

# *Site Supervisor Information Sheet & FAQs*

## *Hospitality & Tourism Management Department*

### Eastern Illinois University

Thank you for your interest in Hospitality & Tourism Management (HTM) Undergraduate Internship program, the capstone of academic study for our undergraduate program. Every program area in the school completes an internship with the purpose of synthesizing and applying knowledge and skills gained in course work.

The **purpose** of the internship is to 1). experience the initiation and completion of a job search, 2). acquire a relevant professional experience equivalent to an entry-level position, and 3). allow for professional self-reflection.

It is our hope that HTM students interns will contribute to the daily functioning of your organization. Please do not hesitate to contact HTM Internship Coordinator, Brian Goad at [bwgoad@eiu.edu](mailto:bwgoad@eiu.edu) with any questions or concerns that arise.

#### **Responsibilities of the Site Supervisor**

- Designate a specific staff member who will be responsible for coordinating and directing the student's internship and provide a planned and supervised experience (this could also be your responsibility)
- Provide the intern with:
  - relevant professional experience equivalent to an entry-level position,
  - opportunities to participate in routine professional activities such as staff meetings, planning sessions, and special events, and
  - guidance in the planning and implementation of an Experiential Leadership Activity (ELA). An ELA is an independent project the intern will complete before the end of the semester. The ELA should benefit the internship site and give the intern the opportunity to be solely responsible for the development and completion of their project.
- Complete a Midterm and Final Evaluation of the intern and meet to discuss plan for improvement for the midterm evaluation
- Monitor hours worked each week
- Meet with designated representative of EIU/HTM at your site if approached
  - Discuss questions/concerns
  - Tour internship site
  - Opportunity to meet with student intern

#### **Responsibilities of the Hospitality & Tourism Department at Eastern Illinois University**

- Approve students for registration in the appropriate internship course and placement at an appropriate site
- Provide access to an Internship Coordinator to serve as a liaison between the Internship Site/ Site Supervisor and HTM/EIU
  - Brian Goad, Engagement Coordinator
  - Office 2131 Lumpkin Hall, 217-581-5764
  - [bwgoad@eiu.edu](mailto:bwgoad@eiu.edu)
- Maintain communication with the cooperating agency by mail, email, telephone and/or personal contact concerning progress of the student intern

- Maintain regular contact with the student intern
- Assign a grade for the internship (credit or no credit)
- Instruct students on the importance of confidentiality
- Insure that students are following the rules and regulations of the internship site

### **Internship Agreements**

Internship sites that host EIU students are required to complete an internship agreement for approval at the university level. The site can submit their own document or an agreement will be provided by EIU.

### **Liability Coverage**

Documentation is provided upon approval of internship agreement.

### **FAQ's**

*1. How many hours of work can I expect to assign your intern? Is compensation required?*

Students must complete 120 hours of experiential learning (i.e., face-to-face work on site, research activities) for each three semester hours of course credit. HTM interns can earn 3, 6, or 9 hours in a semester. You are not required to provide monetary compensation for student interns. However, EIU/HTM students are not exempt from payment if the opportunity exists.

*2. Are your students also enrolled in other coursework or working at another site while completing an internship with me?*

Possibly. HTM places no stipulations on outside employment and students may enroll in a maximum of 15 credit hours per semester.

*a. If I have a problem with an intern what should I do?*

Brian Goad serves as the Undergraduate Internship Coordinator for HTM and can be reached by email at [bwgoad@eiu.edu](mailto:bwgoad@eiu.edu) or 217-581-5764.