



**Hospitality, Restaurant and Tourism Management
HRTM 476 - Internship in Hospitality Management
Application for Admission to Professional Internship**

Student Personal Data

Student Name:	Student Identification Number:
Student Present Address:	Student Phone:
Student's Email:	
Term COMPLETING Internship: SPRING / SUMMER / FALL (Circle one)	Proposed Dates of Internship:

PART I: BACKGROUND

Where did you complete HRTM 172 and what skills did you gain from the experience?

Where did you complete HRTM 397 and what skills did you gain from the experience?

**PART II – PROPOSED
INTERNSHIP**

Practicum Information:

Practicum Business Name:	Phone:
Student's Job Title:	Supervisor's Name:
Supervisor's Phone Number:	Supervisors Email Address:
Practicum Address:	City / State / Country / Zip Code
Is the internship paid? YES / NO (circle one)	Salary: \$ Hr./Wk./Mo. (circle one)

e. What are five skills that you hope to further develop as part of this experience? List the skill and think about how you can incorporate the skills in your learning objectives below.

f. What do you predict to be your biggest challenge(s) in this internship? How will you plan for and overcome the challenge?

PART IV - Development of Learning Objectives for Internship

Please list your top five learning objectives. Please include an estimated percentage of time you will spend on each individual duty. For example, if you are a restaurant management intern, one of your learning objectives might be “gaining an understanding of restaurant operations *through supervising or managing kitchen and dining room.*” You estimate this duty will occupy approximately 60% of your time. List the learning objectives/duties in order of greatest percentage to smallest percentage. Be sure to use action verbs and include measurable outcomes when writing your learning objectives think SMART goals: specific, measurable, attainable, realistic, and timely for each of your learning objectives below.

Tell me what you will do, how you will do it, what success looks like and the percentage of time of your job devoted to this duty. Don't forget to include the skills you'd like to learn within the objectives. For example, if communication is a skill you want to improve and the learning objective is managing the shift you might emphasize clear communication with staff to ensure clear understanding of expectations. Other skills might be active listening, or conflict management, critical thinking, public thinking, decision making, deductive reasoning, or multi-tasking. There are many different skills you could consider to improve on.

Here are examples of other management duties:

- **Supervise or manage** restaurant kitchen and dining room.
- **Resolve** guest complaints.
- **Train** workers in preparation, service, sanitation, and/or safety procedures.
- **Observe** and **evaluate** workers and work procedures to ensure quality standards and service.
- **Assign** duties and responsibilities to employees in accordance with work requirements.
- **Inspect** supplies, equipment, and work areas to ensure efficient service and conformance to standards.
- **Control** inventories of items and report shortages to designated personnel.
- **Recommend** measures for improving work procedures and staff performance.
- **Perform personnel actions**, such as hiring and firing staff, providing staff orientation and training, and conducting supervisory activities, such as creating work schedules or organizing employee time sheets.
- **Analyze** operational problems, such as theft and wastage, and establish procedures to alleviate these problems.
- **Record** production, operational, and personnel data on specified forms.
- **Develop** equipment maintenance schedules and arrange for repairs.
- **Perform various financial activities**, such as cash handling, deposit preparation, and payroll.
- **Purchase or requisition supplies and equipment** needed to ensure quality and timely delivery of services.
- **Specify** food portions and courses, production and time sequences, and workstation and equipment arrangements.
- **Forecast** staff, equipment, and supply requirements, based on a master menu.
- **Evaluate** new products for usefulness and suitability.

- **Compile and balance** cash receipts at the end of the day or shift.
- **Conduct meetings and collaborate** with other personnel for menu planning, serving arrangements, and related details.
- **Develop** departmental objectives, budgets, policies, procedures, and strategies.
- **Schedule** events, coordinate meetings with prospective clients and/or vendors.

Here is an example for you that integrates the duty/objective and skills:

EXAMPLE OF LEARNING OBJECTIVE

Learning Objective 1....

I will gain an understanding of event operations through planning and managing events for the Del Ray Ballroom

What you will do:

In this objective I will be the on-site supervisor/manager for seven tailgating events at the Grand Manse.

How you will do it:

In this role, I will perform event checklists and manage operations for events. I will conduct reconciliation of any cash and coordinate/manage closing duties. I will communicate / coordinate with any staff, vendors, or guests to prepare for and host a successful event. Effective problem solving, multi-tasking, customer service, decision making and communication are important to my success. To accomplish this objective, I will receive training from NAME and feedback from NAME.

What success looks like:

Success will be measured by guest, staff, and supervisor satisfaction of the event through survey and discussion.

This objective is specific, measurable, attainable, realistic, and timely

YES

Estimated percentage of time: 60%

Learning Objective 1

What you will do:

How you will do it:

What success looks like:

Is this objective SMART (specific, measurable, attainable, relevant, and has a time estimate or limit of completion)? It will need to be to be an acceptable goal.

Estimated percentage of time: _____ %

Learning Objective 2

What you will do:

How you will do it:

What success looks like:

Is this objective SMART (specific, measurable, attainable, relevant, and has a time estimate or limit of completion)? It will need to be to be an acceptable goal.

Estimated percentage of time: _____ %

Learning Objective 3

What you will do:

How you will do it:

What success looks like:

Is this objective SMART (specific, measurable, attainable, relevant, and has a time estimate or limit of completion)? It will need to be to be an acceptable goal.

Estimated percentage of time: _____%

Learning Objective 4

What you will do:

How you will do it:

What success looks like:

Is this objective SMART (specific, measurable, attainable, relevant, and has a time estimate or limit of completion)? It will need to be to be an acceptable goal.

Estimated percentage of time: _____%

Learning Objective 5

What you will do:

How you will do it:

What success looks like:

Is this objective SMART (specific, measurable, attainable, relevant, and has a time estimate or limit of completion)? It will need to be to be an acceptable goal.

Estimated percentage of time: _____%

PART V – STUDENT COMMITMENT / SITE SUPERVISOR SIGNATURE

Student agrees to complete the following requirements if I am accepted into HRTM 476:

_____ Discuss intentions, objectives and employment options;

_____ Respect confidential proprietary information pertaining to the place of employment;

_____ Complete and submit all forms required by established deadlines;

_____ Notify Professor Kim of any diversion from the original intern program plan.

_____ Retain a copy of this document for uploading into UNL Canvas system once course is available.

Student Signature:	Date:
Site Supervisor Signature (signature indicates approval of objectives):	Date:

Please return completed paperwork **WITH SIGNATURES** to Professor Vernetta Kosalka at vkosalka2@unl.edu

I will review your document and notify you of next steps.

Thank you and congratulations!