HTM 20200 Work Experience

- CRN: 10713
- Fall 2022
- Work Experience Schedule
- Instructional Modality: Face-to-Face
- Course credit hours: 1
- Prerequisites: Hospitality and Tourism Management majors only; and 6 credits in HTM. (School’s Approval Required)
- Student Consultation Hours: Request per email

HTM 30200 Internship

- CRN: 21948
- Fall 2022
- Internship Schedule
- Instructional Modality: Face-to-Face
- Course credit hours: 1 or 2
- Prerequisites: Hospitality and Tourism Management majors only; and 6 credits in HTM. (School’s Approval Required)
- Student Consultation Hours: Request per email

Instructors:

INTERNSHIP FACULTY ADVISOR: DR. SUSAN GORDON, (765) 494-8031, gordon31@purdue.edu
Marriott Hall, Office Room 247

*Please reach out Maria or our 202-302 email first.

INTERNSHIP COORDINATOR: MARIA POYNTER, (765) 494-4729, poynterm@purdue.edu
Marriott Hall, Office Room 128C

General HTM 202/302 E-mail: MARIA OR CURRENT TA WILL RESPOND, htm202-302@purdue.edu

Virtual office/consultation hours are a synchronous session; please contact Maria Poynter to discuss questions related to course requirements.

MAILING ADDRESS:
HTM Career Center Coordinator, Marriott Hall, Room 128, 900 W. State St., West Lafayette, Indiana, 47907.

REV: 08/23/2022
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Students are automatically enrolled in the Learning Online 101 course in Brightspace, a self-paced elective designed to help students be better prepared for hybrid and online learning.

Once a student is ready to register for the HTM 202 Work Experience or HTM 302 Internship course, they will have access to the online orientation in Brightspace as soon as it opens. The online orientation, syllabus quiz, and submission of offer letter/application form will be required in order for final approval to proceed.

If students would like to ensure a position qualifies before they accept, contact your HTM Career Center Coordinator to inquire.

Additional reading on HTM 20200 Work Experience and HTM 30200 Internship may be found on our website link: https://www.purdue.edu/hhs/htm/undergraduate/career_center/internships.html

How to Succeed in this Course

- Register for course
- Complete the online orientation and syllabus quiz
- Communicate effectively
- Submit all materials by the deadlines.

Academic Guidance in the Event a Student is Quarantined/Isolated

If you must miss class at any point in time during the semester, please reach out to me via email so that we can communicate about how you can maintain your academic progress. If you find yourself too sick to progress in the course, notify your adviser and notify me via email or Brightspace. We will make arrangements based on your particular situation. Please note that, according to Details for Students on Normal Operations announced on the Protect Purdue website, “individuals who test positive for COVID-19 are not guaranteed remote access to all course activities, materials, and assignments.”

Attendance Policy

The University expects that students will attend classes for which they are registered. At times, however, either anticipated or unanticipated absences can occur. The student bears the responsibility of informing the instructor in a timely fashion, when possible. The instructor bears the responsibility of trying to accommodate the student either by excusing the student or allowing the student to make up work, when possible. The University expects both students and their instructors to approach problems with class attendance in a manner that is reasonable.”

The General Guidelines also state that attendance is a shared responsibility, with instructors establishing and clearly communicating attendance policies in the course syllabus and students being responsible for class-related work missed as a result of an unavoidable absence. Further, make-up work is “at the discretion of the instructor.”

General Attendance Considerations

- Guidance on class attendance related to COVID-19 are outlined in the Protect Purdue Pledge for on the Protect Purdue website.
While attendance can be a factor in final grades, we strongly encourage that instructors avoid creating grading structures that would unintentionally disincentivize or penalize students for following the Protect Purdue Pledge and staying home when ill or instructed to quarantine or isolate.

- Physical presence in the classroom is not the same as engagement. We encourage a focus on ways for students to demonstrate their engagement by following suggestions in the Student Engagement During In-Person Class Sessions PDF.
- Take proactive measures to address individual student needs and remove barriers to an equitable learning experience. For example, some students may experience a variety of technology issues (e.g., connectivity off campus) that affect their ability to participate and/or access the course Brightspace. Consider how these students, their peers, and you can work together to ameliorate these barriers.
- All courses should have a robust presence in the Brightspace learning management system (LMS) in order to be resilient to perturbations caused by COVID-19. Guidance for classrooms, instructional labs, and experiential courses have been developed and are available on the Innovative Learning website.
- Instructors are highly encouraged to communicate expectations regarding attendance with their students early and often. All graded assessments and activities should be tied to course learning outcomes. For courses with experiential components, see the Experiential Education Resources webpage on the Innovative Learning website.

Classroom Guidance Regarding Protect Purdue

Any student who has substantial reason to believe that another person is threatening the safety of others by not complying with Protect Purdue protocols is encouraged to report the behavior to and discuss the next steps with their instructor. Students also have the option of reporting the behavior to the Office of the Student Rights and Responsibilities. See also Purdue University Bill of Student Rights and the Violent Behavior Policy under University Resources in Brightspace.

Academic Integrity

Academic integrity is one of the highest values that Purdue University holds. Individuals are encouraged to alert university officials to potential breaches of this value by either emailing integrity@purdue.edu or by calling 765-494-8778. While information may be submitted anonymously, the more information is submitted the greater the opportunity for the university to investigate the concern. More details are available on our course Brightspace table of contents, under University Policies.”

Purdue’s Honor Pledge: “As a boilermaker pursuing academic excellence, I pledge to be honest and true in all that I do. Accountable together - we are Purdue.”

Missed or Late Work

Missed/late assignments may only be made up when you notify us ahead of time with an explanation and plan for completion. These requests will be accepted at Maria’s discretion and may include a penalty of point deduction.

Incompletes

A grade of incomplete (I) will be given only in unusual circumstances. To receive an “I” grade, a written request must be submitted prior to May 1st, and approved by the instructor. The request must describe the circumstances, along with a proposed timeline for completing the course work. Submitting a request does not ensure that an incomplete grade will be granted. If granted, you will be required to fill out and sign an “Incomplete Contract” form that will be turned in with the course grades. Any requests made after the course is completed will not be considered for an incomplete grade.
Nondiscrimination
Purdue University is committed to maintaining a community which recognizes and values the inherent worth and dignity of every person; fosters tolerance, sensitivity, understanding, and mutual respect among its members; and encourages each individual to strive to reach his or her own potential. In pursuit of its goal of academic excellence, the University seeks to develop and nurture diversity. The University believes that diversity among its many members strengthens the institution, stimulates creativity, promotes the exchange of ideas, and enriches campus life. More details are available on our course Brightspace table of contents, under University Policies.

Accessibility
Purdue University strives to make learning experiences as accessible as possible. If you anticipate or experience physical or academic barriers based on disability, you are welcome to let us know so that we can discuss options. You are also encouraged to contact the Disability Resource Center at: drc@purdue.edu or by phone: 765-494-1247. More details are available on our course Brightspace under Accessibility Information.

Mental Health/Wellness Statement
If you find yourself beginning to feel some stress, anxiety and/or feeling slightly overwhelmed, try WellTrack. Sign in and find information and tools at your fingertips, available to you at any time.

If you need support and information about options and resources, please contact or see the Office of the Dean of Students. Call 765-494-1747. Hours of operation are M-F, 8 am- 5 pm.

If you find yourself struggling to find a healthy balance between academics, social life, stress, etc. sign up for free one-on-one virtual or in-person sessions with a Purdue Wellness Coach at RecWell. Student coaches can help you navigate through barriers and challenges toward your goals throughout the semester. Sign up is completely free and can be done on BoilerConnect. If you have any questions, please contact Purdue Wellness at evans240@purdue.edu.

If you are struggling and need mental health services: Purdue University is committed to advancing the mental health and well-being of its students. If you or someone you know is feeling overwhelmed, depressed, and/or in need of mental health support, services are available. For help, such individuals should contact Counseling and Psychological Services (CAPS) at 765-494-6995 during and after hours, on weekends and holidays, or by going to the CAPS office on the second floor of the Purdue University Student Health Center (PUSH) during business hours.

Basic Needs Security
Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is urged to contact the Dean of Students (odos@purdue.edu) for support. There is no appointment needed and Student Support Services is available to serve students 8 a.m.-5 p.m. Monday through Friday. Considering the significant disruptions caused by the current global crisis as it related to COVID-19, students may submit requests for emergency assistance from the Critical Needs Fund.
**Emergency Preparation**

In the event of a major campus emergency, course requirements, deadlines and grading percentages are subject to changes that may be necessitated by a revised semester calendar or other circumstances beyond the instructor’s control. Relevant changes to this course will be posted onto the course website or can be obtained by contacting the instructor or TA via email or phone. You are expected to read your @purdue.edu email on a frequent basis.

**Course Evaluation (HTM’s Employer Progress Report)**

Half way through the semester, our HTM Career Center will reach out to the supervisor on record and provide a Qualtric’s link to kindly ask they fill our an Employer Progress Report (EPR). Once received, HTM will note is as received in Brightspace.

**Student Help and Success**

On the homepage for all your courses, under Announcements, is a Student Resources widget with direct links to Technology Help, Academic Help, Campus Resources, and timely items that may change based upon students’ most urgent needs. Please remind students of this resource.

**Disclaimer**

This syllabus is subject to change. You will be notified of any changes as far in advance as possible via an announcement on Brightspace. Monitor our internship website for updates at:

Regular Guidelines for HTM 20200 Work Experience & HTM 30200 Internship

Dear Student:

Congratulations on seeking an opportunity to complete the required HTM 202 Work Experience or HTM 302 Internship. You will soon become a part of what makes our HTM Purdue Work Experience/Internship Program the success that it is and aid in further securing opportunities for future work experience/internship participants by demonstrating the fine character Purdue HTM students. We trust that you will honor and uphold this obligation.

The following are requirements that will help you in continuing our successful program and that you need to be aware of as you undertake your new work experience/internship opportunity. They are as follows:

1. You are representing yourself, the White Lodging-J.W. Marriott, Jr. of of Hospitality and Tourism Management, the College of Health and Human Sciences, and Purdue University; therefore, you are to act professionally during your work experience/internship, including the travel time to and from your employer. Those individuals staying on-premises at your place of employment or those arranged by your employer will need to act accordingly. There is to be no partying in the rooms. If necessary, security will check those rooms occupied by students to make sure there are no problems.

2. Once a student registers for HTM 202 or HTM 302 course, they will have access to the on-line orientation (two short videos) and 24 question quiz in Brightspace as soon as it opens. The on-line orientation and quiz will be required in order for the application form or offer letter to be approved.

3. Have fun. This is a great chance to learn about the hospitality industry. It is also a good opportunity to market your talents to the possible future employers for permanent placement.

4. An important skill to develop is Conflict Resolution; however, if you find yourself in a situation where you need assistance, please contact Maria Poynter immediately.

5. Finally, ALL International Students must visit the International Students & Scholars (ISS) Office and meet with a counselor regardless of completing an internship in the USA or any Country.

Please take this letter seriously regardless of completing an internship in the USA or any Country.

In closing, if you have reason to believe you are incapable of meeting or exceeding these expectations as spelled out in the syllabus, you should excuse yourself from the work experience/internship until you are mature enough to undertake this responsibility. We trust that this will not be the case and you will comply with our expectations.

Sincerely,  
Susan Gordon  
HTM Internship Faculty Advisor

Maria Poynter  
HTM Internship Coordinator

White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management
## Comparison of HTM 20200 vs. HTM 30200

<table>
<thead>
<tr>
<th>HTM 20200 Work Experience</th>
<th>HTM 30200 Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work Experience</td>
<td>Hospitalitity and Tourism Management Internship</td>
</tr>
<tr>
<td>Required to register for class (and pay applicable tuition and fees)</td>
<td>Required to register for class (and pay applicable tuition and fees)</td>
</tr>
<tr>
<td>1 credit hour</td>
<td>1 credit hour</td>
</tr>
<tr>
<td>Pass/No Pass</td>
<td>Letter grade of A, B, C</td>
</tr>
<tr>
<td>Must Watch the On-line Orientation Videos via Brightspace</td>
<td>Must Watch the On-line Orientation Videos via Brightspace</td>
</tr>
<tr>
<td>320 paid hours</td>
<td>320 paid hours</td>
</tr>
<tr>
<td>Must Pass Quiz-Prerequisite via Brightspace</td>
<td>Must Pass Quiz-Prerequisite via Brightspace</td>
</tr>
<tr>
<td>Must be paid</td>
<td>Must be paid</td>
</tr>
<tr>
<td>Letter from Employer</td>
<td>HTM Application</td>
</tr>
<tr>
<td>No Rotations</td>
<td>3 Rotations</td>
</tr>
<tr>
<td>Student Weekly Reports</td>
<td>3 Papers Due</td>
</tr>
<tr>
<td>One Employer Evaluation</td>
<td>One Employer Evaluation</td>
</tr>
<tr>
<td>Must provide pay stubs</td>
<td>Must provide pay stubs</td>
</tr>
</tbody>
</table>

*Students may complete in any order*
Instructions for HTM 20200-30200

The purpose of reading the HTM 202/302 Syllabus, completing the on-line orientation and quiz in Brightspace is so that you understand everything that is necessary for you to successfully complete your required internship and receive credit. It is your responsibility to read and understand everything and to follow the simple procedures that we have outlined. We have designed the system to require as little paperwork as possible and to be as uncomplicated as possible and yet every year students do not read or follow the procedures.

We have over 300 students each year completing their HTM 202 Work Experiences and HTM 302 Internships; therefore, it is important that everyone understands and follows the requirements.

Read this manual and ask questions if there is anything that is not clear to you.

Thank you and good luck.

Susan Gordon Ph.D.                                Maria Poynter
HTM Internship Faculty Advisor                      HTM Internship Coordinator
HTM 20200
Hospitality Work Experience
HTM 20200 - Hospitality and Tourism Work Experience

As part of your graduation requirements, all HTM undergraduate students must fulfill a work experience, HTM 202, and internship, HTM 302. The White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management does not require which order that these two requirements are completed. However, for most students, HTM 202 will be their first work exposure to the hospitality industry.

Course Description

This course is a supervised paid industry work experience in the hospitality and tourism industry. Students are required to present a signed agreement (offer letter) from their employer prior to initiating employment. Students are also required to prepare a series of work reflective reports. A minimum of 320 paid work hours for one credit is required for completion during a summer or a semester period. Typically offered in the summer.

This means that the company that a student is working for must be in the hospitality industry or the job that the student is performing is a hospitality related job performed in a non-hospitality company. For example, if a student were doing meeting planning with a sports team or wedding planning for a church, this would be acceptable. The White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management will not accept such things as customer service related positions or accounting positions with CVS or Walmart, for example. While it is a good idea to be able to move around to different positions in one company during your work experience, it is not required for you to move around or rotate through various positions in HTM 202.

Course Learning Outcomes

<table>
<thead>
<tr>
<th>At the completion of this course, the student will be able to:</th>
<th>PLO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop skills necessary to seek their first positions in a hospitality organization.</td>
<td>PLO3</td>
</tr>
<tr>
<td>2. Develop skills to analyze issues in a hospitality organization through the use of various required work experience reports.</td>
<td>PLO3</td>
</tr>
<tr>
<td>3. Analyze the culture and work environment in an organization and determine its strengths and weaknesses.</td>
<td>PLO2</td>
</tr>
<tr>
<td>4. Identify the functions of the various departments within the specific type of operation in which they work.</td>
<td>PLO2</td>
</tr>
<tr>
<td>5. To be able to distinguish between engaged employees and those employees who are disengaged.</td>
<td>PLO2</td>
</tr>
<tr>
<td>6. Describe effective customer service encounters versus those that were not handled properly by their organization.</td>
<td>PLO3</td>
</tr>
</tbody>
</table>

CODO Students (CHANGE OF DEGREE OPTION)

For HTM 202, the White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management will allow students to fulfill this requirement the summer before they officially begin the process of changing majors, if the student has already begun the process. The student must meet and complete all the same requirements as other HTM students.
As a Purdue University - HTM Student, please provide this page to the company employer to review.

TITLE IX

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination based on sex in education programs or activities operated by recipients of federal financial assistance. Title IX applies to all participants of such programs, including students, parents and faculty/staff members.

Title IX helps to foster safe and respectful University environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual assault, domestic violence and stalking. Purdue University expects that employers will safeguard students’ rights, including but not limited to Title IX rights, during students’ internships with their company and that employers will abide by the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4) with regard to students’ participation in internships with their company. We will request of company employers that provide an offer letter to our students that they include the paragraph in their offer letter below:

We are aware that Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." We recognize that, as an institutional receiving Federal financial assistance, Purdue University is obligated to comply with the requirements of Title IX. We agree to take steps to safeguard students’ Title IX rights during their internship with our company and to ensure compliance with the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4).

STUDENTS

Title IX is a federal law that requires Universities to provide an environment free from gender-based harassment and discrimination for all of the university community.

Should you encounter any conduct or incidents that make you feel uncomfortable during your internship, please contact Maria Poynter and/or Purdue University's Title IX Coordinator, Christie Wright (wrigh438@purdue.edu or 765-494-7255). To learn more about the University’s policies and procedures, request an appointment with the Office of Institutional Equity, request a Formal Complaint form, or report an incident, please visit https://www.purdue.edu/oie/index.php
NO-SHOW/LAST MINUTE CANCELLATION INTERVIEW POLICY

NO-SHOWS and Last Minute Cancellations ARE UNACCEPTABLE!

If you must miss your scheduled interview(s), you are required to cancel your scheduled interview in advance. If you fail to cancel your scheduled interview(s) in a timely fashion or do not appear for your scheduled interview(s), your actions reflect poorly on you as an individual, HTM, HHS and Purdue University.

No-Shows and/or Last minute cancellations effectively prevent other students from interviewing and waste our company recruiter’s time. This can engender negative feelings and may lead companies pulling back on their on-campus interviews.

Please note: It takes years to build these business relationships.

Therefore, the White Lodging-J.W. Marriott, Jr. of of Hospitality and Tourism Management treats these incidents very serious and strongly advises you to take special note of the following No-Show/Last Minute Cancellations Interview Policy.

NO-SHOW/LAST MINUTE CANCELLATION POLICY:

- Cancellations will NOT be accepted via email or voice mail
- Students are required to give ample (at least 24 hours) notice to cancel a scheduled interview
- Always investigate an alternate date with the company recruiter before you cancel your scheduled interview
- It is your responsibility to personally speak with the company recruiter the morning of your scheduled interview and explain why you will not be attending your interview. Be aware, however – the company recruiter may still report you to HTM
- If you should directly cancel your scheduled interview with the company recruiter, remember to also inform Maria Poynter; HTM Career Center Coordinator

SUDDEN ILLNESS OR SERIOUS PERSONAL EMERGENCY ON INTERVIEW DAY

- Students are expected to contact our HTM Main Office at (765) 494-4643 prior to their interview time. They will forward the message onto Maria Poynter; HTM Career Center Coordinator.

CONSEQUENCES FOR NO-SHOW/LAST MINUTE CANCELLATION:

- You will receive an email from Maria Poynter; HTM Career Center Coordinator
- Your myCCO (HTM) account will be blocked
- You will need to drop off a professional; typed letter to the HTM Career Center within five business days of your missed/cancelled scheduled interview.

Please be sure to:
- Address the professional letter to the company recruiter
- Sign and date the letter
- CC: HTM Head and bring a copy to the HTM Career Center

- If not, your myCCO (HTM) account privileges will remain blocked for the remainder for the semester.

Furthermore, because hospitality recruiters and human resource professionals are a close-knit network, one company’s poor impression of you could follow you throughout your career. Students are expected to attend all scheduled interviews.

Thank you for your cooperation in this serious matter.
GENERAL RESPONSIBILITIES OF INTERNSHIP PARTIES

Employer Responsibilities

- Employment time periods should be specified in advance and no fewer than fourteen (14) days prior to the student’s starting date.
- Employer agrees to schedule and/or offer work opportunities to the student such that he/she can fulfill the 320 hour paid work experience/internship. Inform the student of any overtime.
- Employer should understand, embrace and abide by the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4) during students’ employment with their company.
- Employer agrees to provide students with an environment free from harassment and discrimination and to safeguard the students’ rights, including but not limited to students’ Title IX rights.
- Employer agrees to expose the student to at least three functional areas during the HTM 302 Internship. Significant time should be spent in each area so the student can be knowledgeable within each area.
- Employer should make every effort to provide the student with access to training material used in the operation.
- When applicable, invite students to attend a company meeting or training session.
- A company progress form may also be used. The employer should counsel and advise the student on his/her progress and offer suggestions for improvements.
- Employer will pay the student a reasonable wage while employed, commensurate with his/her ability, experience, the position and the cost of living in the area.
- When applicable, provide realistic housing and transportation information to the student.
- The employer will permit the Purdue internship faculty advisor to visit the employer’s site or speak with them for the purpose of reviewing the program with the appropriate officials and speaking with students presently at the facility.
- Students should be placed under direct supervision of one person such as a general manager, shift manager, etc. This individual will be responsible for completing our School’s Employer Progress Report Form via Qualtric’s link.
- In the event a student is not performing in accordance with both company and the White Lodging-J.W. Marriott, Jr. School of HTM standards, the employer is under no obligation to continue employment. Prior to termination of the internship agreement, the internship faculty advisor must be notified.

Student Responsibilities

- The student is recommended to register for the HTM/CSR List Serve to receive emails with important information to keep up to date.
- The student will need to register for the HTM 202-Work Experience.
- The student will submit the offer letter with proper requirements by the deadline date for approval.
- The student will submit six written assignments (HTM 202) to Brightspace.
- The student will abide by all of the rules and policies of the cooperating employer.
- The student will turn in proof of a minimum of 320 paid work hours, and pay rate must be equivalent to at least minimum wage.
- Accepting employment implies an obligation to continue with the employer as per the agreed upon dates of employment and until obligations to the employer have been met.
GENERAL RESPONSIBILITIES OF INTERNSHIP PARTIES Continued

School of HTM Responsibilities

- The School will inform the students of the advantages of internships within our industry and counsel them on coordination with their academic timetable.
- The HTM Career Center will coordinate interviews and post information to help students become aware of internship opportunities within your organizations.
- The School will monitor student progress with cooperating employers via telephone and personal visits when necessary.
- The HTM Career Center will send an Employer Progress Report (EPR) via Qualtric’s link to the participating employer half way through the semester/summer and kingly asking them to complete. Once received, it will be noted in Brightspace.
REGISTERING FOR THE COURSE
Student will have access to the on-line orientation (two short videos) and 24 question quiz in Brightspace as soon as it opens. The on-line orientation, quiz, along with the submission of the offer letter will be required in order to receive final approval before being able to proceed with the course. If students would like to ensure a position qualifies before they accept, contact your HTM Career Center Coordinator to inquire.

If you are registered for HTM 202 for the summer, we must have received the documentation no later than the dates listed on HTM 202 COURSE REQUIREMENTS page of this document. If you are completing it during a fall or spring semester and will be on campus and taking classes, you will simply add that to your schedule. If you will be away during the fall or spring, you must be registered for it during the time that you are completing the work experience.

If a student registers for HTM 202 and then decides that they do not want to complete it, they are free to drop HTM 202 up until the date indicated on the “HTM 202 Course Requirements – Checklist” in this syllabus. After that date, the student will have to contact the registrar’s office and the student may lose some or all of the money based on university policies.

INTERNATIONAL STUDENTS
Please refer to “Guidelines for International Students” in this syllabus (pages 62-68) for specific guidelines pertaining to your individual situation. It is important that you always visit the International Students and Scholars (ISS) Office regardless of registration in the USA or Abroad.

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.

TIME PERIOD
The 320 paid hours can be completed within the summer, fall or spring semester. However, the 320 paid hours must be completed by August 1st in order to earn credit for the summer semester; December 1st in order to earn credit for the fall semester; and May 1st in order to earn credit for the spring semester.

Students can START earning hours as early as the first week of class for fall and spring work experiences and the first week of May for summer work experiences. Students may request an earlier start date by sending an email to HTM202-302@purdue.edu

EMPLOYER PROGRESS FORM
The employer progress form must be completed and signed by the supervisor for your HTM 202. This may be completed by the supervisor via a Quatric link sent. Once received, HTM will note it in Brightspace as received.

PAY REQUIREMENTS AND PROOF OF HOURS
Students must be paid for HTM 202. The pay rates must be at least minimum wage for the country in which the student is working. If the student will receive less than the minimum wage, there must be
other forms of compensation such as housing, meals, tips, transportation, etc., that will equal to the minimum wage and proof of this must be produced prior to starting the internship.

Proof of 320 paid hours is required to pass HTM 202. Your paystub(s) must be submitted to show both proof of hours and proof of pay. We recognize that you may not receive your final paycheck prior to the date the hours must be completed. In this situation, you will need a letter from your employer stating the number of hours worked between the date of the end of the pay period of your last paycheck and the date the hours must be completed.

The 320 paid hours must be completed and proof of hours and pay must be submitted on Brightspace by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline to complete 320 paid hours</th>
<th>Deadline to submit proof of paid hours and pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 1</td>
<td>December 3</td>
</tr>
<tr>
<td>Spring</td>
<td>May 1</td>
<td>May 3</td>
</tr>
<tr>
<td>Summer</td>
<td>August 1</td>
<td>August 3</td>
</tr>
</tbody>
</table>

How to submit proof of hours: Upload a copy of the paystub(s) you received as of the due date into Brightspace.

a) If the last paystub does not show CUMULATIVE HOURS, upload copies of ALL paystubs from your Work Experience. Also, upload an excel spreadsheet that refers to each document, the total pay for the pay period, and the number of hours worked (i.e., in the first column indicates the "Date Range" where date range corresponds to the specific pay period (i.e., 6/1/19 to 6/7/19); in the 2nd column indicate "# of hours worked" that corresponds to that date range; in the 3rd column indicate the "total pay" that corresponds to that date range). Please combine all documents into one PDF.

<table>
<thead>
<tr>
<th>[Company Name]</th>
<th>[Name of Student]</th>
<th>HTM 202</th>
</tr>
</thead>
<tbody>
<tr>
<td>#</td>
<td>Pay Period:</td>
<td>Pay Date:</td>
</tr>
<tr>
<td>---</td>
<td>------------</td>
<td>---------</td>
</tr>
<tr>
<td>1</td>
<td>3/30/21 - 4/12/21</td>
<td>4/19/2021</td>
</tr>
<tr>
<td>3</td>
<td>4/27/21 - 5/10/21</td>
<td>5/10/2021</td>
</tr>
<tr>
<td>4</td>
<td>5/11/21- 5/24/21</td>
<td>5/31/2021</td>
</tr>
<tr>
<td>5</td>
<td>5/25/21- 6/7/21</td>
<td>6/14/2021</td>
</tr>
<tr>
<td>6</td>
<td>6/8/21- 6/21/21</td>
<td>6/28/2021</td>
</tr>
<tr>
<td>7</td>
<td>6/22/21- 7/5/21</td>
<td>7/12/2021</td>
</tr>
<tr>
<td>8</td>
<td>7/6/21- 7/19/21</td>
<td>7/26/2021</td>
</tr>
<tr>
<td>9</td>
<td>7/20/21- 8/2/21</td>
<td>8/9/2021</td>
</tr>
</tbody>
</table>

Total Hours: 335 $2,282.44

b. If the paystub(s) do not show that 320 paid hours were worked as of the end of the pay period on the last paystub you received, your employer needs to provide a letter stating the number of hours worked between the date of the end of the pay period of your last paycheck and
the date the hours must be completed. Refer to “Sample Employer Letter A”. The letter must:
(1) Be on company letterhead;
(2) Include the name of the person preparing the document along with their title, contact information, and signature; and
(3) Uploaded to Brightspace along with the paystub(s).

Example: the 320 paid hours must be completed by August 1. Your last paycheck was for the pay period ending July 20 and indicated cumulative hours of 300. The letter from the employer needs to indicate how many hours you worked (not scheduled, but actually worked) between July 20 and August 1. Upload into Brightspace your pay stub for pay period ending July 20th (or all paystubs through July 20th if the paystub does not show cumulative hours) AND the letter from your pay period.

1. If you are working in a country that does not provide paystubs, your employer will need to provide a letter in both English and the native language (i.e., Chinese, Korean, etc.) verifying that you worked 320 paid hours and was paid at least minimum wage for that country. Refer to “Sample Letter B” and “Sample Letter C.” The letter must:
   a. Be on company letterhead or have the company’s official stamp;
   b. Indicate the beginning and end date of your work experience;
   c. List student name, position, duties and location;
   d. Provide the pay rate and cumulative hours worked during your work experience;
   e. Include the name of the person preparing the document along with their title, contact information, and signature or official stamp; and
   f. Uploaded to Brightspace.
Indiana Hotel Group
900 West State Street
West Lafayette, IN 47907
(765) 494-4729

August 2, 20XX

RE: Purdue HTM Student - Ima Boilermaker

Dear HTM Career Center Coordinator:

The last paycheck provided to Ima Boilermaker was for pay period ending July 20, 20xx. As of that pay period, Ms. Boilermaker worked 300 hours. Between July 21, 20xx, and August 1, Ms. Boilermaker worked an additional 32 hours.

Please let me know if you have any questions.

Sincerely,

(Supervisor’s original signature here)

Sally Smith
Human Resource Manager
ssmith@inhotel.com
765-111-2345
Sample Employer Proof of Pay and Hours Letter B

(Needed if you are working in a country that does not provide paystubs along with a copy of the letter in the native language of the country where you worked – see Sample Letter C)

Income Certification

This documentation is to confirm that Student Name works in Yangzhou State Guesthouse from 05/13/2015 to 07/06/2015, and her monthly salary is $xxx3MB. Student Name total working hours are 392, and total payment is $xxx3MB. The following is the payment and number of hours that Student Name worked of each week:

5/13-5/17: hour worked=40, Pay= $xxx3MB
5/18-5/24: hour worked=56, Pay= $xxx3MB
5/25-5/31: hour worked=48, Pay= $xxx3MB
6/01-6/07: hour worked=48, Pay= $xxx3MB
6/08-6/14: hour worked=48, Pay= $xxx3MB
6/15-6/21: hour worked=48, Pay= $xxx3MB
6/22-6/28: hour worked=48, Pay= $xxx3MB
6/29-7/06: hour worked=56, Pay= $xxx3MB

Human Resource Manager
mobile phone: 1361650150
E-mail: 3288866913184885.com
Yangzhou State Guesthouse
ADD: 48 Slender West Lake Road,
Yangzhou, Jiangsu, China 225002
07/06/2015
工资证明

兹证明，为扬州迎宾馆员工，从 05/13/2015 起到 07/06/2015 在本酒店工作，她的月工资为 3300 RMB。期间的总工作时间为 392 小时，总工资为 3300 RMB。以下是每周的工作时间和工资：

<table>
<thead>
<tr>
<th>日期</th>
<th>工作时间</th>
<th>工资</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13-5/17</td>
<td>40小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>5/18-5/24</td>
<td>56小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>5/25-5/31</td>
<td>48小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>6/01-6/07</td>
<td>48小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>6/08-6/14</td>
<td>48小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>6/15-6/21</td>
<td>48小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>6/22-6/28</td>
<td>48小时</td>
<td>xxxxRMB</td>
</tr>
<tr>
<td>6/29-7/06</td>
<td>56小时</td>
<td>xxxxRMB</td>
</tr>
</tbody>
</table>

特此证明

人力资源部经理
手机号：
邮箱：

扬州迎宾馆有限责任公司
中国江苏宜兴市湖路 48 号
二零一五年七月六日
REQUIRED DOCUMENTATION: OFFER LETTER

In order to receive credit for HTM 202 all students must submit an offer letter from the company where they will be employed. This letter must be on company letterhead, or a letter from your supervisor with the business card attached. This letter should state the following:

(a) That you, the student, is being offered summer or semester employment with the period of time stated. For example, the summer or fall semester or spring semester. The end date must be no later than the date noted in this syllabus; for instance, a spring work experience offer letter must note that the 320 paid hours will be completed by May 1 (or earlier). A spring end date of May 3 or May 12, for example, shall not be accepted.

(b) That the student will be paid and at what approximate rate. If the student will receive less than the hourly minimum wage, the letter must state other things which are included such as tips, housing, all meals, transportation etc. The additional non-monetary compensation must equal up to what would be minimum wage.

(c) That the supervisor or manager or owner who has signed this letter has read the documentation on page 14 on HTM 202 which the student has provided to the employer and understands what is required.

(d) That the anti-harassment/nondiscrimination/Title IX verbiage be included on the business letterhead offer (see sample of offer letter on page 23).

(e) The supervisor (manager or owner) should include their email address and phone number and original signature.

(f) This letter must be received no later than the date listed on the “HTM 202 Course Requirements Checklist” page in this syllabus. The letter should be uploaded. It can also be dropped off or mailed to the HTM Career Center, Attn: Career Center Coordinator, or sent to HTM via email to htm202-302@purdue.edu.

(g) If a student turns in a letter in a language other than English, you will be required to turn in the original as well as a translated copy.
April 15, 20XX

RE: Purdue HTM Student - Ima Boilermaker

Dear HTM Career Center Coordinator:

Ima Boilermaker has interviewed with our Human Resources Department and has been offered the position for the summer. Ima has indicated that she would like to complete her summer work experience for HTM 202 credit.

Ima will be working in our Sales Department in Dallas, TX. beginning May 15, 20XX and will complete the 320 paid hours required for her HTM 202 work experience no later than August 1, 20XX while holding the waitressing position. She will be paid $10.00 an hour.

Please let me know if you have any questions. We are delighted to have Ima working with our Sales Department this summer.

We are aware that Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." We recognize that, as an institutional receiving Federal financial assistance, Purdue University is obligated to comply with the requirements of Title IX. We agree to take steps to safeguard students’ rights, including but not limited to Title IX rights, during their internship with our company and to ensure compliance with the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4).

Sincerely,

( Supervisor’s original signature here)

Sally Smith
Human Resource Manager
ssmith@inhotel.com
765-111-2345
WORK EXPERIENCE ACKNOWLEDGEMENT AGREEMENT

Once the course is available on Brightspace, students will also be required to complete the Work Experience Acknowledgement Agreement by the due date via Brightspace.

STUDENT WEEKLY ASSIGNMENTS

All students will be required to complete six (6) assignments during their time of employment. Students will be notified of the exact due dates during the semester. The form for the assignment will be posted on the HTM 202 Brightspace course during the summer or semester in which you are registered. The form must be downloaded from the HTM 202 Brightspace site, completed and then uploaded as an attachment no later than the due date and time indicated. Be sure to read the comments, suggestions, feedback, etc. provided to you in Brightspace by our staff after submitting. Each report is different; therefore, read the directions and questions thoroughly.

You are required to completely fill out each assignment in sufficient detail to demonstrate your experiences and what you have learned, using correct grammar, punctuation and sentence structure. Failure to thoroughly complete an assignment will result in a student receiving no credit for the entire assignment. All 6 of the assignments are required to be completed with a passing grade to receive a Pass Grade for the entire HTM 202.

For students completing HTM 202 during a summer period, they can begin their work experience as early as the first week of May and can work until just before school starts, however, all of the 320 paid hours must be completed by August 1st. Therefore, you may be required to complete the first of the 6 weekly assignments as early as the beginning of your first week of full time employment. To complete 320 paid hours, you will need to average 40 hours per week for 8 weeks (or less hours per week if you are able to start between the first week of May and the second week of June). During the fall or spring semester, you will need to average approximately 24 hours per week for 13 weeks. REMINDER: 320 paid hours must be completed by August 1 for the summer semester; December 1st for the fall semester; and May 1st for the spring semester.

GRADING OF HTM 202

HTM 202 is graded on a Pass/No Pass basis.

In order to receive a passing grade, students must complete all the previous requirements thoroughly and on time.

Reasons for receiving a no pass grade

1. Student has not turned in a letter from their employer with the required information on time.
2. Student has not appropriately registered for the class.
3. Student did not complete the Work Experience Acknowledgment Agreement.
4. Student is missing any of the 6 weekly assignments in Brightspace.
5. Student has not uploaded in final pay rate, pay stubs, and proof of paid hours (320) documentation.
# HTM 20200 COURSE SCHEDULE - CHECKLIST

<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Spring 2023</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Summer 2023</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Fall 2022</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*(Dates are subject to change)*

### On-line Orientation will be available in Brightspace as soon as it opens
- HTM 202/302 syllabus packet which provides detailed information regarding the HTM 202/302 course and requirements
- The online orientation will be available for HTM 202 in Brightspace.

### On-line Quiz will be available in Brightspace as well
- For the Quiz-Please complete in Brightspace
- The online quiz will be available for HTM 202 in Brightspace.

### Register for course
- Meet with academic advisor
- Complete during open registration

### Count hours
- Can start counting hours as of this date
- Dec 1
- May 1
- Aug 1

### Offer Letter
- Must be on company letterhead or a letter from supervisor with business card attached. Should be uploaded.
- May also be dropped off at the HTM Career Center or mailed to attn.: HTM Career Center or scanned and emailed to htm202-302@purdue.edu.
- Jan 18
- June 6
- Aug 31

### Acknowledgment Agreement
- Must be completed on Brightspace
- Jan 20
- June 6
- Sept 2

### Submit Student Assignment #1
- Submit to Brightspace.
- Jan 27
- June 16
- Sept 9

### Submit Student Assignment #2
- Submit to Brightspace.
- Feb 10
- June 23
- Sept 23

### Submit Student Assignment #3
- Submit to Brightspace.
- Feb 24
- June 30
- Oct 7

### Submit Student Assignment #4
- Submit to Brightspace.
- Mar 10
- July 7
- Oct 21

### Submit Employer Progress Report
- A Qualtric’s link will be sent to the supervisor on file.
- Between March 20-24
- Between July 11 and 17
- Between Oct 21 and Oct 28

### Submit Student Assignment #5
- Submit to Brightspace.
- Mar 31
- July 14
- Nov 4

### Submit Student Assignment #6
- Submit to Brightspace.
- April 21
- July 28
- Nov 22

### Complete 320 hours
- Submit to Brightspace.
- May 1
- Aug 1
- Dec 1

### Proof of Hours and Pay
- Refer to “Pay Requirements and Proof of Hours” section of the syllabus.
- May 3
- Aug 3
- Dec 3

### Date to drop course if decide not to complete this semester
- Refer to “Purdue University Academic Calendar” for West Lafayette
- Check with your academic advisor
- Check with your academic advisor
- Check with your academic advisor

*If you should ever have any questions on any or all parts of the process, do not hesitate to contact Maria Poynter in the HTM Career Center, email at htm202-302@purdue.edu*
Employer Progress Report: The Employer Progress Report will be distributed (and collected) by the Career Center staff towards the end of the semester/summer session. A week prior to the distribution of the EPR, students will be asked to ensure the supervisor’s name and email address are accurate/up to date in Brightspace. The email to the supervisor will include a Thank you message along with a Qualtrics link for them to complete. Below, please find a sample of some questions asked.

Please rate the quality of the student’s performance by selecting the number on the chart below that best applies:

<table>
<thead>
<tr>
<th>5 = Excellent (1)</th>
<th>4 = Very Good (2)</th>
<th>3 = Good (3)</th>
<th>2 = Fair (4)</th>
<th>1 = Poor (5)</th>
<th>N/A = Not Applicable (6)</th>
</tr>
</thead>
</table>

QUALITY OF WORK: Ability to complete tasks in an acceptable timeframe and format. Accuracy with attention to detail. (3)

PROFESSIONAL ATTITUDE: Able to accept and grow from constructive criticism/feedback. Able to adapt to change quickly as needed. (4)

Q: What specific strengths do you feel this student has that makes them a valuable employee?

________________________________________________________________________

Q: What specific weaknesses are there which may limit or hold back this student in this field? What specific steps would you recommend this student take to overcome these weaknesses?

________________________________________________________________________

Q: In what ways could Purdue assist this student to improve general or specific knowledge and skills?

________________________________________________________________________
White Lodging-J.W. Marriott, Jr. School of Hospitality and Tourism Management

HTM 202 Weekly Student Assignment

<table>
<thead>
<tr>
<th>Date:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student’s Name:</td>
<td></td>
</tr>
<tr>
<td>Student’s Purdue ID:</td>
<td></td>
</tr>
<tr>
<td>Name of Company:</td>
<td></td>
</tr>
<tr>
<td>Location of Company and Unit:</td>
<td></td>
</tr>
</tbody>
</table>

Note: Reports completed by students are confidential and not shared with the employer.

Please give some background about the company such as the owners or the parent company, the size of the organization (both the parent company and the individual location), the number of employees, etc.

Please discuss the orientation that you were given on your first day of work whether it was formal or not.

Please list and discuss in detail 3 activities or functions that you were involved in this week.

1.

2.

3.

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management, etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.

Please discuss in detail your impression of the company overall, the physical aspects of unit or company overall, the management team and the employees.
Please discuss the types of clientele that this company has in as much detail as possible.

Please list and discuss in detail 3 activities or functions that you were involved in this week. These should be different from the previous report. We are assuming that you have learned new things and are doing some different things the longer you work.

1.

2.

3.

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.
Please list and discuss in detail 3 activities or functions that you were involved in this week. These should either be different than in previous weeks or you can go into more detail than previous weeks because you have learned more about the job you are in.

1. 

2. 

3. 

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.

If you could sit down with the owner or manager of your company and tell them at least one major thing that you think that they should change, what would it be? Discuss in detail.
Please list and discuss in detail 3 activities or functions that you were involved in this week.

1. 

2. 

3. 

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.

Please discuss in detail other companies that are competition for the specific location where you are working.
Please list and discuss in detail 3 activities or functions that you were involved in this week.

1.

2.

3.

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.

Please discuss the training that you have been given during the time of your employment.
Please list and discuss in detail 3 activities or functions that you were involved in this week.

1. 

2. 

3. 

Discuss one unique situation that occurred during this week and how you dealt with it. It can deal with employees or customers or management etc. Go into as much detail as to fully explain what occurred, your feelings and the resolution if there was any.

Please discuss the quality of the management at your organization. Discuss the positives and negatives and what should or should not be changed.

Please give a brief summary of your HTM 202 work experience. Has this been valuable to you or not...and why?? Be detailed. Are you planning on staying with the company----If not, why not???
HTM 30200
Hospitality Internship
HTM 30200: Hospitality and Tourism Industry Internship

Course Description
This course is a supervised and structured industry internship experience. Students are required to obtain a signed internship learning agreement (HTM Internship Application) with an employer prior to starting the internship. The internship consists of rotations through at least three (3) functional areas. Students are also required to prepare comprehensive written management reports reflecting upon their internship experience and present employer evaluation. Variable credits with a minimum of 320 paid work hours needed for one credit hour or 640 paid work hours for two credit hours. Typically offered Summer. Students can repeat this internship one time and earn up to two (2) credits in total.

Pre-requisite
Hospitality and Tourism Management majors only; and 6 credits in HTM. (School’s Approval Required)

Course Learning Outcomes

<table>
<thead>
<tr>
<th>At the completion of this course, the student will be able to:</th>
<th>PLO*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Develop and apply interviewing and negotiating skills during the process of seeking and being hired into an internship.</td>
<td>X</td>
</tr>
<tr>
<td>2. Recall and explain the strengths and weaknesses of departments and work units from the hospitality operation in which they interned.</td>
<td>PLO2</td>
</tr>
<tr>
<td>3. Describe and explain interactions with the hospitality operation's guests and the development of a positive service oriented attitude.</td>
<td>PLO3</td>
</tr>
<tr>
<td>4. Compare and contrast the differences and similarities of management styles and leadership skill of the supervisors they worked with; evaluate the effectiveness of supervisor or manager; analyze which type of style or skill fits best with their style.</td>
<td>PLO2</td>
</tr>
<tr>
<td>5. Identify new and different experiences encountered during the internship, distinguish the positive and negative aspects of the experience, and appraise these experiences as to their value to their future hospitality management career.</td>
<td>PLO2</td>
</tr>
<tr>
<td>6. Recall coursework related knowledge and apply and demonstrate this knowledge in areas of Human Resource Management, Finance, Management, Law, and other applicable areas in a hospitality organization.</td>
<td>PLO3</td>
</tr>
<tr>
<td>7. Synthesize the total internship learning experience by completing a comprehensive management report</td>
<td>PLO2</td>
</tr>
</tbody>
</table>
HTM 302 - Hospitality Internship Requirements

HOSPITALITY INTERNSHIP REQUIREMENT DESCRIPTION

Undergraduate students in the White Lodging-J.W. Marriott, Jr. of Hospitality and Tourism Management (HTM) are required to complete one (1) hospitality internship (HTM 302) before graduation. The HTM faculty considers an internship as a structured and supervised industry experience in which the following conditions are met:

1) The student completes the on-line orientation in Brightspace prior to the actual internship;
2) The student completes the on-line quiz in Brightspace prior to the actual internship;
3) The student is paid at a pay rate equivalent to at least minimum wage;
4) The student rotates through a minimum of three functional areas;
5) The students may complete one credit for 320 paid hours or two credits for a semester internship of 640 paid hours. Please inform your academic advisor and Career Center Coordinator if you wish to register for two credits.

REGISTRATION REQUIREMENTS

The following registration requirements must be completed for the student to receive credit:

1) Student registers for the course during open registration;
2) The above conditions must be met;
3) Student uploads the signed Internship Application form to Brightspace; and
4) Student completes the Acknowledgement Agreement form on Brightspace.

Application due date – Refer to the “HTM 302 Course Requirements – Checklist” page in this syllabus for specific dates.

International Students – please refer to “Guidelines for International Students” in this syllabus; pages 62 – 68 for specific guidelines pertaining to your individual situation. Always communicate with ISS as well.

Students who will be graduating in the same semester in which they are completing their HTM 30200 internship need to MEET WITH AN HTM ACADEMIC ADVISOR in addition to fulfilling the registration/application requirements stated above. The student needs to be sure that the HTM advisor is aware that he/she needs to graduate at the end of the internship. If the HTM 30200 internship is the only course in which the student will be enrolled during their last semester, the HTM advisor will also need to enter an override for the student to allow him/her to register for DEGREE ONLY.

CREDITS FOR HTM 302

1) Students may receive one credit for 320 paid hours or two credits for a semester internship of 640 paid hours. Please inform your academic advisor and Career Center Coordinator if you wish to register for two credits.
2) HTM 302 may be repeated up to a total of two (2) credit hours.
3) A completed and signed application form, all written assignments, proof of paid hours worked must have been completed to earn the HTM 302 credit
4) Students receive a letter grade from A to F based on the quality of completion for HTM 302.
SYLLABUS COPY CAN BE FOUND AT THE FOLLOWING WEBSITE:


HTM 302 – Registration Process
Students wishing to fulfill HTM 302 requirements must complete the following procedures in order to register for credits.

1. Students must have completed the on-line orientation (two short videos) in Brightspace.

2. Students must have completed the on-line quiz in Brightspace.

3. Once the prior two steps have been completed, please upload your HTM 302 Application form in Brightspace for approval.

4. Once students receive the School’s final approval, they may proceed with completing their HTM 302 Internship. Registration for this class will not be accepted after the University calendar’s official last day to add a course (see “Purdue University Academic Calendar” for West Lafayette), unless they have their signed internship agreement form completed. If the agreement form is not complete, the student will not be allowed to proceed and will not have access to the HTM 302 Brightspace course as registration for the class will not have been processed.

5. Students can start earning the paid hours as early as the first week of class for fall and spring internships and the first week of May for summer internships. Students may request an earlier start date by sending an email to HTM202-302@purdue.edu. The signed and completed Internship Application must be submitted on Brightspace and approved by the date on the “HTM 302 Course Requirements Checklist” in this syllabus. If these documents are not received by the due date, you will receive no credit and fail the course.

6. If a student registers for HTM 302 and then decides that they do not want to complete it, they are free to drop HTM 302 up until the date indicated on the “HTM 302 Course Requirements – Checklist” in this syllabus. After that date, the student will have to contact the registrar’s office and the student may lose some or all of the money based on university policies.
As a Purdue University - HTM Student, please provide this page to the company employer to review.

TITLE IX

Title IX is part of the Education Amendments of 1972 and is enforced by the U.S. Department of Education. This federal law prohibits discrimination based on sex in education programs or activities operated by recipients of federal financial assistance. Title IX applies to all participants of such programs, including students, parents and faculty/staff members.

Title IX helps to foster safe and respectful University environments that better protect students, faculty and staff from incidents of sex-based discrimination and sexual harassment, including sexual assault, domestic violence and stalking. Purdue University expects that employers will safeguard students’ rights, including but not limited to Title IX rights, during students’ internships with their company and that employers will abide by the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4) with regard to students’ participation in internships with their company. We will request of company employers that provide an offer letter to our students that they include the paragraph in their offer letter below:

We are aware that Title IX states that "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance." We recognize that, as an institutional receiving Federal financial assistance, Purdue University is obligated to comply with the requirements of Title IX. We agree to take steps to safeguard students’ Title IX rights during their internship with our company and to ensure compliance with the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4).

STUDENTS

Title IX is a federal law that requires Universities to provide an environment free from gender-based harassment and discrimination for all of the university community.

Should you encounter any conduct or incidents that make you feel uncomfortable during your internship, please contact Maria Poynter and/or Purdue University's Title IX Coordinator, Christie Wright (wrigh438@purdue.edu or 765-494-7255). To learn more about the University's policies and procedures, request an appointment with the Office of Institutional Equity, request a Formal Complaint form, or report an incident, please visit https://www.purdue.edu/oie/index.php
GENERAL RESPONSIBILITIES OF INTERNSHIP PARTIES

Employer Responsibilities

- Employment time periods should be specified in advance and no fewer than fourteen (14) days prior to the student’s starting date.
- Employer agrees to schedule and/or offer work opportunities to the student such that he/she can fulfill the 320 hour paid work experience/internship. Inform the student of any overtime.
- Employer should understand, embrace and abide by the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4) during students’ employment with their company.
- Employer agrees to provide students with an environment free from harassment and discrimination and to safeguard the students’ rights, including but not limited to students’ Title IX rights.
- Employer agrees to expose the student to at least three functional areas during the HTM 302 Internship. Significant time should be spent in each area so the student can be knowledgeable within each area.
- Employer should make every effort to provide the student with access to training material used in the operation.
- When applicable, invite students to attend a company meeting or training session.
- A company progress form may also be used. The employer should counsel and advise the student on his/her progress and offer suggestions for improvements.
- Employer will pay the student a reasonable wage while employed, commensurate with his/her ability, experience, the position and the cost of living in the area.
- When applicable, provide realistic housing and transportation information to the student.
- The employer will permit the Purdue internship faculty advisor to visit the employer’s site or speak with them for the purpose of reviewing the program with the appropriate officials and speaking with students presently at the facility.
- Students should be placed under direct supervision of one person such as a general manager, shift manager, etc. This individual will be responsible for completing our School’s Employer Progress Report Form.
- In the event a student is not performing in accordance with both company and the School of HTM standards, the employer is under no obligation to continue employment. Prior to termination of the internship agreement, the internship faculty advisor must be notified.

Student Responsibilities

- The student is recommended to register for the HTM/CSR List Serve to receive emails with important information to keep up to date.
- The student will need to register for the HTM 302-Internship.
- The student will submit the internship application form with proper requirements by the deadline date.
- The student will submit or three written reports (HTM 302) to Brightspace.
- The student will abide by all of the rules and policies of the cooperating employer.
- The student will turn in proof of a minimum of 320 paid work hours, and pay rate must be equivalent to at least minimum wage.
- If a student would like to register for two credits of HTM 302, please inform your academic advisor and career center coordinator.
- Accepting employment implies an obligation to continue with the employer as per the agreed upon dates of employment and until obligations to the employer have been met.
GENERAL RESPONSIBILITIES OF INTERNSHIP PARTIES Continued

School of HTM Responsibilities

- The School will inform the students of the advantages of internships within our industry and counsel them on coordination with their academic timetable.
- The HTM Career Center will coordinate interviews and post information to help students become aware of internship opportunities within your organizations.
- The School will monitor student progress with cooperating employers via telephone and personal visits when necessary.
- The HTM Career Center will send an Employer Progress Report (EPR) via Qualtric’s link to the participating employer half way through the semester/summer and kingly asking them to complete. Once received, it will be noted in Brightspace.
NO-SHOW/LAST MINUTE CANCELLATION INTERVIEW POLICY

NO-SHOWS and Last Minute Cancellations ARE UNACCEPTABLE!

If you must miss your scheduled interview(s), you are required to cancel your scheduled interview in advance. If you fail to cancel your scheduled interview(s) in a timely fashion or do not appear for your scheduled interview(s), your actions reflect poorly on you as an individual, HTM and Purdue University.

No-Show and/or Last minute cancellations effectively prevent other students from interviewing and waste our company recruiter’s time. This can engender negative feelings and may lead companies pulling back on their on-campus interviews.

Please note: It takes years to build these business relationships.

Therefore, the White Lodging-J.W. Marriott, Jr. of of Hospitality and Tourism Management treats these incidents very serious and strongly advises you to take special note of the following No-Show/Last Minute Cancellations Interview Policy.

NO-SHOW/LAST MINUTE CANCELLATION POLICY:

- Cancellations will NOT be accepted via email or voice mail
- Students are required to give ample (at least 24 hours) notice to cancel a scheduled interview
- Always investigate an alternate date with the company recruiter before you cancel your scheduled interview
- It is your responsibility to personally speak with the company recruiter the morning of your scheduled interview and explain why you will not be attending your interview. Be aware, however – the company recruiter may still report you to HTM
- If you should directly cancel your scheduled interview with the company recruiter, remember to also inform Maria Poynter; HTM Career Center Coordinator

SUDDEN ILLNESS OR SERIOUS PERSONAL EMERGENCY ON INTERVIEW DAY

- Students are expected to contact our HTM Main Office at (765) 494-4643 prior to their interview time. They will forward the message onto Maria Poynter; HTM Career Center Coordinator.

CONSEQUENCES FOR NO-SHOW/LAST MINUTE CANCELLATION:

- You will receive an email from Maria Poynter; HTM Career Center Coordinator
- Your myCCO (HTM) account will be blocked
- You will need to drop off a professional; typed letter to the HTM Career Center within five business days of your missed/cancelled scheduled interview.

Please be sure to:

• Address the professional letter to the company recruiter
• Sign and date the letter
• CC: HTM Head and bring a copy to the HTM Career Center

- If not, your myCCO (HTM) account privileges will remain blocked for the remainder for the semester.
Furthermore, because hospitality recruiters and human resource professionals are a close-knit network, one company’s poor impression of you could follow you throughout your career. Students are expected to attend all scheduled interviews.

Thank you for your cooperation in this serious matter.

**HTM 302 – Assignments and Grading**

Students will be given a beginning date and ending date for each of the below assignments. The assignment can only be uploaded on the HTM 302 Brightspace course site into the appropriate assignment box during that window of time. Be sure to read all comments, suggestions, feedback etc. provided to you via Brightspace by our HTM Staff. If a student does not submit it by the due date, he or she will not get credit for that assignment and it will affect the final grade. *Students registered for two credits (completing 640 paid hours) will have two additional reports to complete as well.*

**Graded Mandatory Assignments** (due dates will be announced at the beginning of each semester):

5%  **Internship Acknowledgement Agreement**
Completed on Brightspace as an assignment.

10% **Employer Progress Form**
Completed by supervisor at the place of employment. The HTM Career Center will send an Employer Progress Report (EPR) via Qualtric’s link to the participating employer halfway through the semester/summer. Once received, it will be noted in Brightspace.

25% **Student Report #1**
Completed reports must be uploaded to the assigned folder on Brightspace. Students will not have a second chance to do the assignment so it is imperative that they do a thorough and complete job with each part of the report.

25% **Student Report #2**
Completed reports must be uploaded to the assigned folder on Brightspace. Students will not have a second chance to do the assignment so it is imperative that they do a thorough and complete job with each part of the report.

35% **Student Report #3**
Completed reports must be uploaded to the assigned folder on. Students will not have a second chance to do the assignment so it is imperative that they do a thorough and complete job with each part of the report.

**Grading:**
HTM 302 must be passed with a grade of C or better.

90% to 100% = A
80% to 89% = B
70% to 79% = C
Less than 70% = F
Ungraded Mandatory Assignments:

The following requirements must be uploaded onto Brightspace by the assigned dates in order to complete HTM 302 requirements. There is no credit for these individually, BUT if they are not done by the assigned date, students simply may not receive credit for the entire course and will fail the course.

1. **Internship Application Form**
   The internship application form (see specific additional information in this manual) must be signed by the student AND the employer, then uploaded onto Brightspace. A copy of your employer’s business card should also be uploaded.

2. **Proof of Paid Hours and Pay**
   Students must be paid for HTM 302. The pay rates must be at least minimum wage for the country in which the student is working. If the student will receive less than the minimum wage, there must be other forms of compensation such as housing, meals, tips, transportation, tips, etc., that will equal to the minimum wage and proof of this must be produced prior to starting the internship.

   Proof of 320 paid hours is required to pass HTM 302. Your paystub(s) must be submitted and uploaded to show both proof of hours and proof of pay. We recognize that you may not receive your final paycheck prior to the date the hours must be completed. In this situation, you will need a letter from your employer stating the number of hours worked between the date of the end of the pay period of your last paycheck and the date the hours must be completed. Please see sample below.

<table>
<thead>
<tr>
<th>#</th>
<th>Pay Period:</th>
<th>Pay Date:</th>
<th>Hours Worked:</th>
<th>Total Pay:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>3/30/19 - 4/12/19</td>
<td>4/19/2019</td>
<td>35</td>
<td>$235.35</td>
</tr>
<tr>
<td>3</td>
<td>4/27/19 - 5/10/19</td>
<td>5/10/2019</td>
<td>33</td>
<td>$199.59</td>
</tr>
<tr>
<td>4</td>
<td>5/11/19 - 5/24/19</td>
<td>5/31/2019</td>
<td>38</td>
<td>$260.20</td>
</tr>
<tr>
<td>5</td>
<td>5/25/19 - 6/7/19</td>
<td>6/14/2019</td>
<td>40</td>
<td>$284.87</td>
</tr>
<tr>
<td>6</td>
<td>6/8/19 - 6/21/19</td>
<td>6/28/2019</td>
<td>36</td>
<td>$236.01</td>
</tr>
<tr>
<td>7</td>
<td>6/22/19 - 7/5/19</td>
<td>7/12/2019</td>
<td>38</td>
<td>$260.20</td>
</tr>
<tr>
<td>8</td>
<td>7/6/19 - 7/19/19</td>
<td>7/26/2019</td>
<td>40</td>
<td>$284.87</td>
</tr>
<tr>
<td>9</td>
<td>7/20/19 - 8/2/19</td>
<td>8/9/2019</td>
<td>40</td>
<td>$287.00</td>
</tr>
</tbody>
</table>

**Total Hours:** 335 $2,282.44
The 320 paid hours must be completed and proof of hours and pay must be submitted on Brightspace by the following dates:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Deadline to complete 320 hours</th>
<th>Deadline to submit proof of hours and pay</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td>December 1</td>
<td>December 3</td>
</tr>
<tr>
<td>Spring</td>
<td>May 1</td>
<td>May 3</td>
</tr>
<tr>
<td>Summer</td>
<td>August 1</td>
<td>August 3</td>
</tr>
</tbody>
</table>

How to submit proof of hours:

2. Upload a copy of the paystub(s) you received as of the due date into Brightspace.

   a. *If the last paystub does not show CUMULATIVE HOURS*, upload copies of ALL paystubs from your Internship (in one pdf file). Also, upload an excel spreadsheet that refers to each document, the total pay for the pay period, and the number of hours worked (i.e., in the first column indicates the "Date Range" where date range corresponds to the specific pay period (i.e., 6/1/15 to 6/7/15); in the 2nd column indicate "# of hours worked" that corresponds to that date range; in the 3rd column indicate the "total pay" that corresponds to that date range). See page 42 for sample.

   b. *If the paystub(s) do not show that 320 paid hours were worked as of the end of the pay period on the last paystub you received*, your employer needs to provide a letter stating the number of hours worked between the date of the end of the pay period of your last paycheck and the date the hours must be completed. Refer to “Sample Employer Letter A” on page 41. The letter must:

      1) Be on company letterhead;
      2) Include the name of the person preparing the document along with their title, contact information, and signature; and
      3) Uploaded to Brightspace along with the paystub(s).

Example: the 320 paid hours must be completed by August 1. Your last paycheck was for the pay period ending July 20 and indicated cumulative hours of 300. The letter from the employer needs to indicate how many hours you worked (not scheduled, but actually worked) between July 20 and August 1. Upload onto Brightspace your pay stub for pay period ending July 20th (or all paystubs through July 20th if the paystub does not show cumulative hours) AND the letter from your pay period.

3. *If you are working in a country that does not provide paystubs*, your employer will need to provide a letter in both English and the native language (i.e., Chinese, Korean, etc.) verifying that you worked 320 paid hours and was paid at least minimum wage for that country. Refer to "Sample Letter B" on page 42 and "Sample Letter C" on page 43. The letter must:

   a. Be on company letterhead or have the company's official stamp;
   b. Indicate the beginning and end date of your work experience;
   c. List position, duties and location;
   d. Provide the pay rate and cumulative hours worked during your work experience;
   e. Include the name of the person preparing the document along with their title, contact information, and signature or official stamp; and
   f. Uploaded to Brightspace.
If any of these requirements are not met, it is automatic failure of the course.

Is it okay to work more than 320 paid hours? YES! It is fine if students earn more than 320 paid hours and in fact students are encouraged to work as long as they can. Students are strongly encouraged to start their HTM 302 hours as early as possible. This means that students can start earning hours as early as August 1st for the Fall semester, December 1st for the Spring semester, and May 1st for the Summer semester. **Students may request an earlier start date by sending an email to HTM202-302@purdue.edu.** Even if the student has not registered for HTM 302 or uploaded his or her signed internship agreement by that time, hours earned will still be accepted. The longer that a student waits to start the internship, the more difficult it will be for him or her to meet the 320 paid hours' requirement. Students need to be prepared to take into account situations that may arise during the semester, such as the student becomes sick, the student needs to take a few days off, or the company cuts hours due to slow business. These situations may result in students failing to meet the requirement of working 320 paid hours by deadline. Keep this in mind as you work with your employer on your schedule.
Sample Employer Proof of Pay and Hours Letter A

(Needed if your last paystub(s) do not show that 320 paid hours were worked as of the end of the pay period on the last paystub you received and your work experience was in the United States or a country that provided paystubs)

Indiana Hotel Group
900 West State Street
West Lafayette, IN  47907
(765) 494-4729

August 2, 20XX

RE: Purdue HTM Student - Ima Boilermaker

Dear HTM Career Center Coordinator:

The last paycheck provided to Ima Boilermaker was for pay period ending July 20, 20xx. As of that pay period, Ms. Boilermaker worked 300 hours. Between July 21, 20xx, and August 1, Ms. Boilermaker worked an additional 32 hours.

Please let me know if you have any questions.

Sincerely,

(Supervisor’s original signature here)

Sally Smith
Human Resource Manager
ssmith@inhotel.com
765-111-2345
Sample Employer Proof of Pay and Hours Letter B
(Needed if you are working in a country that does not provide paystubs along with a copy of the letter in the native language of the country where you worked – see Sample Letter C)

Income Certification

This documentation is to confirm that [Student Name] works in Yangzhou State Guesthouse from 05/13/2015 to 07/06/2015, and her monthly salary is [xxxRMB]. [Student Name] total working hours are 392, and total payment is [xxxRMB]. The following is the payment and number of hours that [Student Name] worked of each week:

5/13-5/17: hour worked=40, Pay= [xxxRMB]
5/18-5/24: hour worked=56, Pay= [xxxRMB]
5/25-5/31: hour worked=48, Pay= [xxxRMB]
6/01-6/07: hour worked=48, Pay= [xxxRMB]
6/08-6/14: hour worked=48, Pay= [xxxRMB]
6/15-6/21: hour worked=48, Pay= [xxxRMB]
6/22-6/28: hour worked=48, Pay= [xxxRMB]
6/29-7/06: hour worked=56, Pay= [xxxRMB]

[Signature]
Human Resource Manager
Mobile phone: 1396105050
E-mail: [email]
Yangzhou State Guesthouse
ADD: 48 Slender West Lake Road,
Yangzhou, Jiangsu, China 225002
07/06/2015
### Sample Employer Proof of Pay and Hours Letter C

*(Needed if you are working in a country that does not provide paystubs along with a copy of the letter in English – see Sample Letter B)*

扬州市迎宾馆有限责任公司

工资证明

兹证明，为扬州市迎宾馆员工，从 05/13/2015 起到 07/06/2015 在本酒店工作，她的月工资为：xxxx RMB。年中的总工作时间为 392 小时，总工资为：xxxx RMB。以下是每周的工作时间和工资:

<table>
<thead>
<tr>
<th>日期</th>
<th>工作时间</th>
<th>工资</th>
</tr>
</thead>
<tbody>
<tr>
<td>5/13-5/17</td>
<td>40 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>5/18-5/24</td>
<td>40 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>5/25-5/31</td>
<td>48 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>6/01-6/07</td>
<td>48 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>6/08-6/14</td>
<td>48 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>6/15-6/21</td>
<td>48 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>6/22-6/28</td>
<td>48 小时</td>
<td>xxxx RMB</td>
</tr>
<tr>
<td>6/29-7/06</td>
<td>56 小时</td>
<td>xxxx RMB</td>
</tr>
</tbody>
</table>

特此证明

[盖章]

人力资源部经理

手机号： [censored]

邮箱： [censored]

扬州市迎宾馆有限责任公司

中国江苏扬州瘦西湖路 48 号

二零一五年七月六日
<table>
<thead>
<tr>
<th>REQUIREMENT</th>
<th>DESCRIPTION</th>
<th>DEADLINE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Spring 2023</td>
</tr>
<tr>
<td>On-line Orientation will be available in Brightspace as soon as it opens</td>
<td>HTM 202/302 syllabus packet which provides detailed information regarding the HTM 202/302 course and requirements</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The on-line orientation will be available for HTM 302 in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>On-line Quiz will be available in Brightspace as well</td>
<td>For the Quiz-Please complete in Brightspace</td>
<td></td>
</tr>
<tr>
<td></td>
<td>The online quiz will be available for HTM 302 in Brightspace.</td>
<td></td>
</tr>
<tr>
<td>Register for course</td>
<td>Meet with academic advisor</td>
<td>Complete during open registration</td>
</tr>
<tr>
<td>Count hours</td>
<td>Can start counting hours as of this date</td>
<td>Dec 1</td>
</tr>
<tr>
<td>Application</td>
<td>Signed and completed application MUST be uploaded. It may also be dropped off at the HTM Career Center or mailed to attn.: HTM Career Center or scanned and emailed to <a href="mailto:htm202-302@purdue.edu">htm202-302@purdue.edu</a>. Include employer’s business card.</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Acknowledgement Agreement</td>
<td>Must be completed on Brightspace</td>
<td>Jan 20</td>
</tr>
<tr>
<td>Submit Employer Progress Report</td>
<td>A Qualtric’s link will be sent to the supervisor on file.</td>
<td>Between March 20 and March 24</td>
</tr>
<tr>
<td>Submit Student Report #1</td>
<td>Submit to Brightspace.</td>
<td>Feb 17</td>
</tr>
<tr>
<td>Submit Student Report #2</td>
<td>Submit to Brightspace.</td>
<td>Mar 31</td>
</tr>
<tr>
<td>Submit Student Report #3</td>
<td>Submit to Brightspace.</td>
<td>April 28</td>
</tr>
<tr>
<td>Complete 320 hours</td>
<td></td>
<td>May 1</td>
</tr>
<tr>
<td>Proof of Hours and Pay</td>
<td>Refer to “Proof of Hours and Pay” under the “Ungraded Mandatory Assignments” on page 38.</td>
<td>May 3</td>
</tr>
<tr>
<td>Date to drop course if decide not to complete this semester</td>
<td>Refer to “Purdue University Academic Calendar” for West Lafayette</td>
<td>Check with your academic advisor</td>
</tr>
</tbody>
</table>

If you should ever have any questions on any or all parts of the process, do not hesitate to contact Maria Poynter in the HTM Career Center, or email at htm202-302@purdue.edu
DUE DATE: Refer to syllabus. **Employers: please read/initial # 1, 2, 3, 4.**

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 paid hours of 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 employer progress report. A Qualtric’s link will be emailed to supervisor on file. ______
4. Employers agree to safeguard the students’ rights, including but not limited to Title IX rights, during the student’s internship with their company and to ensure compliance with the University’s Anti-Harassment Policy (III.C.1), Equal Opportunity, Equal Access and Affirmative Action Policy (III.C.2) and Title IX Harassment Policy (III.C.4). ______
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). ______

**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 White Lodging-J.W. Marriott Jr. School of Hospitality & Tourism Management Internship

*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.*
Explanation of What Constitutes 3 Functional Rotations

In order to fulfill HTM 302 requirements, students must rotate through 3 functional areas. The three areas will vary according to the type of organization for which you are working. Three functional areas constitute that a student is learning and participating in different job duties and responsibilities within an organization or establishment. If you are working for a very small “mom and pop” type of operation, you might end up doing a little of everything. As long as you are exposed to 3 major areas of the operation, you will meet the HTM 302 requirements. An example of this would be any 3 or more of the following: food preparation, stocking and inventory, reservations and seating, or maintenance and cleaning of the restaurant. In some cases, you might be doing these activities simultaneously. In other words, sometimes a student might not be solely in one area for 4 weeks and another area for 4 weeks, etc. There may be overlapping as well as going back and forth between these areas.

If you are working in a larger establishment such as a larger hotel or restaurant operation, you may perform your 3 functional areas within one department. An example of this could be a housekeeping department where a person might do room cleaning, laundry and linen, and room inspections. In a foodservice company, you might do banquet set up and service, banquet or catering sales, and food preparation.

Your time in each of the 3 functional areas does not have to be the same amount. For example, if you are at a hotel and you are at the front desk for 150 hours and then in housekeeping for 100 hours and then in accounting or maintenance for 70 hours, that would be fine.

The above are all examples. If you are in doubt or not sure about whether your potential rotations meet the criteria, please check with either Maria Poynter or the Teaching Assistant at htm202-302@purdue.edu.
HTM 30200 Hospitality Internship
General Guidelines for All Three Student Reports

All students enrolled in HTM 302 are required to submit to Brightspace detailed reports of their experience, which will consist of three reports due on three specified dates. Please check with the HTM 302 Instructor if you are unsure of whether or not you have fulfilled all of the requirements.

All HTM 302 internship reports must be written in a professional and thorough manner following the below guidelines. Failure to follow those could result in a student not receiving HTM 302 credit. Note: Reports completed by students are confidential and not shared with the employer.

- Reports should be submitted to Brightspace. Specific due dates will be posted at the beginning of each semester. Students will receive emails well in advance to inform them of all deadlines.

- Every report should have a title page, which includes the student's name, student ID number, phone number, name of the organization, and location of the internship.

- Reports should be double-spaced with 1 inch margins on all sides using 12 pitch Times New Roman font.

- Required: Subject headings for each section. You must list the subject heading and then list the question followed by the answer. Answers should be informative. The student will be asked to address information specific to the internship which is to be completed in an organized question and essay format. There are three reports required.
  
  o Report #1 covers organizational information such as background of the organization and the organizational structures as well as management philosophy and clientele and a critique of the organization.

  o Report #2 consists of specific information regarding the first rotational on-the-job experience.

  o Report #3 covers the second two rotations of on-the-job experiences and also covers the overall evaluation and critique of the internship.

- All reports must be submitted in sufficient detail to adequately cover what the student learned. The student should be able to complete this report with information that they have gained through training and observation of the organization and should not simply copy and paste from the company's website, although the website may be used as a reference source.

- The students are encouraged to keep a daily journal to assist them when writing the three sections of the Student Report.

- Refer to the specific details in the syllabus for each report for more information.

Please Note: Failure to follow the format and do a quality job will result in you receiving a much lower grade or no credit for each part.
**Employer Progress Report:** The Employer Progress Report will be distributed (and collected) by the Career Center staff towards the end of the semester/summer session. A week prior to the distribution of the EPR, students will be asked to ensure the supervisor’s name and email address are accurate/up to date in Brightspace. The email to the supervisor will include a Thank you message along with a Qualtrics link for them to complete.

Below, please find a sample of some questions asked.

Please rate the quality of the student’s performance by selecting the number on the chart below that best applies:

<table>
<thead>
<tr>
<th></th>
<th>5 = Excellent (1)</th>
<th>4 = Very Good (2)</th>
<th>3 = Good (3)</th>
<th>2 = Fair (4)</th>
<th>1 = Poor (5)</th>
<th>N/A = Not Applicable (6)</th>
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<tbody>
<tr>
<td>QUALITY OF WORK: Ability to complete tasks in an acceptable timeframe and format. Accuracy with attention to detail. (3)</td>
<td>○</td>
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<tr>
<td>PROFESSIONAL ATTITUDE: Able to accept and grow from constructive criticism/feedback. Able to adapt to change quickly as needed. (4)</td>
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Q: What specific strengths do you feel this student has that makes them a valuable employee?

_______________________________________________________________

Q: What specific weaknesses are there which may limit or hold back this student in this field? What specific steps would you recommend this student take to overcome these weaknesses?

_______________________________________________________________

Q: In what ways could Purdue assist this student to improve general or specific knowledge and skills?

_______________________________________________________________
Guidelines for Student Report #1
(Required: Report to be uploaded on Brightspace)

Report must be saved in this format: LastName_FirstName_Report 1 (example: Doe_Jane_Report 1)

NOTE: Refer to “General Guidelines for All Three Student Reports” in the syllabus for additional guidelines. Failure to follow the format and do a quality job will result in you receiving a much lower grade or no credit.

Report #1 (the exact due date will be announced at the beginning of the semester):

Title Page: (1 page) (3 points)
Student’s name, student ID number, phone number, email, name of the organization, and location of the internship.

Section I: Organizational Information (minimum 5 pages)

1. **Organizational History and Growth (12 points):** Give detailed information on the history and growth of the organization. We are primarily interested in your local unit although you should include some information about the parent company.

2. **Organizational Structure (12 points):** What are the organizational structures of your specific location (for example, a specific Courtyard)? If your parent company is a management company, then you must discuss that also. Organizational charts must also be included as part of the discussion to highlight who does what at all levels within your specific unit. (please see following page for an example) If you cannot find this out, ask and do not wait until the end of your internship to find out. If the organization does not have one to give you, you must develop one based on information provided by the organization.

3. **Management Philosophy (12 points):** Discuss the management philosophy or corporate culture of the organization. What is the organization’s mission or vision statement? Discuss this from the standpoint of management and employees. Does the company actually practice what is outlined in these statements? You can find this on the website or you can ask the HR Department.

4. **Organizational Clientele (12 points):** Give specific information on the clientele of your organization. Who are the customers by the various segments that your locations serve (What type of business; during what times and periods of the week, month, or year, etc. and what are the prices the clientele pay for various products or services?)

5. **Competition (12 points):** Discuss the specific competition to your organization both locally and nationally. This should include the names of the business, a description of how each competes, and the impact of the competitors.

6. **Employee Orientation (12 points):** All employees receive some type of orientation. Discuss in detail the orientation you received. Was there a formalized general employee orientation when you first started or was the orientation informal? Was it a group or individual orientation? How was the orientation presented: written, verbal, computer? Was the orientation effective and how could it have been improved? Make sure to include information from the orientation such as: when you were to be paid, uniforms, benefits, behaviors, parking, etc.

Section II: Critique of Organization (minimum 4 pages)

1. What were your expectations for this internship and are they being met at this point? (5 points)

2. How were you made to feel welcome? (5 points)

3. How procedures are communicated and how well are they followed? (5 points)

4. Discuss approaches to customer service. (5 points)

5. Discuss the competency of the managers. (5 points)
Guidelines for Student Report #2

(Required: Report to be uploaded on Brightspace)

Report must be saved in this format: LastName_FirstName_Report 1 (example: Doe_Jane_Report 1)

NOTE: Refer to “General Guidelines for All Three Student Reports” in the syllabus for additional guidelines. Failure to follow the format and do a quality job will result in you receiving a much lower grade or no credit.

Report #2 (the exact due date will be announced at the beginning of the semester):

Title Page: (1 page) (5 points)
Student’s name, student ID number, phone number, email, name of the organization, and location of the internship.

Section I: Specific Job Information (minimum of 4-5 pages)

Functional Rotation Area #1 ________________________________

1. **Functional Area Description (20 points):** Discuss this functional area, its responsibilities and its importance to the overall organization.

2. **Job Description (20 points):** For your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.), write a job description similar to one that may be posted on a job board (for example, Monster.com or CareerBuilder.com) or on a company’s website. This must include: duties, responsibilities, abilities, etc. that an individual would need to do the job.

3. **Staffing/Hiring/Training/Scheduling/Turnover (35 points):**
   - **Staffing (7 points):** Discuss how this functional area for your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.) is staffed. Discuss staffing level in relation to job requirement. Is the functional area understaffed or overstaffed; explain in detail the rational for your opinion. Is the work level equitably distributed among employees? What staffing changes would you recommend?
   - **Hiring (7 points):** How does the department hire most of its employees: are they internal or are from people who simply walk in or apply through the internet, explain? Are there any specific requirements for the employees that were hired for these positions? If so, what were they?
   - **Training (7 points):** Who trains new employees? Describe the training methods used and whether they are effective or not.
   - **Scheduling (7 points):** How are employees scheduled and who did the scheduling? What factors are considered in scheduling and is it possible for employees to change schedules? If so, how do they do it?
   - **Turnover (7 points):** What is the turnover in the department? How is it handled and how does it affect the department? Why do people leave and why do people stay? Apply what you have learned in your classes.

4. **Managerial Structure (10 points):** What is the managerial structure of the department? This should include the responsibilities of each manager/supervisor in the functional area.

5. **Departmental Supervisor (10 points):** Discuss your department supervisor. What is his/her name? What is his/her education and industry background? What style of management does he/she practice and is he/she a good manager or not? Discuss in detail his/her abilities or expertise and management philosophy.
Guidelines for Student Report #3
(Required: Report to be uploaded on Brightspace)

Report must be saved in this format: LastName_FirstName_Report 1 (example: Doe_Jane_Report 1)

NOTE: Refer to “General Guidelines for All Three Student Reports” in the syllabus for additional guidelines. Failure to follow the format and do a quality job will result in you receiving a much lower grade or no credit.

Report #3 (the exact due date will be announced at the beginning of the semester):

Title Page: (1 page)
Student’s name, student ID number, phone number, email, name of the organization, and location of the internship.

Section I: Specific Job Information (minimum of 4-5 pages) (40 points)

Functional Rotation Area #2 _______________________________

1. **Functional Area Description (8 points):** Discuss this functional area, its responsibilities and its importance to the overall organization.

2. **Job Description (8 points):** For your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.), write a job description similar to one that may be posted on a job board (for example, Monster.com or CareerBuilder.com) or on a company’s website. This must include: duties, responsibilities, abilities, etc. that an individual would need to do the job.

3. **Staffing (8 points):** Discuss how this functional area for your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.) is staffed. Discuss staffing level in relation to job requirement. Is the functional area understaffed or overstaffed; explain in detail the rational for your opinion. Is the work level equitably distributed among employees? What staffing changes would you recommend?
   a. **Hiring (2 points):** How does the department hire most of its employees: are they internal or are from people who simply walk in or apply through the internet, explain? Are there any specific requirements for the employees that were hired for these positions? If so, what were they?
   b. **Training (2 points):** Who trains new employees? Describe the training methods used and whether they were effective or not.
   c. **Scheduling (2 points):** How are employees scheduled and who does the scheduling? What factors are considered in scheduling and is it possible for employees to change schedules? If so, how do they do it?
   d. **Turnover (2 points):** What is the turnover in the department? How is it handled and how does it affect the department? Why do people leave and why do people stay? Apply what you have learned in your classes.

4. **Managerial Structure (8 points):** What is the managerial structure of the department? This should include the responsibilities of each manager/supervisor in the functional area.

5. **Departmental Supervisor (8 points):** Discuss your department supervisor. What is his/her name? What is his/her education and industry background? What style of management does he/she practice and is he/she a good manager or not? Discuss in detail his/her abilities or expertise and management philosophy.
Section II: Specific Job Information (minimum of 4-5 pages) (40 points)

Functional Rotation Area #3 ______________________________

1. **Functional Area Description (8 points):** Discuss this functional area, its responsibilities and its importance to the overall organization.

2. **Job Description (8 points):** For your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.), write a job description similar to one that may be posted on a job board (for example, Monster.com or CareerBuilder.com) or on a company’s website. This must include: duties, responsibilities, abilities, etc. that an individual would need to do the job.

3. **Staffing (8 points):** Discuss how this functional area for your current rotation (i.e., front desk, housekeeping, server, cook, event management, etc.) is staffed. Discuss staffing level in relation to job requirement. Is the functional area understaffed or overstaffed; explain in detail the rational for your opinion. Is the work level equitably distributed among employees? What staffing changes would you recommend?
   a. **Hiring (2 points):** How does the department hire most of its employees: are they internal or are from people who simply walk in or apply through the internet, explain? Are there any specific requirements for the employees that were hired for these positions? If so, what were they?
   b. **Training (2 points):** Who trains new employees? Describe the training methods used and whether they are effective or not.
   c. **Scheduling (2 points):** How are employees scheduled and who does the scheduling? What factors are considered in scheduling and was it possible for employees to change schedules? If so, how do they do it?
   d. **Turnover (2 points):** What is the turnover in the department? How is it handled and how does it affect the department? Why do people leave and why do people stay? Apply what you have learned in your classes.

   NOTE: If you are in a smaller organization and many things are the same as in rotation 1 and 2, please guide your answer toward things that can be changed or improved upon for this specific rotation.

4. **Managerial Structure (8 points):** What is the managerial structure of the department? This should include the responsibilities of each manager/supervisor in the functional area.

5. **Departmental Supervisor (8 points):** Discuss your department supervisor. What was his/her name? What was his/her education and industry background? What style of management does he/she practice and is he/she a good manager or not? Discuss in detail his/her abilities or expertise and management philosophy.

Section III: Evaluation and Critique (minimum of 4 pages) (20 points)

1. **Organizational Strengths (5 points):** Discuss the major strengths of the organization and the specific management of your location in regards to the way it hired, trained and managed its employees. In your opinion, is the organization doing a good job? Explain and be specific and in what areas.

2. **Organizational Weaknesses (5 points):** Discuss the major weaknesses of the organization and the specific management of your location in terms of the way it treated its employees.

3. **Internship Reflections (5 points):** Reflect upon your feelings on the value of this internship. Both good and bad things and what did you learn that will better prepare you for a management career in hospitality?

4. **Suggestion for Improving Experience (5 points):** What would have made this internship a better learning experience for you on how to manage a hospitality business? What things would you do to change the internship? If you were organizing this internship or you were the manager who supervised internships how would you do things differently?
STUDENT FREQUENTLY ASKED QUESTIONS (FAQS) for HTM 302 Internship

What is HTM 302?

It is the paid internship requirement that is necessary for all HTM students to graduate.

How many internships are required?

Only one 320 paid-hour internship is required (pay rate equal to minimum wage). You will receive one (1) credit hour for an internship. If you choose to complete an internship for a full semester and complete 640 paid hours then you may receive two (2) credits; if you choose to complete an internship for 2 credits, then you must also register for 2 credits – inform your academic advisor and HTM Career Center Coordinator (this is different from the traditional 1 credit HTM 302).

Do they have to be during the summer?

Internships can be either during a summer or during a semester. The number of hours required is still 320 paid hours, but they all must be completed during one block of time, either a summer or a semester (not over the course of two semesters or a summer and a semester).

When can a student complete an HTM 302 internship?

You are required to have completed a minimum of six (6) credit hours. Complete the online orientation, online syllabus quiz in Brightspace for the White Lodging-J.W. Marriott, Jr. of Hospitality & Tourism Management before you may proceed with your internship. Many students will get a job in the industry their first summer in HTM and then look for an internship during future summers or semesters.

What if I do not have 6 credit hours of HTM completed?

You may take HTM 202, which is 320 paid hours of work experience. Please see the HTM 202 section of this syllabus for additional information.

Do I have to complete HTM 202 before HTM 302?

You can complete HTM 202 and HTM 302 in any order. That is, you can take HTM 202 prior to taking HTM 302 or you can take HTM 302 prior to taking HTM 202.

What does the White Lodging-J.W. Marriott, Jr. of Hospitality & Tourism Management consider an internship to be?

Our internship requirements are different from what a company might list as an internship. The White Lodging-J.W. Marriott, Jr. of Hospitality & Tourism Management considers an internship to be a position within a hospitality company related to your major for 320 paid hours where the student is rotated and gets experience in at least three (3) major areas. For example, in a hotel you could be at the front desk, reservations, and housekeeping, or, if it is a larger hotel you might work at the front desk, service desk, and concierge, etc.
What if a company does not offer internships?

Many companies that recruit on campus offer internships but the majority of companies that you might contact on your own DO NOT offer internships. HOWEVER, very often by not mentioning the word internship to a company, you can secure a position where you are given experience in a variety of different areas. This meets the HTM internship requirements even though the company does not call it an internship.

Does there have to be an equal number of hours between all 3 major areas of rotation?

No, we only require a reasonable exposure to those areas. Therefore, if you work 320 paid hours in a restaurant and do food preparation for 100 hours, 100 hours in service related areas, and the rest in a variety of different assignments, you have met our requirements.

What kind of company should I try to work for to fulfill my requirement?

The main goal of this internship requirement is to get experience in our industry. Other than that we are very flexible in the kind of business for which you can work. Basically, it needs to be related to the hospitality industry. Some examples might be: country clubs, hotels or motels, foodservice in airports, businesses, sports venues or health care facilities. Some students work at theme or amusement parks or at state or national parks. Some are involved in special event companies and some work at Purdue in related areas. If you are not sure if your job meets our requirements, please see either a faculty member or the HTM Career Center Coordinator in the HTM Career Center.

How do I go about getting an internship?

First, sign up for the HTM Listserv at: https://lists.purdue.edu/mailman/listinfo/htmlistserv

This is an e-mail blast notification delivered to your e-mail account that serves as a resource for hiring hospitality companies seeking students like you!

We ask that you read our HTM 302 Internship packet if you are planning to do your internship the upcoming summer or semester. There are a variety of different methods through which you can secure an internship. It is never too early for you to start talking to people about employment. If you want to live at home during a summer, then we recommend that you start contacting companies in your area and take the internship information with you so that you can explain to potential employers what their role is. You can also attend our career fair and other presentations and ask companies if they have locations near your home and ask for contact names or other help.

Another way to obtain an internship is by interviewing in the HTM Career Center. Many of the companies recruiting in the HTM Career Center offer internships. Some of these internship placements require you to live in another location for the summer, most often resort areas or bigger cities. Sometimes housing is supplied and sometimes not. There are also various job postings in the HTM Career Center for companies that are looking for people but who do not interview on campus, therefore you have to pursue these opportunities on your own. Do not wait until after school starts for a fall and spring semester internship or after you get home in May before starting your search for a summer internship. This process could take
Can I use my prior work experience to count for my internship?

No, you may not count work experience that has already been completed as your internship experience.

How do I go about negotiating for an internship?

You need to know all the rules and requirements so that you can explain them to the employer. For example, it is important for the employer to know that you MUST complete 320 paid hours during the internship in order to receive credit. You will need to hand in pay stubs to show proof of a minimum of 320 paid hours and a pay rate equivalent to minimum wage. The internship must be paid. If the employer offers room and/or meals in exchange for some of your salary, that is acceptable. However, you must receive either an hourly or weekly salary. You must explain that in order to receive internship credit that they will need to expose you to at least 3 functional areas. The employer will sign the Application Form stating what these 3 or 4 areas are and that they will be employing you as a summer intern.

When should I begin and end my internship if it is during the summer or during a semester?

Since you are going to need to complete a minimum of 320 paid hours it will probably be necessary for you to work at least 8 weeks for 40 hours in the summer and 13 weeks and 24 hours per week during the fall or spring. If you can do it in less time, that is also acceptable. However, if you start the internship later in the summer or semester and run out of time to get your hours or the employer cuts back on your hours, then you will not be able to receive the internship credit. It is your responsibility to complete the hours.

What happens if during the summer or semester the employer isn’t giving me the proper number of hours or rotating me as they had originally promised?

It is your job to negotiate and work with the employer. The White Lodging-J.W. Marriott, Jr. of of Hospitality & Tourism Management cannot force an employer into meeting their commitment. If the job is one you got from an employer through the HTM Career Center, then we can offer you some assistance.

What do I need to do to get the internship credit from the White Lodging-J.W. Marriott, Jr. School of Hospitality & Tourism Management?

1) You must upload the signed Internship Application Form to Brightspace by the due date indicated in the syllabus. This form is in the HTM Internship Packet or you can find it on the HTM website. Half way through the semester/summer, your employer will receive a letter from us via email thanking them for giving you this opportunity and attaching a Qualtric's link and kindly asking them to complete the employer progress report form for the internship.

2) You must complete the Acknowledgement Agreement on the HTM 302 Brightspace course site no later than the date indicated on the “HTM Course Requirements Checklist” in this syllabus.

3) International students and all students who will be graduating at the end of the semester, in which the internship is completed, are required to meet with an HTM academic advisor in Marriott 128 prior to the internship for registration procedures.
4) All internships require the employer to complete one evaluation/progress report, which have specific due dates and must be uploaded to Brightspace or submitted by the employer to the course teaching assistant or HTM Career Center Coordinator.

5) All internships require students to complete three student reports, which must be uploaded to Brightspace on specified dates.

6) All internships require students to upload proof of hours worked and proof of pay that meets at least minimum wage, which must be uploaded to Brightspace by the due date indicated in the syllabus.

7) If you complete all of the internship requirements, you will be granted a grade of A, B, C, or F for HTM 302 based on the quality of the work.

REMINDER:

Please keep in mind that you will be in a real world situation. In some instances, the experience turns out differently from what you might have imagined. Remember, it is only for one summer or semester and you will learn a great deal from the overall experience. Your experience will go on your resume and be helpful toward future employment. Please remember to be as professional as you can because not only do you represent Purdue University and the White Lodging-J.W. Marriott, Jr. of of Hospitality & Tourism Management, but most importantly yourself.

TITLE IX

Title IX is a federal law that requires Universities to provide an environment free from gender-based harassment and discrimination for all of the university community.

Should you encounter any conduct or incidents that make you feel uncomfortable during your internship, please contact Maria Poynter and/or Purdue University's Title IX Coordinator, Christie Wright (wrigh438@purdue.edu or 765-494-7255).
Guidelines for International Students

As an international HTM undergraduate student, you will have a unique set of guidelines that you will need to understand and follow when you participate in an HTM 20200 work experience and HTM 30200 internship. These guidelines are explained below [and may also be found at https://www.iss.purdue.edu/PracticalTraining/CPT.cfm]; it is important that you read them carefully to assure that:

- You begin the process no earlier than 90 days prior and no later than 2 weeks before the start date on the offer letter or application. Be sure to meet with a representative of the office of the ISS, face-to-face, before beginning the process.
- You understand your responsibilities regarding your continued enrollment status at Purdue so that your VISA status remains active (according to ISS).
- You understand that you need to communicate with an HTM academic advisor BEFORE you leave campus to participate in your HTM 20200 work experience or HTM 30200 internship.
  - The HTM academic advisors will be able to assist and advise you according to the situation that applies to you (example scenarios are explained in detail below).
- Your optional practical training (OPT) eligibility remains available to you after you graduate (OPT is the ability to work in the U.S.A. for one year after graduation). International students can work no more than 365 days of full-time work per year in order to keep their OPT eligibility.
- It is your responsibility to complete the eight steps (see below) toward earning credit for HTM 202-302. Begin the curricular practical training (CPT) e-form application on the office of international students and scholars (ISS) website: https://connect.my.iss.purdue.edu. Each student’s VISA status is different; therefore, ALL international students need to explore the office of the ISS website.
  - For CPT electronic forms, please submit Maria Poynter’s contact information.
  - For OPT electronic forms, please submit your academic advisor’s contact information.

Which situation applies to you?

SUMMER Internship (or Work Experience) in the U.S.A.:

SITUATION A - HTM 30200 Summer Internship in the U.S.A. (not on Purdue campus)/Continuing student (i.e. Not planning to graduate in the summer)/ Does wish to earn credit for HTM 30200 internship:

1. Step 1: Learn about CPT. Review CPT information on the office of ISS website.
2. Step 2: Find a job and obtain an official offer letter. The letter must be on company letterhead that is signed by the prospective employer. The letter must include the company name, the physical address where you will be working, the start and end dates of employment, the hours per week, and your job duties. Circle the required information on the offer letter. If your offer letter is missing any of this information, you may obtain an email with the additional information from the company and include the email with the offer letter in your CPT application.
3. Step 3: Receive our School’s approval for CPT from Academic Advisor. You must discuss your practical training opportunity and course requirement with your academic advisor and receive the School’s approval before proceeding. If application is deemed acceptable by HTM, the student will be given an over-ride by an academic advisor which enables student to self-enroll in HTM 30200 for SUMMER session in myPurdue.
4. Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms. As your first step in the online application process, you will log in to myISS at https://connect.iss.purdue.edu and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. These typically takes three business days.

5. Step 5: Register for your CPT course. You can find the course description in myPurdue. Self-enroll in myPurdue for HTM 30200 for 1 credit (1 credit=320 paid hours worked) for SUMMER session.

6. Step 6: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to myISS and navigate to the “General Services” category and click on the “Immigration Documents Upload” e-form. Follow the instructions to upload your passport and I-94 Arrival Record. Then you will navigate back to your CPT application e-form. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information.

7. Step 7: Wait for processing. Upon submission of these e-forms, our career center coordinator will be notified and required to fill in their portion of the e-form. You will receive email notification once our career center coordinator has submitted their part. At that time, your application will be forwarded to ISS for processing. ISS processing time will take approximately 5 business days of the date we receive all required e-forms and documents. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.

8. Step 8: Receive your I-20 from ISS CPT is authorized by ISS if all eligibility requirements are met. ISS will create a new I-20 reflecting the authorization. ISS will contact you via email once your I-20 has been created and is ready to be picked up. The CPT authorization will be printed on page 2 of your I-20. Make sure to sign and date your I-20.

SITUATION B - Summer Internship in the U.S.A. (not on Purdue campus)/ Continuing student (i.e. Not planning to graduate in the summer)/ Has already earned credit for an HTM 30200 internship:

1. Step 1: Learn about CPT. Review CPT information on the office of ISS website.

2. Step 2: Find a job and obtain an official offer letter. The letter must be on company letterhead that is signed by the prospective employer. The letter must include the company name, the physical address where you will be working, the start and end dates of employment, the hours per week, and your job duties. Circle the required information on the offer letter. If your offer letter is missing any of this information, you may obtain an email with the additional information from the company and include the email with the offer letter in your CPT application.

3. Step 3: Receive our School’s approval for CPT from Academic Advisor. You must discuss your practical training opportunity and course requirement with your academic advisor and receive the School’s approval before proceeding. Student will be given an override by an academic advisor which enables to self-enroll in HTM 20200 for SUMMER session.

4. Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms. As your first step in the online application process, you will log in to myISS at https://connect.iss.purdue.edu and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. These typically takes three business days.

5. Step 5: Register for your CPT course. You can find the course description in myPurdue. Self-enroll in myPurdue for HTM 20200 for 1 credit (1 credit=320 paid hours worked) for SUMMER session.

6. Step 6: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to myISS and navigate to the “General Services” category and click on the “Immigration Documents Upload” e-form. Follow the instructions to upload your passport and I-94 Arrival Record. Then you will navigate back to your CPT application e-form. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information.
7. Step 7: Wait for processing. Upon submission of these e-forms, our career center coordinator will be notified and required to fill in their portion of the e-form. You will receive email notification once our career center coordinator has submitted their part. At that time, your application will be forwarded to ISS for processing. ISS processing time will take approximately 5 business days of the date we receive all required e-forms and documents. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.

8. Step 8: Receive your I-20 from ISS. CPT is authorized by ISS if all eligibility requirements are met. ISS will create a new I-20 reflecting the authorization. ISS will contact you via email once your I-20 has been created and is ready to be picked up. The CPT authorization will be printed on page 2 of your I-20. Make sure to sign and date your I-20.

**NOTE:** ISS wants international students to enroll in HTM 20200 for one credit. They will be fee assessed for 1 credit. HTM 20200 is used for international students who have already completed the HTM 30200 internship requirement previously and serves the purpose of a ‘place marker’ for Purdue to recognize that a student is a continuing Purdue student in an approved experience.

**SITUATION C - HTM 30200 Summer Internship in the U.S.A. (not on Purdue campus)/Plans to graduate in the summer, & the internship is the only course in which the student will be enrolled for summer/ Does wish to earn credit for HTM 30200 internship:**

1. Step 1: Learn about CPT. Review CPT information on the office of ISS website.
2. Step 2: Find a job and obtain an official offer letter. The letter must be on company letterhead that is signed by the prospective employer. The letter must include the company name, the physical address where you will be working, the start and end dates of employment, the hours per week, and your job duties. Circle the required information on the offer letter. If your offer letter is missing any of this information, you may obtain an email with the additional information from the company and include the email with the offer letter in your CPT application.
3. Step 3: Receive our School’s approval for CPT from Academic Advisor. You must discuss your practical training opportunity and course requirement with your academic advisor and receive the School’s approval before proceeding. If application is deemed acceptable by Dr. Gordon, student will be given an override by an academic advisor which enables to self-enroll in HTM 30200 and CAND 991 (Degree Only) for SUMMER session.
4. Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms. As your first step in the online application process, you will log in to myISS at [https://connect.iss.purdue.edu](https://connect.iss.purdue.edu) and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. These typically takes three business days.
5. Step 5: Register for CPT course Register for your CPT course. You can find the course description in myPurdue. Self-enroll in myPurdue for HTM 30200 and CAND 991 (Degree Only) for 1 credit (1 credit=320 hours worked) for SUMMER session.
6. Step 6: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms. Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to myISS and navigate to the “General Services” category and click on the “Immigration Documents Upload” e-form. Follow the instructions to upload your passport and I-94 Arrival Record. Then you will navigate back to your CPT application e-form. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information.
7. Step 7: Wait for processing. Upon submission of these e-forms, your academic advisor will be notified and required to fill in their portion of the e-form. You will receive email notification once your advisor has submitted their part. At that time, your application will be forwarded to ISS for processing. ISS processing time will take approximately 5 business days of the date we receive all required e-forms and documents. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.
8. Step 8: Receive your I-20 from ISS. CPT is authorized by ISS if all eligibility requirements are met. ISS will create a new I-20 reflecting the authorization. ISS will contact you via email once your I-20 has been created and is ready to be picked up. The CPT authorization will be printed on page 2 of your I-20. Make sure to sign and date your I-20.
SITUATION D - HTM 30200 Summer Internship in the U.S.A. and internship IS on Purdue campus- ex. At Purdue Memorial Union/Continuing student (i.e. Not planning to graduate at the end of the summer)/ Does wish to earn credit for HTM 30200 internship:

1. Step 1: Learn about CPT. Review CPT information on the office of ISS website.
2. Step 2 Find a job and obtain an official offer letter. The letter must be on company letterhead that is signed by the prospective employer. The letter must include the company name, the physical address where you will be working, the start and end dates of employment, the hours per week, and your job duties. Circle the required information on the offer letter. If your offer letter is missing any of this information, you may obtain an email with the additional information from the company and include the email with the offer letter in your CPT application.
3. Step 3: Receive our School’s approval for CPT from Academic Advisor. You must discuss your practical training opportunity and course requirement with your academic advisor and receive the School’s approval before proceeding. If application is deemed acceptable by Dr. Gordon, student will be given an override by an academic advisor which enables student to self-enroll in HTM 30200 for SUMMER session in myPurdue.
4. Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms. As your first step in the online application process, you will log in to myISS at https://connect.iss.purdue.edu and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. These typically takes three business days.
5. Step 5: Register for your CPT course. You can find the course description in myPurdue. Self-enroll in myPurdue for HTM 30200 for 1 credit (1 credit=320 paid hours worked) for SUMMER session.
6. Step 6: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms. Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to myISS and navigate to the “General Services” category and click on the “Immigration Documents Upload” e-form. Follow the instructions to upload your passport and I-94 Arrival Record. Then you will navigate back to your CPT application e-form. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information.
7. Step 7: Wait for processing. Upon submission of these e-forms, your career center coordinator will be notified and required to fill in their portion of the e-form. You will receive email notification once our career center coordinator has submitted their part. At that time, your application will be forwarded to ISS for processing. ISS processing time will take approximately 14 business days of the date we receive all required e-forms and documents. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.
8. Step 8: Receive your I-20 from ISS. CPT is authorized by ISS if all eligibility requirements are met. ISS will create a new I-20 reflecting the authorization. ISS will contact you via email once your I-20 has been created and is ready to be picked up. The CPT authorization will be printed on page 2 of your I-20. Make sure to sign and date your I-20. Student will be granted our School’s Credit for HTM 30200 for 1 credit (1 credit=320 paid hours worked) in December if all internship requirements have been completed.

SUMMER Internship (or Work Experience) in International Student’s Home Country:

SITUATION E - HTM 30200 Summer Internship in Home Country/Continuing student (i.e. Not planning to graduate at the end of the summer)/ Does wish to earn credit for HTM 30200 internship:

1. CPT form is not necessary. But still extremely important that you visit ISS to inform of your plans.
2. Student will be granted our School’s Credit for HTM 30200 for 1 credit (1 credit=320 paid hours worked) in December if all internship requirements have been completed.
SITUATION F - Summer Internship in Home Country/ Continuing student (i.e. Not planning to graduate at the end of the summer)/ Has already earned credit for an HTM 30200 internship and HTM 202 work experience:
1. CPT form is not necessary. But still extremely important that you visit ISS to inform of your plans.
2. Nothing needs to be turned in.
3. Student does not need to be enrolled in anything in myPurdue system.

SITUATION G - HTM 30200 Summer Internship in Home Country/Plans to graduate at the end of the summer, & the internship is the only course in which the student will be enrolled for summer/ Does wish to earn credit for HTM 30200 internship:
1. CPT form is not necessary. But still extremely important that you visit ISS to inform of your plans.
2. If application is deemed acceptable by HTM, student will be given an override by an academic advisor which enables to self-enroll in CAND 992 (Degree Only) for SUMMER session.
3. Student self-enrolls in myPurdue for CAND 992 (Degree Only) for 1 credit (1 credit=320 paid hours worked) for SUMMER session.
4. Student will be granted our School’s Credit for HTM 30200 for 1 credit (1 credit=320 paid hours worked) at the end of the Summer if all internship requirements have been completed.

SUMMER Internship (or Work Experience) in a Foreign Country that is NOT the International Student’s Home Country:
SITUATION H - HTM 30200 Summer Internship in Foreign (non-Home) Country/ Continuing student (i.e. Not planning to graduate at the end of the summer)/ Does wish to earn credit for HTM 30200 internship:
1. Student needs to contact ISS to determine if this is feasible given their individual VISA status and to see if the student needs to be enrolled in HTM 30200 while in the internship in the non-home, foreign country.
2. IF student does not need to be enrolled in HTM 30200 during the summer in which the student does the internship due to ISS requiring this, then the student will be granted our School’s Credit for HTM 30200 for 1 credit (1 credit=320 paid hours worked) in December if all internship requirements have been completed.

What if I am an International Student and I complete a Fall or Spring HTM 30200 internship, rather than a Summer internship?

FALL OR SPRING Internship in the U.S.A.:
SITUATION I -Continuing student (i.e. Not planning to graduate at the end of the semester of the internship)/ Does wish to earn credit for HTM 30200 internship:
IMPORTANT: (In this situation, the student has to be enrolled in the internship during the semester in which he/she is doing the internship.)
1. Step 1: Learn about CPT. Review CPT information on the office of ISS website.
2. Step 2: Find a job and obtain an official offer letter. The letter must be on company letterhead that is signed by the prospective employer. The letter must include the company name, the physical address where you will be working, the start and end dates of employment, the hours per week, and your job duties. Circle the required information on the offer letter. If your offer letter is missing any of this information, you may obtain an email with the additional information from the company and include the email with the offer letter in your CPT application.
3. Step 3: Receive our School’s approval for CPT from Academic Advisor. You must discuss your practical training opportunity and course requirement with your academic advisor and receive the School’s approval before proceeding. If application is
deemed acceptable by Dr. Gordon, student will be given an override by an academic advisor which enables student to self-enroll in HTM 30200 for FALL or SPRING session, (whichever semester in which the student is doing the internship.)

4. Step 4: Complete “CPT Statement of Understanding” and “Offer Letter Verification” e-forms. As your first step in the online application process, you will log in to myISS at https://connect.iss.purdue.edu and navigate to the “F-1 and J-1 Student Services” category. Find the “Curricular Practical Training (CPT)” e-form and click on it. Follow the instructions to complete the “CPT Statement of Understanding” e-form and the “Offer Letter Verification” e-form. You will get an email confirmation upon submission of the job offer letter. ISS will evaluate your job offer letter to confirm it contains all required information. These typically takes three business days.

5. Step 5: Register for your CPT course. You can find the course description in myPurdue. Self-enroll in myPurdue for HTM 30200 for 1 or 2 credits (1 credit=320 paid hours worked; 2 credits=640 paid hours worked) for FALL or SPRING session, (whichever semester in which the student is doing the internship.)

6. Step 6: Complete “Immigration Documents Upload” and “CPT Course and Academic Advisor Verification” e-forms Once ISS has verified your job offer letter contains the required information, you will be granted access to the next step in your application. You will log back in to myISS and navigate to the “General Services” category and click on the “Immigration Documents Upload” e-form. Follow the instructions to upload your passport and I-94 Arrival Record. Then you will navigate back to your CPT application e-form. Do not “start a new request.” Instead, click on your previous submission to continue the application. Click on the “CPT Course and Academic Advisor Verification” e-form and fill in the appropriate information.

7. Step 7: Wait for processing. Upon submission of these e-forms, our career center coordinator will be notified and required to fill in their portion of the e-form. You will receive email notification once our career center coordinator has submitted their part. At that time, your application will be forwarded to ISS for processing. ISS processing time will take approximately 5 business days of the date we receive all required e-forms and documents. To be fair to all students, ISS processes requests in the order in which they are received and cannot accommodate expedite requests. Do not work in any capacity, paid or unpaid, until you receive authorization from ISS.

8. Step 8: Receive your I-20 from ISS CPT is authorized by ISS if all eligibility requirements are met. ISS will create a new I-20 reflecting the authorization. ISS will contact you via email once your I-20 has been created and is ready to be picked up. The CPT authorization will be printed on page 2 of your I-20. Make sure to sign and date your I-20.

FALL OR SPRING Internship in the Student’s Home Country:

SITUATION J - Continuing student (i.e. Not planning to graduate at the end of the semester of the internship)/ Does wish to earn credit for HTM 30200 internship:
1. CPT form is not necessary. But still extremely important to visit ISS to inform of your plans.
2. Student will be granted our School’s Credit for HTM 30200 for 1 credit (1 credit=320 paid hours worked) in the semester following the internship, if all internship requirements have been completed.

FALL OR SPRING Internship in Student’s Home Country:

SITUATION K - Plans to graduate at the end of the semester of the internship, & the internship is the only course in which the student will be enrolled for Fall or Spring/ Does wish to earn credit for HTM 30200 internship:
1. CPT form not necessary. But still extremely important to visit ISS to inform of your plans.
2. Academic advisor will enter override for student to self-register for CAND 992 (Degree Only).
3. Student will be granted our School’s Credit for HTM 30200 for 1 or 2 credits (1 credit=320 hours worked; 2 credits=640 hours worked), if student completes all internship requirements, in FALL or SPRING session, i.e. (whichever semester in which the student is doing the internship, and is graduating in.)
Additional Information for Any Students Completing Internships Outside of the United States

The following is additional information for internships that take place outside of the United States for both domestic and international students:

1. Your pay rate in the country in which you are working must be equivalent to the minimum wage rate for that position and country where you are working for all paid hours worked.
2. Documents proving paid hours worked and the pay rate must be written in the native language and translated into English.
3. It is the student’s responsibility to obtain proper work authorization to work in that Country.