# Summer Internship with the Department of Tourism

**Purpose:** The Department of Tourism Human Resources Department is responsible for coordinating the Department’s Summer Internship Program. It is our pleasure to be able to provide professional developmental opportunities in the tourism industry for students where they will receive hands on experience directly related to their course of study. It is our intention to provide students with a meaningful experience and the environment for which they can learn practical application of their chosen fields to enhance their learning.

**Process and checklist follows:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Step(s)** | **Action** | **Point of Contact** | **Timeframe** | **Results** |
|  | Ensure intern program is budgeted as part of the annual planning process for each organization’s needs within DoT. | HR and DoT Management Team | Annually |  |
|  | Alert Information Technology Support Personnel to ensure desk space and necessary equipment are available for the number and placement of all prospective candidates for each unit in DoT. | HR and IT Manager | Annually and again at least 2 weeks prior to start dates |  |
|  | All prospective intern candidates must address their request for consideration for participation in the DoT Summer Intern Program to the Human Resources Department. HR will ensure that an Internship Request Form is sent to each interested applicant. | HR |  |  |
|  | Once completed Internship Request Forms are collected through HR by a determined deadline date for submission, candidates will be evaluated in terms of both their educational needs for practical application as well as their knowledge and experiential fit with the workings of each unit within DoT.  | HR |  |  |
|  | HR will distribute the Internship request forms to each unit within DoT and unit managers will rate each applicant from 1 to 3 on their criteria selection form. | HR and Unit Managers |  |  |
|  | Confirmation letters will be sent by HR to successful candidates with start and end dates, pay rate and placement. | HR |  |  |
|  | HR Unit is to Inform Personnel Department to ensure names are in the system for payment of wages | HR |  |  |
|  | Receive Candidates when they arrive and provide a new employment package for each Intern🡪 New Employee Guidelines and Necessary Employment Documents | HR |  |  |
|  | Conduct Orientation and Staff Introductions for each intern | Unit Manager  |  |  |
|  | Conduct a review and evaluation of each intern’s performance at the end of the term. | Unit Manager |  |  |