

Tourism and Events Management

What is an **official** job description?

An **official** job description is one that is presented on a site's (or agency's) letterhead, and must include the following:

1. Agency name, address, phone and fax numbers, and website address;
2. Agency description (**who they are and what they do**);
3. A **detailed** description of position responsibilities;
4. If the position is paid or unpaid;
5. The number of hours to be worked per week:
 - For Practicums (**approximately 15 hours/week**)
 - For Internships (**30-40 hours/week for the Spring and Fall semesters; and 40 hours/week only, for the Summer semester**)
6. The **Start** and **End** dates for the position
 - **The official Start date for Practicums and Internships is the first day of classes for each semester.**
 - The End date will be provided:
 - For Practicums, by Faculty Supervisors
 - For Internships, by the Internship Coordinator during information sessions
 - **Note** - the End date is the last possible date to complete the minimum number of hours required for Practicums or Internships.

*****VERY IMPORTANT** - Please note that **official** job descriptions must be approved by the Internship Coordinator, or Faculty Supervisor (for Practicum – TOUR 241 only) **before**:

- A. Any internship/practicum offer is accepted; and
- B. Any paperwork will be accepted by your Faculty Supervisor or the Internship for review and processing.