

Hrt 441- Management Intern Program
The Collins School of Hospitality Management
California State Polytechnic University, Pomona

Intern's Learning Objectives Contract

Company _____

Address _____

City State Zip Code _____

Phone Fax _____

e-mail _____

Advisor /Mentor _____

Title _____

Intern _____

Position _____

Department (s) _____

Hours worked _____

Approximate Dates of Employment to _____

Summary of Job Responsibilities _____

LEARNING OBJECTIVES:

Advisor/Mentor: These objectives should include what you expect the management intern to learn, skills you expect him/her to acquire, and projects you want completed. This list should be determined during the first week of the internship and forwarded to the Intern Coordinator as soon as practical.

OBJECTIVES: These objectives will later be used to evaluate performance.

A. _____

B. _____

Intern's Learning Objectives Contract continued

LEARNING OBJECTIVES continued:

Advisor/Mentor: These objectives should include what you expect the management intern to learn, skills you expect him/her to acquire, and projects you want completed. This list should be determined during the first week of the internship and forwarded to the Intern Coordinator as soon as practical.

OBJECTIVES: These objectives will later be used to evaluate performance.

C. _____

D. _____

E. _____

F. _____

Signature of Advisor/ Mentor - Date _____

Signature of Intern – Date _____

Signature of Intern Coordinator – Date _____

The Advisor/Mentor will mail the original to:

Intern Coordinator
Management Intern Program
The Collins School of Hospitality Management
California State Polytechnic University, Pomona
3801 West Temple Avenue, Building #79
Pomona, California 91768