

Interns: Print all pages. Return to the Internship Director pages 1,2,3 completed and scanned in a PDF, by 5:00 p.m. the day before the first day of classes of the semester you are interning. Give to your supervisor a copy of page 3 & 4 for their records.



THE UNIVERSITY OF
MISSISSIPPI

NHM 484 Internship Contract

Course Name: Internship in Hospitality **Term:** _____ **20**__
Dept. Course # NHM 484 **Units:** 3.0 hours
HM Program Director: Dr. Katerina Berezina **Email:** eberezin@olemiss.edu

Student Information

Name: _____ ID#: _____
Address: _____ Email: _____
City/ST/Zip: _____ Phone: _____

Hospitality Management Operation Information (please print)

Company Name: _____
Address: _____ Email: _____
City/ST/Zip: _____ Phone: _____

Company Description:

1. BRIEFLY describe what type of hospitality operation your company is engaged in.
2. What is the mission statement? And/or, what are the core values?

Compensated Internship? Yes No

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Student's Contract

1. I acknowledge that during my internship I remain under the guidance of The University of Mississippi [M Book](#).
2. I understand that I must meet all the outlined requirements in the syllabus to receive a grade in NHM 484. Letter grades are assigned. If I earn an "F" in the course, then I will need to reregister and retake the course just like any other class. All work must be completed no later than the last day of the semester.
3. I have passed all pre-requisites required for enrollment for NHM 484.
 - Junior or Senior status
 - NHM 211/213; NHM 310
 - Have taken and passed at least three of the following classes: NHM 360, 361, 363, 441, 464, 467
 - Have a minimum GPA of 2.0
 - Completed 200 pre-internship hours and have had them approved by faculty
4. I understand in order to pass NHM 484, I must complete all of the 400 hours during the time frame of the semester registered, and all hours will be completed in ONE hospitality operation.
5. In order to gain an optimum internship experience, I understand I am not allowed to take more than twelve additional hours of coursework during the internship semester.
6. If for any reason I foresee not being able to complete the requirements, I will drop NHM 484 before the final drop date of the semester and contact the professor with this information. It is MY responsibility to drop the course.
7. I acknowledge that as a part of my participation in NHM 484, I may engage in activities that may expose me to risks, including but not limited to, personal injury, loss of property, illness and death. In full recognition of the dangers and hazards posed by participation in NHM 484, I hereby assume all risks and responsibilities surrounding my participation in NHM 484.

I release and covenant not-to-sue The University of Mississippi Board of Trustees for State Institutions of Higher Learning (including its agents and employees) (the "Board") from and for any and all present and future claims of any type, arising as a result of my participation in NHM 484 Internship. I voluntarily waive any and all claims, both present and future, that may be made by me, my family, estate, heirs, or assigns against the University and/or board.

I further agree to indemnify and hold harmless the University and Board for all claims arising as a result of my participation in NHM 484 Internship or any incidental activities. I understand that this waiver and release are intended to be as broad and inclusive as permitted by the laws of Mississippi and agree that, if any portion is held invalid, the remainder of the waiver and release will continue in full force and effect.

Contract Signature: By signing, you agree to the requirements of this course.

Date _____ Name (please print) _____

Student Signature _____

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**Supervisor Acceptance and Agreement Form &
Explanation of Outcomes (pages 3-6)**

**The University of Mississippi
NHM 484 - Internship in Hospitality Management**

For an operation to qualify to host an intern in hospitality management, the employer and/or supervisor must agree to the following:

Your signature below indicates that you agree to provide:

(Student's name) _____ who is completing a **400- hours** work requirement for NHM 484 Internship in Hospitality Management, the opportunity and sufficient time to complete the following eight learning objectives, in addition to responsibilities the company requires. All work must be completed no later than the last day of the semester.

1. Develop a budget for some department or program of the company (e.g., event, restaurant, snack bar, housekeeping, etc.)
2. Create a one-week employee schedule for the business or department.
3. Attend a manager's meeting and provide detailed observational notes.
4. Evaluate your company's presence on social media and the company website.
5. Create behavioral and situational interview questions to be used for interviewing an open position in your company.
6. Demonstrate proficiency of using at least 1 (one) technology system.
7. Attend and provide detailed notes from a meeting in which equipment or operational systems are discussed.
8. Work in a team to accomplish a project.

I further agree that I will complete the NHM 484 Hospitality Management Internship Student Evaluation Survey by the last day of the semester. This survey will be emailed during the last weeks of the semester in an online format. In this survey the supervisor will be asked to verify that the student has completed their 400-hours of work experience, as well as evaluate their performance, particularly concerning the above eight competencies.

Contact Information (a business card may be attached, or print clearly):

Name & Title of Supervisor: _____

Email address: _____

Phone number: _____

Signature of Supervisor _____

Signature of Internship Student _____

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Explanation (for Supervisors) about the Eight Internship Outcomes

1. Develop a budget for some department or program of the company (e.g., event, restaurant, snack bar, housekeeping, etc.)

- This can be a hypothetical budget that you may never actually use, but the intern needs to create one.

2. Create a one-week employee schedule for the business or department.

- This can be a hypothetical schedule of all employees in the department or business that you may never actually use, but the intern needs to create one.

3. Participate in a manager's meeting and provide detailed observational notes.

- Allow the intern to attend a manager's meeting to be exposed to decision making and planning. Ideally in advance, have the student participate in developing the agenda.

4. Evaluate the company's presence on social media and their company website.

- Students will evaluate Facebook, Twitter, Instagram, and the company's website using a template provided by the internship director. Interns must present their findings to the supervisor and discuss any suggestions for change.

5. Participate in an interview for an open position in your company or department.

- In advance, have the student develop at least two behavioral and two situational interview questions.
- Allow the intern to shadow or observe the interviewing process.

6. Demonstrate proficiency in using at least 1 (one) technology system.

- Allow the intern to learn and become proficient in using a common industry technology system. This means establishing sufficient amount of time to achieve proficiency.

7. Attend and provide detailed notes from a meeting in which equipment or operational systems are discussed.

- Allow the intern to attend a meeting to be exposed to the decision making and planning.

8. Participate in a team project.

- Allow the intern the opportunity to work on a team to accomplish a specific goal or project for the company during the time he/she is interning.