

**ST. JOHN'S UNIVERSITY  
COLLEGE OF PROFESSIONAL STUDIES**

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**The Division of Hotel, Restaurant, Sport, Travel & Tourism**

**HMT MANAGEMENT INTERNSHIP PROGRAM**

\*\*STUDENT: Please Read Through and Keep FIRST (4) Pages

**FROM THE DIRECTOR:**

HMT majors have established an excellent record over the years in this fastest growing field. Sponsors have repeatedly told us how pleased they have been with the preparation students have received, their willingness to work and learn, and their enthusiasm.

You represent not only yourself, but also the university and your division in interviews and internships activities. Ask questions of your interviewer. Try to ascertain the nature and scope of the work you will be asked to perform and all other obligations.

Should you discover during the interview that the activities will NOT be what you believe will be meaningful and challenging work, then inform the Program Director so that the sponsor may be informed before a decision is reached. You owe this to the sponsor and to yourself. To accept an internship and later, as the term begins, suddenly turn it down is not in any ones best interest. I trust that you will act in a professional manner and make the correct judgment.

Please feel free to come to my office (Bent Hall 354) with any questions for I will do my best to assist you in any way possible. You can also reach me (718-990-1652 or [sungh@stjohns.edu](mailto:sungh@stjohns.edu)) to schedule a time which is convenient for all concerned.

**NOTE:** No one may attempt, an internship for credit if the Director has not given his/her approval, and upon approval if the necessary paperwork is not complete.

Very truly yours,

Heidi H. Sung, Ph.D., CHE.  
Director, Hospitality Management & Tourism Program

## **HMT INTERNSHIP PROGRAM**

### **DO YOU WANT TO BE AN INTERN?** **THEN READ THIS FIRST!**

Learning of an internship may well be one of the most rewarding experiences you will have in college. Some lead directly to a full-time position. All will offer you something of value. At the very least, you may learn that what you thought you wanted as a career is not what you really wanted at all.

Undertaking an internship is like getting a job – only easier. We will help you find an internship by making available a listing of firms and their descriptions used by St. John's interns in the past. There are numerous internships posted on the Bulletin Board. We trust that you will find one that suits your needs and wants.

After you have looked over the internship opportunities and found one or more that appeal to you, set up an appointment with the Director to discuss which company(s) you would like to internship with. You will then discuss your resume, cover letter and start to make your phone calls to the various companies. Interviews will then be set up between you and the company.

In addition, the following is required to be done before and after your internship. Don't neglect any of these. If you do, you may be denied an internship or grade. Such requirements include:

- Filling out a HMT Internship Application and getting it approved by the Director.
- Informing us when you get your internship and changing your class schedule, if necessary, when your internship has been approved.
- Making sure your sponsor submits a proper description of your duties on their letterhead.
- Making sure your sponsor submits your evaluation by the proper date. (Before Finals).
- Keeping a log of your daily activities with your sponsor.
- Writing the final report (5-7 pages) report. (see page 4 for detailed instruction)
- Weekly e-mail the Director at [sungh@stjohns.edu](mailto:sungh@stjohns.edu) with a Progress Report.

Your internship should be an extremely valuable and fun experience. Enjoy it, but do a good job too. We expect you to behave in a mature, professional, and responsible manner. Our past HMT interns have earned our programs and students high praise from our sponsor, and in many instances, led to full-time employment.

Good Luck, and enjoy!

## **HMT INTERNSHIP GUIDELINES**

1. Those who will be juniors or seniors during their internship are eligible. Exceptions may be made to accommodate others.
2. All students must have a minimum a 2.75 Index.
3. An internship must be taken for credit (three semester credit hours) and treated as an elective course such as:
  - HMT 1094: Hospitality Management Internship I
  - HMT 1095: Hospitality Management Internship II
4. Internships must be sponsored by approved organizations. Students finding their own sponsors must have the internship approved **PRIOR** to registration. Normally internships are served in the New York Metropolitan area. Exceptions may be made only with the approval by the director.
5. Students should apply to the director during the term preceding that in which the internship is desired. The **COURSE REGISTRATION REQUIREMENTS** are:
  - a. Internship Sponsor Acceptance Form (page 5)
  - b. HMT Internship Approval Form (page 6)
  - c. Application Statement (1-2 page, double-spaced) to provide:
    - your reasoning for the current internship
    - rationale to select the sponsor
    - expected benefits of the internship
  - d. Position statement from your sponsor (must be in their letterhead) describing your responsibilities and/or the function of the current internship
6. A three-credit internship requires **9 HOURS WEEKLY** (a full day or 2 half days where it is possible) for the length of the semester. (15 weeks applies to the Fall and Spring semesters and Summer Session). For more credits, multiply accordingly.
7. It is important to understand that internship credits are applicable only to the major area and/or free electives. Under NO conditions may they be applied toward other course requirements.
8. Internships carry **NO SALARY**, although in some cases you may be paid a stipend for transportation or lunch.
9. You are to arrange internships with the Program Director only, and you must register and pay for internship credits as you would for all courses. At the semester's end, the sponsor will submit an evaluation of your work to the director and you will be graded. This becomes part of your permanent record.
10. Application for internship credit must be made prior to the first day of the semester. If this results in the student missing a week of internship work, the student shall be expected to make-up the hours with the sponsor's organization.

11. Upon approval from a Sponsor the student must obtain from the Sponsor a letter on their letterhead stating that the internship is for credit only and that there is no salary involved.

## 12. Internship Requirements

- (a) Daily Log – You must also submit a daily log of your internship, describing your activities, a description of your duties, etc.
- (b) Weekly Progress Report – You must e-mail the Director with a Progress Report every week.
- (c) Final Paper: You must submit a comprehensive final report (typewritten, 5-7 pages, double-spaced) to the Program Director including, but no limited to:
  - what you did – areas of your responsibilities and detailed activities during your internship
  - operational and management requirements of the organization in which you have interned
  - what you have learned from the internship experience
  - benefits and/or value of the current internship towards the course of your education in the hospitality management field
  - any potential opportunities that you can further develop in your professional career path

### **Special Notes:**

- **ALL PAPERWORK** must be submitted to the director **NO LATER THAN** the **first day of Finals week**.
- The director shall withhold final grades until all the internship requirements are completed successfully and all required paperwork is turned in for evaluation. The quality of the student's report and log will form a portion of the basis for the intern's grade.

13. If a student's internship is terminated by the sponsor for due cause (absenteeism, unprofessional behavior, etc.) the intern will receive a WD or F for the course.

## 14. Grading Formula:

• Sponsor evaluation (use the form in page 7)	50%
• Written Log	15%
• Final Paper	25%
• Weekly e-mail or posted mail	5%
• Peer evaluation* (form in page 8)	<u>5%</u>
	100%

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\* Another employee of the Sponsoring organization

# **INTERNSHIP SPONSOR ACCEPTANCE FORM**

**TO BE COMPLETED BY THE SPONSOR PRIOR TO THE INTERNSHIP APPLICATION**

DATE: \_\_\_\_\_

THIS IS TO CERTIFY THAT \_\_\_\_\_ HAS BEEN GRANTED  
*STUDENT NAME*

AN INTERNSHIP WITH \_\_\_\_\_  
*COMPANY NAME*

IN THE AREA OF \_\_\_\_\_

NUMBER OF CREDIT HOURS THE STUDENT HAS APPLIED FOR: \_\_\_\_\_

HOURS PER WEEK THE STUDENT WILL PARTICIPATE IN HIS/HER INTERNSHIP: \_\_\_\_\_

INTERNSHIP DURATION: BEGINNING \_\_\_\_\_ AND ENDING \_\_\_\_\_

TOTAL HOURS APPLIED: \_\_\_\_\_ SEMESTER HOURS

FOR THE SEMESTER OF: \_\_\_\_\_

THE PERSON WHO WILL SUPERVISE THE INTERN'S WORK WITH THE SPONSOR AND WHO WILL BE RESPONSIBLE FOR SUBMITTING THE STUDENT'S EVALUATION IS:

NAME: \_\_\_\_\_ *(PLEASE PRINT OR TYPE)*

TITLE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

*Grades, comments and questions regarding the intern or internship policy should be addressed to:*

Heidi H. Sung, Ph.D., CHE.  
Director, Hospitality Management Program  
St. John's University  
Queens, NY 11439  
Phone: (718) 990-1652

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_  
*FOR THE SPONSOR* *FOR ST. JOHN'S UNIVERSITY*

# HMT INTERNSHIP APPROVAL FORM

TO BE COMPLETED BY STUDENT AND SUBMITTED TO THE HMT PROGRAM DIRECTOR  
(INTERNSHIP SPONSOR ACCEPTANCE FORM MUST BE ATTACHED TO THIS FORM)

NAME: \_\_\_\_\_

SEMESTER: \_\_\_\_\_

SOCIAL SECURITY NUMBER: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

CLASS YEAR: \_\_\_\_\_

CUMULATIVE INDEX: \_\_\_\_\_

MAJOR INDEX: \_\_\_\_\_

PROPOSED INTERNSHIP SITE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

TITLE: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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COURSE NUMBER: \_\_\_\_\_

COURSE CODE: \_\_\_\_\_

CREDITS: \_\_\_\_\_

PROGRAM DIRECTOR'S APPROVAL: \_\_\_\_\_

# **INTERNSHIP EVALUATION FORM - SPONSOR**

**TO BE COMPLETED BY SPONSOR AND RETURNED WITH STUDENTS FINAL PAPER**

STUDENT NAME: \_\_\_\_\_ SS# \_\_\_\_\_

COURSE \_\_\_\_\_ CODE \_\_\_\_\_ SEMESTER \_\_\_\_\_

During the semester, the student intern put in approximately \_\_\_\_\_ hours with our organization.

Please indicate the student's performance and abilities in the following areas by circling the appropriate rating. Evaluation ratings approximate the following letter grades:

Excellent = A	Very Good = B+	Good = B	Fair = C+
Satisfactory = C	Less than Satisfactory = D+	Poor = D	Not Acceptable = F

**QUALITY OF WORK:** Rate the quality of the student's work in general. Did the student perform as expected? Did the student grow and learn during the internship?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**QUALITY OF WRITING:** If the student was given writing assignments, how did he or she do? How were the student's writing skills? Was the quality of the student's work professional?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**QUALITY OF ORAL COMMUNICATION:** Can the student communicate clearly and easily?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**ATTITUDE:** Did the intern have enthusiasm for the job? Did he or she get along with others in the organization? Was the student pleasant to work with? Did he or she demonstrate initiative?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**DEPENDABILITY:** Could you rely on the intern to do what was asked? Were deadlines met and assignments completed?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**MATURITY:** Did the student demonstrate maturity? Did he or she dress appropriately? Did the student conduct him or herself in a professional manner?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**ATTENDANCE:** Did the student arrive to work on time? Did he or she come to work when expected?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**POTENTIAL:** How would you rate the student's potential in your profession?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

INTERNSHIP SUPERVISOR/COORDINATOR: \_\_\_\_\_ (PLEASE PRINT)

SPONSORING ORGANIZATION: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

## **INTERNSHIP EVALUATION FORM - PEER**

**TO BE COMPLETED BY A COLLEAGUE AND RETURNED WITH THE FINAL PAPER**

STUDENT NAME: \_\_\_\_\_ SS# \_\_\_\_\_

COURSE \_\_\_\_\_ CODE \_\_\_\_\_ SEMESTER \_\_\_\_\_

During the semester, the student intern put in approximately \_\_\_\_\_ hours with our organization.

Please indicate the student's performance and abilities in the following areas by circling the appropriate rating. Evaluation ratings approximate the following letter grades:

Excellent = A	Very Good = B+	Good = B	Fair = C+
Satisfactory = C	Less than Satisfactory = D+	Poor = D	Not Acceptable = F

**QUALITY OF WORK:** Rate the quality of the student's work in general. Did the student perform as expected? Did the student grow and learn during the internship?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**QUALITY OF WRITING:** If the student was given writing assignments, how did he or she do? How were the student's writing skills? Was the quality of the student's work professional?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**QUALITY OF ORAL COMMUNICATION:** Can the student communicate clearly and easily?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**ATTITUDE:** Did the intern have enthusiasm for the job? Did he or she get along with others in the organization? Was the student pleasant to work with? Did he or she demonstrate initiative?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**DEPENDABILITY:** Could you rely on the intern to do what was asked? Were deadlines met and assignments completed?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**MATURITY:** Did the student demonstrate maturity? Did he or she dress appropriately? Did the student conduct him or herself in a professional manner?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**ATTENDANCE:** Did the student arrive to work on time? Did he or she come to work when expected?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

**POTENTIAL:** How would you rate the student's potential in your profession?

A      B+      B      C+      C      D+      D      F      CAN'T JUDGE

EVALUATION DONE BY: \_\_\_\_\_ (PLEASE PRINT)

TITLE AT SPONSORING ORGANIZATION: \_\_\_\_\_

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_