



**Hospitality, Restaurant and Tourism Management
Application for Admission to Professional Capstone Internship
HRTM 476 - Internship in Hospitality Management**

Student Personal Data

Name:	Student Identification Number:
Present Address:	Phone:
Permanent Address:	Phone:
Student's Email:	
Term Completing Internship: SPRING / SUMMER / FALL (Circle one)	Proposed Dates of Internship:

PART I: BACKGROUND

Where did you complete HRTM 172 and what skills did you gain from the experience?

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Where did you complete HRTM 397 and what skills did you gain from the experience?

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PART II – PROPOSED INTERNSHIP

Practicum Information:

Practicum Business Name:	Phone:
Student's Job Title:	Supervisor's Name:
Supervisor's Phone Number:	Supervisors Email Address:
Practicum Address:	City / State / Country / Zip Code
Is the internship paid? YES / NO (circle one)	Salary: \$ Hr./Wk./Mo. (circle one)

PART III – CAREER GOALS / PROFESSIONAL REFLECTION

- a. What is your long term career goal?

- b. The practicum should provide experiences that prepare you for an entry level managerial position or should be an entry level management position. At a minimum, the practicum should build on skills and abilities in supervision or management. Through your academic and employment experiences, you have acquired knowledge, developed skills, and enhanced your abilities in segments of the hospitality or tourism industry. Reflect on the professional experiences listed in your resume. How has your past work experiences prepared you for this experience?

- c. What are three skills that you have mastered while working in previous hospitality positions? List each skill and how you have mastered it. Skills are things like: creating a positive work environment, delegating tasks, communication, leading people, public speaking, motivating people, meeting deadlines, or perhaps problem solving.

- d. What are five skills that you hope to further develop as part of this experience? List the skill and think about how you can incorporate the skills in your learning objectives below.

PART IV - Development of Learning Objectives

Please list your top five learning objectives (**job duties**) of your proposed internship position with the percentage of time you estimate to spend on each individual duty. For example, if you are a restaurant management intern, one of your learning objectives might be managing the shift. You estimate this duty will occupy approximately 60% of your time. List the learning objectives/duties in order of greatest percentage to smallest percentage. Be sure to use action verbs and include measurable outcomes (SMART goals: specific, measurable, attainable, realistic, and timely) for each of your learning objectives below. Tell me what you will do, how you will do it and the percentage of time of your job devoted to this duty. Don't forget to include the skills you'd like to learn within the objectives. For example, if communication is a skill you want to improve and the learning objective is managing the shift you might emphasize clear communication with staff to ensure clear understanding of expectations.

Learning Objective 1:

Percentage of time – Learning Objective #1: _____%

Learning Objective 2:

Percentage of time – Learning Objective #2: _____%

Learning Objective 3:

Percentage of time – Learning Objective #3: _____%

Learning Objective 4:

Percentage of time – Learning Objective #4: _____%

Learning Objective 5:

Percentage of time – Learning Objective #5: _____%

Student:	Date:
Immediate Supervisor:	Date:

PART V – STUDENT COMMITMENT

I agree to complete the following requirements if I am accepted into HRTM 476:

- _____ Discuss intentions and employment options;
- _____ Agree to specific objectives for the experience;
- _____ Pay the practicum tuition;
- _____ Respect confidential information pertaining to the place of employment;
- _____ Complete and submit all forms required by the deadlines established;
- _____ Notify internship coordinator of any diversion from the original intern program plan.

Student Signature

Date

UNL Internship Coordinator Signature
Shannon Rowen

Date

Please return a hard copy of the completed paperwork with original signatures **AND** a copy of your resume to Professor Shannon Rowen in the HRTM office.