HTMT 420
INDEPENDENT STUDY INTERNSHIP

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Internship Coordinator | Instructor
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School of Business
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Office hours: MW 10:00 to 12:00, Thursday 1:00 to 3:00 (by appointment please)
*On campus & available M-F by appointment (Always call, email, or text 1st!)

Course prerequisites: HTMT 210, Declared Major, Minor or Concentration in
hospitality and tourism management or permission of the instructor.

Course Description:
A complementary source of learning and enhancement to the student’s academic program
and career objectives through experiential education; engaging the student in a unique
three-way partnership between an approved hospitality partner, the university and the
student. The overall unique learning experience will be guided by a Learning Contract,
outlining specific work-related experiences and academic components designed to
enhance the student’s knowledge. An online advisory session will be required in addition
to the assignments outlined below. A maximum of three (3) hours of internship credit
will be awarded, a minimum of 120 hours’ work experience is required.

SB Learning Goals:
COMMUNICATION SKILLS: Students will demonstrate the ability, via both written and
spoken word, to effectively present, critique, and defend ideas in a cogent, persuasive manner.
QUANTITATIVE FLUENCY: Students will demonstrate competency in logical reasoning and
data analysis skills.
SYNTHESIS: Students will demonstrate the ability to integrate knowledge from multiple
disciplines incorporating learning from both classroom and non-classroom settings in the
completion of complex and comprehensive tasks.

Learning Outcomes & Assessment:

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<tr>
<th>Student Learning Outcomes</th>
<th>Assessment Method and Performance Expected</th>
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<td>Describe the value of their internship experience and how it</td>
<td>Students will develop and gain consent from employers regarding the scope and type of internship experience</td>
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<td>will facilitate their career aspirations</td>
<td>provided. Daily journals will ensure the student is regularly reflecting on the experience. Finally via the</td>
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<td>Midterm &amp; Final Report students will be responsible for reporting on the experience, their impressions, lessons learned</td>
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<td>and how it applies to them and their career path. All reports are expected to be of the highest quality and</td>
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<td>should be functional as an element of a professional portfolio.</td>
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2. **Provide an example of a major project, responsibility or learning experience, which improved or added value to the organization as a direct result of the internship experience.**

   - Students are asked to provide an example of their work or an executive portfolio of contributions as a part of the final report assignment. Via the Learning contact, daily journals and midterm & final reports the student will be required to reflect on the learning experiences they’ve encountered during their internship. All reports are expected to be of the highest quality and should be functional as an element of a professional portfolio.

3. **Utilize skills, knowledge or experience gained during the internship experience to further their career perspectives or potential job opportunities and to further enhance academic pursuits.**

   - The Career Path/Plan will be used to help students process the internship experience as it relates to career aspirations. This information will be synopsized as a part of the final report as well. This assignment should fit neatly into their midterm and/or final report as a part of their overall reflection on the internship experience. Students will have to incorporate their internship role and responsibilities into an updated resume as a portion of the final report.

4. **Demonstrate the course of action necessary to go from their current status as a new or soon-to-be graduate to the desired career occupation; articulate what to expect from the work environment and be able to efficiently mold themselves to meet the needs of any position.**

   - The Career Plan/Path and its inclusion as an element of the final report will provide students with an opportunity to think through this progression and how they might move forward as a professional. Via the daily journals and the midterm and final reports the students will be required to reflect on lessons learned and impressions of the workplace they are experiencing and how this affects their expectations and desires for their career and eventual workplace environment.

The internship experience provides experiential, hands-on learning experiences as well as interaction with the local community and industry. It supports the student’s academic pursuits by reinforcing and/or providing direct insight into professional environments and job responsibilities aligned with their chosen major and career aspirations. Students are exposed to an invaluable aspect of work life: the actual practice or professional exposure in the field they are pursuing through their academic experience. The internship builds community and professional ties, exposes students to potential employers and peers, and provides a unique opportunity to see a role before they graduate into it. The skills and knowledge gained by the student during their time at the College should be fully utilized, applied and/or enhanced by the internship experience. Ideally, these experiences prepare students to be ‘job ready’ as they graduate and often provide actual opportunities for employment prior to or at graduation, which is consistent with the HTMT Department and Business School mission statements.

**Professor’s Policies**

- **Direct Engagement**
  - Please come see the professor if you need help with the course materials.
  - If the office door is open, please feel free to knock and enter (unless someone else besides me is already in the office).
  - I always encourage you to make an appointment when possible, at the very least email prior to coming by to give me time to prepare for you.

- **Correspondence**
  - Please use your school Email account for all electronic correspondence with the professor & industry clients.
  - **When Emailing** please put the **course number in the subject line** and remember to check your grammar and spelling.
The professor tries to respond to all correspondence within 24 hours however; sometimes circumstances do arise when that is not possible. If you have not received a reply in 24 hours, please resend the email with a reminder.

- Assignments
  - Utilize a Name, Assignment, Date format to name all submitted assignments (i.e. if I am turning in my midterm, I would name the file: Clement.MidtermReport.6.15.14)
  - All assignments are due by the end of the day on the day specified as the due date
  - All assignments submitted after that time are considered late and up to a 25% per day penalty may be assessed unless prior arrangements between the student and the professor were made.

**Academic Integrity:** The College of Charleston’s Honor Code is in effect in this course. If you are unclear about what constitutes cheating, please see the Instructor.

**College of Charleston Honor Code and Academic Integrity**

Lying, cheating, attempted cheating, and plagiarism are violations of our Honor Code that, when identified, are investigated. Each incident will be examined to determine the degree of deception involved. Incidents where the instructor determines the student's actions are related more to a misunderstanding will handled by the instructor. A written intervention designed to help prevent the student from repeating the error will be given to the student. The intervention, submitted by form and signed both by the instructor and the student, will be forwarded to the Dean of Students and placed in the student's file.

Cases of suspected academic dishonesty will be reported directly by the instructor and/or others having knowledge of the incident to the Dean of Students. A student found responsible by the Honor Board for academic dishonesty will receive a XF in the course, indicating failure of the course due to academic dishonesty. This grade will appear on the student's transcript for two years after which the student may petition for the X to be expunged. The student may also be placed on disciplinary probation, suspended (temporary removal) or expelled (permanent removal) from the College by the Honor Board.

Students should be aware that unauthorized collaboration - working together without permission - is a form of cheating. Unless the instructor specifies that students can work together on an assignment, quiz and/or test, no collaboration during the completion of the assignment is permitted. Other forms of cheating include possessing or using an unauthorized study aid (which could include accessing information via a cell phone or computer), copying from others' exams, fabricating data, and giving unauthorized assistance.

Research conducted and/or papers written for other classes cannot be used in whole or in part for any assignment in this class without obtaining prior permission from the instructor.

Students can find the complete Honor Code and all related processes in the Student Handbook at [http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php](http://studentaffairs.cofc.edu/honor-system/studenthandbook/index.php)

**Disability Students:** The College will make reasonable accommodations for persons with documented disabilities. Students should apply for services at the Center for Disability Services/SNAP located on the first floor of the Lightsey Center, Suite 104. Students approved for accommodations are responsible for notifying me as soon as possible and for contacting me one week before accommodation is needed.
Center for Student Learning: I encourage you to utilize the Center for Student Learning’s (CSL) academic support services for assistance in study strategies and course content. They offer tutoring, supplemental instruction, study skills appointments, and workshops. Students of all abilities have become more successful using these programs throughout their academic career and the services are available to you at no additional cost. For more information regarding these services please visit the CSL website at http://csl.cofc.edu or call (843)953-5635.

Grading Scale & Assignments:

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<th>Scoring</th>
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<tr>
<td>Regular Work Journal</td>
<td>20%</td>
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<td>Semester Project</td>
<td>15%</td>
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<tr>
<td>Midterm Evaluation - Student Report</td>
<td>15%</td>
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<td>Advisory Session Attendance</td>
<td>5%</td>
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<tr>
<td>Internship Experience Evaluation</td>
<td>5%</td>
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<td>Final Evaluation - Student Report</td>
<td>25%</td>
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<td>Final Evaluation - Supervisor Eval</td>
<td>15%</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
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<tr>
<th>LETTER GRADE</th>
<th>Scoring</th>
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<tr>
<td>&gt;93</td>
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<tr>
<td>90-92.99</td>
<td>A-</td>
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<tr>
<td>86-89.99</td>
<td>B+</td>
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<tr>
<td>83-85.99</td>
<td>B</td>
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<tr>
<td>80-82.99</td>
<td>B-</td>
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<tr>
<td>76-79.99</td>
<td>C+</td>
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<td>C</td>
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<td>70-72.99</td>
<td>C-</td>
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<td>66-69.99</td>
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<td>60-62.99</td>
<td>D-</td>
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<td>&lt;60</td>
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Additional Attendance & Completion Requirements – PLEASE READ

Advisory Session – VoiceThread

Your participation in the online advisory session will be mandatory. We will be utilizing a tool called VoiceThread. VoiceThread is available to you via your OAKS account, or you can go to their website and sign up via the link below. Once signed up, you should be given access to the internship advisory session I’ve recorded. VoiceThread is a unique, interactive tool that will allow you to review the session material at your own pace and comment either via text, audio or video commentary. I think you’ll find it very engaging and hopefully the session will be informative as you begin the internship course assignments.

You are required to ask at least one question – or at the very least leave a comment (though I would be very surprised if you don’t have even one question!) – in order to attain the 5 points credit for attending the advisory session. You question will be tagged with your info so I can award credit. Access to this link will be made available shortly.

VoiceThread Class Link

Also, you should be aware that termination of your internship by the host for any reason may result in failure of this course.

If you are experiencing any issues or have any concerns about your internship experience or your position with the host organization, you must notify the instructor immediately. Each situation will be assessed independently and the final decision will be made after consultation with the department chair. Please be aware that any termination for cause without notification or engagement of the instructor will be grounds for failure.

Please contact your instructor if you have any questions or concerns about this policy.
HTMT 420

Semester Assignments:

**Work Journal (20%)**

**Due Date: Daily/Weekly, to be reviewed periodically at the instructor’s discretion**

1. Complete a regular (Daily/Weekly – based on the quality of the information) Work Journal entry **for each day/week you work**
   a. Please keep up with these on a regular basis, do not attempt to fill out multiple entries all at once
   b. **Bi-weekly updates are suggested**, weekly entries constitute minimal effort, anything less will lose points
   c. I will be able to track your progress and will be comparing entries to ensure there is no cut & paste fulfillment – please be diligent in keeping up with these assignments
   d. The regular work journal entries are a key element of your foundation for this course – do not neglect this part of your responsibilities as it will inevitably affect the remainder of your work

2. **Save the file using the DATE FIRST and your last name (optional) as the document title** (i.e. 12.1.15 or Dec.1.2015 or 12.01.2015.Clement)

3. Place the entry into the shared Google Drive folder – **please ensure you share this folder with the instructor and that you’ve assigned comment or edit rights**.

Students will continually maintain a regular work journal of their experiences during the internship. The work journal should provide insight on the overall internship experience and may include: daily duties, skills tested or acquired, situations which arose and how they handled them, observations or impressions made or gathered via their internship work experience.

Journal entries do not need to include all of these elements, all of the time. But you should consider these categories as strong starting points through which you can mold your thoughts and capture viable information from the internship experience. In other words, don’t strictly adhere to these categories – use this template as an outline to begin the thought process. Utilize these journal entries to capture any- and everything that you might want to include or reference in a semester report.

Your journal entries are private to you. While I will be periodically reviewing them for completion and consistency, they are the primary vehicle for the intern to capture the experiences and lessons being learned for later inclusion in course reports. It is vital that you collect any pertinent details as well as dates and specific milestones of your internship experience.

Regular journals should be completed using the template below ([Daily Journal Template](#)) also provided via the course Google Drive folder:
Provide responses to the Critical Learning Log on a Weekly basis, no exceptions.


Kolb (1984) instructs us that there is no guarantee that an experience necessarily will be a learning experience. In order for that to happen, there needs to be a framework within which one can process the experience. One way of doing that is to reflect upon your week and think about those moments of learning that occurred, specifically those that made a difference in your experience. Remember to be focused and concise in thinking about what and how you are learning.

**What was the focus of your internship work this past week?**
- *What was the focus of supervision and what was your role in it?*
- *What insight did you develop about yourself in your role as an intern?*

**What was the most critical moment of learning during the past week?**
- *Why is it important to you?*
- *How does it affect you? Your internship?*
- *How might it affect your work in the future?*

**What will be the focus of your work this coming week?**


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**Critical Learning Log Responses:**

**Duties Completed:**

**Skills Used:**

**Management Lessons/ Observations:**

**Other Notes:**
Semester Project (15%)
Due Date: At any point in the semester but prior to November 25th

Details of this assignment will be proposed and finalized by the Student Intern with the approval of both the Faculty Supervisor and the Host Supervisor within the first month of the internship period.

The semester project should be reasonably challenging and should produce long-term or other significant value to the host organization. Details of the project and expectations may vary considerably based on the type of Independent Study being undertaken. Ultimate approval and format of the project must be approved by the Faculty Supervisor in advance.

Advisory Session Attendance (5%)
Due Date: within the 1st month of the internship

Please see the details and instructions provided in the Attendance section of the syllabus above.

Mid-Term Report (20%)
Due Date: Friday, October 9th

At the mid-term the student will meet with their supervisor to discuss their progress to date. Additional instruction will be provided during the 2nd internship advisory session (an outline of this information can be found here). Using the work journal entries & initial learning contract, students will develop a 2-3 page infographic-style analysis report in which you will:

a) State progress towards goals and objectives set out in the Learning Contract
   a. Include any specific milestones or tasks completed
   b. Describe how objectives not yet achieved will be addressed moving forward
   c. Provide any course correction updates & change management plan
b) Identify key skills tested, employed or gained
   a. Provide examples & samples of any work available
c) Address any major management lessons or experiences
   a. Describe impact and relevance to career and/or personal development
d) Major observations & milestones
   a. Achieved or identified as desirable
e) Include both a ‘Next Steps/Moving Forward’ (i.e. predictive) section as well as an ‘Takeaway/Lessons Learned’ (i.e. reflective) section as a Conclusion to wrap up how you will move forward and how you have processed the experience so far
f) Working with your supervisor: create a plan for moving forward in the 2nd half of the internship.
   a. You must submit your Midterm Report BOTH via OAKS or email AND via the Student Intern Portal
   b. Host supervisor must acknowledge (via the online Internship Management Program) that the intern has reviewed this report with them
      i. An email will be sent to your supervisor upon your submission of the assignment via the Student Intern Portal

Student Independent Study Evaluation Participation (5%)
Due Date: December 7th

The Student must complete an Experience Evaluation prior to the end of the Independent Study period. A link will be provided by the instructor as the end of the semester approaches.
Final Internship Report  
Due Date: December 7th

Part I (25%)  
Using your daily work journal entries & initial learning contract will develop a 5 -7 page final report in which you will:

General Guidelines:

- **Executive report format**
- 5 - 7 Pages (minimum)
- Single-spaced (1 space between paragraphs), 11 or 12 font
- Utilize white space appropriately, integrate charts, tables, bulleted lists, etc. as appropriate
- Explore Shapes, SmartArt and other design features of Word and other appropriate word processing software options
- Integrate forms, pictures or any other materials from the job that you might reference – use these additions as talking points around which you frame subsections of the report

Include in an executive report format:

a) **Introduction**
   - *Short* statement about your positions, role within the organization and introducing the content of the report
b) **State how you have achieved the goals set out in the Learning Contract**
   - Utilize a table, chart or other tool to synopsize this info
   - Include any specific milestones or tasks completed
   - Report on any additional valuable experiences gained or achievements made
c) **Identify key skills tested, employed or gained**
   - Provide examples & samples of any work available
d) **Address any major management lessons or experiences**
   - Provide examples
   - Describe impact and relevance to career and/or personal development
e) **Major observations & milestones**
   - Achieved or identified as desirable
   - Use a timeline or other graphic feature to synopsize these elements
   - Provide dates & timeline where appropriate
f) **Integrate relevant information from your Career Plan assignment into your report**
   - Expand on any correlations, synergies or advantages realized as a result of this experience
g) **Describe how you plan to use the Lessons you Learned during the internship moving forward.**
   - Provide insight on next steps of your career progression and detail any relevant impact realized as a result of the internship experience
h) **A Synopsis of the overall experience**
   - Including at least 3 direct consequences of this experience that will affect your future career aspirations and goals.

Also include (as addendum – not included in the 5-7 page count):

b) **A copy of any relevant products or projects you completed in your role or a short written statement describing how you added value to the organization and what changes or improvements you made, suggested or observed as relevant during the process.**
c) **A copy of the thank you letter to the host organization and supervisor**

Part II (15%)  
Your supervisor will complete a survey evaluating your performance while completing the internship.