



CCSU Tourism & Hospitality Internship

Dear Whom It May Concern:

I would like to thank you for the internship opportunity that you have brought to our students. We all know that it is important for our students to receive this kind of practical work experience and Tourism & Hospitality Studies (THS) at Central Connecticut State University will confer a student 3 semester hours of credit towards her internship with your organization for at least 140 hours. I appreciate the cooperation and effort you put into our students.

Sincerely,

Howook Sean Chang

Dr. Howook "Sean" Chang, DBA
Director and Assistant Professor
Tourism & Hospitality Studies
Department of Geography
Central Connecticut State University
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Employer Evaluation of Student Intern (To be completed by Employer)

Employer	
Site Supervisor	
Email	
Phone	
Address	
Student Name	
Student Position	
Date Internship Began	
Date Internship Concluded	
Number of Hours Completed	

This evaluation should be made with care and fairness for the interest of the student. Reflect carefully upon the student's strengths and weaknesses. Be accurate and as objective as possible in your appraisal. The evaluation should be based upon the total internship experience and not upon isolated incidents alone. The evaluation form should be shared with the student through an evaluation conference with the Employer's Supervisor.

The following categories should serve as a guide in completing the internship evaluation report:

- 5 = Excellent Performance
- 4 = Above Average Performance
- 3 = Average Performance
- 2 = Below Average Performance
- 1 = Unacceptable Performance

Rating of 4 or 5 should be given only to students demonstrating above average professional competencies.



PROFESSIONAL PERFORMANCE	5	4	3	2	1
• Follows instructions					
• Completes work assignments					
• Solves problems					
• Communicates ideas orally					
PROFESSIONAL KNOWLEDGE	5	4	3	2	1
• Displays basic knowledge and understanding of Employer's services					
• Has displayed growth in knowledge and understanding					
• Ability to apply knowledge in a practical way					
• Ability to think independently					
PROFESSIONAL BEHAVIOR	5	4	3	2	1
• Courtesy/Guest Relations					
• Professional appearance					
• Displays mature judgment					
• Consistent but fair in professional relationships					
• Attendance					
• Punctuality					
PROFESSIONAL ATTITUDE	5	4	3	2	1
• Displays initiative and imagination					
• Actively seeks and is alert to potential learning situations					
• Understands, follows and upholds Employer's rules and regulations					
• Accepts suggestions and criticism willingly					
• Displays zeal for the profession					
OVERALL	5	4	3	2	1
• The intern's preparation was sufficient to perform assigned tasks					
• The intern's behavior was appropriate and professional					
• The intern performed as well as or better than average entry-level staff in the organization.					
• I would take another CCSU THS intern					



In what ways can the student improve in doing the job?

In what ways can the student improve managerial or supervisory abilities?



What letter grade would you give this student for the internship experience with your business/organization: (please circle)

A A- B+ B B- C+ C C- D+ D F

Site Supervisor's Signature

Date	
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Thank you for hosting a THS Intern from CCSU.
We appreciate your continued support of our program and look forward to working together in the future.

Please direct all internship correspondence to:

Dr. Sean Howook Chang
Director of THS
1615 Stanley St. P.O. Box 4010
New Britain, CT 06050-4010
Tel: 860-832-2785
Fax: 860-832-3140
Email: sean.chang@ccsu.edu



Internship Site Evaluation (To be completed by Student)

Student Name	
Date Internship Began	
Date Internship Concluded	
Number of Hours Completed	
Employer's name	
Supervisor's name and title	
Student Position	

5 – Strongly Agree

4 – Agree

3 – Undecided

2 – Disagree

1 – Strongly Disagree

Outcomes	5	4	3	2	1
The organization/company was respectful and fair.					
The Internship experience was adequately communicated					
The organization/company provided adequate training					
The internship work responsibilities were fairly represented					
My learning goals were reasonably accommodated.					
My workload was fair and balanced.					
The internship site supported and valued diversity.					
The organization/company provided adequate workplace safety precautions throughout its property					
The internship site had sound ethical standards and practices					
I accomplished the majority of my learning goals.					
I received adequate supervision and feedback from the site supervisor.					
I received adequate direction and feedback from Internship Coordinator.					
I would recommend this internship placement to future students.					
I would like to be employed by the internship site.					
I would like to recommend this employer to other students					



Please describe one of the learning highlights of your internship experience.

Please describe any problems or concerns with your internship site.

Please describe the areas of improvement can be made in the internship

Other comments

Student Signature: _____ Date: _____