



## CMAA Verified Club Internship Program

CMAA has developed a Verified Internship Program to elevate and streamline club internship offerings. Because clubs differ widely in their membership size, culture, and offerings, it may be difficult for students to know exactly what they can expect from their internship experience. This verified internship criteria helps manage the expectations of students, faculty, and managers, and holistically showcases what a career in the club industry looks like.

For a club to qualify for designation as a CMAA Verified Internship Program, the following criteria must be met and submitted to CMAA for review annually.

1. Must be a paid internship, meeting all applicable state and federal wage and hour requirements.
2. Must encompass at least 300 hours (inclusive of time worked, education programming, etc.)
3. Must offer at least 10 hours of educational programming opportunities.

Offerings must be completed from at least two of the following categories:

- Department rotations

- Club orientation
  - Leadership
  - General Manager meeting
  - CMAA education
  - Purveyor education/tours
  - Résumé review
  - Interviewing practice
4. Must provide on-going feedback to program interns.
    - One-on-one meetings with the direct supervisor or internship program facilitator must be held no less frequently than twice a month.
  5. Must complete an end of internship exit interview/program evaluation.
    - Student/Intern Reflection – how are you better from this experience? What did you learn?
    - This evaluation must be submitted within one month of completing the program



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