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
Marriott Hall, Room 135, 900 W. State St.; West Lafayette, IN 47907-1266

Phone: (765) 494-4729
Email: htm202-302@purdue.edu
http://www.purdue.edu/HHS/HTM