

College of Health and Human Performance
Department of Tourism, Hospitality, and Event Management
University of Florida
INTERNSHIP CORRESPONDENCE

As you complete the senior internship and conclude your undergraduate education in the Department of Tourism, Hospitality, and Event Management, please be sure to take advantage of the opportunities available to you in terms of experiences and potential contacts. Whether you decide to seek employment with the agency you are working with (interning with) or use the experience to expand your personal portfolio, the next few months can certainly have an influence on your professional future...embrace the opportunity.

Although we hope your experience will be fulfilling and rewarding (meet your goals), and your site supervisor will be proactive and guide you professionally, please understand that UF is here if you need to discuss complicated situations or circumstances that may be different than you anticipated. Your UF supervisor will be your point of contact throughout the semester and it is expected that regular communication will take place. Please be sure to maintain regular contact with your UF supervisor, complete the internship reports according to the schedule and establish a positive line of communication with your site supervisor and other leaders within the agency. Because many supervisors are extremely busy, it may be in your best interest to schedule the internship evaluations in advance so you can meet the UF deadlines and allow your supervisor to confirm these dates in his/her calendar.

The documents listed below are available on the THEM website and on Canvas. It is your responsibility to meet with your site supervisor, complete and sign the forms and submit them to your UF faculty supervisor via Canvas on or before the dates noted below.

Submission deadlines for required reports: *Blue* indicates reports the student completes. *Orange* indicates reports the site supervisor completes.

Friday, January 24	Tri-Weekly Report
Friday, January 31	Goal Assessment
Friday, February 7	Responses to 2 Internship Questions
Friday, February 21	Midterm Report
Friday, March 6	Goal Assessment
Friday, March 13	Tri-Weekly Report
Friday, March 20	Responses to 2 Internship Questions
Friday, March 27	Goal Assessment
Friday, April 3	Intern Experience Evaluation
	Alumni Questionnaire
	Student Profile and Photo
Friday, April 10	Final Report
	Goal Reflection
	Intern Exit Questionnaire