What you need BEFORE starting the Internship and registering for the course:

___ meeting with adviser

___ meet ALL prerequisites (completed 60 credits, completed Internship 1, RRM200, RRM310, 311 (311 can be concurrent)

___ Copy of the Internship program and reviewed with prospective organization

___ Completed Internship Agreement form by you, the organization, your advisor

___ Release from Responsibility, Assumption of Risk, and Waiver (Student)
Special note:

Regardless of what any Disney representative tells you, there is no relationship between the Disney College Program, or their Professional Internship Program, and the Hospitality Management Internship Program.

Hospitality Internship credit is NOT given for completing the Disney’s College Program.

If a student is fortunate enough to be accepted into Disney’s, competitive, Professional Internship Program, the number of credits earned will be agreed upon between the student and their advisor based on the length of the Professional Internship Program completed. Once completed, the student will receive the agreed upon credits under FSHN486-C.
Commonly Asked Questions

Q: How do I know I will receive CSU credit for an Internship?

A: By discussing the Internship with your advisor and getting a signed Commitment Letter/Internship Agreement form from the employer regarding the RRM Internship Guidelines.

Q: WHAT TYPES OF ORGANIZATIONS CAN I INTERN WITH?

A: You may intern with any organization that provides Food and Beverage services, Lodging services, or Event Planning services which will enable the student to complete the specified Internship Workbook requirements. You may not intern with organizations or companies that do not directly provide these services. For example, a resort that is located in ski country that has the student operating a chairlift.

Q: CAN I TAKE CLASSES WHILE DOING MY INTERNSHIP?

A: Yes. Your Internship activities are very specific and focus on activities which can be scheduled around traditional course work or employment.

Q: DO I HAVE TO PAY FOR THE INTERNSHIP CREDITS?

YES. Since RRM487 is an elective academic course in our degree program, you must pay for the credits. Accordingly, you need to plan on paying for the credits during the semester you are doing your internship.

Q: CAN I RECEIVE FINANCIAL AID FOR MY INTERNSHIP?

A: YES. Financial aid can be utilized for RRM487. It is your responsibility to check with Colorado State’s Financial Aid Office well in advance of your internship to verify that you will be eligible to receive financial aid during the semester you plan on doing your internship.

Q: CAN I DO AN INTERNSHIP IF I AM STUDYING ABROAD?

A: YES. If you are planning on studying abroad, you are more than welcome to do an internship there PROVIDED all elements of the Internship Workbook can be completed. It is your responsibility to notify your academic advisor as early as possible about internship opportunities you may be pursuing—BEFORE you leave Colorado State for your study abroad experience. You must receive initial verbal approval in order to know if the opportunity you are seeking is acceptable with your advisor. ALL prerequisite items must be met as if completing an Internship here.

Q: How do I register for my Internship credit?
A: Meet with your advisor. Students must complete the following:

- Attend an Internship orientation meeting.
- Discuss the Internship with the employer.
- Have all parties sign and return the Internship Agreement Form.

Once the above are completed, sign up for RRM487 Internship 1- Observations for 3 credits.

**NOTE:** If completing Internship 2-Applications, for 3 additional credits, sign up for FSHN 486-C for an additional 3 credits.

Q: Are the credits variable?

A: No. Internship 1-Observations is 3 credits. Internship 2-Applications is worth 3 credits.

Q: Can I take them both concurrently?

A: No.

Q: How is the Internship graded?

A: Pass/Fail

Q: What are the prerequisites for the credited Internship?

A: RRM200, RRM310 (RRM311 may taken concurrently), 60 CSU credits-Junior status

Q: Can I use the credits to substitute for other RRM courses?

A: No. They are strictly used for elective credits.

Q: When do I sign up for Internship credits?

A: Students should enroll for Internship 1 or 2 (Internship 1 is prerequisite for Internship 2) during normal enrollment period for the upcoming semester they plan to complete the Internship. Planning ahead is important.

Q: What if I don’t finish the Internship before the end of the stated term?

A: If a student does not complete the Internship and the Internship Review with their advisor **BEFORE** grades must be submitted for that term, the student will receive an INCOMPLETE for the Internship. Upon successful completion of the Internship and the Internship Review with their advisor, a Pass/Fail grade will be issued for the previously issued Incomplete. Students who can make all arrangements for the Internship with their advisor; successfully complete the
Internship and the Internship review with their advisor prior to grades being submitted for a term and the Pass/Fail grade will be entered as usual.

Q: I need to remain a full time student for insurance or other purposes. How can I do that?

A: Some companies, such as Disney, offer credited courses which you can take while completing your Internship. Check with registration regarding these types of courses to ensure they will transfer in with the appropriate credits. 970-491-7148

Other options would be to locate another college near your residence during the Internship, or take some on-line courses from a Colorado Community College (such as Front Range) that will transfer in. IN ALL CASES, STUDENTS SHOULD CONTACT REGISTRATION TO ENSURE COURSES WILL TRANSFER IN.

Q: Are Internships paid?

A: Whether a credited Internship is paid or unpaid is between the student and the employer. Federal law provides strict, but easy-to-follow guidelines for students and employers to follow should the Internship be unpaid. If the employee holds a regularly scheduled job/position with the employer, the student must be paid while performing that job. It is only the elements included in the Internship workbook that are subject to the Federal Work Based Learning Guidelines and may be unpaid.
Credited Internship

Accepting an Internship with a hospitality organization, whether paid or unpaid, can be a wonderful experience and improves a student’s resume a great deal. Additionally it provides practical work experience which enhances the student’s functional/technical skills as well as their conceptual skills. Educators and industry professionals believe that Internships are very advantageous to the students and industry as it better prepares them for their careers in hospitality management.

In addition to gaining functional job skills, a student has an opportunity to observe a hospitality environment in operation. During this exposure it is critical that each student take advantage of their situation by focusing on the job/benefit mix; look beyond the specific job description they are fulfilling and begin to see the broad picture of hospitality management. Improved communication skills, networking with industry professionals, and familiarizing themselves with the entire operation are but a few of the job/benefit mix elements students should focus on. This Internship Workbook focuses on these elements of observation and practical application of management-driven skills and activities.

Tips on Completing this Workbook and your Internship

NOTE: If you are enrolled in a structured, documented Internship (such as Disney or Marriott) the student will not need to complete this booklet. They will provide their organization’s documentation and workbooks.

If Not a pre-approved, structured Internship

1. Read the entire workbook before you consider an Internship. It will explain the process and prepare you for gathering the necessary information and enable you to plan the activities necessary to complete it properly and efficiently.
2. Present the internship program to your organization for approval.
3. Discuss and sign the Internship agreement and the insurance waiver with your General Manager and return them to your advisor. (See the Index)
4. Communicate regularly with your advisor to ask any questions you may have before, during, and after beginning the internship.
5. Thoroughly review the Internship booklet with your general manager.
6. Complete the workbook as you go. Don’t wait until the end of the Internship to begin gathering information.
7. Plan for all Internship activities such as Shadow Shifts or inventories by scheduling them with the General Management early on.
8. Be a great employee by following company policies and procedures. Remember, you are also representing CSU.
9. Be observant at all times and take notes on what you see related to this workbook.

10. Planning is a key functional skill for all successful managers. Remember, successful completion of the Internship and CSU requirements are necessary to receive college credit.

11. Schedule your Internship Review with your advisor. Students are required to present their Internship workbook and discuss their Internship experience with their advisor prior to grades being issued.

Contact your advisor for an electronic file of this workbook. Students should submit typed workbooks to their advisor prior to their scheduled Internship review meeting.

Dr. Miller  jmiller@cahs.colostate.edu
Dr. Kang    skang@cahs.colostate.edu
Dr. Smith   suzsmith@cahs.colostate.edu
Dr. Franz   bfranz1@cahs.colostate.edu
Internship workbook starts here.

Note: if conducting Internship2 at the same location as Internship1, the General Information section is not needed.

General Information About Your Employer

Who’s Who?

1. Who hired you?

2. Names of immediate supervisor and management team. Provide names, titles, and contact information.

   Name(s) of THEIR immediate supervisor(s) (Your boss’s bosses)

3. Name of the operation where you work:

4. Name of parent company if applicable:

5. Is it a private or public company?

6. When founded: by Whom:

7. Other operations under same ownership:

   Insert an organizational chart into the index. Use a company supplied chart, or create one.

Size and segment of the operation you are working in:

1. Annual sales of your operation:
2. Current number of employees: Full Time Part Time

3. Number of seats (restaurant), rooms (hotel), or events per year (event planning)

4. Approximate average sales (average restaurant check, average room rate, or average sales per event planned)

5. Number of revenue streams (food/liquor/rooms, banquets/catering/etc)
   List them:

6. Which hospitality segment/classification describes your operation?
   Examples: Restaurants: casual, quick serve, fine dining.
   Hotels: commercial, convention, limited service, full service
   Event planning – complete list of the types of events.

If you are working for your employer IN ADDITION to completing an internship

Job Specifics and Training in hourly position (if applicable)

1. What is/was your primary job title? (not Intern)

2. Provide your organization’s published job description for your primary job. Insert your organization’s published job description in the index. If your organization does not have a job description, state that.

3. Isolate and list the specific tasks listed in your job description. Then reflect on your hourly job. Based on the list of tasks, thoroughly discuss similarities and differences you uncover. (example: as a food server you were asked to mop the kitchen floor)

4. Think back when you were originally hired. Describe your job training program in detail.
   a. Discuss the materials used such as training manuals, tests, videos, etc., Did you have a trainer?
b. How many shifts did you train on before working on your own? Did it match the number of days it was supposed to take and was the program actually followed?

c. On a 1-10 scale, rate the quality of your trainer and training program. Why did you rate them this way? Be specific.

d. As a manager, what would you do to improve the training you experienced?

5. On a 1-10 scale, how would you rate the level of teamwork in your organization? What did/does management do to promote a great team environment? Give specifics (Example: held team meetings). As a manager, what would you do to improve the teamwork?

**Culture and Mission**

1. What is your organization’s Vision/Mission statement?

2. Dissect the vision/mission statement and thoroughly list and discuss what you witnessed and/or took part in to achieve the organization’s vision/mission. Use bullet points to list items. (Example: “….highest quality food in….” 5 day training program, professional chef, product specifications for purchasing, proper food storage, etc.)
RRM487 Internship 2
Practical Applications

These activities must be scheduled with assistance from your General Manager
80% of them must be completed to earn a passing grade.

RRM487 Internship 2 is designed for the student to participate and/or complete specific management-related tasks and functions. Then, reflect on specific elements of their RRM program.

**Food Service**

<table>
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<th>Applications</th>
<th>Type concise yet thorough answers to questions in the box where asked. Have management sign off for each activity.</th>
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<tbody>
<tr>
<td>Participate in end of period Food Inventory</td>
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</table>
  o Prepare inventory sheets with updated pricing for accurate inventory valuation.  
  o Participate in the inventory count. Call the counts or record the counts.  
  o Complete the extensions and determine complete food inventory values.  
  Management validation____________________ |
| Participate in end of Period Liquor Inventory (if applicable) |  
  o Prepare inventory sheets with updated pricing for accurate liquor inventory valuation.  
  o Participate in the inventory count. Call the counts or record the counts.  
  o Complete the extensions and determine complete food inventory values.  
  Management validation____________________ |
| Participate in invoice logging Food or Liquor |  
  o Input or record invoice purchases  
  o Total purchases for one month/period  
  Management validation____________________ |
| Perform Cost of Goods Sold |  
  o Calculate COGS for a single period with Management. |
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<th>calculations Food and /or Liquor</th>
<th>Management validation____________________</th>
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</thead>
</table>
| Prepare and place a food order. | o If par stocks are not used, how did you determine how much to order?  
   o If par stocks are used, were they accurate?  
   o Place the order with the management.  
Management validation____________________ |
| Prepare and place a liquor order. (if applicable) | o If par stocks are not used, how did you determine how much to order?  
   o If par stocks are used, were they accurate?  
   o Place the order with the management.  
Management validation____________________ |
| Write a weekly employee schedule for FOH or BOH. Cost out the schedule and discuss how it matches up with management’s labor budget. | Include your written schedule in the appendix of the Internship Workbook.  
   o Estimated in-times AND out-times on the schedule.  
   o Then cost out the schedule you wrote using actual pay rates of employees. (You must keep confidential) Get a labor-dollar value of your schedule.  
   o Compare this to the labor budget. Does your schedule support the budgeted labor dollars?  
Management validation____________________ |
| Participate in checking in a food order upon delivery and storing it properly | Check in  
   o Use their method of check in or use the invoice method if necessary.  
   o Compare the food delivered against the food ordered. Discuss any discrepancies?  
   o Opened some cases during check in. Discuss any quality or quantity issues?  
<p>|</p>
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<th>Task</th>
<th>Instructions</th>
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</thead>
</table>
| Check expiration dates checked on items such as dairy or fresh meat? | o Check expiration dates checked on items such as dairy or fresh meat?  
| o Take temperatures taken on sensitive items such as meat and dairy products? |  
| Storage | o Labeled/date the products according to company policy.  
| o Rotate the products onto the shelves according to company policy (FIFO, LIFO) |  
| Management validation |  
| Forecast a single month/period sales | o What data did you use to make an accurate forecast?  
| o Discuss the method you used to arrive at the sales forecast.  
| o How accurate was your forecast-compare to actual at end of month/period. |  
| Management validation |  
| Participate in 1 management meeting. | o Ask your general manager for a focus point you can come prepared to speak about. Or ask if you can speak about something of your choice.  
| Management validation |  
| Participate in the interview process. | o Schedule an interview with an applicant and a manager.  
| o With your manager, plan a set of questions you can ask an applicant during the interview.  
| o After the interview, discuss the applicant’s qualifications and whether or not they would be offered a position.  
| o If so why?  
| o If not why? |  
| Management validation |
### Management Shadow shift (Mandatory)
See the MOD shadow Shift Report attached.

### Project Outcome exercise (Mandatory)
See attached guidelines

---

**Hotel/ Lodging**

<table>
<thead>
<tr>
<th>Applications</th>
<th>Type concise yet thorough answers to questions in the box where asked. Have management sign off for each activity.</th>
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</table>
| Understand reservations forecasting tasks and room inventory | • Prepare room reservation data sheets with updated room rates during at least one peak week and one slow week.  
• List the top five reservation sources based on a weekly reservation data.  
Management validation____________________ |
| Perform key Front desk tasks                      | • Perform check in and check out  
• Demonstrate how to read a guest bill (folio)  
• Perform cash only payment (paying guests)  
• Perform/demonstrate how to upgrade a guest room  
• Perform/demonstrate how to take the walk-ins  
• Perform/demonstrate how to solicit a guest comment card  
• Perform/demonstrate how to deal with complaints  
• Perform/demonstrate how to recover service mistakes  
• Perform/demonstrate how to walk a guest  
Management validation____________________ |
| Operate the PMS (Property Management System)      | • Take a reservation on PMS  
• Post a debit or credit to a guest’s folio on PMS  
• Check in or check out a guest on PMS  
• Communicate with other depts. on PMS  
Management validation____________________ |
| Provide guest service duties                      | • Perform concierge duties for at least a day  
• Complete concierge duty list  
Management validation____________________ |
| Participate in housekeeping duties                | • Participate in the Dept. line up in the morning if applicable  
• Participate in cleaning a stay over room  
Management validation____________________ |
<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
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</table>
| Participate in cleaning a checkout room                             | • Participate in cleaning a checkout room  
• Communicate a room status with FD  
• Participate in a safety training provided if applicable  
• Perform/demonstrate scheduling housekeeping dept. employees |
| Perform night audit duties                                           | • Post room rates and taxes  
• Participate in night auditor tasks  
• Prepare downtime reports  
• Prepare due-out guest folios |
| Participate in the interview process (Select one dept.: Front Office, Banquet, Housekeeping, Guest service) | • Schedule an interview with an applicant and a manager.  
• With your manager, plan a set of questions you can ask an applicant during the interview.  
• After the interview, discuss the applicant’s qualifications and whether or not they would be offered a position.  
• If so why?  
• If not why? |
| Participate in 1 management meeting                                  | • Ask your general manager for a focus point you can come prepared to speak about. Or ask if you can speak about something of your choice. |
| Management shadow shift (Mandatory)                                  | See the MOD shadow shift report attached.                                                                                                                                                                |
| Project outcome exercise (Mandatory)                                 | See attached guidelines                                                                                                                                                                                  |
# Event Planning

<table>
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<th>Type concise yet thorough answers to questions in the box where asked. Have management sign off for each activity.</th>
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| Book at least one reservation (contract) | - Book at least one reservation or contract according to the policy  
Management validation____________________ |
| Participate in planning phases of an event | - Prepare planning guide sheets with all key information  
- Compile key informants for the event  
- Compile all planning guide (matrix)  
Management validation____________________ |
| Coordinate an event | - Perform a pre-event briefing if applicable  
- Compile systems for tracking events, such as a large calendar, filofax, post-it notes, or a sophisticated project management tracking software  
Management validation____________________ |
| Participate in onsite management | - Perform/demonstrate how to deal with complaints  
- Accommodate transportation, guest arrivals (registration), preparing audio-visual, lighting control, food and beverage catering, and entertainment if applicable  
Management validation____________________ |
| Work with outside contractors/vendors | - Compile a list of dependable and trusted suppliers for all your event’s needs, including food, flowers, limousine services, and others  
Management validation____________________ |
| Practice management skills required | - Give an example (here) of the following managements skills performed during the event (at least three)  
  - Time management skills  
  - Interpersonal skills  
  - Communication skills  
  - Financial skills  
- Interior decorating skills |
| Prepare an event bill | - Participate in at least one billing process  
Management validation____________________ |
<p>| Participate in the interview | - Schedule an interview with an applicant and a manager. |</p>
<table>
<thead>
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<th>process</th>
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<td>Management validation ________________________</td>
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<th>Participate in 1 management meeting</th>
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<td>• Ask your general manager for a focus point you can come prepared to speak about. Or ask if you can speak about something of your choice.</td>
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<td>Management validation ________________________</td>
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| Management shadow shift (Mandatory) | See the MOD shadow shift report attached.                                                     |

| Project outcome exercise (Mandatory) | See attached guidelines                                                                      |
MOD SHADOW SHIFT REPORT
(Operational Owner or General Manager’s shift)

The opportunity to shadow and observe “Manager-on-duty” shifts at your operation is an invaluable experience. Working side-by-side with an assigned MOD during shifts is often the best way for a student to experience their future position. Through the Shadowing method, students have the opportunity to “take their blinders off” and see the big picture; the total-roof concept.

By shadowing an experienced manager, students witness the interactions of all the employees in all departments whether working in a hotel or a food service. They will observe the interactions of employees with employees, employees with guests, and managers with everyone. Additionally, they have the opportunity to observe and analyze how employees perform their jobs, and ultimately how their performance affects guests through food and service.

Because no two management shifts are ever the same, as are no two managers, the shadow shift, and the report are somewhat unstructured. This allows each MOD to schedule, structure, and execute shadow shifts in a manner which will work best for them and the Intern. Additionally it is important to realize that shadow shifts are not necessarily training shifts. In other words, it is not the MOD’s goal to train the Intern how to run a shift, but rather to let the Intern observe what is happening with explanation and commentary as needed. It is suggested however, that these few guidelines be applied:

Pre-shift meeting: The MOD and Intern should sit down prior to each shadow shift to discuss
1. What is about to take place.
2. What the MOD should expect from the Intern.
3. What the Intern should expect from the MOD.
4. What the shadow shift is attempting to accomplish. What are the objectives?
5. Review the shadow shift report the Intern must submit.

During the shift: The MOD and the Intern work/stay together throughout the entire shift, that they do not get separated. This is especially true if they begin to experience unplanned difficulties. Canceling a shift because “things aren’t going well” is unrealistic for any MOD.
After each Shadow Shift: A debriefing should be held. The MOD and the Intern should discuss what happened (good and bad) and whether or not the shadow shift objectives were met.

The Intern is expected to write a thorough review of each shadow shift using the following format and headings.

Introduction: When and where the shadow shift took place. Who was the MOD and their title? How many years have they been in management? Discuss the pre-shift meeting between the Intern and the MOD.

Body of the paper: Thoroughly describe in your own words what you did, witnessed, felt, realized, discovered, and experienced. Main topics should include:

- Intern’s observations of the employees
- Intern’s observations of the guests
- Intern’s observations of the MOD
- The flow of business
- Product and service quality
  - Describe in detail the emphasis the operation places on quality control of products and services. In your discussion you should be citing specific managerial systems, policies and procedures, structured training, proper staffing, etc. (RRM 200, 310, 311)
  - Describe in detail the emphasis your operation places on cost control of products and services. In your discussion you should be citing specific managerial food and labor systems, policies and procedures (RRM310), structured training, etc. (RRM 200, 310, 311)

Conclusions and summary: Reflect on the shift experience and summarize your thoughts. Discuss some comparisons and contrasts of elements from your RRM coursework and what you witnessed/experienced during your shadow shift.

Minimum 5 pages
Typed, double spaced, 12 font. Place in Workbook index
Internship Operational Project

Complete a project and reach a desired outcome. The project should:
- be selected by the GM and Intern.
- support the Intern’s interests and educational goals.
- benefit the guests, the employees, and the quality of the operations.
- Be sustainable upon the Intern’s departure or completion of the Internship.

Write a thorough summary describing:
- the process the Intern and the GM underwent to select the project
- the project goals
- how results would be measured
- the outcome
Personal Reflection

Personal reflection is an opportunity to think deeply about ourselves and what we experience. It is an exercise in Internalization. This exercise is an opportunity to contemplate and jot down a few things that have been modified, impacted, changed, or otherwise influenced your thoughts and actions regarding your Internship and the hospitality industry as a whole.

THIS IS NOT A CRITIQUE OF THE INTERNSHIP

Think of this as writing a 500 word note to yourself about the changes (or no changes) you have experienced during Internship experience. It should be full of “I” and “me” statements.
INDEX
Student Internship Time Log

Completed by Student Intern-verified by General Manager

Student Name: ___________________________ Phone Number: ___________________________

General Manager/Supervisor __________________________

Keep a record of the hours spent participating in (Internship 2) management activities listed in the workbook. For example, on Monday week 3, liq. Inventory 2 hrs.

<table>
<thead>
<tr>
<th>Week date</th>
<th>Monday</th>
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Performance Reviews

A well-thought out Performance review by the GM will provide invaluable feedback for the student Intern, and will help the Intern grow and develop. The following performance review created by CSU faculty allows each GM to evaluate their intern according to their standards, not CSU’s.
RRM Internship Evaluations/Performance Reviews

This form (option B) can be used in place the organization’s performance review format if desired.

To be completed by Internship Supervisor and returned to the student as part of their Internship Workbook Index.

Student Name: ________________________    Semester/ Year _______________________

Organization _____________________________Position(s)_________________________

Supervisor Name:__________________________, Title:____________

Supervisor Contact Information:  Phone:_________________  Email:_________________

Address:_____________________________________

Supervisor’s ratings are vital in evaluating student performance as well as to students in recognizing their own strengths and weaknesses. Please complete each section of the form, review it with the student Intern, sign, and provide a copy to the Intern to submit with their Internship Workbook.

Circle the number which best expresses your rating of the student with regard to each statement.

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<tr>
<th>Rating Scales:</th>
<th>1-Unsatisfactory</th>
<th>2-Fair</th>
<th>3-Average</th>
<th>4-Above Average</th>
<th>5-Outstanding</th>
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I.   Specific Skills
Knowledge, skills, and Preparation

Exhibits practical know-how and preparation for job relative to education level.

1   2   3   4   5

Comments:
Efficient Performance

Fast and effective in carrying out Internship activities  
1  2  3  4  5

Comments:

Rating Scales: 1-Unsatisfactory  2-Fair  3-Average  4-Above Average  5-Outstanding

Learning Ability and Creativity  
1  2  3  4  5

Comments:

II. Job Adjustment and Presentation

Attendance and Punctuality

Punctuality and regular attendance  
1  2  3  4  5

Appearance/Uniform Standards

Appropriate, acceptable dress/uniform  
1  2  3  4  5

Comments:

Dependability

Reliable in carrying out Internship activities  
1  2  3  4  5
Comments:

Attitude
Demonstrates enthusiasm for Internship elements, accepts change/direction/coaching constructively

1 2 3 4 5

Comments:

Rating Scales: 1-Unsatisfactory 2-Fair 3-Average 4-Above Average 5-Outstanding

Self Confidence
Presents self as a poised well adjusted individual

1 2 3 4 5

Comments:

Human Relations and Teamwork
Ability to work with others and perform as a team member

1 2 3 4 5

Comments:
Suitability

Student would be well suited to this type of work and is a potential asset to this occupation.

Comments:

In your professional opinion, how does this student compare with other students and/or employees that you have supervised?

Overall assessment of student Intern: (circle one)

Outstanding (90% above)  Good (81-90%)  Fair (70-80%)  Poor (70% below)

Write a brief statement to support your rating or refer to the comments sections above.
Supervisor’s Signature

Date: ________________________

Intern’s Signature

Date: ________________________

Please return this form to the Intern or to:
Department of Food Science and Human Nutrition
Hospitality Management Program, Internships
Colorado State University
234 Gifford
Fort Collins, CO 80523-1571
(970) 491-0293
Or email to:
Dr. Miller      jmiller@cahs.colostate.edu
Dr. Kang       skang@cahs.colostate.edu
Dr. Smith      suzsmith@cahs.colostate.edu
Dr. Franz      bfranz1@cahs.colostate.edu