



INTERNSHIP

4 ESSENTIAL STEPS FOR HOSPITALITY/EVENT MANAGEMENT INTERNSHIPS

01



Years 1, 2 & 3:

Gain 500 Hours Work Experience in Hospitality or Events Industry

This can be any type of position in the **hospitality or events industry POST HIGH SCHOOL**. (i.e. server, front desk agent, bellperson, event set-up, etc.) Find out what you like to do!! You can use more than one job to add to 500 hours. Keep your documentation of hours worked. (paystubs, timesheets, or letter from employer - **NOT W2s or bank statements**)

02



Years 1, 2 & 3:

Build Strong Relationships

Attend CMHT Career Expo each semester. Work with Career Coach Dee Wilson to help you with your resume. Get on LinkedIn and Handshake, and keep your profiles up to date.

03



Years 3 & 4:

Find a "Quality" 300 Hour Internship in the Hospitality or Events Industry

A "Quality" internship is at an assistant or management level, able to shadow management, and/or rotate to several areas/departments. It can include exposure to special projects, management assignments & decision making processes. It is NOT a basic job such as a server. **It must be more! This is to prepare you to be a manager after graduation.**

04



Year 4:

Apply for the Course in Handshake, Work the Internship & Take CMHT 4790 together

Go to Handshake. Request an Experience. Use the "Hospitality Management Internships - for HMG T & EDEM Majors seeking to take CMHT 4790" Template. Attach your Online Degree Audit, Resume, Proof of 500 hours Work Experience, and a Signed Job Description of your Internship.



COLLEGE OF MERCHANDISING,
HOSPITALITY & TOURISM
Department of Hospitality, Event,
& Tourism Management

Please note: CMHT 4790 may NOT be taken with more than 4 other courses.

INTERNSHIP

HOW TO APPLY FOR CMHT 4790 IN HANDSHAKE

Go to unt.joinhandshake.com. Click on "Active UNT Students Login"

- ✓ Set up your account if you have not already.
- ✓ Otherwise, log in and Click on "Career Center" at the top right-hand side of the screen and select "Experiences". Click on "Submit an Experience."

For Experience Template, select "Hospitality Management Internships - for HMGT & EDEM Majors seeking to take CMHT 4790"

- ✓ Select the appropriate Term (semester) you wish to complete your internship. Fill out remaining information with your internship information and click "Submit an Experience".
- ✓ Attach your documentation by clicking on "New Attachment" button on the left side of your screen.

Documentation Required:

1. Professional Resume
2. Online Degree Audit Report
3. Proof of 500 Hours of Work Experience (paystubs, timesheets, or letter from employer - NOT W2s or bank statements)
4. Signed Job Description of your Internship you wish to complete
5. CPT Paperwork - For International Students Only

How to generate a Online Degree Audit:

1. Go to <http://mydegreeaudit.unt.edu>
2. Log in with your EUID and password
3. Click Advanced Settings
4. Change Format to PDF
5. Click "Run Declared Programs"
6. Click "View Audit"
7. Under the graphs, click on "Download PDF Audit" (It's small and to the left.)

Please note: CMHT 4790 may NOT be taken with more than 4 other courses.



**COLLEGE OF MERCHANDISING,
HOSPITALITY & TOURISM**
Department of Hospitality, Event,
& Tourism Management