

**HTMT 444 Syllabus
Spring 2008**

HTMT Field Internship

Department of Hospitality and Tourism Management
School of Business & Economics
College of Charleston

Instructor:	Andrea Canberg
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Office:	# 5 Liberty Street (Beatty Center #332)
Office hours:	Monday: 9:30-11:30; T/TH 2:00-3:00
Course Prerequisites:	HTMT declared major or permission of instructor; completion of 400+ hour work practicum requirement; recommended Senior or rising Senior status; a sound foundation in HTM coursework suggested
Supplemental Information:	http://www.htmt.cofc.edu/intern.html

Course Description/Objectives: The hospitality and tourism management internship (*minimum* 120 hours) is a complementary source of learning and enhancement to the student's academic program and career objectives. This is achieved through experiential education engaging the student in a unique three-way partnership between an approved hospitality partner, the university and the student. The overall unique learning experience will be guided by a Learning Contract outlining specific work related experiences and academic components designed to enhance the student's knowledge. Finally, a series of regularly scheduled reflection and learning sessions conducted by faculty with support of industry leaders will be required. The internship course is designed to help students work both individually and collaboratively in a real workplace environment that is characterized by diversity, uncertainty, and rapid change. The work environment will require that students utilize and improve their communication skills while working with clients, supervisors, and co-workers.

Process: As internship opportunities are solicited and received from our industry partners, they will be mass mailed to HTM students via the HTMT list serve. The Internship Coordinator is a facilitator in the process; ultimately, however, ***it is the student's responsibility to research appropriate companies, network and ensure his/her own professional growth by securing the internship.*** Initially, the student will contact the employer directly (with a pre-approved resume and cover letter). The organization will then decide if the student is a good fit for its company, likely post interview. If selected, the student must submit to the Internship Coordinator (*prior* to the internship and at the start of the semester) a **Learning Contract** and must register for HTM Internship Special Course 444, via the **Individual Enrollment form**. Additionally, the CofC **internship release waiver** should be included.

Forum Attendance/Participation: As an integral component of the HTMT 444 course, and given limited contact hours, attendance is mandatory at the two internship forums in order to earn 3 credit hours for the semester. As such, students are expected to organize their classes and work schedules *in advance* to ensure attendance. The goal of the forum environment is to discuss how theory learned in the classroom has prepared the students (and how it may be improved upon) when applied in the real world workplace. It is an open, but intimate, forum to discuss challenges, successes, problem resolution, share best practices and network among peers. The final forum will be attended by both supervisors and interns and will revolve around a proposed solution to one significant or recurring problem identified by the student within the organization. **Forum dates for Spring 2008: Forum I: TBD:Saturday, February 2nd 9:30am-2:00pm (rain or shine). Forum II: Thursday, April 24th, 11am-1pm.**

Assignments: Throughout the HTMT internship, the student will be responsible for coordinating communication between the employer and the coordinator, including one on-site visit with the supervisor. Additionally, students will be responsible for submitting an e-mail to the coordinator on the 1st of every month answering a set of questions regarding their internship experience. The set of questions will be e-mailed to the students by the coordinator. A **Final summary paper (due Friday, November 30th)**, both of which apply to anyone taking HTMT 444 for 3 hours credit, including HTM Majors, HTM Concentrations and HTM Minors. The papers should be uploaded onto WebCT only – **not** emailed or hard copied to coordinator - for course HTMT 444. **Note:** *a sampling of the papers may be forwarded to AACSB and SACS for program assessment and accreditation purposes – this process will not affect the individual student's grade.* As with all CofC correspondence, students are responsible for regularly checking their Edisto email accounts for more detailed information on the assignments.

Evaluations: The student will also be responsible for completing 2 **Host Organization Evaluations**, which the Coordinator will provide or which may be downloaded at <http://www.htmt.cofc.edu/intern.html> due mid-term on Tuesday, March 11th and Tuesday, April 15th. The Coordinator will also provide the employer with 2 **Student Evaluation** forms which will be used to determine the grade of the internship. All assignments will be pass/fail with the exception of the final paper which will be graded on a regular grading scale.

Scoring:

Forum I	15%
Forum II	15%
Student Evaluations of Host (2)	10%
Host Evaluations of Student (2)	20%
Monthly Journal questions	20%
Final Paper	20%

Grading Scale:

A	92-100
B+	88-91.9
B	82-87.9
C+	78-81.9
C	70-77.9
D	60-69.9 (<60 = Failing grade)

Date Due	Submission
Tuesday, January 15th	Learning Contract, Liability Waiver, and Individual Enrollment Forms due for Spring semester HTM internships
February-April (1st) 2007	E-mail Journal Questions-due the first of every month!
Saturday, February 2nd 9:30am-2:00pm	Internship Forum 1 James Island County Parks Ropes Course
Tuesday, March 11th, 2008	Mid-term Host & Student Evaluations Due
Tuesday, April 15th	Final Host & Student Evaluations Due
Monday, April 21st	Final paper due (guidelines on WebCT)
Thursday, April 24th 11am-1pm	Internship Forum II

Good luck to all of you as you begin to grow this valuable component of your future careers in hospitality and tourism management.