

Introduction

An intern is a student or recent graduate who works as an apprentice or trainee to gain practical experience in an occupation. Most hospitality and recreational sports-related school and university programs require students to complete internships (sometimes referred to as externship or co-op) as part of their graduation requirements. This practical experience allows students to apply classroom learning while developing their professional skill set.

One objective of a club internship should be to provide a valuable “on-the-job” education in the form of a supervised work experience. As club managers, it is our responsibility to provide not only the work, but also added value during the students’ time at our clubs.

The goal of this publication is for club managers, faculty and students to better understand how a well designed internship program can be of benefit to all involved.

Starting an Internship Program

When first designing an internship program for your club, the following six steps will provide a sound foundation:

1. Gain commitment from the club’s management, board of directors (if necessary) and your staff.
2. Determine the internship type that best suits your club, and develop the position description, structure and objectives.
3. Determine your recruiting methods.
4. Define expectations for all involved.
5. Implement program evaluation and feedback process.

