

NON-Experiential Internship Guidelines  
HSTM 4490

*(\*This option must be approved by the Internship Coordinator and the Director of the School of HSTM; the non-experiential internship experience is reserved for students who cannot complete the experienced-based internship due to circumstances that preclude the student from completing the traditional 4490 experiential internship. This option is approved on a case-by-case basis; it is the student's responsibility to provide a written rationale for his/her case).*

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## HSTM 4490

### Non-experiential Internship Experience

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The non-experiential internship experience requires ALL students to complete **Section 1: Virtual Interviews**. Then, from **Section 2**, students choose 3 project options out 5 possible project options to complete the remaining requirements of the course.

#### **Section 1. Virtual interviews (25%)**

***Virtual interviews are required of all students.***

Conduct at least five interviews with different professionals in your field; for example, if you are a hospitality management concentration major, then interviews with hotel managers would be appropriate. If you are a sport management concentration major, then interviewing athletics administrators would be appropriate. If you are interested in tourism, then interviewing travel agency personnel is acceptable, etc. These experiences are aimed at benefitting the students; however, the instructor of record must pre-approve your list of interview requests. Acceptable interview formats are: in-person or virtual. Phone interviews are not permitted.

Your interviews should include at least eight (8) questions which must also be approved by the instructor of record. After you have conducted all of your interviews, a five (5) plus page report discussing what you learned from the interview is to be submitted. In addition, all reports must be submitted using APA style formatting, including 12-point font, one-inch margins and double spacing throughout. No reference page is needed.

Your list of potential interviewees must be pre-approved by the end of week three (3).

## **Section 2. Students will complete 3 of the following projects (75%)**

### **PROJECT OPTION 1: E-Portfolio (25%)**

Students will complete an E-Portfolio. The instructor of record will oversee the E-Portfolio component and will personalize each E-Portfolio to your desired industry or career aspirations.

### **PROJECT OPTION 2: Mentor project (25%)**

Each student will identify two professionals as mentors. Preferably, they need to be in your chosen field of study or industry and need to be approved by the instructor of record. \*The identified mentors cannot be the same individuals used for your interviews.

Mentoring takes on many forms and there is much freedom in how this works for each situation. For each of your mentor/mentee relationships, the mentee and mentor will establish and record 5 goals of the relationship. Additionally, the mentor should provide the mentee with an assignment related to improved understanding of their professional role. This assignment has to be approved by the instructor. At the end of the term the student will turn in a four (4) plus page report on the mentoring project that highlights the five goals, how they were achieved or not, and elaborate on the special assignment. Students should also elaborate on how this experience has contributed to an improved understanding of their desired professional, career path. Additional information on mentoring will be provided to those students who chose this option. Mentors must be approved by week 2 and the mentor/mentee projects must be approved by the end of week 4.

### **PROJECT OPTION 3: Intern site projects (25%)**

The student will work on two virtual projects from an approved intern site, a site that you have preestablished connections with or one that you are able to connect with, but due to less than ideal situations, you are not able to be onsite (e.g. Covid related restrictions, etc.). A site must assign you two projects (both projects must also be approved by the instructor of record) for you to complete virtually. For example, you may examine and record various statistics as a report for a local hotel, etc. Again, there is a lot of freedom with this, however, like the original internship, the projects should be meaningful to the student's future career path and pre-approved by the instructor of record. All projects must be approved by the end of week 3.

### **PROJECT OPTION 4: Certifications (25%)**

Many professions have on-line certification classes that students can complete. Present this to your instructor for approval if applicable.

**PROJECT OPTION 5: Other (25%)**

A student can select three (3) areas from sections 2-5 totaling (75%), or can present another idea to the instructor that will enhance your career and make you more marketable. Our School of HSTM always works hard providing opportunities for career preparedness for our students and will continue to do so during any challenging times. All ideas will be considered as long as you can justify to the instructor of record how the idea/assignment will benefit your career. Once all ideas are considered and approved you will submit an internship plan to the class professor by week 4.