**Student Information**

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| --- | --- | --- | --- | --- |
| **Name:** |  | **Student ID Number:** | |  |
| **Address:** |  | **City, State, Zip:** | |  |
| **Phone:** |  | **Email:** |  | |

*I agree to work as shown below and to uphold the commitment of hours and service I establish in my partnership with the sponsoring employer. I will work toward the established learning objectives as outlined in this contract and I will keep my faculty mentor informed of any changes in my work or school status. I realize that if placed in a paid internship position by the college, I am not able to file an unemployment claim against my employer at the end of the placement.*

*In addition, I hereby release the Seattle District of Community Colleges, its officers, employees, and agents from and against any and all claims or damages arising out of or in connection with the Internship Program and participation therein.*

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| **Student Signature:** |  | **Date:** |  |

**Employer Information**

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| **Company Name:** | |  | | | | | |
| **Supervisor Name:** | |  | | **Title:** |  | | |
| **Address:** |  | | | **City, State, Zip:** | | |  |
| **Phone:** |  | | | **Email:** | |  | |
| **Is this position paid?** | | |  | **Wages per Hour:** | | |  |
| **Start Date:** | |  | | **End Date:** | | |  |

*The employer is responsible for determining the student’s eligibility to participate in an internship which includes background verification. The employer reserves the right to discharge the student for just cause. However, if a problem arises after the student secures an internship, the college requests that the employer consults with the student and their faculty mentor prior to such action. The school may also terminate the agreement if the training site no longer accommodates educational requirements after due consultation with the employer and student. Appropriate safety instruction will be provided by the employer. The employer shall evaluate the student on a form provided by the college at the end of the student’s internship. The employer will comply with Federal and State Labor and Industry regulations and will not reduce or replace the hours of any regular employee at the worksite. The above employer does not discriminate on the basis of race, color, religion, national origin, gender, sexual orientation, age, marital status, or disability.*

*In addition, the employer indicated above agrees to waive any and all claims that may arise against the Seattle District of Community Colleges, its officers, agents, or employees in connection with the Internship Program and participation therein.*

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| **Supervisor Signature:** |  | **Date:** |  |

**FACULTY APPROVAL**

*I give the above student permission to participate in an internship and agree to be their mentor. I will work with the student and the site supervisor to define learning objectives. I will contact or visit the internship site at least 1 time per quarter**to determine the student’s progress and address any questions or concerns as they arise.*

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| **Faculty Signature:** |  | **Date:** |  |

**PROGRAM LEARNING OUTCOMES**

The core education requirements of the BAS degree in Hospitality Management are designed to fulfill a set of desired 21st century learning outcomes for the education of a hospitality management undergraduate in the United States. The program learning outcomes include:

1. Illustrate the fundamental concepts of hospitality and service and the importance of these concepts as the cornerstone of success in the hospitality industry.
2. Interpret and analyze financial statements and budgets.
3. Analyze and differentiate the range of technologies used in the operation and marketing of a hospitality business.
4. Identify and apply principles of sales and current trends in marketing.
5. Describe and apply skills in human resource management.
6. Apply principles of leadership and management in the hospitality business operation.
7. Recognize the strengths and benefits of cultural and generational diversity and its impact on guest experience and employee satisfaction.
8. Demonstrate how to manage daily operations of a hospitality business.
9. Summarize and apply principles of business law and ethics and global business etiquette.
10. Describe considerations and techniques for risk mitigation.

**LEARNING OBJECTIVES**

Washington State requires all students who register for internship credits to develop a set of measurable learning objectives. Learning objectives refer to a set of statements that clearly describe a result to be accomplished during the student’s internship experience and should be tied directly to the program learning outcomes. The learning objectives that you outline should be specific, reasonable, achievable, and measurable goals. Types of appropriate learning objectives can be developed in the following areas:

* **Career-Oriented Objectives:** These relate to your career goals.
  + **Example:** “I would like to learn about new employee training programs in the human resources department at a hotel.”
* **Skills Acquisition Objectives:** These relate to developing new on-the-job skills or learning new tasks or ideas.
  + **Example:** “I have never used Microsoft Excel before. My goal is to create an Excel spreadsheet that includes appropriate formatting and basic formulas”.
* **Skills Application/Development Objectives:** These relate to improving or developing your current skills.
  + **Example:** “I am currently a server at XYZ restaurant. My goal is to become a trainer so I can help new team members be successful”.
* **Human Relations Objectives:** These relate to improving communication and interpersonal skills which can create a more positive environment.
  + **Example:** “I will improve my ability to effectively communicate with my co-workers and supervisor”.

**EXAMPLE OF AN ACCEPTABLE OBJECTIVE STATEMENT:**

* **Objective:** “I would like to learn how to develop a simple, professional marketing plan.”
* **Actions:** “(1) I will find and study past marketing plans to see what is involved; (2) I will attend department meetings and complete marketing duties as assigned.”
* **Result:** “I will know I completed this objective when I can identify the key components of a marketing plan and I can articulate the process to my supervisor.”
* **Importance:** “This objective is important to me because I would like to own my own business and I know that a marketing plan is important to succeed.”
* **Program Learning Outcomes:** “Upon meeting my goal I will have achieved program learning outcome # 4, 5, 6, 7, and 11”.

*Work with your internship site supervisor and faculty mentor to complete a minimum of 4 learning objectives. These objectives should be relevant to your internship position and help you develop your professional skills.*

**OBJECTIVE #1**

**What is your objective/goal? In other words, what would you specifically like to know or be able to do by the end of your internship?**

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**What will you do to accomplish this goal? (provide 2 specific actions)**

|  |
| --- |
| **1.** |
| **2.** |

**How will you and others know you’ve accomplished your goal? Be specific.**

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**Describe why this objective is important to you?**

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**What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)**

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**OBJECTIVE #2**

**What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?**

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**What will you do to accomplish this goal? (provide 2 specific actions)**

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| --- |
| **1.** |
| **2.** |

**How will you and others know you’ve accomplished your goal? Be specific.**

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**Describe why this objective is important to you?**

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**What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)**

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**OBJECTIVE #3**

**What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?**

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**What will you do to accomplish this goal? (provide 2 specific actions)**

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| **1.** |
| **2.** |

**How will you and others know you’ve accomplished your goal? Be specific.**

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**Describe why this objective is important to you?**

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**What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)**

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**OBJECTIVE #4**

**What is your goal? In other words, what would you specifically like to know or be able to do by the end of your internship?**

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**What will you do to accomplish this goal? (provide 2 specific actions)**

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| **1.** |
| **2.** |

**How will you and others know you’ve accomplished your goal? Be specific.**

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**Describe why this objective is important to you?**

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**What program learning outcome(s) does the proposed objective meet? (refer to the “program learning outcomes” section on page 2)**

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