

**HSP 499 Employer Guide**  
**(For Students with 300 hours of industry experience)**

**Missouri State University Department of Hospitality Leadership Mission Statement**

The Department of Hospitality Leadership at Missouri State University is committed to creating an environment of academic excellence. We prepare our students to be ethical leaders in the hospitality and tourism industries by providing an environment where meaningful learning and development is a priority. We serve our constituencies through quality teaching, community engagement, and relevant focused research.

Thank you for hiring a Missouri State University Hospitality Leadership student. In an effort to provide the most beneficial experience for both you and our student, we have compiled this fact sheet to outline your role in assisting the student to fulfill their requirements.

**This is the course description from the Missouri State Undergraduate Catalog:**

**HSP 499 Internship in Hospitality**

Prerequisite: senior standing; and Hospitality Leadership major; and permission. Supervised experience in a cooperative program in hospitality. Student must gain experience/exposure in at least three positions during the internship. The student must be paid for the internship.

**Hours and Division of Hours**

- Each student is required to complete 450 paid hours during this internship. Most Hospitality Leadership students have completed 300 hospitality industry work hours previous to enrolling in this class. This means that upon graduation, students will have completed a total of 750 industry hours.
- Each student is required to work in three areas of your business. Typically the student has a primary focus but is required to complete 2 other rotations (30 hours each) in secondary areas. (Ex: 390 hours: kitchen, 30 hours: host/bus person, and 30 hours: service **OR** 390 hours: front desk, 30 hours: housekeeping, and 30 hours: food and beverage)

**Employer Requirements**

- Students are required to turn in papers and participate in discussion boards throughout the semester on a variety of topics and may come to you for information to complete these assignments. (Ex: Profit/Loss Information)
- Near the end of the internship, you will receive an evaluation form from the student's faculty advisor. This counts towards a significant portion of the student's grade and should be completed at your earliest convenience.

**Preferred Enrichment Opportunities**

- Rotation shadowing a manager is highly beneficial. (This could be one of the thirty hour rotations.)
- Attending management meetings
- Inventory participation

**Hiring International Students**

The International Services' Office at Missouri State University can authorize employment for international students to participate in approved internships. Due to this, international students do not require sponsorship from a prospective employer in order to engage in an off-campus internship.

**We want this to be the best opportunity for both your company and our students. We invite you to visit our website <http://hospitality.missouristate.edu> to learn more about the Department of Hospitality Leadership. For questions and concerns, please contact the department at 417-836-4409 or [Hospitality@MissouriState.edu](mailto:Hospitality@MissouriState.edu). We appreciate the experience you are providing for our hospitality interns.**