

**Course Number:** NUFS 4920  
**Course Title:** Internship  
**Credit Hours:** 10  
**Prerequisites:** 2.20 GPA; 400 work hours experience in the hospitality industry; Junior Standing; Departmental Approval

I. Course Objectives:

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- a. To integrate concepts learned in the classroom into job/career environment.
- b. To analyze and recognize organizational principles.
- c. To analyze daily activities on the job.
- d. To understand strengths and barriers in the work environment.
- e. To apply principles learned in the classroom to new on the job situations.

II. Grading and Evaluation Procedures:

1. Courses requirements: papers, quizzes, examinations, participation, etc.:

- a. The student is required to work 40 hours per week or a total of 400 hours on the job during the internship. If 400 hours are not completed during the term, the student will receive an IN (incomplete grade).
- b. The student will be required to contact the faculty supervisor a minimum of three (3) during the semester. The purpose of the contact is to discuss the students' progress toward internship requirements.
- c. The student is required to answer an extensive questionnaire packet involving activities and work experiences encountered on the job. The questionnaire packet will address the specific job placement hospitality segment (i.e. hotel, restaurant, private club, recreational foodservice).
- d. The student is required to turn in the Professional Internship Contract no later than the end of the second week of the semester (due date listed below). If the signed contract is not submitted by the deadline the student will be dropped from the internship.
- e. The student is required to submit the Final Performance Evaluation Form completed by the on-site supervisor.
- f. Weekly log – After each work week, the student is required to select and describe observations or experiences related to a service or management concept or describe tasks performed during the time frame.

III. Policies on Unannounced Quizzes and Class Attendance and Participation:

- a. Students are expected to work a total of 400 hours during the internship. If work is missed, the hours must be made up during the semester. The on-sight supervisor and the faculty supervisor will confer if needed. For class guidelines and excused absence information see the current Tiger Cub.
- b. The Code of Student Discipline will be enforced. For guidelines see the current Tiger Cub.
- c. No assignment will be accepted late unless the student presents evidence of a university-approved excuse. Consult the Tiger Cub to determine guidelines for university-approved excuses.

IV. Special Accommodations for Students With Disabilities:

Special Accommodations: Students who need special accommodations should make an appointment to discuss the Accommodation Memo during my office hours as soon as possible. If scheduled office hours conflict with classes, please arrange an alternate appointment time. If you do not have an Accommodations Memo but need special accommodations, contact The Program for Students with Disabilities, 1244 Haley Center, 334-844-2096 (Voice T/O).

V. Academic Honesty:

ALL PORTIONS OF THE AUBURN UNIVERSITY HONESTY CODE (TITLE XII) FOUND IN THE TIGER CUB WILL APPLY IN THIS CLASS.