

Fieldwork Experiences with Tourism and Events Management (TEM) Students

TEM Fieldwork Experience Coordinator, temfield@gmu.edu

Q1: What is a fieldwork experience?

TEM students are required to complete two fieldwork experiences:

- **Practicum:** Typically completed in sophomore or junior year. Students are usually taking other classes at the same time. This may be their first real-world experience. Spans anywhere from 10 to 14 weeks (10 weeks only for Summer Semester). Students must complete a minimum of 120 hours. Can be paid or unpaid. Start date is the first day of classes.
- **Internship:** A capstone experience that is generally completed after all other coursework has been taken. Spans from 10 to 14 weeks (10 weeks only for Summer Semester). Students must complete a minimum of 400 hours. May be paid or unpaid. Start date is the first day of classes.

In addition to the above requirements, we work with agencies that need volunteer assistance, part-time employees and full-time employees.

Q2: What is the typical timeline for fieldwork experiences?

	Fall Semester	Spring Semester	Summer Semester
Start Date	Late August	Late January	Late May
End Date	Early December	Early May	Early August
When to Recruit	At least 2 months in advance	At least 2 months in advance	At least 2 months in advance

Q3: How do I post an opening at my agency?

You may request to be added to the TEM listserv, which allows you to send information about openings directly to students. To do that, please send Stephanie Kuhta (smonk@gmu.edu), an e-mail with your request.

You may also send an agency information form to the Fieldwork Experience Coordinator (temfield@gmu.edu), in an attachment (Word or pdf file). This document should contain the following information:

- Agency name, address, website
- Agency description
- Agency Supervisor's name, title, phone, email
- Detailed description of position responsibilities
- Indicate if the position is paid or unpaid
- Indicate whether the position is more suitable for a Practicum (*120 hours, requiring 15-20 hours/week*), or an Internship (*400 hours, requiring 30-40 hours/week, for Fall and Spring semesters, and 40hours/week for the Summer semester*)
- Desired start and end dates

NOTE: You must resubmit your agency information form each semester that you are seeking a placement.

Q4. What are the responsibilities of the Agency Supervisor?

The Agency Supervisor plays a pivotal role in the lives of students at the personal and professional career level by offering advice, instruction and supervision that furthers a student's professional competence. The student or intern will send you an Agreement Letter to complete that details the expectations. In addition, the **Practicum Manual** (<http://rht.gmu.edu/assets/docs/rht/tem/Practicum%20Manual%20TEM.pdf>), and the **Internship Manual** (<http://rht.gmu.edu/assets/docs/rht/tem/Internship%20Manual%20TEM.pdf>) provide a more detailed description. You will also periodically evaluate the student (one report for practicum; multiple reports for internship). With the internship, the student will need to complete a Special Project; and the University Supervisor will complete an onsite visit with you and the student.

For more information, go to: rht.gmu.edu/tourism-and-events-management/practicum-and-internship-experiences/

