

Internship HSP 499 Student Guide

The Hospitality Leadership degree requires students to complete a paid internship (HSP 499). To enroll in HSP 499, students need to:

- Be a declared a Hospitality Leadership major with 90 credit hours completed
- Have secured a paid internship in the hospitality industry
- Complete and return an HSP 499 Internship Form to the Department of Hospitality Leadership
- Receive approval from Hospitality Leadership Internship Coordinator

After approval is granted, the student may enroll in HSP 499. Students will be assigned a Hospitality Leadership faculty member throughout the cooperative work experience. Students must gain experience/exposure in at least three positions during the internship. Students are required to work a minimum of 750 documented hours. HSP 499 is a six credit hour course and can be taken in the spring, summer, or fall semesters.

Frequently Asked Questions

1. 750 hours are a lot of hours. How can I get that many hours in a summer or spring /fall semester? Students are allowed to bring in 300 documented work hours from their previous hospitality work experience and apply those hours towards the 750 hours required. These 300 paid, documented work hours must be in the hospitality industry and must have occurred since the student enrolled in college. The student cannot count more than 300 hours towards the required 750 total hours. The 300 hours are typically completed prior to the student becoming a senior (90 academic credit hours). When 90 academic credit hours are completed, the student can apply for HSP 499. After the proper approval has been granted by the Hospitality Leadership Internship Coordinator, the student may enroll. At that time, assuming the student brings in 300 hours, the student must work 450 additional documented work hours supervised by a Hospitality Leadership faculty member to meet the 750 hours required.

2. Do I have to do my internship with the same employer(s) where I worked my initial 300 hours? It is the student's choice to either remain employed by the same employer or to seek other employment in the hospitality industry. Longevity in employment has its advantages when reviewed by future employers. However, students can also benefit from getting a breadth of experience and explore career tracks in other hospitality segments.

3. What if I bring in more than 300 hours to apply toward the completion of the 750 required hours? Getting as much industry experience as possible is great. This will look great on a resume. However, 300 hours is the maximum a student may apply toward the completion of the required 750 total hours and the student will need to complete a minimum of 450 Hospitality Leadership faculty supervised work hours while enrolled in HSP 499.

4. Some companies call their employment opportunities "internships"; can I do this even if I am not a senior? Yes, the student can take part in a hospitality company "internship program," but this will not count as HSP 499 if the student did not meet the course pre-requisites to enroll in the class. These hours can count towards 300 of the 750 documented work hours students are allowed to bring in at the time of application for HSP 499.

5. When I do my internship, will I have homework? Yes, there are required assignments during the internship. Students are assigned a Hospitality Leadership faculty member to supervise their internships. The faculty member will provide a course syllabus with the required assignments. The homework includes reflection papers, online discussions, etc.

6. Why do I have to get experience in three positions? Students need to experience a variety of areas in their internships. For example, if a student is interning at a restaurant focusing on the front of the house (serving), he or she needs to spend 30 hours (each) in two other areas, such as 30 hours in the kitchen and 30 hours with the manager doing inventory. The student will count these 60 hours towards completing the 450 hours. Every internship is unique, so each position rotation requirement will be explained in more detail by the assigned Hospitality Leadership faculty member.

7. What happens if I don't finish my required hours during the semester I'm enrolled in HSP 499? Under certain circumstances and by the approval of the assigned faculty, a student can receive an Incomplete "I." See link for Incomplete Grade Policy. http://www.missouristate.edu/policy/Op3_04_33_IncompleteGrade.htm