SCHOOL OF
Hospitality and Tourism Management
COLLEGE OF HUMAN SCIENCES

INTERNSHIP BULLET POINTS FOR SCHOOL OF HOSPITALITY AND TOURISM MANAGEMENT AT OSU

Preparation

- All students must complete the following prior to enrolling in HRAD 3443 – Hospitality Industry Internship:
  - 480 hours of hospitality work experience;
  - Course work in Quantity Food Production, Service Management, Lodging Operations and/or Front Office Management;
  - Pre-Internship Seminar course which assists in preparation of resume, interview techniques, application for professional positions, job search techniques as well overall professionalism.

Facilitation of Internships

- Hospitality Days Career Fair (approximately 50% of students in summer 2017 obtained internships from companies that participated in Hospitality Days);
- HTM hosts several companies for individual on campus interview and information sessions;
- Creation of LinkedIn professional network for convenient posting of job opportunities as well as networking between OSU HTM students, faculty, staff and industry partners (over 1,000 participants).

Internship Course Objectives

- Improve communication skills, analytical and critical thinking skills;
- Apply conflict resolution, negotiation and interpersonal communication techniques;
- Apply hospitality management skills within a variety of positions;
- Develop a working knowledge of the culture of a hospitality company.

Follow-up

- Require student and employer to sign a memorandum of understanding that reflects the understanding by both parties of expectations and purpose of internship;
- Course assignment directly correlate with applicable research regarding effective methods of encouraging increased professionalism and impactful career building (e.g., researching history of company, management instructed goal setting, progress reports, discussion board posts, final report);
- Site visit during internship by coordinator to assess the experience of each company and student as well as any curricular changes that might be recommended by industry partners;
- Internship Coordinator reviews findings from visits with Assessment Coordinator for School as necessary for inclusion in overall departmental assessment.