

**New Course Request**

**Indiana University**

IUINA \_\_\_\_\_ Campus

Check Appropriate Boxes: Undergraduate credit  Graduate credit  Professional credit

1. School/Division School of Physical Education and Tourism Management 2. Academic Subject Code TCEM

3. Course Number 401 (must be cleared with University Enrollment Services) 4. Instructor Staff

5. Course Title Industry Internship

Recommended Abbreviation (Optional) \_\_\_\_\_  
(Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2009

7. Credit Hours: Fixed at \_\_\_\_\_ or Variable from 1 to 12

8. Is this course to be graded S-F (only)? Yes  No

9. Is variable title approval being requested? Yes  No

10. Course description (not to exceed 50 words) for Bulletin publication: To provide students an opportunity to improve their operational/managerial skills by working in new areas.

11. Lecture Contact Hours: Fixed at 0 or Variable from \_\_\_\_\_ to \_\_\_\_\_

12. Non-Lecture Contact Hours: Fixed at \_\_\_\_\_ or Variable from 1 to 12

13. Estimated enrollment: 30 of which 0 percent are expected to be graduate students.

14. Frequency of scheduling: 2 times per year Will this course be required for majors? yes


15. Justification for new course: Revised plan of study to meet industry needs.

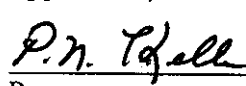
16. Are the necessary reading materials currently available in the appropriate library? yes

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by:  Date 3/25/08  
Department Chairman/Division Director

Approved by:  Date 4-8-08  
Dean

\_\_\_\_\_  
Date \_\_\_\_\_  
Dean of Graduate School (when required)

\_\_\_\_\_  
Date \_\_\_\_\_  
Chancellor/Vice-President

\_\_\_\_\_  
Date \_\_\_\_\_  
University Enrollment Services

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

**TCEM 401**  
**TOURISM INTERNSHIP**

MEETING TIMES: Individually arranged with the course instructor

INSTRUCTOR: Jim Bennett - Senior Lecturer - TCEM Department

Room: PE

258-F Telephone: 317-274-0810

Fax: 317-278-2041 E-mail: jbenne@iupui.edu

Address: 901 W. New York St.  
Indianapolis, IN 46202

**COURSE DESCRIPTION**

To provide students an opportunity to improve their operational/managerial skills by working in new areas.

**COURSE REQUIREMENTS**

Students must work in an **approved**, hospitality industry-related business. An internship must expose students to a variety of experiences and responsibilities. For example: performing just one function, such as server or front-desk clerk, does **not** solely qualify as an internship; exposure to other areas (food preparation/service, banquets/catering, accounting, housekeeping, event planning, etc...) is expected.

Students working in either a food service establishment or lodging property must work a minimum of three (3) different activities or departments to be considered a valid experience. Event planning, by nature, exposes students to a variety of activities and responsibilities and is therefore considered to be valid in and of itself.

**Credit Hours:** the internship has a registration provision from 1-12 credit hours. For **each** credit hour registered, students must work at least 150 hours (unpaid), or 300 hours (paid). Students do not have to complete their internship requirements in only one place or area. Students may also combine both paid and unpaid hours toward completion. Unpaid hours are converted to paid-time equivalent for record-keeping purposes.

**NOTE:** since students are receiving college credit toward a degree or certificate, those taking TCEM 387 must register **AND** pay for the class, just as they would for any other course.

Students registering for the internship should pay special attention to the number of hours for which they register as they relate to their job duties/responsibilities. Please refer to the following paragraphs specifying work hours and credit hours for each degree type.

**For degree-seeking students:**

If the internship is a non-paid (volunteer) position, 300 work hours are to be completed. If the internship is a paid position, 600 work hours are to be completed. *Students should register for two (2) credit hours.*

**For students who are only enrolled in the certificate program:**

**\*For the certificates in Events Management and Health Tourism:** if the internship is a non-paid (volunteer) position, 150 work hours are to be completed. If the internship is a paid position, 300 work hours are to be completed. *Students should register for one (1) credit hour.*

**\*For the certificates in Cultural Heritage Tourism, Food Production Services, and Lodging Management:** If the internship is a non-paid (volunteer) position, 300 work hours are to be completed. If the internship is a paid position, 600 work hours are to be completed. *Students should register for two (2) credit hours.*

\* Effective September 9, 2005. Those who began their certificate programs prior to that date will continue under the requirements specified when they began.

The certificates in Travel Planning and Beverage Management do not require an internship.

\*\*\* In some cases, work hours may begin accumulating prior to the actual semester in which the student enrolls in the internship. However, the department restricts this length of time.

The instructor will review any hours worked before the student has enrolled at IUPUI to determine what, if any, may count towards the internship.

Approved internship positions and expected work hours are discussed with each student on a case-by-case basis.

Please refer to the following page for specific internship criteria.

### EVALUATION PROCEDURES

The student is required to:

1. Obtain appropriate work experience in a hospitality/tourism industry position.

**IMPORTANT!!** Students must make the TCEM internship coordinator aware of their intent/desire to use a particular venue/site for their internship, *preferably prior to beginning their work*. In some cases, students may already be working in the hospitality industry, which will be taken into account during the approval process.

Whether the experience involves work which the student has completed, may be currently engaged, or something planned for the future, **ANY** and **ALL** experience must be approved in order to count.

**IMPORTANT!!** Once registered, a student has until the end of that semester to discuss their internship plan with the course coordinator. Not following this directive is the same as if a student never attended a 'live' class, and is treated as such. **Therefore, if this matter is not resolved prior to the last day of classes for the semester, a failing grade will be recorded for the course.**

Do not assume that an opportunity posted to the TCEM ListServe, a position in which the student currently works, etc..... automatically qualifies as an internship site. The internship instructor each situation on an individual basis, and makes the final decision on whether or not an opportunity meets departmental expectations.

**IMPORTANT!!** Effective January 1, 2005, students wishing to participate in the Walt Disney World College Program **MUST** contact the internship coordinator **PRIOR** to accepting the position. This concerns the number of hours which will apply toward fulfilling internship requirements.

Also, please note that any classroom-oriented courses taken at Disney do not transfer into, or substitute for, any TCEM course.

2. Inform and share the TCEM internship requirements with their supervisors, so that they know what to expect. There would then be a sense of teamwork and communication between the company, the professor, and the student.

3. Obtain a support letter from their employer stating the:
  - student's current job description of duties and responsibilities (if applicable)
  - appropriate delegation of responsibilities to meet course expectations
  - approximate number of hours the student will spend in each area (if able to be determined)
4. Obtain a letter from their employer indicating the successful completion of the required number of work hours. This item may be included in the evaluation form discussed in #7 below.
5. Keep accurate and detailed records of the duties and responsibilities accomplished during their experience. The degree of detail will depend upon the specifics of the experience, and will be determined by the instructor.

The student is to keep a record of the hours worked in each area. **The work hours MUST also be kept by their work site.** This can be done by information on pay stubs or a "week-ending" total for each week worked.

6. Arrange for a visit by the internship instructor to the student's place of employment when the student is working. This visit takes place toward the end of the internship experience. The instructor must be able to meet with the student's supervisor during this visit.

**NOTE:** while every effort is made to do so, there may be situations where a site visit is not possible for various reasons. These reasons may include, but are not limited to, schedule conflicts; course requirements having been met, thereby terminating the internship; or a site where the distance to be traveled is prohibitive. Should it become necessary, the internship instructor will assess the feasibility of waiving the site visit requirement. This will not affect the student's internship grade.

In lieu of an actual site visit, the internship instructor may request a brief meeting with the intern to discuss his/her specific internship experience.

7. Arrange for the employer to complete the **Supervisor's Final Evaluation of Student Intern** form, which is provided by the TCEM Department. This form is to be returned to the internship instructor.

**NOTE:** The employer must complete the section identifying the status of the experience as paid or unpaid, AND the total number of hours spent. **The evaluation will not be accepted without the confirmation of hours worked.**

This form **MUST** be completed and submitted, regardless of whether or not a site visit has taken place.

**NOTE:** The internship instructor is the final authority as to whether or not the student has successfully completed course requirements.

### **GRADES**

Fulfillment of internship requirements earns an "S" for the course grade.

In the event the student does not complete all requirements within the semester in which they enroll, an "Incomplete" (I) is given for the semester grade. The student then has up to an additional year from the end of that semester to complete the requirements. **The student does not have to re-register or pay for the additional time, and the "I" does not affect their GPA.** Once all requirements have been fulfilled, the instructor initiates the necessary documentation to change the "I" to an "S".

At the end of the additional year, the "I" automatically changes to an "F", unless the student and instructor have made arrangements to extend the time.

A reminder of the statement made under item #1 above: Once registered, a student has until the end of that semester to discuss their internship plan with the course coordinator. Not following this directive is the same as if a student never attended a 'live' class, and is treated as such. Therefore, if this matter is not resolved prior to the last day of classes for the semester, a failing grade will be recorded for the course.

It is the student's responsibility to keep the instructor informed regarding their internship status, which may include job changes, different responsibilities being assigned, and number of hours worked.

### PROFESSIONALISM

As one who is training to become a respected member of the hospitality industry, it is expected that each student conduct themselves in an appropriate and professional manner while completing their internship. This includes, but is not limited to: being punctual, dressed in appropriate attire, courteous, willing to do what is asked of them (whether or not it's "part of their job"), not conducting personal business/playing on the computer on company time, making appropriate arrangements when leaving a position, and displaying a good attitude at all times.

Remember - you represent not only IUPUI and the TCEM Department, but also YOURSELVES! The impression you give will leave a lasting impact on your employer. We all want that impression to be a good one. Adhering to expected professional standards may yield far-reaching, positive results. Failure to do so may have the opposite effect.