

UNIVERSITY OF TECHNOLOGY, JAMAICA
SCHOOL OF HOSPITALITY AND TOURISM
MANAGEMENT
INTERNSHIP SYLLABUS

FACULTY:	Faculty of Business and Management
SCHOOL/DEPT:	School of Hospitality and Tourism Management.
COURSE OF STUDY	Bachelor of Science Degree and Certificate Programmes
MODULE TITLE:	Internship
DURATION (Hours)	400 hrs for degree students (10 weeks) 240 hrs for certificate students (6 weeks)
CREDIT VALUE	5 credits are awarded for Degree Module 3 credits for the Certificate Module

1.0 MODULE DESCRIPTION

All students in order to satisfy graduation requirements are required to participate in an Internship Programme. The duration of the programme is ten weeks over two summers during the 2nd and 3rd year of the degree programme. The certificate students are required to complete six weeks for one summer.

The Internship Programme is a work- based learning programme that helps students to bridge the gap between classroom theory and practical work situations. Combining the two learning experiences will enable students to develop employability skills, explore possible employment choices, and acquire the competences and skills that are required for the discipline.

2.0 REQUIREMENTS FOR THE INTERNSHIP

Students must:

- i. attend an orientation, consultation and the University Employment Empowerment sessions.
- ii. identify **five** competency based goals they would like to achieve on their internship experience.
- iii. complete the required number of hours (**400**) for degree students and (**240**) for certificate students..

3.0 MODULE OBJECTIVES/LEARNING OUTCOMES

Upon completion of the module, the student should be able to:

- i. develop an acceptable level of technical and interpersonal skills by being placed in a Tourism and Hospitality related field.
- ii. apply theoretical knowledge to an exposure of practical hands-on training.
- iii. develop work readiness and employability skills
- iv. critically analyze personal strengths/weaknesses related to their professional readiness.

4.0 COURSE ENROLLMENT

1. The school expects that all students must attend the orientation and consultation meetings for general information.
2. Students seeking their own placement sites must submit a letter to the Internship Coordinators indicating their intent. Also a letter from the company offering employment must be submitted to coordinators indicating willingness to participate in the programme. These letters must be presented to the school by the **final day of Semester I.**
3. Students who are seeking overseas placement will be responsible to schedule with the Internship Coordinator a **conference call** with the on-site Supervisor. The purpose of the call is to understand the company's internship policies so that they can participate in the programme. The time and date for this call must be approved by the School at least two weeks before the actual date. Approval for requests must be sent to htminternship@utech.edu.jm, or with the school internship coordinators.

5.0 PLACEMENT POLICIES:

1. Each student will be assigned a location (local or overseas) by the end of March in the year one intends to do the Internship.
2. The School reserves the right to deny any placement that :
 - a) is not related to the area of specialization for the students.
 - b) has a track record of poor supervision of the students.
3. The student will not be permitted to complete Internship at the **same location twice** without a written approval from the School.
4. Student must attend the final internship meeting and consultation session planned where they will be informed about placement; school's expectation of students; dress code; on-site evaluation and final report submission. Students will be advised of the date via the notice board.
5. Any objection to the placement must be communicated to the internship coordinators through the administrative office within **one week** of the announcement. **However, there is no guarantee that your request will be granted:**

6. All students before reporting to the work-site must do the following
 - a. collect their Letters of Indemnity from the school.
 - b. sign the Internship Agreement Form

The University of Technology, Jamaica is not responsible if you do not abide by this policy and maliciously damage property or persons.
7. Students must report to the Human Resource Department on the first day of Internship. An on-site coordinator will be assigned to them.
8. Students must initiate communication with the school when they report to work via telephone (512-2433/ 2443/ 2425); fax (977-4818) or email: htminternship@utech.edu.jm .
9. UTech will not be responsible for students expenses while on Internship e.g. accommodation, transportation and gratuity payment of any kind for service rendered..
10. When students become aware of any problems that might affect their Internship experience, they must notify the Internship Coordinator at UTech **immediately**. Most problems can be addressed when the Internship Coordinator is informed in a timely manner.

NOTE: In the event that a student starts their internship without written approval from the school, they will not receive credit for the hours logged, training received or any portion of the required academic items.

6.0 ASSESSMENT POLICY

1. All students will be required to do the following assignments in order to complete the Internship Module:
 - 5 Competency Goals
 - Attend an orientation session
 - Attend consultation sessions
 - Weekly Log
2. You will be assigned an on-site supervisor or their designate, who will be assessing your performance in each area of work.
3. The Student is encouraged to meet or communicate with their on-site supervisor to ensure that their learning goals and objectives are being met. A minimum of once per week is recommended.
4. All reports must be typed using **Font Size 12 and Double Spaced**. Areas for assessment of the report will include:
 - An introduction
 - Quality of presentation
 - Organization of the paper
 - Content of paper
 - Correct usage of grammar, and /or spelling.

Quotes and concepts taken from other work must be cited, referenced and consistent with APA format. Plagiarism violation is subject to prosecution under University Student's Behaviour Regulation.

5. It is important that you complete Internship Assignments on time. The Internship Assignments are designed to validate your work experience.
6. Students will receive pass/fail grade or a letter grade for completed module. The following requirements must be met:
 - Complete the duration of the Internship experience
 - Perform all duties and tasks according to standard operating procedure (SOP) of the company.
 - The student must complete all required assignments of the internship exercise outlined by the school. ***Failure to complete one or more part(s) of the assignments will result in a failing grade.***
7. Internship reports are due **two weeks** after the completion of internship.
 - **Late assignments will not be accepted.**
 - **Failure to complete report on time to satisfy the deadline will result in an incomplete (I), or fail (F), on the student's progress report.**
8. Your on-site supervisors will evaluate your attendance and performance at the property. The Internship Coordinators at UTECH will evaluate the Final Paper/Report.
9. The final grades for the module is a follows:

Competency Goals	5%
Orientation / Consultation Sessions	5%
On-site Supervisor Evaluation	60%
Internship Report	30%
Total	100%

10.0 SUGGESTED READINGS:

Learning from Working- A guide for Cooperative Education/Internship Students. By Joseph Barbeau, Ed. D. and William Stull, Ed.D. South-Western Publishing Co., 1991 1st edition.

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