

Internship Search Guide | Hospitality & Tourism Management

HTM 202 Work Experience Course Description

This course is a supervised paid work experience in the hospitality and tourism industry. Students must present a signed agreement (offer letter) from their employer before starting employment. Students are also required to prepare a series of work reflective reports. **At least 320 paid work hours for one credit are required for completion during a summer or semester.** Typically offered in the summer.

HTM 302 Internship Course Description

This course is a supervised and structured industry internship experience. Students must obtain a signed internship learning agreement (HTM Internship Application) with an employer before starting the internship. The internship consists of rotations through at least three (3) functional areas. Students are also required to prepare comprehensive written management reports reflecting upon their internship experience and present an employer evaluation. **Variable credits with a minimum of 320 paid work hours needed for one credit hour or 640 paid work hours for two credit hours.** Typically offered in the summer. Students can repeat this internship one time and earn up to two (2) credits in total.

Suitable Job Sites:

In hospitality and tourism management, the ideal position offers direct engagement with the industry's operational facets. Preference is given to roles that provide hands-on experience in managing and optimizing hospitality services. This may include positions related to event coordination, guest services, hotel operations, tourism development, or other operational aspects of the field.

Job Search Tips:

The department does not place students into internships, but we provide numerous resources. Securing an internship is part of the student learning experience and requires some focused attention on your part. These tips will get you started and help you with your search:

- Start with writing your **resume** and having it proofread by more than one person. Templates and resources are found on the **[CCO Career Success Handbook](#)**.
- Draft your skeleton cover letter to later populate with information for specific roles. Use the **[CCO Career Success Handbook](#)** for examples and best practices.
- Register with **[MyCCO](#)**. Ensure your profile is accurate and settings are correct so you are alerted to matches. Review "MyCCO Tips" for best results.
- Start a list of target organizations linking to your careers page. Create a schedule where you also check the CCO job postings weekly for new positions/postings.
- Refer to the list of Career Fairs on the **[CCO Website](#)** to meet recruiters and arrange interviews.
- Set up your **LinkedIn** profile and actively utilize it:
 - Include an appropriate, business type headshot (search: "Tips for the perfect LinkedIn profile picture")

- Be sure your headline clearly states what you are looking for
- Make sure you edit your Job Seeking Preferences within your Profile Settings. Click on “Signal your interest to recruiters at companies you’ve created job alerts for”
- Connect with past employers or professors and seek professional references for your LinkedIn profile and/or list of references
- Connect with people who have the job you are interested in
- Join Groups such as Purdue Alumni Association or organizations you are interested in working with
- Bookmark the [HTM Ray Kavanaugh Career Center](#) website for up-to-date info about the School of Hospitality Career Fairs and networking opportunities.
- Check out the [HHS Career Development](#) website and connect to the HHS Career Newsletter
- View the [4 Years to Career Success: Steps to Explore your Major & Interests](#) checklist
- Watch for Advisor emails with internship announcements; they usually come from alumni (the perfect connections)!
- Set up a Google alert for positions you are interested in
- Google search what you are looking for! (i.e., “retail internship Chicago” – or “assistant buyer internship Indianapolis” – or – “fashion internships Indiana”)
- Cold call companies you are interested in or visit the “Employment” or “Careers” links on company websites
- Make sure your friends and family are aware of your internship needs and what you are looking for as many opportunities arise through acquaintances (“who you know!”).
- Read local business or trade publications related to your interest(s).
- Use the [Purdue Career Research Portal](#) through Purdue Libraries. There are a wealth of links and databases here!
- Explore alternative entry-level positions that are looking for individuals with your skill set. “Widen” your net of potential jobs; positions you may not have normally considered. Think more broadly about your transferable skills and potential starting positions. A starting point might be the [Occupational Outlook Handbook](#)

What is Required of a Potential Employer?

Employers must be willing to submit a midway and a final evaluation of your on-site work. These documents are part of the Employer Packet you will give to your supervisor at the time he/she signs your Site Approval Request Form. If a company is not able to complete the evaluations for you, you will receive 0 points for that portion of your grade. Additionally, while this is mentioned in the Employer Packet, it is good practice to remind your employer that as an intern you will be writing reflections and a final paper that may require you to ask for assistance with obtaining company information pertinent to your research.