

# **RTM Internship Manual for Undergraduate Students**



## **Department Internship Coordinator:**

Hospitality Management and Tourism & Merchandising, Apparel and Textiles  
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## Table of Contents

Purpose of the Internship .....	1
Required Internship Experiences for the Student .....	2
Students Enrolled in Both HMT and MAT .....	2
Students Enrolled in HMT or MAT and ISC .....	2
Criteria for Approving an Internship Location .....	3
International Internships.....	3
The Organization’s Responsibilities .....	3
Relationship between the Intern and the Organization.....	4
Responsibilities of the Intern .....	4
Internship Approval Process .....	4
During the Internship .....	5
Responsibilities of the Department Internship Coordinator .....	6
Frequently Asked Questions .....	6
Appendices.....	9
Appendix 1: RTM 340 Syllabus (Sample).....	9
Appendix 2: RTM 499 Syllabus (Sample).....	22
Appendix 3: Examples of Relevant Organizations .....	37
Appendix 4: Mid-term Intern Performance Appraisal Form (Sample) .....	38
Appendix 5: Final Intern Performance Appraisal Form (Sample) .....	39
Appendix 6: Internship Agreement Form (Sample) .....	40
Appendix 7: Verification of Pre-Internship Hours or Internship Hours .....	41

An internship is a supervised academic experience designed to be both practical and academically enriching. The internship in the Department of Retailing and Tourism Management (RTM) is a cooperative arrangement between the Department and an approved organization (i.e., the internship site) at which the student gains management experience with the guidance of a qualified professional associated with the organization. Internships allow students to apply classroom knowledge to real-world experiences.

The RTM Internship Program is a combination of RTM 340, which is a 1-credit hour pre-internship course and the 6-credit hour RTM 499 course. Both courses are required for students majoring in Hospitality Management and Tourism (HMT) or Merchandising, Apparel, and Textiles (MAT). Students should register for RTM 340 in the fall semester of their junior or senior year and should register for RTM 499 in the summer or spring after successfully completing RTM 340. Sample syllabi for both courses are included in the appendix.

The RTM Internship Manual provides details of the RTM Internship including purpose of the internship, required internship experiences for the student, the organization's responsibilities, relationship between the intern and the organization, responsibilities of the intern, responsibilities of the university supervisor, and frequently asked questions.

### **Purpose of the Internship**

The RTM Internship Program is designed to enable students to:

1. Identify prospective internship and employment opportunities.
2. Create a cover letter, resume and reference list specifically for identified opportunities.
3. Demonstrate the ability to dress appropriately for an interview and internship.
4. Demonstrate the ability to respond appropriately to interview questions.
5. Connect classroom experiences to their internship experiences and articulate learning through doing.
6. Process constructive feedback from the internship supervisor to enhance performance.
7. Assess their passions and abilities prior to entering the profession after graduation.
8. Ready themselves for professional life after college while applying concepts and theories learned in college.
9. Build a network of professional contacts.

## **Required Internship Experiences for the Student**

All RTM students are required to complete a 320-hour internship at an organization in the retailing or tourism industries. The internship experience should be designed so that students can rotate among departments or job functions, assist managers with administrative functions, and, where possible, manage staff. The internship should be completed over an 8-week period. Working for 320 hours in 8 weeks is equivalent of 40 hours per week – a full-time job.

Students will register for RTM 499, which is offered during the spring or summer session. The 8-week work period may start in January or May, but all work must be completed by the end of the term. The course description for RTM 499 is:

Provides prospective HMT and MAT professionals a 320-hour, 8 week learning experience in a selected agency or organization, under the joint supervision of a qualified manager and a department internship supervisor.

Pre-requisites include a grade of “C” or better in HMT 120 or MAT 114, HMT 210 or MAT 120, HMT 270 or MAT 237, HMT 350 or MAT 315, RTM 340 and RTM 345 plus 100 approved hours of pre-internship experience. The pre-internship hours must be in a hospitality and tourism business for HMT majors or in retail and textiles businesses for MAT majors. These hours must be earned within the two years prior to commencing RTM 499.

Paycheck stubs or other payroll documents should be provided as proof of hours worked. If your employer has no other way to verify hours, you may use the form in the appendix. If your pre-internship hours are complete and you cannot use the form in appendix, then you should get a letter on company letterhead from a manager at the organization who can verify the number of hours you worked.

During the internship course, students will be required to complete assignments, as described in the syllabus (see Appendix 1). Students should always refer to the syllabus provided by the instructor in the semester they enroll in the course for the most current course information.

### *Students Enrolled in Both HMT and MAT*

Students seeking both a HMT and MAT degree need to satisfy the internship requirement for both programs. One internship (RTM 499) would be taken the summer after prerequisites are complete and the other internship would be taken as an independent study during a regular term semester.

### *Students Enrolled in HMT or MAT and Any Other Major (Double Major/Dual Degree)*

RTM internships must be in industry-specific businesses (i.e., merchandising or hospitality). Students can either do two internships respective to each program or work with their other program to see if the RTM 499 can be substituted for the other internship. RTM students are

required to take RTM 499 as it requires more hours than most other internships. In this case, the student would need to find an internship location that relates to both majors.

### **Criteria for Approving an Internship Location**

Internships will be approved if the organization meets the following criteria:

The organization must have a *desire* to participate in this educational program and agree to cooperate with the Department of Retailing and Tourism Management in order to meet and fulfill the aims and objectives of the internship program.

The organization must have a competent and experienced *staff* member who is responsible for administering the internship program and have an adequately trained staff to supervise the work of the intern.

The organization must have adequate *facilities*, equipment, and property to participate in the internship program. The organization should be broad in its offerings and not limited to a highly specialized function.

The organization must be *relevant* to hospitality and tourism for HMT students or to merchandising, apparel and textiles for MAT students. Examples of the types of relevant organizations are listed in Appendix 3.

### *International Internships*

Students who will be participating in an international internship will need to work with the Education Abroad office, as additional course registration will be required.

### **The Organization's Responsibilities**

Understanding the internship is a broad educational experience with a wide range of responsibilities, the intern should be given the opportunity to observe the work of the supervisor within their own organization, at staff meetings, and in connection with other agencies and organizations. The intern's supervisor in the organization should:

- Meet with the intern prior to beginning the internship to determine the experiences and schedule for the internship.
- Orient the intern to the norms, purpose, policies, key staff, and facilities of the organization.
- Observe the performance of the intern as often as possible.
- Interact regularly with the intern to discuss performance, highlighting opportunities for improvement, and suggesting ways to improve.

- Communicate negative issues with the university supervisor if behavior or performance is unsatisfactory or detrimental to the organization.
- Conduct a mid-term evaluation and a final evaluation of the intern, using the appropriate evaluation forms. (See Appendices 4 and 5 for sample forms.)
- Provide work experiences leading to the intern's professional maturity.
- Challenge and inspire the intern to become a leader in future professional activities.

### **Relationship between the Intern and the Organization**

The relationship between the organization and the intern is one of employer/employee and teacher/student. The intern should be a member of the organization's staff and, at the same time, a student engaged in an assigned training program. The organization should ensure the intern's experiences are professionally sound and that time and effort be allocated to the educational process, as outlined above.

The intern is expected to observe the work week normally observed by the organization and abide by the general rules and regulations that apply to regular staff. The organization is encouraged to compensate the intern, as possible. In addition, if the intern is required to furnish his/her own transportation to carry out organization services, the organization should reimburse the intern for such incurred expenses. The intern is responsible for his/her own transportation getting to and from the internship location.

The organization should not assign the intern full-time to any one particular function for the entire internship period but, instead, should schedule and assign the intern to a variety of functions. The organization should keep in mind the educational needs of the intern shall not be superseded by the service needs of the organization.

The University encourages all organizations to compensate interns for their work. However, we recognize unpaid internships are sometimes necessary. For-profit, private-sector employers who offer unpaid internship need to make sure their internship programs are in compliance with the Fair Labor Standards Act.

### **Responsibilities of the Intern**

The focus of the internship program is upon the student and the success or failure of this training program will depend greatly upon the student's realization of individual goals and responsibilities during the internship approval process and during the internship experience.

#### *Internship Approval Process*

1. Successfully complete RTM 340 and other course pre-requisites.

2. Complete 100 hours of approved work experience within two years of commencing RTM 499.
3. Identify and contact internship organizations related to your area of interest.
4. Once you have obtained an internship, complete the Internship Agreement Form (see example in Appendix 6) that describes the organization, the specific areas you will be assigned to (with some reference to the amount of time and/or percentage of internship allotted to each area) and your goals for the internship.
5. Schedule a meeting with the department internship coordinator for your major to obtain approval of the Internship Agreement Form. At this time the intern and department internship coordinator will confirm the internship location, and agree on any special considerations. This should happen by April 15 for Summer internships and December 15<sup>th</sup> for Spring internships.
6. Register for RTM 499 in the pre-approved spring or summer session.

*During the Internship*

1. Report directly to the organization supervisor for instructions. The intern will be expected to follow the instructions given, carry out the policies and duties outlined by the supervisor, and meet all scheduled commitments.
2. Notify the department internship coordinator for your major as soon as possible of your summer contact information if it changes from what was provided in the Internship Agreement Form.
3. Become familiar with the regulations of the organization and conduct yourself in accordance with these regulations.
4. Act in a professional manner as a member of the organization's staff.
5. Dress professionally and adhere to the organization's dress code.
6. Notify the organization supervisor in advance when you will be unable to report for work. In case of illness, accident or emergency, both the organization supervisor and university coordinator should be notified.
7. Consult with your supervisor when there are problems which you cannot satisfactorily solve yourself.
8. Exercise tact and diplomacy in evaluating the organization's philosophy, policy, or operating procedures.

9. Communicate with the organization supervisor when there is not a clear understanding of what is to be done.
10. Complete all assignments detailed in the course syllabus.

### **Responsibilities of the Department Internship Coordinator**

The RTM internship involves a three-part relationship among the student, the RTM department, and the intern agency. The ultimate goals of all three are compatible. This relationship should result in a pleasant, meaningful and rewarding experience. If, however, the parties fail to live up to their responsibilities, the department internship coordinator is responsible for finding solutions. The internship coordinator assumes the ultimate responsibility for the successful operation of the internship program and for the attainment of its stated goals. Included among the responsibilities of the department internship coordinator are:

1. Provide feedback to students via the on-line learning system – making whatever comments, observations, or recommendations that are appropriate.
2. Visit many of the organizations and interns to observe and counsel the intern and consult with the organization supervisor regarding the performance of the intern. Due to the educational aspect of internship and because credit hours are given for it, the department internship coordinator will attempt to visit most interns at least once. On supervisory visits, conference time should be scheduled with the organization supervisor (and with other staff when appropriate) and the student.
3. Remove an intern from an organization when it would seem detrimental to allow the student to remain or upon request of the organization.
4. Evaluate each student's internship using, the mid-term and final intern evaluations, bi-weekly reports, and other completed assignments.

### **Frequently Asked Questions**

When should I take my internship class?

Typically, students do their internships in the summer between their junior and senior year or the spring of their junior or senior year. All prerequisites must be completed before the internship term. Students are also permitted to take it in the summer after they finish their coursework.

How can I verify pre-internship work hours?

Paycheck stubs or other payroll documents should be provided as proof of hours worked. If your employer has no other way to verify hours, you may use the form in Appendix 7. If your pre-internship hours are complete and you cannot use the form in Appendix 7, then you should get a letter on company letterhead from a manager at the organization who can verify the number of hours you worked.



Can my pre-internship hours be volunteer hours?

Yes. You will still need to verify hours with the organization. A letter written by your supervisor on the organization's letterhead or the form in Appendix 7 can be used.

If my internship is unpaid, how do I track the number of hours I'm working?

Use the form in Appendix 7 if you have no other way to verify your internship hours.

Do I have to find my own internship?

Yes. Students are expected to find and pursue internship experiences that fit with their particular areas of interest and personal preferences. Faculty members in the department are available to help you identify prospective sites or develop an application strategy.

What is the process of getting an internship approved?

Once you have secured a site placement, you need to submit a signed Internship Agreement Form. If you are unsure about whether or not an internship counts, you are welcome to send the information (job description, website, etc.) to the Internship Coordinator for your major.

When are the deadlines to apply for the internship?

The Internship Agreement Form is due by April 15<sup>th</sup> for Summer internship and December 15<sup>th</sup> for Spring internships or 2 weeks prior to the interns' start date, whichever is earlier. All internship hours must be completed by the end date on the students Internship Contract.

How do I register for my internship class (RTM 499)?

Once your paperwork has been submitted and approved, you will be permitted to register for the internship class. You will not be permitted to register for the class without the required paperwork.

What is expected of me during my internship?

As close as possible, your internship should simulate full-time work experience totaling 320 hours over an 8 week period. You are expected to complete assignments as described in the course syllabus. You should also behave in a professional and ethical manner while engaged in work activities.

Do all my hours need to be with one organization?

Yes, your internship should be overseen by one person who can be responsible for supervising you. The supervisor may require you to visit another store or property to gain some perspective on the organization for a specific period of time.

Do I need to pay tuition to take my internship?

You will be registered for RTM 499 and you will be required to pay tuition. You can check with the financial aid office or the UK website for specific information on the tuition rates.

Why do I have to pay tuition to do the internship?

RTM 499 is a course for which enrolled students receive academic credit. The course is supervised by a faculty member in the RTM department. Throughout the course, students complete multiple assignments that are designed and graded by the faculty member who is responsible for administering the course.

Can I take other classes or have another job in addition to my internship?

Your internship should simulate full-time work experience and you will have additional academic responsibilities related to your internship so students are strongly encouraged NOT to take more than six additional credits while completing their internship.

## Appendices

### Appendix 1: RTM 340 Syllabus (Sample)



#### RTM 340-201

RTM 340

(Pre-Internship Course)

Semester/Term: Fall

Credit Hours: 1

Meeting Days/Time/Location: Online

#### Instructor Information

Instructor: R. Scott Meuret

E-mail: scott.meuret@uky.edu (preferred method of contact)

Office Phone: 859-218-5787

Office: Erikson Hall, 121

Teaching Assistant: Kendall Jiles

Email: klji225@uky.edu

Cell Phone: 708-941-8971 (call or text)

Office: Online only

Office hours by appointment

**Office Hours Tuesday and Thursday 10:00a.m-11:00 a.m.**

**\*Please do not hesitate to call/email with any question/concerns. I truly value your input or suggestions.**

#### Course Description

Self-assessment of student's strengths, limitations, and career aspirations. Preparation of reference lists, Cover letters, and resumes.

Identification of, application to, and acceptance by department-approved agencies for completion of internship experience.

*The instructor Mr. Meuret, believing that early semester engagement is crucial to student success, will be monitoring your engagement within the first three weeks of the course.*

#### Course Prerequisites

**Prereq: "C" or above in HMT 120 or MAT 114, HMT 210 or MAT 120, and HMT 270 or MAT 237.**

## Skill Requirements

This is a **distance learning course**. The course materials will be delivered via Canvas. For general help: Contact ITS Service Desk at [218help@uky.edu](mailto:218help@uky.edu) or call 859 218-4357. Website at: <http://www.uky.edu/its/customer-support-student-it-enablement/its-service-desk>  
For Canvas Assistance, direct students to <https://guides.instructure.com/m/4212/1/41954-how-do-i-get-help-with-canvas>

Contact information for Distance Learning Library  
Services

Phone: (859) 218-1240

E-mail: [dllservice@lsv.uky.edu](mailto:dllservice@lsv.uky.edu)

Librarian: [Carla Cantagallo](#)

2-2, north wing, [William T. Young Library](#) 0456

Website: <http://libraries.uky.edu/dlls>

## Student Learning Outcomes

At the conclusion of this course, students will be able to:

1. Identify prospective internship opportunities.
2. Create a cover letter, resume and reference list specifically for those identified opportunities.
3. Be able to identify the characteristics of Professionalism and demonstrate these during interviews and internship experience.
4. Demonstrate the ability to effectively communicate in professional settings.
5. Develop skills to help them in decision making and problem-solving situations during their internship.
6. Utilize self-management techniques to optimize their potential in gaining a full-time career or internship.
7. Develop the ability to work in a productive team environment.

## Required Materials

### Required Materials:

Fulkerson, S.N. (2015). *The Coffee Run: And other Internship Need-to-knows*. San Francisco, CA: Inkshares.

Coplin, B. (2012). *10 Things Employers Want You to Learn in College, Revised: The Skills You Need to Succeed*. Berkley, CA: Ten Speed Press.

## Technology Information and Requirements

### Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

## Technical Support

For account help, contact UK's [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

## Activities and Assignments

This course is very hands on and designed to help you get ready for the job market as an intern and a professional. While this is only a 1 credit hour class, do not let that lull you into complacency or assuming this will not require a significant amount of work.

Course Assignments	Points
Syllabus quiz	20
Prospective Internship Search	50
Resume	50
Cover Letter	25
Professional Reference list	20
5 case studies @ 25 points each	125
5 Online Discussions @ 25 points each	125
Final Project – Professional Personal Analysis	<u>150</u>
<b>Total Points for the course</b>	<b>565</b>

## Submission of Assignments

All assignments will be submitted via Canvas

## Course Grading

Grading scale for undergraduates	90 – 100% = A
	80 – 89% = B
	70 – 79% = C
	60 – 69% = D
	Below 60% = E

*\*Late work will result in a deduction of 10% of your overall grade per day.*

## Mid-term Grade

Because of the abbreviated format of this course (8 weeks), official mid-term grades will not be issued. Course grades will be available on Canvas so you can check your progress on course requirements.

## Resources

[Distance Learning Library Services](#)

[Carla Cantagallo](#), Distance Learning Librarian, 859-218-1240

## Tentative Course Schedule

See Canvas for course schedule

## Attendance Policy

There is no requirement for attendance in this class as it is an online course taught asynchronously. But you are responsible for visiting the course page on Canvas every week and receiving class announcements via Canvas. If you are unable to complete assignments for reasons that would constitute an excused absence per Senate Rules 5.2.4.2.1, you should communicate with the instructor as early as possible.

## Classroom Behavior Policies

Be respectful to students and teacher in all interactions.

*Diversity-Faculty and staff of the College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive environment of mutual respect where students are encouraged to achieve their highest potential, regardless of, but not limited to race, ethnicity, gender identity and expression, sexual orientation, national origin, religion, age, ability, and socioeconomic status. The goal is to work together as a diverse group of engaged students, faculty, and staff to ensure all feel welcome, safe, accepted, and included.*

1. *Demonstrate openness to new perspectives and diverse others*
2. *Evaluate diverse perspectives, and navigate the ambiguity and complexity that comes with multiple perspectives*
3. *Listen while withholding judgement about the new or unfamiliar*

## Midterm Grades for Undergraduate Students (Senate Rules 6.1.3.1)

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](#).

## Excused Absences (Senate Rules 5.2.5.2.1)

Senate Rules 5.2.5.2.1 defines the following as acceptable reasons for excused absences: 1. significant illness; 2. death of a family member; 3. trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events; 4. major religious holidays; 5. interviews for graduate/professional school or full-time employment post-graduation; and 6. other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a "W," or the Instructor of Record may award an "I" for the course if the student declines a "W." (Senate Rules 5.2.5.2.3.1)

If an attendance/interaction policy is not stated in the course syllabus or the policy does not include a penalty to the student, the Instructor cannot penalize the student for any unexcused absences. (Senate Rules 5.2.5.2.3.3)

#### **Verification of Absences (Senate Rules 5.2.5.2.1)**

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.5.2.1* states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Programs with learning activities mandated by accreditation or licensure agencies may establish, as a matter of policy, educational consequences for students who have so many excused absences that they cannot complete the mandated learning activities. Pursuant to Senate Rules 6.1.1, the published program policies and individual course syllabi must describe these consequences, which may include the student being moved to a different graduation cohort.

#### **Religious Observances (Senate Rules 5.2.5.2.1(4))**

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Please check the course syllabus for the notification requirement. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through [the Ombud's website](#) or calling 859-257-3737.

#### **Make-Up Work (Senate Rule 5.2.5.2.2)**

Except where prior notification is required, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence; and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

For students who add a class after the first day of classes and miss graded work, the instructor shall provide the student with an opportunity to make up the graded work (quiz, exam, homework, etc.). The instructor may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

### **Excused Absences and W/I, All Students (Senate Rule 5.2.5.2.3.1)**

If a student has excused absences for more than one-fifth of the required interactions for a course, the student can request a "W." If the student declines a "W," the Instructor of Record may award an "I" for the course.

### **Excused Absences Due to Military Duties (Senate Rule 5.2.5.2.3.2)**

If a student must be absent for one-fifth or less of the required course interactions (e.g., class meetings) due to military duties, the following procedure apply:

1. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Director of the Veterans Resource Center. The student shall also provide the Director with a list of her/his courses and instructors.
2. The Director will verify the orders with the appropriate military authority and on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
3. The Instructor of Record shall not penalize the student's absence in any way and shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

### **Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

### **Non-Discrimination Statement and Title IX Information**

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK's Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](#). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the electronic version of Administrative Regulations 6:2 \("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"\)](#). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main



Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEEO's website](#).

Faculty members are obligated to forward any report made by a student related to IEEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

### **Academic Integrity– Prohibition on Plagiarism (Senate Rules 6.3.1)**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rule 6.3.1* (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review or peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

#### **Academic Integrity – Prohibition on Cheating (Senate Rules 6.3.2)**

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

#### **Academic Integrity – Prohibition on Falsification/Misuse of Academic Records (SR 6.3.3)**

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

### ***OPTIONAL COMPONENTS***

#### ***Diversity, Equity, and Inclusion***

*The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community ([Governing Regulations XIV](#)). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community. These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.*

*We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the [college's diversity officer](#), who is charged with addressing concerns about diversity, equity, and inclusiveness. Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the Bias Incident Support Services [website](#).*

### **Course Recordings**

*The University of Kentucky [Code of Student Conduct](#) defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.*

*Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.*

*As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.*

*If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an "authorization of use" form by a faculty member.*

*Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.*

### **Course Copyright**

*All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or*

*to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.*

### ***Diversity, Equity, and Inclusivity***

*The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community (Governing Regulations XIV). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community. These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.*

*We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the [college's diversity officer](#), who is charged with addressing concerns about diversity, equity, and inclusiveness. Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the Bias Incident Support Services [website](#).*

### ***Bias Incident Support Services***

*Bias Incident Support Services (BISS) provides confidential support and advocacy for any student, staff, or faculty member impacted by bias, hatred, and/or an act of identity-based violence. BISS staff aid impacted parties in accessing campus and community resources, including the Bias Incident Response Team, the University's official reporting system for acts that negatively impact a sense of belonging. Campus and community consultation and educational opportunities centered on inclusion, diversity, equity and belonging is a resource also provided by BISS. For more detailed information please visit the [BISS website](#) or contact them [via email](#).*

### ***Counseling Center***

*The UK Counseling Center (UKCC) provides a range of confidential psychological services to students enrolled in 6 credit hours or more, psychoeducational outreach programming (including QPR suicide prevention), and consultation to members of the UK community (students, faculty, staff, administrators, parents, concerned others). Please visit the website <https://www.uky.edu/counselingcenter/> for more detailed information, or call 859.257.8701.*

### ***Martin Luther King Center***

*The Martin Luther King Center (MLKC) supports an inclusive learning environment where diversity and individual differences are understood, respected, and appreciated as a source of strength. The MLKC's year-round programs and activities that focus on the importance of cultural awareness and cross-cultural understanding support its three primary goals: 1) sponsoring cultural and educational programming; 2) offering opportunities for student support*

and development; and 3) through programmatic linkages with a wide variety of civic and community agencies, promoting community outreach, engagement, and collaboration. Students can reach the MLKC via phone at (859) 257-4130, by visiting them in Gatton Student Center Suite A230, [via email](#), and by visiting [the MLKC website](#).

### **Office of LGBTQ\* Resources**

UK is committed to supporting students and upholding the University's efforts to promote inclusion among our community. UK faculty and staff employees support inclusion and diversity throughout the University, including the ways in which faculty structure classroom conversations and manage those dynamics. To assist in these efforts, students are welcome to provide the names and pronouns they prefer. One easy way to do this is by using the pronoun feature of UK's Name Change Form. (More information about the form can be found on the [Office of LGBTQ\\*'s website](#).) Otherwise, students can provide this information to faculty members directly.

Discrimination based on sexual orientation, gender expression, and gender identity is prohibited at UK. If you have questions about support, advocacy, and community-building services related to sexual orientation, gender expression, or gender identity, students are encouraged to visit the [website of the Office of LGBTQ\\* Resources](#).

### **Veteran's Resource Center & Protocol for Short-Term Military Absences**

Being both a member of the military community and a student can bring some complexities. If you are a member of the military or a military veteran or dependent, please let me know when these challenges arise. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, etc. can complicate your academic life. Let me know if you experience complications and I will do my best to work with you.

The Veteran's Resource Center (VRC) is a great resource for members of our military family. If you have questions regarding your VA benefits or other related issues, the VRC has a full complement of staff to assist you. The VRC also provides study and lounge space, as well as free printing. Please visit the [VRC website](#), [email the VRC](#), visit them in the basement of Erikson Hall, or call the director, Colonel Tony Dotson, at (859) 257-1148.

If you are a military student serving in the National Guard or Reserve, it is in your best interest to let all of your professors know that immediately. You might also consider sharing a copy of your training schedule.

If you are a military student who is a member of the National Guard or Military Reserve and are called to duty for one-fifth or less of this semester, please help me help you! Once you become aware of the call to duty, provide a copy of your military orders to the Director of the Veterans Resource Center (contact information above). (Please also provide the Director with a list of all your current courses and instructors.) The Director will verify the orders with the appropriate military authority and on your behalf will notify me and your other instructors as to the known extent of the absence.

*I will not penalize your absence in any way and will work with you to create reasonable accommodations for making up missed assignments, quizzes, and tests.*

### ***Violence Intervention and Prevention (VIP) Center***

*If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to a faculty member or TA/RA/GA, understand that as a "Responsible Employee" of the University these individuals **MUST** report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEEO Office. If you would like to speak with someone who may be able to afford you confidentiality, you can visit the [Violence Intervention and Prevention \(VIP\) Center's website](#) (offices located in Frazee Hall, lower level; [email them](#); or call (859) 257-3574), [the Counseling Center's \(CC\) website](#) (106 Frazee Hall; (859) ), and the [University Health Services \(UHS\) website](#); the VIP Center, CC, and UHS are confidential resources on campus. **The VIP Center accepts walk-in appointments.***

APPENDIX  
Bloom's Taxonomy of Cognitive Learning

As instructors, we should strive to push students from Knowledge to Synthesis and Evaluation. It is not enough for students to demonstrate Knowledge or Comprehension. They should also be able to demonstrate that they can use this knowledge in higher order thinking and problem solving.

As you construct Student Learning Outcomes, think about the active verbs you are using. What do you expect your students to be able to do? Do you want them to be able to **list** or **describe** some facts? Or do you want them to be able to **design** an experiment or critically **analyze** data and make a **recommendation** utilizing those facts?

Competence	Skills Demonstrated and Action Verbs for Learning Outcomes
Knowledge	<i><b>Skills:</b></i> observation and recall of information; knowledge of dates, events, places; knowledge of major ideas; mastery of subject matter <i><b>Action Verbs:</b></i> list, define, tell, describe, identify, show, label, collect, examine, tabulate, quote, name, who, when, where, etc...
Comprehension	<i><b>Skills:</b></i> understanding information; grasp meaning; translate knowledge into new context; interpret facts, compare, contrast; order, group, infer causes; predict consequences <i><b>Action Verbs:</b></i> summarize, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend
Application	<i><b>Skills:</b></i> use information; use methods, concepts, theories in new situations; solve problems using required skills or knowledge <i><b>Action Verbs:</b></i> apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover
Analysis	<i><b>Skills:</b></i> seeing patterns; organization of parts; recognition of hidden meanings; identification of components <i><b>Action Verbs:</b></i> analyze, separate, order, explain, connect, classify, arrange, divide, compare, select, explain, infer
Synthesis	<i><b>Skills:</b></i> use old ideas to create new ones; generalize from given facts; relate knowledge from several areas; predict, draw conclusions <i><b>Action Verbs:</b></i> combine, integrate, modify, rearrange, substitute, plan, create, design, invent, what if?, compose, formulate, prepare, generalize, rewrite
Evaluation	<i><b>Skills:</b></i> compare and discriminate between ideas; assess value of theories, presentations; make choices based on reasoned argument; verify value of evidence; recognize subjectivity <i><b>Action Verbs:</b></i> assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare, summarize

Bloom B. S. (1956). Taxonomy of Educational Objectives, Handbook I: The Cognitive Domain. New York: David McKay Co Inc.

Appendix 2: RTM 499 Syllabus (Sample)



**RTM 499**

**Internship**

Semester/Term: Summer

Credit Hours: 6

Meeting Days/Time/Location: *Fully Online*

**Instructor Information**

Instructor: Mr. Meuret

Office Building & Room Number: Erikson Hall #121

Email: scott.meuret@uky.edu

Office Phone: (859)-218-5787

Virtual Office Hours: MWR 10:00a.m.-12:00p.m.

Preferred Method of Communication: Emails will be responded to typically within 48 hours

*Diversity-Faculty and staff of the College of Agriculture, Food and Environment (CAFE) are committed to creating an inclusive environment of mutual respect where students are encouraged to achieve their highest potential, regardless of, but not limited to race, ethnicity, gender identity and expression, sexual orientation, national origin, religion, age, ability, and socioeconomic status. The goal is to work together as a diverse group of engaged students, faculty, and staff to ensure all feel welcome, safe, accepted, and included.*

*Understand our country has a diverse population.*

*Know where our diversity comes from.*

*Appreciate the benefits of diversity and celebrate difference.*

**Course Description**

Supervised experience with a cooperative retail, hospitality or tourism organization under the joint supervision of a qualified manager and a university internship supervisor. Applications must be submitted spring semester according to a designated schedule established by the department.

**Course Prerequisites**

Prereq: "C" or better in HMT 120 or MAT 114, HMT 210 or MAT 120, HMT 270 or MAT 237, HMT 350 or MAT 315, RTM 340 and RTM 345 plus 100 approved hours of pre-internship experience.

**Skill Requirements**

Communication Skills

Team Player Skills (Collaboration and Interpersonal skills)

Problem-solving skills:



Initiative and Enterprise skills  
Self-management (prioritization, time management and focus)

### Student Learning Outcomes

At the conclusion of this internship (320 hours over 8 weeks), students will:

1. Be able to articulate how an organization manages the relationship between its purpose and service philosophy and customer and guest expectations.
2. Be able to connect classroom experiences to their internship experiences and articulate learning through doing.
3. Be able to process constructive feedback from both the site supervisor and the internship coordinator to enhance performance.
4. Be able to assess his/her performance, passions and abilities to create a plan for entering the profession after graduation.
5. Demonstrate openness to new perspectives and diverse others

### Required Materials

**No specific textbooks** are required but students are responsible for gathering appropriate information regarding his/her organization such as staff manuals, maintenance manuals, staff training materials, etc. Each student should be familiar with the operations of his/her organization. You are required to keep a daily journal. This can be as simple as a spiral notebook from Wal-Mart, or something elaborate from Lily Pulitzer. You will **NOT** be required to turn this into your professor.

### Technology Information and Requirements

#### Technology Requirements

Minimum technical requirements for UK courses and suggested hardware, software, and internet connections are available at [ITS Student Hardware & Software Guidelines](#).

Share any additional technology requirements, such as required software, and your preferred procedure for resolving technical complaints for each service or software used in the course.

#### Technical Support

For account help, contact UK's [Information Technology Customer Services online](#), by [email](#), or by phone at 859-218-HELP (4357).

### Activities and Assignments

#### Course Assignments

You are required to keep a daily journal of your experiences at your internship. You will compile your journal entries **every 2 weeks** for your Bi-weekly Canvas Reports. Each bi-weekly report will be worth 25 points.

Your mid-term evaluation should be completed with your supervisor at week 4 of your internship and submitted on Canvas. It will be worth 25 points. The final evaluation should also be completed with your internship supervisor and submitted on week 8 of your internship. The final evaluation will be worth 25 points.

Your video submission (50 points), photo release (25 points) and photo (25 points) will be submitted on Canvas in week 6. It will be worth a total of 100 points. Finally, Your Internship E-Poster will be a creative expression of your experience at your internship. It will be submitted on Canvas on week 8 and will be worth 100 points.

### **Daily Journal Entries**

You are required to keep a journal and record daily entries. Your journal does not have to be a fancy, expensive journal. It can be a simple spiral bound notebook. You will **NOT** need to submit this journal.

You will need to address specific questions which are listed below for each week in your daily journal entries. You do not need to address each question every day. Just make sure you have answered each question in your journal by the end of that week.

### **Bi-weekly Reports**

Each day you should be keeping track of what you are doing and recording this in your journal. There are questions listed below that need to be answered for each week in your journal. Every other Friday you will provide a bi-weekly report of your day-to-day activity. **You should not post daily on Canvas. Your weeks should run Sunday-Saturday and be posted every other Friday.** If you need to set up something different than this, please let me know the first week.

#### **Titles:**

**For your bi-weekly reports, please title your posts: Weeks \_\_\_\_ - Your Name – Organization – Bi-weekly Hours/Cumulative Hours**

IE: Weeks 3 & 4 – Mr. Meuret – Express – 80/160

You are not all starting on the same weeks so don't be concerned if you are on a different week than someone else.

Please also keep your pay stubs or some form of proof of your hours worked. I will need to see this if there are any questions regarding your required hours.

### **Week 6 Video Response-**

For this assignment you will be recording a video to upload to Canvas. Answer the questions prompts provided in Canvas. Start the recording by introducing yourself- *Example; "Hello my name is....."*

You may record on your *computer, tablet, or phone*. If the video file is too large, you may also upload a link to your video.

**Recording a video on your phone- If you record the video on your phone, please do it in landscape (horizontal), not portrait (vertical).**

### **Week 8 E-Poster**

You will be required to create an E-poster using PowerPoint, Publisher, or PDF format. The dimensions need to be 24" W x 36" L and will need to include the following information;

- Title of your internship/Organization/Retailer's name in the top center
- Any photographs you might have taken during your internship that pertain to your learning experience or pictures you might find on the company website.

- Any background, history or other important information about the company you wish to include.
- Company logo
- UK College of Ag Logo, which can be found here.  
<http://marketing.ca.uky.edu/logos>

I have included an example for you to see under Grades>E Poster Due Week 8 link that was done by students in RTM. This is worth 100 points so it is a major portion of your grade!

## Course Grading

Course Requirements	<u>Points</u>
Internship Contract and documentation of 100 Pre-internship hours (This must be submitted before you can enroll in the course)	
Bi-weekly Canvas Entries (4@25)	100
Mid-Term Evaluation	25
Final Evaluation	25
Video Submission	50
Workplace photo	25
Video/Photo Release	25
E-Poster	<u>100</u>
Total	350
Grading scale for undergraduates	90 – 100% = A 80 – 89% = B 70 – 79% = C 60 – 69% = D Below 60% = E

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](#).

Assignments are due as indicated. **Assignments turned in after the specified due date and time will receive 10% off for each day it is late (rounded up to the nearest whole number).** If not turned in within 7 calendar days of the due date, no credit will be given for the assignment. If you have an excused absence on a day when an assignment is due, you must make arrangements with me before the assigned due date regarding when you may turn in your assignment.

## Resources

[Distance Learning Library Services](#)

[Carla Cantagallo](#), Distance Learning Librarian, 859-218-1240

Add any additional resources you feel will be helpful for your course: Writing Center, ProctorU/NCTA information, etc.

## Tentative Course Schedule

Since you will have different start dates associated with your internship contract, due dates will vary.

**Week 2 Report**

**Week 4 Report**

**Week 4 Mid-Term Evaluation**

**Week 6 Report**

**Week 6 Video & Photo**

**Week 6 Photo release**

**Week 8 Report**

**Week 8 Final Evaluation**

**Week 8 E-Poster**

## Attendance Policy

Just as you are expected to attend classes each day and arrive on time, you are expected to attend your internship each day and arrive on time and prepared for the day's tasks. Just as you would notify your instructor of excused absences, you should notify your internship supervisor of any variations in your schedule. Use the University guidelines for acceptable excused absences... serious illness; illness or death of family member; University-related trips; major religious holidays; other circumstances you find to be "reasonable cause for nonattendance". **More than 3 excused absences may result in failure of the course. More than one unreported or unexcused absence may result in failure of the course.**

Keep In Mind:

- Doctors, Dentist, Attorney, etc. appointments should be made at times other than during your internship responsibilities.
- It is your responsibility to get word to both me and your internship supervisor via email or voicemail BEFORE your absence and make the necessary arrangements.
- If you unexpectedly miss class, you should provide a written excuse and submit any missed work at the next regularly scheduled work day to both me and your internship supervisor. **THIS IS YOUR RESPONSIBILITY AND I WILL NOT ASK FOR THIS DOCUMENTATION.**

## Classroom Behavior Policies

Cell Phones/Texting Policy

While each business/organization/agency will have organizational policies concerning cell phones and/or texting, in general, you should not be talking or texting on your phone while you are working for your internship.

## Other Policies

### **General Behavior/Professionalism**

While on your internship, you are a representative of the Retailing and Tourism Management Department as well as the University of Kentucky. You are being prepared to enter the professional community you will encounter in the field of Merchandising, Apparel and Textiles or Hospitality and Tourism. You are expected to conduct yourself as professional in terms of body language, dress, behavior, demeanor, attitude, language and ethical behavior. This is your culminating academic experience and you will get out of it what you put into it. We expect great feedback from your site supervisor regarding your performance during this internship.

## Other Information

### **Access to Canvas**

This is a distance-learning course. The course materials will be delivered via Canvas. Information about Technical Help with Canvas can be found at <https://community.canvaslms.com/docs/DOC-1524> UKAT Service Desk can assist with account, password, myUK, and software download support. UKAT Service Desk contact information and news can be found at <https://www.uky.edu/ukat/help>.

### **Minimum suggested laptop computer hardware:**

- Canvas Computer Specifications: <https://community.canvaslms.com/docs/DOC-2059>
- Processor: Dual Core 1.3 Ghz or higher

## University Faculty Senate Rules and Policies

### Midterm Grades for Undergraduate Students (Senate Rules 6.1.3.1)

Midterm grades will be posted in myUK by the deadline established by the University Senate and published in the [Academic Calendar](#).

### Excused Absences (Senate Rules 5.2.5.2.1)

Senate Rules 5.2.5.2.1 defines the following as acceptable reasons for excused absences: 1. significant illness; 2. death of a family member; 3. trips for members of student organizations sponsored by an educational unit, trips for University classes, and trips for participation in intercollegiate athletic events; 4. major religious holidays; 5. interviews for graduate/professional school or full-time employment post-graduation; and 6. other circumstances found to fit “reasonable cause for nonattendance” by the instructor of record. Students should notify the professor of absences prior to class when possible.

If a course syllabus requires specific interactions (e.g., with the instructor or other students), in situations where a student’s total EXCUSED absences exceed 1/5 (or 20%) of the required interactions for the course, the student shall have the right to request and receive a “W,” or the Instructor of Record may award an “I” for the course if the student declines a “W.” (Senate Rules 5.2.5.2.3.1)

If an attendance/interaction policy is not stated in the course syllabus or the policy does not include a penalty to the student, the Instructor cannot penalize the student for any unexcused absences. (Senate Rules 5.2.5.2.3.3)

### Verification of Absences (Senate Rules 5.2.5.2.1)

Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.5.2.1* states that faculty have the right to request appropriate verification when students claim an excused absence due to: significant illness; death in the household, trips for classes, trips sponsored by an educational unit and trips for participation related to intercollegiate athletic events; and interviews for full-time job opportunities after graduation and interviews for graduate and professional school. (Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.)

Programs with learning activities mandated by accreditation or licensure agencies may establish, as a matter of policy, educational consequences for students who have so many excused absences that they cannot complete the mandated learning activities. Pursuant to Senate Rules 6.1.1, the published program policies and individual course syllabi must describe these consequences, which may include the student being moved to a different graduation cohort.

### **Religious Observances (Senate Rules 5.2.5.2.1(4))**

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays. Please check the course syllabus for the notification requirement. If no requirement is specified, two weeks prior to the absence is reasonable and should not be given any later. Information regarding major religious holidays may be obtained through [the Ombud's website](#) or calling 859-257-3737.

### **Make-Up Work (Senate Rule 5.2.5.2.2)**

Except where prior notification is required, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence; and for making up the missed work. The instructor must give the student an opportunity to make up the work and/or the exams missed due to the excused absence, and shall do so, if feasible, during the semester in which the absence occurred. The instructor shall provide the student with an opportunity to make up the graded work and may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

For students who add a class after the first day of classes and miss graded work, the instructor shall provide the student with an opportunity to make up the graded work (quiz, exam, homework, etc.). The instructor may not simply calculate the student's grade on the basis of the other course requirements, unless the student agrees in writing.

### **Excused Absences and W/I, All Students (Senate Rule 5.2.5.2.3.1)**

If a student has excused absences for more than one-fifth of the required interactions for a course, the student can request a "W." If the student declines a "W," the Instructor of Record may award an "I" for the course.

### **Excused Absences Due to Military Duties (Senate Rule 5.2.5.2.3.2)**

If a student must be absent for one-fifth or less of the required course interactions (e.g., class meetings) due to military duties, the following procedure apply:

4. Once a student is aware of a call to duty, the student shall provide a copy of the military orders to the Director of the Veterans Resource Center. The student shall also provide the Director with a list of her/his courses and instructors.
5. The Director will verify the orders with the appropriate military authority and on behalf of the military student, notify each Instructor of Record via Department Letterhead as to the known extent of the absence.
6. The Instructor of Record shall not penalize the student's absence in any way and shall provide accommodations and timeframes so that the student can make up missed assignments, quizzes, and tests in a mutually agreed upon manner.

### **Accommodations Due to Disability**

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. Visit the [DRC website](#), [email the DRC](#), contact them by phone at (859) 257-2754, or visit their office on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407.

### **Non-Discrimination Statement and Title IX Information**

UK is committed to providing a safe learning, living, and working environment for all members of the University community. The University maintains a comprehensive program which protects all members from discrimination, harassment, and sexual misconduct. For complete information about UK's prohibition on discrimination and harassment on aspects such as race, color, ethnic origin, national origin, creed, religion, political belief, sex, and sexual orientation, please see [the electronic version of UK's Administrative Regulation 6:1 \("Policy on Discrimination and Harassment"\)](#). In accordance with Title IX of the Education Amendments of 1972, the University prohibits discrimination and harassment on the basis of sex in academics, employment, and all of its programs and activities. Sexual misconduct is a form of sexual harassment in which one act is severe enough to create a hostile environment based on sex and is prohibited between members of the University community and shall not be tolerated. For more details, please see [the electronic version of Administrative Regulations 6:2 \("Policy and Procedures for Addressing and Resolving Allegations of Sexual Assault, Stalking, Dating Violence, Domestic Violence, and Sexual Exploitation"\)](#). Complaints regarding violations of University policies on discrimination, harassment, and sexual misconduct are handled by the Office of Institutional Equity and Equal Opportunity (IEEO), which is located in 13 Main Building and can be reached by phone at (859) 257-8927. You can also visit [the IEEO's website](#).

Faculty members are obligated to forward any report made by a student related to IEEO matters to the Office of Institutional Equity and Equal Opportunity. Students can *confidentially* report alleged incidences through the Violence Intervention and Prevention Center, Counseling Center, or University Health Services.

### **Academic Integrity– Prohibition on Plagiarism (Senate Rules 6.3.1)**

Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.



Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the [Code of Student Rights and Responsibilities](#). Complete information can be found on the [Academic Ombud](#) page. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

*Senate Rule 6.3.1* (see current [Senate Rules](#)) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be, except under specific circumstances (e.g. Writing Center review or peer review) allowed by the Instructor of Record or that person's designee. Plagiarism may also include double submission, self-plagiarism, or unauthorized resubmission of one's own work, as defined by the instructor.

Students may discuss assignments among themselves or with an instructor or tutor, except where prohibited by the Instructor of Record (e.g. individual take-home exams). However, the actual work must be done by the student, and the student alone, unless collaboration is allowed by the Instructor of Record (e.g. group projects).

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

### **Academic Integrity – Prohibition on Cheating (Senate Rules 6.3.2)**

Cheating is defined by its general usage. It includes, but is not limited to, the wrongfully giving, taking, or presenting any information or material by a student with the intent of aiding himself/herself or another on any academic work which is considered in any way in the determination of the final grade. The fact that a student could not have benefited from an action is not by itself proof that the action does not constitute cheating. Any question of definition shall be referred to the University Appeals Board.

### **Academic Integrity – Prohibition on Falsification/Misuse of Academic Records (SR 6.3.3)**

Maintaining the integrity, accuracy, and appropriate privacy of student academic records is an essential administrative function of the University and a basic protection of all students. Accordingly, the actual or attempted falsification, theft, misrepresentation or other alteration or misuse of any official academic record of the University, specifically including knowingly having unauthorized access to such records or the unauthorized disclosure of information contained in such records, is a serious academic offense. As used in this context, "academic record" includes all paper and electronic versions of the partial or complete permanent academic record, all official and unofficial academic transcripts, application documents and admission credentials, and all academic record transaction documents. The minimum sanction for falsification, including the omission of information, or attempted falsification or other misuse of academic records as described in this section is suspension for one semester.

### ***Mask and Social Distancing Policy***

*In accordance with University guidelines, students must wear UK-approved face coverings in the classroom and academic buildings (e.g., faculty offices, laboratories, libraries, performance/design studios, and common study areas where students might congregate). If UK-approved face coverings are not worn over the nose and mouth, students will be asked to leave the classroom.*

*Students should complete their daily online wellness screening before accessing university facilities and arriving to class.*

*Students should not move chairs or barriers in classrooms and should socially distance at all times, leaving a six (6) foot radius from other people. Masks and hand sanitizer can be found {specific location in building} if needed.*

*Students should leave enough space when entering and exiting a room. Students should not crowd doorways at the beginning or end of class.*

*NOTE: Faculty have rights regarding their intellectual property, as described in [Administrative Regulation 7.6](#). The two (optional) passages below regarding Course Recordings and Course Copyright are offered as possible material for inclusion in syllabi, for faculty to assert these rights and grant various permissions to students. If included, the text on Course Recordings and the text on Course Copyright may be edited by the instructor(s) as appropriate for their courses and circumstances.*

### **Course Recordings**

*The University of Kentucky [Code of Student Conduct](#) defines Invasion of Privacy as using electronic or other devices to make a photographic, audio, or video record of any person without their prior knowledge or consent when such a recording is likely to cause injury or distress.*

*Meetings of this course may be recorded. All video and audio recordings of lecturers and class meetings, provided by the instructors, are for educational use by students in this class only. They are available only through the Canvas shell for this course and are not to be copied, shared, or redistributed.*

*As addressed in the Code of Student Conduct, students are expected to follow appropriate university policies and maintain the security of linkblue accounts used to access recorded class materials. Recordings may not be reproduced, shared with those not enrolled in the class, or uploaded to other online environments.*

*If the instructor or a University of Kentucky office plans any other uses for the recordings, beyond this class, students identifiable in the recordings will be notified to request consent prior to such use. In anticipation of such cases, students may be asked to complete an “authorization of use” form by a faculty member.*

*Video and audio recordings by students are not permitted during the class unless the student has received prior permission from the instructor. Any sharing, distribution, and or uploading of these recordings outside of the parameters of the class is prohibited. Students with specific recording accommodations approved by the Disability Resource Center should present their official documentation to the instructor.*

### **Course Copyright**

*All original instructor-provided content for this course, which may include handouts, assignments, and lectures, is the intellectual property of the instructor(s). Students enrolled in the course this academic term may use the original instructor-provided content for their learning and completion of course requirements this term, but such content must not be reproduced or sold. Students enrolled in the course this academic term are hereby granted permission to use original instructor-provided content for reasonable educational and professional purposes extending beyond this course and term, such as studying for a comprehensive or qualifying examination in a degree program, preparing for a professional or certification examination, or to assist in fulfilling responsibilities at a job or internship; other uses of original instructor-provided content require written permission from the instructor(s) in advance.*

### **Diversity, Equity, and Inclusivity**

*The University of Kentucky is committed to our core values of diversity and inclusion, mutual respect and human dignity, and a sense of community (Governing Regulations XIV). We acknowledge and respect the seen and unseen diverse identities and experiences of all members of the university community. These identities include but are not limited to those based on race, ethnicity, gender identity and expressions, ideas and perspectives, religious and cultural beliefs, sexual orientation, national origin, age, ability, and socioeconomic status. We are committed to*

equity and justice and providing a learning and engaging community in which every member is engaged, heard, and valued.

We strive to rectify and change behavior that is inconsistent with our principles and commitment to creating a safe, equitable, and anti-racist environment. If students encounter such behavior in a course, they are encouraged to speak with the instructor of record or the [college's diversity officer](#), who is charged with addressing concerns about diversity, equity, and inclusiveness. Students may also contact a faculty member within the department, program director, the director of undergraduate or graduate studies, the department chair, or the dean. To submit an official report of bias, hatred, racism, or identity-based violence, visit the [Bias Incident Support Services website](#).

### ***Bias Incident Support Services***

*Bias Incident Support Services (BISS) provides confidential support and advocacy for any student, staff, or faculty member impacted by bias, hatred, and/or an act of identity-based violence. BISS staff aid impacted parties in accessing campus and community resources, including the Bias Incident Response Team, the University's official reporting system for acts that negatively impact a sense of belonging. Campus and community consultation and educational opportunities centered on inclusion, diversity, equity and belonging is a resource also provided by BISS. For more detailed information please visit the [BISS website](#) or contact them [via email](#).*

### ***Counseling Center***

*The UK Counseling Center (UKCC) provides a range of confidential psychological services to students enrolled in 6 credit hours or more, psychoeducational outreach programming (including QPR suicide prevention), and consultation to members of the UK community (students, faculty, staff, administrators, parents, concerned others). Please visit the website <https://www.uky.edu/counselingcenter/> for more detailed information, or call 859.257.8701.*

### ***Martin Luther King Center***

*The Martin Luther King Center (MLKC) supports an inclusive learning environment where diversity and individual differences are understood, respected, and appreciated as a source of strength. The MLKC's year-round programs and activities that focus on the importance of cultural awareness and cross-cultural understanding support its three primary goals: 1) sponsoring cultural and educational programming; 2) offering opportunities for student support and development; and 3) through programmatic linkages with a wide variety of civic and community agencies, promoting community outreach, engagement, and collaboration. Students can reach the MLKC via phone at (859) 257-4130, by visiting them in Gatton Student Center Suite A230, [via email](#), and by visiting [the MLKC website](#).*

### ***Office of LGBTQ\* Resources***

*UK is committed to supporting students and upholding the University's efforts to promote inclusion among our community. UK faculty and staff employees support inclusion and diversity throughout the University, including the ways in which faculty structure classroom conversations and manage those dynamics. To assist in these efforts, students are welcome to provide the*

names and pronouns they prefer. One easy way to do this is by using the pronoun feature of UK's Name Change Form. (More information about the form can be found on the [Office of LGBTQ\\*'s website](#).) Otherwise, students can provide this information to faculty members directly.

Discrimination based on sexual orientation, gender expression, and gender identity is prohibited at UK. If you have questions about support, advocacy, and community-building services related to sexual orientation, gender expression, or gender identity, students are encouraged to visit the [website of the Office of LGBTQ\\* Resources](#).

### ***Veteran's Resource Center & Protocol for Short-Term Military Absences***

*Being both a member of the military community and a student can bring some complexities. If you are a member of the military or a military veteran or dependent, please let me know when these challenges arise. Drill schedules, calls to active duty, mandatory training exercises, issues with GI Bill disbursement, etc. can complicate your academic life. Let me know if you experience complications and I will do my best to work with you.*

*The Veteran's Resource Center (VRC) is a great resource for members of our military family. If you have questions regarding your VA benefits or other related issues, the VRC has a full complement of staff to assist you. The VRC also provides study and lounge space, as well as free printing. Please visit the [VRC website](#), [email the VRC](#), visit them in the basement of Erikson Hall, or call the director, Colonel Tony Dotson, at (859) 257-1148.*

*If you are a military student serving in the National Guard or Reserve, it is in your best interest to let all of your professors know that immediately. You might also consider sharing a copy of your training schedule.*

*If you are a military student who is a member of the National Guard or Military Reserve and are called to duty for one-fifth or less of this semester, please help me help you! Once you become aware of the call to duty, provide a copy of your military orders to the Director of the Veterans Resource Center (contact information above). (Please also provide the Director with a list of all your current courses and instructors.) The Director will verify the orders with the appropriate military authority and on your behalf will notify me and your other instructors as to the known extent of the absence.*

*I will not penalize your absence in any way and will work with you to create reasonable accommodations for making up missed assignments, quizzes, and tests.*

### ***Violence Intervention and Prevention (VIP) Center***

*If you experience an incident of sex- or gender-based discrimination or interpersonal violence, we encourage you to report it. While you may talk to a faculty member or TA/RA/GA, understand that as a "Responsible Employee" of the University these individuals MUST report any acts of violence (including verbal bullying and sexual harassment) to the University's Title IX Coordinator in the IEEO Office. If you would like to speak with someone who may be able to*

afford you confidentiality, you can visit the [Violence Intervention and Prevention \(VIP\) Center's website](#) (offices located in Frazee Hall, lower level; [email them](#); or call (859) 257-3574), [the Counseling Center's \(CC\) website](#) (106 Frazee Hall; (859) ), and the [University Health Services \(UHS\) website](#); the VIP Center, CC, and UHS are confidential resources on campus. ***The VIP Center accepts walk-in appointments.***

*Appendix 3: Examples of Relevant Organizations*

**HMT Organizations**

- Hotels
- Resorts
- Theme parks
- Restaurants
- Entertainment venues
- Destination management organizations
- Convention and visitors bureaus
- Bars and nightclubs
- Airlines
- Cruise ships
- Tour operators
- Casinos
- Racetracks
- Arenas
- Travel media
- Wedding planning firms
- Corporate event planning
- Parks
- Campgrounds
- Athletic facilities
- Travel agencies
- Transportation companies
- Outdoor recreation
- Caterers

**MAT Organizations**

- Retail stores
- Boutiques
- Corporate offices of retailers
- Wholesalers
- Bridal shops
- Showrooms
- Big-box retailers
- Independent retailers
- Home improvement retailers
- Department stores
- Garment construction companies
- Textile manufacturers
- Uniform companies
- Sports merchandisers
- Apparel factories
- Textile printing companies
- Modeling agencies
- Apparel-related magazines
- Online retailers
- Consignment retailers
- Home good textile designers
- Apparel designers
- Visual merchandisers

## Appendix 4: Mid-term Intern Performance Appraisal Form (Sample)

**University of Kentucky Retailing and Tourism Management**  
**MIDTERM STUDENT INTERN PERFORMANCE APPRAISAL**  
To be completed by the end of the 4<sup>th</sup> week

Please scan and upload this form to Blackboard under "Assignments" link once it is completed and signed by your supervisor.

Intern: \_\_\_\_\_ Agency: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Please evaluate the intern by giving an objective assessment of his/her performance on the job. Discuss the evaluation with the intern and send a copy of the evaluation to the University supervisor.

Using the rating scale below, rate the Intern on each applicable item to your agency's Internship program and the assignments given the intern. Ratings should reflect the overall, rather than casual observation. Be as accurate and objective as possible since this completed form will become a part of the student's permanent record.

A. PERSONAL QUALIFICATIONS	On Target	Needs to Improve	Unacceptable	Not Observed
<b>Appearance:</b> Grooming and dress are neat, clean and appropriate.	3	2	1	NO
<b>Enthusiasm and Energy:</b> Ample energy for demands. Plenty of interest in job.	3	2	1	NO
<b>Conversational Ability:</b> Pleasing voice; easily understood; appropriate vocabulary.	3	2	1	NO
<b>Emotional Stability:</b> Poised, calm, handles the unexpected with ease; can work under stress.	3	2	1	NO
<b>Responsibility and Dependability:</b> Reliable and on time; accepts responsibility.	3	2	1	NO
<b>Initiative and Resourcefulness:</b> Seeks out opportunities to make a contribution.	3	2	1	NO
<b>Interpersonal Relations:</b> Friendly, sincere and respectful; uses tact; liked by other employees; effective in social situations.	3	2	1	NO
<b>Attitude Towards Constructive Criticism:</b> Welcomes suggestions; solicits help; makes efforts to improve.	3	2	1	NO
<b>Desire to Learn:</b> Shows interest in job assignments, demonstrating desire to learn as much as possible about the operations and functions of the organization.	3	2	1	NO
<b>Cooperativeness:</b> Demonstrates willingness to help others get the job done; adaptability to team efforts; promotes common interest.	3	2	1	NO
<b>Flexibility:</b> Ability to juggle several projects/assignments simultaneously; copes with diversity and complexity.	3	2	1	NO
<b>Creativeness/Innovativeness:</b> Ability to generate original ideas or solutions or to borrow from and/or modify available resources in order to meet the requirements of a given situation.	3	2	1	NO
<b>Judgment:</b> Makes good, deliberate decisions after considering both sides of an issue.	3	2	1	NO

B. PROFESSIONAL COMPETENCIES	On Target	Needs to Improve	Unacceptable	Not Observed
<b>Ability to Analyze Problems:</b> Anticipates problems; analyzes and selects appropriate solutions.	3	2	1	NO
<b>Planning and Organization:</b> Plans and organizes assignments needing only occasional direction.	3	2	1	NO
<b>Written Communication Skills:</b> Ability to write memos, letters, and reports, and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax.	3	2	1	NO
<b>Public Relations:</b> Greets people in a friendly, courteous manner; creates a favorable impression on the public.	3	2	1	NO
<b>Professional Preparation:</b> Possesses the basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities; appears sufficiently competent and adequately prepared.	3	2	1	NO
<b>Leadership:</b> Capable of planning, organizing, and directing the work or activities of others in a manner to produce satisfactory results.	3	2	1	NO
<b>Precision and Detail:</b> Pays attention to detail; follows through on assignments; is thorough and accurate; demonstrates standards of excellence.	3	2	1	NO
<b>Professional Conduct:</b> Observes organizational policies, procedures, rules, and regulations.	3	2	1	NO
<b>Progress toward the goals established and agreed upon by both of you at the beginning of the internship.</b>	3	2	1	NO

What suggestions do you have for the intern for improving his/her performance?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Do you support this intern continuing his/her internship with you at this time?

Yes \_\_\_\_\_ No \_\_\_\_\_

Reflect on the student's specific goals. How is the student making progress towards achieving those goals? What does the student need to do for the remainder of his/her experience to achieve these goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Supervisor:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Intern:

Signature \_\_\_\_\_ Date \_\_\_\_\_



## Appendix 5: Final Intern Performance Appraisal Form (Sample)

**University of Kentucky Retailing and Tourism Management  
FINAL STUDENT INTERN PERFORMANCE APPRAISAL**  
To be completed by the end of the 5<sup>th</sup> week of MAT internships

Please have students submit these on Blackboard after they have been reviewed by the student with their supervisor.

Intern: \_\_\_\_\_ Agency: \_\_\_\_\_

Internship Supervisor: \_\_\_\_\_ Supervisor Title: \_\_\_\_\_

Please evaluate the intern by giving an objective assessment of his/her performance on the job. Discuss the evaluation with the intern before he/she leaves the internship location.

Using the rating scale below, rate the intern on each applicable item to your agency's internship program and the assignments given the intern. Ratings should reflect the overall, rather than casual observation. Be as accurate and objective as possible since this completed form will become a part of the student's permanent record.

A. PERSONAL QUALIFICATIONS	On Target 3	Needs to Improve 2	Unacceptable 1	Not Observed NO
<b>Appearance:</b> Grooming and dress are neat, clean and appropriate.	3	2	1	NO
<b>Enthusiasm and Energy:</b> Ample energy for demands. Plenty of interest in job.	3	2	1	NO
<b>Conversational Ability:</b> Pleasing voice; easily understood; appropriate vocabulary.	3	2	1	NO
<b>Emotional Stability:</b> Poised, calm; handles the unexpected with ease; can work under stress.	3	2	1	NO
<b>Responsibility and Dependability:</b> Reliable and on time; accepts responsibility	3	2	1	NO
<b>Initiative and Resourcefulness:</b> Seeks out opportunities to make a contribution.	3	2	1	NO
<b>Interpersonal Relations:</b> Friendly, sincere and respectful; uses tact; liked by other employees; effective in social situations.	3	2	1	NO
<b>Attitude Towards Constructive Criticism:</b> Welcomes suggestions; solicits help; makes efforts to improve.	3	2	1	NO
<b>Desire to Learn:</b> Shows interest in job assignments, demonstrating desire to learn as much as possible about the operations and functions of the organization.	3	2	1	NO
<b>Cooperativeness:</b> Demonstrates willingness to help others get the job done; adaptability to team efforts; promotes common interest.	3	2	1	NO
<b>Flexibility:</b> Ability to juggle several projects/assignments simultaneously; copes with diversity and complexity.	3	2	1	NO
<b>Creativeness/Innovativeness:</b> Ability to generate original ideas or solutions or to borrow from and/or modify available resources in order to meet the requirements of a given situation.	3	2	1	NO
<b>Judgment:</b> Makes good, deliberate decisions after considering both sides of an issue.	3	2	1	NO

B. PROFESSIONAL COMPETENCIES	On Target 3	Needs to Improve 2	Unacceptable 1	Not Observed NO
<b>Ability to Analyze Problems:</b> Anticipates problems; analyzes and selects appropriate solutions.	3	2	1	NO
<b>Planning and Organizing:</b> Plans and organizes assignments needing only occasional direction.	3	2	1	NO
<b>Written Communication Skills:</b> Ability to write memos, letters, and reports; and fill out forms in a clear, concise manner using appropriate vocabulary, grammar, and syntax.	3	2	1	NO
<b>Public Relations:</b> Greets people in a friendly, courteous manner; creates a favorable impression on the public.	3	2	1	NO
<b>Professional Preparation:</b> Possesses the basic knowledge and technical skills necessary to successfully accomplish assignments and responsibilities; appears sufficiently competent and adequately prepared.	3	2	1	NO
<b>Leadership:</b> Capable of planning, organizing, and directing the work or activities of others in a manner to produce satisfactory results.	3	2	1	NO
<b>Precision and Detail:</b> Pays attention to detail; follows through on assignments; is thorough and accurate; demonstrates standards of excellence.	3	2	1	NO
<b>Professional Conduct:</b> Observes organizational policies, procedures, rules, and regulations.	3	2	1	NO
<b>Progress toward the goals established and agreed upon by both of you at the beginning of the internship</b>	3	2	1	NO

What advice do you have for the intern for improving his/her performance?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If your agency had a job vacancy for someone with this intern's education, skills and abilities, would you consider hiring him/her on a permanent basis?

Yes \_\_\_\_\_ No \_\_\_\_\_

Reflect on the student's specific goals. How successful was the student in achieving his/her goals?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments about the student:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Suggestions for improving the RTM internship experience and program:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Internship Supervisor:

Signature \_\_\_\_\_ Date \_\_\_\_\_

Student Intern:

Signature \_\_\_\_\_ Date \_\_\_\_\_

## Appendix 6: Internship Agreement Form (Sample)

**University of Kentucky Retailing and Tourism Management  
INTERNSHIP AGREEMENT**

to be completed before the paperwork deadline (April 15<sup>th</sup>) and at least 2 weeks prior to the intern's start date – whichever is earlier.  
Return to Mika Pryor, University of Kentucky, Retailing and Tourism Management, mika.pryor@uky.edu, 859-257-1275 fax

Student Intern \_\_\_\_\_  
 Student ID \_\_\_\_\_  
 Student Email and \_\_\_\_\_  
 Cell Phone Number \_\_\_\_\_  
 Agency \_\_\_\_\_  
 Agency Address \_\_\_\_\_  
 Agency Phone \_\_\_\_\_  
 Agency Fax \_\_\_\_\_  
 Agency Supervisor \_\_\_\_\_  
 Supervisor's Title \_\_\_\_\_  
 Supervisor's Email \_\_\_\_\_  
 Intern's Job Title \_\_\_\_\_  
 What is your previous relationship with this supervisor or agency? \_\_\_\_\_

**Describe the Intern's Major Responsibilities:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Internship Schedule**  
 Interns should be working full time (40 hours a week) unless there are extenuating circumstances  
 (Must be a minimum of 320 hours over an 8 week period)

Indicate which dates you will be completing your internship	Start Date/Week <small>(Weeks can begin on Sundays or Mondays)</small>	8 weeks End Date
<input type="checkbox"/>	May 8	July 2
<input type="checkbox"/>	May 15	July 9
<input type="checkbox"/>	May 22	July 16
<input type="checkbox"/>	May 29	July 23

Students can begin the day after finals week but must complete his/her hours no later than Aug 1.

**Compensation**

Rate of pay, accommodations, stipend, etc.	_____
--	-------

**Describe the Supervisor's Credentials (resumes may be attached):**

\_\_\_\_\_

\_\_\_\_\_

Agency Supervisor's Initials: \_\_\_\_\_ Intern's Initials: \_\_\_\_\_

**Agency Supervisor:**  
**MAJOR RESPONSIBILITIES:** As the Agency's Internship Supervisor, I have read and agree to provide the above named student with the experiences outlined.

**REQUIRED INTERNSHIP EXPERIENCES:** As the Agency's Internship Supervisor, I understand that the internship is a broad educational experience with a wide range of responsibilities that will involve the intern in observing, reporting, participating, assisting, supervising or managing. I further understand that the intern should be given the opportunity to observe the work and working relationships of the agency supervisor within their own organization, at staff meetings, and in connection with other agencies and organizations.

**EVALUATIONS:** As the Agency's Internship Supervisor, I understand that I am responsible for completing a mid-term and final evaluation of the student intern's performance (evaluation form will be provided) and facilitating an on-site visit by the student's University Supervisor.

Will you be able to provide 40 hours per week to the intern? Yes No \_\_\_\_\_

If not, how many hours per week will you be able to provide? \_\_\_\_\_

If you have previously had interns from UK's Department of Retailing and Tourism Management at your site in the past, what positions did they work and how was the experience for your organization?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Agency Supervisor's**  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Intern:**  
**MAJOR RESPONSIBILITIES:** As the Intern, I have read and fully understand my obligations to receive academic credit beyond what is required of my internship agency. As the intern, I agree to conform to all agency and college policies and procedures.

**REQUIRED INTERNSHIP EXPERIENCES:** As the Intern, I understand that the internship is a broad educational experience with a wide range of responsibilities that will involve the intern in observing, reporting, participating, assisting, supervising or managing. I agree to follow the direction of my internship supervisor and gain a wide range of experiences during my time as an intern.

**EVALUATIONS:** As the Intern, I understand that I am responsible for initiating the mid-term and final evaluations of my performance with my supervisor and will assist to facilitate an on-site visit by my University Supervisor.

Do you plan to work another job while doing the internship? Yes No \_\_\_\_\_

Do you plan to take other classes while doing the internship? Yes No \_\_\_\_\_

Will you not be able to work 40 hours per week? Yes No \_\_\_\_\_

**Intern's**  
 Signature \_\_\_\_\_  
 Date \_\_\_\_\_

*Appendix 7: Verification of Pre-Internship Hours or Internship Hours*

Paycheck stubs or other payroll documents should be provided as proof of hours worked. If your employer has no other way to verify hours, you may use this form. Make additional copies as necessary.

Student Name: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Employer: \_\_\_\_\_

Supervisor Phone #: \_\_\_\_\_

<b>DATE</b>	<b>Time In</b>	<b>Time Out</b>	<b>Total hours</b>	<b>Mentor/Supervisor Signature</b>
<b>TOTAL HOURS</b>				