

Internship Application Form

Career Center Use Only
Approved _____
Date _____

For Purdue HTM - HTM's 302

DUE DATE: Refer to syllabus.

The following is a summary of the requirements necessary for Purdue HTM students to complete their internship requirement:

1. Students and employers agree to complete 320 hours of paid employment for summer, fall, *or* spring semester at a pay rate equivalent to at least minimum wage.
2. Employers are required to rotate students through at least three (3) functional areas.
3. Employers are required to complete one progress report.
4. Employers must be sure to safeguard the students Title IX rights during the student's internship with their company.
5. Students are required to complete three (3) student reports, which are due on dates specified during the semester.
6. The student will be given a grade depending on documentation of the required number of work hours and completion of the written assignments.
7. The student **MUST** upload the completed application. It may also be mailed, emailed, or hand delivered to HTM Career Center Coordinator (or email htm202-302@purdue.edu).
8. Once the course is on Blackboard, the student can confirm approval via Blackboard. Prior to that time, contact the Internship Coordinator or Teaching Assistant.

PLEASE PRINT OR TYPE

Student Information - To be completed by Student

Student: _____

Mailing Address during Internship: _____

City: _____ State: _____ Zip: _____

Home Phone # during Internship: _____ Wk Phone # (if available): _____

Purdue E-mail: _____

Student's Signature: _____ Date: _____

Company Information - To be completed by Supervisor

Parent Company Name: _____

Property Unit/Location Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Supervisor Name & Title (Please Print): _____

Supervisor's Phone #: _____ Fax: _____ E-mail: _____

Beginning Date: _____ Ending Date: _____

Areas of Exposure: 1) _____ 2) _____ 3) _____

Supervisor's Signature: _____ Date: _____

The signature of both parties indicates that both agree to the Purdue University School of Hospitality & Tourism Management Internship Guidelines.

International students must obtain proper ISS or INS approval prior to commencing any Co-op/internship experience. Failure to do so will lead to loss of legal status with no means to regain it.

HTM Career Center Coordinator
Purdue University – School of Hospitality and Tourism Management
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