HMD 450: HOSPITALITY INTERNSHIP

A hospitality internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skill development in a hospitality setting. Internships provide students the opportunity to make connections in hospitality fields they are considering for career paths while giving hospitality employers the opportunity to guide and evaluate talent.

**INTERNSHIP COURSE PREREQUISITES**

- Major within the College of Hospitality
- Completion of TCA 201 - Required
- Completion of HMD 307 and HMD 407 - Recommended
- Minimum of a 2.0 GPA

**INTERNSHIP HOURS REQUIREMENT**

- Paid Internship: Minimum of 200 hours (maximum of 40 hours per week)
- Unpaid Internship: Minimum of 90 hours and a maximum of 120 hours (maximum of 15 hours per week)

*Hours must be completed within the semester you are enrolled.*

**INTERNSHIP SITE REQUIREMENTS**

- Must be a hotel, restaurant, tourism and travel, casino, or special events internship in either the United States or the student's country of origin.
- Must be a legitimate business capable of providing an active business license for the location where the student is interning.
- Must operate out of a business location accessible to the public.
- Must have capacity (staff, site, customer-base) to support a rotational internship program. Majority of companies/organizations are limited to one intern per semester.
- Must provide impartial evaluation of the student. The College of Hospitality 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 a new experience for the student. Consult the Boughner Center about sites where you have prior experience.

**INTERNSHIP COURSE REQUIREMENTS**

HMD 450 has several course assignments due through WebCampus throughout the semester including internship activity logs, online modules, research papers, department worksheets, and the student performance evaluation. All assignments are completed at the same time as the student's internship as part of this online course.

**EXPECTATIONS**

An internship experience can offer you the benefit of career exploration and can be an excellent resume builder. It is important to remember that academic credit is awarded for the learning achieved, not for the work experience alone. The primary purpose of completing an academic internship is to better understand the theories, ideas, and practices of your major by engaging in a "hands-on," work-based, learning experience. Your internship can provide you with an opportunity to question and examine the difference between theory and practice. In other words, how does what you read and talk about in your classes compare to what you observe and experience outside of the classroom?

The quality of the experience is dramatically affected by your attitude and efforts. Most organizations and internship sites are looking for student interns who are enthusiastic, quick learners, personable, reliable, and capable of working on their own. They will provide job related tasks and responsibilities while offering you an environment in which to learn through experience, but do not assume that your work supervisor knows what you want to learn. It is your responsibility to negotiate activities related to your career and educational goals.

Bob Boughner Career Center | Hospitality Hall - 128 | boughnercareerservices@unlv.edu | (702) 895-5554
INTERNATIONAL COURSE ENROLLMENT INSTRUCTIONS

**Step 1**
Complete the **Internship Program Request for Credit Form** AND **UNLV Student Internship Agreement & Liability Release Form**.

INTERNATIONAL STUDENTS: Read and complete the **Curricular Practical Training Form**. Once you are enrolled in HMD 450 course, you will need to stop by the BBC (Hospitality Hall - Room 128) to request CPT prior to beginning your internship.

**Step 2**
Write your learning agreement following the format found online at [https://www.unlv.edu/hotel/internships](https://www.unlv.edu/hotel/internships). Please see additional details below under "Writing Your Learning Agreement".

**Step 3**
Submit the above documents to the Bob Boughner Career Center located in Hospitality Hall - Room 128.

- **Fall 2018** | Due: August 13th | Program Dates: August 27 - December 8
- **Spring 2019** | Due: January 8th | Program Dates: January 22 - May 11
- **Summer 2019** I Due: May 27th I Program Dates: June 10 - August 10

**It is highly recommended to submit in-person so that we may provide you with immediate feedback.** If you are unable to submit in-person, please scan and e-mail forms and learning agreement to boughnercareerservices@unlv.edu. Please follow-up if you don't receive a response within 72 hours to verify the documents were received.

**Step 4**
Upon approval of all above documents, the BBC staff will request from the internship site supervisor the documents below. Documents must be received directly from your internship supervisor’s e-mail.

- An **Internship Policy Acknowledgement** signed and completed by the internship supervisor
- An active business license valid in city/county/state where the internship is taking place.

**Step 5**
BBC staff will email you with permission to register after receiving required documents from your internship site supervisor.

**WRITING YOUR LEARNING AGREEMENT**

The agreement must follow format found online at [https://www.unlv.edu/hotel/internships](https://www.unlv.edu/hotel/internships).

Along with completion of required internship forms, each student must submit a learning agreement consisting of a detailed summary of the experience including:

- Description of department rotations. The internship must have at least 4 departments or distinctly different areas of learning. For freestanding restaurants, 3 all-inclusive rotations in Front of House, Back of House and Management are required.
- Estimated hours in each department (minimum of 15 hours in each department required).
- Training components per rotation including how the student will be trained to perform the role, tasks that come from that training, and observations experienced during the internship.
- Learning outcomes per department. Learning outcomes are goals that the student sets for himself/herself as a result of the internship.

The learning agreement serves several purposes as part of HMD 450 course, including:

- It provides a framework or structure for the internship, describing the roles and responsibilities of all parties involved. Your internship class professor will refer to this agreement regularly during the course to ensure alignment to your weekly activity logs.
- It serves as a guide and reminder to the student, internship site supervisor, and internship class professor of the academic purpose and activities of the internship.
- It provides the basis for evaluation and validation of the learning gained.

Have your internship site supervisor review and approve your learning agreement. *The student must strictly follow the approved learning agreement during their internship program. Any changes to the internship program request form or learning agreement must be approved in writing ahead of time and signed by the internship class professor.*

Bob Boughner Career Center | Hospitality Hall - 128 | boughnercareerservices@unlv.edu | (702) 895-5554
# Internship Program Request for Credit Form

<table>
<thead>
<tr>
<th>Print Name (Last Name, First Name)</th>
<th>NSHE #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print E-Mail</td>
<td>Telephone Number (Include Area Code)</td>
</tr>
<tr>
<td>Expected Graduation Date</td>
<td>International Student on F-1 Visa Status?</td>
</tr>
<tr>
<td>☐ Yes</td>
<td>☐ No</td>
</tr>
<tr>
<td>☐ Summer (June 4 - August 4, 2018)</td>
<td>☐ Fall (August 27 – December 8, 2018)</td>
</tr>
<tr>
<td>Must adhere to semester schedule. Begin your internship on or soon after the first day of class and complete required hours prior to final examination week.</td>
<td></td>
</tr>
<tr>
<td>☐ Paid (Minimum of 200 Hours)</td>
<td>☐ Unpaid (Minimum of 90 to a maximum of 120 Hours)</td>
</tr>
<tr>
<td>Name of Company</td>
<td>Address where you will be interning:</td>
</tr>
<tr>
<td>Office Open to the Public</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>Do you currently or have you ever worked/volunteered at this company?</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>If yes, please list all roles and approximate amount of hours you have worked/volunteered within this company:</td>
<td></td>
</tr>
<tr>
<td>Do you have a relative(s) who work at this company?</td>
<td>☐ Yes</td>
</tr>
<tr>
<td>If yes, please list name, relationship to you, and job title:</td>
<td></td>
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## INTERNSHIP SITE SUPERVISOR INFORMATION AND SIGNATURE

The person within the organization responsible for the internship student is:

<table>
<thead>
<tr>
<th>Print Name:</th>
<th>Title:</th>
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<tbody>
<tr>
<td>E-mail:</td>
<td>Phone:</td>
</tr>
<tr>
<td>Internship Supervisor’s Signature:</td>
<td>Date:</td>
</tr>
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## INTERNSHIP LEARNING AGREEMENT

Provide a separate document, proposing your learning experience as agreed upon your supervisor. Learning Agreement must adhere to format found online at [https://www.unlv.edu/hotel/internships](https://www.unlv.edu/hotel/internships)

## STUDENT SIGNATURE

By my signature below, I certify the information I provided on this form is true, accurate, and complete. I also certify that the internship supervisor referenced above has reviewed and approved the submitted internship learning agreement.

| Student's Signature: | Date: |

## Office Use Only

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<tr>
<th>Approved <em><strong>/</strong></em>/____</th>
<th>Permission Given___</th>
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<tbody>
<tr>
<td>Internship Type______________</td>
<td>GPA___ 2___ 37___ 47___ 45___ Liability___</td>
</tr>
<tr>
<td></td>
<td>CPT___ Employer E-mailed___</td>
</tr>
<tr>
<td></td>
<td>PA___ Bus. License___ Passport___</td>
</tr>
</tbody>
</table>
Student Internship Agreement & Liability Release Form

I, ________________________________, NSHE #______________________________ am a student at the University of Nevada, Las Vegas (UNLV) and plan to undertake an internship during:

• Fall_______
• Spring_______
• Summer_______

Internship Site:_____________________________ City & State/Country:_________________

UNLV itself does not control the way in which this educational opportunity is structured or operates on a daily basis. In granting recognition for this internship, the University affirms that to the best of its judgment, the experience is an appropriate co-curricular option for students seeking work-related experience to enhance curricular learning, but makes no other assurances, expressed or implied, about wages, travel, and living arrangements made by the student and employer.

UNLV does not knowingly approve internship opportunities, which post undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the University and its agents or employees.

INSURANCE COVERAGE
I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for any expenses not covered by this insurance, and I recognize that UNLV does not have an obligation to provide me with such insurance. I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release UNLV from any liability for injury to myself or damage to or loss of my possessions.

WAGES
I shall assume legal liability for taxes on wages, tips or bonuses earned while working in the internship. I further understand that the nature of internships does not typically allow for unemployment benefits under the Fair Labor Act.

PERSONAL CONDUCT
I understand that the responsibilities and circumstances of an internship may require a standard of decorum which may differ from that of UNLV, and I indicate my willingness to understand and conform to the standards of the internship site. I further understand that it is important to the success of the present internship and the continuance of future internships that interns observe standards of conduct that would not compromise UNLV in the eyes of individuals and organizations with which it has dealings, and I acknowledge the Internship Coordinator’s responsibility for setting rules and interpreting conduct for this purpose. I agree that should the Internship Coordinator decide that I must be terminated from the Internship program because of conduct that might bring the program into disrepute or the internship site into jeopardy, that decision will be final and may result in disciplinary action by the University.

GENERAL RELEASE
I understand that UNLV reserves the right to make cancellations, changes, or substitutions in cases of emergency or changed conditions or in the general interest of the internship program. It is further expressly agreed that the internship site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that UNLV shall not be liable for any and all claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the internship and with the use of any and all services or facilities associated with the internship, whether or not damages, actions, or causes of action arising from or related to any and all acts of active or passive negligence on the part of UNLV and/or its officers, employees, or agents.

Student Signature:___________________________ DOB:__________ Age:_______ Date:______________
CURRICULAR PRACTICAL TRAINING (CPT)
Basic Eligibility Information for International Students ONLY

Please read, understand, sign, and submit this form to your internship advisor.

As an International Student in F-1 status at UNLV, before accepting off or on-campus training/employment, you must first verify your eligibility for CPT authorization and then apply and receive CPT authorization from OISS before you begin working.

What is CPT?
Curricular Practical Training (CPT) is a type of authorization for F-1 international students who are required to gain practical training (through an Internship course or work experience) in order to complete their program of study. The CPT must be:
1. Related to your current educational level and major field of study
2. An integral component of your degree program and a requirement for graduation.

STEP 1: Basic Self-Verification for CPT eligibility

1. Have you been in valid F-1 status for at least one full academic year at UNLV or at another Institution? ___ Yes ___ No
2. Are you currently in good academic standing with an average GPA of 2.0 or higher? ___ Yes ___ No

If you answered “NO” to either of these questions, please speak with International student advisor for further review of your eligibility to participate in CPT at this time.

Important Considerations:
• If your internship is taking place in Guam, make sure that your F-1 visa is valid until the time of your reentry to the US. Students can go to Guam on an expired Visa – However you must travel and re-enter through a U.S. state directly from Guam.
• If you engage in 12 months or more of full-time CPT, you may be ineligible for OPT.
• CPT is generally granted part-time (during school year) or full-time (during school breaks).
  o Hospitality internships are not offered for academic credit during winter breaks.

STEP 2: Applying for and receiving CPT authorization:
1. After you have been accepted and enrolled into the internship course, complete and submit CPT Student Request Form to OISS, available on www.unlv.edu/iss - LOOK UNDER- F-1 student forms.
2. Submit offer letter of employment if applicable.

Please note:
It takes 7 business days to process a CPT request. You may NOT start working prior to receiving CPT authorization.

If you have any questions, contact OISS, located in Student Services Center, Building A (SSC-A). Room 201

_________________________________  _____________________  ____________________
Student Name                     NSHE#                  Date

By signing and dating this document, you certify that all of the information included on this form is true and correct.