

HOA 783: Internship Course Completion Confirmation Form

The HOA 783 is an internship course for students enrolled in the Master's in Hotel Administration program in the Harrah College of Hospitality at UNLV. As the company's supervisor of the student's internship, please complete this form to confirm he/she/they has completed the internship within your organization. If you have any questions, please email Rhonda McElroy at rhonda.mcelroy@unlv.edu.

Student Information

Student's Name: _____

Student's NSHE ID: _____ Email: _____

Internship Information

Dates of Internship Completed: _____

Part-time Internship (20 hrs) ____ Full-time Internship (more than 20 hrs) ____

Job responsibilities the student completed during his/her/they internship.

Student's performance during their internship on a scale of 1 to 5, 5 being excellent. _____

Internship Supervisor's Contact Information

Supervisor's Name: _____ Title: _____

Email: _____ Company: _____

Supervisor's Signature

I confirm this student has completed his/her/they internship.

Supervisor's Signature

Date