



# Internship Information Packet for Students

**METROPOLITAN STATE UNIVERSITY OF DENVER**

**School of Professional Studies  
Department of Hospitality, Tourism, and Events Management**

**Hospitality Field Experience  
HTE 4000**

For additional information, please contact:

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**INTERNSHIP INFORMATION PACKET**  
**Hospitality, Tourism, and Events Management – HTE 4000 Field Experience**  
**Vannucci**

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**Sample Syllabus Attached**

## **Purpose of the Hospitality, Tourism, and Events Management Internship**

The purpose of the Hospitality, Tourism, and Events Management (HTE) Internship is to assist a student in making an effective transition from the college theoretical classroom to a real world setting. The internship is considered a culminating experience of a student's academic career and is available only to students who have demonstrated adequate academic and practical preparation in a concentration of study in HTE.

In this specific course, students apply the theoretical concepts of hospitality to a practical on-site learning experience. This course requires 150 hours of on-site internship experience during the semester to receive three hours of credit.

This course meets the Metropolitan State University of Denver's Senior Experience Requirement. Senior rank is achieved by completing between 90 and 120 credits. If a student has not completed a minimum of 90 credits, may not register for a Senior Experience course.

To enroll in this course, the student will meet with Dr. Cynthia Vannucci, the HTE Coordinator of Internships, after reviewing the informational packet to receive approval prior to the start of the semester.

The student is required to complete the internship for the entire semester to receive a grade. Approval of a sponsoring agency should be completed prior to the start of the semester.

## Procuring an Internship and Signing up for Senior Experience

As a senior (90 credits or more completed) in the HTE department, it is mandatory to fulfill the Senior Experience requirement before graduation. After reviewing the following information, if the student meets all requirements, an Internship appointment can be scheduled with Dr. Vannucci to discuss agency selection.

### **PART ONE**

**Student MUST meet all requirements before completing Part Two.**

1. Declared major or minor in HTE
2. Completion of 90 credit hours or more
3. Completion of 12 credit hours in major area of concentration
4. Completion of Level I and Level II General Studies
5. Minimum HTE grade point average of 2.0
6. Has reviewed and understands the Internship Packet
7. Understands the Internship Course Content & Syllabus (syllabus attached)
8. Understands the application of competencies throughout the internship (explained on p. 9)

### **PART TWO**

Make an Internship appointment with Dr. Vannucci or Susan Conder (office manager).

**\*\*Specify that the appointment is for an internship when scheduling.**

Be prepared to discuss the following during the Field Experience Internship appointment:

1. CAPP report review for verification of senior status
2. Review student's resume
3. Completed Student Information Form (found on page 8 in this packet)
4. Review database of sponsoring agencies
5. Determine type of internship and location of sponsoring agency
6. Approval by Internship Coordinator

### **PART THREE**

**After meeting with Dr. Vannucci, the following MUST be completed 30 days prior to the start of the semester of the Field Experience Internship.**

1. Contact a sponsoring agency to inquire about an internship position that will meet Field Experience requirements. A sponsoring agency from the HTE Database can be used or the student can find another agency of interest.
2. Student must be accepted by the sponsoring agency 30 days before the start of the semester.
3. After securing the internship with a sponsoring agency, the student must complete the Course Enrollment Override Form and submit it to Dr. Vannucci to be signed. Course Enrollment Override Form can be obtained from Dr. Vannucci's office or Susan Conder's office.

### **PART FOUR**

**Once enrolled in the course, student will complete the following.**

1. The student must complete the following Required Student forms (4 pages total). The forms can be found in this packet (pages 27-33) AND in the syllabus, only complete once.
  - Student Data Sheet
  - Sponsoring Agency Form
  - Student Agreement Form
  - Worker's Compensation Procedures Form (with attached copy of insurance)
2. On the first day of the semester, students will meet with Dr. Vannucci to discuss course requirements and expectations (Part Five). There are two meeting times, 8am or 6pm. Completed forms (4) MUST be received by this date.

### **PART FIVE**

**Student requirements during the Field Experience Internship**

1. Complete four Required Student forms.
2. Complete a minimum of 150 hours during 15 weeks beginning the second week of each semester. 160 hours must be completed for summer semester.
2. Weekly journal entries written on Internship experience (minimum of 12). Student MUST utilize the HTE Management competencies as outlined in every journal. Explanation of competencies can be found on page 9.
3. Acceptable rating on Agency Supervisor Mid-Term (8-week) Performance Evaluation and Agency Final Performance Evaluation.

## Evaluation of Student Performance

**Final Grades** will be determined using the following scale:

Total Points Possible: 654

<u>Grade</u>	<u>Percentage</u>	<u>Total Semester Points</u>
A	90 -100%	589 - 654
B	80 - 89%	524 - 588
C	70 - 79%	458 - 523
D	60 - 69%	393 - 457
F	<59%	392 and below

NOTE: You will receive the grade that **precisely** corresponds to the total number of points you have earned. No exceptions.

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**Student Information Form for Internship Experience Appointment**

**Hospitality, Tourism and Events Management – HTE 4000 Field Experience**

Please complete this form before Internship appointment; this will be used to discuss sponsoring agency options with the Internship Coordinator.

If handwritten, please write legibly.

Name: \_\_\_\_\_

Student ID number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Phone: \_\_\_\_\_

Concentration of study: \_\_\_\_\_

MM/YY of graduation: \_\_\_\_\_

Total semester credit hours completed to date (include current enrollment): \_\_\_\_\_

Areas of Interest (e.g. types of events, specific cuisines, destinations):

\_\_\_\_\_

Career Goal (e.g. Wedding Planner, Special Events, Restaurant Management, Tour Operator):

\_\_\_\_\_

Sponsoring Agency of Interest (if applicable): \_\_\_\_\_

Sponsoring Agency Options (completed by Internship Coordinator):

Agency Name/Contact \_\_\_\_\_

Agency Name/Contact \_\_\_\_\_

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## **Hospitality Core Management Competencies**

In effort to assist a student through the Internship Field Experience, core competencies have been designated to create an outline and expectation of what a student should experience throughout an Internship Field Experience. Every week during the Internship, the student will complete a journal entry explaining weekly tasks. The student must specifically explain how tasks are related or not related to one or more HTE core competencies in the journal. Any topic from the outlined list can be used as long as it is explained in detail. There are core competencies for each HTE major concentration. Tasks completed may or may not be related to the student's declared HTE concentration.

How core competencies can be discussed in a journal:

- Display knowledge of hospitality management principles to include accounting, finance, human resources, law, marketing, service systems, and sustainability;
- Display the ability to think critically and solve problems;
- Demonstrate management and leadership skills;
- Communicate effectively both orally and in written form;
- Demonstrate the ability to work well within the dynamics of diverse groups;
- Display an understanding of consumer trends and influences specific to hospitality;
- Demonstrate knowledge of a multi-cultural and global society;
- Demonstrate proficiency in current technology;
- Display an understanding of both professional and ethical behavior and self-development;
- Display knowledge of basic food and beverage sanitation, safety, and responsible service.

<b>Index of HTE Competencies</b>	<b>Pages</b>
Restaurant Management Concentration Competencies	12-13
Hotel Management Concentration Competencies	14-15
Sales Competencies	15-19
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## **Restaurant Management Concentration Competencies**

Restaurant Management concentration students, if weekly tasks are not related to any of the following competencies, tasks from other concentrations may be used to complete your journals. The competencies are to guide the sponsoring agency in job and duty assignment, which correspond to your weekly journal entry.

- A. Food
  - a. Identification of herbs
  - b. Spices
  - c. Produce and Proteins
  - d. Cooking methods
  - e. Baking techniques
  - f. Nutritional Concerns
  - g. Cultural Concerns
  - h. Menu Development
- B. Beverage
  - a. Alcoholic beverage service
  - b. Non-alcohol beverage service
  - c. Marketing
  - d. Related Beverage procurement
  - e. Storage
  - f. Controls
- C. Labor Costs Controls
- D. Ordering and Inventory Accuracy
- E. Front of the House
  - a. Events
- F. Back of the House
  - a. Events
- G. Facility Management and Development
  - a. Electrical networks and systems
  - b. Heating
  - c. Air Conditioning
  - d. Refrigeration
  - e. Ventilation and Plumbing systems
- H. Security and Risk
  - a. Guest privacy and rights
  - b. Emergency planning and loss prevention
- I. Display competency in all concepts of food, beverage and labor cost controls, ordering and inventory accuracy;
- J. Display knowledge of food: identification of herbs, spices, produce and proteins, cooking methods, baking techniques, nutritional and cultural concerns and menu development;
- K. Display proficiency in managing front and back of the house events;

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- L. Demonstrate knowledge of facility management and development: electrical networks and systems, heating, air conditioning, refrigeration, and ventilation and plumbing systems;
- M. Exhibit the assessment of security and risk: guest privacy and rights, emergency planning and loss prevention;
- N. Demonstrate knowledge of alcoholic and non-alcoholic beverage service, marketing, and related beverage procurement, storage, and controls.

## **Hotel Management Competencies**

Hotel Management concentration students, if weekly tasks are not related to any of the following competencies, tasks from other concentrations may be used to complete your journals. The competencies are to guide the sponsoring agency in job and duty assignment, which correspond to your weekly journal entry.

- A. Front Office Operations
  - a. Reservation process
  - b. Guest relations
  - c. Rate structures
  - d. Hotel revenue cycle
- B. Housekeeping Operations
  - a. Conceptual planning
  - b. Employee relations
  - c. Effective communication
  - d. Scheduling
  - e. Material planning
  - f. Managing equipment
  - g. Managing supplies
  - h. Bedding and uniforms
- C. Hospitality Security and Loss Prevention
  - a. Security programs
  - b. Liability
  - c. Laws
  - d. Protection of funds
  - e. Emergency management
  - f. Media relations
- D. Ability to Supervise
  - a. Human resources
  - b. EEO laws
  - c. Diversity
  - d. Job analysis
  - e. Organizing training programs
  - f. Executing training programs
- E. Knowledge of facility management and development
  - a. Electrical networks and systems
  - b. Heating
  - c. Air conditioning
  - d. Refrigeration
  - e. Ventilation and plumbing systems

- F. Assessment of Security and Risk
  - a. Guest privacy and rights
  - b. Emergency planning
  - c. Loss prevention
- G. Demonstrate competence in front office operations: reservation process, guest relations, rate structures, and hotel revenue cycle;
- H. Demonstrate proficiency in housekeeping operations: conceptual planning, employee relations, effective communication with other departments, scheduling, material planning, managing equipment and supplies, bedding and uniforms;
- I. Display an understanding regarding hospitality security and loss prevention: security programs, liability, laws, protection of funds, emergency management and media relations;
- J. Exhibit the ability to supervise: leading human resources, EEO laws, diversity, job analysis, organizing and executing training programs;
- K. Demonstrate knowledge of facility management and development: electrical networks and systems, heating, air conditioning, refrigeration, and ventilation and plumbing systems;
- L. Exhibit the assessment of security and risk: guest privacy and rights, emergency planning and loss prevention.

### **Sales Competencies**

- A. Property Analysis
  - a. Researching and collecting data
  - b. Determining the market mix
  - c. Understanding the environmental threats and opportunities
  - d. Knowing the organizational structure
- B. Situation Analysis
  - a. Knowing the product
  - b. Knowing the markets
  - c. Understanding market segmentation
  - d. Recognizing market trends and patterns
  - e. Conducting internal and external research
- C. Property Position
  - a. Understanding marketing and business philosophies
  - b. Creating and maintaining desired position and image
  - c. Differentiating products and services
  - d. Adjusting to market supply and demand

- D. Selecting Target Markets
  - a. Analyzing markets
  - b. Gaining market knowledge
  - c. Understanding intangibility of services
  - d. Understanding market penetration
- E. Program Planning
  - a. Developing rate structures
  - b. Selecting advertising and promotion methods
  - c. Applying market coverage strategies
  - d. Understanding lodging industry supply and demand/seasonality of occupancy
- F. Special Event/Promotion Planning
  - a. Developing/implementing action plans
  - b. Developing a mission statement
  - c. Conducting strategic planning
  - d. Developing objectives
  - e. Developing actions
  - f. Implementing action plans
  - g. Evaluating plans
  - h. Implementing quality control
- G. Food and Beverage Sales
  - a. Planning menus
  - b. Determining prices
  - c. Developing restaurant promotions
  - d. Building repeat business
- H. Conventions/Group Sales
  - a. Planning Association conventions, expositions, and meetings
  - b. Planning corporate conventions, seminars, and conferences
  - c. Planning Trade shows
  - d. Planning special events
  - e. Understanding contracts and legal considerations
- I. Conference/Meeting Room Sales
  - a. Planning seminars and workshops
  - b. Planning corporate or association meetings
  - c. Planning breakfasts, luncheons, and dinners
  - d. Planning meeting room set-up



- J. Banquet and Catering Sales
  - a. Planning breakfasts, luncheons, and dinners
  - b. Planning coffee breaks
  - c. Developing menus
  - d. Understanding banquet service
- K. Business Traveler Program
  - a. Knowing the needs of the business traveler
  - b. Recognizing typed of business travelers
  - c. Understanding frequent traveler programs
  - d. Planning business services
  - e. Setting up executive floors
- L. International Traveler Programs
  - a. Understanding international traveler needs
  - b. Understanding cultural differences
  - c. Servicing the international guest
- M. Leisure Traveler Programs
  - a. Recognizing types of leisure/pleasure travelers
  - b. Planning weekend packages
  - c. Planning tour packages
  - d. Servicing family travelers
  - e. Servicing senior travelers
- N. Travel Agency Transactions
  - a. Understanding types of travel agents
  - b. Understanding airline reservation systems
  - c. Conducting familiarization tours
  - d. Understanding commission payment plans
  - e. Establishing hotel directories
- O. Meeting Planner Transactions
  - a. Conducting site inspections
  - b. Working with association meeting planners
  - c. Working with corporate meeting planners
  - d. Setting up meeting/function rooms
  - e. Understanding contracts and other legal considerations
  - f. Servicing and managing the meeting
- P. Special Event Management
  - a. Recognizing types of specialty markets
  - b. Planning entertainment
  - c. Understanding contractual relationships

- Q. Sales Planning
  - a. Property Analysis
  - b. Situation Analysis
  - c. Property Positioning
  - d. Selecting Target Markets
  - e. Program Planning
  - f. Special Event/Promotion Planning
- R. Sales Management
  - a. Food and Beverage Sales
  - b. Conventions/Group Sales
  - c. Conference/Meeting Room Sales
  - d. Banquet and Catering Sales
  - e. Business Traveler Program
  - f. International Traveler Programs
  - g. Leisure Traveler Programs
  - h. Travel Agency Transactions
  - i. Meeting Planner Transactions
  - j. Special Event Management
- S. Personal Sales
  - a. Prospect Research
  - b. Client Research
  - c. Competition Research
  - d. Personal Sales Calls
  - e. Sales Presentations
  - f. Time Management
  - g. Key Account Management
- T. Internal Sales
  - a. Suggestive Selling
  - b. Cross-selling
  - c. Upgrading
  - d. Internal Merchandising
  - e. Internal/Special Promotions
  - f. Yield Management
- U. Hotel Operations
  - a. Industry/Property Organization
  - b. Front Desk Operations
  - c. Reservations Operations
  - d. Guest Service Operations

- e. Housekeeping Operations
  - f. Food and Beverage Operations
  - g. Engineering Operations
  - h. Accounting Operations
  - i. Conference/Convention Service Operations
- V. Advertising/Public Relations
- a. Advertising
  - b. Conducting Effective Advertising Strategies
  - c. Working with Advertising Agencies
- W. General Administration and Professional Skills
- a. Planning/Organizing
  - b. Meetings Management
  - c. Interdepartmental Relations
  - d. Training/Staff Development
  - e. Oral Communication
  - f. Written Communication/Recordkeeping
  - g. Leadership
  - h. Problem Solving/Decision Making
  - i. Guest Relations
  - j. Negotiation Skills

## **Tourism Competencies**

Tourism Management concentration students, if weekly tasks are not related to any of the following competencies, tasks from other concentrations may be used to complete your journals. The competencies are to guide the sponsoring agency in job and duty assignment, which correspond to your weekly journal entry.

- A. Sustainable Tourism
  - a. Community and the tourist
  - b. Knowledge of trends
  - c. Influences
  - d. Controversies
  - e. Multiplier effect
  - f. Regional policies
  - g. National policies
  - h. International policies
- B. Destination Management Techniques
  - a. Innovative techniques
  - b. Creative techniques
- C. Tourism Internet-based Software
  - a. Proficiency
  - b. Research
  - c. Resource Utilization
- D. Tourism Policies
  - a. Cultural Environment
  - b. Natural landscape
  - c. Government
  - d. Ecological Impacts
  - e. Socio-cultural issues
  - f. Political agendas
- E. Destination Development
  - a. Communities
  - b. Non-governmental organizations
  - c. Private sector
- F. Tourism Activities
- G. Minimize stress
- H. Display knowledge of trends and influences of the mass tourism industry and alternative tourism niches;
- I. Display knowledge of trends, influences, and controversies of sustainable tourism;
- J. Demonstrate innovative and creative destination management techniques;
- K. Demonstrate proficiency in current tourism internet-based software;
- L. Exhibit the ability to develop and test the validity of research relevant to a destination's tourism policies, cultural environment, and natural landscape.

## **Event and Meeting Management Competencies**

Event and Meeting Management concentration students, if weekly tasks are not related to any of the following competencies, tasks from other concentrations may be used to complete your journals. The competencies are to guide the sponsoring agency in job and duty assignment, which correspond to your weekly journal entry.

- A. Site Selection
  - a. Meeting Requirements and History
  - b. Hotel Negotiations
  - c. Negotiable Items
  - d. Site Information
  - e. Creating a Partnership
- B. Convention and Visitor Bureaus
  - a. Information and Experience
  - b. Getting started with the bureau
  - c. Bureau: Marketer & Partner
- C. Convention Centers
  - a. Facilities and Services
  - b. Negotiating Points
  - c. Contracts
- D. Conference Centers
  - a. Defining Conference Centers
  - b. Types of Centers
  - c. The Conference Center Difference
  - d. Using the Conference Center
- E. International Meetings
  - a. Legal Regulations
  - b. The “As Reasonable Test”
  - c. Information and Assistance
  - d. Site Selection
  - e. Negotiation
  - f. Program Planning
  - g. Information for Attendees
  - h. International Exhibiting
  - i. Selling Your Product
  - j. Selecting a Customs Broker
  - k. Booth Requirements
  - l. Customs Documents

- F. Program Planning
  - a. Research
  - b. Continuing Education Credit
  - c. Setting Objectives
  - d. Developing a Program Format
  - e. Speakers
  - f. Guest Programs
  - g. Entertainment
- G. Promotion, Publicity and Printed Materials
  - a. Planning
  - b. Corporate Downsizing
  - c. Corporate Turnover
  - d. Static Training Budgets
  - e. Increasing Travel Costs
  - f. Increasing Number of Meetings
  - g. Regionalization of Meetings
  - h. Lack of Time
  - i. Mailbox Clutter
  - j. Promotion
  - k. Budgeting
  - l. Mailing Lists
  - m. Scheduling
  - n. Weeks Before Convention Action
  - o. Your Promotional Materials
  - p. Publicity and Press Releases
  - q. Setting Up a Pressroom
  - r. Preparing Printed Materials
- H. Housing and Reservations
  - a. Rooming List, Housing Bureau
  - b. Individual Reservations
  - c. Other Checkpoints
- I. Air Transportation
  - a. Travel Professionals
  - b. Working with Airlines
- J. Ground Transportation
  - a. Minimums and Costs
  - b. VIP Transportation

- K. Shipping Procedures
  - a. Choosing a Carrier
  - b. Control Sheet
  - c. Labeling and Packaging
- L. Convention Services Manager
  - a. Hotels/Centers
  - b. Convention and Visitor Bureaus
  - c. Communication
- M. Pre-Convention Briefing
  - a. The Agenda
  - b. Review Function Sheets
  - c. Facility Memos
  - d. Lines of Communication
- N. Registration, Information Services
  - a. On-Site Systems
  - b. Services and Set-Up
  - c. Order Forms Early
  - d. Registration Personnel
  - e. Tips for Handling Money
  - f. The Computer Age
- O. Meeting and Function Rooms
  - a. Charges and Rebooking
  - b. Selection
  - c. Setup Configuration
  - d. Principles and Rationale for Choosing a Room Setup
  - e. Principle: Set to the long side of the room
  - f. Auditorium or Theater-Style Setups
  - g. Meeting Table Setups (School Room)
  - h. Working Group Meetings-Board of Directors
  - i. Quick Set
  - j. Strictly Banquet
  - k. Inventory Equipment

- P. Food and Beverage
  - a. Planning
  - b. Negotiating Food and Beverage Costs
  - c. Choosing a Function Room
  - d. Room Set
  - e. Menu Planning
  - f. Meal Functions
  - g. Refreshment Breaks
  - h. Luncheon
  - i. Receptions and Buffets
  - j. Banquets
  - k. Beverage Service
- Q. Audio Visuals and Teleconferencing
  - a. Research
  - b. Choosing a Meeting Room
  - c. Audio Equipment
  - d. Visual Equipment
  - e. Multi-Media, Multi-Image
  - f. Preparing Visual Materials
  - g. Teleconferencing
  - h. Simultaneous Translation
  - i. Recording Speakers
  - j. Working with Unions
- R. Exhibits
  - a. Market Analysis
  - b. Exhibitor Promotion
  - c. Official Service Contractor
  - d. Budgeting
  - e. Attendance Promotion
  - f. On-Site Operations
  - g. Exhibitor Follow-up
  - h. Booth Types & Regulations
  - i. Demonstrations and Entertainment
  - j. Specifics



- S. Emergencies, Fire Safety
  - a. Medical Emergencies
  - b. Demonstrations and Confrontations
  - c. Other Contingencies
  - d. Know the labor situation
  - e. Fire Safety
- T. Accounting
  - a. Planning and Instructions
  - b. Master Accounts
- U. Contracts, Insurance
  - a. Contracts
  - b. Insurance Guidelines
- V. Gratuities
  - a. Factors that influence the amounts and recipients
  - b. Methods of Distribution
  - c. Timing of Distribution
  - d. People to consider for gratuities
- W. Meeting Evaluation
  - a. A statistical analysis
  - b. Participant Evaluations
  - c. Post-Meeting Meetings
- X. Computer Applications
  - a. Custom or Off-the-Shelf software?
  - b. Name Badge Programs
  - c. Registration/Meeting—Meeting Programs
  - d. Evaluating Products and Vendors
  - e. Now Available for Computer—Smart Meeting Professionals
- Y. Ethics
  - a. Industry Survey
  - b. Basic Guidelines
  - c. Industry Standards
- Z. Accessible Meetings
  - a. Joint Responsibility
  - b. Programs Must be Accessible
  - c. Get Information
  - d. Identify Potential Problems
- AA. Post Convention Report Form
- BB. Event Order Form

- CC. Convention Center Contracts
- DD. Facilities Questionnaire
- EE. Meeting Room Layouts
- FF. Sample Space Contract
- GG. ADA Resources
- HH. Display knowledge of event planning and conference services by identifying specific skill sets intrinsic to the planning process;
- II. Formulate the project planning process for meeting and events to minimize financial and legal risks while safe guarding the health and well-being of attendees;
- JJ. Organize the necessary components to achieve meeting and event objectives by utilizing volunteers, third party suppliers, and private and public venues within a given budget;
- KK. Recognize the need for clear and concise communication via event and meeting planning software that aid the execution of an event; Utilize research to develop program formats that are effective for domestic and international meeting and events.

**Student Data Sheet**

**Required Student Form 1**

If handwritten, please write legibly.

Student Name \_\_\_\_\_ Preferred Nickname \_\_\_\_\_  
Student 900# \_\_\_\_\_ Home Phone \_\_\_\_\_  
Cell Phone \_\_\_\_\_ Work Phone \_\_\_\_\_  
ConnectU Email \_\_\_\_\_ Alternate Email \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Emergency Contact (name & phone) \_\_\_\_\_

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**Acceptance of Syllabus and Confidentiality Waiver**

By signing below, I verify that I have read and understand the Official Course Syllabus. In addition, I agree to permit Dr. Vannucci to return my graded papers for this class, without confidentiality, both publicly in the classroom, and through the student pick-up files or boxes in the HTE office in the Hospitality Learning Center. I also understand that the work-study student assistant or a grader may at times have access to my graded papers and to my current and final grades.

ELECTRONIC SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**Permission to shred**

By signing below, I permit my instructor to shred any leftover homework that I have failed to pick up – 30 days after the end of the semester. I also understand that it is my responsibility to pick up my assignments through the student pick-up files or boxes in the HTE office in the Hospitality Learning Center. I also understand that the work-study student assistant or a grader may at times have access to my graded papers and to my current and final grades.

ELECTRONIC SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

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**Sponsoring Agency Form**

**Required Student Form 2**

If handwritten, please write legibly.

**Personal Information**

Student Name: \_\_\_\_\_ Student 900#: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

ConnectU Email: \_\_\_\_\_ Alternate Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Concentration of study: \_\_\_\_\_ Estimated date of graduation: \_\_\_\_\_

Total semester credit hours completed to date (include current enrollment): \_\_\_\_\_

**Sponsoring Agency Information**

Agency Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Internship Supervisor Name: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Internship Information**

Position(s) projected to be held at agency: \_\_\_\_\_

Is the internship paid? (Yes or No): \_\_\_\_\_

Internship Start Date: \_\_\_\_\_ Internship Completion Date: \_\_\_\_\_

**INTERNSHIP INFORMATION PACKET**  
**Hospitality, Tourism, and Events Management – HTE 4000 Field Experience**  
**Vannucci**

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**Student Agreement Form**

**Required Student Form 3**

If handwritten, please write legibly.

**The Student Agrees to:**

- Identify, in collaboration with Dr. Vannucci and Agency Supervisor, competencies to be studied, experienced, and evaluated during the Internship.
  - Choose two to three competencies from the hospitality core management competencies
  - Choose two to three competencies from the student’s concentration of study competencies
- Understand and follow the standards set forth by Dr. Vannucci.
- Represent the University in a responsible and ethical manner.
- Wear proper attire for the position.
- Arrive to work on time as determined by the parties involved.
- Listen carefully to instructions and directions.
- Perform tasks as assigned to the best of one’s ability.
- Provide weekly entries in a Blackboard journal with Dr. Vannucci regarding learning experiences related back to chosen competencies and for feedback.
- Complete and submit necessary documents, assignment, and reports within specific deadlines.
- Notify Agency Supervisor prior to an absence due to extraordinary circumstances.
- Do not accumulate more than a total of three unexcused absences.
- Do not terminate the internship experience without the approval of the agency and Dr. Vannucci.

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Student Signature

Date

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Dr. Cynthia Vannucci

Date

**ATTACH COMPLETED**  
**MSCD EMPLOYEE NOTIFICATION OF WORKER’S COMPENSATION PROCEDURES**

**INTERNSHIP INFORMATION PACKET**  
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**Worker's Compensation Form**

**Required Student Form 4**

If handwritten, please write legibly.

**MSU DENVER EMPLOYEE NOTIFICATION OF WORKER'S COMPENSATION PROCEDURES**

I, \_\_\_\_\_ (print your name), have received information from this Internship Packet of the MSU Denver Worker's Compensation Procedures. In the event I am involved in a work-related injury or illness, I understand that MSU Denver has designated Concentra Medical Center and HealthONE as the approved medical providers for all work-related injuries or illnesses. I understand that if I do not receive medical care for work-related injuries or illnesses from the designated clinic or an approved 24-hour after-care facility, or any specialists to which they refer me, EXCEPT IN THE CASE OF A SERIOUS EMERGENCY, I could be financially responsible for payment of that care.

**I have read and understand the terms and conditions set forth. I further understand that the guidelines and health providers are subject to change by the MSU Denver Benefits Office.**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

**LIABILITY INSURANCE**

The HTE Department highly recommends all young professionals beginning their internship experience purchase individual liability insurance. While the college does provide liability coverage during the internship, individual insurance can supplement this coverage. A variety of sources exist that provide liability insurance at a reasonable cost. Please ask the MSU Denver Benefits Office for information regarding obtaining this coverage.

**\*\*Student must attach a copy of insurance with completed form. If student does not have MSU Denver Insurance, a copy of personal insurance must be attached for verification of coverage.**

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**Vannucci**

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