

INTERNSHIP INSTRUCTIONS

1.	<ul style="list-style-type: none"> ▪ Attend mandatory pre-experience orientation session before registering for TOUR 490. The sessions can be attended either in person (only if enrolled in TOUR 470 the semester before the student’s eligibility as outlined in the deadlines below), OR online through the Tourism and Events Management Blackboard Organization by the deadlines outlined below. Save your notification of completion. For more details, click here. ▪ Note: Failure to complete the mandatory pre-experience orientation session will make students ineligible to complete their internship during the applicable semester. Details for the sessions, are announced through the TEM listserv. If you do not receive the listserv emails, contact Elizabeth Whisnant at ewhisna@gmu.edu <p>Deadlines</p> <ul style="list-style-type: none"> ○ Spring Internship: You must attend the pre-experience orientation session in the preceding Fall semester. ○ Summer Internship: You must attend the pre-experience orientation session in the preceding Spring semester. ○ Fall Internship: You must attend the pre-experience orientation session in the preceding Spring semester.
2.	<ul style="list-style-type: none"> ▪ Before accepting a job offer submit all <u>official</u> job descriptions and Internship Eligibility Form (Appendix 2) to temfield@gmu.edu for approval by the Fieldwork Coordinator. ▪ After receiving approval from Fieldwork Coordinator, accept the job offer from your desired site.
3.	<ul style="list-style-type: none"> ▪ Submit the following to Fieldwork Coordinator after they have been completely filled out, physically signed, and dated: <ol style="list-style-type: none"> 1. As <u>1 combined PDF Document</u> <ol style="list-style-type: none"> a. Paperwork Submission Cover Sheet (Appendix 3) b. Site Confirmation Form with accurate start and end dates (Appendix 4) c. Pre-approved job description d. Virtual/Hybrid Internship Proposal (ONLY IF APPLICABLE) (Appendix 5) 2. Experiential Learning Agreement with accurate start/end dates (Appendix 6) as <u>1 separate PDF Doc.</u>* <p>Must Include: *All changes made to Appendix 6 by a site must be approved by the GMU legal office</p> <ol style="list-style-type: none"> a. <i>Your signature</i> b. <i>Site supervisor signature</i> c. <i>All pages in the correct order</i>
4.	<ul style="list-style-type: none"> ▪ Fieldwork Coordinator will approve paperwork and notify you to register for the Internship course (TOUR 490).
5.	<ul style="list-style-type: none"> ▪ You can begin internship only after being notified that the Learning Agreement (Appendix 6) has Dean’s approval. *You must review the course Syllabus and Internship Manual before you begin your internship.
6.	<ul style="list-style-type: none"> ▪ Begin submitting weekly progress reports (Appendix 7) via Blackboard (10 to 14 for Fall/Spring, and 10 for summer).
7.	<ul style="list-style-type: none"> ▪ By the 100th hour submit the Special Project proposal (Appendix 8) to your Faculty Supervisor via blackboard.
8.	<ul style="list-style-type: none"> ▪ Upon completion of 200 hours provide site supervisor with Midpoint Performance Assessment (Appendix 8) and ensure it has been submitted via blackboard to your Faculty Supervisor. ▪ Then coordinate mandatory Site Visit with Fieldwork Coordinator. <i>See Syllabus for what site visits entail.</i>
9.	<ul style="list-style-type: none"> ▪ Upon completion of 400 hours ensure that site supervisor has completed the final evaluation through the VIA assessment link.
10.	<ul style="list-style-type: none"> ▪ Use presentation software (e.g. PowerPoint) to create an overview of your experience for, and participate in, mandatory Final Internship Presentations. Directions in Appendix 10.
11.	<ul style="list-style-type: none"> ▪ Complete the Student Evaluation (Appendix 11), which must be included in the Internship Portfolio.
12.	<ul style="list-style-type: none"> ▪ Complete and submit Internship Portfolio via blackboard by the Final Internship Presentation date. Directions in Appendix 12.