

GEORGE MASON UNIVERSITY
School of Recreation, Health, and Tourism

TOUR 490-Internship (12)
SPRING 2013

DAY/TIME:	TBA	LOCATION:	Multiple
INSTRUCTOR:	Tina Jones	EMAIL ADDRESS:	tjonesq@gmu.edu
OFFICE HOURS:	By appointment	FAX NUMBER:	703-993-2025

PREREQUISITES

Open to majors only. 90 credits, TOUR 241, TOUR 340, and PRLS 410

COURSE DESCRIPTION

Supervised professional experience provides a continuous and structured opportunity to apply principles and skills developed in the classroom to the solution of practical problems in the tourism and events management industry. Provides a paid or voluntary full-time work experience in an approved tourism or event management setting for a minimum of 10 to 12 weeks. Includes meetings and assignments before and during the internship.

COURSE OBJECTIVES

At the conclusion of this course, students should be able to:

1. Apply, in an appropriate and professional work setting, theories, concepts, and philosophies learned through previous academic and other experiences;
2. Demonstrate skills and competencies in routine business administration (e.g., accounting and record keeping, planning, public relations, assessments, and staff relations);
3. Apply decision-making and problem-solving skills through the formulation, evaluation and implementation of alternative solutions to problems and issues;
4. Attend or participate in professional board and committee meetings, conferences, hearings, state meetings, training sessions and workshops in order to acquire practical career enhancing skills;
5. Describe and evaluate the overall agency/company organizational structure and its management philosophy (or corporate culture) and clientele base, as well as the agency's relative position to other local, national and/or global competition in the market place;
6. Assess personal strengths and weaknesses in light of demands and expectations of employment in the various roles and responsibilities assigned in a work setting;
7. Set personal objectives for a career in the park and recreation field utilizing both personal assessment and evaluation by the academic institution and the internship agency; and
8. Compile a list of industry professionals that can be used when seeking full-time employment.

REQUIRED READING

*****Tourism and Events Management (TEM) Internship Manual.***

******All correspondence from your University Supervisor and the Internship Coordinator.***

OVERVIEW

Requirements

During the internship, students must fulfill ALL requirements and complete specified forms and assignments outlined in the TEM Internship Manual, as well as ALL additional directions provided by Supervisors and the Internship Coordinator, in order to be evaluated and receive a grade for their internship. These include:

- Attending mandatory internship seminars and meetings;
- Working full-time at an approved agency for a minimum of 400 hours of professional practice over a period of 10 to 12 consecutive weeks, **for no less than 30 hours per week, and no more than 40 hours per week**;
- Completing *Weekly Progress Reports* (Internship Manual Appendix 6);
- Submitting signed copies of the *Midpoint and Final Internship Performance Assessment Forms* completed by the Site Supervisor after discussion with, and agreement by the intern (Internship Manual Appendix 7);
- Developing and completing a *Special Project* in cooperation with their Site Supervisor, **and with the prior approval of the University Supervisor**. The intent is to provide the agency and/or its clientele with a tangible and useful finished resource or service. The project provides the intern with an opportunity to demonstrate and improve their problem solving and communication skills. The project should be realistically and reasonably 'doable' and be of interest to the intern. **Work on the special project should be considered part of an intern's hours and is to be completed in incremental stages throughout their internship** (Internship Manual Appendix 8);
- Meeting with their Site Supervisor and the University Supervisor during a routine site visit at their placement agency. Alternative arrangements are made for those interns based outside the Washington, D.C. metropolitan area (see Internship Manual);
- Presenting an overview of their internship site work experience and special project at a **mandatory** closing panel session that must be attended by all interns, University Supervisor(s), the Internship Coordinator, TEM Faculty, and students. Other arrangements may be made if the placement site is located outside the Washington D.C. metropolitan area (see Internship Manual Appendix 9 for Presentation Guidelines);
- Submitting a complete and professionally put together Internship Portfolio which encapsulates the cumulative experience of their internship in **a three-ring binder** (see Internship Manual Appendix 10 for Portfolio Guidelines); and
- **Ensuring that they stay in constant communication with their University Supervisor by regularly checking their George Mason University e-mail accounts and Blackboard.**

IMPORTANT DEADLINES

- **Weekly Reports** are due by the end of the day, **every Monday**, throughout the duration of the internship. Weekly reports must be **submitted through Blackboard** (under the Assignments link).
- The **Special Project Proposal** must be filled out after the 100th hour, and submitted (**via e-mail**) to the University Supervisor for approval no later than the 200th hour.

- **Mid-point Evaluation** must be filled out by the Site Supervisor and **sent by fax or e-mail** as soon as 200 hours have been completed, after he/she goes over the report with the student.
- Students must contact their University Supervisor to set up a **Site Visit** for approximately one hour with them and their Site Supervisor, if the location is with the Washington Metropolitan Area, or by telephone if they are out of the area, **immediately after 200 hours have been completed and the Mid-point Evaluation has been submitted.**
- Students must make the necessary plans to ensure that they will be available to present at the **Mandatory Closing Panel Session (referred to as the Internship Presentations).** The **tentative dates** for the Spring 2013 semester **Monday, May 6, 2013, and Tuesday, May 7, 2013 (*depending on the session*).** The exact times and locations will be communicated via e-mail. Alternative arrangements will be made for students outside the Washington DC Metropolitan area, and who do not attend the presentations. **Note that students who are outside the area are still required to put together a presentation and submit it with their Portfolio (in three-ring binders), on the same due date for their section.**
- Students must turn in their Portfolios (in three-ring binders) on the day of the **Mandatory Closing Panel Session.** *Note that this due date also applies to students whose sites are outside the Washington DC metropolitan area.*
- Students must follow up to ensure that their Site Supervisors fill out their **Final Evaluation** and send it to their University Supervisors **by fax or e-mail, no later than Friday, May 10, 2013.**

EVALUATION

Grading Scale

- The University Supervisor assigns the grade based on the intern meeting the above course requirements, as well as **all requirements stipulated in the Internship Manual**, from University Supervisors, and the Internship Coordinator. The grade will be either 'Satisfactory' (S) (reflecting a C grade or better for undergraduates) or a 'No Credit' (NC, which is equivalent to a failing grade). ***Note that a passing grade does not only depend on the completion of the 400 hours, but the timeliness of fulfilling all requirements.***
- Any intern receiving a NC grade for their overall performance in their internship program will be required to begin a new internship, including re-enrollment and repayment for the 12-credit hours.
- An 'Incomplete' (IN) grade may be assigned until all course work requirements are completed and submitted to the University Supervisor, who is responsible for overseeing the internship. Once all requirements have been met, the University Supervisor changes the 'Incomplete' grade to 'Satisfactory' by submitting a *Change of Grade Form* to the Registrar. Credits for this course count toward General Education and Professional Course work for graduation requirements.
- ***Note that if a student receives an incomplete grade, he/she will not be able to graduate at the end of the semester in which he is currently enrolled for the internship, and will have to apply for graduation in the following semester. Also note that there could be additional charges incurred. Students are required to contact the registrar's office***

for full details on the implications of not graduating in the semester originally indicated.

Student Expectations

- Students must adhere to the guidelines of the George Mason University Honor Code [See <http://academicintegrity.gmu.edu/honorcode/>].
- Students with disabilities who seek accommodations in a course must be registered with the George Mason University Office of Disability Services (ODS) and inform their instructor, in writing, at the beginning of the semester [See <http://ods.gmu.edu/>].
- Students must follow the university policy for Responsible Use of Computing [See <http://universitypolicy.gmu.edu/1301gen.html>].

- Students are responsible for the content of university communications sent to their George Mason University email account and are required to activate their account and check it regularly. All communication from the university, college, school, and program will be sent to students solely through their Mason email account.
- Students must follow the university policy stating that all sound emitting devices shall be turned off during class unless otherwise authorized by the instructor.
- Students are expected to exhibit professional behaviors and dispositions at all times.

Campus Resources

- The George Mason University Counseling and Psychological Services (CAPS) staff consists of professional counseling and clinical psychologists, social workers, and counselors who offer a wide range of services (e.g., individual and group counseling, workshops and outreach programs) to enhance students' personal experience and academic performance [See <http://caps.gmu.edu/>].
- The George Mason University Writing Center staff provides a variety of resources and services (e.g., tutoring, workshops, writing guides, handbooks) intended to support students as they work to construct and share knowledge through writing [See <http://writingcenter.gmu.edu/>].
- For additional information on the College of Education and Human Development, School of Recreation, Health, and Tourism, please visit our website [See <http://rht.gmu.edu/>].

CORE VALUES COMMITMENT: The College of Education and Human Development is committed to collaboration ethical leadership, innovation, research-based practice, and social justice. Students are expected to adhere to these principles.

