



UTRGV Hospitality and Tourism Management  
Internship Application Process

\*Internship Application is located at [www.utrgv.edu/host](http://www.utrgv.edu/host)

## Frequently Asked Questions

### 1. What is a Hospitality Internship?

A hospitality internship allows students to gain valuable practical knowledge, skills, abilities and experiences that supplement classroom learning by working in a hospitality enterprise such as a hotel, restaurant, café or related enterprise. The 600 hours required internship will strengthen the student's credentials as most future employers in the hospitality industry seek graduates with work experience.

### 2. How can I secure an internship?

#### Resources for securing an internship

- Set up an appointment with the Director of Hospitality and Tourism Management:

***Dr. A.J. Singh***

Department of Hospitality and Tourism Management, The University of Texas  
Rio Grande Valley, 1201 W. University Drive, Edinburg, TX 78539  
VCOBE 124A  
Office Phone: (956) 665-5021  
Email: [Arjun.Singh@utrgv.edu](mailto:Arjun.Singh@utrgv.edu)

- Business Internship Program Coordinator

***Maria Leonard***

ECOBE 120I  
Office Phone: (956) 665-4068  
Email: [Maria.Leonard@utrgv.edu](mailto:Maria.Leonard@utrgv.edu) or [Cobe.internships@utrgv.edu](mailto:Cobe.internships@utrgv.edu)  
Book an Appointment:  
<https://www.utrgv.edu/cobe/undergraduate/internships/internship-advising/index.htm>

- Facebook: UTRGV Hospitality and Tourism Management (@UTRGVHOST)
- UTRGV Handshake: <https://utrgv.joinhandshake.com/>

- Visit job employment and internship websites (i.e. Indeed.com, Ziprecruiter.com, etc.)

**3. How do I know if I can receive credit for my internship?**

In order to receive credit for your internship, it is necessary to speak with the director of the Hospitality and Tourism Management program (Dr. A.J. Singh) to approve the internship and enroll in the Hospitality Practicum course.

**4. Will I get paid during my internship?**

Internships may either be paid or non-paid depending on the internship offer. Be sure to discuss this matter with the company before accepting the internship.

**5. Which forms do I need to submit to the internship instructor prior to the start/end of my internship?**

Prior to the start of the internship, please submit these forms, which can be found on the Internships tab on HOST Website:

- HOST Internship Application
- Guide for Employers

Prior to the conclusion of the internship, please submit these forms:

- Intern Evaluation (located on the Guide for Employers form)

## UTRGV Hospitality & Tourism Management Internship Approval Process

1. Student is required to contact HOST Program Director regarding internship approval.
2. Internship is required to be approved or denied by Program Director (Dr. A.J. Singh).
3. Once internship is approved, student is required to fill out *HOST Internship Application* form and submit to program director ([Arjun.Singh@utrgv.edu](mailto:Arjun.Singh@utrgv.edu)) and/or HOST 3300 internship instructor ([Massiel.Munoz@utrgv.edu](mailto:Massiel.Munoz@utrgv.edu)).
4. Student is required to obtain employer's signature on *HOST Internship Application* form prior to start of internship.
5. Employer is required to fill out *Guide for Employers* form at least **two weeks prior to start** of internship to program director ([Arjun.Singh@utrgv.edu](mailto:Arjun.Singh@utrgv.edu)); student is allowed to submit form on behalf of employer.
6. All applications may be filled out digitally, but signature **must** be done in writing.
7. Applications may be turned in through email to [Arjun.Singh@utrgv.edu](mailto:Arjun.Singh@utrgv.edu) and/or [Massiel.Munoz@utrgv.edu](mailto:Massiel.Munoz@utrgv.edu), or if printed, it may be turned into the Hospitality department (VCOBE 124B).
8. Student is to work with HOST 3300 internship instructor to process needed documentation, approval and finalization of internship.
9. Student must enroll in HOST 3300 in order to receive academic credit. Hold must be removed by Business Advising after program director approves of internship. Student must email [Business.Advising@utrgv.edu](mailto:Business.Advising@utrgv.edu) with proof of communication (and approval given by program director and/or instructor) between student, instructor and/or program director in order to remove hold.
10. Employer is required to fill out intern evaluation located at the end of the *Guide for Employers* form and turn into program director or internship instructor **two weeks prior to the end** of the internship.