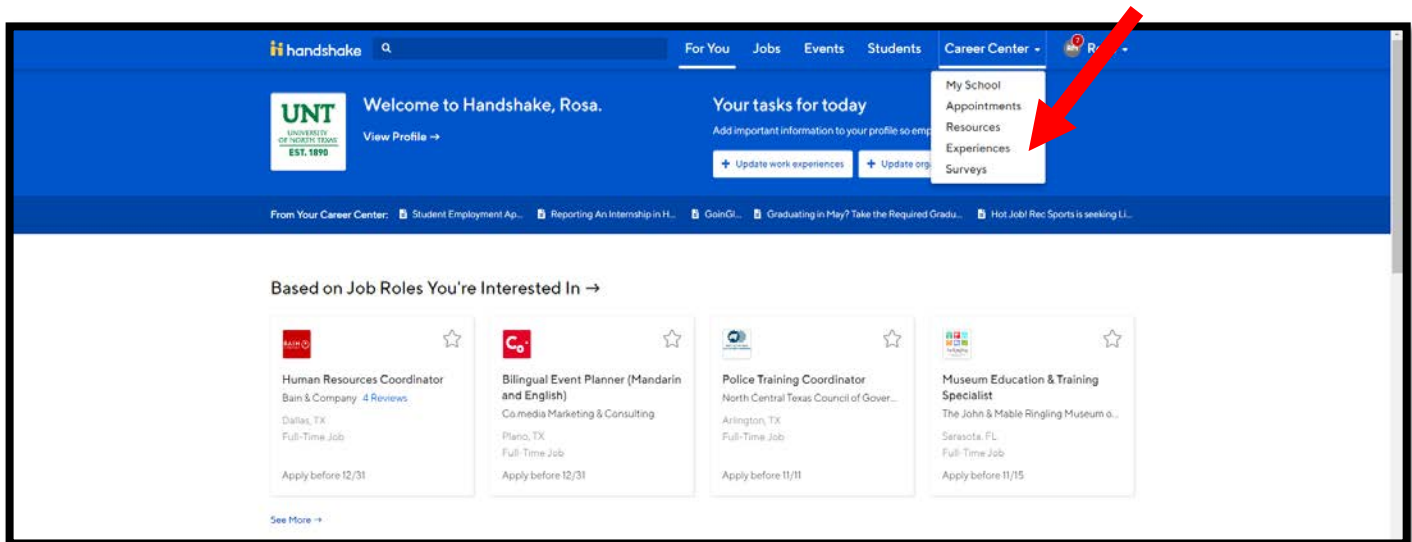
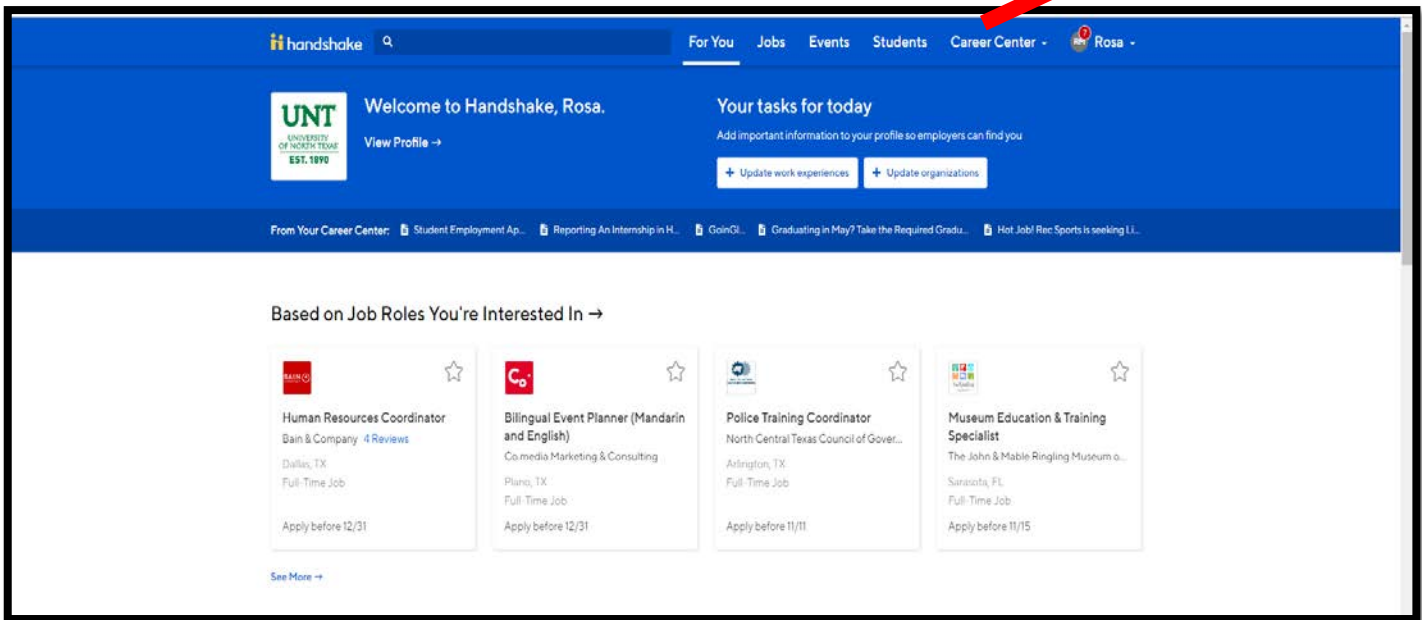
HOW TO REPORT YOUR HOSPITALITY INTERNSHIP

Handshake: University Platform for Recruiting Students

[Go to unt.joinhandshake.com](https://unt.joinhandshake.com)

- 1) Click on "Active UNT Students Login" If you have not logged in before, you may be asked a few questions to finish setting up your account.

Then, on the top right-hand side of the screen... click on CAREER CENTER and select EXPERIENCES



- 2) Select REQUEST AN EXPERIENCE and choose EXPERIENCE TYPE
EXPERIENCE TYPE relates to your major and the information necessary for your faculty member to review the position. If you don't see your major, please contact the Career Center prior to filling this out.

Please Select: Hospitality Management Internships in EXPERIENCE TYPE

The screenshot shows the 'Request an Experience' form on the Handshake website. The top navigation bar includes 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile 'Rosa'. The 'Request an Experience' button is highlighted in the navigation bar. The form is divided into 'Details' and 'Employer' sections. In the 'Details' section, the 'Experience Type' dropdown is set to 'Hospitality Management Internships'. Below it is a 'Term' dropdown set to 'Select a term'. The 'Employer' section includes an 'Employer' dropdown set to 'Select an employer', a 'Location' text field, an 'Industry' dropdown set to 'Select an industry', and fields for 'Employer Phone Number' and 'Employer Email Address'.

- 3) Please Fill out all remaining info...(job description, contact information for supervisor, etc.) and click the Request Experience button to save.

The screenshot shows the 'Request an Experience' form with the 'Job Description' section. The 'Job Description' text area is empty. Below it is a section titled 'Please provide a DETAILED LIST of the major responsibilities/projects that intern will be included in this learning experience. The more detail that can be provided will be extremely helpful in determining if the internship meets requirements for the internship for credit and can be meet approval. The instructor may contact you for clarification or additional information.' Below this is a section titled 'Have you worked for this company before?' with radio buttons for 'Yes' and 'No'. Below that is a section titled 'After clicking the "save" button, you'll be given the opportunity to upload the following documents (note: your request will not be processed without the documents): Professional resume, DAT report (expanded), a copy of your job duties signed by the company contact/supervisor, CPT paperwork (for international students only)'. Below this is a checkbox labeled 'I understand'. At the bottom right, there is a green 'Request Experience' button.

4)

After clicking the "save" button, you'll be given the opportunity to upload the following documents (note: your request will not be processed without the documents): Professional resume, DARS report (expanded), a copy of your job duties signed by the company contact/supervisor, CPT paperwork (for international students only). Also, you can add any comments in the comment tab.

- Please attach your professional resume:
- Please attach your DARS report(Expanded): Online Degree Audit
- Please attach a typed detailed job description of the specific job duties/areas of your internship. This should be generated by or in conjunction with your company contact/supervisor. This description must be signed by the company representative.
- Proof of your Pre-Internship Hours (500 Work-Experience Hours)
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- Selected Program (What-If)
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- Viewing your Audit

Attachments

The screenshot shows the Handshake application interface. At the top, there is a navigation bar with 'handshake' logo and search icon, and menu items: 'For You', 'Jobs', 'Events', 'Students', 'Career Center', and a user profile for 'Rosa'. Below the navigation bar, the page title is 'Overview' with sub-tabs: 'Overview', 'Edit', 'Evaluations', and 'Submit an Evaluation'. A green notification bar at the top left says 'Experience was successfully created.' The main content area is divided into three sections: 'Details', 'Comments and Activity', and 'Learning Objectives'. The 'Details' section is active and shows information for a 'Student' (Rosa Malave, Senior, University of North Texas), a 'Job' (Sales Person, Sysco Corporation, Food & Beverage, \$20,000.00 yearly, Internship - Full-Time, 10/09/2018 to 12/26/2018), and an 'Employer' (Sysco Corporation, 1390 Enclave Pkwy, Houston, Texas 77077, United States, 999-9999, arp@unt.edu). On the left sidebar, there is a 'New Attachment' button and an 'Attachments' tab, which is highlighted by a red arrow pointing from the 'Attachments' label above.

Then, the faculty will contact students via handshake and email and provide you the code necessary for your registration. Faculty will review your application and we keep you updated. Please be patient. The internship approval process can take 1-2 weeks.

Any questions. Please contact.

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